

ORDINANCE NO. 2022-3

**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, 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. Chart 4 of Chapter 4, Employee Benefits, Section 1, Paid Time Off (PTO), identified as Section 4.1 shall be amended as follows:

8 Hour Workday			12 Hour Workday-Sheriff Road Deputies			24 Hour Workday		
Yrs of Service	PTO (HRS)	PTO (Days)	Yrs of Service	PTO (HRS)	PTO (Days)	Yrs of Service	PTO (HRS)	PTO (Days)
0	112	14	0	154	14	0	216	9
1	136	17	1	187	17	1	228	9.5
2	152	19	2	209	19	2	240	10
3	160	20	3	220	20	3	252	10.5
4	176	22	4	242	22	4	264	11
5	184	23	5	253	23	5	276	11.5
6	192	24	6	264	24	6	288	12
7	200	25	7	275	25	7	300	12.5
8	208	26	8	286	26	8	312	13
9	216	27	9	297	27	9	324	13.5
10	224	28	10	308	28	10	336	14
11	232	29	11	319	29	11	348	14.5
12	240	30	12	330	30	12	360	15
13	248	31	13	341	31	13	372	15.5
14	256	32	14	352	32	14	384	16
15	264	33	15	363	33	15	396	16.5
16	272	34	16	374	34	16	408	17
17	280	35	17	385	35	17	420	17.5
18	288	36	18	396	36	18	432	18
19	296	37	19	407	37	19	444	18.5
20	304	38	20	418	38	20	456	19

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
DAN BASTIN
Morgan County Auditor

Don Adams
DON ADAMS, President

Bryan Collier
BRYAN COLLIER, Vice President

Kenny Hale
KENNY HALE - President

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

ATTEST:

Dan Bastin
DAN BASTIN,
Morgan County Auditor

Chip Keller
CHIP KELLER

Melissa Greene
MELISSA GREENE

Kelly M Alcala
KELLY ALCALA

Troy Sprinkle
TROY SPRINKLE

Jason Maxwell
JASON MAXWELL