

WRT 2013- 05 RESOLUTION
Personnel Policies

WHEREAS, the Board of White River Township, Johnson County, Indiana has determined that the business of the township would be more efficiently performed if the township adopts written policies regarding personnel issues: and,

NOW THEREFORE, BE IT RESOLVED, that the White River Township Board hereby adopts the following personnel policies for township officials and employees:

1. Compensation (Form 17)

All compensation must be set out on the Form 17. The Form 17 should be adopted as a part of the budgeting process, but, except for elected officials may be amended at any time, subject to budgetary limitations. .

2. Employee Benefits

(a) The Township does not provide insurance benefits, or other paid benefits for elected officials or part time employees, except for compensation set out in the Form 17. Payments for authorized expenses per written policy are not considered benefits.

(b) The Township does not provide paid sick leave, vacation leave, and or any other type of paid leave for elected township officials or part-time employees. Employees may take unpaid leave, upon appropriate notice to the Trustee.

3. Leave and Overtime Policy

Pursuant to the Fair labor Standards Act, part time township employees will be paid time and ½ for hours worked in excess of 40 hours in a calendar week. Elected township officials are considered salary exempt employees and shall only receive their salary.. .

4. Record of Hours Worked

IC 5-11-9-4 requires that records be maintained showing which hours are worked each day for employees employed by more than one political subdivision or in more than one position by the same public agency. This requirement can be met by indicating the number of hours worked on each Employee's Service Record, General Form No. 99 A and/or General Form No. 99B.

5. E-Verify

The Township must use the E-Verify system to verify that all new employees are eligible for employment.

6. Holiday Pay

The Township shall adopt the schedule of holidays officially recognized by Johnson County, Indiana and the Office will be closed on those holidays. For each such holiday that falls on a week day, the Township shall pay each part-time hourly employee the equivalent of ½ day's pay and the Township shall pay each full time hourly employee a full day's pay. For purposes of this section, a full time employee is an employee who is routinely scheduled to work an average of 30 hours or more per week. Salary exempt employees shall continue to receive their salary, but shall receive no additional holiday pay.

Adopted this 17 day of December, 2013.

VOTING YES: ,

VOTING NO:

Gregory A. Rambolt
Mary M. Myers
[Signature]

ATTEST:

[Signature]

Mark Messick, White River Township Trustee