

# Greenville Town Board

P. O. BOX 188  
GREENVILLE, INDIANA 47124  
812-923-5649

Jan. 14, 1982  
Town Hall

The regular meeting of the Greenville Town Board was opened by president Jack Sprigler, with all members present. Also in attendance were Max Mason Jr., Bob Isgrigg, G. Getrost, Janice Gibson and other interested persons.

Minutes were presented to the Board and were accepted after changes in the Parade motion.

*Minutes from the Board meeting held on Jan. 14, 1982.*

Mr. Miller made a motion to sign the contract with Town Attorney Max Mason Jr. for the year, the motion was seconded by Mr. Spears.

Charge off of accounts motion was made by Mr. Sprigler and seconded by Mr. Miller.

The Board voted to drop Membership in I.A.C.T. and to continue Membership in In. League of Municipal Clerks and Treasurers, the motion was made by Mr. Miller and seconded by Mr. Spears.

Mr. Sprigler motioned to raise the salary of Marshall to 200.00 per month and Deputy Marshall to \$100.00 per month, the motion was seconded by Mr. Miller.

Motion was made to increase the Office Assistants' days per month according to the work load at the discretion of the Office Manager in cooperation with the Town Board, this motion was made by Mr. Sprigler and seconded by Mr. Spears.

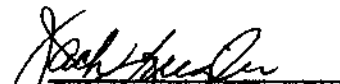
Mr. Mason was instructed by the Board to start with the Codification of Ordinances.

No other business brought before the Board, Mr. Miller asked for adjournment the motion was seconded by Mr. Sprigler.

Respectfully submitted,



Grace Martin  
Clerk-Treasurer

  
Jack Sprigler  
President of the Board

# Greenville Water Utility

P. O. BOX 188  
GREENVILLE, INDIANA 47124  
812-923-5649

Gary W. Getrost  
Water Superintendent

Janice Gibson  
Office Manager

Elbert Nash  
RR 2  
Floyds Knobs, Ind. 47119

December 11, 1981

Dear Mr. Nash:

I received your letter on Dec. 6, 1981 and I also called the Public Service Commission. If you called P.S.C. I'm sure you were informed that the P.S.C. does not govern a Municipality therefore, this is a matter between you and the board of Directors of The Water Utility. I was informed by P.S.C. that the way this matter has handled was in a fair and proper manner.

Es, you know as well as I do that those registers just don't come off on their own. You have admitted in writing that you have tampered with your meter in the past.

Public Service Commission also advised me that if this bill is not paid we can justly disconnect your service and regretfully will. I brought this matter before the board last night 12-10-81 and they ask me to write this letter and let you know where you stand. If you wish to take this matter further you will have to come before the Board of Directors.



Gary W. Getrost  
Water Supt.

ADOPTED BY THE BOARD OF TRUSTEES

TOWN OF GREENVILLE & GREENVILLE WATER UTILITY

GREENVILLE, INDIANA

EFFECTIVE JANUARY 1, 1982

PERSONNEL MANUAL  
TOWN OF GREENVILLE  
GREENVILLE WATER UTILITY  
GREENVILLE, INDIANA

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TOWN OF GREENVILLE & GREENVILLE WATER UTILITY

GREENVILLE, INDIANA

PERSONNEL POLICIES

HIRING PROCEDURE

Each applicant for any staff or hourly position with the Town of Greenville and/or the Greenville Water Utility, Greenville, Indiana (hereinafter referred to as Town/Utility) will be required to complete an application form and submit (if applicable). The applicant shall be screened by the Board of Trustees, who shall make all hiring decisions.

PROBATIONARY PERIOD

The first three (3) months of employment will be considered a probationary period. An evaluation of the new employee shall then be prepared by the Supervisor or Board of Trustees and discussed fully with the new employee, including the employees' signature on the evaluation.

At any point in this probationary period, if the performance of the employee has not been satisfactory and has been documented, the Town/Utility may terminate employment. Two (2) weeks notice may or may not be given depending on circumstances of termination. At the completion of the probationary period, the employee shall become a permanent employee.

PERMANENT STATUS

Placement of an employee on permanent status shall occur as defined in the statements of Probationary Period. Once placed on permanent status, the employee shall be eligible for all rights and privileges of the Town/Utility not previously granted.

SALARY ADJUSTMENTS

The Board of Trustees shall review the performance of each employee and recommend appropriate salary adjustments on an annual basis, and more often if appropriate.

