

**AN ORDINANCE MODIFYING PORTIONS OF
THE PERSONNEL POLICY
OF THE TOWN OF FERDINAND, INDIANA**

WHEREAS, the Town of Ferdinand considers it necessary and prudent for certain personnel policy changes to be made and be effective January 1, 2023.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FERDINAND, INDIANA:

1. That it hereby modifies parts of Exhibit A to Section 3.25.010 of the Ferdinand Municipal Code, and adopts and incorporates by reference the following provisions, thereby amending and adding the provisions so labelled to the existing Personnel Policy:

Chapter 3.25
Section 3.25.010
PERSONNEL POLICY – EXHIBIT A

* * * *

301 Employee Benefits

Addition: Additional Paid Personal Leave Time

Remainder unchanged

303 Vacation

The first sentence of the fourth paragraph is changed to:

Paid vacation benefits may be used in minimum increments of ~~four (4)~~ ^{ONE (1)} hours and the use of flex time is encouraged when the need arises to use lesser amounts of time off. 129A.

Remainder unchanged

305 Holidays

Additional holiday: Friday after Thanksgiving

Additional paragraph: From time to time certain holidays are observed on days other than the actual holiday. In the case of Police officers, the officer working on the actual holiday will receive holiday pay, not the officer(s) working on the observed holiday.

Remainder unchanged

310 Additional Paid Personal Leave

The following new part shall be added:

40 hours of personal paid time off benefits with pay are available to eligible employees to provide opportunities for taking care of whatever personal needs may arise without having to use vacation or sick days. Eligible employees are regular full-time employees after 60 days of employment according to the schedule below.

Eligible employees, who were employed with the Town of Ferdinand as of December 31 of the preceding year, will receive 40 hours of paid personal leave benefits each calendar year. Eligible employees who are hired during a given calendar year will receive all or a pro-rata portion of the 40 hours of paid personal leave time during the year they are hired based upon the month of their hire. Eligible employees hired in January will receive 40 hours, those hired in February will receive 37 hours, those hired in March will receive 34 hours, those hired in April will receive 31 hours, those hired in May will receive 28 hours, those hired in June will receive 25 hours, those hired in July will receive 22 hours, those hired in August will receive 19 hours, those hired in September will receive 16 hours, those hired in October will receive 13 hours, those hired in November will receive 10 hours, those hired in December will receive 7 hours. No paid personal leave may be used until there has been six months of continuous full-time employment. Paid personal leave time will be shown on such employee's check stubs when the leave time is available to be used.

Paid personal leave benefits may be used in minimum increments of ^{ONE} ~~four~~ (i) ~~4~~ hours and the use of flex time is encouraged when the need arises to use lesser amounts of time off. ^{10/14}

Paid personal leave time benefits are "use it or lose it" and such benefits may not be carried over into the following year and any unused benefits will be forfeited at the end of the calendar year.

Upon termination of employment, employees will not receive payment for unused paid personal time off benefits and such benefits may not be used to extend an employee's termination date. An employee's termination date may not be extended to earn additional personal paid time off benefits.

507 Overtime, Comp Time, Flex Time

The following sentence shall be deleted: "Comp Time" must be used prior to the use of any other paid time off, e.g. vacation benefits or sick leave benefits.

The following typos shall be corrected: the spelling of the words "compliance" and "vacation".

Remainder unchanged.

512 Business Travel Expenses

The fifth bullet point in the fourth paragraph is changed to read as follows:

Mileage costs for use of personal cars, only when less expensive transportation is not available, and payable at the mileage rate as set by the Town of Ferdinand in the salary ordinance then in effect.

Remainder unchanged.

522 Workplace Violence Prevention

The second paragraph of that part shall be revised as follows:

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from being brought into the facilities operated by the Town of Ferdinand without proper authorization. Employees who may lawfully possess a firearm may bring such firearms and ammunition onto Town of Ferdinand property as long as the firearm and ammunition are locked in a glove box or trunk or stored out of plain sight in the employee's personal locked vehicle. Except for law enforcement officers, firearms and ammunition are prohibited in town owned vehicles that are driven by Town employees or in such Town vehicles that an employee is a passenger. Nothing contained herein shall prohibit or restrict the rights of a person not otherwise prohibited from possessing or carrying a handgun as may be allowed by the Indiana Code.

Remainder unchanged.

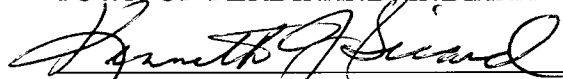
2. Any provisions of Chapter 3.25 which were not specifically changed in this Ordinance shall remain unchanged and in full force and effect.

3. This Ordinance shall be effective January 1, 2023.

4. A copy of this Ordinance shall be distributed to all affected Town employees and a copy shall be maintained and available for public inspection at the Town Office, 2065 Main Street, Ferdinand, Indiana, along with any and all amendments made thereto, and they shall, collectively, constitute the Town's Personnel Policy in its entirety.

DULY ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF FERDINAND, INDIANA, this 20 day of September, 2022.


TOWN COUNCIL OF THE
TOWN OF FERDINAND, INDIANA



KENNETH J. SICARD, President

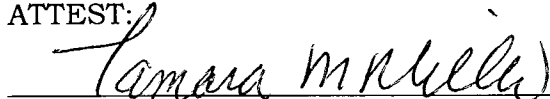


RON WEYER, Member



DEBRA JOHNSON, Member

ATTEST:



TAMARA M. MILLER, Clerk-Treasurer