

PERSONNEL POLICIESSections:

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1.01 Working Conditions:

A. Hours of Work/Overtime. The hours of work for each department will be established by the department superintendent or department head. Any employee who works in excess of forty-six (46) hours or less per week, shall be paid the Town-approved overtime rate for those hours in excess of forty-six (46). The rate of overtime shall be one hundred and fifty percent (150%) of the employees regular hourly rate of pay. Hourly employees who are required to attend special meetings shall be paid overtime if this attendance would make the employee's hours exceed forty (40) for that week. For police personnel, 171 hours in a twenty-eight (28) day work period before overtime rate is in effect.

B. Employees shall be allowed 15 minutes for rest or coffee breaks during their usual eight (8) hour shift.

C. Lunch. A thirty (30) minute lunch break shall be allowed each municipal employee that works an eight (8) hour shift, with this break scheduled to fall approximately during the middle of each employee's shift. In those positions where the employee is unable to take a scheduled lunch break, special arrangements will be made by the department superintendent to ensure that the employee will have an opportunity to eat lunch.

D. Clean-Up period. Each employee of the Street and Water Dept. shall be given a fifteen (15) minute clean-up period prior to the end of his/her shift.

E. Employee Status. Any municipal employee working thirty-five (35) hours or more per week in a position which will have a minimum duration of twenty-six (26) weeks and in which no maximum time limit is associated, shall constitute a full-time employee. All full-time employees shall enjoy all benefits listed. Any employee working less than forty (40) hours per week in a position which will have a duration of at least twenty-six (26) weeks, and in which no maximum time limit is associated, shall constitute a part-time employee.

F. Nepotism. No employee shall supervise or be supervised directly or by any spouse, parent, child, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, uncle or aunt. Provided, however, that this provision shall not apply to persons employed prior to September, 1985.

1.02 Employee Conduct and Behavior:

A. Tardiness/Absence without leave. Employees who are tardy more than one (1) day per month or absent without authorization one (1) day within a three (3) month period shall receive a warning letter from their supervisor. Said letter will be permanently retained in the employee's personnel file. Further tardiness and/or unexcused absences will be met with suspension or dismissal.

B. Employee Appearance. All employees will attire themselves in a manner that is conducive to their work and which will not jeopardize the safety of themselves or other employees. Furthermore, said attire should

not bring embarrassment to the employee, fellow employees or employer. All employees receiving uniforms or a uniform allowance are required to wear such uniforms while on duty. No employee shall report for work if said employee's personal health and/or hygiene jeopardizes the health of other employees.

C. Employee Intoxication. Intoxication on the job will not be tolerated. Any employee considered to be, by his supervisor, under the influence of alcohol, non-prescribed drugs, or any other intoxicating substance will be subject to immediate suspension for a period to be determined by the employee's immediate supervisor. Chronic substance abuse and its associated ill-effects that result in impaired ability to perform work will be considered as an illness by this municipality and will be treated as same. No employee will be permitted to return to work until certification by a physician the said illness is being treated and the employee states that treatment will continue until the illness is under control. (See Section 1.03, Section C.3.)

D. Commission of Unlawful Felony Act. Any employee charged with or found participating in any felonious activity either during working hours or while off duty is subject to immediate dismissal at the discretion of the Board of Trustees for the Town of St. John.

E. Outside Employment. All outside employment must be reported to the employee's supervisor and documented in the employee's personnel file. If, in the opinion of the supervisor and department head, the outside employment is interfering with the employee's duties with the municipality, the employee shall be asked to resign from one place of employment. Continued unauthorized outside employment will be cause for dismissal. Outside employment is expressly prohibited if such employment is with an individual, company, or corporation that directly transacts business for which payment is received from the municipality. Employees of the Town who are also members of the St. John Volunteer Fire Department shall respond to fire and other emergency calls in accordance with guidelines established in advance by the employee's immediate supervisor. All other provisions including file documentation, pertain to a member of Volunteer Fire Department.

