



EMPLOYEE HANDBOOK

ISSUE DATE: 01/01/2025



WELCOME!

It is our privilege to welcome you to the Town of Ellettsville and we wish you every success as an employee of our Town. Ellettsville is an outstanding Town, due in part to the dedication of our municipal's workforce and we hope you will take pride in being a member of our team. We believe that each employee contributes directly to the Town of Ellettsville's growth and success, and that employees and residents are the Town's most important assets.

This handbook was developed to describe some of the expectations of employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the handbook as soon as possible, as it will answer many questions about employment at the Town of Ellettsville.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

The Ellettsville Town Council

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INTRODUCTION

040 Introductory Statements

For purposes of these work guidelines all employees shall be referred to as "employee(s)." The Town of Ellettsville, Indiana will be referred to as the "Town of Ellettsville".

These work guidelines have been designed to acquaint employees with the Town of Ellettsville and provide them with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees are responsible to read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as an employee and outlines the programs developed by the Town of Ellettsville to benefit employees. One of management's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook may anticipate every circumstance or question about policy. As the Town of Ellettsville continues to grow, the need may arise and the Town of Ellettsville reserves the right to revise, supplement, or rescind any policies or portion of the employee handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is the employment-at-will policy permitting employees or the Town of Ellettsville to end the employment-at-will relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur and employees will be expected to acknowledge in writing that they have received those changes. Nothing in this employee handbook shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

060 Resident Relations

Residents are among the Town of Ellettsville's most valuable assets. Every employee represents the Town of Ellettsville to the residents and the public. The way employees do their jobs presents an image of the entire Town. Residents judge all of the employees by how they are treated with each employee contact. Therefore, one of the first business priorities for all employees is to assist any resident or potential resident. Employees should not engage in arguments, debates, or lengthy discussions with residents regarding the Town of Ellettsville's policies, procedures, or services. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention employees give to residents. Any employee who receives a complaint from a resident should refer the individual to their Supervisor.

Personal contact with the public, manners on the telephone, and the communications sent to residents are a reflection not only of each employee, but also of the professionalism of the Town of Ellettsville. Positive resident relations not only enhance the public's perception or image of the Town of Ellettsville, but also pay off in greater resident loyalty.

EMPLOYMENT

101 Nature of Employment

Employment with the Town of Ellettsville is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Town of Ellettsville 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 handbook 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 of Ellettsville and any of its employees. The provisions of the handbook 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 of Ellettsville's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Town Council. When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this employee handbook, those policies and procedures may prevail.

102 Employee Relations

The Town of Ellettsville believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other government employers in this area. If employees have concerns about working conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Supervisor.

Experience has shown that when employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. The Town of Ellettsville believes that it amply demonstrates its commitment to employees by responding effectively to employee concerns.

The Town Council will make determinations as to changes or alterations in salary, leave or other special circumstances.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town of Ellettsville will be based on merit, qualifications, and abilities. The Town of Ellettsville does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

The Town of Ellettsville will make reasonable accommodations for qualified individuals with known disabilities or for a sincerely held religious belief, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees are encouraged to contact their Supervisor with questions or concerns regarding any type of discrimination in the workplace. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

104 Business Ethics and Conduct

The successful business operation and reputation of the Town of Ellettsville is built upon the principles of fair dealing and ethical conduct of all employees. The Town of Ellettsville's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Town of Ellettsville is dependent upon residents' trust and the Town of Ellettsville is dedicated to preserving that trust. Employees owe a duty to the Town of Ellettsville and its residents to act in a way that will merit the continued trust and confidence of the public.

The Town of Ellettsville will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with their Supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Town of Ellettsville employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including termination of employment.

Employees of the Police Department and Fire Department should refer to their departmental Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for additional requirements under business ethics and conduct.

105 Nepotism in the Workplace

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried over into day-to-day working relationships. Accordingly, the Town of Ellettsville follows Indiana Code (IC) 36-1-20.2 with regards to nepotism. For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child or step-child (including an adopted child or step-child), a brother, sister, stepbrother, stepsister (including a brother or sister by half-blood), a niece or nephew, aunt or uncle, daughter-in-law or son-in-law.

“Employed” means an individual who is employed by the Town of Ellettsville on a full-time, part-time, or temporary basis. The term does not include an individual who holds an elected office. The term includes an individual who is a party to an employment contract with the Town of Ellettsville. The performance of the duties of a precinct election officer (as defined in IC 3-5-2-40.1) that are imposed by IC Title 3 is not considered employment by the Town of Ellettsville.

“Direct line of supervision” is defined as an elected officer or employee who is in a position to affect the terms and conditions of another employee’s employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of the Town of Ellettsville, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the Town of Ellettsville.

Individuals who are relatives may not be employed by the Town of Ellettsville in a position that results in one relative being in the direct line of supervision of the other relative. This applies to an individual who is employed by the Town of Ellettsville on the date that the employee’s relative begins serving a term of an elected office of the Town and is not exempt from the application under exemptions of the policy. This policy does not end or affect an employment contract with the Town of Ellettsville that: an individual is party to and is in effect on the date the employee’s relative begins serving a term of an elected official, e.g. the Clerk-Treasurer, or members of the Town Council.

In the event an employee is a relative of the Chief, the employee’s departmental chain will run to and end with the next officer in the chain of command in the department who is not a relative, and who will not report to the department or other intermediate Supervisor in the chain of command, the employee’s direct line of supervision will circumvent the deputy chief or other intermediate supervisor.

In any event in which a new employee is a relative of an officer in the chain of command, the new employee will report to the next officer up the chain of command who is not a relative.

Employees who are employed by the Town of Ellettsville on 7/1/12, are not subject to this policy unless they have had a break in employment with the Town. The following are not considered a break in employment: vacation benefits, sick leave benefits, personal business days, medical leave, or workers' compensation leave. In the case of an extended medical leave, the employee's employment with the Town of Ellettsville may be terminated followed by immediate reemployment by the Town of Ellettsville, without loss of payroll time. Employees may contact their Supervisor for additional information regarding nepotism in the workplace.

106 Employee Medical Exams

To help ensure that employees are able to perform their duties safely, medical examinations may be required in certain job categories. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at the Town of Ellettsville's expense by a health professional of the Town of Ellettsville's choice. If the employee chooses to use another physician, the employee must pay for those costs. The offer of employment and assignment to duties is contingent upon the satisfactory completion of the exam and a satisfactory or negative drug and/or alcohol test. Employees under Department of Transportation guidelines, or employees of the Police Department and Fire Department may have additional and/or continuing medical, physical agility, or fitness-related requirements for their jobs.

Information regarding an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Refer to Policy #214 – Medical Information Privacy for additional information.

107 Immigration Law Compliance

The Town of Ellettsville is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a Form I-9 with the Town of Ellettsville within the past three-years, or if their previous Form I-9 is no longer retained or valid. In addition, the Town of Ellettsville utilizes E-Verify, an Internet-based system that compares information from an employee's Employment Eligibility Verification Form I-9, to data from U.S. Department of Homeland Security and the Social Security Administration records to confirm employment eligibility.

The Form I-9 may be completed by the employee prior to their first day of work, but federal law requires that this form be completed no more than three-days after the employee starts their employment. Failure to complete this form will cause the employee not to be established as an employee with the Town of Ellettsville and they will not be able to be paid through the Town of Ellettsville's payroll system until the form is properly completed.

Employees may contact the Clerk-Treasurer for additional information about regarding immigration law compliance. Employees may raise questions or complaints without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Town of Ellettsville wishes the

business to operate. The purpose of these guidelines is to provide general direction so that employees may seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Town Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that may be interpreted to involve unusual gain require specific approval from the Town Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a dependent as a result of the Town of Ellettsville's business dealings. For purposes of this policy, a relative is defined as a spouse, parent or stepparent, child or stepchild (including an adopted child or stepchild), a brother, sister, stepbrother, stepsister (including a brother or sister by half-blood), a niece or nephew, aunt or uncle, daughter-in-law or son-in-law. "Elected official" refers to the Clerk-Treasurer, members of the Town Council, or any other elected Town official.

The Town of Ellettsville may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with an individual who is a relative of an elected official or a business entity that is wholly or partially owned by a relative of an elected official. The Town of Ellettsville may also enter into a contract or renew a contract with an individual or business entity if all of the following are satisfied: the elected official files with the Town of Ellettsville a full disclosure, which must be in writing, describe the contract or purchase to be made, describe the relationship that the elected official has to the individual or business entity that contracts or purchases, be affirmed under penalty of perjury, be submitted to the Town Council and be accepted by the Town Council in a public meeting prior to final action on the contract or purchase and be filed, not later than 15-days after final action on the contract or purchase with the State Board of Accounts and the Clerk of the Circuit Court in the county where the Town of Ellettsville takes final action on the contract or purchase. The appropriate agency of the Town of Ellettsville must make a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered or make a certified statement of the reasons why the vendor or contractor was selected. In addition, the Town of Ellettsville must satisfy all other requirements under IC 5-22 or IC 36-1-12. The elected official complies with the disclosure provision of IC 35-44.1-1-4, if applicable. This does not affect the initial term of a contract in existence at the time the term of office of the elected official of the Town of Ellettsville begins.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Supervisor, the Town Manager, the Clerk-Treasurer, or the Town Council President, as soon as possible the existence of any actual or potential conflict of interest so that safeguards may be established to protect all parties.

Employees are prohibited from accepting gifts, favors, or gratuities valued at more than \$25.00 which are offered by residents or entities on a frequent basis when they do business or request to do business with the Town of Ellettsville which would violate the State Ethics Commission's standards contained in 40 IAC 2-1-6 or exceed the Internal Revenue Service's (IRS's) definition of a de minimus amount. Cash or cash equivalent items such as gift cards, no matter how little, are never considered de minimis and thus be reported as taxable income, except for occasional meal money or transportation fare provided to an employee working unusual or extended overtime hours.

While this policy is comprehensive it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees may contact their Supervisor for additional information regarding conflicts of interest.

110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town of Ellettsville. All employees will be judged by the same performance standards and will be subject to the Town of Ellettsville's scheduling demands, regardless of any existing outside work requirements.

If the Town of Ellettsville determines that an employee's outside work interferes with performance or the ability to meet the business requirements of the Town of Ellettsville as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain as an employee with the Town of Ellettsville.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town of Ellettsville for materials produced or services rendered while performing their jobs. Refer to Policy #108 – Conflicts of Interest for additional information.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this outside employment policy, those policies and procedures may prevail.

112 Non-Disclosure

The protection of confidential information is vital to the interests and the success of the Town of Ellettsville. IC 5-14-3-4 states what is considered to be public record and the Town of Ellettsville will comply with all guidelines. Such confidential information includes information acquired in the course of one's work, and may include:

- Computer processes, programs, and codes
- Facilities information
- Financial information
- Legal strategies
- Marketing strategies and related information
- Pending projects and proposals
- Resident and local business preferences, lists, and related information
- Security operations and related information
- Technological data
- Vendor/supplier lists and related information

Employees should consult with their Supervisor before releasing any information that would be considered confidential or privileged by law. Employees should refer any individual not related to the Town of Ellettsville who has contacted them for information about current or former employees or about the Town of Ellettsville's policies, practices, or projects to their Supervisor.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

114 Disability Accommodations

The Town of Ellettsville is committed to complying fully with the Americans with Disabilities Act and its Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis in accordance

with both federal and state laws.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, benefits, and training.

Employees with life-threatening illnesses, such as cancer, heart disease, AIDS, etc. often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Town of Ellettsville supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Town of Ellettsville will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

The Town of Ellettsville is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Town of Ellettsville will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA.

Pregnant Workers Fairness Act (PWFA)

The PWFA prohibits employment practices that discriminate against making reasonable accommodations for qualified employees affected by pregnancy, childbirth, or related medical conditions. A qualified employee under the Act is an employee or applicant who, with or without reasonable accommodation, is able to perform the essential functions of the job, as long as the inability to perform the essential functions is temporary due to pregnancy childbirth, or a related medical condition. The PWFA declares that it is an unlawful employment practice to:

- Fail to make reasonable accommodations to known limitations of qualified employee unless the accommodation would impose an undue hardship on the organization's operation;
- Require a qualified employee affected by such condition to accept an accommodation other than any reasonable accommodation arrived at through an interactive process;
- Deny employment opportunities based on the need of the organization to make such reasonable accommodations to a qualified employee;
- Require such employees to take paid or unpaid leave if another reasonable accommodation may be provided;
- Take adverse action in terms, conditions, or privileges of employment against a qualified employee requesting or using such reasonable accommodations; or
- Retaliate against individuals engaging in protected activity under the Act.

This policy is neither exhaustive nor exclusive. The Town of Ellettsville is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state and local laws. Employees may contact their Supervisor for additional information on disability accommodations. Employees may raise questions or complaints about ADAAA compliance without fear of reprisal.

115 Lactation Accommodations

The Town of Ellettsville supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child. As part of the PUMP Act any employee who is breastfeeding will be provided unlimited breaks to express milk for their newborn for up to one-year from the date of the birth of the child. Employees must be completely relieved from duty or be paid for the break time (in the same manner that other nonexempt employees are paid for normal break periods). Also, a reasonable place to express milk, other than a restroom, will be provided for the employee. The employee and their Supervisor will agree on the times for these breaks. In addition, the Town of Ellettsville will provide an area for the milk to be stored.

Employees may contact the Clerk-Treasurer's Office for additional information regarding lactation accommodations.

116 Job Posting

The Town of Ellettsville makes every effort to post a job internally when one becomes vacant. The Town Council will approve the budget for all vacancies. Vacant jobs will be first posted internally on the Town of Ellettsville's bulletin boards. In the event that no qualified employees apply, or the Supervisor determines that, such positions should be filled from the outside, the Supervisor may do so by posting in the local newspapers, trade journals, or any other informational outlet.

Current employees who have an interest in the open position may complete an application at the Clerk-Treasurer's Office. Supervisors are responsible for reviewing applications for their own departments. Final interviews will be conducted by the Supervisor and the Town Manager. The Fire Chief and Town Marshal are responsible for interviewing and hiring for their Departments. The Town Manager is responsible for interviewing and hiring for the Town Manager's Office and the Clerk-Treasurer is responsible for interviewing and hiring for the Clerk-Treasurer's Office.

All applications will be kept in the Clerk-Treasurer's Office for a period of three-years from the date of application. The Town Council has the sole authority to approve all recommendations for the hiring of either external candidates or internal employees to fill full-time vacant jobs within the Town of Ellettsville.

Employees may contact the Clerk-Treasurer's Office for additional information regarding job postings.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

It is the intent of the Town of Ellettsville to clarify the definitions of employment classifications so that 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-at-will relationship at any time is retained by both the employee and the Town of Ellettsville.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law, such as unpaid intermittent FMLA leave. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- No work is performed in a workweek;
- Absences of one or more full days for personal reasons other than sickness or disability if all earned or accrued and applicable paid time off, e.g. vacation benefits, sick leave benefits, personal business days, etc., have been exhausted;
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- Penalties imposed by infractions of safety rules of major significance;
- Unpaid disciplinary suspensions of one or more full days in accordance with the Town of Ellettsville's disciplinary policy;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act.

Complaint Procedure

Employees who believe their pay has been improperly reduced should immediately contact their Supervisor.

