

**TOWN OF GREENTOWN POLICIES  
AND EMPLOYEE BENEFITS**

IT SHALL BE THE POLICY OF THE TOWN OF GREENTOWN THAT THE PROVISIONS HEREIN APPLY TO ALL EMPLOYEES OF THE TOWN OF GREENTOWN NOW EMPLOYED OR HEREAFTER HIRED.

**NEW APPLICANTS**

All applicants applying for a position with the Town of Greentown must have a high school diploma or GED certificate. All employee benefits begin after 90 days of employment. Pre-employment drug testing is part of the pre-employment physical which must be completed before an applicant may begin employment.

**PAY PERIOD**

Payroll shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month unless a holiday dictates that an earlier pay date shall be necessary for banking purposes. Pay period is from the 26<sup>th</sup> of the previous month to the 10<sup>th</sup> and from the 11<sup>th</sup> through the 25<sup>th</sup>. Payment is made by direct deposit.

**OVERTIME**

No employee shall work overtime without the approval from the relevant department supervisor. Any hours worked over eight (8) hours in a twenty four (24) hour period or forty (40) hours in seven (7) days, shall be considered overtime. A maximum of one hundred forty four (144) hours overtime per year are permitted. Comp time may be used for overtime at the rate of 1.5 hours of comp time for every one hour of overtime.

**PAID HOLIDAYS**

Employees of the Town of Greentown shall have the following paid holidays as time off from work:

- |   |                                |
|---|--------------------------------|
| New Year's Day  | Veteran's Day                  |
| Good Friday   | Thanksgiving Day               |
| Memorial Day  | Day following Thanksgiving Day |
| Independence Day  | Christmas Eve                  |
| Labor Day   | Christmas Day                  |
| Floating holiday to be chosen by employee and approved by supervisor (replaces New Year Eve Day). |                                |

The Marshal and Deputy Marshals may schedule their holiday on another day than the actual holiday so that someone can be on duty on holidays.

No employee shall lose a paid day off if a holiday falls on a scheduled vacation day or day off. An additional day may be taken.

**PAID VACATION**

Full-time employees of the Town of Greentown shall accrue paid vacation time pursuant to the following schedule:

- After 12 consecutive months (1 year) – 1 week
- After 24 consecutive months (2 years) – 2 weeks
- After 84 consecutive months (7 years) –3 weeks
- After 144 consecutive months (12 years)-4 weeks
- One (1) extra day of vacation per year of seniority over 20 years

The Town of Greentown employees shall utilize all vacation between January 1 and December 31. An employee may carry over up to five (5) vacation days from one calendar year to the next with the approval of his/her supervisor. After 1 year seniority, vacation year will run from January 1 to December 31. Vacation time shall be limited to two (2) weeks maximum per event unless Town Council President extends time limit. All vacation days must be pre-approved by the employee’s department head.

Part- time employees shall accrue paid vacation time as above, but prorated for the number of hours they are normally scheduled to work each week. For example, an employee that works four (4) days per week and has one year seniority shall receive four days of paid vacation.

**BEREAVEMENT DAYS**

Employees of the Town of Greentown shall be entitled to time off with pay upon the death of a relative in accordance with the following schedule:

**Ten (10)** calendar days upon the death of spouse

**Five (5)** calendar days upon the death of:

- |          |               |
|----------|---------------|
| Mother   | Step mother   |
| Father   | Step father   |
| Son      | Step children |
| Daughter | Guardian      |

**Three (3)** calendar days upon the death of:

- |                 |               |
|-----------------|---------------|
| Brother         | Mother-in-law |
| Sister          | Father-in-law |
| Brother-in-law  | Grandmother   |
| Sister-in-law   | Grandfather   |
| Son-in-law      | Grandchild    |
| Daughter-in-law |               |

**Two (2)** calendar days for any relative not listed in the above.

Days off must be used close to date of funeral and approved by supervisor.

**PERF – RETIREMENT**

The Town of Greentown has elected to participate in the Public Employees’ Retirement Fund (PERF) and all full-time employees are eligible to participate in the Indiana Public Employees’ Retirement Fund (PERF) as allowed by Indiana Code 5-10.3-6-1.