A current Town employee may hold a second Town position so long as the following provisions are followed:

- a) All file notification and other outside employment provisions are in full force and effect.
- b) If the second position results in the employee working more than 40 hours per week, the employee shall not receive overtime pay, but rather each position's regular hourly rate.

F. Conflict of Interest. Employees having authority to make purchases or enter into contracts shall have no financial interest in a company, or substantial investments in a corporation, that might benefit from their dealings with the municipality. They shall either divest themselves of such interest or investments or be dismissed from municipal employment.

G. Gifts and Gratuities. No employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

H. Political Activity. No employee paid either whole or in part by federal funds is eligible to run for political office. No employee of the Town of St. John will use his or her position and/or time during normal working hours to assist in the campaign of any political candidate.

I. Public Relations/I.D. cards. All municipal employees are servants of the public. When dealing with the public personally, during telephone conversations, or in correspondence, municipal employees shall do so in a courteous and professional manner. Excessive complaints on an employee will be investigated and may result in disciplinary action. All Town employees shall be supplied with a picture I.D. card that must be carried on their persons during working hours.

J. Disciplinary Action. It is the intention of the Town of St. John to treat all employees fairly and equally. A disciplinary action policy, if followed, will eliminate any form of selective punishment or unfair treatment. The severity of disciplinary action imposed may relate to either severity or frequency of the offense. The first and most lenient form of disciplinary action is a verbal reprimand. This action will be used when minor infractions occur or when an employee's activity borders on infraction. The intention of the verbal reprimand is to inform the employee that his actions are not consistent with municipal policies and goals. Supervisors and/or the Town Board will give such verbal warning in private and will document the employee's personnel file that such a reprimand was issued and the reasons for this action. They will also indicate to the employee that future infractions, in violation of municipal policy, will result in more severe disciplinary action. The next form of disciplinary action to be used is a letter, notifying the employee of the nature of the infraction and warning him of the possible consequences if such activity persists. The letter should be personally given to the employee and a copy should be placed in his personnel file. Suspension is the next level of employee discipline. The length of the suspension should be tied to the seriousness of the employee's actions, and should serve as an affirmation that such behavior will not be tolerated. A probationary period may be used in conjunction with any level of disciplinary action for a specific period. Under probation an employee will undergo scrutiny of his/her work habits. Dismissal is the final action available, and shall be utilized only upon approval of the Board of Trustees. In the event of a serious infraction, the Supervisor and/or Town Board may invoke a higher level of disciplinary action even if the first two levels have not been utilized. Additionally, as set forth in 1.02 (D), immediate dismissal may be invoked by the Board of Trustees.

K. Proper Authority. Many sections of these policies refer to "proper authority", for granting permission or notification purposes. The following chart identifies proper authorities by employee categories:

CHART OF PROPER AUTHORITY

<u>Employee Groups</u>	<u>Proper Authority</u>
<u>Departmental Employees</u>	<u>Department Head</u>
<u>Department Head's</u>	<u>Town Board</u>
<u>Utility/Clerical</u>	<u>Clerk-Treasurer</u>

1.03 Leaves.

A. Holidays. It shall be the policy of the Town of St. John to insure that all full-time employees receive the same number of holidays each year. These holidays shall be:

New Year's Day	January 1st
Good Friday	Movable
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

If any of these holidays fall on a Sunday, the following Monday shall be the observed holiday. And, if any of these holidays fall on a Saturday, the preceding Friday will be the observed holiday. Any employee absent without authorization on the day preceding and/or following a holiday, will not receive regular compensation for the holiday. Any regular hourly employee required to work or render service on a holiday will be compensated at the Town's approved overtime rate (see Section I.A.).

