

ORDINANCE NO. 2021-17

AN ORDINANCE TO AMEND THE  
MORGAN COUNTY PERSONNEL POLICY HANDBOOK

**WHEREAS**, the County Council 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,

**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:

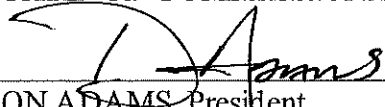
Paragraph 1 - 2, of Chapter 4, Employee Benefits, Section 4.6, Leave of Absence without Pay, identified as Section 4.6 shall be amended into one paragraph as follows: Employees must exhaust accrued leave and compensation time before going into unpaid leave status. FTPR employees, who have exhausted their twelve (12) weeks of FMLA leave, may be granted an unpaid leave of absence for an FMLA qualifying serious illness, injury, or condition. The Elected Official/Department Head does not have the discretion to approve any days of unpaid leave per calendar year without Commissioners' approval.

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 29<sup>th</sup> day of December, 2021.

**MORGAN COUNTY, INDIANA  
BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
DON ADAMS, President

  
\_\_\_\_\_  
KENNY HALE

  
\_\_\_\_\_  
BRYAN COLLIER

ATTEST:

  
\_\_\_\_\_  
DAN BASTIN

Morgan County Auditor

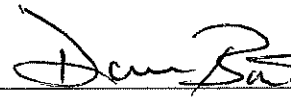
ALL OF WHICH IS ORDAINED AND ADOPTED by the County Council of  
Morgan County, Indiana on this 21<sup>st</sup> day of December, 2021.

MORGAN COUNTY, INDIANA  
COUNTY COUNCIL

  
KIM MERIDETH, President


  
VICKIE KIVETT, Vice President

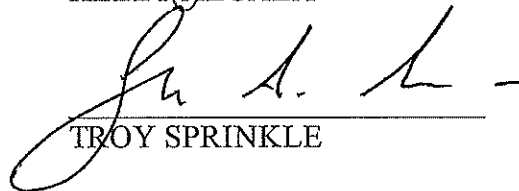
ATTEST:

  
DAN BASTIN,  
Morgan County Auditor

  
CHIP KELLER

  
MELISSA GREENE

  
KELLY ALCALA

  
TROY SPRINKLE

  
JASON MAXWELL