The Town of Ellettsville will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, the Town of Ellettsville will reimburse the employee on the next regularly scheduled pay date. The Town of Ellettsville complies with all applicable laws concerning the payment of wages and will correct any inadvertent improper deduction should it occur and monitor the situation to ensure no further issues arise.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Town Council.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work a full-time schedule of 40 or more hours per week. Generally, they are eligible for the Town of Ellettsville's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the hours required for regular full-time employees. Regular part-time employees may be eligible for some benefits sponsored by the Town of Ellettsville, subject to the terms, conditions, and limitations of each benefit program.

PROBATIONARY employees are those Police Department and Fire Department employees whose performance is being evaluated to determine whether further employment is appropriate. Refer to Policy #205 – Probationary Period for additional information.

TEMPORARY or SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits such as workers' compensation insurance and Social Security, they are ineligible for all of the Town of Ellettsville's other benefit programs.

When Fire Department Standard Operating Guidelines (SOGs) differ from what is written in this policy, those policies and procedures may prevail.

202 Access to Personnel Files

The Town of Ellettsville maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary increases, and other employment-related records.

Personnel files are the property of the Town of Ellettsville and access to the information they contain is restricted. Generally, only management employees of the Town of Ellettsville who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file may contact their Supervisor or the Clerk-Treasurer's Office. With reasonable advance notice, employees may review their own personnel file in the Clerk-Treasurer's Office, and in the presence of an individual appointed by the Town of Ellettsville to maintain the files.

203 Employment Reference Checks

The Town of Ellettsville will respond to those reference check inquiries that are submitted via telephone, email, or in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the employee who is the subject of the inquiry except where required by law.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Town of Ellettsville of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, recent educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, employees should notify their Supervisor, who will pass the information along to the Clerk-Treasurer's Office. Any unreported changes in personal status may impact an employee's eligibility under some of the Town of Ellettsville's benefits.

205 Probationary Period

New employees in the Police Department and Fire Department will have a one-year (365-day) probationary period from the initial date of their employment. The Town of Ellettsville uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Ellettsville may end the employment-at-will relationship at any time during the probationary period, with or without cause or advance notice. Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification and will be entitled to the rights and protections, if any, afforded to a Police Officer or a Firefighter pursuant to the Indiana Code 36-8-4-12.

During the probationary period, new employees in the Police Department and Fire Department are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Ellettsville provided benefits, subject to the terms and conditions of each benefit program. Employees should read each Summary Plan Description (SPD) for each specific benefit program for additional information on eligibility requirements.

208 Falsification of Employment Applications

The Town of Ellettsville relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired,

termination of employment.

209 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation may be conducted annually or at the discretion of a Supervisor to provide the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. All performance evaluations will be kept in the employee's personnel file in the Clerk-Treasurer's Office.

210 Job Descriptions

The Town of Ellettsville makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description may include: a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience and any certification required), a physical demands section, and a work environment section.

The Town of Ellettsville maintains job descriptions to aid in identifying the requirements of each position, establishing hiring criteria, orienting new employees to their jobs, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Supervisors prepare job descriptions when new positions are created for their respective departments. Existing job descriptions are also reviewed and revised yearly by Department Heads in order to ensure that they are up-to-date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees may contact their Supervisor for additional information regarding job descriptions.

214 Medical Information Privacy

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by the Town of Ellettsville and how employees may obtain access to this information. The Town of Ellettsville is committed to maintaining and protecting the confidentiality of employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Clerk-Treasurer is the designated Privacy Officer for all employee medical information.

This policy of privacy practices applies to the medical plans of the Town of Ellettsville that are covered by privacy regulations, e.g. medical insurance plans (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose an employee's protected health information, or an employee's covered dependents' protected health information, to a health care provider or administrator for its provision,

coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose an employee's protected health information for treatment activities of a health care provider.

Payment - The Benefit Plans may use and disclose an employee's protected health information to facilitate payment of premiums for an employee's coverage, and to determine and fulfill their responsibility to provide an employee's medical insurance benefits. For example, an employee's protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose an employee's protected health information to a health plan or administrator to determine an employee's eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

Health Care Operations - The Benefit Plans may use and disclose an employee's protected health information for their health care operations, or the health care operations of a third-party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders or sending an employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose an employee's protected health information to another health plan or provider that has a relationship with an employee, to conduct quality assessment and improvement activities (for example, to perform case management).

Disclosure to Employer or Operating Organization - The Benefit Plans may disclose an employee's protected health information to the Town of Ellettsville, or to an organization acting on the behalf of the Town of Ellettsville, to monitor, audit, and otherwise administer the employee health benefit plans in which employees participate. The Town of Ellettsville and its operating companies are not permitted to use protected health information for any purpose other than administration of an employee's medical insurance benefits. The Benefit Plans will not disclose protected health information to the Town of Ellettsville for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose an employee's protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect an employee's protected health information.

Public Health Activities - The Benefit Plans may disclose an employee's protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

Health Oversight Activities - The Benefit Plans may disclose an employee's protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

For Research - The Benefit Plans may disclose an employee's protected health information for medical research purposes, subject to strict legal restrictions.

To Comply with the Law - The Benefit Plans may use and disclose an employee's protected health information to comply with the law.

Judicial and Administrative Proceedings - The Benefit Plans may disclose an employee's protected health information in a judicial or administrative proceeding or in response to a legal order.

Law Enforcement Officials - The Benefit Plans may disclose an employee's protected health information to the Police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

Health or Safety - The Benefit Plans may disclose an employee's protected health information to prevent or lessen a serious and imminent threat to the employee's health or safety or the health and safety of the general public.

Government Functions - The Benefit Plans may disclose an employee's protected health information to various departments of the government such as the U.S. Military, or the U.S. Department of State.

Workers' Compensation - The Benefit Plans may disclose an employee's protected health information when necessary to comply with workers' compensation laws.

Other - The Benefit Plans may disclose an employee's protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose an employee's protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

Uses and Disclosures with an Employee's Written Authorization - The Benefit Plans will not use or disclose an employee's protected health information for any purpose other than the purposes described in this policy without the employee's written authorization. For example, the Benefit Plans will not supply protected health information to another organization for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Clerk-Treasurer, but not with respect to any actions the Benefit Plans have already taken.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created

the information that the employee wants to change, the employees should ask that person to amend the information.

Upon written request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six-years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans may charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Clerk-Treasurer to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Clerk-Treasurer, if they wish to make any of the requests listed above.

If employees want additional information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the Clerk-Treasurer. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. The Town of Ellettsville will not take any action against employees if they file a complaint.

The Town of Ellettsville may change the terms of this policy at any time. If the Town of Ellettsville changes this policy, the Town of Ellettsville may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before the Town of Ellettsville issued the new policy. If the Town of Ellettsville makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

216 Social Security Number Policy

To protect employees' personal information, the Town of Ellettsville prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The Town of Ellettsville will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the Town of Ellettsville.
- Require employees to transmit their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet website, unless a password or unique personal identification number or another authentication device is also required to access the Internet website.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

In instances where the Town of Ellettsville previously used an employee's Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that manner, if

all of the following conditions are met:

- The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- Employees are provided an annual disclosure that informs them that they have the right to stop the use of their Social Security number in a manner prohibited by those conditions listed above.

A written request by an employee to stop the use of their Social Security number in a prohibited manner will be implemented within 30-days of the receipt of the request. There will be no fee or charge for implementing the request. The Town of Ellettsville will not deny services to employees because they make a written request to stop the use of their Social Security number.

The Town of Ellettsville will continue to collect, use, or release Social Security numbers as required by federal or state law, and may use Social Security numbers for internal verification or administrative purposes.

Employees may contact the Clerk-Treasurer's Office for additional information regarding social security numbers or if they feel that their Social Security number has been used inappropriately.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Clerk-Treasurer may identify the programs for which employees are eligible. Details of many of these programs may be found elsewhere in the employee handbook.

The following benefit programs may be available to eligible employees:

- Benefits Continuation (COBRA)
- Bereavement Leave
- Family and Medical Leave Act (FMLA)
- Group Life and AD&D Insurance
- Health Savings Account (HSA)
- Holidays
- Indiana Military Family Leave
- Indiana Public Retirement System (INPRS)
- Indiana Public Retirement System (INPRS) 1977 Fund
- Jury Duty Leave
- Licensing, Certification, and Membership Dues
- Medical Insurance
- Military Leave
- Personal Business Days
- Personal Leave
- Section 125 TaxSaver Plan
- Sick Leave Benefits
- Time Off to Vote
- Training and/or Professional Development
- Vacation Benefits
- Voluntary Benefits
- Witness Duty Leave
- Workers' Compensation Insurance

- 457(b) Retirement Savings Plan

Most benefit programs require contributions from employees and some are fully paid by the Town of Ellettsville.

303 Vacation Benefits

Vacation benefits are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation benefits as described in this policy:

- Regular full-time employees
- Regular part-time employees

For regular full-time employees, the amount of vacation benefits eligible employees receive in January of each calendar year increases with the length of their employment as shown in the following schedule:

Length of Employment	Amount of Vacation 40-Hour/Week Employees Earn	Amount of Vacation Fire Department Employees Earn	Amount of Vacation Police Department Employees Earn
Less than one-year of employment prior to the first January of employment	Pro-rated at a rate of 7-hours per month	Pro-rated at a rate of 11-hours per month	Pro-rated at a rate of 7-hours per month
On January 1 of the first full year of employment through December 31 st of the fifth year of employment	84-hours per year	132-hours per year	82.5-hours per year
On January 1 of the sixth year of employment through December 31 st of the 10 th year of employment	120-hours per year	168-hours per year	115.5-hours per year
On January 1 of the 11th full year of employment through December 31 st of the 15 th year of employment	160-hours per year	240-hours per year	148.5-hours per year
On January 1 of the 16 th year of employment and thereafter	200-hours per year	288-hours per year	198-hours per year

Vacation benefits are credited for all years of continuous employment with the Town for eligible employees who are in an active pay status. Vacation benefit credit may also be given upon hire for experience-based years of service per Supervisor discretion and Town Council approval.

Employees who are on any form of unpaid leave of absence should refer to those policies regarding the usage of vacation benefits. Employees who are sick while on vacation benefits will not be allowed to replace vacation benefits with sick leave benefits, unless a physician's statement is provided.

New employees who have not completed a full calendar year of employment begin to accumulate vacation benefits during their first month of hire and may use vacation benefits as it is earned. Partial months will be credited as a whole month. There will be no vacation benefits accumulation from prior periods of employment. Part-time employees will earn one-hour of vacation benefits for every 24-hours that they have worked.

Vacation benefits may be used in minimum increments of 15-minutes. Vacation benefits must be approved by a Supervisor. Employees may not use more than two consecutive weeks of vacation benefits at one time and two consecutive weeks may not be taken within 90-days, unless approved by their Supervisor. Requests will be reviewed based on a number of factors, including seniority, employee preferences, business needs, and staffing requirements. Supervisors should make every effort to respect vacation benefits requests and may not deny a vacation benefits request as a disciplinary measure or rescind a vacation benefits request for disciplinary reasons.

A Supervisor's approval is required to prior to using vacation benefits. To use vacation benefits:

- Full-time and part-time employees who wish to use greater than their shift hours of vacation benefits should request approval from their Supervisor at least two-weeks in advance of the proposed vacation benefits starting date and time.
- Full-time and part-time employees who wish to use less than a full shift should request approval from their Supervisor at least 24-hours prior to the proposed vacation benefits starting date and time.

Employees must include vacation benefits taken on the timesheet appropriate for the workweek when the time was taken. Vacation benefits will not be paid in advance of the time taken.

In the event that earned, but unused vacation benefits are not used by the end of the calendar year, full-time employees may carry them over into the following year with the approval of their Supervisor.

- Up to 50-percent of the employee's total earned but unused vacation benefit hours may be carried over to the next calendar year. The carry over request must be submitted and approved by the Supervisor in December of the year in which the vacation benefits were earned.
- Any unused vacation benefit hours which are carried over into the next year and which are not used during that year will automatically be added to the employee's balance of sick leave benefits.
- Alternatively, all earned but unused remaining vacation benefit hours (or any hours above 50-percent) may be converted to sick leave benefits. Refer to Policy #307 – Sick Leave Benefits for additional information.

Upon voluntary termination of employment, an employee who has five years of consecutive service and leaves in good standing, meaning that they have given the appropriate two-week notice and are not in a progressive disciplinary action status, will be paid out for their earned but unused vacation benefits. Benefits earned in the current year will be pro-rated based on the number of months in which the employee worked in that year. If more vacation benefit hours were used than the pro-rated per month amount earned, the employee shall owe the difference to the Town of Ellettsville. Upon involuntary termination of employment, employees will not be paid out for their earned but unused vacation benefits. Vacation benefits may not be used to extend an employee's separation date.

Vacation benefits will be calculated based on the employee's current pay rate at the time of the absence and will be included in overtime calculations for civilian employees. Vacation benefits will not be included in overtime calculations for employees of the Police and Fire Departments.

304 Personal Business Days

Personal business days are provided to eligible employees to use for personal business. Employees in the following employment classification(s) are eligible to earn and use personal days as described in this policy:

- Regular full-time employees

Employees will be allowed two personal days (based on the number of hours in a normal shift) per year beginning on January 1 of each calendar year and are eligible to use their personal days after 90-days of employment. Any personal business hours used will be deducted from the employee's sick leave benefit hours.

To schedule planned personal business days, employees should request advance approval from their Supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Employees who have an unexpected need to be absent from work should notify their Supervisor before the scheduled start of their workday, if possible. The employee's Supervisor must also be contacted on each additional day of an unexpected absence.

Personal business days may be used in minimum increments of 15-minutes. In the event that available personal business days are not used by the end of the calendar year, they will be forfeited. Unused personal business days will not be paid to employees while they are employed. Upon termination of employment, unused personal business days will not be paid out to the employee.

Personal business days will be calculated based on the employee's current pay rate at the time of absence times the number of hours the employee was scheduled to work. Time off for a personal business day will be included in overtime calculations for civilian employees. Time off for a personal business day will not be included in overtime calculations for employees of the Police and Fire Departments.

305 Holidays

The Town of Ellettsville may grant the following paid holidays to all eligible employees immediately upon assignment to an eligible employment classification:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents Day (third Monday in February)
- Good Friday (Friday preceding Easter Sunday)
- Primary Election Day (first Tuesday in May)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- General Election Day (first Tuesday in November)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)
- Employee Birthday
- Floating holidays – on years when there is no primary and/or general election

Employee classification(s) who are eligible for paid holidays include:

- Regular full-time employees

Full-time employees of the Police and Fire Departments not assigned a standard 40-hour/week position will not receive the holidays listed above. Instead of time off on the actual holiday, they will be credited holiday

hours in January of each year. They will be eligible for 16 floating holidays plus employee birthday each year denoted in the table below.

Holidays	Amount of Holiday Hours Fire Department Employees Earn Per Year	Amount of Holiday Hours Police Department Employees Earn Per Year
Floating Holidays	128-hours	123.75-hours
Employee Birthday	24-hours	8.25-hours

Floating Holiday hours will be prorated for mid-year hire/transfers based on the number of official Town Holidays that remain in that calendar year. Employees that hire/transfer after their birthdate will not receive the employee birthday hours for that year.

Floating holiday and employee birthday benefits must be approved by a Supervisor and adhere to the same scheduling restrictions noted in Policy #303 – Vacation Benefits.

A recognized holiday that falls on a Saturday may be observed on the preceding Friday. A recognized holiday that falls on a Sunday may be observed on the following Monday. If a recognized holiday falls during an eligible employee's vacation benefits, sick leave benefits, or personal business days, the employee will be paid for the holiday instead of using the vacation benefits, sick leave benefits, or personal business days. Employees must be in a paid status the day immediately preceding and immediately following a recognized holiday to be paid for the holiday. An employee scheduled to return from an unpaid leave on the day after a holiday will not be paid for the holiday.

