



ORDINANCE NO. 2020- 001

KOSCIUSKO COUNTY BOARD OF COMMISSIONERS
AN ORDINANCE AMENDING THE COUNTY OF KOSCIUSKO, INDIANA
PERSONNEL POLICIES HANDBOOK

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

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

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


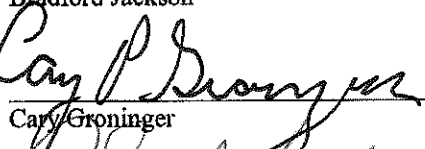

WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

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

The County of Kosciusko, Indiana **Personnel Policies Handbook(s)** adopted on 11-27, 2018 is amended this 17th day of March, 2020. The attached County of Kosciusko, Indiana Personnel Policy section is hereby adopted and shall be in full force and effect on and after adoption; and shall replace and supersede existing oral or written personnel policies and procedures:

3.19 Health Pandemic Emergency Closing

BOARD OF COMMISSIONERS
KOSCIUSKO COUNTY, INDIANA


Bradford Jackson

Cary Groninger

Robert Conley

ATTEST:


Michelle Puckett, Auditor

I affirm, under the penalties for perjury,
that I have taken reasonable care to redact
each Social Security number in this
document, unless required by law.
Michelle L. Puckett

3.19 HEALTH PANDEMIC EMERGENCY CLOSING

When a health pandemic has been declared by the State of Indiana, County Commissioners may alter, modify, and suspend necessary procedures as recommended by the County Health Department, the Indiana State Health Department, and Centers for Disease Control.

The County Commissioners will follow all guidelines and directives provided by the County Health Department, the Indiana State Health Department, and Centers for Disease Control to determine facility closures.

When County facilities are officially closed by the County Commissioners for health pandemic conditions, the time off from scheduled work will be paid to all employees affected by the facility closing. Temporary, seasonal, and part-time employees will be paid for hours regularly scheduled to work.

The County Commissioners will identify essential employees that will be required to work or telecommute during the health pandemic emergency closing. Essential employees will be determined based upon the circumstances of each health pandemic. Essential employees that are required to work will receive payment for hours actually worked at the rate of time and a half. Payment received for hours actually worked will be in lieu of and not in addition to any pay indicated in paragraph 3 above.

During any health pandemic emergency closure, the County Commissioners will establish restricted travel policies, meeting protocols, and health precautions for employees and facilities. The County Commissioners may establish protocols to reduce employee exposure to the public.

Accruals for benefit calculations, such as vacation, sick leave, or holiday benefits, shall accrue during the health pandemic emergency closing.

Employees on vacation at the time of a health pandemic emergency closing will be charged with their vacation time as previously scheduled. Employees on sick leave or FMLA leave at the time of a health pandemic emergency closing will be charged with sick leave or FMLA leave as previously requested. Employees on sick leave or FMLA leave will be eligible to receive paid health pandemic emergency leave at the end of such sick leave or FMLA leave contingent upon providing the County with a medical release from the employee's medical provider.