

**AMENDING ORDINANCES 2024-6, 2017-7, 2010-10, & 2015-4
PERSONNEL POLICIES AND PROCEDURES
FOR EMPLOYEES OF THE TOWN OF REDKEY**

I. GENERAL POLICIES

- A. It is the intent of the Town of Redkey to supply each Department Head, supervisor, and employee with comprehensive collection and personnel policies and procedures. These policies and procedures are developed and standardized to increase understanding, to reduce the need for individual decisions on matters of Town policy, to establish a consistent manner of enforcement of the town's policies and procedures, and to provide fair and equitable treatment to all Town employees throughout the department
- B. It is the responsibility of each Department Head to administer these policies consistent and impartial manner.
- C. It is the responsibility of every Town employee to read and be aware of the policies and procedures for the Town of Redkey outlined in this manual.
- D. Each employee is expected to abide by the rules and policies set forth by the Town of Redkey and his/her department's policies. In the event of a conflict between this Policy and a department's rules, policies, or SOP, this Policy shall control.
- E. Each employee must check in with the Clerk-Treasure's Office each morning by 9:00 a.m. to pick up any work orders, locate requests, and any other information for the day. Additionally, the Town police shall report to the Department Head at the beginning of any shift for any additional instructions.
- F. The Town Council oversees all Town employees, including the Town Marshal. The Town Marshall shall comply with all directives given, or directives voted into effect by Council members, and may not amend such directives without the Council's approval prior. Council members have the final authority in resolving conflicts related to Standard Operating Procedures (SOPs) or other personnel policies. This includes oversight of all Town equipment operations, expenditures of Town funds, and the enforcement of rules and regulations established by the Town Board.

II. PRE-EMPLOYMENT REQUIREMENTS

Many employment positions with the Town of Redkey require manual labor. It is the intent of the Town of Redkey to ensure that those offered employment with the town are physically capable of performing the duties required of an employee for a particular

position. In addition, the Town of Redkey shall engage in pre-employment screening for potential new hires. In order to protect against hiring discrimination, the following procedures shall be followed:

- A. A physical examination to determine an applicant's physical ability to perform the task for which the applicant will be hired to do shall be performed upon the Town offering an applicant a position with the Town. The examination shall be performed by a licensed physician or licensed nurse practitioner of the Town's choice and at the Town's expense. The physical examination may include, but is not limited to, a physical examination of the applicants' head, neck, limbs abdominal area heart, and lungs, drug and alcohol test, mental health assessment, medication review, and or any other test or examination which will assist in determining whether the particular applicant is physically capable of performing the duties for a particular position of the Town. Said testing may include testing of the applicant's blood, breath, urine, or hair follicles.
- B. The town shall investigate the background of all potential employees to determine the accuracy of an applicant's claims as well as to discover any potential criminal history, worker's compensation claims, or employer sanctions.
- C. All new employees are subject to a 90-day probationary period from the date of formal hire to allow the Town to verify that an employee is capable of performing all tasks required by the job. In addition, the employee must satisfactorily meet the requirements set out above. Failure of an employee to comply with the provisions of this section may result in immediate termination of the employee by the town council notwithstanding the provision of Section XI, F, below.

III. **DEFINITIONS:**

- A. **DEPARTMENT HEAD:** the council member who is in charge of a department
- B. **STATUS QUALIFICATIONS:** all employees shall be included in one of the following status qualifications
 - 1. Full Time - an employee scheduled to work 40 hours or more per week on a continuing basis
 - 2. Part-Time - an employee scheduled to work 30 hours or less per week or on an irregular basis
- C. **STANDARD WORK WEEK:** the scheduled work week will be no longer than 40 hours, Monday through Friday, except for police officers in accordance with the law and except for emergency calls as provided for herein. Hours of operation: for town employees to be:
 - 1st shift: 7:00 a.m. – 3:00 p.m.
 - 2nd shift: 3:00 p.m. – 11:00 p.m.

3rd shift: 11:00 p.m. - 7:00 a.m.