Employees who regularly work 40-hours a week and work on a holiday will receive holiday pay and the normal rate of pay for all hours worked on the holiday.

At the end of the first year of employment, any unused floating holiday hours for Police and Fire Departments will be rolled over into the next year. Unused holidays and floating holidays in subsequent years will be forfeited at the end of the year and may not carry over into the next year. Holiday pay will not be paid out upon termination.

Holiday pay for full-time and part-time employees, including Police Department and Fire Department employees, will be calculated based on the current pay rate at the time of the absence. Holiday pay will be included in overtime calculations for civilian employees. Holiday pay will not be included in overtime calculations for employees of the Police and Fire Departments.

The holiday schedule will be determined and amended on an annual basis by a Town Council resolution.

306 Workers' Compensation Insurance

The Town of Ellettsville provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable federal and state legal requirements, workers' compensation insurance may provide benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who sustains work-related injuries or illnesses must inform their Supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need to see a doctor will be determined. Within 48-hours of the incident report being submitted, an accident or injury form must be completed by the involved employee, or if necessary, by their Supervisor. A person assigned by the Supervisor may help the employee in the completion of the appropriate forms. The Town of

Ellettsville may select the physician and/or facility seeing all workplace injuries and in accordance with state laws.

Reports of injury are necessary to comply with federal and state laws and initiate workers' compensation benefits. Failure to notify a Supervisor about a work-related injury or illness immediately may result in an employee losing workers' compensation benefits with regards to that particular injury or illness.

Any employee injured on the job, who must leave the worksite, may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #501 – Safety, Policy #508 – Use of Equipment, Machines, Tools, and Vehicles, and Policy #702 – Drugs and Alcohol Use/Testing for additional information.

The Town of Ellettsville maintains a return-to-work program. Following an appointment with a physician, the physician will communicate with the Supervisor any restrictions the employee may have as a result of the injury or illness. The Supervisor will determine what accommodations may be made to assign the employee to restricted work duty. If no work is available at the Town of Ellettsville to satisfy the restrictions, the Supervisor will maintain close communications between the employee and physician to ensure proper and timely treatment for the injury or illness. The Town of Ellettsville may return the employee to work as soon as they are either released with restrictions that may be accommodated by the Town of Ellettsville, or fully released, whichever comes first.

The employee must be accompanied by a physician's release upon return to work. An employee who is on workers' compensation leave and does not return to work immediately following release from the health care provider will be considered to have voluntarily terminated employment as of the date of the release.

Medical insurance coverage and other insurance benefits will continue on the same basis as coverage would have been provided had the employee been continuously employed during the period of a workers' compensation leave as long as the employee pays their regular portion of the premium on a timely basis. Employees must arrange with the Clerk-Treasurer's Office to pay their portion of all payroll-related deductions.

Employees of the Police Department and Fire Department who have been off work due to an injury or illness may be required to perform a physical fitness exam after the respective department has received notice from the attending physician that the Police Officer or Firefighter is medically capable of performing assigned duties. Employees who fail the exam and are not recommended for a retest may be assigned to a limited duty position and scheduled for a physical examination by a department authorized physician. Refer to the Police Department and Fire Department Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for additional information regarding workers' compensation leaves.

An employee who is self-employed or accepts other employment or works for any other employer during a workers' compensation leave must report such work immediately to their Supervisor. An employee who works in one of the above capacities at any time during their workers' compensation leave, performing work of a like or similar character or exertion as that which the employee performed for the Town of Ellettsville may be considered to have voluntarily terminated their employment as the date such work began.

The Town of Ellettsville will not be liable for the payment of workers' compensation insurance for off-duty injuries or injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town.

The Town of Ellettsville will follow all other federal and state employment-related policies that run concurrent with workers' compensation guidelines, such as FMLA, ADAAA, etc. Employees may contact their Supervisor for additional information about regarding workers' compensation insurance.

307 Sick Leave Benefits

The Town of Ellettsville provides sick leave benefits to eligible employees for periods of temporary absence due to personal or family illnesses or injuries, including time spent for physician appointments. Eligible employee classification(s) include:

- Regular full-time employees

Employees who work eight-hour shifts or eight point two five-hour shifts will accrue one sick day after each calendar month of paid status. Employees who work shifts of 24-hours on/48-hours off will accrue 10 hours of sick leave benefits at the beginning of each month of paid status.

An absence necessitated by a family emergency or illness of a member of an employee's immediate family to include: spouse, mother or father (including natural, adopted, or stepparent), the spouse's mother or father, child (including natural, half, full, adopted, or stepchild), or other residents in the employee's household will be approved, providing the total absence does not exceed two-days without medical certification. These two-days will be chargeable to the employee's sick leave benefits.

Paid sick leave benefits may be used in minimum increments of 15-minutes. Employees who are unable to report to work due to illness or injury should notify their Supervisor at least one-hour prior to the scheduled start of their workday. Employees will not be paid for sick leave benefits unless they notify their Supervisor in person via telephone or through the appropriate office. The Supervisor must also be contacted on each additional day of an absence. If the illness extends beyond two shifts, the employee must provide a written statement from their physician upon their return to work. An employee may not return from using extended sick leave benefits without submitting to their Supervisor a written release from their physician permitting them to return to work.

Misuse of sick leave benefits will result in immediate disciplinary action, up to and including termination of employment and the loss of pay for those days when sick leave benefits were misused. Refer to Policy #716 – Progressive Discipline for additional information. Such misuse includes:

- Wrongful use – use of sick leave benefits for reasons other than illness, injury, or doctor appointments.
- Pattern of sick leave abuse – This includes recurring use of sick leave benefits on Fridays or any day of the week, days before or after an official holiday, or days before or after the use of vacation benefits or personal business days.
- Exceeding accumulated sick leave.

If it is determined the employee has abused sick leave benefits, they will be subject to disciplinary action, up to and including termination of employment. Refer to Policy #716 – Progressive Discipline for additional information.

In the event that available sick leave benefits are not used by the end of the calendar year, employees will be allowed to roll over their unused sick leave benefits. Upon termination of employment accrued but unused sick leave benefits will not be paid out. Upon death of the employee, the employee's spouse or estate is not entitled to receive monetary compensation for earned but unused sick leave benefits. Sick leave benefits may not be used to extend a termination date.

Sick leave benefits will be calculated based on the employee's current pay rate at the time of the absence times the number of hours the employee was scheduled to work. Sick leave benefits will be included in overtime calculations for civilian employees. Sick leave benefits will not be included in overtime calculations for employees of the Police and Fire Departments.

308 Time Off to Vote

The Town of Ellettsville provides election days as holidays. Refer to Policy #305 – Holidays for additional information. The Town encourages employees to fulfill their civic responsibilities by participating in elections. Employees who may be required to work on an election day should find time to vote either before or after their working hours.

If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Ellettsville may grant up to two-hours of time off to vote. Employees should request time off to vote from their Supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off may be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their Supervisor immediately. Bereavement leave may be provided to eligible employees in the following classifications:

- Regular full-time employees

Up to three days of paid bereavement leave may be provided to eligible employees in the event of a death of their spouse, mother or father (including natural, adopted, or stepparent), the spouse's mother or father (including natural, adopted, or stepparent), child (including natural, half, full, adopted, or stepchild), brother or sister (including half or step-siblings), grandparent, or grandchildren, or other residents of the household of the employee. Up to one-day of paid bereavement leave may be provided in the event of the death of an employee's brother-in-law or sister-in-law (including step brother and sister-in-law), or aunt or uncle. Fire Department employees will receive one 24-hour shift off for any of the relatives listed above. Employees who need additional time off may use available vacation benefits or personal business days to cover the bereavement leave time.

The employee's Supervisor must approve all bereavement leave. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Bereavement leave will be calculated based on the current pay rate at the time of the absence times the number of hours the employee was scheduled to work. Bereavement leave will be included in overtime calculations for civilian employees. Bereavement leave will not be included in overtime calculations for employees of the Police and Fire Departments.

310 Jury Duty Leave

The Town of Ellettsville encourages employees to fulfill their civic responsibilities by serving jury duty when required. Eligible employee classifications that qualify for paid jury duty are:

- Regular full-time employees
- Regular part-time employees
- Temporary/seasonal employees

Employees must show the jury duty summons to their Supervisor as soon as possible so that they may make arrangements to accommodate the absence. Employees are expected to report for work whenever the court schedule permits. The employee will be expected to report for work following jury duty, if they are released from jury duty by the court at a time prior to noon, or if three-hours or more remains during their scheduled

workday.

Jury Duty pay will be calculated based on the current pay rate at the time of the absence times the number of hours the employee was scheduled to work. Jury duty pay will be included in overtime calculations for civilian employees. Jury duty pay will not be included in overtime calculations for employees of the Police and Fire Departments.

Either the Town of Ellettsville or the employee may request an excuse from jury duty if, in the Town of Ellettsville's judgment, the employee's absence would create serious operational difficulties.

311 Witness Duty Leave

The Town of Ellettsville encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the Town of Ellettsville, they will receive paid time for the entire period of witness duty. Any employee who is called to testify in court by the Town of Ellettsville will be paid their current rate of pay for the time expended. Public safety employees will be paid time and one-half their normal wages for a minimum of two hours if they are not scheduled to work. The original subpoena must be attached to the employee's timesheet in order to receive pay.

Employees will be granted unpaid time off to appear as a witness when requested by a private party or in a court of law when subpoenaed to do so other than by the Town of Ellettsville. Employees may use any available vacation benefits or personal business day to receive compensation for the period of the absence, however, are not required to do so.

The subpoena should be shown to the employee's Supervisor immediately after it is received, so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

312 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue their medical insurance coverage under the Town of Ellettsville's medical insurance plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The Town of Ellettsville provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town of Ellettsville's medical insurance plan. The notice contains important information about the employee's rights and obligations, as well as the cost of benefits under COBRA.

Employees may contact the Clerk-Treasurer's Office for additional information regarding COBRA.

313 Training and/or Professional Development

It is the policy of the Town of Ellettsville to help employees develop or enhance job-related knowledge and skill through training, workshops, seminars, conferences, etc. Each supervisor and employee bears the primary responsibility for maintaining individual knowledge, skills, and abilities necessary to perform the job and for upgrading skills necessary for certifications for their position. The Town of Ellettsville may facilitate those efforts and provide training from time to time.

The intent of approved training is not afforded the employee for the purpose of obtaining a degree. Only courses that will help develop necessary or useful skills or knowledge relevant to the employee's current position, or to future responsibilities that are reasonably anticipated, will be approved. Job relevance is determined by the Supervisor. For a list of pre-approved job-related allowable expenses for training and development, refer to the current Town of Ellettsville salary ordinance each year.

Civilian employees may contact their Supervisor for additional information regarding training and/or professional development.

Employees of the Police Department and Fire Department may refer to their Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for additional information regarding training and/or professional development.

314 Genetic Information Nondiscrimination Act (GINA)

The Town of Ellettsville follows all federal and state laws with regards to the Genetic Information Nondiscrimination Act (GINA). The Town of Ellettsville may not use genetic information or genetic testing in furtherance of a workplace wellness program unless certain requirements are met. The Town of Ellettsville is not prohibited from requesting or requiring genetic information for genetic monitoring of the biological effects of toxic substances in the workplace if certain requirements are met. The Town of Ellettsville will treat genetic testing information consistent with the requirements of all other federal and state laws.

Employees may contact the Clerk-Treasurer's Office for additional information regarding GINA.

316 Medical Insurance

The Town of Ellettsville's medical insurance plan provides employees access to medical insurance benefits. Employees in the following employment classifications may be eligible to participate in the medical insurance plan:

- Employees who work 30 or more hours a week and meet the requirements of the Affordable Care Act

The Town of Ellettsville makes contributions to each employee's health savings account (HSA) each year, as stipulated in the current Town of Ellettsville salary ordinance.

Eligible employees may participate in the medical insurance plan subject to all terms and conditions of the agreement between the Town of Ellettsville and the insurance carrier.

Details of the medical insurance plan are described in the Summary of Benefits and Coverage (SBC). An SBC and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Employees may contact the Clerk-Treasurer's Office for additional information regarding medical insurance.

317 Group Life and AD&D Insurance

Group life and AD&D insurance offers an employee and their family important financial protection. The Town of Ellettsville provides a basic group life and AD&D insurance plan for eligible employees. Employees in the following employment classifications are eligible to participate in the group life and AD&D insurance plan:

- Regular full-time employees

Eligible employees may participate in the group life and AD&D insurance plan subject to all terms and conditions of the agreement between the Town of Ellettsville and the insurance carrier.

Details of the group life and AD&D insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees.

Employees may contact the Clerk-Treasurer's Office for additional information regarding group life and AD&D insurance.

318 Indiana Public Retirement System (INPRS)

Elected officials and full-time employees will be covered by the Indiana Public Retirement System (INPRS). The benefits, costs, and administration are determined by current INPRS directives.

Employees may contact the Clerk-Treasurer's Office for additional information regarding INPRS.

319 Indiana Public Retirement System (INPRS) 1977 Fund

Eligible employees of the Police Department and the Fire Department who work in covered jobs will be covered by the Indiana Public Retirement System (INPRS) Police Officers' and Firefighters' Fund (1977 Fund). The benefits, costs, and administration are determined by current INPRS 1977 Fund directives.

Employees may contact the Clerk-Treasurer's Office for additional information regarding the 1977 Fund.

320 457(b) Retirement Savings Plan

The Town of Ellettsville has established a 457(b) retirement savings plan to provide employees the potential for future financial security for retirement. Employees in the following employment classifications are eligible to participate in the 457(b) retirement savings plan:

- Regular full-time employees

The 457(b) retirement savings plan allows employees to elect how much salary they want to contribute and how they want to direct the investment of their plan account, so that they are able to tailor their own retirement package to meet their individual needs. The Town of Ellettsville does not currently contribute to each employee's 457(b) retirement savings plan. Complete details of the 457(b) retirement savings plan are described in the Summary Plan Description (SPD) provided to eligible employees.

Employees may contact the Clerk-Treasurer's Office for additional information about the 457(b) retirement savings plan.

321 Section 125 Cafeteria Plan

The Town of Ellettsville offers a Section 125 Cafeteria Plan benefit that provides for pre-tax contributions from an employee for medical insurance premiums, and reimbursement of eligible out-of-pocket medical and dependent care expenses.

Employees in the following employment classifications who are enrolled in the Town of Ellettsville medical insurance plan are eligible to participate in the Section 125 Cafeteria Plan:

- Regular full-time employees

Employees who are enrolled in the Town of Ellettsville's medical insurance plan are eligible to have their insurance premiums paid on a pre-tax basis before federal, state, and local taxes are calculated. Income taxes for the employee are then computed on the reduced amount of take-home pay. To participate in the Section

125 Cafeteria Plan employees must sign a written agreement each year allowing the Town of Ellettsville to deduct the premium amount on a pre-tax basis from their paychecks. Eligible employees may participate in the Section 125 Cafeteria Plan subject to all terms and conditions of the agreement between the Town of Ellettsville and the third-party administrator.

Employees will not be allowed to cancel their medical insurance coverage, or change coverage throughout the year unless they have a qualifying event in accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to Policy #312 – Benefits Continuation for additional information.

