

ORDINANCE NO. 01-\_\_\_

EMPLOYEE POLICY

WHEREAS, the Town Council of the Town of Hudson, Indiana, has determined that it would be in the best interests of employees of the Town to have, by Ordinance, a written employee policy, and;

WHEREAS, the Town of Hudson Ordinance 92-4 has not been revised to reflect current practice,

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

This ordinance will be applicable to all full time, part time, and volunteer employees of the Town of Hudson. This ordinance establishes the general policy for both paid and unpaid employment with the Town of Hudson and does not establish any contractual obligation on the part of the Town of Hudson or any employee. A full time employee is a paid employee normally expected to work 32 hours or more in a normal workweek. A part time employee is a paid employee scheduled to work less than 32 hours in a normal workweek. A volunteer is an unpaid employee continuously associated with any department of the Town of Hudson.

The Town Manager is the Chief Administrative Officer of the Town. The Town Manager oversees all departments within the Town of Hudson including Marshal, Fire, Street, Water, and Waste. The Town Manager has power, whenever the interest of the Town require, to assign employees of any department, office or agency to the temporary performance of duties in another department, office or agency, provided, however, that he shall recommend changes in personnel and administrative organization policies approved and adopted by the council if such temporary personnel changes extend beyond ninety days.

The Town Manager shall see that the provisions of this ordinance are adopted within all departments, offices, and agencies of the Town of Hudson.

The Town Manager shall see that all employees of the Town receive a copy of this ordinance and sign a log indicating receipt.

GENERAL EMPLOYEE PROVISIONS

1. Sick Leave: Each full time employee shall be entitled to two days of sick leave per calendar year. Sick leave days may not be carried over from one calendar year to the following calendar year. In the event an employee is absent for more than three days, the town Manager may require a statement from a licensed physician. If an employee is injured or sick with a temporary disability, a Doctor's release shall be required before an employee will be allowed to return to work. Pregnancy will be considered as a temporary disability. In the event of work related injury, the Town will maintain such injured employee on the Town payroll until disability insurance is activated.

2. Leave of Absence: Leave, without pay, may be permitted by the Town Council should the need arise for the following reasons:

- a) Extended Illness
- b) Education or Training (Work related required training is excepted)

- c) Maternity
- d) Other reasons deemed appropriate by the Town Council

Written requests for leave must be submitted to the Town Manager to be forwarded to the Town Council stating:

- a) Reasons for leave
- b) Anticipated duration with beginning and ending dates.

The Town Council on a case-by-case basis will establish the maximum amount of time for leave of absence. Leave for extended illness or maternity leave may be permitted only after exhaustion of all accrued sick and vacation time. Vacation time shall not accrue during unpaid leave.

3. Bereavement Leave: Full time employees are entitled to Bereavement Leave of 3 days in the event of death of a spouse, child, brother, sister, father, or mother and 1 day in the event of death of in-laws or grandparents. Sick leave, personal holidays, or vacation time may be utilized if further time off is deemed necessary, with approval of the Town Manager.

4. Military Leave: Full time employees serving in the Indiana National Guard or Reserve Armed Forces of the U.S. are entitled up to 15 days paid leave for military training annually.

5. Jury Duty: A full time employee who is called for Jury Duty shall receive regular pay. Any employee receiving payment for service as a Juror shall reimburse the Town for the amount received as payment for a Juror excluding mileage expense.

6. Paid Holidays: Full time employees shall receive pay for holidays as follows: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas and New Years. Each employee will also receive two floating holidays that the employee may schedule as desired. To be eligible for holiday pay an employee must work the day before and the day after the paid holiday. A holiday will be based on one fifth of the normal workweek.

7. Employee Discipline: In the event an employee should need to be disciplined for a violation of this policy, continued tardiness, continued absence or inadequate job performance, the Town of Hudson shall use progressive discipline, depending on the severity of the offense, to correct the problem.

First Offense: Verbal warning from the Employee's immediate supervisor, Town Manager, or Town Council member.

Second Offense: Written Warning

Third Offense: Suspension without pay

Fourth Offense: Termination

Each step shall be documented by the Town Manager and placed in the Employee's

Employment Record. If no other written warning action is required within one (1) year after the offense, such documentation shall be removed from the Employee's employment record. Suspensions and terminations may be appealed to the Town Council in writing. An appeals hearing will be conducted in accordance with appropriate section of the Indiana Code or IC 36-8-3-4 in the absence of other procedure.

#### 8. Work Rules and Conditions of Employment:

The normal workweek for Town employees will begin at 12:01 a.m., Monday and end at midnight, Sunday. Employees will report to their place of work on time, ready to begin working at the appointed starting time.