- D. **LUNCH PERIOD:** Full-time employees shall be given a paid lunch of one half (1/2) hour per day.
- E. **BREAKS:** each employee shall be entitled to two 15-minute breaks each day, one break in the morning and one break in the afternoon. Employees shall not be entitled to additional compensation for breaks not taken.
- F. **ON-CALL:** All Town employees are required to participate in a rotating on-call schedule on weekends with their colleagues.
- G. **EMERGENCY CALLS:** All employees are subject to be called to work in order to respond to emergencies that arise outside the standard work week. Employees must respond to emergency calls unless they are physically unable to do so. Employees will be compensated for emergency work with equal time off. This time must be taken as soon as possible but not later than thirty (30) days after the date such emergency work was performed.
- H. **OVERTIME:** Non-police employees who work more than one (1) hour of overtime in any pay period must receive the approval of two (2) members of the Town Council prior to the performance of any overtime work. The reason for any such overtime shall be noted on the employee's timecard and both Council Members who approved the overtime must sign the employee's timecard. An employee must work a standard forty (40) hour work week before qualifying for additional compensation as may be determined and authorized by the annual salary ordinance.
- I. All Town employees will receive a copy of the personnel policies and procedures and any revisions thereto, along with a document outlining current or revised job expectations and duties, which they must sign to indicate their acceptance.

IV. **COMPENSATION**

- A. Pay periods are on a weekly basis from Friday through Thursday. Payroll checks shall be issued on Friday.
- B. The amount of compensation paid to full and part-time employees shall be determined and set out in a salary ordinance each year by the Town Council.
- C. Each department shall keep accurate time records of the hours\ worked by its employees each week. The Department Head and the employee shall each sign and verify that the time record accurately reflects the actual hours worked by the

employee for the pay period and submit the verified time record to the Clerk-Treasurer in a timely manner.

V. EMPLOYEE EVALUATIONS

- A. Employee evaluations shall be conducted at the discretion of the Town Council.
- B. All employees may be evaluated by the Town Council when it deems necessary.

VI. ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES & TOBACCO USE

- A. Alcoholic beverages, non-prescribed controlled substances as defined by the Indiana Code or any other intoxicating substance shall not be consumed or otherwise taken during working hours, including break and meal periods, or during any period where the employee is 'on call'.
- B. If any employee reports to work under the influence of or in the possession of a substance outlined above, said employee shall be immediately suspended, without pay, and the Town Council shall hold a hearing within three (3) business days to consider the employee's continued employment with the Town of Redkey.
- C. Any employee taking a prescribed controlled substance must provide written verification of any such prescription to the Clerk-Treasurer.
- D. Employees are prohibited from smoking or using tobacco in any Town-owned building, vehicle, or equipment. Any smoking or tobacco use must occur at least eight (8) feet from the entrance of any building to comply with state law.
- E. Employees shall submit to a drug screen after receiving a work-related injury that requires a doctor or hospital visit.
- F. Violation of any of the provisions of this section will result in an immediate suspension, without pay, and the Town Council shall hold a hearing within three (3) business days to consider the employee's continued employment with the Town of Redkey.

VII. TOWN EQUIPMENT

- A. Each employee assigned to operate town-owned equipment or vehicles shall inspect the vehicle or equipment to ensure that it is in proper working order. This inspection includes but is not limited to, checking the engine oil and other

essential fluids, and inspecting the tires for proper inflation and wear prior to use of any such vehicle or equipment. If any vehicle or equipment is found to be in improper working order, the employee shall immediately cease operation of the vehicle or equipment and notify his/her Department Head. The Department Head shall determine the steps necessary to ensure that the vehicle or equipment is returned to proper working order prior to its return to service.

- B. Police cars shall be used for official business of the Town only. Transportation of individuals other than law enforcement officers (as defined by I.C. 35-31.5-2-185), individuals detained as a result of investigation or arrest, or individuals being transported by a law enforcement officer in the course and scope of his/her official duties shall be prohibited. Police Cars shall not be used for private purposes except when the officer is on duty or on call. A violation of this paragraph may constitute a minor infraction as set forth below.
- C. Except for an emergency, speed limits and other motor vehicles statutes and ordinances shall be followed. Any violation of this program may constitute a major infraction as set forth below.

