Gibson County

Employee Handbook

April 1, 2014

GIBSON COUNTY

EMPLOYEE HANDBOOK

April 1, 2014

Nothing contained in this handbook is intended to create or shall be construed as creating a contract or guarantee of employment. The relationship between Gibson County and its non-union employees shall at all times be considered as an at-will relationship, which generally means that the County and its non-union employees are free to terminate their relationship with or without cause. This Handbook is not intended to nor does it supersede any applicable Union agreement. The terms, conditions and benefits of employment for non-union employees are governed solely by this Handbook; the terms, conditions and benefits of employment for union employees are governed jointly by the applicable Union agreement and, where the Union agreement is silent, by this Handbook. Similarly, this Handbook is not intended to nor does it supersede the Standard Operating Procedures ["SOPs"] of the Gibson County Sheriff's Department or the Gibson County Emergency Medical Services ["EMS"], except as related to Paid Time Off issues. The terms, conditions and benefits of employment for Sheriff's Department and EMS employees are governed by the SOPs developed by the respective departments and, where the SOPs are silent, by this Handbook.

WELCOME

The Commissioners of Gibson County [hereinafter "County" or "The County" or "County Commissioners"] welcome you to what we hope will be a unique and exciting employment opportunity. In order to expedite your orientation and answer basic continuing questions about your employment with us, we have put together the following Employee Handbook.

This Handbook is intended to be a working guide for supervisory and staff personnel in the day-to-day administration of the County's personnel policies and procedures; however, this Handbook is not intended to nor does it supersede any applicable Union agreement. The terms, conditions and benefits of employment for non-union employees are governed solely by this Handbook; the terms, conditions and benefits of employment for union employees are governed jointly by the applicable Union agreement and, where the Union agreement is silent, by this Handbook. Similarly, this Handbook is not intended to nor does it supersede the Standard Operating Procedures ["SOPs"] of the Gibson County Sheriff's Department or the Gibson County Emergency Medical Services ["EMS"], except as related to Paid Time Off issues. The terms, conditions and benefits of employment for Sheriff's Department and EMS employees are governed by the SOPs developed by the respective departments and, where the SOPs are silent, by this Handbook.

Obviously, no written guide can answer every question that may arise during your employment, nor can it remain current and accurate indefinitely. Therefore, the County reserves the right, at its sole discretion, to modify the practices and procedures outlined herein as new circumstances and experiences warrant. Hopefully, your use of this Handbook will guide you in answering most questions that will arise during the course of your employment. However, you are always free to contact your supervisor or any of the County Commissioners for further clarification.

GIBSON COUNTY COMMISSIONERS

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the County to provide equal opportunity to qualified applicants and employees in all terms and conditions of employment, including: recruitment, hiring, promotion, assignment of duties, transfer, compensation and benefits, discipline, and separation without regard to race, creed, color, national origin, sex, age, religion, veteran status, or physical or mental disability. The County will promote compliance with this policy statement through education and training of County personnel and by the adoption of policies and procedures designed to combat illegal discrimination and/or harassment and to discipline employees who disregard this policy statement.

GIBSON COUNTY COMMISSIONERS

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GIBSON COUNTY'S PHILOSOPHY AND STATEMENT OF APPLICABILITY OF HANDBOOK

The Commissioners of Gibson County, Indiana, are dedicated to providing the Citizens of Gibson County with certain public services at a reasonable cost, while, at the same time, providing just and fair compensation and working conditions to the employees of Gibson County. Gibson County is further committed to a policy of equal employment opportunity, fairness, and impartiality in its relationship with its employees and to employment decisions in keeping with state and federal law.

With your help, the County will provide quality service to our citizens at a reasonable cost. We will treat our citizens with courtesy and respect and provide them with dependable and conscientious service. County employees are honest and trustworthy in their dealings with our citizens, fellow employees, and the County. We are frugal with the County's resources and we guard and conserve them in the same manner as if they were our own. We give our best effort - all the time. We make sure that we understand our tasks, the County's goals and what we expect from each other as we conduct our work.

This document shall apply to all employees of Gibson County, Indiana, with the following exceptions:

1. Elected Officials.
2. Technical and Professional Advisors.

Additionally, where applicable union agreements or state and federal laws apply, they supersede this document should any conflict arise.

The County reserves the right to add to, delete from, or modify these policies at any time and will endeavor to ensure prompt notification of such to employees through regular updates or other methods the County may choose to use to disseminate such information.

GIBSON COUNTY COMMISSIONERS

Alan Naylor

Gerald L Blackburn

Stephen E. Bottoms

CODE OF CONDUCT:
WHAT GIBSON COUNTY EXPECTS OF ITS EMPLOYEES

Public trust and confidence is fundamental to good business and essential for any enterprise's continued success. Employees are expected to conduct themselves in accordance with the highest standards of integrity and fair dealing. All employees' actions should comply with all applicable laws, regulations and codes, as well as County policies and procedures. A good reputation, as well as the public's trust and confidence in the County, are valuable assets that cannot be taken for granted, and must be safeguarded and earned everyday. This Code is intended to help achieve these objectives by providing each employee with guidelines for making decisions that support the County's commitment to the highest standards of integrity and fairness. Violations of this Code will subject employees to disciplinary action up to and including discharge.

The following is a list of the general compliance responsibilities of all County employees:

* Comply with all County policies and procedures.

* Comply with all applicable local, state and federal laws.

* Comply with all applicable rules, regulations and technical standards governing the operation of County business.

* Avoid conflicts of interest or the appearances of conflicts of interest.

* Maintain accurate accounts, books, and records.

In addition to the foregoing responsibilities, employees are charged with the following specific standards of conduct:

1. Employees are responsible for accomplishing the specific objectives of their positions.

2. Employees are expected to interpret and follow instructions in a reasonable manner and to work with minimal direct supervision.

