

ORDINANCE NO. 2022-2

**AN ORDINANCE TO AMEND THE
MORGAN COUNTY PERSONNEL POLICY HANDBOOK**

WHEREAS, the County Commissioners of Morgan County, Indiana, (“Commissioners”) serve as the executive body of Morgan County, Indiana (“County”); and,

WHEREAS, in accordance with that role, the Commissioners are charged with transacting the business of the County, which includes oversight of the management of the various agencies of the County and all County employees; and,

WHEREAS, the Commissioners have taken several actions recently to modernize the various personnel management procedures of the County in order to ensure fairness and transparency to employees and prospective employees, as well as, compliance with applicable federal and state laws and regulations related to employment; and,

WHEREAS, one of these actions was the creation of the *Morgan County Personnel Policy Handbook* (hereinafter “*Handbook*”), which was adopted by the Council on December 7, 2020 and by the Commissioners on December 28, 2020; and,

WHEREAS, since its adoption, necessary amendments have been recommended that would help clarify certain issues within the *Handbook*; and,

WHEREAS, one of the primary goals of the *Handbook* is to have a single resource for employees, department managers, human resources staff, and other relevant parties to have complete, consistent, and accurate information pertaining to employees’ various rights and obligations in connection with their employment with the County; and,

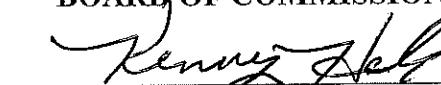
NOW THEREFORE BE IT ORDAINED that:

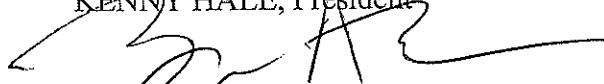
1. The *Morgan County Personnel Policy Handbook*, adopted and authorized by Ordinance # 2020-11, shall be amended as follows:
 - a. Chapter 3, Salary Administration, Section 22 shall be renamed from “Dispatch Lateral Transfer Policy” to “Lateral Transfer Policies”
 - b. Chapter 3, Salary Administration, Section 22 (A) shall have a new section heading titled: “Dispatch Lateral Transfer Policy”, the existing headings encompassed by this section shall be indented a further layer and renumbered as follows: “1. Dispatcher from External Agency,” “2. Non-Dispatcher from Morgan County Public Safety Agency,” 3. Non-Dispatcher from External Public Safety Agency,” “4. Non-Dispatcher from Morgan County Non-Public Safety Agency.”
 - c. Chapter 3, Salary Administration, Section 22 (B) shall be added and read as follows: “Emergency Medical Services Lateral Transfer Policy”
 - d. Chapter 3, Salary Administration, Section 22 (B) (1) shall be added and read as follows: “An existing paramedic hired from another agency with greater than (1) year of experience can receive pay at the level of a paramedic with (2) years of experience, but for all other purposes will be treated as a new employee. Determination of credit towards an employee’s experience as it relates to their position in the pay structure will be at this discretion of the EMS Director and shall be presented to the employee in their offer letter.”
 - e. Chapter 3, Salary Administration, Section 22 (B) (2) shall be added and read as follows: “An existing full-time EMT upon completion of all requirements to become a paramedic while no openings for a paramedic exist, will automatically be paid at the top rate for an EMT until the employee is hired as a paramedic. A part-time EMT upon completion of all requirements to become a paramedic that is also hired full-time while no open paramedic position exist will be paid at the top rate for an EMT until the employee is hired as a paramedic. For all other purposes an employee will be treated based on their actual years of service. Nothing in this section shall require an EMT described above to be hired as a paramedic. The employee will be considered along other applicants as applicable.
 - f. Chapter 3, Salary Administration, Section 22 (C) shall be added and encompass the existing section “General Lateral Transfer Policy.” The existing headings encompassed by this section shall be indented a further layer and renumbered as follows: “1. Department to Department Transfer,” “2. Transfer from Non-Merit Position to Merit Position,” “3. Transfer from Merit Position to Non-Merit Position.”
2. These amendments shall be effective immediately and added to the *Morgan County Personnel Policy Handbook* as soon as practicable.
3. All other portions of the *Morgan County Personnel Policy Handbook* shall remain in full force and effect.

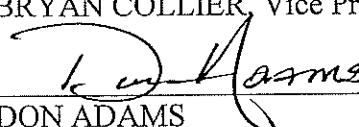
ALL OF WHICH IS ORDAINED AND ADOPTED by the Board of
Commissioners of Morgan County, Indiana on this 7th day of February, 2022.

**MORGAN COUNTY, INDIANA
BOARD OF COMMISSIONERS**

ATTEST: 
DAN BASTIN
Morgan County Auditor


KENNY HALE, President


BRYAN COLLIER, Vice President


DON ADAMS

ALL OF WHICH IS ORDAINED AND ADOPTED by the County Council of
Morgan County, Indiana on this 7th day of February, 2022.

**MORGAN COUNTY, INDIANA
COUNTY COUNCIL**

Kim Merideth
KIM MERIDETH, President

Vickie Kivett
VICKIE KIVETT, Vice President

Chip Keller
CHIP KELLER

Melissa Greene
MELISSA GREEN

Kelly M Alcala
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Troy Sprinkle
TROY SPRINKLE

Jason Maxwell
JASON MAXWELL