

ORDINANCE NO. 2012- 02

CASS COUNTY BOARD OF COMMISSIONERS

AN ORDINANCE AMENDING THE COUNTY OF CASS, INDIANA
PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Cass, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Cass County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations,

WHEREAS the County of Cass, Indiana provides Cass County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF CASS, INDIANA BOARD OF COMMISSIONERS THAT:

The County of Cass, Indiana **Personnel Policies Handbook** adopted on 9-20, 2010 is amended this 5 day of March, 2012 as specified below. The attached section and replacement page are hereby adopted and shall be in full force and effect on and after adoption; and shall supersede existing oral or written personnel policies and procedures.

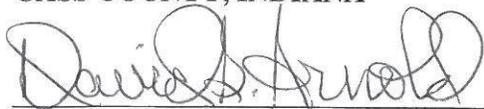
1.9 E-VERIFY

The Auditor's office shall administer the e-verify enrollment of all County new-hires; and shall ensure that appropriate forms are properly completed and retained as required by law.

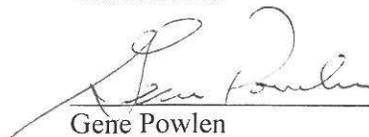
1.10 ELIGIBILITY FOR LOCAL PUBLIC BENEFITS

All County employees shall complete a Verification of Eligibility for Local Public Benefits Form to ensure entitlement to a Federal public benefit as defined by IC 12-32-1-2 and State or Local public benefits as defined by IC 12-32-1-3. This form shall be administered and retained by the Auditor's office as required by law.

**BOARD OF COMMISSIONERS
CASS COUNTY, INDIANA**



Dave Arnold



Gene Powlen



James Sailors

ATTEST:



Vaneen Ide, Auditor