3. Employees are encouraged and expected to recommend changes and improvements in the manner in which their work can be performed and by which the County can provide better service to its citizens.

4. Employees are expected to effectively and courteously communicate with the County, their supervisors, each other, and our citizens.

5. Employees are expected to recognize unique or special situations requiring assistance by others.

6. Employees are expected to know their jobs, how to use their tools and equipment, and to be pro-active in increasing the level of their skills.

7. Employees are expected to fix their own mistakes, and not turn little mistakes into big mistakes.

8. Employees are expected to understand the administrative requirements associated with their positions.

9. Employees are expected to maintain a clean, healthy, safe, and substance free work area, and to refrain from any conduct which calls into question their honesty, integrity or fitness for duty.

10. Employees are expected to be aware of all County's policies and procedures that affect or govern the performance of their duties on behalf of the County.

11. Employees shall refrain from idle gossip or other communications that distract themselves or others from doing their work.

CONFIDENTIAL INFORMATION

As employees of Gibson County, your first duty is to act in all things in a manner that merits public trust and confidence. This requires the exercise of personal judgment, avoidance of conflicts of interest and the appearance of such conflicts and protection of confidential information.

It is understood that much of the County business is a matter of public record, and this generally means that the records, with the exception of employment records, are available for public inspection. County confidential information shall be used solely for County purposes and under no circumstances should confidential information be revealed to unauthorized persons or used for personal gain.

Recognizing that the County also has an obligation to protect confidential information about its employees, it will restrict access to such information on a "need to know basis" to only those management and supervisory employees with a legitimate need for access to such information. The County will also provide employee information contained in its records in response to outside inquiries only upon the prior written authorization of the employee or as otherwise required by law. All such inquiries will be directed to the Gibson County Commissioners for response.

The County also expects its employees to respect the privacy of each other and not to divulge personal or confidential information about each other to persons with no need to know, or to otherwise engage in idle gossip, speculation or innuendo of a personal nature about other persons.

SEXUAL AND OTHER TYPES OF HARASSMENT

Not only is sexual and other types of harassment humiliating and degrading, it undermines employee morale; disrupts the productive and harmonious working environment; and simply will not be tolerated by the County.

Sexual Harassment

For purposes of this policy, "sexual harassment" includes: unwelcome sexual advances; requests for sexual favors; direct physical contact of a sexually suggestive nature; overt displays of affection; displays of pornographic materials; vulgar, sexually charged, or culturally stereotypical language, jokes, gossip or innuendo; use of E-Mail, Voice-Mail, the Internet or other electronic or telecommunication device or medium in a sexually offensive manner; or other verbal or physical conduct of a sexual nature which:

1. Seeks or has the effect of requiring submission to a sexual relationship as an explicit or implicit term or condition of the victim's employment; or
2. Is used as the basis for an employment decision affecting the victim's terms and conditions of employment through the victim's submission to or rejection of such conduct; or
3. Has the purpose or effect of unreasonably interfering with the victim's work performance or which otherwise creates an intimidating, hostile or otherwise offensive work environment for the victim.

Other Types of Harassment

In addition to sexual harassment, other types of prohibited harassment include harassment on the basis of race, color, religion, national origin, age disability or other legally-protected status.

Harassing conduct includes but is not limited to:

- Epithets, slurs negative stereotyping, or threatening, intimidating, or hostile acts relating to, color, religion, national origin, age disability or other legally-protected status.
- Written or graphic material that defames of shows hostility or aversion toward an individual or group because of , color, religion, national origin, age disability or other legally-protected status and that is placed on walls, bulletin boards or elsewhere on the County's premises, or that is circulated in the workplace.
- Offensive T-shirts, sweatshirts, jackets or other types of clothing or tattoos.

Complaints

Any employee who believes they are the victim of sexual harassment, **or any other form of discrimination prohibited by this Employee Handbook**, is encouraged, expected, and ordered to immediately report said harassment or discrimination to their immediate supervisor. If the employee feels they cannot bring it to the attention of their immediate supervisor, or if the immediate supervisor is the offending party, employees should bring their concerns to the department director, or to any of the Gibson County Commissioners.

All complaints shall be received in a confidential manner and shall be promptly and thoroughly investigated by the County in as confidential a manner as is reasonably possible consistent with a fair and thorough investigation of the employee's complaints. The results of the County's investigation shall be made known to the complaining employee and appropriate disciplinary action shall be considered and/or taken against the offending employee as soon as reasonably possible under the circumstances.

Sexual harassment or other acts of illegal discrimination shall be considered serious disciplinary infractions punishable by all appropriate sanctions, including discharge. Likewise, baseless, frivolous, or groundless complaints of sexual harassment or other discrimination shall be considered serious disciplinary infractions.

No management or other employees may retaliate or discriminate against any employee for filing a complaint or for participating in an investigation of a complaint. Anyone acting in such a manner will be subject to disciplinary action.

DISABILITY ACCOMMODATIONS

Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should contact their supervisor or the Office Holder. The County will then engage in an interactive dialog with the individual employee to verify the existence of a disability covered under the Americans with Disabilities Act, as amended, identify possible accommodations, and determine which accommodations the Company can reasonably provide under specific circumstances.

COMPLAINT PROCEDURE

The County intends to treat each employee fairly. We will do all that we reasonably can do to make this a good place to work. If you have a problem or complaint concerning your employment, or if you believe you are not being treated fairly, you are expected to take the appropriate steps, as set forth below, to see that the matter is resolved.

If you have a problem or complaint, you should discuss it with your immediate supervisor.

If you believe the problem is not satisfactorily resolved, or do not believe you can discuss it with your supervisor, you should discuss it with the office holder.

If the problem is still not resolved to your satisfaction, please put the issue in writing and bring it to the attention of the County Commissioners. Their decision will be final.

HEALTH AND SAFETY

The County believes that health and safety on the job is everyone's responsibility. At a minimum, employees shall:

* Conduct their work activities in a safe and prudent manner.

