

**ORDINANCE NO. 2022-5**

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

**WHEREAS**, the Morgan County Board of Commissioners (“Commissioners”) serve as the executive body of Morgan County, Indiana (“County”) and the County Council (“Council”) serves as its fiscal body; and,

**WHEREAS**, in accordance with these roles, it has been the common and regular practice in the governance of the County that both the Commissioners and Council approve certain matters related to County employees; and,

**WHEREAS**, the Commissioners and Council have instituted significant measures in recent years in an attempt 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,

**WHEREAS**, in contemplation of the foregoing, the Council and Commissioners believe it is prudent to make such clarifying amendments in order to remove any existing ambiguity.

**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 16.5 (B) shall amended as follows: "Non-exempt EMS employees may accrue up to ~~seventy two (72)~~ Two Hundred Forty (240) hours of compensatory time. ~~This accrual is equivalent to one (1) week's work ten (10) shift's hours.~~ Two Hundred Forty (240) hours is equivalent to the total hours worked in ten (10) regular work shifts.

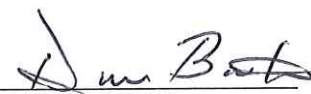
Use of compensatory time shall be approved by the EMS Director. The EMS Director has sole discretion and may schedule use of employee compensatory time."

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 21<sup>st</sup> day of February, 2022.

ATTEST:

  
DAN BASTIN  
Morgan County Auditor

**MORGAN COUNTY, INDIANA  
BOARD OF COMMISSIONERS**

  
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 7 day of March, 2022.


ATTEST:

  
DAN BASTIN,  
Morgan County Auditor

MORGAN COUNTY, INDIANA  
COUNTY COUNCIL

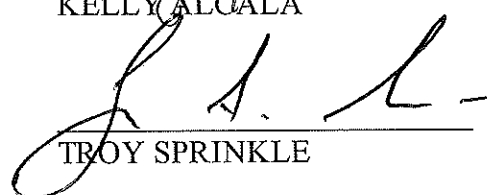
  
KIM MERIDETH, President

  
VICKIE KIVETT, Vice President

  
CHIP KELLER

  
MELISSA GREENE

  
KELLY ALCALA

  
TROY SPRINKLE

  
JASON MAXWELL

**3.16.5 (B) EMS Compensatory Time-off**

Non-exempt EMS employees may accrue up to Two Hundred Forty (240) hours of compensatory time. Two Hundred Forty (240) hours is equivalent to the total hours worked in ten (10) regular work shifts.

Use of compensatory time shall be approved by the EMS Director. The EMS Director has sole discretion and may schedule use of employee compensatory time.

**3.16.5 (C) Highway Compensatory Time-off**

Non-exempt employees of the Highway Department shall be entitled to accumulate up to a maximum of eighty (80) hours of compensatory time due to the requirement that these employees respond to various emergencies and acts of God including but not limited to snow fall, flooding, and wind damage.

**3.16.6 Maximum Compensatory Time Accrual**

Absent extraordinary circumstances, and subject to the approval of your Elected Official/Department Head, all compensatory time earned during the first six (6) months of the calendar year (January 1 through June 30) should be completely used by the end of the subsequent six (6) month period (July 1 through December 31). Concurrently, all compensatory time earned during the last six (6) months of the calendar year, should be completely used by the end of the subsequent six (6) month period. Employees shall be permitted to use compensatory time off as long as the use of compensatory time does not unduly disrupt the operation of the department. Each Elected Official/Department Head will be authorized to establish a policy regarding allowable use of compensatory time in this regard.

Employees may accumulate no more than forty (40) hours of FLSA compensatory time. In the event that an employee has accumulated forty (40) hours of FLSA compensatory time, additional overtime hours shall not be worked by the employee without prior approval from the Elected Official/Department Head.

Full-time County employees who become Elected Officials shall be provided monetary compensation for compensatory time earned as an employee before commencement of the elected office.

Accrued compensatory hours are paid upon termination of employment; however, the County retains the right to pay compensatory time at any time.