

**TOWN OF GREENTOWN  
POLICIES AND EMPLOYEE BENEFITS  
EFFECTIVE JANUARY 1, 2024**

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.

**NATURE OF EMPLOYMENT**

Employment with the town is voluntarily entered into, and the employee is free to resign at will at any time, with or without notice or cause. Similarly, the town may terminate the employment-at-will relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this document are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the town and any of its employees. The provisions of this policy document have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the town's sole discretion.

**CLERK-TREASURER'S OFFICE**

In applying this document uniformly, employees of the Clerk-Treasurer's Office report directly to the Clerk-Treasurer who has the sole authority to hire, train, evaluate, set policy, discipline, and determine employment status of the employees within the office. With this being said, all policies and procedures within this document apply to the employees who work in the Clerk-Treasurer's Office. The Clerk-Treasurer is an elected official and none of the policies apply to, nor does the individual directly report to the Town Council. The Town Council only makes the determination as to how much to allow for funding within the Clerk-Treasurer's Office.

**POLICE DEPARTMENT**

When the policies and procedures that are contained in the Police Department Standard Operating Procedures (SOPs) differ from what is written in this employee policy, those policies and procedures will prevail. The Town Marshall reports directly to the President of the Town Council and serves at the discretion of the Town Council through an employment contract. The Town Council is the only body (other than a Court on appeal) authorized to hear disciplinary action charges against the Town Marshal. For purposes of this employee policy, the Town Marshal will be referred to as a Department Head.

**ALL CIVILIAN DEPARTMENTS**

In applying this document uniformly, employees who do not work in the Clerk-Treasurer's Office or the police department, are to report to and request information from the appropriate Department Head, as appropriate. With this being said, all policies and procedures within this document apply to civilian employees. Department Heads report directly to the President of the Town Council.

## **TOWN COUNCIL**

The Town Council consists of elected officials who are not subject to the policies and procedures as outlined in the employee policy, as they are not employees of the town. However, the members of the Town Council consist of the governing body who do make rational and consistent decisions with regards to employees who are subject to the policies and procedures as outlined within the employee policy. It is the responsibility of all Town Council members to make sure that the town is legally compliant with all federal, state, and local employment-related laws in accordance with policies as outlined in this employee policy. The President of the Town Council is responsible for supervising the assigned Department Heads, as appropriate. For purposes of the employee policy, employees who are Department Heads will report to the President of the Town Council as it relates to each policy.

These provisions supersede all existing policies and procedures and may not be amended or added to without the express written approval of the Town Council.

## **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 shall be made by direct deposit.

## **OVERTIME**

On occasion, employees are required to work overtime to satisfy our citizens' needs. Therefore, employees are expected to work overtime when required. When overtime is necessary, employees will receive as much advance notice as possible. If for some reason an employee is unable to work overtime, he should discuss it with his supervisor. 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. The Town Marshall, Water Operator, Utility Supervisor, and Wastewater Operator are exempt from the overtime provisions of the FLSA and shall not be entitled to overtime pay.

Compensatory time may be used for overtime at the rate of 1.5 hours of compensatory time for every one hour of overtime. The scheduling and approval of compensatory time off shall be at the supervisor's discretion. Employee preference will be given consideration if said time off will not adversely affect departmental work activity. Compensatory time must be used by the end of the calendar year and does not carry forward. Accrued but unused compensatory time is forfeited upon separation of employment from the Town of Greentown.

**PAID HOLIDAYS**

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

- |                |                                   |
|----------------|-----------------------------------|
| New Year’s Day | Memorial Day                      |
| MLK Day        | Juneteenth                        |
| Good Friday    | Independence Day                  |
| Labor Day      | Thanksgiving Day                  |
| Veteran’s Day  | Friday following Thanksgiving Day |
| Christmas Eve  | Christmas Day                     |

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

Temporary seasonal employees shall not receive paid holidays.

**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) – 40 hours
- After 24 consecutive months (2 years) – 80 hours
- After 84 consecutive months (7 years) – 120 hours
- After 144 consecutive months (12 years) – 160 hours
- Addition 8 hours of vacation per year of seniority over 20 years

Beginning with January 1 of the calendar year following the year in which an employee reaches his/her one-year anniversary, the employee will be eligible for forty (40) hours of vacation.

The Town of Greentown employees shall utilize all vacation between January 1 and December 31. An employee may carry over up to forty (40) vacation hours from one calendar year to the next with the approval of his/her supervisor. 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.

If an employee leaves in good standing after completing at least one year of employment, the employee shall be paid for any accrued but unused and uncompensated vacation leave up to 224 hours.

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 thirty (30) hours of paid vacation.

Temporary seasonal employees shall not accrue paid vacation time.