* Keep and maintain their work area in a clean, sanitary and safe manner free from waste, debris, flammables, intoxicants, illegal drugs, firearms, fireworks, explosives etc... unless otherwise required by their positions.

* Keep, maintain and service all County vehicles and equipment in a clean and safe operating manner.

* Immediately report unsafe, unhealthy or dangerous conditions or practices to supervisors or other appropriate management officials.

* Immediately report all work related accidents to supervisors or other appropriate management officials.

In addition, all employees shall observe the following **General Safety Rules**:

1. All employees are responsible for keeping their work areas clean and orderly.

2. County-provided protective and safety equipment must be worn or used at all appropriate times.

4. No smoking is allowed inside any County building and smoking is prohibited within ten (10) feet from the entrance of any County building. For additional details on this policy, please see County Ordinance entitled Gibson County's Smoke free Air Act of 2001.

5. All injuries, no matter how small, must be reported as soon as possible to your supervisor.

6. Horseplay, scuffling and practical jokes are dangerous and are not allowed.

7. Machinery or equipment will be operated only by trained and authorized personnel and shall not be operated without proper safety guards in place.

8. Speed limits and driving laws must be observed while operating Gibson County owned vehicles. This includes wearing seat belts where applicable.

9. Employees will comply with individual departmental safety rules.

PERSONAL APPEARANCE

Your appearance has a direct bearing on the image of the Gibson County. A neat, clean appearance will make a favorable impression on co-workers, customers, and citizens. Employees are expected to use good judgment in the selection and maintenance of apparel appropriate for their job.

The County discourages wearing any of the following:

- T-Shirts
- Athletic shoes
- Tight clothing
- Shorts
- Sweat suits
- Mini skirts, and
- See-through fabrics

Notwithstanding the above, it is your supervisor's responsibility to make a determination on appropriate attire for your area, based on the nature of the work performed and customer or citizen exposure. Employees who, in the opinion of their supervisor, are inappropriately dressed will be sent home to change their attire. Therefore, if you are not certain what is acceptable dress for your assignment, check with your supervisor before wearing it to work. If you disagree with your supervisor's decision, you may bring it to the attention of the County Commissioners. Their decision will be final.

The County discourages tattoos that are visible, particularly on employees who have frequent contact with the public.

STATUS QUALIFICATIONS AND OVERTIME

All employees fall into status classifications of:

- Regular Full Time
- Regular Part Time
- Temporary or Seasonal

All employees are also classified as Exempt or Non-exempt.

A Regular Full Time employee is any employee working an average of thirty-five (35) hours per seven (7) day workweek who maintains continuous employment with the County. Regular Full Time employees are eligible for the County benefits program.

Employees who do not meet the Full Time definition are considered Part Time employees. Part Time employees are not eligible for benefits unless specified in this handbook or are eligible by law.

Temporary employees (also call Seasonal employees) are employees hired for a specific project or time, such as employees hired for lawn duty during the summer. Temporary employees are only eligible for those benefits required by law.

Employees are provided paid lunch breaks of thirty (30) minutes for each day they are scheduled to work at least seven and one-half (7 1/2) hours. The employee's supervisor will assign work hours, lunch breaks and any other breaks according to the department's work schedule. Unpaid lunches are not counted as hours worked. While on unpaid lunch breaks, employees are not to perform any County work.

Part Time employees are limited to a maximum of 24 hours per week.

All Employees will be paid via direct deposit. Employees shall not complete their own Attendance Form 99A; supervisors or their delegate will complete an Attendance Form 99A for each employee. However, employees are encouraged to keep an attendance record of their own.

Overtime will be paid to all non-exempt employees who work over forty (40) hours in a seven (7) day workweek. For the purposes of computing overtime, only hours actually worked are counted. All non- exempt County employees are prohibited from working overtime except with the written prior approval of their supervisor. Compensatory ("comp") time is not permitted for non-exempt employees except as follows: within the same seven (7) day work week, hour for hour, so that the employee does not work over 40 hours in that seven (7) day work week <u>and</u> only with prior written approval of the employee's supervisor.

"Banking" of overtime or compensatory time is strictly prohibited. Unless compensatory time is taken as indicated above, all overtime for non-exempt employees will be paid in the same pay period at a rate of one and a half times the employee's normal pay rate.

VACATION

Continuous Years of Employment	Vacation Days During Years of Employment
1 year	5
2 years	10
5 years	15
10 years	20
15 years	25
20 years	30

Vacation is provided to regular fulltime employees who have completed one full year of service. Vacation is based on an employee's anniversary year and must be taken in the anniversary year following the year it is earned. Accumulation of vacation days is not permissible.

At termination or retirement, any unused vacation time earned in the prior year will be paid.

PERSONAL DAYS

Regular employees will be entitled to three (3) days absence without loss of pay for the transaction of personal business, provided a two (2) days notice is given, except in case of emergency with approval of Supervisor.

Personal days may be taken in half day increments.

SICK LEAVE BENEFITS

Regular employees shall be entitled to be absent from work on account of illness for a total of twelve (12) days each calendar year without loss of compensation. An employee employed only a portion of the year shall be entitled to a proportionate number of days of sick leave. If in any one calendar year an employee shall be absent from work on account of illness less than the prescribed number of days, the remaining days shall be cumulative. These sick days shall be credited January 1 of each calendar year. All sick days accumulated prior to January 1, 2010 shall be treated as stated below with no more accumulation allowed to this schedule.
At the time of retirement and/or termination, an employee with at least ten (10) years of continuous service. Employees who have reached the age of 50, shall be entitled to be paid for accumulated sick leave for preceding years according to the following.