**SICK TIME**

Full time employees of the Town of Greentown shall accrue paid sick leave according to the following schedule:

Each employee will earn five (5) sick days equal to his or her normal workweek hours with pay. An employee may accumulate and carry over up to five (5) sick days from one calendar year to the next, for a maximum total of ten (10) sick days during any calendar year.

Employees shall call their department head the evening before or the morning of a day they are unable to come to work or they will be considered unexcused and will not receive pay for that day. If they are unable to reach the department head, they shall call the utility office. In the event of prolonged absence from work, extended or long term illnesses shall be determined by the Town Council as stated in the Disability Absence Plan, listed below. Employees may elect to use vacation time if their sick days are exhausted and are ineligible for the Disability Absence Plan or they will have the missed time deducted from their pay.

**DISABILITY ACTION PLAN**

An employee who has had six or more months of continuous service for the town and is disabled because of personal illness or injury is eligible for salary payments for six months, subject to Town Council review after the first two weeks.

Once an employee is placed on disability or sick leave, his or her sick days and vacation days are frozen. When he or she returns, they can begin using their frozen sick or vacation time. The Town reserves the right to require due proof of personal injury or sickness and all payments are contingent on the furnishing of such proof when required. The two weeks prior to the start of the disability will be unpaid. The employee has the option of using a combination of sick and/or vacation time until the start of disability payments.

**INSURANCE**

Full-time employees of the Town of Greentown shall be entitled to participate in the following insurance program:

- Life insurance - \$20,000.00 or as per provisions of Town insurance policy which is decreasing term insurance
- Health and hospitalization
- Major Medical
- Dental
- Vision

The Town will pay 90% of the premium for the above coverage. The employee shall be responsible for the remaining ten percent (10%).

If a spouse is eligible for group coverage under his/her employer's medical plan, and his/her employer pays 50% or more of the medical premium, then the spouse must enroll in his/her employer's medical insurance.

Part-time employees are not eligible for insurance.

### **SUPPLEMENTAL INSURANCE**

In accordance with Town of Greentown Ordinance Number 1997-9 as written and thereafter amended, when an employee with at least fifteen (15) years of accredited service retires and becomes eligible to receive Medicare insurance, the town will pay Seven Hundred Eighty Dollars (\$780.00) per year toward employee supplemental insurance coverage cost.

### **UNIFORMS**

The Town will furnish uniforms for police officers at no cost to the employee. Other full-time employees shall each receive \$300 uniform allowance paid on December 15<sup>th</sup> of each year in lieu of furnished uniforms.

### **DISCIPLINE PROCEDURE FOR POLICE**

Disciplinary procedure for Police Department shall follow the guidelines provided by State Statute 36-8-3-4 and the Greentown Police Department rules and regulations.

### **DISCIPLINE PROCEDURE FOR ALL OTHER EMPLOYEES**

- |        |  |
|--------|--|
| Step 1 | Oral reprimand   |
| Step 2 | Written reprimand  |
| Step 3 | Written reprimand – balance of shift plus 2 work days off without pay  |
| Step 4 | Written reprimand – balance of shift plus 5 work days off without pay  |
| Step 5 | Written reprimand – balance of shift plus 10 work days off without pay |
| Step 6 | Discharge  |

Depending on the nature of the act, discipline can start at any step. Once a step is selected, a time frame may be established to have it removed from work record, if no other infractions occur. If other infractions occur, move to next step, etc. Employee may ask for a hearing consisting of the committee members of the department affected. If committee members cannot resolve it, it is left to the decision of the Town Council. An oral reprimand shall be noted on employee's work record. Any written reprimand shall be written on a form with one copy given to the employee and one copy entered into employee records. Department heads of affected department shall also receive a copy.

**DRUG FREE WORKPLACE**

Employees must abide by the terms of Ordinance 2016-6.

This policy shall be in full force and effect as of the first day of January, 2017.

**Town Council of the Town of Greentown**



Scott Deyoe, President



Todd Everling



Joyce Higginbottom



J Scott Flick



Katie Regan

**ATTEST**



Teresa Duke, Clerk-Treasurer