The workday begins at 8:00 a.m. The normal end of the workday will be at 5:00 p.m. The normal meal break will be from noon until 1:00 p.m. Employees will maintain their own time cards, reflecting the exact time of beginning and ending of the workday. If an exception is made for the normal meal break, a note will be placed on the time card for that day indicating the exception and reason. Vacation days, holidays, personal days and sick days will be entered on the time card for the day of the week taken with no entry of hours. All employees are responsible for the timely and proper preparation and maintenance of their own time cards. Time cards will be submitted to the Town Manager weekly on the Monday following the workweek. The normal pay period is on Monday, every two weeks.

Tardiness is the late reporting to the workplace by more than 15 minutes three times in a calendar month.

The Town Manager may determine the starting and quitting times and requirements for employees to be on call.

Employees, who cannot report to work in the event of illness or personal reasons, will call the Town Manager as soon as possible, prior to scheduled starting time.

All personal injury accidents must be reported on the date of occurrence to the Town Manager who will make reports as necessary. Either the Sheriff Department with jurisdiction or the Indiana State Police will investigate any traffic accident involving a Town owned motor vehicle or piece of equipment.

All new hire employees are probationary employees for the first six months of employment. The probationary period will be included in vacation, holiday, and personal day determinations.

Drinking or substance abuse during the workday or on the job will be considered grounds for disciplinary action and/or termination. The Town of Hudson maintains a drug free workplace. Drug testing will be conducted in accordance with applicable laws.

Sexual harassment will not be tolerated. Any perpetrator of sexual harassment will be subject to disciplinary action and/or termination. Any instance of suspected or actual sexual harassment will be reported to the Town Manager.

The Town of Hudson is an equal opportunity employer. All job announcements will include this announcement.

Any employee convicted of a misdemeanor or felony that would be a violation of these rules will be terminated.

#### 9. Vacations: Each full time employee shall be entitled to vacation with pay according to

the length of service. If an annual vacation accrual should have cause to be calculated, it will be calculated on the basis of days worked per 260 possible workdays in the calendar year.

After 1 year continuous service 1 week

After 3 years continuous service 2 weeks

After 7 years continuous service 3 weeks

The Town Manager or Town Council must approve all vacation time. Vacation time shall not be permitted to accrue from one calendar year to another. Un-used days may be 'bought' by the Town

10. Relations with the public: Every category of employee with the Town of Hudson is a representative of the town. Personal appearance will reflect acceptance of a public service position. While on the job, employees will maintain a neat appearance. Clothing will not display any statements or slogans that may be interpreted as vulgar, obscene, or sympathetic to a violation of the employee policy. Except for members of the police force, no employee will carry a weapon during the workday on his or her person or in a town vehicle or on town property.

Only a Town Council member, Clerk-Treasurer, Town Manager or Fire Chief or Marshal will issue a press release or provide information to the media (radio, television, or print) that may be construed as an official statement of the Town. This does not prevent any employee, acting as an individual, to exercise his freedom of speech. Employees will not engage in any level of political activity during the workday nor display any item of endorsement of a political candidate or political party upon himself or herself or any of the town's equipment or property.

Outside employment or "moonlighting" is encouraged to the extent that it does not interfere with an employee's ability to perform the requirements of his regular job. Public safety employees may wear the uniform of their employment where the outside employment is consistent with their public safety job. Other than uniforms, town equipment may not be used for any outside employment. The use of town equipment will be limited to official use of the town with the exception that town vehicles may be taken directly to/from the place of residence for potential weather or job related activity.

All Internet and email use must be approved by the Town Manager. The Town Manager will issue a policy on electronic communications.

11. Overtime and compensatory time: The Town of Hudson will pay no overtime to any employee and any employee who is required to work overtime shall take said time back as compensatory time, said compensatory time to be authorized in advance by the Town Manager or, in his absence, a Town Council member. Time to be claimed as compensatory time will be entered on the time card for the week incurred. Compensatory time will be calculated at the rate of 1 ½ hour per hour exceeding 40 hours in the workweek. Any employee who has accrued compensatory time and requested use of this compensatory time, shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the operations of the agency.

12. Insurance Reimbursement: All full time employees shall be entitled to reimbursement of health insurance costs for them and their immediate family members (Spouse, children) in an amount specified in the annual Salary Ordinance. Employees must

present invoices, billings, or receipts to the Town Clerk-Treasurer. The amount of reimbursement will be established in the annual Salary ordinance.

13. Department heads may supplement these employee provisions. All supplements will be written and distributed to the department employees in the same manner as this ordinance. Prior to implementation, the department head will provide such supplements to the Town Manager for approval by the Town Council.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2001.

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Chad Minier, President, Town Council

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Brian Hayes, Member

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Gene Hamm, Member

ATTEST:

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Atta Hayes, Clerk-Treasurer