DAYS ACCUMULATED	PERCENTAGE OF DAY'S PAY
150 or more	100% for all accumulated days
100 to 149	75% for all accumulated days
50 to 99	60% for all accumulated days
0 to 49	50% for all accumulated days

To be eligible for sick leave, an employee must report their illness to the office holder/supervisor or their designee prior to the time they are scheduled to report to work or as soon thereafter as possible. If an employee is absent more than three (3) days because of illness, the employee shall furnish a doctor's certificate stating that the employee has been ill, was under their treatment and was unable to work because of said illness. Misuse of sick benefits will result in the loss of pay for those days when sick leave was misused and shall be grounds for disciplinary action.

Effective January 1, 2010, employees earned sick days shall be placed in a new sick bank.

Employees shall be allowed to accumulate a maximum of sixty (60) days.

All sick days accumulated prior to January 1, 2010, shall remain separate and distinct and shall be treated as stated above with no more accumulation allowed.

Employees shall be allowed to use the new sick bank days prior to using any of the old sick bank days.

Employees who are receiving Workers Compensation benefits are not eligible to receive Sick Pay.

Sick leave may be donated from one county employee to another at the employee's option. To donate sick days, the donating employee must complete the Sick Pay Donation Form which is available in the Auditor's office. Sick Pay can only be donated to an employee who is ill and has exhausted their Sick Pay benefits.

In any calendar year, an employee who has accumulated in excess of twenty-four (24) days of unused sick leave from the prior calendar years, shall be entitled during such calendar year to a compensatory leave of absence for a maximum period of five (5) days. Said five days will be deducted from the total accumulated sick leave.

The Auditor will be responsible for maintaining a record of the Sick Leave accumulated and used by each employee.

Requests for Vacation, Sick and Personal Time should be given by the employee to the employee's supervisor when the time off is reasonably known in advance to allow the County to plan for employees who know in advance they will be off work. In this case, scheduling shall be conducted by department heads to insure that the employee's absence will not adversely affect County operations. Where scheduling conflicts exist, they will generally be resolved in favor of the employee with the most seniority with the County. The department head, however, reserves the right to deny time off when the request will interfere with County Operations.

INSURANCE BENEFITS

The following types of insurance benefits are presently provided by the County to all regular full-time employees, elected officials, Title IV-D attorney and county attorney on an elective basis, with specific information regarding each benefit made available in the Auditor's office:

Group life insurance coverage
Health insurance coverage (Available for employees regularly scheduled for 30 or more hours per week.)

Employees, elected officials, Title IV-D attorney and county attorney who retire with at least 10 years of service with the County and are at least 62 years of age are entitled to maintain health insurance equal to that offered to current employees, elected officials, Title IV-D attorney and county attorney subject to the following: the County will pay 80% of the premium and the employee is responsible for the remaining 20% of the premium. Employees, elected officials, Title IV-D attorney and county attorney who meet the above requirements are entitled to maintain this coverage until age 65 or until they become eligible for Medicare, whichever occurs first.

Coverage and benefits listed above may be described in greater detail in Summary Plan Documents which list the specific benefits and limitations of each benefit provided. In the event of a discrepancy between statements in this Handbook and the information contained in the Summary Plan Document, the Plan Document will be deemed controlling. The County, at its sole option, also reserves the right to change the method of funding, payment, and contribution for a particular benefit as well as the carrier and type of insurance coverage made available. The County also reserves the right to change, modify or terminate any insurance benefit, plan, policy or practice described in this section at any time without advance notice.

Employees, elected officials, Title IV-D attorney and county attorney are encouraged to bring specific questions about their insurance benefits to the attention of the Auditor.

COBRA POLICY

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their families the opportunity to continue health insurance under the County's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are voluntary or involuntary termination of employment other than for gross misconduct, reduction in the employee's work hours, transition between jobs, death, divorce, or a dependent child no longer meeting the eligibility requirements.

Gibson County will provide employees with written notice describing your rights under COBRA when you become eligible for health insurance continuation coverage. The notice will provide important information about your entitlements and obligations. If you are aware of a qualifying event or have questions regarding COBRA coverage, please contact the Auditor's office. You will be provided with a complete copy of the COBRA Policy.

RETIREMENT BENEFITS

The County provides pension benefits under the Public Employees Retirement Plan with the County paying the total cost. The County provides the "employer contribution" for FICA benefits under a federal-state agreement with the federal administrator pursuant to state and federal law.

Retirees meeting specific eligibility requirements are entitled to continued health insurance as described in the Insurance Benefits section of this Handbook. Additional information is available from the Auditor's office,

HOLIDAYS AND OFFICE CLOSING

County paid holidays currently include:

New Year's Day	**Columbus Day**
Martin Luther King Day	**Election Day ***
Good Friday	**Veteran's Day**
Primary Election Day	**Thanksgiving Day**
Memorial Day	**Day after Thanksgiving**
Independence Day	**Christmas Eve**
Labor Day	**Christmas Day**

The above paid holidays may be changed at any time without notice. The County Commissioners will adopt the holiday schedule on an annual basis prior to December 31st for the next calendar year.

Employees must work the day before and the day after the holiday in order to qualify for holiday pay unless prior approval is obtained from your supervisor.

The closing of the Courthouse for all or part of the day due to inclement weather or other hazardous conditions will be determined by the County Commissioners and announced with as much advance notice as is reasonably possible. Employees will be paid for normal work hours for any periods the Courthouse is closed due to inclement weather. Unless notified to the contrary, employees are expected to arrive at work on time during inclement weather. If an employee chooses not to report to work due to inclement weather and the Courthouse has not been closed by the County Commissioners, the employee will be required to use any available Vacation or Personal Days. If the employee has used all of their available Vacation and Personal Days the leave due to inclement weather will be unpaid.

*If it is not an election year, New Year's Eve will be celebrated as a holiday.