DISCIPLINARY PROCEDURES

The Supervisor and/or Board of Trustees shall have authority to discipline employees, including, but not limited to, verbal warnings, written reprimands, disciplinary probation, suspension, and termination. The Board of Trustees shall document in the employees' file any action taken. The employee shall have a right of appeal to the Board within one week of termination.

DISMISSALS

In the event an employee is dismissed, he is entitled only to that pay actually due him/her as of the date of dismissal; credit for unused vacation will be recognized. Such dismissal may be made by the Supervisor and or by any Board Member.

GRIEVANCES

A grievance (other than one involving termination of employment) by an employee should be taken up with the appropriate supervisor and/or Board of Trustees. If a mutually amicable solution is not reached the employee may put in writing his/her grievance to the Board and/ or his or her request to meet with them toward effecting a solution.

PERSONNEL FILE

Standard items kept in the personnel file should include the original application or resume, with all stipulations of employment, educational transcripts or other verified educational achievements, evaluations, letters of commendation, disciplinary action, reference letters or statements of telephone references, leave slips, public relations participation, and additional educational accomplishments. The contents are to be held in strictest confidence by the Town/Utility and the Board but are available upon request to the employee. ( The Privacy Act of 1980 gives access only to the employee and any Board of Trustee).

EMPLOYEE BENEFITS

Any employee working less than half-time (less than 20 hours per week) is entitled to no fringe benefits with the exception of military leave and workmens' compensation. A full-time employee is one working the normal work week. Full time employees are entitled to all fringe benefits granted by this personnel manual. Annual vacation leave must be submitted in writing for the Board of Trustees approval and filed in the employees' personnel file.

HOLIDAYS

The following Holiday observances are granted with pay:

New Years' Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

MATERNITY LEAVE

Pregnancy will and shall be treated as any other illness.

EMERGENCY LEAVE

In certain emergency situations which are beyond control, it is permissible for the Board of Trustees to grant full-time employees a brief amount of leave with pay.

The Board of Trustees may also approve leave without pay under appropriate circumstances to an employee requesting it, so long as the operation of the Town/Utility will not be adversely affected by his/her absence or by request of the Town Board of Trustees.

JURY DUTY

Full-time employees will be paid the difference between their regular salary and compensation received for jury duty.

MILITARY LEAVE

An employee who is a member of the National Guard or a member of the Army, Navy, Air Force or Marine Corps Reserve will be granted leave of absence with pay for a period not to exceed fifteen (15) days (calendar) for the purpose of attending field training or such organized training when ordered to do so by military authority. In such instances, the pay received for such training will be deducted from salary and the Town/Utility pays the difference.

GROUP HOSPITALIZATION AND LIFE INSURANCE

The Town/Utility shall purchase individual hospitalization and major medical coverage on all full-time employees. At the employees' discretion, he/she may elect to procure family coverage under this same plan, the cost to be paid by the employee through payroll deduction.

The Town/Utility shall provide a one year group term life insurance policy for each full-time employee. The amount of coverage shall be determined by the Board of Trustees.

LONG TERM DISABILITY

Permanent full-time employees are eligible for Long Term Disability benefits in the event of permanent disability beginning the 1st of the 7th month following date of disability. Schedule of benefits are defined in policy covering LTD.

MEDICAL LEAVE OF ABSENCE

The Board recognizes there are times when an employee is unable to perform his/her duties due to medical reasons. In the event the employee is absent from work due to medical reasons and has properly notified the board of such illness/injury and has fulfilled the requirements as specified under lost time, the board may approve a Medical Leave of Absence for a period up to six(6) months. After this period the Long Term Disability becomes effective. The following pay provisions will apply to all permanent employees:

<u>Years Service</u>	<u>Pay at</u>	
	<u>Full Pay</u>	<u>½ Pay</u>
0-1 years service	1	5
1-2 " "	2	4
3-4 " "	3	3
4-5 " "	4	2
5-6 " "	5	1
6 " "	6	0

All Medical Leave of Absences must be approved and will only be acted on after presentation of proper medical diagnosis, prognosis and necessary time for recovery. The employees' physician may use DSM III Code nomenclature for confidentiality.



RETIREMENT

The Town/Utility shall participate in a retirement program. Permanent full-time employees shall be eligible for this program upon completion of three (3) years service with the Town/Utility and attaining the age of 25 years.

