

ORDINANCE NO. 2013- 04

WELLS COUNTY BOARD OF COMMISSIONERS

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

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

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

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

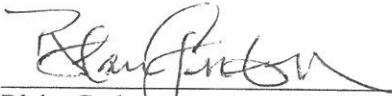
WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

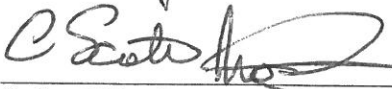
NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF WELLS, INDIANA BOARD OF COMMISSIONERS THAT:

The County of Wells, Indiana Personnel Policies Handbook adopted on 7-1, 2013 is amended this 1st day of July, 2013 as specified in the attached section regarding Employment Status.

The attached section and replacement page(s) 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.


BOARD OF COMMISSIONERS  
WELLS COUNTY, INDIANA

  
\_\_\_\_\_  
Blake Gerber

  
\_\_\_\_\_  
C. Scott Mossburg

  
\_\_\_\_\_  
Kevin Woodward

ATTEST:

  
\_\_\_\_\_  
Beth Davis, Auditor

### 3.1 EMPLOYMENT STATUS

It is the intent of Wells County to clarify the definitions of employment classifications; therefore, employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the County. **Any changes to an employee's employment classification shall be in writing. No change in employment classification is to be construed or inferred without written notification from the hiring authority. Each employee is assigned to one (1) of the following four (4) employment classifications.**

**FULL-TIME PUBLIC RETIREMENT (FTPR)** employees are those who are not assigned to a FTA, Part-time, or Seasonal/Temporary status and qualify for County retirement benefit programs. FTPR employees are regularly scheduled to work the County's full-time schedule of (37 ½ or 40) hours per week. FTPR employees include exempt and non-exempt classifications.

FTPR employees **are** eligible for the following benefits: Vacation Days, Paid Days Off, Holidays, Sick Days, Bereavement Leave, Jury Duty, Worker's Compensation, Leave of Absence, Social Security benefits, Health/Disability Insurance, and County retirement programs. The County Council set the FTPR compensation rates annually for all positions.

**FULL-TIME AFFORDABLE CARE ACT (FTA)** employees are those who are not assigned to a FTPR, Part-Time or Seasonal/Temporary status. FTA employees are regularly scheduled to work thirty (30) hours per workweek. FTA employees include exempt and non-exempt classifications.

FTA employees are eligible for legally mandated benefits such as Health/Disability Insurance, Worker's Compensation, and Social Security benefits subject to the terms, conditions, and limitations of each benefit program.

FTA employees are *not* eligible for the following benefits: Vacation Days, Paid Days Off, Holidays, Sick Days, Bereavement Leave, Leave of Absence, and County retirement benefit programs. The County Council set the FTA compensation rates annually for all positions.

**PART-TIME (PT)** employees are those who are not assigned to a FTPR, FTA, or Seasonal/Temporary status. Part-Time employees shall not work more than twenty-eight (28) hours per workweek, with the exception of mandatory certification training required of the position. PT employees include exempt and non-exempt classifications. Part-time employees retain that status until expressly notified of a change. PT employees are eligible for legally mandated benefits such as Worker's Compensation, and Social Security benefits subject to the terms, conditions, and limitations of each benefit program.

PT employees are *not* eligible for the following benefits: Health/Disability Insurance, Vacation Days, Paid Days Off, Holidays, Sick Days, Bereavement Leave, Leave of Absence, and County retirement benefit programs. The County Council set the FTA compensation rates annually for all positions.

**SEASONAL/TEMPORARY (ST)** employees are those who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a defined project and are not assigned to a FTPR, FTA, or Part-Time status. It is the policy of the County that a Seasonal/Temporary employee who works for (120) days in a calendar year shall not be rehired by the County without a minimum of six (6) months separation period between season/temporary engagements. ST employees include exempt and non-exempt classifications. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal/Temporary employees retain that status until notified of a change. ST employees are eligible for legally mandated benefits such Worker's Compensation, and Social Security benefits subject to the terms, conditions, and limitations of each benefit program.

ST employees are *not* eligible for the following benefits: Health/Disability Insurance, Vacation Days, Paid Days Off, Holidays, Sick Days, Bereavement Leave, Leave of Absence, and County retirement benefit programs. The County Council set the FTA compensation rates annually for all positions.