322 Voluntary Benefits

The Town of Ellettsville provides employees the opportunity to purchase voluntary benefits from a third-party vendor through payroll deduction. Employees in the following employment classifications are eligible to participate in the voluntary benefit plans, when they are offered during the open enrollment period for the following year:

- Regular full-time employees

Voluntary benefit plans include:

- Dental Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Supplemental Life Insurance
- Vision Insurance

Employees may contact the Clerk-Treasurer's Office for additional information regarding voluntary benefits.

323 Certifications and Membership Dues

The Town of Ellettsville may reimburse employees or directly pay for a specific job-related certification or membership dues requirement applicable to each job classification. The Supervisor is responsible for approving such expenditures in advance and the type of certification or membership dues required is left to their sole discretion and requirements as included in the job description. For a list of pre-approved certifications, membership dues, and allowable expenses, refer to the current Town of Ellettsville salary ordinance each year. Invoices for certifications or membership dues may be submitted to the Clerk-Treasurer for payment.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this employee handbook, those policies and procedures may prevail.

Employees may contact the Clerk-Treasurer's Office for additional information regarding licensing, certifications, and membership dues.

TIMEKEEPING/PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Town of Ellettsville to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees must record on their timesheets the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift, departure from work for personal reasons, or the use of vacation benefits, sick leave benefits, personal business days, or any other type of approved leave on their time records. Overtime work must always be approved before it is performed. Refer to Policy #502 – Work Schedules and Policy #506 – Rest and Meal Periods for additional information.

It is the employees' responsibility to sign their timesheets to certify the accuracy of all time recorded. The employee's Supervisor will review and then initial the timesheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the timesheet, both the employee and their Supervisor must verify the accuracy of the changes by initialing the timesheet.

Altering, falsifying, tampering with timesheets, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 Paydays

The Town of Ellettsville pays employees on a biweekly basis (normally 26-pays per year). The payroll week is Monday through Sunday. Each paycheck will include earnings for all work performed through the end of the payroll period.

All employees must have pay directly deposited into their bank accounts and must provide advance written authorization to the Town of Ellettsville. Employees will receive an itemized statement of wages when the Town of Ellettsville makes direct deposits.

Employees may contact the Clerk-Treasurer's Office for additional information regarding paydays.

405 Employment Terminations

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Town of Ellettsville may schedule exit interviews at the time of the employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to the Town of Ellettsville. Suggestions, complaints, and questions may also be voiced. Employee benefits will be affected by employment termination in the following manner. All earned, vested benefits that are due and payable at termination will be paid according to each policy. Since employment with the Town of Ellettsville is based on mutual consent, both the employee and the Town of Ellettsville have the right to terminate the employment-at-will relationship, with or without cause. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Police Department and Fire Department employees are entitled to the rights and protections, if any, afforded to a Police Officer or a Firefighter pursuant to the Indiana Code 36-8-3 for all employment terminations.

409 Administrative Pay Corrections

The Town of Ellettsville takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their Supervisor who will contact the Clerk-Treasurer's Office so that corrections may be made as quickly as possible, or on the next regularly scheduled pay date.

410 Pay Deductions and Garnishments

The law requires that the Town of Ellettsville make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town of Ellettsville may deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Town of Ellettsville matches the amount of Social Security taxes paid by each employee. Some Police Department and Fire Department employees who participate in the Indiana Public Retirement System (INPRS) 1977 Fund do not pay into the Social Security "wage base" in accordance with federal laws.

The Town of Ellettsville offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. The Town of Ellettsville may not make any deductions from an employee's paycheck outside of those that are either required by law or authorized in writing by the employee.

Pay setoffs are pay deductions taken by the Town of Ellettsville, usually to help pay off a debt or obligation to the Town of Ellettsville, or others. When the Town of Ellettsville is served a writ of garnishment requiring payment of a portion of the employee's compensation, a processing fee as allowed by state law may be deducted from the employee's pay and retained by the Town of Ellettsville.

Employees may contact the Clerk-Treasurer's Office for additional information regarding pay deductions and setoffs, or if they have questions concerning why deductions were made from their paycheck, or how they were calculated.

WORK CONDITIONS & HOURS

501 Safety

To assist in providing a safe and healthful work environment for employees, residents, and visitors, the Town of Ellettsville has established a workplace safety program. This program is a top priority for the Town of Ellettsville. Supervisors have responsibility for implementing, administering, monitoring, and evaluating their safety programs. Its success depends on the alertness and personal commitment of all.

All employees must wear the appropriate personal protective equipment (PPE) required to perform their job safely or while in certain designated areas of the work environment, e.g. safety glasses, ear protection, hard hats, respiratory protection, etc. Employees who are unsure what PPE they are required to wear at any given time should refer to their Supervisor. Employees of the Police Department and Fire Department may refer to their Standard Operating Procedures (SOPs) and Standard Operating Guidelines for additional information.

If an accident results in an injury, no matter how minor the injury may be, employees are required to report the incident to their Supervisor. At the time the injury occurs, the need to see a doctor will be determined. All

workplace injuries will be seen by a physician selected by the Town of Ellettsville. Reports of injury are necessary to comply with the laws and initiate workers' compensation benefits. Failure to notify their Supervisor about a work-related injury or illness immediately may result in an employee losing workers' compensation benefits with regards to that particular injury or illness. Refer to Policy #306 – Workers' Compensation Insurance for additional information.

Any employee injured on the job may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #306 – Workers' Compensation Insurance, Policy #508 – Use of Equipment, Machines, Tools, and Vehicles and Policy #702 – Drugs and Alcohol Use/Testing for additional information.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work-related activities. In addition, if applicable, employee clothing must follow all Occupational and Safety and Health Administration (OSHA) laws and regulations and organization policy, to include.

- Shoes must provide safe, secure footing, and offer protection against hazards. Bare feet, flip flops and slippers are prohibited.
- Longer hairstyles must be safely pulled back.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, ear gauges, and tongue studs, are not professionally appropriate and must not be worn during working hours.

Employees must immediately report any unsafe condition to their Supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Bloodborne Pathogens

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in the workplace face a significant risk from bloodborne pathogens. Employees who work in high-risk jobs will be offered bloodborne pathogen training and a series of Hepatitis B vaccinations at no cost to the employee for their protection. Also, to ensure that employees are aware of occupational exposure to bloodborne pathogens, the Town of Ellettsville has an exposure control plan to minimize or eliminate employee contact with human blood or other bodily fluids, which may contain bloodborne pathogens, such as Hepatitis B virus and HIV. This control plan will be available for use by all employees.

When Police Department and Fire Department Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this safety policy, those policies and procedures may prevail.

502 Work Schedules

Supervisors will establish the standard workday, workweek, and starting and ending times for their department, taking into account current and anticipated workloads, public service needs and other factors. Each department is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of working hours or as a restriction on the Town of Ellettsville's right to restructure the workday or workweek.

At the discretion of their Supervisor, nonexempt employees may be authorized to take a rest break and/or an unpaid meal period during each shift. Such meal periods will not interfere with the proper performance of the

employee's work responsibilities and will be set by their Supervisor. Refer to Policy #506 – Rest and Meal Periods for additional information.

504 Use of Phone and Mail Systems

Personal use of the telephone and fax machines for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the Town of Ellettsville for any charges resulting from their personal use of the telephone or fax machine.

The use of the Town of Ellettsville-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Employees should confirm information received from the caller and hang up only after the caller has done so.

505 Non-Smoking

In keeping with state law and the Town of Ellettsville's intent to provide a safe and healthful work environment, smoking, e-cigarettes, chewing tobacco, and other tobacco product use are not permitted in Town of Ellettsville-owned vehicles or in the workplace except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, residents, and visitors.

506 Rest and Meal Periods

All employees except those in the Police and Fire Departments, who work at least an eight-hour shift will be provided with one unpaid meal period. Nonexempt employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Employees are expected to promptly return to their workstations following the allotted time for their meal period. Any employee who fails to timely return to their workstation will be subject to appropriate disciplinary action, up to and including termination of employment.

Supervisors are responsible for scheduling rest periods, as appropriate. Such breaks may not interfere with the proper performance of the employee's work responsibilities.

Employees under the age of 18 must be provided one or two rest breaks totaling at least 30-minutes if the employee is scheduled to work at least six consecutive hours.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) differ from what is written in this rest and meal periods policy, those policies and procedures may prevail.

507 Overtime/Compensatory Time/Flex-Time

When operating requirements or other needs cannot be met during regular working hours, employees may be given the opportunity for overtime work assignments. All overtime work must receive prior authorization from a Supervisor. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation for all nonexempt civilian employees will be paid for any time worked over eight-hours in a workday, or in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off while using vacation benefits, sick leave benefits, personal business days, holidays, bereavement leave, jury duty leave and any other paid leave of absence will be considered hours worked for purposes of performing overtime calculations.

Police Department

Police Officers are required to provide protection 24-hours a day, seven-days per week. In light of the special responsibilities that the Police Department has in providing continuous, uninterrupted service, special policies apply to the methods in which overtime is provided.

All Police Officers of the Police Department who are engaged in law enforcement activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Ellettsville adopts the use of a 14-day “work period” for full-time and part-time employees for the purposes of determining compensation for overtime hours worked. Based upon the forgoing, the annual wage for employees of the Police Department as set forth in the current Town of Ellettsville salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each “work period.” All Police Officers of the Police Department will be paid straight-time compensation for up to 86-hours of regular employment during each 14-day “work period.” Overtime pay will be earned for all time worked in excess of 86-hours during a “work period.” Forty-hour employees will be paid straight-time compensation for up to 80-hours during a 14-day work period. Overtime pay will be earned for all time worked in excess of 80-hours during a ‘work period’.

Overtime earned during a “work period” will be paid in the first regularly scheduled paycheck issues subsequent to the “work period” in which the extra compensation was earned. Overtime pay is based on actual hours worked. Time off while using vacation benefits, sick leave benefits, personal business days, holidays, bereavement leave, jury duty leave and any other paid leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Fire Department

The responsibility and work schedule of Fire Department employees are dramatically different compared to those of other municipal departments. In light of the special demands placed on employees of the Fire Department, certain special policies and procedures have been adopted to fairly address the needs of the department.

All employees of the Fire Department who are engaged in fire protection activities will be compensated in accordance with the Section 7(k) partial overtime pay exemption of the Fair Labor Standards Act (FLSA). In conjunction with the use of Section 7(k), the Town of Ellettsville adopts the use of a 14-day “work period” for full-time and part-time employees for the purposes of determining compensation for overtime hours worked. Based upon the forgoing, the annual wage for employees of the Fire Department as set forth in the current Town of Ellettsville salary ordinance constitutes straight-time compensation for all regularly scheduled hours of employment during each “work period.” All employees of the Fire Department will be paid overtime pay at the rate of one and one-half times the regular rate for all hours worked in excess of 106-hours in the 14-day period. Forty-hour employees will be paid straight-time compensation for up to 80 hours during a 14-day work period. Overtime pay will be earned for all time worked in excess of 80-hours during a ‘work period’. Overtime pay earned during a “work period” will be paid in the first regularly scheduled paycheck (the first paycheck after the end of the 14-day work period) issued subsequent to the “work period” in which the extra compensation was earned. Overtime pay is based on actual hours worked. Time off while using vacation benefits, sick leave benefits, personal business days, holidays, bereavement leave, jury duty leave and any other paid leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Compensatory Time

The Town of Ellettsville allows the use of compensatory time, with Supervisor approval, in lieu of overtime

pay for regular full-time nonexempt employees. Compensatory time is paid at the rate of one and one-half times the actual time worked over eight-hours in a workday. When electing compensatory time, all time eligible within a single pay period will be credited to compensatory time, no overtime will be paid for that pay period. For example, a nonexempt employee who works two-hours overtime will receive three-hours of compensatory time and cannot choose to receive overtime pay for one-hour and compensatory time of one and one-half hours for the other hour.

Eligible employees may accumulate up to 40-hours of compensatory time in a calendar year. Employees will receive monetary compensation for any overtime hours worked which would cause their compensatory time accumulation to exceed 40-hours. Any compensatory time earned after January 1, 2025 that remains unused at the end of a calendar year will be paid out.

Employees will be permitted to use compensatory time off in a minimum of 15-minute increments as long as the use of compensatory time does not “unduly disrupt” the operations of the Town of Ellettsville. Upon termination of employment, employees will be paid for all accrued, but unused compensatory time in accordance with the standards set forth in the Fair Labor Standards Act (FLSA). Eligible employees will receive compensation based on their regular pay rate in effect when the compensatory time off is actually taken.

Flex-Time

In certain situations, an employee may request permission from their direct Supervisor to work an adjusted or flexible work schedule. The schedule must not cause a reduction in the ability of that employee’s department to properly perform its duties and responsibilities and is considered time for time taken within the same workweek. Further, the establishment of a flexible schedule will not result in the need to hire other employees, or the use of overtime to cover those “traditional” hours not worked by the employee working a flexible schedule. A flexible schedule may allow for nonexempt employees to work more than eight-hours in a day but must not exceed 40-hours in a week. Employees who work more than eight-hours in a workday for the purpose of employee-requested flex-time will be paid their normal rate of pay for all hours on that day.

508 Use of Equipment, Machines, Tools and Vehicles

Equipment, machines, tools, and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Town of Ellettsville-owned property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should immediately notify their Supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. A Supervisor may answer any questions about an employee's responsibility for maintenance and care of equipment, machines, tools, and vehicles used on the job.

No employee of the Town of Ellettsville may use or permit the use of Town of Ellettsville-owned equipment, machines, tools, or vehicles, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. The improper, careless, negligent, destructive, or unsafe use or operation of equipment, machines, tools, or vehicles may result in disciplinary action, up to and including termination of employment.

Vehicles

Employees who are assigned or have access to Town of Ellettsville-owned or leased vehicles or drive their personal vehicle in the course of their employment must:

- Have an appropriate, valid operator’s license. Bureau of Motor Vehicle (BMV) checks will be completed annually for employees. Reassignment or other appropriate personnel action will occur in

- the event of a license revocation, suspension, or an arrest for driving under the influence (DUI).
- Use seat belts and/or shoulder harnesses for all occupants.
 - Not use mobile devices unless utilizing a hands-free device.
 - Not be in possession or under the influence of drugs or alcohol.
 - Not be under the influence of prescription or over-the-counter drugs that would cause the employee to be unable to drive safely.
 - Not have any physical or mental impairment that would cause the employee to be unable to drive safely.
 - Be able to meet insurability standards/requirements of the Town of Ellettsville's liability insurance provider.
 - Not allow any unauthorized person to use or operate a Town of Ellettsville-owned or leased vehicle.

Employees must obey all traffic and safety laws, except for Police Department and Fire Department employees engaged in the performance of their duties as set forth in IC 9-21-1-8. Improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations may result in disciplinary action, up to and including termination of employment.

Employees who operate Town of Ellettsville-owned vehicles must notify their Supervisor in the event their driver's license is suspended or revoked. Failure to notify their Supervisor is subject to disciplinary action, up to and including termination of employment.

Unless an employee has been assigned a Town of Ellettsville-owned vehicle by the Town Council, Town of Ellettsville-owned vehicles may only be used for Town of Ellettsville-related business. Employees are prohibited from using Town of Ellettsville-owned vehicles for personal use and no other individual may drive the vehicle. The use of Town of Ellettsville-owned vehicles by friends and family members is prohibited. Town of Ellettsville-owned vehicles may not be driven out of the State of Indiana, unless authorized by the Town Council.

Maintenance, repairs and fuel are the responsibility of each department. Reimbursement for necessary emergency road service and repairs, parking, and highway-related tolls during the use of a Town of Ellettsville-owned or leased vehicle require appropriate receipts for reimbursement. Refer to Policy #512 – Business Travel Expenses for additional information. Employees are responsible to pay for any excessive or avoidable traffic and parking violations incurred while using a Town of Ellettsville-owned or leased vehicle and will not be reimbursed for them.

