

TOWN OF GREENVILLE  
ORDINANCE NO. 2009-R-057

**RESOLUTION CONCERNING THE AMENDING OF PERSONNEL  
POLICY FOR THE TOWN OF GREENVILLE MUNICIPAL WATER  
UTILITY DATED FEBRUARY 14<sup>TH</sup>, 2005 FOR THE GREENVILLE  
WATER UTILITY, GREENVILLE, INDIANA**

WHEREAS, the Town Council for the Greenville Water Utility and the Town of Greenville, Indiana is desirous to provide Bereavement Time for the Water Utility Employees let it be ordained as follows;

1. Personnel Policy for the Town of Greenville Municipal Water Utility dated February 14<sup>th</sup>, 2005 and Greenville Water Utility Personnel Appendage dated January 14<sup>th</sup>, 2008 shall be amended to contain language adding Bereavement Time Policy.
2. Personnel Policy for the Town of Greenville Municipal Water Utility dated February 14<sup>th</sup>, 2005 and Greenville Water Utility Personnel Appendage dated January 14<sup>th</sup>, 2008 shall be replaced by Personnel Policy for The Town of Greenville Municipal Water Utility S.O.P. 08-10-09 dated August 10<sup>th</sup>, 2009 attached. All previous Personnel Policies for the Greenville Municipal Water Utility shall be null and void with the passing of this Resolution.

ADOPTED BY THE TOWN COUNCIL AND WATER UTILITY COUNCIL OF GREENVILLE, INDIANA, ON THE 10th DAY OF AUGUST, 2009.

PRESIDENT OF THE GREENVILLE  
WATER UTILITY AND THE TOWN  
COUNCIL OF GREENVILLE,  
INDIANA

  
TALBOTTE RICHARDSON,

  
JACK TRAVILLIAN,  
CLERK/TREASURER

PREPARED BY:  
RANDAL JOHNES

TOWN OF GREENVILLE  
ORDINANCE NO. 2009-R-057  
PERSONNEL POLICY  
FOR THE TOWN OF GREENVILLE MUNICIPAL WATER UTILITY

**S.O.P. 08-10-09 PASSED BY TOWN OF GREENVILLE  
RESOLUTION 2009-R-057 DATED 08-10-2009**

**HIRING PROCEDURE** – Each applicant for any staff or hourly position with the Town of Greenville Municipal Water Utility will be required to complete an application or resume, if necessary. The applicant will be screened by the Water Utility Superintendent who shall make hiring decisions through the Town Council. A medical examination, drug screening, motor vehicle driving record review and ability to be bonded is required of all individuals prior to employment, such costs to be borne by the Town/Utility.

**TRIAL PERIOD** – The first twelve (12) months of employment will be considered a Trial Period. At any point in this Trial Period, if the performance of the employee has not been satisfactory, the Town may terminate employment. No prior notice of termination will be given. At the end of the Trial Period the employee will become a permanent employee upon evaluation by the Water Superintendent.

**PART-TIME EMPLOYEES** – Part time employees are not entitled to benefits other than those prescribed by law.

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

**SALARY ADJUSTMENTS** – The Town Council shall review the performance of each Utility employee, and make any adjustment annually, if necessary, before January 1 of each year.

**OVERTIME PAY** – Overtime shall be paid at the rate of 1.5 times for work performed in excess of forty (40) hours per week. (Vacation and Sick Days constitute eight (8) hour work days.) Saturday and Sunday, if worked, shall be paid at 1.5 times regardless of weekly hours worked. Overtime shall be paid to the 1/10<sup>th</sup> of the hour.

**MEDICAL LEAVE OR ABSENCE** – The Town Council recognizes there are times when an employee is unable to perform his/her duties due to accident/health problems. In the event an employee is absent from work due to medical reasons and has properly notified the Water Utility Superintendent, the Council may approve a medical leave of absence, with or without pay (Pregnancy shall be treated as any other illness). To return to work the employee must have a doctor's release form. The Town Council adopts the insurance disability policy and exclusions of the policy for each full-time employee. Coverage begins after ninety (90) days of continuous employment.

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**EMERGENCY LEAVE OF ABSENCE** – In certain emergency situations which are beyond the control of the employee the Town Council may, at its discretion grant a brief leave of absence with or without pay.

**MILITARY LEAVE OF ABSENCE** – An employee who is a member of the National Guard or a member of the Armed Forces Reserve will be granted leave of absence for a period not to exceed fifteen (15) days in any calendar year for the purpose of attending field training or such organized training when ordered to do so by the military authority.

**COURT & JURY DUTY** – Employees will be allowed time off for jury duty or as witness in any state, federal or local court.

**LONG TERM DISABILITY** – Full time employees are eligible for Long Term Disability benefits in the event of permanent disability beginning the 7<sup>th</sup> month following date of disability (normal effective date of Social Security benefits). These benefits for Long Term Disability will be provided through the Town insurance carrier and each employee must be accepted by the insurer to be covered for these benefits, such benefits being defined in the policy. Upon beginning status of long term disability, employee will be evaluated in terms of medical advice from qualified doctor concerning continued employment, to be re-evaluated every three months. Such evaluation will not be grounds for employee's removal from long term disability. However, if it is determined that future employment will not be possible; the employee will be terminated no later than one year after initial approval of medical leave of absence. Pay for holidays and accumulation of sick days and vacation days will not continue during periods of long term disability.