B. Vacation Leave. Police, Street, Water Departments, and Clerk's Office:

1. Vacation benefits shall be based on the calendar year according to the following schedule:

Length of Continuous
Town Service

Vacation Time Earned

Less than a year	None
One year of service	Two weeks
Five years of service	Three weeks
Fifteen years of service	Four weeks
Twenty years of service	Five weeks

With the exception of the Chief of Police and Director of Public Works who shall be entitled to three (3) weeks vacation after three (3) years, 4 weeks after 10 years, and 5 weeks after 15 years.

2. Vacation benefits shall be based on straight time pay.
3. Vacation shall be scheduled at the discretion of the Director of Public Works or Department Head, and shall not be accumulated from year to year.
 - a) In no case shall vacation days be taken before vacation time is earned.
 - b) The first 6 months of service of an employee shall be considered a probation period. There shall be no vacation taken during the first 12 months of employment.

Employees wishing to take three (3) or more consecutive vacation days will give their supervisor a minimum of thirty (30) days' notice, or run the risk of their supervisor denying such request. For vacation leave requests of fewer than three (3) consecutive days, a minimum of one week's notice is required. Requests for vacation leave not meeting these notice requirements will be subject to denial, if in the opinion of supervisor granting such leave would seriously hamper the operation of their municipal department. An employee's accrued vacation time shall be compensated by the Town upon termination of the employee by voluntary separation from employment at the employee's then current rate of pay.

C. Sick Leave. Every full-time employee shall be granted sick leave with full pay at the rate of one (1) day per calendar month of active continuous service after the completion of the initial probationary period. Sick leave shall not be granted in advance and, therefore, must be accumulated prior to approval of request for leave. Employees who suffer a job-related illness or injury shall experience no loss of accrued leave time during their injury or illness. Any employee will be able to accumulate no more than twenty (20) days of sick leave. Sick leave shall be used only for the purpose of:

1. illness or injury of employees,
2. avoiding jeopardizing the health of other municipal employees,
3. illness or injury within the immediate family needing the assistance of the employee (as certified by a physician).

In order to qualify for sick leave pay, the employee must comply with the following conditions:

1. Employees shall notify their supervisor of their absence prior to the start of their work shift.
2. Employees shall keep their supervisor informed of their illness and anticipated day of return.
3. Doctor's certification of any illness may be required by the supervisor.
4. No sick leave will be taken in advance of earning the time.
5. After three (3) days, a doctor's certificate is required.

D. Military Leave. Any employee who is a member of the Reserve Armed Forces of Indiana of the United States shall be entitled to a leave of absence for not more than fifteen (15) calendar days annually. Such employee shall be paid the difference between the salary received for this activity and their usual wage, based on eight (8) hours/day. To receive such leave, the employee must bring his notification papers upon receipt to his supervisor.

E. Unpaid Leave of Absence.

1. Unpaid leave of absence may be granted as a protection for Town employees should a need arise for extended time off work for the following reasons:
 - a) Extended illness or injury not job related.
 - b) Maternity leave.
 - c) Extended educational or training needs.
 - d) Other reasons deemed necessary by the Superintendent upon notification.
2. Written notification of requested leave must be made by the requesting employee to the Town Board and Clerk-Treasurer stating:
 - a) The reasons for the leave, and
 - b) The anticipated duration with beginning and ending dates.
3. Maximum leave of absence without pay shall not exceed 6 months. Leave without pay shall be granted subject to the approval and periodic re-approval by the Town Board of Trustees based on the records of the Town. Any employee may be required to give progress reports as to the status of their condition throughout the duration of the leave.
4. In the case of illness or maternity leave all accumulated vacation leave, sick leave and personal leave will be exhausted before the start of the leave of absence.
5. The employee will not be eligible for any pay during the leave. The leave will not count toward vacation days, sick days, or paid holidays. Health and life insurance benefits will continue to be paid by the Town for the first ninety (90) days; thereafter, only at the expense of the employee.
6. An employee's return to work at the same job level, job, or salary level cannot be guaranteed; but the Town has the responsibility of trying to reinstate the employee to a position at or near to the one vacated for the leave, to the extent possible.
7. Employees failing to report on the date specified in the leave shall be terminated unless an extension is requested. Said extension cannot exceed the 6-month maximum leave of absence.