VIII. GENERAL PROVISIONS

- A. Each department may develop additional rules and regulations specific to each department. Any such rules and regulations implemented by the department head shall have the same force in effect as if they were fully set out herein.
- B. All employees shall furnish the following information to the Clerk-Treasurer:
 - 1. Change in the number of dependents.
 - 2. Change in marital status
 - 3. Change of address and/or telephone numberEmployees shall immediately notify the Clerk-Treasurer upon the change regarding the information set out above.
- C. In the event that the provisions of this policy conflict with any current state statute, or as the law may be amended in the future, state statute shall control.

IX. VACATION LEAVE, PERSONAL/SICK LEAVE, PAID HOLIDAYS

- A. General Vacation Leave
The following paid vacation schedule applies beginning on the anniversary of the employee's date of hire each calendar year:
 - 1. One (1) year of service: One (1) week (Five (5) days)
 - 2. Two (2) years of service through nine (9) years of service: Two (2) weeks (Ten (10) days)

3. Ten (10) years of service or more: Three (3) weeks (Fifteen (15) days).

B. Police Departments, Water and Sewer Operator, and Utility Worker Vacation Leave

Recognizing the on-call nature of their respective position and as a manner of compensating for work performed on the paid holiday set forth herein, the Town Marshall, each full-time Deputy Marshall, Water/ Sewer Operator and Utility Worker shall accrue vacation time on the following schedule:

1. One (1) year of service: Two (2) weeks (ten (10) days)
2. Two (2) years of service through nine (9) years of service: Three (3) weeks (fifteen (15) days)
3. Ten (10) years of service or more: Four (4) weeks (Twenty (20) days)

The additional \$185.33 supplemental pay for seven-day-a-week water testing and on-call duties will not be provided during vacation periods, as no testing or on-call services are performed during this time.

C. Vacation Leave Policy

Any Town employee taking vacation must give, at minimum, a two (2) week notice, and have detailed notes or SOP's for the covering employees. If an employee resigns, retires, or is terminated, the employee shall be compensated for all unused vacation time. However, unused vacation time may not be accrued from year to year. All vacation time must be used prior to December 31st in the year in which it is earned, or any unused vacation time will be deemed to have been forfeited by the employee. The Town Council may, in its discretion and in certain limited circumstances, permit an employee to receive additional compensation for any unused vacation time.

D. Sick Leave Policy

Each Town employee shall receive five (5) paid sick days per calendar year. Sick leave may not be accrued from year to year. All paid sick days must be used prior to December 31st in the year in which it is earned. If an employee resigns, retires, or is terminated, the employee will not be compensated for unused sick days. Under no circumstances shall an employee receive additional compensation for unused sick days.

An employee missing more than two days of work due to illness shall be entitled to utilize his/her paid sick days only if the employee has provided written verification of the illness to the Clerk-Treasurer upon his/her return to work.

E. Personal Leave Policy

The Town of Redkey recognizes the need to grant additional personal leave to its employees under certain extraordinary circumstances. The Town Council may, in its absolute discretion, authorize additional leaves of absence from work for a town employee. Such additional leave of absence may be paid or unpaid at the Town Council's discretion.

F. Paid Holidays

The Town of Redkey designates the following days as paid holidays:

1. New Year's Eve (1/2 day)
2. New Year's Day
3. Martin Luther King, Jr. Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving
10. Christmas Eve (1/2 day)
11. Christmas Day

In the event that the holiday falls on a Saturday the preceding Friday shall be designated as the holiday. In the event that the holiday falls on a Sunday, the following Monday shall be designated as the holiday.

G. Bereavement Policy

The Town of Redkey recognizes that in the event of a death in an employee's immediate family, planning and expenses are involved, and an employee will require time to attend to arrangements and the funeral. In the event of the death of the following family member, an employee shall receive the following paid leave:

1. Spouse: Five (5) days
2. Son/ Daughter (or stepchild): Five (5) days
3. Parent (or stepparent): Five (5) days
4. Sibling (or stepsibling): Three (3) days
5. Grandparent, mother-in-law, father-in-law: Three (3) days

H. Jury Duty Policy

Jury duty service is an important civic duty. As such, a town employee selected to serve on a jury in state or federal court shall be granted paid leave for the duration of the employee's service on the jury. In order to be compensated for jury service, an employee shall provide written verification of his/her jury service to the clerk-treasurer immediately upon his/her return to work following jury service.

