

EMPLOYEE HANDBOOK

WELCOME TO JEFFERSON COUNTY

Facilities:

Jefferson County Courthouse
Jefferson County Highway Department
Jefferson County Health Department
Jefferson County Extension Office
Jefferson County Sheriff's Department and Jail
Courthouse Annex
Jefferson Street Courthouse Annex

Madison, Indiana

Table of Contents

INTRODUCTON AND WELCOME.....	iii
EQUAL EMPLOYMENT OPPORTUNITY POLICY	2
SEXUAL HARASSMENT.....	3
HARASSMENT BASED ON RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE OR DISABILITY	4
EMPLOYMENT STATUS.....	5
GENERAL RULES AND REGULATIONS.....	6
N0 FAULT ATTENDANCE POLICIES	10
SAFETY AND HEALTH POLICIES	11
SUBSTANCE ABUSE POLICY.....	12
DRUG-FREE WORKPLACE POLICY.....	15
HOURS OF WORK AND OVERTIME	18
TIMEKEEPING REQUIREMENTS.....	19
MEALS AND REST PERIODS	20
OVERTIME - NOTICE TO ALL HOURLY EMPLOYEES.....	20
PAYDAY.....	25
FAMILY AND MEDIC AL LEAVE ACT POLICY.....	25
MILITARY LEAVE.....	30
JURY DUTY	35
HEALTH INSURANCE.....	36
EMPLOYEE APPAREL	36
INTERNET USAGE AND ELECTRONIC E-MAIL	36
OPEN DOOR POLICY	37
TELEPHONE USAGE	38
OFFICE EQUIPMENT.....	39
COUNTY VEHICLES.....	39

KEYS	40
SMOKING POLICY	40
NOTICE IN CHANGE IN PERSONAL STATUS	40
OUTSIDE EMPLOYMENT.....	41
PERSONAL LEAVE.....	41
SICK LEAVE	42
HOLIDAYS	43
FUNERAL LEAVE	44
VACATION LEAVE.....	44
RETIREMENT PLAN.....	45
COUNTY EMPLOYEE DUTIES	45
D1SCIPLINE	46
HIGHWAY DEPARTMENT CHAIN-OF-COMMAND	49
VOLUNTARY TERMINATION OF EMPLOYMENT	49
ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK	50

INTRODUCTON AND WELCOME

We are pleased that you have become an employee of Jefferson County. As a County employee, you are expected to provide prompt and courteous service to the public. It is through your vigorous individual efforts and strong desire to be part of our team that we will continue to provide excellent service to all of Jefferson County.

It is not possible for this handbook to cover each and every aspect of Jefferson County's employment policies and procedures. For this reason, the policies and procedures described in this handbook are summary descriptions and are not intended to be all encompassing or applicable in every situation. To the extent you have any questions or concerns about the handbook, or the County's employment policies and procedures, you are encouraged to bring those questions to the attention of your supervisor or elected official ("Officeholder"). The County reserves the right to amend and/or terminate policies and procedures contained in this handbook at any time without advance notice.

This handbook is not a contract nor should it be construed as creating a contract or property rights for any employee. The contents of this handbook supersede any previous verbal or written policy, and no representations contrary to the provisions of this handbook shall have any effect unless made to you personally in writing and signed by either the Jefferson County Board of Commissioners or your Officeholder.

SECTION 1:

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This Equal Employment Opportunity Policy reaffirms the policy and commitment of Jefferson County to provide equal employment opportunities for all employees and job applicants. The County endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

Jefferson County will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, age, or physical or mental disability. The County will make employment decisions so as to further the principle of equal employment opportunity. The County will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The County also will ensure that all personnel decisions and actions including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline or terminations. County sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, religion, national origin, veteran status, sex, age, or disability.

All employees are expected to comply with our EEO Policy. Officeholders, managers and supervisors who are responsible for meeting county policy objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

SECTION 2:

SEXUAL HARASSMENT

It is the policy of Jefferson County to provide an environment free from sexual and sex-based harassment. It is against the policy of Jefferson County for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment may include:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching, or brushing the body
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature)

Any employee who believes he or she has been sexually harassed should report the conduct immediately to their supervisor, Officeholder, the County attorney or the County Executive. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of Jefferson County who has been found, after

appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including discharge.

SECTION 3:

HARASSMENT BASED ON RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE OR DISABILITY

In providing a productive working environment, Jefferson County believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability. It is Jefferson County's policy to provide an environment free from such harassment.

It is against the policy of Jefferson County for any Officeholder or employee, whether a manager, a supervisor, or a coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, age or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on Jefferson County's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to their supervisor, Officeholder, the County attorney or the County Executive. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of Jefferson County who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including discharge.

SECTION 4:

EMPLOYMENT STATUS

Jefferson County maintains standard definitions of employment and classifies employees in accordance with these definitions:

1. Full-time: Employment in an established position requiring 35 hours or more of work per week. Full-time employees are eligible for full participation in benefit programs.

2. Part-time: Employment in an established position requiring less than 35 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Participation in benefits programs for part-time employees is limited to:

- Participation in the retirement plan, if the employee works over 1,000 hours in a year and is at least 21 years of age
- Participation in paid company-observed official holidays
- Eligibility for worker's compensation benefits

3. Seasonal and Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments.

Participation in benefit programs for temporary employees is limited to eligibility for worker's compensation.

4. Officeholders and Professional Employees: Persons elected to the office or appointed to fill a vacancy in an elected position are "Officeholders". Persons filling positions that are traditionally considered professional positions such as engineer and attorney are "Professional Employees". These positions are eligible for full participation in benefit programs.

Additionally, for purpose of overtime, all employees are defined as either:

1. Exempt: Those employees who are employed in an executive, administrative, or professional capacity and who are not covered by the federal minimum wage and maximum hours laws, or

2. Non-Exempt: Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and maximum hours laws.

All employees, regardless of employment status, are subject to all Jefferson County rules and procedures.

SECTION 5:

GENERAL RULES AND REGULATIONS

Each elected official, Officeholder, and Board of Jefferson County has authority with respect to selection, employment, promotion, retention, and discipline of employees in each respective office or under their supervision.

This handbook sets out general policies for employee conduct and discipline which will generally be applied. Each officeholder or supervisor is encouraged to consult with the County attorney before taking any adverse job action with respect to a County employee. A particular

Officeholder or elected official may adopt additional employment policies applicable for their office or employees which do not conflict with this set of general policies.