F. Civic Leave. Any full-time employee of the Town of St. John shall be granted leave to serve on a jury in any state, federal, or local court. Such employee shall be paid the difference between the salary received for this activity and his usual wage based on eight (8) hours/day. If hourly employees are required to serve or appear in court in the line of duty during a scheduled day off or beyond regularly scheduled work hours, the employee shall be paid the difference between any pay received and his usual salary plus half of that total (i.e., a police officer having to appear, for example, to testify on his/her day off). If serving or appearing in court by an employee will be detrimental to the public service, it will be the responsibility of the Town Attorney to seek exemption from duty for the employee.

G. Bereavement Leave. Employees shall receive up to three (3) days of leave upon the death of spouse, brother, sister, son, daughter, mother, father, or any family member residing in the same household. Employees shall receive up to one(1) day of leave upon the death of a brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparent, grandchild, aunt, uncle, niece, nephew or cousin. Sick leave or vacation leave can be utilized upon the recommendation of the supervisor if further time off is necessary.

H. Training Leave. Employees may obtain training leaves without loss of pay for the purpose of participating in training that will increase the knowledge or efficiency of said employees in their position with the Town of St. John.

If the training is directly related to the business of the municipality, the cost of such training may be paid by the municipality upon successful completion of said training. Overtime will not be granted for training time. All training leaves must be approved by the proper authority (see Section 1.03 H).

Employees who have been granted permission by their immediate supervisor to take a test to obtain a certification or a credential and who are scheduled to work that same day will be paid their normal hourly wage for the number of hours worked or tested. Employees who are taking tests for same on their scheduled days off will be paid their normal hourly rate for the number of hours involved in taking the test. Employees shall not be paid outside their normal scheduled hours for training and preparation of testing for attainment of certifications.

I. Extended Leaves of Absence. An employee, upon application in writing and approved by the proper authority, can receive an authorized leave of absence without pay. A specific duration must be included in the application (see Section 1.02 K for chart of proper authority).

J. Personal Leave. Any employee wishing to attend to private business or to observe a national or religious holiday not recognized by the Town of St. John may, at the discretion of the supervisor, be granted to leave not to exceed one (1) day.

1.04 Other Fringe Benefits:

A. Travel Expenses. Any employee obligated to use his/her own motor vehicle while on official municipal business shall be reimbursed for such usage at a rate of 25 cents (\$.25) per mile. Mileage claims must be submitted on a no less often than quarterly basis to the Clerk-Treasurer for approval and subsequent payment. Any employee obligated to travel more than fifty (50) miles outside the corporate boundaries on official municipal business shall be reimbursed for actual expenses incurred, including meals and lodging, in addition to mileage as described above. Expense sheets must be itemized and supported by receipts, and submitted to the Clerk-Treasurer for approval and subsequent payment.

B. Uniforms. The Board of Trustees shall have complete discretion in determining whether or not to provide uniforms to Town employees. The Board shall have authority to change the policy on uniforms from time to time as they may determine to be in the best interest of the Town and the policy may be different as applied to specific departments within the Town.

C. Medical and Life Insurance. All full-time employees will become eligible for group medical and life insurance benefits after 6 months of continuous service. The Town will pay all the expenses for this insurance, except for \$1.00 per month per employee, which will be assessed through payroll deduction. Employees may choose either an individual or family plan at the same cost to the employee. Further information may be obtained from the Clerk-Treasurer's office.

D. Retirement Benefits. All full-time employees are eligible for retirement benefits paid on their behalf. This contribution to the State of Indiana Public Employee's Retirement Fund shall be made in such installments as provided by statute or regulation in an amount based on the gross annual salary or wage paid to the contributing employee who is employed by the Clerical, Street, Sewer, Building, or Water Departments, or Police Radio Operator.