Employees must notify their Supervisor in the event of an accident. This includes accidents that do not result in personal injury or damage to equipment. The Town of Ellettsville may investigate the case and determine if corrective action is required to prevent recurrence. Refer to Policy #306 – Workers' Compensation Insurance and Policy #501 – Safety for additional information. In the event of vehicular accident, employees must:

- Assist any injured party, if possible, and call 911.
- Not move any vehicles unless instructed to do so by proper Police authority.
- Write down all pertinent facts such as the other driver's name, address, telephone number, license plate number, driver's license number, name of the Town of Ellettsville's insurance policy and number, name, address, and telephone number of any injured party or witness.
- Not admit any fault or make any oral or written statements. Instead, give name, address, telephone number, etc., as required.
- Notify their Supervisor and submit a written report as soon as possible. The Supervisor is responsible to report all accidents to the Clerk-Treasurer.

Both drug and alcohol testing may be performed on an employee following any accident involving a fatality or any accident in which the driver receives a citation under any state or local law for a moving traffic violation

arising from an accident. An accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or where the vehicle is towed from the scene. When a post-accident drug or alcohol test is required, it should be performed as soon as possible following the accident. If no alcohol testing may be made within eight-hours, attempts to collect a breath or blood sample will cease and if no urine specimen may be obtained within 32-hours, attempts to make such a collection will cease. As with any accident or injury, employees are required to contact their Supervisor immediately. Refer to Policy #306 – Workers’ Compensation Insurance, Policy #501 – Safety, and Policy #702 – Drug and Alcohol Use/Testing for additional information.

The Town Council, at their discretion, may assign a take-home vehicle to an employee who may have a need to use one, on a 24-hour basis. Employees assigned take-home vehicles by the Town Council are authorized to use the Town of Ellettsville-owned vehicle for commuting purposes. In such cases, incidental, non-business stops, e.g. stopping for lunch between two Town of Ellettsville-related business stops, are permissible.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this equipment, machines, tools, and vehicles policy, those policies and procedures may prevail.

509 “On Call” and “Call In” Employees

An employee who is “on call” is required to be available to respond to the workplace in a timely manner during nonscheduled working hours for an emergency situation. As such, employees who are “on call” will be paid a set amount for time spent “on call”, as defined in the Town of Ellettsville salary ordinance.

For the purposes of this policy, civilian employees who are scheduled outside of their normal workweek in a rotation for weekend work will be paid a minimum of two-hours at their regular rate of pay. If civilian employees are called in to work for an emergency during nonworking hours on Monday through Saturday, they will be paid a minimum of two-hours at their regular rate of pay. “Call in” work for civilian employees will be considered as hours worked for the calculation of overtime. Overtime at a rate of time and one-half will be paid for all hours over 40 hours in a workweek, in accordance with the Fair Labor Standards Act (FLSA). Civilian employees who are called in on a Sunday during an emergency will be paid a minimum of one-hour at an overtime rate of two times the regular rate of pay for each hour worked, as defined in the current Town of Ellettsville salary ordinance.

Police Department and Fire Department employees will be paid their regular hourly rate for a minimum of two-hours, if called in when off-duty. “Call in” work for Police and Fire Department employees will be considered as hours worked for the calculation of overtime. All hours worked over 86-hours in a 14-day work period for Police Department employees and 106-hours in a 14-day work period for Fire Department employees will be considered for the purposes of computing overtime calculations, in accordance with the Fair Labor Standards Act (FLSA).

510 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, or civil emergencies may disrupt the Town of Ellettsville’s operations. It is the Town of Ellettsville’s intent to provide normal services during the event of a weather/civil emergency to the maximum extent possible, to ensure the greatest possible safety to employees and residents, and to provide the fullest obtainable staffing levels during emergencies. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, employees will be notified via text message of the closing. Local radio and/or television stations will also be asked to broadcast a notification of the closing.

When the decision to close is made BEFORE or AFTER the workday has begun, full-time and part-time employees will receive official notification from their Supervisor. In these situations, time off from scheduled work will be paid, unless the employee is using vacation benefits on that day.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request to make up the time missed during the same pay period, or use available vacation benefits or personal business days to be paid for the missed time.

Public safety employees and employees in essential operations may be required to report for their regular shift assignment during a weather-related or civil emergency, unless their Supervisor has contacted the employees personally with alternate instructions. In these situations, employees will be paid their regular rate of pay for all hours worked. Civilian employees will be paid an overtime rate of time and one-half for all hours over 40-hours in a workweek, or in accordance with the Fair Labor Standards Act (FLSA). Employees in the Police Department will be paid an overtime rate of time and one-half for all hours over 86-hours in a 14-day work period and employees in the Fire Department will be paid an overtime rate of time and one-half for all hours over 106-hours in a 14-day work period, in accordance with the Fair Labor Standards Act (FLSA).

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Employees may contact their Supervisor for additional information on emergency closings.

511 Telecommuting

Telecommuting allows employees to work from home, on the road, or in a satellite location for some or all of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for certain employees and certain jobs. Telecommuting is not an entitlement or an organization-wide benefit and it in no way changes the terms and conditions of employment with the Town of Ellettsville.

Telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Town of Ellettsville. All telecommuting arrangements must have the advanced approval from the Supervisor prior to implementation. The employee and their Supervisor may agree on the number of days of telecommuting allowed each week, the work schedule the employee customarily maintains, and the manner and frequency of communication. The employee agrees to be accessible by phone within a reasonable time period during the agreed-upon work schedule. The Supervisor reserves the right to terminate any telecommuting arrangement with any employee at any time. For employees who are permitted to telecommute, the guidelines contained in this policy should be followed.

Employees are responsible for purchasing office supplies, e.g. paper, printer cartridges, etc. to be used in their home office. However, employees may, with prior approval from their Supervisor, have payment for such supplies reimbursed through the Town of Ellettsville's expense reimbursement process. The Town of Ellettsville may also reimburse the employee for other work-related expenses such as phone calls and shipping costs that are reasonably incurred in accordance with job responsibilities.

512 Business Travel Expenses

The Town of Ellettsville may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Supervisor. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, a per diem rate as determined by the current Town of Ellettsville salary ordinance or the Indiana Department of Administration Travel Services (<https://www.in.gov/idoa/state-purchasing/travel-services/>) may be given, or the actual costs of travel, meals, lodging, and other expenses directly related to

accomplishing business travel objectives may be reimbursed by the Town of Ellettsville. No travel allowance or reimbursement will be provided for trips for which the employee receives reimbursement for travel expenses from any other source. Employees are expected to limit expenses to reasonable amounts per the guidelines below.

Expenses that generally may be reimbursed include the following:

- Airfare, train fare, or bus fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars, when it is the most efficient and cost effective travel, with prior approval by the Supervisor.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Ride-share programs only where there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available and payable at the state mileage rate as set by the State of Indiana. Employees are encouraged to share vehicle transportation when practical, with one person designated to receive the reimbursement. If a Town of Ellettsville-owned vehicle is available to the employee, it should be used instead of a personal vehicle.
- Actual costs incurred for parking or tolls on any day when an employee is entitled to claim reimbursement for mileage.
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings, not exceeding the single room occupancy room charge, including sales taxes, if applicable. Employees should take the Form ST105 to present for the sales tax exemption. The employee must obtain the lowest rate and inquire about government rates. Employees may not claim reimbursement for lodging if the event is within 25-miles of the Town of Ellettsville or when accommodations were provided by another person who is not in the business of providing lodging. Employees are encouraged to share lodging. Employees may claim lodging expense for weekend or holiday travel in order to reduce the total cost of travel. The savings must be documented and approved in advance by the Supervisor.
- Reasonable cost of meals at a per diem rate as indicated in the current Town of Ellettsville salary ordinance. Meal reimbursements for business performed or events attended within a 24-mile radius of the Town of Ellettsville, except where included as part of a conference registration, are not eligible for reimbursement. If meals are provided as part of a conference or training registration fee, no additional reimbursement will be paid. Alcoholic beverages are not reimbursable expenses.
- Tips not exceeding 20% of the total cost of a meal or 20% of the ground transportation fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Personal expenses incurred in traveling to include: personal telephone calls, laundry, personal entertainment, in-room movies, and room service meals are not reimbursable.

An employee who chooses to drive rather than fly must get the travel approved in advance by their Supervisor. An employee may travel for a maximum of two full driving days each way. Driving instead of flying will be approved only where the total costs of driving, including any reimbursed mileage, meal allowance, and lodging in route do not exceed the total costs of flying, including any reimbursed costs of getting to and from the airport, parking, meals not provided by the airline and airfare based on the rate available 14-days prior to the departure date.

Employees who are involved in an accident while traveling on Town of Ellettsville-related business must promptly report the incident to their Supervisor. Vehicles owned, leased, or rented by the Town of Ellettsville may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work

is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, the claim form for reimbursement must be turned in within seven-days to the Clerk-Treasurer's Office with original, itemized receipts of the trip or event. If itemized receipts are not available, employees may turn in documentation from the provider or travel agent for transportation or lodging. If reimbursement is being claimed for a conference or training expenses, a brochure, program, agenda, or other documentation which describes the event must be attached to the accounts payable voucher. The Supervisor will review and sign all expense reports before submission for payment. Any fees or honoraria paid to an employee while traveling on business for the Town of Ellettsville shall become the property of the Town of Ellettsville. As such, these fees or honoraria must be turned in to the Clerk-Treasurer.

Employees should contact their Supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

513 Credit Card and Purchasing Card Usage

With the approval of a Supervisor, employees may be authorized by the Clerk-Treasurer to use a Town of Ellettsville-issued credit card for work-related purchases or travel-related expenses associated with attending conferences, workshops, and business meetings. The credit card or purchasing card may only be used for authorized Town of Ellettsville business and may not be used for personal use. No personal use of a Town of Ellettsville-issued credit card or purchasing card is allowed, even if an employee offers to reimburse the Town of Ellettsville for the employee's personal use of the Town of Ellettsville-issued credit card or purchasing card.

Itemized receipts are required for all credit card and purchasing card purchases. It is the responsibility of the employee authorizing the charge to obtain proper itemized receipts. All supporting documents, e.g. paid bills, receipts, etc., must be submitted.

The Clerk-Treasurer must be notified immediately if a Town of Ellettsville-issued credit card or purchasing card is lost or stolen. The Clerk-Treasurer is authorized to revoke the privilege and use of Town of Ellettsville-issued credit cards or purchasing cards that have been used in violation of this policy. Town of Ellettsville-issued credit cards and purchasing cards are the property of the Town of Ellettsville and employees are required to return credit cards to the Clerk-Treasurer upon termination of employment.

Any employee using a Town of Ellettsville-issued credit card or purchasing card for personal use may be subject to disciplinary action, up to and including termination of employment; and the amount of the charge for non-work-related purchases must be repaid to the Town of Ellettsville by the employee. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment.

Employees may contact the Clerk-Treasurer's Office for additional information regarding credit card and purchasing card usage.

514 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at the Town of Ellettsville, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Visitors of employees are defined as persons at a Town of Ellettsville-owned facility for social reasons, or any purpose other than directly job-related. All visitors should enter at the main entrance to the department. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Town of Ellettsville's premises, employees should immediately notify a Supervisor or, if necessary, direct the individual off of the property.

515 Social Media

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Generally, these guidelines set forth in this social media policy should be applied to any online medium where information may reflect back on the image of the Town of Ellettsville, employees, agents, or residents. Examples include but are not limited to: blogs, LinkedIn, Twitter, Facebook, Instagram, Snapchat, YouTube, Wikipedia or other wikis, etc. Any comments that the Town of Ellettsville employees may leave on others' blogs, or Facebook pages, edits to wikis, responses to tweets, postings on message boards/forums, opinions on online polls or any product/services the Town of Ellettsville employees may author are included in this policy.

All social media accounts, blogs, Web pages and related content carrying the Town of Ellettsville brand identity are and will be owned and licensed by the Town of Ellettsville, as appropriate. Personal accounts, blogs, Web pages and related content that do not carry the Town of Ellettsville's brand identity may be owned, licensed and operated by any employee. If the Town of Ellettsville is referenced in any media as approved by the Town Council, or their assigned designee, all social media guidelines must apply or employees may be subject to disciplinary action, up to and including termination of employment.

All employees should consider and follow these guidelines when posting on social media sites:

- Do not post or link any materials that are threatening, intimidating, coercing, or otherwise interfering with the performance of coworkers, or residents.
- Do not disclose information acquired in the course of one's work.
- When reposting or referencing a post on one of the Town of Ellettsville's online sites, provide a link to the original post or story.
- When relevant, employees should identify their affiliation with the Town of Ellettsville and their area of concentration. This adds credibility to the employee and the Town of Ellettsville.
- Do respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information that they use and accurately cite copyrighted works that they identify in the Town of Ellettsville's online communications. Do not infringe on Town of Ellettsville-owned logos, brand names, taglines, slogans, or other trademarks.
- If a negative post or comment is found online about the Town of Ellettsville or an employee, try not to counter with another negative post. Remedy the situation through a positive action.
- Employees who publish content to any website outside of the Town of Ellettsville's official online presence (this may include Town of Ellettsville websites as well as the Town of Ellettsville's presence on third-party sites) and it has something to do with subjects associated with the Town of Ellettsville, employees should consider a disclaimer such as this: "The postings are my own and do not necessarily represent the Town of Ellettsville's positions, strategies, or opinions."

As stated in Policy #517 – Internet Usage, all equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Ellettsville. As such, the Town of Ellettsville reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through the Town of Ellettsville's online connections and stored in the Town of Ellettsville's computer systems. In

addition, employees should understand that all information transmitted via the Internet is not considered to be confidential in nature and employees should not expect privacy of any information transmitted.

The password feature of the Town of Ellettsville-related computer network is the foundation for maintaining the confidentiality of the communication system. Confidentiality of passwords and user accounts must be protected. Employees are also required to provide the Town of Ellettsville with all passwords used to access the Internet via Town of Ellettsville-owned equipment, services and technology, as requested by management. Passwords, system telephone numbers, and other similar information may not be disseminated to the public. Employees may not attempt to gain access to another employee's personal file of email messages without express permission.

While this policy is comprehensive, it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

When the Police Department and Fire Department Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) differ from what is written in this social media policy, those policies and procedures may prevail.

Employees may contact their Supervisor for additional information regarding social media.

516 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are the Town of Ellettsville's property and intended for business use. However, brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, and is not related to any for-profit business or activity, or any use for which the employee will receive remuneration. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer usage, Internet activity, and email usage may be monitored.

The Town of Ellettsville strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Town of Ellettsville prohibits the use of computers and the email system in ways that are discriminatory, disruptive, obscene, threatening, harassing, intimidating, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to:

- Ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for employees, residents, or visitors.
- Transmissions of material that is false, misleading, derogatory, profane, vulgar, or sexually explicit.
- Political or religious solicitations, promotions, or advertisements.
- Business solicitations, promotions, or advertisement.
- Gambling.
- Disguising one's identity or the origin of any transmission over any of the Town of Ellettsville's communications system.
- Copying, pirating, or downloading software and electronic files without permission.
- Participating in the viewing or exchange of pornography or obscene materials.
- Attempting to break into the computer system of another organization or employee.
- Refusing to cooperate with a security investigation.
- Disclosing information acquired in the course of one's work.