We believe that our employees are and will continue to be good citizens, both in the community and on their jobs and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, customers, or the County. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including discharge, will be determined by the severity of the situation involved.

If during the course of your employment a performance problem is detected, your supervisor will discuss the problem with you and offer any appropriate assistance needed to remedy the situation. If the performance problem continues, the normal steps of disciplinary action by the County will be oral warning, written warning, written probation, and, ultimately, termination of employment. Employees also may receive a three-day suspension in appropriate circumstances as a final disciplinary action prior to termination.

Furthermore, if you engage in misconduct deemed serious enough by the Officeholder, elected official or Board that supervises your employment, then in their sole discretion, you may be subject to immediate suspension and/or termination without administration of the sequential steps of discipline.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

Performance Rules

1. Always make your best effort in your work.

2. You are expected to meet reasonable standards of efficiency, productivity, and performance.

3. Do not leave the work site during working hours without advance permission from your supervisor.

4. Always work until the end of your day or the beginning of your break and lunch periods.

5. Always be at your assigned position ready to work at the start of your shift and at the end of your break and lunch periods.

Behavior toward Others

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or officeholder, the use of abusive or threatening language towards such individuals, or any conduct that undermines supervisory authority.

2. Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, officeholders, customers, visitors, or suppliers at any time.

3. Do not make false or malicious statements about employees, supervisors, officeholders, the County or customers, suppliers, or visitors at any time.

4. The use of profane or abusive language is not permitted in any situation.

Property of Others

1. Do not abuse, misuse, damage, destroy, sabotage, or steal County property, machines, tools, or equipment, or the property of employees, supervisors, customers, suppliers, or visitors.

2. The use of County equipment or tools for personal purposes is not permitted.

Honesty

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the County or its suppliers, customers, or insurance carriers.
2. Do not alter, misuse, or remove from County premises, without proper authorization, employee lists, blueprints, County records, checks, or confidential information of any nature.
3. Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.

Condition of County Premises

1. Do not create or contribute to unsanitary conditions on County premises: do not litter.
2. Keep your work area safe and clean at all times.

Other Rules

1. Gambling on County premises is strictly prohibited. Gambling includes lotteries, punch boards, check pools, and raffles.
2. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on County property at any time without advance permission from an officeholder.
3. Always report any mistake by yourself or another person that could affect the County's operations or the quantity or quality of its services.

Parking and Access to Premises

1. Parking areas on County premises are restricted to employees and authorized guests and handicap marked locations.

SECTION 6:

N0 FAULT ATTENDANCE POLICIES

Punctuality and regular attendance are essential functions of each employee's job at Jefferson County. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, his or her work must be performed by others.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized County business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor or office holder with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor or officeholder of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work. Excessive absenteeism may be grounds for discipline up to and including termination of employment. Generally, any unpaid absence not protected by law (e.g., FMLA) will be considered excessive. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have terminated the employment relationship.

SECTION 7:

SAFETY AND HEALTH POLICIES

Safety is everybody's business. Every employee is responsible for his or her own safety as well as for others in the workplace. Safety must be a primary concern in every aspect of planning and performing all Jefferson County activities. The County wants to protect its employees against preventable injury or illness in the workplace to the greatest extent possible.

All injuries (no matter how slight) must be reported to an officeholder or supervisor immediately, but no later than 24 hours from the time of the incident to his or her supervisor or Officeholder. Employees also are expected to report promptly any apparent health or safety hazards. Below are some general safety rules. Each supervisor or officeholder also may post other safety procedures in specific departments or work areas:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Use stairs one at a time.
- Report to your supervisor or officeholder if you or a co-worker becomes ill or are injured in the workplace.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoke only in designated smoking areas outside the buildings.
- Keep cabinet doors and file and desk drawers closed when not in use.

Employees may be disciplined for any behavior that poses a potential for harm to either themselves or other persons.

Additionally, use of County-owned equipment, including automobiles, is conditional upon the use of prudence and care towards both the equipment and others. Employees whose actions indicate unsuitable risks may be denied access or opportunity to use County-owned equipment.

SECTION 8:

SUBSTANCE ABUSE POLICY

Purpose

Jefferson County is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, the County is committed to assuring its continued representation as a quality government agency. To achieve these goals, the County must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of employees and those served by the County.

Policy Requirements

1. The use, possession, sale, or transfer of an illegal drug by any employee on County premises, in the performance of the County business, or at County-sponsored events, is strictly prohibited.
2. The use of any legally obtained drug by any employee while performing County business or while on County premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, or the employee's job performance. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to their supervisor.
3. The unauthorized use, possession, sale, or transfer of alcohol on County premises is prohibited. The use of alcohol by employees while conducting County business, attending County sponsored business or social functions, or otherwise representing the County off County

premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, or the employee's job performance.

4. The presence in specified amounts (producing positive test results) of any illegal drug or alcohol in an employee's system while on County premises or while otherwise performing County business is prohibited.

Testing and Treatment

1. All prospective new employees will be tested for the use of illegal drugs and controlled substances. No offer of employment will be made to an applicant until he or she completes the necessary drug information and testing consent forms and passes the pre-employment drug test. Applicants who refuse to complete the necessary paperwork and test or who test positive on the drug screen will not be offered employment.

2. Any employee returning from a layoff or leave of absence of more than four weeks in duration or involved in an on-the-job accident or any other incident in which the employee or others were or could have been injured will be required to take a blood test, urinalysis, or other drug/alcohol test before returning to or resuming work for the County. An employee must complete the necessary drug information and consent forms prior to the testing.

3. Whenever the County suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the Substance Abuse Policy, the County may require a blood test, urinalysis, or other drug/alcohol test. An employee must complete the necessary drug information and consent forms prior to the testing.

4. Employees in the jail, employees required to have CDLs, or employees with safety-sensitive positions will be required to consent in writing to and undergo periodic testing for

as long as they remain in such jobs. The County will maintain a list of sensitive jobs and will notify employees who hold such positions.

5. Any employee who has voluntarily or mandatorily completed an Employee Assistance Program will be required to consent in writing to and undergo periodic testing for a period of one year after release from the treatment program.

6. An employee who tests positive for alcohol or drugs during the employee's first 60 days of employment will be discharged immediately for violation of the County's Substance Abuse Policy.