MAJOR MEDICAL LEAVE

Regular full-time employees who have completed one full year of continuous service are provided with up to four (4) weeks paid medical leave per calendar year for major medical conditions upon approval of the County Commissioners. Requests for paid medical leave must be submitted in writing to your supervisor in advance of the beginning of the leave, if the leave is reasonably known in advance, along with an estimated return to work date. A doctor's statement is required at the time of the request for leave. A doctor's approval must be submitted to the County Commissioners before the employee is allowed to return to work. The employee is expected to return to work on the date of the doctor's approval.

Unused medical leave cannot be carried over from year to year and unused leave will not be paid upon termination. Employees will be required to use all sick leave from the current year prior to beginning this medical leave of absence. If a paid holiday occurs during the approved medical leave, the employee will not be paid for the holiday in addition to receiving medical leave pay. Major Medical Leave will run concurrently with Family and Medical Leave.

PERSONAL LEAVE OF ABSENCE

A full-time employee who has completed at least one (1) year of service with the County may request a leave of absence. When combined with the all other types of leave including Vacation, Family and Medical Leave, Major Medical Leave, and Sick Leave) the requested time off cannot exceed a period of one year. The Personal Leave will be unpaid.

A personal leave must be requested at least 30 days in advance, unless necessitated by an emergency. Personal leave may be granted for any justifiable reasons by the County Commissioners, provided the leave does not seriously disrupt the County's operations. All unused vacation, FMLA(if applicable), Sick Leave (if applicable), Personal Days and Major Medical Leave (if applicable) must be used before a personal leave will be granted.

The County cannot guarantee reinstatement to employees returning from personal leave, but will make every effort to reinstate employees to their former positions if County business requirements permit.

FAMILY AND MEDICAL LEAVE POLICY

General

In accordance with the requirements of the Family and Medical Leave Act ["FMLA"], employees who have been employed for at least one year *and* for at least 1,250 hours during the preceding 12-month period are eligible for unpaid FMLA leave.

FMLA leave runs concurrently with any paid time off, and employees must first use all of their accrued paid leave before going on unpaid leave, unless otherwise specified in writing by the County.

Reasons for Leave

Employees who meet the applicable time of service requirements may be granted FMLA leave for a period of up to 12 weeks [during any 12-month period] for the following reasons:

1. The birth of the employee's child and in order to care for the child.

2. The placement of a child with the employee for adoption or foster care.

3. To care for a spouse, child or parent who has a serious health condition.

4. A serious health condition that renders the employee incapable of performing the functions of his or her job.

5. A Qualifying Exigency arising from the fact that the employee's spouse, son, daughter, or parent in on Covered Active Duty.

6. To care for a Covered Servicemember who is the employee's spouse, daughter, son, parent, or next of kin who is (1) a member of the armed forces (including National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a Serious Illness or Injury suffered in the line of duty; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a Serious Injury or Illness suffered in the line of duty and who was a member of the armed forces (including National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy. Leave permitted for this category is 26 weeks within a single 12 month period.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

Procedure for Requesting Leave

Employees requesting FMLA leave shall complete and return written applications for FMLA leave on forms provided by the Auditor's Office. Completed forms shall include the stated reason[s] for the leave, the anticipated duration of the leave, and the starting and ending dates of the leave.

In situations where an employee's FMLA leave is reasonably foreseeable, the employee must submit his or her application for FMLA leave at least 30 days before leave is to begin. If the employee's need for FMLA leave is not reasonably foreseeable, then the employee must give notice as soon as the necessity for the leave arises.

Additional Information

If you are unsure if you qualify, or you have any questions concerning Family and Medical Leave, you may request a copy of the entire Family and Medical Leave Policy from the Auditor's Office.

MILITARY FAMILY LEAVE

Recognizing and appreciating the commitment and sacrifices made by our military personnel and their families, Gibson County has enacted a Military and Family Leave Policy which corresponds with the Indiana Military Family Leave Act (IMFLA). This policy provides eligible employees with 10 days of unpaid leave per year to be used during the 30-day period before the active duty orders for the spouse, son, daughter, grandson, granddaughter, sibling or court appointed ward are effective, while the military member is on leave from active duty, or within 30 days after the active duty orders terminate. Employees are required to give the County 30 days notice of their intent to utilize this policy unless the active duty orders are issued less than 30 days before the requested leave is to begin.

If you believe this policy may be applicable to you, you may obtain a copy of the complete policy from the Auditor's office.

MILITARY LEAVE

Employees who receive military orders for Reserves or National Guard training duty shall, upon presentment of those orders to their supervisors, be granted leave to fulfill their military obligations. Employees who are on military service leave of absence will receive their regular pay in addition to the employee's military pay for a maximum of fifteen (15) calendar days per calendar year or the military fiscal year (October 1 to September 30), whichever provides the greater benefit.

Employees called to active military service in the Armed Forces, or who are ordered on duty for an initial period of active duty training in the Reserves or National Guard shall also be granted leave to fulfill their military obligations. Employees who are on military service leave of absence will receive their regular pay in addition to the employee's military pay for a maximum of fifteen (15) calendar days per calendar year or the military fiscal year (October 1 to September 30), whichever provides the greater benefit.

Employees who return to work after extended absences due to their military service shall be eligible for reinstatement in accordance with applicable federal and state law. Employees called to extended active duty may also elect to use all or any portion of their accrued Paid Time Off while on such duty.

Health insurance for those employees who are activated to military service will remain available for employees and their dependents during such time; provided, however, employees are encouraged to make every reasonable effort to have the military health insurance as their primary insurer. In such event, the County will reimburse the military member for supplement insurance to a maximum of $50.00 each month and will pay all deductibles and co-pays on all military insurance approved medical care.

Employees who have been called to active duty or who are considering military service (including National Guard and Reserves) should contact the Auditor's office for a copy of the complete policy on Military Leave.

JURY DUTY

Employees called for jury duty shall be provided the necessary time off with pay. Employees shall promptly provide their supervisors with any written letters, notices or summons they receive in connection with their call to jury duty and shall keep their supervisors informed as to the likely duration of the trial. If a trial ends before 2:00 p.m. on a normal workday, employees shall return promptly to work. If a trial ends later than 2:00 p.m., employees are expected to return to work the next scheduled workday.