- Sending or posting messages that disparage another organization's products or services while engaged in performing their work tasks from a Town of Ellettsville-owned computer or mobile device.

The Town of Ellettsville purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither the Town of Ellettsville nor any employee has the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. No private software, "shareware", or other unauthorized products may be used on the Town of Ellettsville-related systems. The Town of Ellettsville prohibits the illegal duplication of software and its related documentation or the installation of such software on Town of Ellettsville-owned equipment. This includes files that have been downloaded from the Internet or files that have been sent as an attachment to email.

All material downloaded from the Internet or from computers or networks that do not belong to the Town of Ellettsville must be scanned for viruses and other destructive programs before being placed onto the Town of Ellettsville-owned computer systems. All employees will be expected to follow the instructions from their Supervisor for this scanning process. Any problems noted by the Supervisor must be resolved prior to the downloaded material being placed on the Town of Ellettsville-owned computer system. Any discovery of a virus must be communicated immediately to the Supervisor.

Employees may not allow unauthorized access to the Town of Ellettsville-related computer network. Allowing unauthorized access includes but is not limited to: sharing passwords with other individuals, making authentication items such as passwords easily available, failing to log-off when leaving a computer, and allowing unauthorized individuals physical electronic access to the Town of Ellettsville-related systems.

If an employee receives files, messages, or information which violate the restrictions outlined in this policy or which makes the employee feel uncomfortable, the employee should immediately bring the matter to the attention of their Supervisor, who will, in turn, contact a representative of the Town of Ellettsville to investigate the matter.

Employees should notify their Supervisor upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees of the Police Department and Fire Department should refer to their Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for a complete list of policies and procedures they must follow with regards to computer and email usage.

517 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the Town of Ellettsville to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for job-related activities. However, brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, or is not related to any for-profit business or activity or any use for which the employee will receive remuneration. Exploring the Internet for non-work-related purposes should be done before or after work, or during a lunch break. Time spent on personal internet or email use may not be included as time worked on daily timesheets. Refer to Policy #401 – Timekeeping for additional information.

The Internet may only be accessed through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless that access is approved by a Supervisor.

All Internet data that is composed, transmitted, or received via the Town of Ellettsville's computer communications systems is considered to be part of the official records of the Town of Ellettsville and, as such, is subject to disclosure to law enforcement or other third-parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Town of Ellettsville. As such, the Town of Ellettsville reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

Abuse of the Internet access provided by the Town of Ellettsville in violation of law or the Town of Ellettsville policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Stealing, using, or disclosing someone else's code or password without authorization.
- Disclosing information acquired in the course of one's work.
- Violating copyright laws.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the Town of Ellettsville or initiate unwanted Internet services and transmissions.
- Jeopardizing the security of the Town of Ellettsville's electronic communications systems. All security issues must be communicated immediately upon discovery to the Supervisor.

While this policy is comprehensive, it is not all-inclusive. Employees who are in violation of any portion of this policy may be subject to disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

518 Workplace Monitoring

Workplace monitoring may be conducted by the Town of Ellettsville to ensure quality control, employee safety, security, and resident satisfaction. Employees who regularly communicate with residents may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our residents' image of the Town of Ellettsville as well as their satisfaction with our service.

Computers furnished to employees are the property of the Town of Ellettsville. As such, computer usage and files may be monitored or accessed. Employees tampering with a computer to bypass monitoring systems may be subject to disciplinary action, up to and including termination of employment. Refer to Policy #516 – Computer and Email Usage for additional information.

The Town of Ellettsville may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or

prevent acts of harassment and workplace violence.

Because the Town of Ellettsville is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

519 Speaking to the Media

The Town of Ellettsville strives to anticipate and manage crisis situations in order to reduce disruption to employees and to have met and to maintain the Town of Ellettsville's reputation as a high-quality municipality. To best serve these objectives, the Town of Ellettsville will respond to the news media in a timely and professional manner only through the designated spokespersons.

Employees may contact the Town Council for additional information regarding speaking to the media.

522 Workplace Violence Prevention

The Town of Ellettsville is committed to preventing workplace violence and to maintaining a safe work environment. The Town of Ellettsville has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during working hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from being brought into the facilities operated by the Town of Ellettsville without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Supervisor. This includes threats by employees, as well as threats by residents, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a Supervisor. Employees should not place themselves in harm's way.

The Town of Ellettsville will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town of Ellettsville may suspend employees, either with or without pay, pending an investigation.

The Town of Ellettsville encourages employees to bring their disputes or differences with other employees to the attention of their Supervisor before the situation escalates into potential violence. The Town of Ellettsville is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns. Refer to Policy #708 – Problem Resolution for additional information.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

526 Mobile Device Usage

The Town of Ellettsville may provide a mobile device for employees where the urgency of communication requires the use of such device as a business tool. The mobile devices are provided to assist employees in communicating with management and other employees, their residents, vendors, and others with whom they may conduct business. Use of Town of Ellettsville-owned mobile devices is primarily intended for business-related use. However, occasional personal use is permitted within a reasonable limit.

Employees may have access to a mobile device while in automobiles and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using mobile devices to conduct Town of Ellettsville-related business or personal matters while driving and should safely pull off the road and come to a complete stop before talking, emailing, texting, or engaging in data usage activities on the mobile device, unless utilizing a hands-free device.

As a representative of the Town of Ellettsville, mobile device users are reminded that the regular business etiquette employed when speaking from Town of Ellettsville-owned phones or in meetings applies to conversations conducted over a mobile device. During working hours occasional, brief personal mobile device usage is permitted within a reasonable limit. Employees are urged to keep their conversation, emailing, texting or data usage activities brief and kept to only urgent matters, if used during working hours. Employees should conduct lengthy conversations and/or emailing, texting, or data usage on their lunch breaks or during non-working hours, and as a respect to others in the workplace, keep the ringers on their devices in a silent mode..

Personal and Town of Ellettsville-issued mobile devices should be turned off during meetings and training courses, except in circumstances when it is absolutely necessary to take an urgent phone call. In those circumstances, employees should alert others in attendance that such a call is expected.

Conduct that is in violation of this policy may be subject to prompt disciplinary action, up to and including termination of employment. The Town Council reserves the right to ban all mobile device usage during working hours if usage becomes problematic.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this mobile device usage policy, those policies and procedures may prevail.

LEAVES OF ABSENCE

601 Family and Medical Leave Act (FMLA)

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA.

General Eligibility

To qualify for FMLA leave an employee:

- must be an employee of the Town of Ellettsville;
- must have worked at the Town of Ellettsville for at least 12-months;
- must have worked at least 1,250 hours (vacation benefits, sick leave benefits, and personal business days do not count towards the 1,250 hours) during the past 12-month period before the leave is to begin; and
- must work at a worksite at which the Town of Ellettsville employs at least 50 employees within a 75-mile radius.

Types and Duration of FMLA Leave

Basic FMLA Leave and Active-Duty Leave

An employee may be eligible for up to 12-weeks of unpaid leave in a rolling 12-month period for the following reasons:

- the birth of a child and to care for such child or placement for adoption or foster care of a child;
- to care for an immediate family member (spouse, child under 18-years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
- because of a serious health condition which renders an employee unable to work; or
- “Active-Duty Leave,” defined as leave due to any qualifying exigency arising out of the fact that an employee’s spouse, son (of any age), daughter (of any age) or parent is a “covered military member”. “Covered military member” means a member of the Armed Forces or a member of the Reserves (including the National Guard or Reserves) who is on “covered active duty,” or has been notified of an impending call or order to covered active duty. For members of the Armed Forces, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, “covered active duty” means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.

Military Caregiver Leave

An employee also may take military caregiver leave to care for a spouse, son (of any age), daughter (of any age), and parent or next of kin (i.e., closest living relative) who is a “covered service member.” A “covered service member” is (i) a current service member of the Armed Forces or Reserves, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (ii) a veteran of the Armed Forces (including the National Guard and Reserves) who is discharged (other than dishonorably discharged) within the five-year period before the eligible employee takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. For a current service member, “serious injury or illness” means an injury or illness incurred or aggravated by the covered service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank, or rating. For a veteran, “serious injury or illness” means an injury or illness that rendered the veteran medically unfit to perform their military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work, regardless of whether the injury or illness manifested before or after the individual became a veteran.

Eligible employees are entitled to a total of 26-weeks of unpaid military caregiver leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes military caregiver leave and ends 12-months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26-weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under the bullets in the basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed 26-weeks during that 12-month period.

Definitions

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- in-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacitation or any subsequent treatment in connection with such in-patient care);
- a period of incapacitation of more than three consecutive full calendar days, and any subsequent treatment or period of incapacitation relating to the same condition that also involves (i) treatment two

or more times by a health care provider or under the supervision of a health care provider within 30-days of the start of the incapacitation, or (ii) treatment by a health care provider on at least one occasion within seven-days of the start of the incapacitation which results in a regimen of continuing treatment under the supervision of a health care provider;

- any period of incapacitation due to pregnancy, or for prenatal care;
- any period of incapacitation due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
- a period of incapacitation which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacitation of more than three consecutive calendar days in the absence of medical intervention or treatment.

A “qualifying exigency” refers to the following circumstances:

- Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven-days or less;
- Military events and related activities: to attend official military events or family assistance programs or briefings;
- Childcare and school activities: for qualifying childcare and school-related reasons for a child, legal ward or stepchild of a covered military member;
- Care of the military member's parent: for certain activities related to the care of a covered military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice, or social service providers;
- Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
- Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- Rest and recuperation: to spend up to 15-days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90-days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty;
- Additional activities for other events where the Town of Ellettsville and the employee agree on the time and duration of the leave.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA and both work at the Town of Ellettsville, are eligible for either a combined 12-weeks of unpaid leave for the birth or placement of a child, or to care for a parent who has a serious health condition. A husband and wife will be eligible for a combined 26-weeks of unpaid military caregiver leave as discussed above. If the husband or wife taking military caregiver leave also takes leave for the birth or placement of a child, or to care for a parent who has a serious health condition, that leave also may count toward the 26-weeks of combined military caregiver leave during a single 12-month period.

Notice of Need for FMLA Leave

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of an immediate family member, etc.), the employee must provide at least 30-day's advance notice. If circumstances prevent providing the 30-day's advance notice, then the employee should provide as much notice as possible. If an

employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent FMLA Leave

Intermittent leave also may be available depending upon an employees' serious health condition, or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from the Town Council in writing. Military caregiver leave may be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent or reduced leave may not exceed the total hours an employee would have worked during their regular 12-week schedule. If intermittent or reduced leave is approved, the Town of Ellettsville may require the employee to schedule the leave so as not to unduly disrupt its operations, or the employee may be placed in an alternate position which better accommodates the intermittent leave schedule.

Employees taking intermittent leave must follow the Town of Ellettsville's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee's reason for the leave must be covered under FMLA and they must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA leave may also be required. The employee will have 15-days in which to return a completed certification form following receipt of the form from the Town of Ellettsville. If the employee fails to provide timely certification after being required to do so, they may be denied the taking of the leave under the FMLA. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven-days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the Town of Ellettsville, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the Town of Ellettsville, may be required. The opinion of the third health care provider, which the Town of Ellettsville and the employee jointly select, will be the final and binding decision.

A request for Active-Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active-duty orders. A request for military caregiver leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification

Under certain circumstances as provided by law, including, but not limited to situations in which the need or nature of the approved leave changes, the Town of Ellettsville may, in its sole discretion, require recertification of an employee's serious health condition.

Return to Work

If an employee's position is eliminated during their FMLA leave time, e.g. layoff, departmental restructuring, etc. the employee will not be entitled to return to their former or an equivalent position. Employee's whose FMLA leave was for their own personal medical condition must, prior to reinstatement, submit a medical certification to the Town Council as to their ability to return to work, subject to a second medical opinion as deemed necessary by the Town of Ellettsville, or a third medical opinion as provided in the FMLA. Employees who do not return to work immediately following release from the health care provider as fully restored to perform all the essential functions of their position, will be considered to have voluntarily terminated employment as of the date of the release. Employment will be terminated if an employee is not able

to return to work at the end of the FMLA.

Substitution of Paid Leave

Employees must substitute all available paid time off, e.g. vacation benefits, sick leave benefits, personal business days, etc., for unpaid FMLA leave. FMLA and any paid time off, e.g. vacation benefits, sick leave benefits, personal business days, etc., run concurrently. The entire 12-week FMLA is not in addition to the paid leave, however, is any remaining portion after the paid leave time is subtracted. If an employee requires leave in excess of the weeks for which they are eligible, they will not be assured a position with the Town of Ellettsville upon their return.

Benefits during FMLA Leave

During the approved FMLA leave, the employee's coverage under the Town of Ellettsville's benefits will continue, but if the employee goes without pay, they must pay their share of any payroll-related deductions, if applicable. It is the employees' responsibility to make arrangements with the Clerk-Treasurer's Office to pay their portion of the payroll-related deductions during the unpaid period of absence. All other benefits will be suspended during the leave. Sick leave benefits, Holidays and bereavement leave will be suspended and sick leave benefits will not accrue during the unpaid personal leave. These will resume upon the employee's return to active employment.

602 Indiana Military Family Leave

Under the Indiana Military Family Leave Act, eligible employees may be able to spend time with family members who have been called up for active duty in the military.

Eligibility

To be eligible for Indiana Military Family Leave, an employee must have been employed with the Town of Ellettsville for at least 12-months and must have worked at least 1,500 hours during the 12-month period immediately preceding the leave.

The deployed family member must be either:

- A legal spouse as defined under IC 31-11-1;
- A child as defined as (1) a biological child, (2) adopted child, (3) foster child or (4) stepchild;
- A parent as defined as (1) a biological father or mother, (2) an adoptive father or mother, (3) a court appointed guardian or custodian, (4) a foster parent, or (5) a stepparent;
- A sibling defined as (1) a biological brother or sister, (2) an adoptive brother or sister, (3) a foster brother or sister, or (4) a stepbrother or stepsister;
- A grandparent as defined as (1) a biological grandparent, (2) an adoptive grandparent, (3) a foster grandparent, or (4) a step-grandparent.

Eligible employees are provided an unpaid leave of absence of up to ten working days (consecutive or non-consecutive) per year when the employee's family member, as defined above, who is a member of the U.S. Armed Forces, the U.S. Armed Forces Reserve Unit, or the Indiana Air or Army National Guard, is deployed for full-time military service on active duty orders for 89-days or longer. For purposes of this policy, a year will consist of a rolling calendar year looking back from the date the leave is scheduled to begin.

The Town of Ellettsville will require employees to use or exhaust any available paid time off, e.g. vacation benefits, sick leave benefits, personal business days, etc., prior to taking any unpaid time off for Indiana Military Family Leave. Paid time off, e.g. vacation benefits, sick leave benefits, personal business days, etc., taken under this policy will count toward, and not be in addition to the ten working days of Indiana Military Family Leave. Holiday benefits and bereavement leave will be suspended and sick leave benefits will not accrue during the unpaid personal leave. These will resume upon the employee's return to active employment.

Requests by employees for an exception to this requirement must be made in writing to their Supervisor and must state the reason for requesting the exception.

Health care benefits in which the eligible employee participated before taking leave under this policy will be continued during the leave period under the same conditions. An eligible employee taking leave under this policy still will be required to pay the employee's portion of the health care or other-related insurance premiums normally withheld from the employee's paycheck.

Timing of Leave

An eligible employee may take up to a total of ten unpaid working days (consecutive or non-consecutive) of Indiana Military Family Leave during a year. The days may be taken during one or more of the following periods, but may not exceed ten-days total:

- During the 30-days before active duty orders are in effect;
- During a period in which the family member ordered to active duty is on leave while active duty orders are in effect; and/or
- During the 30-days after the active duty orders are terminated.