7. After the employee's first 60 days of employment, an employee whose alcohol or drug test is positive may be subject to the following rehabilitative procedure:

- a. First Positive: The employee is to be placed on an immediate leave of absence and referred to the Employee Assistance Program for mandatory participation. The employee cannot return until a County-approved counselor or physician releases the employee to return to regular and complete job duties and responsibilities.
- b. Second Positive: If within one year of release from the treatment program an employee again tests positive for either alcohol or drugs, the employee will be discharged for the positive test result.

8. The leave of absence that must be taken after a positive alcohol or drug test is without pay. However, the employee may use any accrued, unused vacation, personal days, or sick days to receive compensation during the leave. Current benefits coverage will continue during the leave.

9. All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in the strictest of confidence, disclosed only to those having a legitimate need to know such information.

Disciplinary Action

1. Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy (except for the first positive test of an employee with more than 60 days tenure) will result in discipline, up to and including discharge, even for a first offense.

2. The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.

3. All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to the County's normal policies independently of any drug or alcohol implications or causes.

SECTION 9:

DRUG-FREE WORKPLACE POLICY

Purpose

Jefferson County is committed to providing a safe and productive work environment. We also expect our employees to report to work each day fit to perform their jobs. To meet these objectives, as well as our obligations under applicable federal and state laws, we must take a firm and positive stand against substance abuse. This policy is intended to ensure a drug-free work environment for the benefit of our employees and citizens. This policy supplements our Substance Abuse Policy.

Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on the County's premises or in the performance of services for the County is strictly prohibited.

As a condition of continuing employment with the County, each employee must:

1. Abide by the terms of this policy; and
2. Notify the County of any criminal drug statute conviction for a violation occurring in the County's workplace no later than five days after such conviction.

Any violation of this policy will result in either discipline, up to and including discharge, and/or a requirement of satisfactory participation in a drug abuse assistance or rehabilitation program, depending on the nature and seriousness of the offense.

Drug-free Awareness Program

To assist in ensuring compliance with the County's Drug-free Workplace Policy, we have established a Drug-free Awareness Program to inform employees about:

1. The dangers of drug abuse in the workplace
2. The County's policy of maintaining a drug-free workplace
3. Any available drug counseling, rehabilitation, and employee treatment programs
4. The penalties that may be imposed upon employees for drug abuse violations

Participation in our Drug-free Awareness Program by all employees is mandatory.

Acknowledgment and Consent

I hereby acknowledge having received a copy of the County's Drug-free Workplace Policy. I agree, without reservation, to abide by the policy.

Date

Employee's Signature

Employee's Name (Printed)

SECTION10:

HOURS OF WORK AND OVERTIME

A. Offices

County offices are normally open for business between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. These are the standard working hours, which may be modified only with supervisor or officeholder consent or direction. All employees are expected to be at their desks or work stations at the start of their scheduled shifts, ready to perform their work.

Each employee will receive a one-hour unpaid lunch period each day. The timing of this break for each employee will be designated by the employee's supervisor or officeholder.

B. County Highway Department Working Hours

- A) Highway Department working hours will be from 7:00 a.m. until 3:00 p.m. daily, Monday through Friday. However, this Department is an emergency department and all Employees are required to work when they are needed regardless of the time of day or night.
- B) All Employees will remain on the job site until such time that their arrival in the shop will not be before 2:50 p.m.
- C) Any Employee who is late for work will be docked pay according to the time they arrive (example: If you arrive between 7:01 a.m. and 7:30 a.m., you will be docked one-half (1/2) hour in pay. If you arrive between 7:31 a.m. and 8:00 a.m., you will be docked one (1) hour in pay, etc.)
- D) Highway Department Employees will have thirty (30) minutes to eat lunch and are asked to bring their lunch or eat at the closest store or location possible to where they are working to their work assignment. Any employee taking longer than

thirty (30) minutes for lunch will be docked pay according to the amount of time over thirty (30) minutes.

- E) The superintendent and supervisors (foremen) will meet at 6:55 a.m. every morning to finalize plans for the work schedule for the day. The supervisors (foremen) will instruct the employees as to the day's work assignment and activities at approximately 7:00 a.m. and all employees will go to their assigned duties no later than 7:10 a.m.

SECTION 11:

TIMEKEEPING REQUIREMENTS

All non-exempt employees must accurately record time worked on a time card for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than County business. Fabrication or failure to keep time records, filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination.

Salaried exempt employees also may be required to record their time on either a time card or time sheet.

Any errors on your time card should be reported immediately to your supervisor who will attempt to promptly correct legitimate errors.

SECTION 12:

MEALS AND REST PERIODS

All non-exempt employees working four hours or more will be provided a paid rest period of 10 minutes in length. To the extent possible, rest periods will be scheduled in the middle of each four-hour work period. In addition, all non-exempt employees working six hours or more will be provided with an unpaid 30-minute meal period. To the extent possible, such meal periods will be scheduled in the middle of the employee's scheduled shift. However, business necessity may dictate that such meal periods be scheduled at other times to accommodate the County's operating requirements. Employees are completely relieved of all working duties and responsibilities during their meal period and may leave the premises.

Employees are expected to promptly return to their workstations following the allotted time for their rest periods and meal period. Any employee who fails to timely return to his or her workstation will be subject to appropriate discipline.

SECTION 13:

OVERTIME - NOTICE TO ALL HOURLY EMPLOYEES

This notice will serve to reaffirm Jefferson County's policy concerning compensation for all overtime worked by hourly employees. In accordance with the Fair Labor Standards Act ("FLSA"), an hourly employee who works in excess of forty (40) hours during a work week is to be compensated at a rate of one and one-half (1½) times the employee's regular rate of pay for each hour of overtime worked. Section 7(o) of the FLSA authorized the County to use compensatory time in lieu of cash to compensate employees for overtime. The County uses compensatory time to compensate all hourly employees for all work performed in excess of forty (40) hours during a

work week. Compensatory time accrues at the rate of one and one-half (1½) hours for each hour of overtime worked.

An employee authorized to work overtime may accrue up to a total of two hundred forty (240) hours of compensatory time which is equivalent to one hundred sixty (160) hours of actual overtime worked. Employees whose work involves public safety activities, emergency response activities, or seasonal activities, which may result in the accumulation of more than two hundred forty (240) hours of compensatory time, may be permitted to accrue up to four hundred eighty (480) hours of compensatory time, which is equivalent to three hundred twenty (320) hours of actual overtime worked.