Employees shall promptly provide their supervisors with any written letters, notices or summons they receive in connection with call to jury duty and shall keep their supervisors informed as to the likely duration of the trial. Supervisors will attempt to reschedule any jury candidate's schedule, if required, to a day shift during the Monday to Friday period for the duration of the trial. For these workplace absences, the employee will receive his/her normal pay but will turn the jury duty pay over to Gibson County. An employee who has jury duty on a scheduled vacation day or day off may retain the jury duty pay or turn the jury duty pay over to Gibson County in return for compensatory time off.

BEREAVEMENT LEAVE

In case of a death in the immediate family (spouse, mother, father, step-parents, son, daughter, step-children, sister, brother, grandparents, grandchildren) an employee shall be paid for the two days before the funeral, the day of the funeral, and the day after the funeral, when such days are work days. In case of the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law, the employee will be allowed two days' funeral leave.

Bereavement leave must be requested from and approved by your supervisor before being taken, and must be taken within the period beginning with the day of the death of the family member and ending the day of memorial services or funeral. Employees shall be paid only for time lost from regularly scheduled work within the appropriate period, not to exceed 8 hours per day, and the time shall not be counted as hours worked for purposes of computing any entitlement to overtime compensation. Bereavement leave will not be paid in addition to any other paid leave being taken by the employee during the period in question.

In its sole discretion, the County reserves the right to authorize unpaid bereavement leave in addition to paid bereavement leave.

ABSENTEEISM AND TARDINESS

The County expects its employees to report to work regularly, on time, and in an appropriate physical and mental condition necessary to begin work promptly. Employees are also expected to devote their full time and attention to their duties during work hours. Employees who anticipate being late or absent must contact their supervisors immediately to advise them of the reasons for their tardiness or absence and supervisors are to note any time an employee is absent from work on the employee's Attendance Record Form 99A. Employees wishing to leave work early must obtain the prior approval from their supervisor. The County reserves the right to take disciplinary action, up to and including discharge, for excessive, unauthorized absenteeism or tardiness.

Employees who no-call no-show for 3 consecutive days or 3 times in a 12 month period will be considered to have abandoned their job and will be terminated.

SMOKING

In order to promote the health and safety of County employees, as stated in County Ordinance entitled "Gibson County's Smoke free Air Act of 2001," adopted July 2, 2001, smoking, including e-cigarettes, is prohibited in all County owned, controlled or occupied buildings and within ten (10) feet from any entrance to a County owned, controlled or occupied building. This policy shall be strictly enforced and apply to all employees, vendors, contractors, and other visitors.

SOLICITATION

No employee, while on duty, shall solicit co-workers, customers or vendors concerning any business unrelated to their employment duties. Examples of prohibited solicitations are the sale of insurance, cosmetics, and household products. Solicitation for charitable or philanthropic purposes may be authorized with the prior consent of their supervisor.

OUTSIDE EMPLOYMENT

Employees are expected to devote their full time, energy and attention to their duties on behalf of the County. Accordingly, regular full time employees who engage in outside employment during off-duty hours should not allow the outside employment to interfere with their work performance with the County. Any violations of this policy, as determined by the County in its sole discretion, may result in discipline, up to and including termination.

DRIVING RESTRICTIONS CONCERNING COUNTY VEHICLES

Employees whose jobs require that they operate motor vehicles owned by the County must maintain a valid driver's license issued by the state in which they reside for the type of vehicle being operated at all times. The County reserves the right to require an employee to furnish proof that they hold a valid license and to review an employee's driving record available from the Bureau of Motor Vehicles of the state. Each year Department heads will obtain a motor vehicle report for employees who drive County Vehicles. Prior to requesting the report the department head must get the employee's written authorization to request their MVR and provide the employee with written notice of the intention to do so. The department head must also inform a candidate for employment of the possible consequences of having an unfavorable MVR.

All drivers of County owned vehicles must have had a license for a minimum of three years. All job applicants to the Highway Department are required to have a Commercial Drivers License. Job classifications that require additional endorsements to the license or require other types of licenses (CDL) must be held by an employee before being permitted to operate the vehicle. Departments with Standard Operating Procedures in place requiring specific driving requirements for operation of vehicles or equipment in that department shall be subject to approval of the Board of Commissioners.

All drivers of County owned vehicles must maintain good driving records. The following matrix will be used to determine who is allowed to drive County vehicles:

Driver Acceptability Matrix

Number of Moving Violations within Past Three Years	Number of at Fault Accidents within Past Three Years				Type A Violations Within Past Three Years
	0	1	2	3	1 or more
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Borderline — Motor vehicle report will be checked every 6 months; Driving Restrictions subject to no deterioration in the record.

Prohibited — Employer must prohibit driver from driving County vehicles or From using personal vehicle on County business.

Type A Violations include:

- DWI/DUI/OUI/OWI – Drugs or alcohol
- Refusing to take a substance test
- Driving with an open container (alcohol)
- Manslaughter or Negligent homicide using a motor vehicle
- Driving while license is suspended or revoked
- Operating a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Permitting an unlicensed person to drive
- Fleeing or evading police or roadblock
- Resisting arrest
- Speed Contest (Racing)
- Hit and Run (Bodily injury or property damage)
- Failure to report an accident
- Illegal passing of a school bus
- Other violations considered serious by state law

Employees are not permitted, under any circumstances, to operate a County vehicle or a personal vehicle for County business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any County vehicle at any time or operate any personal vehicle for County business while under the influence of alcohol, illegal drugs or prescription medications that may affect their ability to drive. Convictions for Type A violations as listed above shall carry a mandatory three (3) year suspension of driving privileges of County owned vehicles. Second offence convictions within the three year suspension period shall result in permanent suspension of driving County owned vehicles. The Board of Commissioners reserves the right to determine the severity of any disciplinary action, and that may include termination of employment.