Notice of Intent to Take Leave

An eligible employee who wants to take an unpaid military family leave under this policy must request leave under the policy by providing written notice of the date the leave will begin, including a copy of the active duty orders if available, to the Clerk-Treasurer's Office. The notice must be given at least 30-days before the date on which the employee intends to take the leave, unless the active duty orders are issued less than 30-days before the date the requested leave is to begin. In that situation, notice should be provided as soon as possible after the active duty orders are issued.

Concurrent Leaves

To the extent an employee's Indiana Military Family Leave also qualifies for some other type of leave, e.g. FMLA leave; such leaves will run concurrently to the full extent allowed by law.

Employees may contact the Clerk-Treasurer's Office for additional information about the Indiana Military Family Leave Act.

603 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation benefits or personal business days for the absence.

Sick leave benefits, holiday benefits, and bereavement leave will be suspended during the leave and will resume upon the employee's return to active employment. Continuation of medical insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30-days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees may contact the Clerk-Treasurer's Office for additional information regarding military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Town of Ellettsville expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- A. Theft or inappropriate removal or possession of Town of Ellettsville-owned or resident-owned property.
- B. Falsification of timekeeping records or any other Town of Ellettsville-related document.
- C. Working under the influence of alcohol or illegal drugs.
- D. Manufacturing, distributing, dispensing, possessing, purchasing, selling, using, transferring, or being under the influence of alcohol or illegal drugs in the workplace, while on duty, or while operating Town of Ellettsville-owned vehicles or equipment.
- E. Fighting or threatening violence in the workplace.
- F. Negligence or improper conduct leading to damage of Town of Ellettsville-owned or resident-owned property.
- G. Being insubordinate, threatening, intimidating, disrespectful, or assaulting a coworker, resident, or vendor.
- H. Violation of safety or health rules.
- I. Smoking, e-cigarettes, chewing tobacco, and other tobacco use are not permitted in Town of Ellettsville-owned vehicles, or on Town of Ellettsville-owned property, except in designated smoking areas.
- J. Sexual or other unlawful or unwelcome harassment or discrimination.
- K. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- L. Excessive documented tardiness or absenteeism.
- M. Entering or leaving the Town of Ellettsville's facilities without permission.
- N. Unauthorized use of telephones, mail system, or other Town of Ellettsville-owned equipment.
- O. Unauthorized disclosure of business "secrets" or confidential information acquired in the course of one's work.
- P. Unauthorized use of Town of Ellettsville-owned equipment, machines, tools, or vehicles, etc. or the unauthorized transportation of passengers in a Town of Ellettsville-owned vehicle.
- Q. Violation of any personnel policy.
- R. Unsatisfactory performance or conduct.
- S. Fraudulently obtaining workers' compensation benefits.
- T. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
- U. Conviction of a felony while employed by the Town of Ellettsville.
- V. Gambling on any Town of Ellettsville-owned or resident-owned premises.
- W. Representing one's self as a Town employee in order to aid in committing or attempting to commit a felony or misdemeanor.

Employment with the Town of Ellettsville is at the mutual consent of the Town of Ellettsville and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) differ from what is written in this employee conduct and work rules policy, those policies and procedures may prevail. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

702 Drugs and Alcohol Use/Testing

It is the Town of Ellettsville's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While conducting business on behalf of the Town of Ellettsville, no employee may manufacture, distribute, dispense, possess, purchase, sell, use, or be under the influence of alcohol or illegal drugs or in possession of drug paraphernalia. In addition, the unauthorized use or possession of prescription drugs or over-the-counter drugs is prohibited. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthful working environment the Town of Ellettsville may conduct drug and alcohol testing under any one of the following circumstances:

- Post-offer testing of applicants for jobs regulated by the Department of Transportation (DOT)
- Reasonable suspicion testing of current employees
- Post-accident testing of current employees
- Random testing in accordance with Department of Transportation (DOT) regulations
- Return-to-duty testing of current employees in the Police and Fire Departments
- As a part of a medical examination required for certain jobs

Employees may be asked to provide body substance samples, such as urine, blood, hair and/or saliva, to determine the illicit use of drugs and/or alcohol. The legal use of prescribed drugs, over-the-counter drugs, and CBD oils are permitted on the job only if they do not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that do not endanger other individuals in the workplace.

Employees who are taking prescription drugs, over-the-counter drugs, or who are using CBD oils at the time of the testing will be required to inform the testing facility of those legally prescribed drugs, over-the-counter drugs, or CBD oils that they are currently utilizing. This information will be considered confidential under the guidelines of the Health Insurance Portability and Accountability Act (HIPAA). Refer to Policy #214 – Medical Information Privacy for additional information.

Employees who are not able to provide sufficient body substance samples will be evaluated by a physician selected by the Town of Ellettsville. If the physician cannot find a legitimate medical explanation for the inability to provide a body substance sample, it will be considered a refusal to test. In that circumstance the applicant and/or employee has violated one of the prohibitions of the policy.

Both drug and alcohol testing may be performed on an employee following any accident involving a fatality or any accident in which the driver receives a citation under any state or local law for a moving traffic violation arising from an accident. An accident is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or where the vehicle is towed from the scene. When a post-accident drug or alcohol test is required, it should be performed as soon as possible following the accident. If no alcohol testing may be made within eight-hours, attempts to collect a breath or blood sample will cease and if no urine specimen may be obtained within 32-hours, attempts to make such a collection will cease. As with any

accident or injury, employees are required to contact their Supervisor immediately. Refer to Policy #306 – Workers’ Compensation Insurance, Policy #501 – Safety, and Policy #508 – Use of Equipment, Machines, Tools and Vehicles for additional information.

Random testing may result in employees being selected in successive selections or more than once in a calendar year. Alternatively, some employees may not be selected in a calendar year. Any employee scheduled for a random test will be required to immediately proceed to the testing facility to submit for the test. If the employee is not present at work on that day, they are required to proceed to the testing facility on the next day that they are at work. Refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Return-to-duty testing may be required for employees who want to return to work after being off of work due to a leave of absence, suspension, or other long-term reason. Testing in this circumstance will be determined at the discretion of the Supervisor. However, refusal to participate will be considered as the employee violating one of the prohibitions of the policy.

Violations of this policy and/or substitution, adulteration or refusal to submit to drug and/or alcohol testing may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program for current employees. Such violations may also have legal consequences and the Town of Ellettsville may cooperate with all law enforcement officials.

When a positive test is received by the Town of Ellettsville, a first offense means that the employee may be subject to disciplinary action, up to and including termination of employment. Employees who receive either a verbal or written documented form of progressive discipline or are suspended after a positive test result must submit to another test and have a negative result within six-weeks from the date they tested positive for drugs and/or alcohol. The Town of Ellettsville will decide when the test will be administered. Before the employee returns to work after the testing, they will be required to sign a reinstatement agreement that states under what conditions the employee will be reinstated and that random drug testing may be conducted on that employee up to one-year. Any subsequent positive results will result in an immediate involuntary termination of employment.

If the employee believes that the drug and/or alcohol test has produced a false positive, the employee may at their own expense submit for another drug test. If the retest produces a negative result, the employee may be reinstated if the Town of Ellettsville is satisfied that the retest conforms to the scientifically accepted methods and procedures for collection.

Employees with a commercial driver’s license (CDL) must meet the federal and state guidelines for drug and alcohol use and testing. Any CDL driver who engages in prohibited conduct related to drugs or alcohol will be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals. If the employee desires to become requalified, the employee must be evaluated by a substance abuse professional and submit to any treatment prescribed by the substance abuse professional. Following evaluation and treatment, if any, in order to become requalified, the employee must submit to and successfully complete a return-to-duty drug and/or alcohol test. This employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town of Ellettsville’s reasonable suspicion, post-accident, and random testing procedures. Follow-up testing will be on a random basis and in accordance with the instructions of the substance abuse professional. Follow-up testing may continue for a period of up to 60-months following the driver’s return to duty. No fewer than six tests will be performed in the first 12-month period of follow-up testing. The costs of any substance abuse professional evaluation or prescribed treatment shall be borne by the employee. The Town of Ellettsville does not guarantee or promise a position to the employee should they regain qualified status.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify their Supervisor of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five-days of the conviction.

While this policy is comprehensive, it is not all inclusive and employees will be required to follow any federal or state regulations surrounding substance abuse, as appropriate.

Employees should contact their Supervisor if they have questions regarding this policy or issues related to drugs or alcohol use/testing. Employees may raise their concerns without fear of reprisal.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) differ from what is written in this drug and alcohol use/testing policy, those policies and procedures may prevail. Police Department and Fire Department employees are entitled to the rights and protections, if any, afforded to a Police Officer or a Firefighter pursuant to the Indiana Code 36-8-3 for all employment terminations.

703 Sexual and Other Unlawful Harassment

The Town of Ellettsville is committed to developing a work environment free of unlawful harassment and discrimination. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Town of Ellettsville expects that all relationships among persons in the organization will be business-like and free of bias, prejudice, and harassment.

Equal Employment Opportunity

It is the policy of the Town of Ellettsville to ensure equal employment opportunity without harassment or discrimination on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state and local laws.

Definitions of Harassment

- I. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; improper use of email or voicemail; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures including screen savers or improper emails or attachments; and other physical, verbal or visual conduct of a sexual nature.

- II. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information

Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by law or that of their relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct may be subject to disciplinary action, up to and including termination of employment.

Individuals and Conduct Covered

These policies apply to all employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Town of Ellettsville, e.g. an outside vendor, consultant, or resident.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation Is Prohibited

The Town of Ellettsville encourages reporting of all perceived incidents of harassment or discrimination. It is the policy of the Town of Ellettsville to investigate such reports. The Town of Ellettsville prohibits retaliation against any individual who reports harassment or discrimination or participates in an investigation of such reports.

Reporting an Incident of Harassment, Discrimination, or Retaliation

The Town of Ellettsville encourages reporting of all perceived incidents of harassment, discrimination, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of harassing conduct should discuss their concerns with their Supervisor, the Town Manager, the Clerk-Treasurer, or the President of the Town Council.

In addition, the Town of Ellettsville encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Town of Ellettsville recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify their Supervisor, the Town Manager, the Clerk-Treasurer, or the President of the Town Council. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Town of Ellettsville designated representatives, and such discussion is encouraged.

An individual reporting harassment, discrimination or retaliation should be aware however, that the Town of Ellettsville may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual.

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their Supervisor, the Town Manager, the Clerk-Treasurer, or the President of the Town Council.

The Town of Ellettsville encourages the prompt reporting of complaints or concerns so that rapid and corrective action may be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct, or may have other relevant knowledge. Retaliation against an individual for reporting harassment or discrimination, or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include: retraining, referral to counseling and/or disciplinary action up to and including termination of employment, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Town Council.

Confidentiality

The Town of Ellettsville will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

False Claims of Sexual Harassment, Discrimination, and/or Retaliation

In order to cover all possibilities of misconduct, the Town of Ellettsville reserves the right to discipline Employees who have falsely accused another of sexual harassment, discrimination, and/or retaliation. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion

The Town of Ellettsville has developed this policy to ensure that all its employees may work in an environment free from harassment, discrimination and retaliation. The Town of Ellettsville will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the Town of Ellettsville prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees may contact their Supervisor, the Town Manager, the Clerk-Treasurer, or the President of the Town Council for additional information regarding sexual and other unlawful harassment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the Town of Ellettsville expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the business operations of the Town of Ellettsville.

Employees are expected to report to work as scheduled, on time and prepared to start work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Supervisor at least one-hour prior to the start of their shift, or as soon as possible in advance of the anticipated tardiness or absence. Supervisors are to keep accurate records on the Town of Ellettsville-related payroll forms for all employee absences, including information on whether the Supervisor was notified of the absence.

If an employee has an unexcused absence by not contacting their Supervisor, the employee's Supervisor will conduct a verbal interview with the employee to determine why the employee was absent from the job. Three unexcused absences in a 12-month period may result in immediate termination of employment. If an employee fails to call or report to work on three consecutive days, they will be considered as having voluntarily terminated their employment with the Town of Ellettsville, providing that the Supervisor has documented attempts of having tried to contact the employee during this timeframe.

Absence necessitated by a family emergency or illness of a member of an employee's immediate family will be approved, providing the total absence does not exceed two-days without medical certification. These two-days will be chargeable to the employee's sick leave benefits. Refer to Policy #307 – Sick Leave Benefits for additional information.

Poor attendance and excessive tardiness are disruptive. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

Employees of the Police Department and Fire Department should refer to their departmental Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for additional requirements for attendance and punctuality.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town of Ellettsville presents to residents and visitors. During working hours or when representing the Town of Ellettsville, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if their job involves dealing with residents or visitors in person. Employees in the Water Department, Wastewater Department, Street Department, Police Department, and Fire Department are provided with uniforms and/or clothing to be worn during working hours. If uniforms are provided, then uniforms are the required dress code. If applicable, employee clothing must follow all Occupational and Safety and Health Administration (OSHA) laws and regulations, to include:

- Shoes must provide safe, secure footing, and offer protection against hazards. Bare feet, flip flops and slippers are prohibited.
- Longer hairstyles must be safely pulled back.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, ear gauges, and tongue studs, are not professionally appropriate and must not be worn during working hours.

Supervisors are responsible for establishing a reasonable dress code appropriate to the jobs performed. If a Supervisor feels that an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, nonexempt employees may not be compensated for the time away from work.

Employees should consult their Supervisor if they have questions as to what constitutes appropriate appearance. When necessary, a reasonable accommodation may be made to a person with a disability or for a sincerely held religious belief, as required by law. Failure to comply with the personal appearance policy and its guidelines may be subject to disciplinary action, up to and including termination of employment. Nothing in

this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees of the Police Department and Fire Department should refer to their Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for a complete list of personal appearance guidelines.

706 Return of Property

Employees are responsible for all Town of Ellettsville property, including but not limited to:

- Credit Cards
- Equipment and Tools
- Guns or Ammunition
- Keys or Key Fobs
- Laptops
- Mobile Devices
- Personal Protective Equipment (PPE)
- Printers
- Security Codes
- Uniforms
- Written Manuals, Materials, or Other Information

Employees must return all Town of Ellettsville-owned property immediately upon request, or upon termination of employment. Where permitted by applicable laws, the Town of Ellettsville may withhold from the employee's check or final paycheck the cost of any items that are not returned when required, if the employee has signed a written agreement with the Town of Ellettsville allowing them to do so. The Town of Ellettsville may also take all action deemed appropriate to recover or protect its property.

Employees of the Police Department and Fire Department may refer to their Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for a full list of Town of Ellettsville-owned property that must be returned.

707 Sexual Abuse and Molestation Prevention

The Town of Ellettsville is committed to preventing both sexual abuse and molestation in the workplace. In order to make this “zero tolerance” policy clear to all employees, the Town of Ellettsville has adopted mandatory procedures that all employees must follow when they learn of, or witness sexual abuse, or molestation during the course of their employment with the Town of Ellettsville.

Definitions of Sexual Abuse and Molestation

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of an employee who comes in contact with a child or adult during the course of one’s work for the Town of Ellettsville. Sexual abuse includes sexual assault, exploitation, molestation, or injury of another employee, resident, or visitor, whether they are a child or an adult. It does not include sexual harassment, which is another form or behavior which is prohibited by the Town of Ellettsville. Refer to Policy #703 – Sexual and Other Unlawful Harassment for additional information.