1.05 Employee Performance Evaluations:

A. Occurrence. Each employee of the Street and Water Department will undergo an employee performance review two (2) times yearly. These evaluations will take place in December and June.

B. Purposes.

1. To ascertain whether employees are performing sufficiently to warrant continued employment and pay raises.
2. To make sure each employee's skill is being best utilized in the position he is in.
3. To investigate the level of skills possessed by Town employees matched with their job function, and to find out if (and what type of) training is necessary.
4. To communicate to each employee any apparent misunderstandings or unacceptable work habits.
5. To help the Director of Public Works by giving them a bi-annual review of their departments with respect to: employee communicating problem areas, etc.

C. Procedure. Department employees will be evaluated by their immediate supervisor, and such evaluation will be reviewed by the Town Board. The foreman will be evaluated by the Director of Public Works and reviewed by the Town Board member assigned to that department. The utility-clerical employees will be evaluated by the Clerk-Treasurer and reviewed by the Town Board. Police Department personnel shall be reviewed in accordance with Burns Statutes as covered in St. John Police Department Policy & Procedures.

<u>Employee being</u> <u>Evaluated</u>	<u>Evaluator</u>	<u>Reviewing</u> <u>Officer</u>
<u>Departmental</u> <u>Employees</u>	<u>Foreman</u>	<u>Director of</u> <u>Public Works</u>
<u>Foreman</u>	<u>Director of</u> <u>Public Works</u>	<u>Town Board Member</u> <u>Assigned to Dept.</u>
<u>Utility-</u> <u>Clerical</u>		<u>Clerk-Treasurer</u>

In all cases employees will be notified as to the result of the evaluation. Such notification will be in writing, and each employee will be required to sign his/her evaluation notice. A signature on this notice in no way indicates employee acceptance of the content, but merely that the employee has seen the evaluation results.

D. Evaluation Appeal Procedure. The procedure to appeal an employee evaluation will be identical to the formal grievance procedure in Section VIII C of these Personnel Policies. (1.08)

1.06 Hiring Procedures.

A. Authorization. The Board of Trustees for the Town shall be directly responsible for the hiring of all personnel for the Town of St. John.

B. Procedure. When a vacancy exists or a new position is authorized, the department head, and liaison member from the Board of Trustees, or in the case of utility and clerical positions, the Clerk-Treasurer and the liaison member from the Board of Trustees for that particular department may jointly review and interview available applicants. The committee shall then make a recommendation to the Board of Trustees who shall have final authority to hire for each position. Upon the hiring of any employee, said employee will receive the following:

1. A complete set of personnel policies.
2. A job description outlining job duties and responsibilities.
3. All necessary tax and insurance forms.

4. A tour of the employee's work area and work-related job orientation conducted by the immediate supervisor.
5. A general orientation conducted by the Department Head or Clerk-Treasurer to review Town policies and answer any questions.

The new employee will sign a statement indicating that he/she has received all five (5) items. Only after this time, may the employee begin employment.

C. Probationary Period. All newly-hired employees will be placed on probation for a period of 6 months. Near the expiration of this time a follow-up interview will be conducted to discover any employee problems and decide:

1. Whether the employee should be placed on permanent status;
2. Whether the employee should continue on probation for a specified duration; or
3. Whether the employee should be dismissed.

All newly hired probationary employees shall not be eligible for sick, vacation, maternity, bereavement, training or personal leave, or leaves of absence for any purpose. Such employees will be eligible for Town designated holidays, military and civic leaves.

1.07 Employee Files.

A. Content. All Town employees shall have a confidential personnel file that will contain the following:

1. Employment application;
2. All necessary insurance and tax forms;
3. Copies of all employee performance evaluations;
4. Verification letter as to receipt of new employee information;
5. Records of all disciplinary actions;
6. Salary or wage record; and
7. All other pertinent information concerning employee performance.