Employees must notify their supervisor if their driver's license is suspended or revoked. The supervisor should then notify the Board of Commissioners. Failure to provide timely notification will subject the employee to disciplinary action which could include termination of employment.

Employees who drive a vehicle on County business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infraction or fines as a result of their driving.

Some County employees are provided with a County owned vehicle as part of their position. County vehicles are to be used for County business only and they are not to be used for personal other than IRS qualified employees. Non-employee and non-business passengers (i.e. family members and friends) are prohibited from riding in or driving County vehicles. Violations of this policy will subject the employee to discipline, up to including discharge and subject to Federal State income taxes.

Texting and cell phone usage has become one of the most prevalent causes of road way accidents. It is therefore in the interest of the Board of Commissioners that texting while operating a County vehicle is banned. Cell Phone usage while driving should be limited to receiving incoming calls for County business only and the making of outgoing calls should be preformed only when the vehicle is pulled off the road in a stopped position. Any disciplinary action will be at the discretion of the Board of Commissioners. Drug testing is mandatory after any accident involving another vehicle or damage to a County vehicle.

USE OF TELEPHONES, CELL PHONES, COMPUTERS, E-MAIL, VOICE MAIL, INTERNET, OR OTHER COUNTY ELECTRONIC COMMUNICATIONS EQUIPMENT

Due to the danger of computers being damaged by viruses, etc, all personal use of computers is prohibited.

Employees are reminded that County computers, telephones and other telecommunications and electronic equipment are the sole property of the County, and employees have no ownership interest or expectation of privacy in such equipment or in the contents of any information or electronic data stored therein or retrievable there from. Moreover the County, as shall be permitted by law, reserves and intends to periodically exercise its right to review, audit, access, monitor and search such equipment, including any information or electronic data stored therein or retrievable there from, as business circumstances require.

The basic premise in the use of E-Mail and Voice Mail is to let courtesy, economy, and common sense be your guide. There is no substitute for the use of good judgment in determining how much E-mail and Voice Mail to send, what to say, and how to say it. E-Mail and Voice Mail are very impersonal in nature, and are thus subject to critical scrutiny and misinterpretation by the receiving party. Remember that E-Mail and Voice Mail are public media intended to facilitate effective and efficient internal and external communications - and very little use outside of that context will be condoned. Profanity, ridicule, sarcasm, comments of a demeaning sexual, racial or other stereotypical offensive nature, and any other communications which are degrading, harassing, provocative, argumentative or non-constructive in nature are strictly prohibited. Excessive carbon-copying, blind carbon-copying, and/or forwarding of E-mail and Voice Mail, either internally or externally, to parties which may include information inappropriate for all parties, or that may include the County's name while engaging in carbon-copying, blind carbon-copying, and/or forwarding activities, is also prohibited.

As stated above, access to the Internet is intended to be limited to County business. In no event shall any employee be authorized to access or download any sexually explicit or pornographic information or data, any information or data that could be considered defamatory or degrading in nature or any information or data that is protected from unauthorized disclosure by copyright. All questions concerning the County's policy related to electronic communications and the use of the County's business equipment should be raised by employees with their

supervisors. Employees are also encouraged, expected and required to immediately notify their supervisors if they become aware of violations of this policy so that the County can take appropriate remedial action to minimize any harm caused by such misuse.

SOCIAL MEDIA POLICY

Online social media such as blogs, social networks, professional networks and social bookmarking sites, have become increasingly popular. This policy pertains to employee use of such media as it relates to your position with the County.

Employees are prohibited from using the County's computers and electronic systems for participating in social media as such systems are the property of the County. Employees are not permitted to engage in violations of County policy or the law in their social media activities. As such, employees must refrain from disclosing any County confidential information at any time; engaging in sexual or other unlawful harassment; making discriminatory, defamatory, libelous or slanderous statements in discussing the County, supervision or management, coworkers, and vendors. Further, employee must insure that they do not represent or infer that their opinions or viewpoints are those of the County.

It is important to remember that even while off-duty employees represent the County to the public and should strive to preserve the County's reputation and good will. Employees are responsible for their postings and may be subject to all appropriate legal and disciplinary action resulting from any unlawful statements or County-policy violations in their social media and networking activities. However, this policy shall not be applied to interfere with employee's rights to discuss or interfere with their rights under the National Labor Relations Act.

EMPLOYEE MISCONDUCT AND DISCIPLINE

Violations of County work rules, standards, and expectations contained within this Handbook, as well as other conduct which calls into question an employee's honesty, judgment, character, ability, performance, and willingness to follow instructions will subject employees to disciplinary action up to and including discharge.

Under normal circumstances, the County will employ a policy of progressive discipline which provides for sanctions of increasing severity depending upon the nature or frequency of the employee's misbehavior or poor performance. **This policy does not, however, modify the "at-will" status of the County's employees or in any manner restrict the County's right to unilaterally modify or disregard the progressive disciplinary procedures identified below. The County, at all times, retains the right to discharge its employees, with or without cause or notice, and to administer discipline in any manner it sees fit under the circumstances.** The County will generally employ the following progressive disciplinary process:

Oral Warning

Oral Warnings shall be administered by the supervisor in a confidential setting for employees not meeting County performance or behavior standards. Supervisors are encouraged to maintain records indicating that an oral warning has been issued, but such records need not be placed in the employee's personnel file.

Written Warning

Written warnings may be issued by the supervisor for the second occurrence of poor performance or misbehavior, or first occurrence of more serious misconduct or poor performance not warranting suspension or discharge. Written warnings will be issued and documented on forms supplied by the County and shall, at a minimum:

1. Describe the details of the performance, conduct, or situation complained of, including the details of any prior oral warning issued.

2. Provide the employee with notice of the expected improvement in the performance, conduct, or situation complained of.

3. Advise the employee that repeated poor performance or misconduct may result in more severe disciplinary action, including suspension or discharge.