I. Town Board Meeting Policy

All Town employees are required to attend all scheduled Council Meetings and any additional meetings as directed by the Department Head. Compensation time cannot be used to excuse absences from these meetings.

X. CLOTHING ALLOWANCE POLICY

A. Full Time Police Officer

Full-Time Police Officers shall receive \$1,100.00 per calendar year for clothing allowance. Set allowance shall be paid in two equal installments on April 1st and October 1st of each year.

B. Reserve Deputy Police Officer

Reserve Deputy Police Officers shall receive a \$600.00 clothing allowance to be paid in two equal installments on April 1st and October 1st of each year. Clothing allowance shall be certified by the Town Martial to the Clerk-Treasurer prior to payment.

C. Street Superintendent, Water / Wastewater Superintendent and Utility Worker

The Street Superintendent, Water / Wastewater Superintendent and Utility Worker may be reimbursed for clothing expenses not to exceed \$600.00 per calendar year. In the alternative, said employees may order clothing items through the town's accounts in amounts not to exceed \$600.00 per calendar year. Under no circumstances shall the employee's clothing expenses exceed \$600.00 per calendar year. Set allowance shall be paid in two equal installments on April 1st and October 1st of each year.

D. All clothing or equipment purchases must accompany an itemized receipt of bought items. If the Employee quits or is terminated within the probationary period or one year of employment, all equipment purchased will be returned to the Town of Redkey Clerk-Treasurer. If the Employee resigns within one year of employment, they shall reimburse the Town for any training expenses incurred by the Town.

XI. DISCIPLINARY POLICY

The Town of Redkey recognizes that there is a need to recognize a policy and procedure for a violation of the rules and procedures set out here in or a violation of a department-specific rule or regulation. The disciplinary procedure outlined below is meant to give the employee the maximum opportunity to modify his/her behavior and conduct to acceptable standards. All disciplinary action referred to herein shall be in writing, signed by the Town Council President, employee, and the Department Head, and placed in the employee's personal file.

A. Employee and Supervisor Behavior

1. All Town employees shall maintain high standards of personal appearance, conduct, cooperation, efficiency, and economy in their work. All employees shall attempt to correct any faults in their performance that are called to their attention by their supervisor. All employees shall avoid behavior and actions that conflict with municipal rules and regulations.
2. Every Department Head shall discuss improper and inadequate performance of an employee with the employee in order to correct deficiencies so as to avoid disciplinary action. The Department Head is also expected to adhere to and apply the discipline guidelines set forth herein in a uniform and equitable manner. Department Heads shall promptly identify and document any infraction of the Town's policies and procedures.
3. Infractions shall consist of two types: minor and major.

B. Minor Infractions

1. More than three (3) unexcused absences per calendar year or during the probationary period
2. Neglect or failure to perform assigned duties
3. Improper use of Town property
4. Failure to report to the Clerk-Treasurer upon returning to work after sickness or accident
5. Unsatisfactory performance of job duties
6. Unexcused absence from work during work hours
7. Performance of personal work during work hours
8. Vulgarity or use of foul language
9. Use of rude language or behavior towards a community member
10. Failure to answer an emergency, after hours call
11. Smoking or use of tobacco in or on Town property

12. Failure to promptly notify the Clerk-Treasurer and Department Head when leaving and returning to Town for official duties

C. Major Infractions

1. More than five (5) unexcused absences per calendar year or during the probationary period
2. Unauthorized removal of Town property
3. Committing an act of violence or an act of improper or immoral conduct while employed by the Town
4. Violation of the Town's policy on the use of alcoholic beverages or controlled substances
5. Willfully damaging or destroying Town property
6. Acceptance of bribes or gratuities
7. Violation of safety rules
8. Committing two (2) minor infractions in a one (1) year period.
9. Conviction of a felony under State or Federal law
10. Violation of overtime rules contained herein

D. Disciplinary Procedure

1. Any Town Council member may issue a written warning to an employee who commits a minor infraction.
2. A written warning for a minor infraction must be issued ten (10) days of the discovery of the minor infraction occurred.
3. The written warning shall specifically state that date, time, and place where the minor infraction occurred and state the nature of the infraction. The written warning shall be dated and signed by the Department Head and one other Town Council member.
4. The written warning shall be personally delivered to the employee by the Department Head and the Council President. The copy shall be placed in the employees' personal file.