B. Location. The employee files will be kept in the Town Hall offices.

C. Accessibility. The employee file will be kept confidential. Access to the file is explained as follows:

1. All employee files will be accessible to the Town Board members and Clerk-Treasurer.
2. Department heads will have access only to files of the employees under their direct supervision.
3. All employees will have access to their file upon request.

1.08 Grievance Procedures.

A. Rationale. In designing and administering a system of discipline, it is important to make certain that the supervisor acts only after obtaining all available facts. During the administration of a system of discipline, the supervisor should always show proper respect for his employees by handling discipline problems in a business-like manner. All disciplinary action must be in direct proportion to the seriousness of the offense. Even if all the above instructions are strictly abided by (and most assuredly if they are not) there will be occasion when the employee does not agree with:

1. The interpretation of facts surrounding an incident;
2. The severity of a disciplinary action; or

3. The denial of benefits (including salary increases) the employee feels he has deserved.

B. Informal Grievance Procedure. All grievances are initially considered informal. Any employee who has a problem or complaint should first attempt to resolve the matter with their immediate supervisor through an informal discussion. Any employee should always feel they can point out a problem or make a complaint to their supervisor without fear of reprisal. The supervisor should always take such complaint or problem as a work-related issue, not a personal assessment. Informal grievances should not become part of the employee's personnel file.

C. Formal Grievance Procedure. When the informal procedure produces no resolution, formal channels should be used. There are three levels in the formal procedure:

Level One

1. Employee shall submit written complaint or problem to immediate supervisor.
2. Supervisor will conduct an investigation of the grievance.
3. Immediate supervisor will render a written decision based on the results of the investigation within ten (10) days from when complaint was submitted in Step 1.

Level Two

1. Employee shall submit written complaint or problem to next higher authority within twenty (20) working days from the receipt of the previous decision.
2. Supervisor will provide written decision from level one to next higher authority.
3. Authority shall conduct an investigation into the complaint or problem.
4. Authority shall call a hearing of the parties within ten (10) working days of the receipt date of the complaint at his level.
5. Authority shall render written decision within fifteen (15) working days from when complaint reaches this level.

Level Three

1. Employee will submit written complaint or problem to Town Board within twenty (20) days from the receipt of the previous decision.
2. Both the supervisor and next higher authority will provide previous written decisions to Town Board.
3. The Town Board may conduct an independent investigation into the nature and substance of the complaint.
4. The Town Board shall hold a hearing within ten (10) working days of the complaint reaching this level.
5. The Town Board shall render a final written decision within fifteen (15) working days.

D. The time frames mentioned above may be extended so long as it is mutually agreeable to both employee and reviewing authority. All material in the formal procedure must be submitted in writing, and must be available to all parties concerned. If an employee feels he needs another party to assist him through the grievance procedure, nothing herein would bar such help. All documentation including evidence, decisions, requests, etc. will become part of the employee's personnel file. The employee is assured however, that he is free from reprisal for using the grievance procedure.

1.09 Policy Regarding Intergovernmental Communications In order to:

- A. Facilitate a coherent and comprehensive line of communication between Town Board members and Town Employees;
- B. Protect the security of Town Buildings, and grounds; and
- C. Establish a central information dissemination source, the following policy will be instituted:

Any external salesperson, agent, inspector, or personnel from a federal, state, or reginal office shall be directed to arrange his/her visit in advance, and contact the Town Board or Clerk-Treasurer concerning the date and nature of the visit. All Department heads and employees of the Street and Water Departments, are hereby directed to contact the Town Board or Clerk-Treasurer immediately when they are contacted by any external salesperson, agent inspector, or personnel. When the Department heads or employee is confronted with an agent, inspector, salesperson or governmental personnel, who has not given sufficient or any advance notice of his/her visit, such Department heads or employee shall direct such person to sign a visitor log at the Town Hall. The Department head or employee should then contact the Town Board or Clerk-Treasurer.