Employees are expected to use compensatory time within a reasonable time after accrual. Effective immediately, an employee wishing to utilize compensatory time must provide his/her s supervisor or Officeholder with at least twenty-four (24) hours notice prior to the start of employee's work day. The County reserves the right to reject an employee's request for the use of compensatory time if the County determines, in its sole discretion that the request would impose an unreasonable burden on the County's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services.

Employees will be required to exhaust all accrued compensatory time prior to utilizing accrued vacation time.

If you have any question regarding the County's policy concerning compensatory time, please see your supervisor or Officeholder.

Time and a Half

The County pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any work week. Non-exempt employees are those who work in positions for which an overtime premium must be paid under the Fair Labor Standards Act.

Double Time

The County pays two times a non-exempt employee's hourly rate for all hours worked on any County-designated holiday.

Limitation on Overtime Pay

Overtime pay (premium rates) shall not be paid twice for the same hours (pyramiding). Paid hours not actually worked (e.g., vacation, holidays, etc.) will not be counted toward the 40 per work week required to receive overtime pay.

Assignment of Overtime Work

When overtime work is required by the County on a particular job commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the County on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

Supervisor Authorization

No overtime may be worked by (non-exempt) employees unless specifically authorized by supervisor or officeholder. Any violations of this policy shall subject the offending employee to discipline under the County's progressive discipline policy.

Compensatory Time

1. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday of each week.
2. Hourly employees who are regularly scheduled to work fewer than forty (40) hours per week shall be compensated at a straight time rate for all regularly scheduled hours of work and for all time worked between their regularly scheduled work hours and forty (40) hours in a work week.
3. Hourly employees may not work over forty (40) hours in any work week without receiving authorization in advance from his/her supervisor or officeholder. Working unauthorized overtime may result in disciplinary action, up to and including discharge.
4. Any hourly employee who works in excess of forty (40) hours in any work week shall be compensated for such work with compensatory time off. Each employee shall report all time worked in excess of forty (40) hours in any work week in accordance with the Time Records policy found in Section 11.
5. Compensatory time is earned at the rate of one and one-half (1½) hours of pay for each hour of overtime worked. Employees may accrue up to a total of two hundred forty (240) hours of compensatory time which is equivalent to one hundred sixty (160) hours of actual overtime worked. Employees whose work involves public safety activities, emergency response activities, or seasonal activities which may result in the accumulation of more than two hundred forty (240) hours of compensatory time, may be permitted to accrue up to four hundred eighty (480) hours of compensatory time which is equivalent to three hundred

twenty (320) hours of actual overtime worked. If you have any question which limitation applies concerning the accrual of compensatory time, please see your supervisor or Officeholder.

6. Employees are expected to use compensatory time within a reasonable time after accrual. An Employee wishing to utilize compensatory time must provide his/her supervisor or Officeholder with at least twenty-four (24) hours notice prior to the start of the employee's work day, The County reserves the right to reject an employee's request for the use of compensatory time if the County determines, in its sole discretion, that the request would impose an unreasonable burden on the County's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services. Employees must exhaust all accrued compensatory time prior to utilizing accrued vacation time.
7. Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than a) the average regular rate received by such employee during the last three (3) years of the employee's employment or b) the final regular rate received by such employee, whichever is higher.

Any question regarding this policy should be directed to your supervisor or Officeholder.

SECTION 14:

PAYDAY

Jefferson County pays its employees every other Friday. Each paycheck for hourly employees represents wages earned by the employee during the two week period ending on the previous Sunday. Salaried employees are paid to date.

Checks will be made available to the employee beginning at approximately noon on Friday. Checks may be picked up at the Auditor's office.

If you find an error in your paycheck, your supervisor should be notified. The supervisor will in turn notify the Auditor. A lost check should be reported immediately so that payment may be stopped at the bank and another check can be issued.

SECTION 15:

FAMILY AND MEDICAL LEAVE ACT POLICY

Jefferson County complies with all applicable federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights and have certain obligations with respect to unpaid leave for certain family and medical reasons.

FMLA Leave Eligibility

An eligible employee under the FMLA is an employee who has been employed by the County for at least 12 months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least 50 employees are employed by the County either at that facility or within 75 miles of that facility.

Reasons for FMLA Leave

An eligible employee may take FMLA leave of up to 12 weeks per leave per year for any of three different reasons:

- to care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
- to care for the employee's spouse, child, or parent who has a serious health condition; or
- because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement.

Serious Health Condition

For the purpose of determining whether an eligible employee or his or her spouse, child, or parent has a serious health condition, such a condition includes any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e., overnight hospitalization) or continuing treatment by a health-care provider. These terms are construed by the County in accordance with applicable federal laws and regulations.

Leave Year

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means the 12-month period beginning on the date the employee first takes leave for any of the reasons set forth previously.

Compensation for FMLA Leave

Generally, FMLA leave is not paid. However, an eligible employee may elect to take any accrued paid vacation leave or, for personal medical leave, paid sick days in lieu of taking unpaid

leave under the FMLA. Such paid leave will be counted towards the employee's 12 weeks of FMLA leave granted per leave year.

Intermittent or Reduced Hours Leave

In the case of leave taken to care for a seriously ill spouse, child, or parent; or due to the employee's own serious health condition, an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary, as certified by the employee's or family member's health-care provider. Otherwise, such leave is not permitted except at the sole discretion of the County. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave.

Job and Benefits Security

An eligible employee who takes leave under the FMLA and who returns to work before his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits that had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of Group Health Plan Coverage

Group health plan coverage will be maintained by the County during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. Premium payments should be made to the Auditor's office on the

1st and 15th of each month. The Auditor's office will notify eligible employees concerning the amount of each premium payment. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond his or her control will be expected to reimburse the County for health-care premiums paid by the County during the leave period.

Employee Notice Requirements

An eligible employee must give the County at least 30-days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for Leave is not foreseeable, then the employee must give as much notice as practicable. Typically, this will mean giving notice to the County within one or two working days of learning that FMLA leave must be taken. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

Health-Care-Provider Certification

In cases of leave to be taken to care for a seriously ill family member or due to the employee's own serious health condition, an eligible employee must provide the County with a completed and signed health-care-provider certification indicating that the employee requires FMLA leave. This certification must be returned to the County within 15 days after the employee gives notice of his or her intent to take FMLA leave, and must contain the following information:

- The date on which the serious health condition commenced
- The probable duration of the condition
- The treatment regimen prescribed
- Any appropriate medical facts within the health-care provider's knowledge regarding the condition

- If applicable, a statement that the employee is needed to provide care for his or her spouse, child, or parent and an estimated duration of such need
- If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave

Failure to return this certification in a timely manner may result in delays in securing authorization for leave, and failure to return the certification at all will preclude the employee from taking leave.

