

**ORDINANCE NO. 2022-6**

**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 4. Employee Benefits, paragraph 4 shall be amended as follows. "Upon completion of the employee's first full year of employment, employees will earn PTO on each anniversary date of his or her continuous service as a full-time employee as set forth in the PTO schedule below. ~~These tables are for illustrative purposes. If hours worked in a day vary from the examples shown the hours of PTO shall be calculated by the formula: PTO = (hours per day)\*(# PTO Days).~~"

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 day of February, 2022.

**MORGAN COUNTY, INDIANA  
BOARD OF COMMISSIONERS**

  
KENNY HALE, President

  
BRYAN COLLIER, Vice President

  
DON ADAMS

ATTEST:   
DAN BASTIN  
Morgan County Auditor


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


MORGAN COUNTY, INDIANA  
COUNTY COUNCIL

  
KIM MERIDETH, President

  
VICKIE KIVETT, Vice President


ATTEST:

  
DAN BASTIN,  
Morgan County Auditor

  
CHIP KELLER

  
MELISSA GREENE

  
KELLY ALCALA

  
TROY SPRINKLE

  
JASON MAXWELL

## **4. EMPLOYEE BENEFITS**

The policies contained in this chapter and throughout the Morgan County Personnel Policies Handbook apply to all Morgan County employees, except when in direct conflict with special employment conditions set forth by various statutes governing employment relationships.

### **4.1 PAID TIME OFF (PTO)**

*\*This Policy replaces any and all previous vacation, personal day, sick day policies\**

The County provides full-time Exempt and Non-Exempt employees with paid time off ("PTO") benefits in lieu of the traditional benefits of paid vacation, personal days and sick days. Elected Officials and part-time employees are not eligible for PTO. PTO is intended to allow employees paid time off from work for reasons such as vacation, personal illness, family illness, medical appointments, or personal or family business. Holidays, bereavement leave, jury duty and Worker's Compensation leave are separate from PTO and are not included in the employee's earned and accumulated PTO amount.

PTO may be taken by an employee only with the prior approval of his or her supervisor (Department Head/Elected Official) in accordance with the County's payroll procedure and in compliance with any State and Federal regulations or requirements. PTO may be taken, at such times and in such increments, as best accommodates the employee's schedule and will be coordinated to ensure adequate staffing levels and departmental needs and requirements. Department Heads/Elected Officials will administer this PTO policy fairly/equitably and treat each employee in a non-discriminatory manner.

The amount of PTO to which an employee is entitled for a PTO Leave Period (as defined below) is determined by the employee's length of continuous service as a full-time employee as of the beginning of the PTO Leave Period. Newly hired employees will earn fourteen (14) days of PTO upon hire, corresponding to zero (0) years of service in the below exhibits, that can be used upon completion of their probationary period (90 days).

Upon completion of the employee's first full year of employment, employees will earn PTO on each anniversary date of his or her continuous service as a full-time employee as set forth in the PTO schedule below.