4. Provide for employee's acknowledgment of their receipt of their written warning.

Supervisors will forward all completed written warning forms to the Auditor's office for inclusion in the employee's personnel file.

Suspension

At the County's discretion an employee may be placed on a work suspension. The County will determine the length of the suspension and if the suspension will be paid or unpaid. Written notice of suspension will be documented on forms supplied by the County. Completed suspension forms will be forwarded to the Auditor's Office for inclusion in the employee's personnel file.

Discharge

The County has the right to discharge employees from their employment at any time and for any legal reason, with or without notice. Employees may be discharged "for cause" which could include cases involving serious misconduct, major breaches of County policies and procedures or repeated misbehavior or poor performance demonstrating the failure of the County's progressive disciplinary process.

Notices of discharge shall be forwarded to the County Commissioners or their designee for approval of the discharge before any action is taken. A copy of the discharge notice will then be forwarded to the Auditor's office for inclusion in the employee's personnel file.

If a disciplined employee works a full year without further disciplinary action being instituted under this policy, the next failure to meet behavior or performance standards may, at the County's sole discretion, be treated as a first occurrence under this policy. However, the County reserves the right to consider all past disciplinary actions in all employee evaluations.

TRAVEL EXPENSE REIMBURSEMENT

In order for employees' travel expenses to be reimbursed, the expense must be approved in advance by the appropriate department head.

Employees required by the County to drive their personal vehicles on County business shall be paid a mileage allowance at the current State approved rate.

If, at the County's sole discretion, it is determined that air travel is appropriate, employees shall be reimbursed for the reasonable cost of airfare via coach class, or the County may elect to purchase the employee's ticket directly on the employee's behalf. Employees anticipating air travel shall coordinate the purchase of their tickets in advance with their supervisors.

Employees traveling on County business are expected to use the most economical means to secure meals and lodging. Upon furnishing the appropriate receipts, employees will be reimbursed up to the State approved per diem rate for the reasonable cost of meals and lodging. Employees are expected to refrain from purchasing meals in situations where they are otherwise made available at no cost.

Reasonable and necessary miscellaneous travel expenses, such as baggage handling, telephone calls, parking and tolls, shall be reimbursed.

Excessive claims for reimbursement of travel expenses shall be refused, and payment therefore shall be the responsibility of the employee.

Non-exempt employees who travel for business purposes will be compensated according to Fair Labor Standards regulations.

DRUG AND ALCOHOL POLICY

To help ensure a safe, healthy and productive work environment, and in compliance with the Drug Free Workplace Act, the County hereby adopts a "no tolerance" policy regarding the use of alcohol and illegal drugs while on duty or on County's premises. The possession, use, transfer, consumption, purchase, sale, distribution, or manufacture of alcohol or controlled

substances, or having alcohol or controlled substances in your system without proper medical authorization, or in an amount in excess of a prescribed dosage, on County's premises or while on duty, will subject an employee to disciplinary action, up to and including immediate discharge.

The County will conduct pre-employment on all newly hired employees and and reserves the right to conduct reasonable suspicion drug testing. The County will also conduct random drug testing where required by law.

Unless authorized by the County Commissioners, alcoholic beverages will not be purchased by or served by the County during County-sponsored employee events. Cash bars for off premises employee events are permissible. For non-employee events hosted by the County, alcohol may be purchased or served by the County if to do so is consistent with local custom and prudent business practice.

Employees must notify the County of any criminal drug conviction no later than five (5) days after such conviction. Failure to notify the County of a criminal drug conviction will subject the employee to disciplinary action, up to and including discharge.

The County has also instituted separate alcohol and drug testing policies which shall be provided to employees for their respective positions at the beginning of their employment with the County.

TERMINATION OF EMPLOYMENT

Employees voluntarily terminating their employment with the County are asked to provide at least two (2) weeks' written notice to their department heads, who should in turn give notice to the County Commissioners. Once notice is given, the County reserves the right to shorten the employee's remaining time of employment. Providing the required two (2) weeks' notice does not guarantee an employee further employment during the period covered by the notice.

Employees terminating their employment will be provided specific instruction by their supervisor or other appropriate County official as to the manner in which they will return any County-owned property such as keys, cellular telephones, tools, equipment, etc. Employees with access to County computers or other electronically generated data will also be instructed as to the manner in which their access thereto will be terminated

The County will generally attempt to provide employees terminated for other than disciplinary reasons at least two (2) weeks' advance notice. However, the County reserves the unilateral right to provide less notice depending upon the circumstances.

Sick and Personal Days are not paid at termination. Any unused vacation time earned in the prior year will be paid at termination.

EMPLOYEE ACKNOWLEDGEMENT FORM

I certify that I have received, read and fully understand the terms and conditions of Gibson County's Employee Handbook. I understand and agree that the provisions within this Handbook are descriptive and not contractual in nature, and that the County can unilaterally modify, add, or delete the terms and conditions of this Handbook at any time. I understand that this Handbook is not intended to nor does it supersede any applicable Union agreement. I further understand that the terms, conditions and benefits of employment for non-union employees, with certain exceptions for employees of the Gibson County Sheriff's Department and Emergency Medical Services, are governed solely by this Handbook; the terms, conditions and benefits of employment for union employees are governed jointly by the applicable Union agreement and, where the Union agreement is silent, by this Handbook.

I also understand that this Handbook does not create or imply a promise or contract of employment and that, subject to any applicable union agreement or standard my tenure of employment with the County shall be deemed an "at will" relationship, which means that both the County and I are free to terminate our employment relationship at any time, for any reason. I also understand and agree that the County's interpretation of the provisions of this Handbook is the correct interpretation, and I agree to abide by the terms and conditions expressed herein as so interpreted by the County.

_____
Date

_____
Employee Signature

_____
Employee Printed Name