**VACATION & HOLIDAY TIME** – Vacation time is granted to full time employees as follows:

- After 1 full year of employment – One (1) week with pay
- After 2 full years of employment – Two (2) weeks with pay
- After 10 full years of employment – Three (3) weeks with pay
- After 15 full years of employment – Four (4) weeks with pay

Vacation time must be approved by the Water Superintendent. Days will be awarded on the anniversary of hire date for time of employment completed (i.e. one full year's vacation after the year of completed employment). Time spent on disability or other leaves from employment will not count toward accumulation of vacation and holiday time. Partial years completed employment will be awarded the percentage equivalent to amount of time served. Vacation time may be carried over but must be used within the first 6 months of the following year or time will be forfeited. Any exceptions must be approved by the Town Council.

The following holidays will be observed by the Utility: [1] – New Years Day [2]-Good Friday [3]- memorial day [4]- Independence Day [5]- Labor Day [6]- Thanksgiving Day [7] – Day after Thanksgiving [8]- Christmas Eve [9] – Christmas Day

Where the above days do not conform to State approved holidays, the days established are in lieu thereof. Employees shall be paid regular eight (8) hours pay for these holidays.

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**SICK DAYS** – Full time employees are entitled to five (5) sick days per calendar year, earned by completed time of employment (see vacation award above). Employee must complete first year of service to accumulate the first five days of sick leave. All sick days will be awarded on anniversary of hire date. These days may accumulate up to ten (10) days per calendar year and may be taken as personal days. Employees will not be paid for unused sick days.

**HOSPITALIZATION, LIFE, DENTAL INSURANCE** – The Town shall purchase individual hospitalization, life and dental (if available) coverage on all full time employees of the Utility. At the discretion of the employee, he/she may elect family coverage under the plan, if so offered, for dependents, the cost to employee to be approved by the Town Council. The Town shall purchase a one year group or whole life insurance policy for each full time employee in the amount of their annual salary, but in no event less than \$10,000.

It should be understood that it is the employee's responsibility to be insurable for the above coverages. The Town shall bear the expense of employee coverages and those of dependents unless otherwise provided by Council action.

**RETIREMENT** – The Town shall participate in a retirement program for full time employees who attain the age of 21 years and have completed three (3) years of continuous service. The fund shall be credited at 7% of employee's gross wages. The Plan is a modified SEP with all records maintained by the insuring company.

**WORKMEN'S COMPENSATION** – Covered by the laws of the State of Indiana.

**UNIFORMS** – The Town will provide uniforms as determined by the Water Utility Superintendent for Utility operators at no cost.

**DISCIPLINARY PROCEDURES** – The Council President and / or the Water Utility Superintendent shall have the authority to discipline employees. This is limited to verbal warnings, written reprimands, and temporary suspension with pay not to exceed five {5} days. The full Councils authority shall be limited to; suspension with or without pay and termination. The Council President and the Water Utility Superintendent shall document any and all actions taken. These documents shall be available to the full Council as needed. A terminated employee shall have the right to an appeal before the full Council and Water Superintendent within seven {7} days after termination.

**DISMISSALS** – A grievance (other than one involving termination of employment) by an employee should be taken up with the Water Utility Superintendent and/or Council President. If a mutually amicable solution is not reached, the employee may put into writing his/her grievance to the full Council to arrive at affecting a solution. Any discipline concerning the Water Superintendent shall be taken before the full Council within five {5} working days by the Council President.

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**GRIEVANCES** – A grievance (other than one involving termination of employment) by an employee should be taken up with the Water Utility Superintendent and/or Council President. If a mutually amicable solution is not reached, the employee may put into writing his/her grievance to the full Council to arrive at affecting a solution.

**PERSONNEL FILE** – Standard items kept in the personnel file should include the original application, stipulations of employment, resumes, medical examination, educational transcripts, or other verified educational achievements, evaluations, letters of commendation, leave requests, public relations participation, disciplinary actions, reference letters or statements of telephone references. The contents are to be held in strictest confidence by the Town of Greenville and the Council but are available upon request to the employee. (The Privacy Act of 1980 gives access only to the employee, Water Utility Superintendent, and any Council member).

**PERSONAL DAYS** – Full time employees are entitled to three (3) personal days per calendar year, earned by completed time of employment (see vacation award in regular personnel policy). Employee must complete first year of service to accumulate the first three days of personal leave. All personal days will be awarded on the first day of the calendar year. These days must be taken yearly. Employees will not be paid for unused personal days.

Employees can build up compensation (comp) time by working additional hours. However, only 16 hours can be accumulated. Comp time will be awarded at the rate of 1½ upon reaching 40 hours in a regular workweek.

**BEREAVEMENT TIME** - Bereavement Time provides for pay for up to three days of leave in the event of the death of an immediate family member, defined as:

- Spouse – including domestic partner
- Parents – including step-parents and in-laws
- Brother – including step-brother and brother-in-law
- Sister – including step-sister and sister-in-law
- Children – including step-children, foster children, and adopted children
- Grandparents – including step-grandparents and in-laws

Bereavement Time also provides pay for one-day of leave in the event of the death of an aunt, uncle, cousin, niece, nephew, or great-grandparent.