The County also may require, at its own expense, a second and third health-care-provider opinion if there is a question as to the validity of the certification provided by the employee. An eligible employee also may be asked to furnish the County with subsequent health-care-provider certifications on a reasonable basis during the employee's leave period. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An eligible employee on FMLA leave must submit to the County a medical release (i.e., fitness-for-duty certification) indicating that the employee is able to return to work. Failure to submit such a release will preclude the employee from being restored to his or her employment with the County.

Non-discrimination/Non-retaliation Policy Statement

The County will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

SECTION 16:

MILITARY LEAVE

An employee who leaves a position (other than a temporary position) with the County for voluntary or involuntary service in the .Armed Forces of the United States, the Army, the National Guard, the Air National Guard or any other uniformed service under competent authority or any other category of persons designated by the President in time of war or emergency (Military Service) including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and fitness examinations, is entitled to a military leave of absence upon request and shall be accorded certain benefits and re-employment rights, subject to the conditions hereinafter prescribed, consistent with the Uniformed Services Employment and Reemployment Act of 1994 and the Military Selective Service Act, as amended.

A. Notification

Unless precluded by military necessity, employees must provide advance written notice of their request for a military leave of absence to their supervisor or officeholder.

B. Requests for Reemployment

Employees are eligible for reemployment upon honorable release or discharge from Military Service if (i) the employee has complied with the above notification requirements, (ii) the cumulative length of the absences for Military Service has not exceeded five years (subject to certain exceptions noted below), (iii) the employee reports to work or submits an application for reemployment in accordance with the applicable procedures set forth below, (iv) the employee is qualified for an available position, and the County's circumstances have not changed so as to make such reemployment impossible or unreasonable, and (v) reemployment of that employee would not impose an undue hardship on the County. The limit on an employee's cumulative Military Service shall not include any service beyond five years during which he or she was (i) required to

complete an initial period of obligated service, (ii) unable to obtain a timely release through no fault of their own, (iii) required to fulfill an additional and certified training requirement, or (iv) ordered to active duty.

C. Procedures for Seeking Reemployment

If an employee desires to be reemployed by the County following a military leave of absence, he or she must comply with the following procedures:

1. For absences of less than 31 days, or for military leaves of absence for purposes of examination, the employee must report for work no later than the beginning of the first full regularly scheduled work day following completion of that individual's Military Service and the expiration of eight hours after a period allowing for the safe transportation from the place of that service to the employee's residence. If reporting for work within this period is impossible or unreasonable through no fault of the employee, the employee must then report as soon as practicable after the expiration of the above-referenced eight-hour period.

2. For absences in excess of 30 days but less than 181 days, the employee must submit a written application for reemployment no later than 14 days after the completion of that individual's Military Service. If submitting such application is impossible or unreasonable through no fault of the employee, the employee must then submit the application on the next first full calendar day when submission of such application becomes possible.

3. For absences in excess of 180 days, the employee must submit a written application for reemployment no later than 90 days after the completion of that individual's Military Service.

4. If the employee becomes ill or injured, or aggravates an existing illness or injury, during such Military Service, such employee must request reemployment in accordance with the

above procedures at the end of a reasonable period, not to exceed two years, necessary for the person to recover from such illness or injury.

An employee applying for reemployment shall provide, upon request, necessary documentation to establish his or her eligibility for reemployment. An employee will not be held responsible for providing documentation that does not exist or is not readily available. However, employees may be terminated after reemployment if documentation becomes available that establishes the employee's non-eligibility for reemployment. Any employee who fails to timely request reemployment shall be treated as any other employee who fails to return from a leave of absence.

D. Re-employment

An employee who qualifies for reemployment, and is subject to the above conditions, shall be reemployed as follows:

1. For employees absent less than 91 days, they shall be reemployed in the position in which they would have held if their continuous employment had not been interrupted by such Military Service. If the employee is unqualified for this position despite reasonable attempts to train him or her, the employee shall then be reemployed in the position held immediately prior to his or her absence.

2. For employees absent more than 90 days, they shall be reemployed in the position in which they would have held if their continuous employment had not been interrupted by such Military Service or a position of like seniority, status and pay. If the employee is unqualified for this position despite reasonable attempts to train him or her, the employee shall be reemployed in the position he or she held immediately prior to his or her military leave of absence or a position of like seniority, status and pay to his or her original position.

3. For employees who become disabled or aggravate a disability during such Military Service and, as a consequence, are unqualified to be reemployed in the above manner despite reasonable efforts at accommodation, they shall be reemployed in a position which is equivalent in seniority, status and pay for which they are qualified or can become qualified with reasonable efforts. If unavailable, they shall be reemployed in a position which is the nearest approximation to such position consistent with the circumstances of the individual's case.

4. For employees who are not qualified for the above position, they shall be reemployed in a position of lesser status and pay that the employee is qualified to perform with full seniority.

5. If two or more employees are eligible for reemployment to the same position, the employee who left first shall have priority. All other employees shall be reemployed in any other position that provides similar status and pay with full seniority or, if disabled, to a position of similar status and pay consistent with the individual's case.

Subject to the ability to become qualified for the position, employees are entitled to any promotions, advancements or changes in status that would have occurred automatically had they not been absent in Military Service. Employees are entitled to promotions based on discretion, and not automatically based solely on seniority, only if that employee would have been awarded the promotion had he or she not been absent.

E. Seniority and other Benefits Upon Reemployment

Employees eligible for reemployment are entitled to the seniority and other rights and benefits determined by seniority as if their continuous employment had not been interrupted by Military Service and shall be entitled to other rights and benefits not determined by seniority as any other employee on furlough or leave. To the extent required of other employees on furlough

or leave, employees for reemployment are required to pay their share of any funded benefit contingent on employee contributions.

F. Health Benefits

Employees who request a military leave of absence may elect to continue health coverage for (i) 18 months commencing on the employee's leave of absence or (ii) the day after the employee fails to return or apply for reemployment, whichever is less. The employee shall not be required to pay more than 102% of the full premium except that employees on leave for Military Service for less than 30 days shall not be required to pay any more than the normal employee share (if any).