E. Suspension

1. An employee that commits a major infraction shall be subject to suspension.
2. An interim suspension may be issued by the Council President and any Department Head, with pay, until a hearing may be held by the Town Council.
3. The Town Council shall conduct a hearing within seventy-two (72) hours of receiving a notice of the commission of a major infraction by an employee.

4. At the hearing the Town Council shall hear the date and time of the alleged major infraction and the nature of the alleged major infraction. An employee alleged to have committed a major infraction shall receive notice of the hearing and have an opportunity to be heard regarding the alleged commission of a major infraction. The Town Council shall determine the length of any suspension imposed under this section.
5. A suspension period shall not exceed thirty (30) days. During a period of suspension, the employee will be relieved of his/her duties and will not receive pay or benefits.
6. Any employee under suspension may not be on Town property unless accompanied by an active Town employee or Police Officer.

F. Dismissal

1. Dismissal is the termination of an employee's employment with the Town of Redkey.
2. An employee that commits a major infraction may be subject to dismissal.
3. If a Town Council Member believes that a major infraction warrants dismissal of an employee, the Council Member shall make that recommendation at an Executive Session called to consider personnel matters. Action on the dismissal recommendation shall occur in a regular or special public meeting.
4. The minutes of the meeting shall reflect the reason for the dismissal. The employee shall be notified in writing of the Council's decision.
5. Any terminated employee must be accompanied from Town property by a Police Officer as a precaution.

G. Grievance Procedure Policy

All disciplinary actions provided for herein are subject to the following grievance procedure.

1. It is the policy of the Town of Redkey to offer to any Town employee who believes that they have been improperly demoted, suspended, dismissed, disciplined, or been subject to compliance complaint as to the application or interpretation of this policy or other work-related rules to have an opportunity to appeal decisions under certain limited circumstances.
2. The Town desires to resolve grievances informally. Department Heads, Town Council Members, and employees are expected and encouraged to communicate with one another and resolve issues as they arise. However, in the event that an informal resolution of the issue is not possible, employees shall utilize the following grievance procedure.

- 2.i. The employee shall request an informal meeting with his/her Department Head or Town Council Member to attempt to resolve the issue in writing within five (5) days of the incident.
 - 2.ii. If the informal meeting does not resolve the matter satisfactorily, the employee may submit a formal written grievance to the Town Council President within five (5) days of the informal meeting with the Department Head or Town Council Member. The formal written grievance must contain the following information:
 - 2.ii.1. Specific information regarding the nature of the incident including but not limited to, the date and time of the alleged incident, the nature of the alleged infraction, the nature of the disciplinary action taken, and the outcome of the formal meeting with the Department Head or Town Council Member.
 - 2.ii.2. The date of the informal meeting with the Department Head or Town Council Member.
 - 2.ii.3. The signature of the aggrieved employee.
 - 2.iii. The Council President shall respond to the grievance in writing within Ten (10) working days of receipt of the grievance the written response may:
 - 2.iii.1 Summarily approve the disciplinary action.
 - 2.iii.2. Request further information from the employee, the Department Head, the Town Council Member regarding the incident; or,
 - 2.iii.3. In the discretion of the Town Council schedule an Executive Session with the Town Council and the employee to take further action on the grievance.
- The Council President shall serve a copy of the written response on the employee, the Clerk-Treasurer, and the other members of the Council.
- The decision of the Town Council shall be final.

XII. PERORMANCE EXPECTATIONS

A. Street Superintendent, Water / Wastewater Superintendent and Utilities Employees

1. Supervision and Direction

- Employees will work under the general direction of the Department Head or, in their absence, the Town Council President.

2. Routine Duties and Responsibilities

- Employees will work across all departments: Water, Parks, Streets, and Sewage, performing street maintenance, repairing/replacing broken water and sewer lines, and maintaining equipment. They will assist all town employees as needed, working collaboratively.