There are a number of “red flags” that may suggest that someone is being sexually abused. They may take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes but is not limited to:

- Sexually transmitted disease
- Difficulty walking or ambulating normally
- Stained, bloody, or torn undergarments
- Genital pain or itching
- Physical injuries involving the external genitalia

Behavioral evidence of sexual abuse includes but is not limited to:

- Fear or reluctance about being left in the care of a particular person
- Recoiling from being touched
- Bundling oneself in excessive clothing, especially night clothes
- Discomfort or apprehension when sex is referred to or discussed
- Nightmares or fear of night and/or darkness

Individuals and Conduct Covered

This policy applies to all employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Town of Ellettsville, e.g. outside vendor, consultant, or resident.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside of the workplace, such as during business trips, business meetings, and business-related social events.

Retaliation is Prohibited

The Town of Ellettsville encourages reporting of all perceived incidents of sexual abuse and molestation. It is the policy of the Town of Ellettsville to investigate such reports. The Town of Ellettsville prohibits retaliation against any individual who reports incidents of sexual abuse and molestation or participates in an investigation of such reports.

Reporting an Incident of Sexual Abuse or Molestation

The Town of Ellettsville encourages reporting of all perceived incidents of sexual abuse or molestation or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victims of sexual abuse, molestation, or retaliation or who have knowledge of such incidents, should discuss their concerns with their Supervisor, their Department Head, the Town Manager, or the Clerk-Treasurer.

If the victim is an adult, the abuse will be reported by the Town of Ellettsville to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the Town of Ellettsville will report the incident to the local or state Child Abuse Agency. Appropriate family members of the victim will also be notified immediately of the suspected sexual child abuse.

Complaint Procedures

The Town of Ellettsville encourages the prompt reporting of complaints or concerns so that rapid and corrective action may be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of sexual abuse, molestation, or retaliation.

Any reported allegation of sexual abuse, molestation, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Town of Ellettsville will cooperate fully with any investigation that is conducted by law enforcement or regulatory agencies and may also refer the complaint and the result of their investigation to those agencies.

Retaliation against an individual for reporting sexual abuse, molestation, or retaliation for participation in an investigation of a claim of sexual abuse, molestation, or retaliation is a serious violation of this policy and, like sexual abuse or molestation itself, may be subject to disciplinary action, up to and including termination of employment. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include retraining, referral to counseling and/or disciplinary action, up to and including termination of employment, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay, as deemed appropriate under the circumstance.

As noted above, individuals who believe that they have been the victims of conduct prohibited in this policy statement or who believe they have witnessed such conduct should discuss their concerns with their Supervisor, their Department Head, the Town Manager, or the Clerk-Treasurer.

If a party to a complaint does not agree with its resolution, that party may appeal to the Town Council President.

Confidentiality

The Town of Ellettsville will make all reasonable efforts to maintain the confidentiality of all parties involved in a sexual abuse or molestation investigation. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the sexual abuse or molestation complaint. Identities of minors will be protected in accordance with both federal and state laws.

False Claims of Sexual Abuse, Molestation, and/or Retaliation

In order to cover all possibilities of misconduct, the Town of Ellettsville reserves the right to discipline employees who have falsely accused another of sexual abuse, molestation, or retaliation. This does not mean that a complaint will be considered “false” solely because it cannot be corroborated.

Conclusion

The Town of Ellettsville has developed this policy to ensure that all its employees may work in an environment free from sexual abuse, molestation, and retaliation. The Town of Ellettsville will make very reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees should speak with their Supervisor, their Department Head, the Town Manager, or the Clerk-Treasurer if they have questions or concerns regarding sexual abuse and molestation prevention.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Ellettsville. Although advance notice is not required, the Town of Ellettsville requests at least two weeks' written notice from all employees. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire. Refer to Policy #405 – Employment Terminations for additional information.

710 Security Inspections

The Town of Ellettsville wishes to discourage theft or unauthorized possession of the property of employees, the Town of Ellettsville, visitors, and residents. To facilitate enforcement of this policy, the Town of Ellettsville or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of

any articles or materials should not bring such items onto the Town of Ellettsville's premises.

The Town of Ellettsville wishes to maintain a work environment that is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. To this end, the Town of Ellettsville prohibits the manufacturing, distribution, dispensing, possession, transfer, sale, or use of such materials in its facilities.

The Town of Ellettsville requires the cooperation of all employees in administering this policy. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

Computers, desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Town of Ellettsville. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town of Ellettsville at any time, either with or without prior notice. This includes purses, briefcases, personal devices and motor vehicles located on the Town of Ellettsville's property, based on reasonable cause, as well as all Town of Ellettsville-owned property used by employees, whether secured or unsecured by a lock or locking device provided by the employee, based on reasonable suspicion. An employee's personal items may be held so that law enforcement officials may conduct the search.

Employees may contact their Supervisor for additional information regarding security inspections.

711 Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys will make certain the facility is secure when that employee is the last to leave. This includes, but is not limited to, turning off appropriate lights, and closing and locking all doors and windows.

Employees should contact their Supervisor to report any potential security risks or concerns.

712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Town of Ellettsville may not solicit or distribute literature in the workplace at any time for any purpose.

The Town of Ellettsville recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not engaged in performing their work-related tasks.

In addition, the posting of written solicitations on Town of Ellettsville bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Town of Ellettsville-related announcements
- Payday notice
- Workers' compensation insurance information

If an employee has a message of interest to the workplace, they may submit it to their Supervisor for approval. All approved messages will be posted after approval. Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

716 Progressive Discipline

The purpose of this policy is to state the Town of Ellettsville's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Town of Ellettsville's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Town of Ellettsville is based on mutual consent and both the employee and the Town of Ellettsville have the right to terminate the employment-at-will relationship, with or without cause or advance notice, the Town of Ellettsville may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay when further investigation is warranted, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Copies of all progressive disciplinary action reports and/or coaching/counseling notes must be placed in the employee's personnel file.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- A first offense may call for a written verbal warning. This action shall always be given in private, with only the Supervisor, the employee involved, and any other Superior present. Verbal warnings will be noted in the employee's personnel file.
- A second offense may be followed by a written warning. Written warnings shall be made out in duplicate: one copy will be given to the employee and one copy will be placed in the employee's personnel file.
- A third offense may lead to a suspension when further investigation is warranted.
- A fourth offense may then lead to termination of employment.

The Town of Ellettsville recognizes that there are certain types of employee problems that are serious enough to justify either a suspension when further investigation is warranted, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, Policy #701 - Employee Conduct and Work Rules includes examples of problems that may result in immediate termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, the Town of Ellettsville hopes that most employee problems may be corrected at an early stage, benefiting both the employee and the Town of Ellettsville.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this progressive discipline policy, those policies and procedures may prevail. Police Department and Fire Department employees will follow Indiana Code (IC) 36.8.3 for all employment disciplinary actions and terminations.

718 Problem Resolution

It is the policy of the Town of Ellettsville to ensure that employees' who have questions, issues, and complaints arising from misunderstandings and the application of policies, procedures, and work rules be promptly heard, answered and action taken to resolve or clarify each situation.

Any employee who has a question, issue, or complaint with the Town of Ellettsville or another employee should follow these steps:

- Employees should talk with the individual with whom they have an issue to try and come to resolution of the problem or situation.
- If talking with the individual does not satisfy the problem or situation, or if the employee alternately chooses to initially submit a problem for resolution, then the employee should contact their Supervisor to discuss the problem or situation, as soon as possible.
- If the problem or situation is not satisfactorily resolved or the problem or situation is with the employee's Supervisor, the employee should contact the Town Manager to discuss the problem or situation. Employees in the Clerk-Treasurer's Office should contact the Clerk-Treasurer.
- If the problem or situation is not satisfactorily resolved, the employee may request a meeting with the President of the Town Council. The President of the Town Council has the final authority on how to resolve the situation.

Employees may contact their Supervisor for additional information regarding problem resolution.

When Police Department Standard Operating Procedures (SOPs) and Fire Department Standard Operating Guidelines (SOGs) and other related approved ordinances differ from what is written in this problem resolution policy, those policies and procedures may prevail.

722 Workplace Etiquette

The Town of Ellettsville strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues may be addressed by politely talking with a coworker to bring the perceived problem to their attention. In most cases, common sense will dictate an appropriate resolution. The Town of Ellettsville encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities that are protected by law.

MISCELLANEOUS

800 Recycling

The Town of Ellettsville supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set-up at the Town Hall to promote the separation and collection of the following recyclable materials:

- Boxes
- Paper
- Cardboard packaging
- Cans
- Plastic
- Paper Bags
- Books
- Printer cartridges

The simple act of placing a piece of paper in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all employees. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Employees are also encouraged to reduce, and when possible, eliminate the use of disposable products by utilizing the following:

- Communication through computer networks with email
- Posting memos for all employees
- Two-sided photocopying
- Computerized business forms
- Routing slips for reports
- Minimizing packaging materials
- Eliminating fax cover sheets
- Reusing paper clips, folders and binders
- Reusing packaging material
- Turning off lights when not in use
- Purchasing products for the workplace containing recycled or easily recyclable materials

Employees may contact the Clerk-Treasurer's Office if they have questions or suggestions relating to recycling.

801 Political Activity

Employees of the Town of Ellettsville are encouraged to support governments in the political system. However, there are limits on employee political activity. Town of Ellettsville employees may join civic, partisan, or political organizations, may attend political meetings and advocate the principles or policies of civic or political organizations in accordance with the Constitution and federal and state laws.

Although any solicitation, refer to Policy #712 – Solicitation, by employees of the Town of Ellettsville during working hours is strictly prohibited, employees must make every effort to avoid the appearance of impropriety when engaging in political activities on their own time. Employees must note that they are engaging in political activity on their own time and not on behalf of the Town of Ellettsville. Employees may not engage in political activity while in Town of Ellettsville clothing or uniforms and they may not use Town of Ellettsville-owned vehicles or property. Employees must also refrain from discussing municipal business during political discussions. No Town of Ellettsville employee should be required to contribute money or anything of value to any candidate for nomination, or election to any office, campaign or political committee or be required to take part in any political campaign. In addition, receiving gifts, remuneration of any type or monetary reward in exchange for political activities while conducting, or that conflict with, municipal business is prohibited.

Nothing in this policy shall be interpreted to prohibit or otherwise restrict concerted activities by employees that are protected by law.

Employees may contact their Supervisor for additional information regarding political activity.

802 Suggestion Program

The Town of Ellettsville welcomes ideas and suggestions, even if they may seem unimportant to the employee. Sometimes the most unusual or even the simplest suggestions are excellent cost-saving or profit-producing ideas. Any suggestion that may help the Town of Ellettsville to enhance productivity, improve working conditions, provide better public relations, or eliminate unnecessary expenses will receive thorough consideration. Employees may submit their suggestions to their Supervisor in writing, with an explanation as to how such a change could benefit the Town of Ellettsville, their department, and/or the public. Although not all ideas may be adopted, every effort will be made to adopt and utilize any practical suggestion.

803 Whistleblower Policy

In its continuing effort to build upon its strong corporate governance standards, the Town of Ellettsville has established procedures for its employees to convey complaints or to identify concerns (a “Complaint”) regarding violations of legal and regulatory requirements to which the Town of Ellettsville is bound. Such Complaints may be related to financial reporting and disclosure requirements, preparation of financial statements, accounting practices, internal accounting controls, financial audit matters, matters concerning fraud against the Town of Ellettsville, or inappropriate use of the Town of Ellettsville’s resources (collectively, “Disclosure Matters”).

The Town of Ellettsville also respects its employees’ legal right to report actual or suspected unlawful activity directly to government agencies, to the Town Manager, or to the President of the Town Council. It is the Town of Ellettsville’s responsibility to ensure that employees feel comfortable reporting actual or suspected unlawful activity to government agencies, the Town Manager, or to the Town Council.

Filing a Complaint

Any employee should submit a good faith Complaint regarding questionable treatment or alleged violations with respect to the Disclosure Matters that an employee cannot foresee resolving through the Town of Ellettsville’s problem resolution process. Employees should follow the procedures described below to submit a Complaint:

- A Complaint may be submitted in writing, confidentially and anonymously, through internal or regular mail or may be delivered in person to the Town Manager. If the employee desires to discuss the matter in person with the Town Manager, they may call the Town Manager instead of submitting the Complaint in writing.
- If the Complaint involves the Town Manager, the employee should contact the President of the Town Council by phone or U.S. Mail. Submissions may be made anonymously.
- Complaints should be factual and contain as much specific information as possible setting forth all of the information that the employee knows, in order to allow the representative to make a proper assessment. Any envelope containing a Complaint should be marked “*confidential and private.*”

Handling Complaints

Upon receipt of a Complaint, the Town Manager, or their designee, or the President of the Town Council, or their designee, will conduct an initial screening of the Complaint to assess its nature, legitimacy, and significance. To the extent possible, all Complaints will be handled in a confidential manner. All submissions, inquiries, and discussions will be documented by the Town Manager, or their designee, or the President of the Town Council, or their designee. The President of the Town Council will report at least annually to the Town

Council on any Complaints raised under this policy and the investigation and/or resolution of the same.

Upon conclusion of the initial screening, the Town Manager or the President of the Town Council will decide whether to proceed with further investigation, or close the file. Any Complaint involving (a) the existence of material inaccuracies in the Town of Ellettsville's financial reports, or (b) a defalcation, fraud, or other intentional misconduct with respect to its cash and/or other financial assets, accounting, auditing, reporting, or internal controls, will be reported promptly to the Town Council following the initial screening and any corrective action will be taken, as appropriate.

All submissions, inquiries, discussions and documentation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Documentation related to the investigation will be maintained in confidential files. Access to the confidential files will be restricted to the Town Manager and the President of the Town Council, and their designated representatives. This is important in order to avoid damaging the reputations of persons suspected, but subsequently found innocent of wrongful misconduct and to protect the Town of Ellettsville from potential civil liability. All such confidential files will be maintained in accordance with federal and/or state record-keeping laws the final disposition of the matter.

All other Complaints not relating to the accounting, auditing, or reporting of, or the internal controls practices and procedures relating to the Town of Ellettsville's funds will be handled pursuant to the current policies and procedures applicable to such matters.

Any employee found to have violated any item within this policy may be subject to disciplinary action, up to and including termination of employment, and legal action even if the individual does not directly benefit from the intended action.

Any employee who makes a Complaint under this policy by means of allegations that prove not to be substantiated and which also prove to have been made maliciously, recklessly, or with foreknowledge that the allegations were false will be subject to disciplinary action, up to and including termination of employment.

No Retaliation

The Town of Ellettsville will not retaliate or discriminate against any employee who lawfully provides information to federal or state authorities, or to the Town of Ellettsville regarding any conduct that the employee reasonably believes constitutes unlawful activity or who participates in, or otherwise assists with an administrative proceeding, judicial proceeding, or investigation by government agencies, the Town Manager, or the President of the Town Council (collectively, the "Proceedings").

Specifically, the Town of Ellettsville will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against any employee in the terms and conditions of their employment because the employee participated in the proceedings. The Town of Ellettsville also respects its employees' legal rights to refuse to engage in unlawful activities and will not take any type of disciplinary action against employees who refuse to engage in unlawful activities.

Employees may contact the Town Manager or the President of the Town Council for additional information regarding the whistleblower policy.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

ISSUE DATE: 01/01/2025

The employee handbook describes important information about the Town of Ellettsville and I understand that I should consult a Supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town of Ellettsville voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town of Ellettsville may terminate the employment-at-will relationship, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Town of Ellettsville's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Council has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____