If coverage is terminated during an employee's military leave of absence and the employee is reemployed, no exclusions or waiting period will be imposed when the coverage is reinstated unless such illness or injuries were incurred in or aggravated during the performance of the employee's Military Service.

G. Pension Benefits

Upon reemployment, employees returning from a military leave of absence shall be treated as having no break in service and each period served in Military Service shall be deemed to constitute service with the County. An employee is entitled to accrued benefits contingent upon employee contributions or elective deferrals only to the extent the employee makes payment to the plan with respect to such contribution or deferral as specified in the County's public employee retirement plan.

H. Non-Discrimination

The County will not discriminate against any employee on the basis of his or her membership, application for membership, performance of service, application for service or performance of any other obligation in the military.

I. Termination of Benefits

Notwithstanding the foregoing, an employee's entitlement to reemployment and other benefits outlined herein immediately terminates if the employee receives a dishonorable or bad conduct discharge, if the employee is separated from Military Service under anything other than honorable conditions, or under any other condition provided by law.

SECTION 17:

JURY DUTY

The County will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the employee's supervisor or officeholder to verify the need for such leave. The employee will receive the difference between jury duty pay and his or her normal salary or wage for each day of jury duty up to a maximum of five days per year in addition to any other paid leave.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or officeholder informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the County-provided compensation supplement.

SECTION 18:

HEALTH INSURANCE

The County provides health and accident insurance for all of its full-time employees and professional employees. The County pays the cost of individual coverage for those employee classified. Part-time employees are not eligible for health insurance coverage. Those employees who wish to have their dependents included in the insurance plan are required to pay the monthly premium for that coverage on a payroll deduction basis. The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. Additional copies are available from the Auditor's office.

SECTION 19:

EMPLOYEE APPAREL

We always are concerned with the impression we make on others as representatives of County government. In accordance with this concern, employees should strive at all times to ensure that their clothing and appearance are business-like and contribute to a pleasant office environment for both coworkers and the public. Employees are encouraged to consult with their supervisor or officeholder whenever necessary regarding acceptable dress for their work areas.

SECTION 20:

INTERNET USAGE AND ELECTRONIC E-MAIL

Jefferson County encourages the use of the internet and electronic mail, or e-mail, as a tool to help accomplish the County's legitimate business objectives. The internet and e-mail can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers, and the public. However, the internet and e-mail also may be

misused, with potentially serious consequences for both the County and the user. This policy is intended to define the parameters of appropriate internet and e-mail usage by Jefferson County personnel. As a general rule, it is expected that all employees will use common sense and sound judgment when utilizing the internet or e-mail system. In addition, employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Users should respect the rights and sensitivities of recipients and potential recipients or viewers, and should ensure that all e-mail messages reflect the image that Jefferson County wishes to portray.

Users should be aware that e-mail messages cannot be considered private and may be monitored by supervisors, officeholders or the County executive. Such messages also may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Employees should not send any e-mail messages they would not want to have seen by persons other than the intended recipients.

Violators of this policy will be subject to appropriate disciplinary action up to and including termination of employment. Any known or suspected violations of the policy should be reported immediately to your supervisor or the County executive.

SECTION 21:

OPEN DOOR POLICY

Jefferson County is committed to making each of its facilities a good place for all of its employees to work. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. The county believes that employee' opinions, thoughts, and feelings are important and recognize the need for

procedures that will allow employees to call attention to work-related matters they feel need correction. To that end, the County has an open door policy. This means that your supervisor or Officeholder is always willing to engage in work-related discussions.

If something is troubling you, take the following steps:

1. Think through the problem.
2. Place your thoughts in a logical order. Such ordering may best be accomplished by writing down your thoughts.
3. Schedule an appointment with your supervisor or Officeholder.
4. Jefferson County strongly endorses an open door policy where an employee has the right to meet with his/her supervisor or officeholder to discuss matters of concern. Remember that while your supervisor or Officeholder may not be able to correct everything, he/she will certainly make an attempt to assist you.

SECTION 22:

TELEPHONE USAGE

Often, the only contact the public has with Jefferson County facilities is through the telephone. It is, therefore, extremely important that employees are always professional and helpful to all callers.

- Answer the phone identifying the office you represent and then yourself. Always answer promptly and pleasantly.
- If the caller needs assistance locating certain services outside the office, be as helpful as possible. Take the time to locate the appropriate individual or division for assistance. This will reflect well on the employee and the office.
- Personal phone calls at work are sometimes unavoidable. Please limit the frequency and duration of personal calls. Personal calls should not be made on a County provider mobile phone.

- Personal long distances calls may not be charged to the office. Necessary personal long distance calls must be billed to a home phone or a calling card.

SECTION 23:

OFFICE EQUIPMENT

Photocopiers and facsimile machines are provided for the County's business use. They are not to be used for copying or faxing personal items.

SECTION 24:

COUNTY VEHICLES

Each employee is responsible for the service and upkeep of any vehicle assigned to that employee, including specifically the oil transmission systems of vehicles. No employee except a supervisor, district foreman, bridge crew foreman or a garage mechanic may drive any County vehicle to and from his/her home. All County vehicles shall be left at the Highway Department garage. In the case of the Sheriff's Department, vehicles use is restricted to within Jefferson County only. Additional restrictions can be found in the Merit Rules for the Sheriff's Department.

Any Highway Department employee who, while operating a County vehicle is cited for any traffic violation set forth in Indiana Code 9-21-1 et seq. or under a county or municipal traffic ordinance shall be automatically suspended for three (3) days without pay. If that employee subsequently violates any such law or ordinance, that employee shall be dismissed.

SECTION 25:

KEYS

Employees who receive keys to any Jefferson County facility are solely responsible for their keys. Keys should not be loaned to anyone nor should they be duplicated. If an employee loses a key, it should be reported immediately to his/her supervisor or Officeholder.

SECTION 26:

SMOKING POLICY

In accordance with the Clean Indoor Law, Ind. Code § 16-41-37-1e seq., smoking is prohibited in all Jefferson County facilities, except in specifically designated smoking areas.

For purposes of this policy, smoking is defined as the carrying or holding of a lighted cigarette, cigar, pipe, or any other lighted smoking equipment, or the inhalation or exhalation of smoke from any lighted smoking equipment.

Designated smoking areas will be clearly and conspicuously identified within each facility.