ANNUAL VACATION LEAVE

The vacation policy is as follows: two (2) weeks after one year; three (3) week after five (5) years.

All vacation request must be submitted in writing on or before March 1 of each year for that vacation period.

Normally, vacations should be taken during the year for which it is earned. However, if work schedules don't permit, vacation may be taken during the first quarter of the following year. Saturdays, Sundays and legal holidays observed by the Town/Utility are not charged as part of vacation leave.

UTILITY HOURS

The Utility office shall be open on normal week days 8:00 a.m. to 4:30 p.m. Break time and lunch periods will be covered by an employee of the Utility at all times. In the event the office must be closed for some unforeseen reason a Board Member shall be contacted before doing so.

LOST TIME

Employees are required to work the hours as the position dictates assuring no interruption in Utility business. Your particular position may deem more time than other positions but as a condition of your employment you must devote the required time to your position to insure fulfillment of this obligation.

On the event you are required to lose time due to illness or injury you must inform one of the board members of the illness before losing time. If you are absent due to illness /injury for two(2) days a physicians statement is required before returning to work or extending lost time.

Ten (10) percent lost time of your normal work week shall warrant review by the board for disciplinary action.

# Greenville Town Board

P. O. BOX 188  
GREENVILLE, INDIANA 47124  
812-923-5649 9821

PURSUANT TO INDIANA PUBLIC LAW 57 THE FOLLOWING REGULAR  
AND SPECIAL MEETINGS ARE SCHEDULED:

JANUARY 14, 1982		REGULAR MEETING OF TOWN TRUSTEES				
FEBRUARY 11	"	"	"	"	"	
MARCH 11	"	"	"	"	"	
APRIL 8	"	"	"	"	"	
MAY 13	"	"	"	"	"	
JUNE 10	"	"	"	"	"	
JULY 8	"	"	"	"	"	
AUGUST 12	"	"	"	"	"	
SEPTEMBER 9	"	"	"	"	"	
OCTOBER 14	"	"	"	"	"	
NOVEMBER 11	"	"	"	"	"	
DECEMBER 9	"	"	"	"	"	

TIME 8:00 P.M.

*Grace Martin*

GRACE MARTIN  
CLERK -TREASURER

## ADJUSTMENTS

1981

<u>Name</u>	<u>Acct. No.</u>	<u>Reason</u>	<u>Amount</u>
Evans	397	flushing line	2.00
Goodwin	532	penalty	.83
Homberger	59	leak	17.50
Pearce	881A	read wrong	27.34
Williams	389	penalty	.76
Zinninger	#243	moved	.80
Lenson	911	leak	17.79
Overton	689	read wrong	11.76
Byrd	707	figure bill wrong	2.00
Jacobi	38	leak	36.24
Ruoff	350	read wrong	7.54
Smitson	808	moved	.44
Lawden	801	moved	24.40
Sumners	344	leak	11.84
Vance	130	leak	11.76
Fredrick	750	overbilled	7.54
McGinnis	576	read wrong	13.87
Smith	125	didn't owe pen.	.51
Richard	521	didn't owe pen.	1.23
Streets	921	moved	.18
Biery	358	leak	80.88
Purcell	791	didn't owe pen	2.71
Elliot	934	didn't owe pen.	.44
Logsdon	38	moved	14.24
Aldridge	891	Moved	6.56
Sppenfield	983	read wrong	12.97
Mullins	332	read wrong	24.75
Dimier	107	read wrong	8.14
Shirley	838	read wrong	15.08
Lawson	831	overcharged	5.13
Lanum	838A	read wrong	39.69
Banet	992	read wrong	6.33
Engle	733	penalty	.70
Williams	697	moved	52.66
Waldrip	892	moved	.46
Marshall	859	moved	10.62
Wilkerson	317	moved	7.54
Dodge	331	leak	53.04
Strand	74	leak	5.73
Hartfield	187	figure bill wrong	2.72
Burden	688	read wrong	24.14
Brown	439	leak	25.42
Faulkenburg	249	figure bill wrong	.70
Shelton	514	leak	86.68
Lipps	575	leak	14.63
Biery	358	leak	4.53
Brown	369	read wrong	7.54
	684	est. wrong	1.81
	175	billed wrong	7.54
Perkins	393	moved	26.26
Waggoner	557	moved	26.33
Jacobi	794	billed wrong	5.38
Bierman	426	read wrong	13.02

For period 9-3-80 thru 12.31-81