When the Department heads or employee is contacted by an agent, salesperson, inspector or governmental personnel concerning a visit, and when advance notice is given, the Department heads or employee will indicate to such person his need to sign a visitor log at the Town Hall prior to entering the desired premises. The Department heads or employee will then immediately contact the Town Board or Clerk-Treasurer and inform him of the desired visit.

Salespersons and other personnel who will be making stops in Town on a regular basis, need not sign-in each time.

The above policy is not meant to obstruct, but rather to facilitate accurate, complete and timely information exchange between the Town and other entities. Any violation of this policy, as any other Town Policy, will result in disciplinary action.

1.10 Employee Purchasing Policies.

Purpose - A uniform set of purchasing policies will result in the following: a clear understanding of responsibilities and authorities as they relate to purchasing; insure competitive pricing in order to maximize limited budget resources; insure a clear flow of communication from the Departments through the Town Board to the Clerk-Treasurer; maintain the integrity of the budget drafted and approved by the Town Board.

Procedure - It is the responsibility of the Town Board to draft an accurate budget to maintain and improve the operations of the Town departments. The Town Board is responsible for suppling the departments with supplies, equipment and vehicles in order to provide adequate public services. The Board shall only purchase items that they determine necessary and only items that have been budgeted. The Board is responsible to notify the Clerk-Treasurer as soon as a budget item seems to be insufficient to cover remaining expenditures. The Clerk-Treasurer will on this occasion recommend to the Town Board budget transfers. The Board will approve all departmental purchases, so long as the item is specifically budgeted, and these purchasing procedures are as follows: Once an item is determined to be needed by the Department head, they will secure several price quotes whenever practical. If the purchase is in excess of five hundred dollars (\$500.00), but less than the statutory formal bid amounts, the Board is required to secure a minimum of three (3) bona-fide written proposals from suppliers of the item. When the Department head has determined the price and the supplier, they will file a completed purchase order with the Clerk-Treasurer. If the Clerk-Treasurer determines that adequate funds do exist within the proper budget category, he/she will accept the Purchase Order. Only upon the acceptance of the Purchase Order may the Department head order the item. Any purchase exceeding \$2500.00 has to meet approval of the Town Board.

- A. All orders placed for materials, labor, and or services shall be placed in the name of the department as:

Town of St. John
Street Dept., (Water Dept.), (Sewer Dept.)

Example: Material \$\$\$
 Labor \$\$\$
 TOTAL \$\$\$

Signature of Department Head

The employee should emphasize to the supplier that the entire name is necessary to insure proper payment and distribution of expenses to the proper department. He should insist that the ticket accompanying the purchase be priced and totaled before signing. Also, he should describe on each ticket where or what the purchase is made for (describe the location, that the material was to be used or the vehicle the purchase was made for.).

1.11 Safety policy.

A. The state agent charged with the responsibility to enforce federal safety regulations is the Indiana Department of Occupational Safety and Health Administration (IOSHA). It is the position of the Town of St. John to cooperate with IOSHA to implement the rules and regulations adopted by that Department within the resources and capabilities of the Town.

B. Organization. The Town Board is charged with the responsibility for enforcing safety rules and regulations for the Town's Water, Building, Street and Sewer Departments. Each Department head of the above-mentioned departments will form a safety committee made up of all of the employees in his department. Such committees will meet regularly to discuss problems related to safety and accident prevention. The meeting will also serve as a forum for announcing results of safety inspections conducted by the Town Board. It may also serve as a scheduling conference to lay out a time table for rectifying inspection deficiencies. A Town Board member will be appointed by the Town Board President to serve as a liaison officer for each department. He will serve as safety director and will conduct quarterly safety inspections of respective Town-owned buildings and structures. Results of the inspections will be shared at the regular Department Head meetings, and also must be posted at each facility. At these meetings, a time frame for alleviation of each deficient item will be agreed upon. Each safety committee will be responsible for formulating a list of safety rules particular to their location and operation. The Town Board will review and approve these rules. All Town employees will cooperate with the administration and enforcement of safety rules and regulations. Employees who ignore these safety rules, and/or contribute to the increased chance of accidents due to unsafe work practices, will be subject to disciplinary action.