SECTION 27:

NOTICE IN CHANGE IN PERSONAL STATUS

Each employee is required to notify his/her supervisor or Officeholder immediately of any change in name, address, phone number, marital status, dependents, or beneficiaries. Keeping this information accurate enables the County to reach you in an emergency, forward your mail and W-2 forms, and maintain your insurance and other benefits. This personal information will be handled with complete confidence. Jefferson County will not supply personal information to unauthorized individuals.

SECTION 28:

OUTSIDE EMPLOYMENT

Jefferson County realizes that, while it would like its employees' job talents and energies to be expended solely on behalf of the County, its employees may obtain outside employment to supplement their income. A Jefferson County employee may engage in outside employment as long as that employment does not interfere or conflict with the employee's job duties or responsibilities with respect to the County. In order to help ensure that this does not occur, an employee who obtains outside employment should notify his/her supervisor or Officeholder and provide the following information: (1) the name of the employer; (2) a job description; and (3) the expected work hours.

EMPLOYMENT BENEFITS

SECTION 29:

PERSONAL LEAVE

Full-time employees of Jefferson County will be eligible for one (1) day of personal leave after each four (4) months of continuance employment, not to exceed three (3) days within any one (1) year.

Personal leave may be used by employees to attend to personal matters during regular working hours. Each employee must request the use of personal leave at least twenty-four (24) hours prior to the start of his/her work day. If the employee fails to follow this procedure, he/she may be charged with an unauthorized leave day. Personal leave is forfeited if unused at the time of termination of employment.

SECTION 30:

SICK LEAVE

Regular full-time County Employees may take sick leave for illness. Each employee who desires to use an accrued sick day must notify his/her supervisor or Officeholder with as much time as practicable, but no less than two (2) hours prior to the start of his/her work day. Regular full-time County employees shall be paid up to six (6) sick leave days in a calendar year basis. Unused sick leave days may accumulate up to a total of sixty (60) sick leave days.

After all annual and accumulated sick leave days are exhausted, an employee will not be paid for absence due to illness unless he/she chooses to use any personal and/or paid vacation days, if available, toward the absence.

If an employee uses five (5) or more continuous sick days, that employee shall furnish his/her supervisor or Officeholder with a medical certificate from the employee's doctor which states the cause for taking sick leave.

An employee who misses for and has no sick leave days, personal leave days, vacation days, or compensatory time shall be charged with an unexcused absence.

If an employee becomes ill, or is injured while on vacation, the scheduled vacation time is counted as vacation. If the disability continues beyond the scheduled time of the vacation, the sick leave pay (any remaining sick leave credit) will begin on the scheduled working day after the end of the vacation.

Sick Leave Credit shall cease on the day on which the employee retires or when his employment terminates, except as specifically provided herein. No compensation is paid an employee on termination based on accumulated sick leave time.

County employees must adopt such remedial measures as may be commensurate with their disability, and permit such reasonable examination and inquires by the County medical representative or other suitable representatives as may be necessary to ascertain the employee's condition in the judgment of the County Executive.

The supervisor or Officeholder for each employee is responsible for keeping a record of sick leave days used by each employee.

SECTION 31:

HOLIDAYS

Jefferson County observes the following thirteen (13) paid holidays each year. Employees shall work or have enough accumulated time to cover the entire scheduled work day before and the work day after a paid County holiday to receive holiday pay.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

During election years, two (2) additional holidays are observed: the Primary Election Day in May and the General Election Day in November.

If a legal holiday falls on a Saturday, it is celebrated on Friday. If the holiday falls on Sunday, it is celebrated on Monday. A complete list of all holidays with actual celebration dates will be distributed each year to all employees.

SECTION 32:

FUNERAL LEAVE

Employees shall be granted three (3) days leave with pay in the event of the death of the following:

- Parent
- Spouse
- Child
- Sibling
- Grandparent
- Grandchild

The employee must notify his/her supervisor or Officeholder of the need for funeral leave as soon as practicable. In the event documentation is required to verify the authenticity of the request, the employee should provide either certification from the funeral home or a copy of the obituary of the deceased relative.

If an employee requests, and is approved additional time off, he/she must use accrued compensatory, vacation, or personal leave to cover the absence.

SECTION 33:

VACATION LEAVE

- A) All full-time employees shall be entitled to one (1) week vacation after one (1) full year of service.

- B) All full-time employees shall be entitled to two (2) weeks vacation after the completion of two (2) full years of service.
- C) All full-time employees shall be entitled to three (3) weeks vacation after the completion of eight (8) full years of service.
- D) All full-time employees shall be entitled to four (4) weeks vacation after the completion of sixteen (16) full years of service.
- E) All employees who want time away from their regular duties shall notify the superintendent, their supervisor or Officeholder, at least one (1) week in advance of the requested time off. Emergency situations will be handled on a case-by-case basis. All time off must be approved by the superintendent, supervisor or Officeholder.

SECTION 34:

RETIREMENT PLAN

All officeholders, full-time employees hired after July 1, 1978, shall be eligible to participate in the County retirement plan. Merit office in the Sheriff's Department participates in a separate retirement plan.

SECTION 35:

COUNTY EMPLOYEE DUTIES

Each elected officeholder or official of Jefferson County has authority with respect to work assignments of County employees under their supervision.

- A) All employees will perform any task assigned to them regardless of classification.
- B) All employees will be responsible for the routine maintenance of any equipment assigned to them.

- C) All employees will be responsible for the appearance of their equipment.
- D) All employees will receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.
- E) All employees will be issued safety equipment as required by the County's insurance company or OSHA. This equipment will be issued by the safety person which will be determined by the supervisor or Officeholder. After the issuance of the equipment, the care and maintenance of that equipment will be the responsibility of the employee, and if it is broken or lost due to misuse, the employee will be responsible for its replacement.
- F) All employees will wear safety equipment as required. Failure to use the safety equipment may result in disciplinary action by the County or by Indiana OSHA.
- G) All employees will receive a written job performance evaluation semiannually on July 1 and December 31 which evaluation will remain in their personnel folder.
- H) All employees of the highway department are required to maintain a valid commercial driver's license.

SECTION 36:

DISCIPLINE

Each officeholder, elected official and Board of Jefferson County has authority with respect to discipline of employees in their respective office or under their supervision.

The County recognizes that employees who violate the rules are rare exceptions. Based on common sense and good judgment, these rules are designed to protect your rights and the rights of other employees of the County. This handbook does not contain every rule so that when you have questions about what is appropriate, please ask your supervisor.