- Employees are expected to maintain a checklist of required daily, monthly, and yearly routines and perform duties as listed below and as needed:
 - Follow work orders supplied by the Clerk-Treasurer's Office.
 - Conduct lab testing (Water and Sewage Plants) & sampling as required.
 - Flush fire hydrants routinely and keep a log.
 - Repair or replace fire hydrants as needed.
 - Read water meters in town on designated days set forth by the Clerk-Treasurer's Office.
 - Repair or replace water meters.
 - Locate properties regarding water and sewer lines as needed.
 - Perform water and sewer hookups on service lines.
 - Maintain and install street signs.
 - Operate heavy equipment such as backhoe, grader, tractor, snowplow, total patcher, and city trucks.
 - Operate salt spreader and snowplow as needed.
 - Conduct general street maintenance including patching and grading of streets and alleys.
 - Operate a Total Patcher Machine.
 - Perform mowing, trimming, and spraying weeds on all Town-owned properties (list available at the Clerk-Treasurer's Office).
 - Maintain all town buildings, equipment, and properties.
 - Maintain infrastructure, including water and sewer lines, sidewalks, etc.
 - Keep a "Progress Operation Log."

B. Redkey Police Department

1. Supervision and Direction

- All Redkey Police Officers will work under the general direction of the Department Head or, in their absence, the Town Council President. All Officers shall report to the Department Head at the beginning of a shift for any additional instructions.

2. Routine Duties and Responsibilities

- Conduct regular patrols within assigned areas to maintain public safety and deter criminal activity.
- Monitor traffic and enforce laws related to speeding, reckless driving, and other traffic violations.
- Respond promptly to calls for service, including emergencies, accidents, and incidents of crime.
- Maintain a Logbook with accurate and timely records of daily activities, incidents, and investigations. Promptly provide the copies from the Logbook upon request from the Department Head/ Council.
- Complete necessary paperwork for legal and administrative processes.
- Testify in court as needed, presenting evidence and reports accurately.
- Investigate criminal activities and gather evidence at crime scenes.
- Prepare detailed reports on incidents, arrests, and investigations.
- Execute warrants and make lawful arrests.
- Conduct searches and seizures in accordance with legal standards and department policies.
- Build positive relationships with community members and organizations.

- Coordinate with other emergency services such as fire departments and medical teams.
- Participate in ongoing training programs to stay updated on law enforcement techniques, laws, and regulations.
- Attend mandatory training sessions on firearms, self-defense, and emergency response.
- Uphold ethical standards and conduct oneself with integrity and professionalism.
- Provide support and backup to fellow officers as needed.

XII. Effective Date

This ordinance takes effect upon passage and publication as required by law.

Adopted by the Town Board of the Town of Redkey, Indiana, this 20 of June, 2024.

Brenda Beaty, Town Board President

Gavin Grady, Town Board Vice President

David Dudelston, Town Board Member

James Phillips, Town Board Member

Floyd Life, Town Board Member

ATTEST:

Gloria May, Clerk-Treasurer

Employee Acknowledgment Form

Acknowledgment of Receipt and Understanding of Employment Policies

Employee Information

Name: _____ Employee ID: _____

Department: _____ Position: _____

Statement of Understanding

I, _____ (Employee Name), hereby acknowledge that I have received, read, and understand the Town of Redkey Employment Policies.

I understand that it is my responsibility to familiarize myself with the contents of these policies and to adhere to the guidelines and rules outlined within them.

I understand that if I have any questions or require further clarification regarding any of the policies, it is my responsibility to seek guidance from my supervisor or the Department Head.

I acknowledge that these policies are designed to provide a framework for consistent and fair treatment of all employees and that the Town reserves the right to modify or update these policies as necessary.

Confirmation

By signing below, I confirm that I have read and understood the Town of Redkey Employment Policies and agree to abide by them.

Employee Signature: _____ Date: _____

For Clerk-Treasurer Use Only

Received By (Name): _____

Date Received: _____

Comments: _____

Please retain a copy of this signed acknowledgment form for your records and return the original to the Redkey Clerk-Treasurer.