C. Accident Report. When an accident occurs, it must be reported immediately to the employee's Department head. The Department head will take action to assure proper treatment of any resulting injuries. Only after the employee has received treatment, should the supervisor conduct an investigation into the causes of the incident. After his investigation, the supervisor must submit an accident report, in writing, to the Town Board. Since what appears to be a minor injury can result in major consequences, employees must report all injuries, regardless of how small. The supervisor must also report on all injuries no matter how insignificant.

1.12 Town Property Damage.

Any damage that is discovered by an employee to the Town-owned buildings or equipment must be reported immediately to the Town Board through the employee's supervisor. When making such report, the employee and the supervisor should supply all information available surrounding the incident. If such damage is discovered before or after normal work hours, such incident should in addition be immediately reported to the Police Department. Failure to do so may result in disciplinary action.

1.13 Time Sheet Procedures.

Employee time sheets must be filled out by all employees regardless of salaried or hourly status. Accuracy and consistency are essential in filling out a time sheet, since all accumulative leave time is based on them. When filling out a time sheet, the employee should indicate the amount of hours worked on each day with a number. If an employee has worked overtime, he should not put down $1\frac{1}{2}$ times the hours actually worked, because that calculation will be made in the office by the Clerk-Treasurer. If a holiday occurs, the employee should put an H in the space for that day. The same is true for the following items:

Sick leave	S
Vacation	V
Compensation time	CT

To reiterate, only the number of actual hours worked should be reported. If an employee works (for example) four (4) hours on a holiday, then he should report H4. If an employee is sick half a day and works the rest, then the

employee should report S4 for that day. A typical week of a time sheet might look as follows:

Date: July, 1985

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
2	3	4	5	6	7	8
	8	H3	8	S4	8	2

On a Sunday, the employee did not work so nothing is shown for that day.
On Monday, the employee works a normal 8 hour day.
On Tuesday, he works 3 hours on a holiday, 4th of July.
On Wednesday, he again works a regular shift.
On Thursday, he is sick 1/2 of the day and works 1/2 of the day.
On Friday, he again works on 8 hour shift.
On Saturday, the employee works 2 hours.

Based on the information, the employee has reported the Clerk-Treasurer will figure as follows:

Sunday	0
Monday	8
Tuesday	8+3=11
Wednesday	8
Thursday	4+4=8 (assuming sick leave has been earned and granted)
Friday	8
Saturday	2
	<u>45</u>

Employees should submit completed time sheets to their supervisor no later than 8:00 A.M. on the Monday following the end of the pay period. The supervisor will then examine and verify the time reported by the employees and the correctness of the sheet. They will then sign the sheets and submit them to the Clerk-Treasurer by 9:00 A.M. the same morning. Supervisors should exercise thoroughness and accuracy in verifying their employees time sheets prior to signing. They should be very familiar with the proper reporting methods so they can answer employees questions.

No payment in advance. No employee including salaried shall be paid in advance of completing work during each pay period. If a salaried employee does not complete his assigned number of hours during a pay period with either work and/or approved leave, he shall be paid a percentage of his regular bi-weekly pay determined by dividing the total number of hours worked and/or leave approved for said pay period by the assigned number of hours for the same period.

1.14 Non-Discrimination Policy.

It is the policy of the Town of St. John not to discriminate against any employee or applicant for employment because of race, color, age, religion, sex or national origin. In addition it shall be the policy to not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is otherwise qualified.

Passed this 9th day of September, 1985, by the St. John Town Board, Lake County, Indiana.

David M. Bielski
David M. Bielski, President

Jerry A. Math
Jerry Matlon, Trustee

John W. Herr III
John W. Herr III, Trustee
TOWN OF ST. JOHN
LAKE COUNTY, INDIANA

ATTEST:

Betty R. Siegelman