## **RESIGNATIONS**

If an employee decides to leave employment, a minimum of two weeks written notice must be given in order to leave in good standing, unless a shorter time period is expressly approved by the Town Council. An employee is expected to work each assigned day during that two-week period. Furthermore, use of paid leave cannot be granted beyond the last day the employee is physically present at work. Leaving in good standing entitles the employee to consideration for future reemployment or rehire. The resignation letter should be sent to the Utility Superintendent or Town Council.

## **BEREAVEMENT**

Days off must be approved by supervisor. Employees are eligible for leave with pay for attending the funeral of certain relatives or members of their household. This shall not exceed three regularly scheduled consecutive working days and the days must be in conjunction with the date of the death or the funeral. Such leave may be granted upon the death of: your spouse, father, mother, son, daughter, brother, sister, grandparent (including greats); grandchild (including greats), or the spouse of any of these. If you are married, leave may be available for the same members of your spouse's family. You also may be able to take funeral leave for a person living in the same household with you.

If additional time off is required, an employee may be able to use, with their supervisor's approval, sick, compensatory, or vacation time.

## **PERF – RETIREMENT**

The Town of Greentown has elected to participate in the Public Employees' Retirement Fund (PERF) and all full-time employees are covered by the Indiana Public Employees' Retirement Fund (PERF) as allowed by Indiana Code 5-10.3-6-1. The employer contribution rate is established by INPRS.

## **SICK TIME**

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

Each employee will earn forty (40) sick hours per year equal to his or her normal work week hours with pay. An employee may accumulate and carry over up to forty (40) sick hours from one calendar year to the next, for a maximum total of eighty (80) sick hours 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 illness shall be determined by the Town Council as stated in the Disability Action Plan, listed below. Employees may elect to use vacation time if their sick days are exhausted and are ineligible for the Disability Action 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 and temporary seasonal employees are not eligible for insurance.

## **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.

All full-time employees must abide by the Uniform Policy, available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

## **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.

## **DISCIPLINARY ACTION**

If problems develop with an employee's behavior, disciplinary action may become necessary. Types of discipline imposed include reprimand, suspension, demotion, and dismissal. The discipline imposed may vary based upon the nature of the offense, work record and any mitigating or aggravating circumstances.

For more specific information about the disciplinary action process, contact your supervisor.

## **DRUG FREE WORKPLACE**

Employees must abide by the terms of Ordinance 2015-6.

## **FAMILY AND MEDICAL LEAVE ACT**

The FMLA guide is provided to each employee annually.

## **SOCIAL MEDIA**

Employees must abide by the Social Media Policy passed on December 7, 2016. The Social Media Policy is available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

Employees must make clear that their postings represent their own views and opinions, not those of town officials. First Amendment rights apply when you are contributing to the debate on matters of public concern, but do not apply when you are merely griping about your job, coworker, or superiors.

## **CELL PHONE**

The town recognizes the benefits of text messaging for convenient and expedient real-time business communications. These modes of communication have the potential to be abused, however, resulting in such problems as lost productivity, harassment, security concerns and even possible legal liability.

Employees are strictly prohibited from transmitting messages with obscene, profane, lewd, derogatory, or potentially harassing/discriminatory content. Employees must not send messages they know or have reason to believe, may be false or misleading.

Any text messages sent using town's resources should not be considered private. The town reserves the right to monitor all such messages. These messages are subject to disclosure to outside third parties including the court system and law enforcement agencies. Violations will result in discipline up to and including employment dismissal.

The term text messaging includes all electronic posts, messages, or graphics; whether sent by email, instant messaging, social media, cell phone texting or other similar technology. Indiana Code 9-21-8-59.

**INTERNAL CONTROLS**

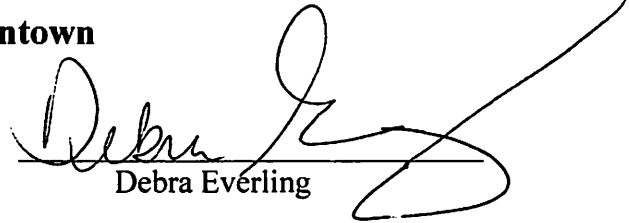
The Internal Control Policy is available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

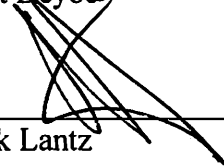
**This personnel policy shall be in full force and effect as of the first day of January, 2024.**

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF GREENTOWN, INDIANA THIS 21 DAY OF NOVEMBER, 2023.

**Town Council of the Town of Greentown**

  
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Scott Beyod

  
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Debra Everling

  
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Mark Lantz

  
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James Skinner

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Craig Standish

**ATTEST**

  
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Teresa Duke, Clerk-Treasurer