Jefferson County reserves the right to take whatever disciplinary action it believes is appropriate under the circumstances. Though not required, the County may use a system of progressive discipline in order to correct employee performance or conduct related problems. In doing so, the County may use oral warnings, written warnings, suspension, and discharge as a means of correcting the problem. The following may result in discipline, up to and including discharge:

1. Unsatisfactory work performance.
2. Insubordination or failure to follow instruction.
3. Theft, unauthorized removal of property, or misappropriation of funds.
4. Fighting.
5. Being under the influence of alcohol or drugs or in an unfit condition for work.
6. Bringing drugs or alcohol on County property.
7. Causing unsanitary, hazardous, or unsafe working conditions.
8. Personal possession of weapons during working hours or on County property.
9. Falsification of personnel or other records.
10. Falsification of time cards.
11. Horseplay, scuffling, or wasting time.
12. Absence without notice or leaving the job before the end of the work day.
13. Neglect or failure to perform assigned duties.
14. Unauthorized use, possession of, or damage to County property, or the property of fellow employees.
15. Walking off the job without permission.

16. Excessive absenteeism, chronic tardiness, or excessive delays of lunch periods or breaks.
17. Restricting or interfering with work production or attempting to induce others to do so.
18. Accepting employment elsewhere while on leave of absence.
19. Making or publishing false, vicious, or malicious statements concerning the County or any employee of the County.
20. Failure to cooperate in an investigation of any violation of an office rule or regulation, including submission to alcohol or drug testing or polygraph testing.
21. Threatening, coercing, or interfering with employees or citizens.
22. Sleeping anywhere during working hours.
23. Excessive use of the telephone for personal calls or personal cell phones while on County time.
24. Smoking in areas of County facilities not specifically designated as smoking areas.
25. Violation of the no solicitation policy.
26. Doing personal work on company time.
27. Refusal to work overtime or working overtime without permission.
28. Misuse of prescription drugs.
29. Use or possession of illegal drugs.
30. Conduct unbecoming a County employee.
31. Conduct that threatens the safety of the public or a fellow employee.

32. Failure of highway department employees to maintain a valid commercial driver's license.

The above rules are not intended to be all inclusive of the proper standards of conduct or other obligations of Jefferson County employees. Jefferson County reserves the right to take disciplinary action for other offenses not specifically listed herein.

SECTION 37:

HIGHWAY DEPARTMENT CHAIN-OF-COMMAND

The Jefferson County Highway Department operates under the authority of the Jefferson County Board of Commissioners. Chain of command under the Jefferson County Board of Commissioners shall be as follows:

- A) Highway Superintendent.
- B) Senior Supervisor.
- C) Second Senior Supervisor.
- D) Third Senior Supervisor.
- E) Garage Supervisor.

SECTION 38:

VOLUNTARY TERMINATION OF EMPLOYMENT

The County executive and officeholder's hope you will be with us for a long time, but if you choose to terminate your employment, it is anticipated that you will give your supervisor or officeholder as much notice as possible preferably a minimum of two weeks. When giving your two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice.

Employees must return all County property, including keys and manuals, to their supervisor or officeholder on or before their last day of work.

SECTION 39:

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

This is to certify that I have read this employee handbook and am familiar with its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that Jefferson County may modify any of the provisions of this handbook at any time, with or without notice, and may deviate from any provision of this handbook in its sole discretion. I acknowledge that I do not in any way rely upon the provisions of this employee handbook in accepting or continuing my employment with the County.

Employee Signature

Employee Name (Printed)

Date

ORDINANCE NO. 2004- 9

**AN ORDINANCE OF THE JEFFERSON COUNTY BOARD OF COMMISSIONERS
AMENDING THE JEFFERSON COUNTY CODE BY ADOPTING OR RESTATING
PERSONNEL POLICIES**

An Ordinance of the Jefferson County Board of Commissioners amending the Jefferson County Code by adopting or restating personnel policies.

WHEREAS, updated personnel policies of Jefferson County need to be restated or adopted; and

WHEREAS, to the extent possible, there is a need for uniformity among various offices and facilities of Jefferson County with respect to personnel policies; and

WHEREAS, this policy is supplemental in nature does not replace any duty, obligation or benefit arising under federal or state law; and

WHEREAS, the Sheriff's department and 9-1-1 dispatch operate on a 24 hour a day, 7 day a week basis such that certain policies, for example, the typical "hours of operation" and "overtime" do not apply to said offices or departments; and

WHEREAS, the merit deputies of the Sheriff's department are subject to rules and regulations of the Sheriff's Merit Board and disciplinary action by the Sheriff or Sheriff's Merit Board pursuant to State law,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF JEFFERSON, STATE OF INDIANA, AS FOLLOWS:

SECTION I:

The Jefferson County Code is amended by replacing Article X, Chapter 6 with the Employee Handbook, attached hereto and incorporated herein by reference as if it were set out

herein in full.

SECTION II:

This Ordinance is supplemental in nature and is not intended to repeal or replace any provision of a County ordinance unless in direct conflict herewith. This Ordinance, to the extent possible, will apply to all County offices and facilities.

SECTION III:

The Sheriff's Department and 9-1-1 Dispatch shall have a 24 hours per day, 7 day per week schedule as established by the Sheriff or supervisor in conformity with Federal overtime rules.

SECTION IV:


This policy will apply to Sheriff's Department merit deputies only to the extent that it does not conflict with Sheriff Merit Board policies or procedures under State or Federal law.

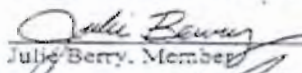
SECTION V:

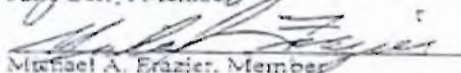
This Ordinance shall become effective on the on the 10th day of December, 2004.

ADOPTED this 10th day of December, 2004.

THE BOARD OF COMMISSIONERS OF
 THE COUNTY OF JEFFERSON, STATE
 OF INDIANA


 Patrick S. Lyons, President


 Julie Berry, Member


 Michael A. Erazier, Member

ATTEST:


 Sandy Shelton, Auditor

Prepare by:

Wilmer E. Goering, II
 ECKERT, ALCORN, GOERING & SAGE, LLP
 One West Sixth Street
 Madison, Indiana 47250
 (812) 273-5230/Fax (812) 273-6844