

ORDINANCE NO. 2021- 9

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

WHEREAS, the Board of Commissioners of Morgan County, Indiana (“Commissioners”) serves as the executive body of Morgan County, Indiana and the Morgan County Council (“Council”) serves as its fiscal body; 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 and Council continue to work towards modernizing 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, it has been suggested that the *Handbook* be amended by adding a new section, to-wit: Section 3.22, concerning Transfer Policies, so that current and prospective County employees can know what to expect; 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 add the proposed Section 3.22 in order to clarify how lateral transfers will be managed by the County and its officers.

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. A new section shall be inserted at the end of Chapter 3, Salary Administration, and shall be identified as Section 3.22, and shall be titled, "Transfer Policies."
 - b. The full text of said new Section 3.22 is attached hereto and labeled as Exhibit A.
2. This amendment 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 2 day of August, 2021.

**MORGAN COUNTY, INDIANA
BOARD OF COMMISSIONERS**


DON ADAMS, President


KENNY HALE


BRYAN COLLIER

ATTEST:


DAN BASTIN
Morgan County Auditor


ALL OF WHICH IS ORDAINED AND ADOPTED by the County Council of
Morgan County, Indiana on this 2 day of August, 2021.

MORGAN COUNTY, INDIANA
COUNTY COUNCIL


KIM MEREDITH, President


VICKIE KIVETT, Vice President

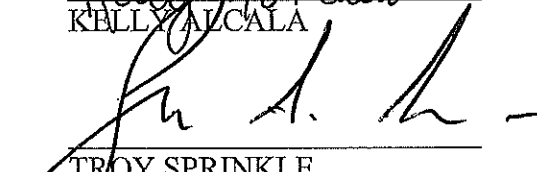
ATTEST:


DAN BASTIN,
Morgan County Auditor


CHIP KELLER


PAUL PRATHER


KELLY ALCALA


TROY SPRINKLE


JASON MAXWELL

Dispatch Lateral Transfer Policy

Dispatcher from External Agency

New employee could receive up to the lesser of 50% credit for the completed years of their applicable full-time experience, or 10 years. Years of service for the purpose of this calculation shall be rounded down to the nearest whole number. The credit of years would apply only to the employee's status in the dispatch salary matrix. For the purposes of PTO they would be considered a first-year employee and a Level-I Telecommunicator. At the end of a one-year probationary period, the employee may be evaluated to a Level-II or Level-III Telecommunicator if their certifications and experience are commensurate with the respective positions. Years of service with the county and shift-bidding are based on actual years of service with the County and department respectively, and is unaffected by the employee's placement in the salary matrix.

Determination of the years to be counted towards the employee's position in the pay matrix is at the discretion of the director and shall be presented to the employee in their offer letter.

Non-Dispatcher from Morgan County Public Safety Agency

Employee could receive up to the lesser of 25% credit for the completed years of their applicable full-time experience, or 8 years. Years of service for the purpose of this calculation shall be rounded down to the nearest whole number. The credit of years would apply only to the employee's status in the dispatch salary matrix. Shift-bidding is based on actual years of service with the department, and is unaffected by the employee's placement in the salary matrix.

If the employee transfers from an agency enrolled in Civilian PERF the employee's years of service used to determine PTO would be unaffected.

If the employee transfers from the Sheriff's department the employee shall retire in regards to their merit pension, but shall not be considered to have separated employment from the County regarding PTO if the employee immediately begins work in their new department.

All previously accrued comp time must be paid out from the department the employee is leaving at the time of transfer.

Determination for years counted towards the employee's position in the pay matrix is at the discretion of the director and shall be presented to the employee in their offer letter.

Non-Dispatcher from External Public Safety Agency

Employee could receive up to the lesser of 25% credit for the completed years of their applicable full-time experience, or 8 years. Years of service for the purpose of this calculation shall be rounded down to the nearest whole number. The credit of years would apply only to the employee's status in the dispatch salary matrix. Years of service with the county and shift-bidding are based on actual years of service with the County and department respectively, and are unaffected by the employee's placement in the salary matrix.

Determination for years counted towards the employee's position in the pay matrix is at the discretion of the director and shall be presented to the employee in their offer letter.

Non-Dispatcher from Morgan County Non-Public Safety Agency

Employee would be in their first year of the dispatcher pay matrix. Accrued PTO would transfer with the employee as well as their years of service.

An employee transferring prior to the cut-off for longevity pay will not receive longevity pay for their years of service.

All previously accrued comp time must be paid out from the department the employee is leaving at the time of transfer.

General Lateral Transfer Policy

This section applies to the transfer of a current employee not specifically covered in other sections.

Department to Department Transfer

Any employee that transfers from one department to another shall keep all accrued PTO and shall retain their years of service if there is no break in employment.

All previously accrued comp time must be paid out from the department the employee is leaving at the time of transfer.

Transfer from Non-Merit Position to Merit Deputy or Jail Officer Position

Employee shall be considered in their first year of service regarding the respective division pay matrix levels. The employee shall retain their PTO and their years of service. Shift-bidding is based on actual years of service with the division.

The employee transferring to Merit Deputy shall retire in regards to their PERF pension, but shall not be considered to have separated employment from the County regarding PTO if the employee immediately begins work in their new department.

An employee transferring prior to the cut-off for longevity pay will not receive longevity pay for their years of service.

All previously accrued comp time must be paid out from the department the employee is leaving at the time of transfer.

Transfer from Merit Deputy or Jail Officer Position to Non-Merit Position

Employee will be hired based on the range of the current salary range.

If the employee transfers from a Merit Deputy position the employee shall retire in regards to their merit pension, but shall not be considered to have separated employment from the County regarding PTO if the employee immediately begins work in their new department.

All previously accrued comp time must be paid out from the department the employee is leaving at the time of transfer.