

**WHITELAND TOWN COUNCIL**  
**RESOLUTION NO. 2025-10**

**A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK**

WHEREAS, the Town Council of the Town of Whiteland (“Council”) desires to revise the Town of Whiteland Employee Handbook to revise the clarify the provision of Paid Time Off, as reflected in the revised Town of Whiteland Employee Handbook, dated September 9, 2025, retroactive to January 1, 2025, which is attached hereto and incorporated herein as Exhibit A (the “Revised Employee Handbook”).

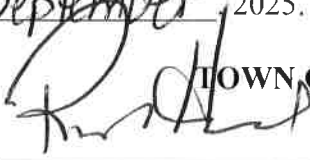
NOW, THEREFORE, BE IT RESOLVED BY THE WHITELAND TOWN COUNCIL THAT:

Section 1. The Town Council of the Town of Whiteland, Indiana, hereby adopts the attached Revised Employee Handbook, and all prior versions are hereby superseded and of no force or effect.

Section 2. This Resolution shall be effective retroactive to January 1, 2025, immediately upon its passage.

[Signatures appear on next page.]

ADOPTED by the Town Council of the Town of Whiteland, Indiana, on the 9<sup>th</sup> day of September, 2025.

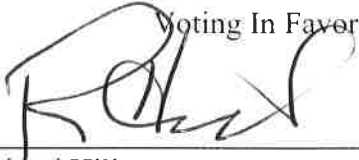


**TOWN OF WHITELAND, INDIANA, TOWN COUNCIL**

Richard Hill, President

Voting In Favor

Voting Opposed



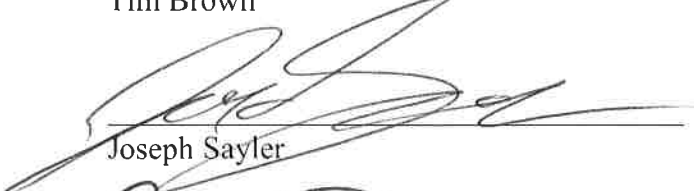
Richard Hill

Richard Hill



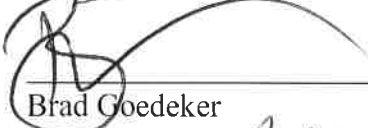
Tim Brown

Tim Brown



Joseph Sayler

Joseph Sayler



Brad Goedeker

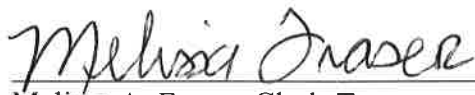
Brad Goedeker



Debra L. Hendrickson

Debra L. Hendrickson

Attest:



Melissa A. Fraser, Clerk-Treasurer

**Exhibit A**

[See the Town of Whiteland Employee Handbook with revised date of September 9, 2025, retroactive to January 1, 2025, attached on the following pages.]

**Town  
of  
Whiteland**

**EMPLOYEE  
HANDBOOK**

(Revised 9-9-2025, but retroactive to 1-1-2025)

# TOWN OF WHITELAND EMPLOYEE HANDBOOK

<b>Welcome to the Town of Whiteland</b> .....	<b>4</b>
The Town of Whiteland.....	4
The Town of Whiteland’s Mission.....	4
Introduction to Employee Handbook.....	4
<b>Employment Practices</b> .....	<b>5</b>
Anti-Harassment.....	5
Drug- and Alcohol-Free Workplace.....	5
Employment Classification.....	5
Employment Status.....	5
Equal Employment Opportunity.....	6
Hiring of Friends and Relatives.....	6
Job Posting and Hiring.....	6
New-Hire Orientation.....	6
Personnel Files.....	7
<b>Personal Conduct and Performance</b> .....	<b>8</b>
Performance Evaluations.....	8
Performance Management.....	8
Problem Resolution Procedures.....	10
<b>General Policies and Procedures</b> .....	<b>11</b>
Confidentiality.....	11
Conflicts of Interest.....	11
Dress Code.....	11
Electronic Communications.....	12
Emergencies.....	13
Equipment, Property, and Vehicles.....	13
Outside Employment.....	13
Phone Systems and Cellular Phones.....	13
Right to Search.....	13
Safety and Security.....	14
Smoking Policy.....	14
Solicitation/Distribution.....	14
Travel and Expense Reimbursement.....	14
Workers’ Compensation.....	15
<b>Attendance and Time Off</b> .....	<b>16</b>

Attendance.....	16
Bereavement Leave.....	16
Holidays.....	16
Holidays for Law Enforcement Officers.....	>--17
Jury Duty.....	18
Meal Period and Rest Breaks.....	18
Military Service Leave.....	18
Vacation.....	18
Sick Leave and Personal Days .....	19
Personal Unpaid Leave .....	19
Family and/or Medical Leave .....	21
<b>Benefits and Compensation.....</b>	<b>25</b>
Benefits.....	25
Compensation.....	26
<b>Resignations, Retirements, and Terminations.....</b>	<b>28</b>
Terminating Employment.....	28
Exit Interviews.....	28
Termination Pay.....	28
<b>Special Call-Out: Drugs and Alcohol Policy.....</b>	<b>29</b>
<b>Special Call-Out: Anti-Harassment Policy.....</b>	<b>32</b>
<b>Acknowledgments of Receipt.....</b>	<b>34</b>

# Welcome to the Town of Whiteland

## THE TOWN OF WHITELAND

Whiteland, Indiana, is located in north-central Johnson County, approximately 19 miles south of Indianapolis. Major access roads are I-65 (Exit 95) and U.S. 31.

Whiteland was incorporated on May 3, 1886; however, the town began to blossom as early as 1858. Three businesses formed the center of Whiteland. When the first plat was laid out it consisted of 40 lots. Today Whiteland has in excess of 1,750 lots. The U.S. Census Bureau estimated that Whiteland's population was 4,226 on July 1, 2012. This represented about a 1.4 percent annual growth rate since the 2010 census.

## THE TOWN OF WHITELAND'S MISSION

The Town of Whiteland's mission is to provide public services and government representation for the community and to ensure public welfare and safety of all visitors, residents, schools, and businesses.

## INTRODUCTION TO EMPLOYEE HANDBOOK

In any organization, policies and procedures are established to ensure consistency in day-to-day operations. The Town of Whiteland is no different. This employee handbook outlines some of the Town of Whiteland's general policies and procedures that cover employment practices, human resource issues, and professional conduct.

These policies and procedures have been carefully designed to promote the effective, professional operation of the Town. The policies help the Town deliver the quality service its residents expect; the policies also ensure that employees are treated fairly and equitably. The Town is proud of its policies, which are designed to ensure a safe, fair, and supportive work environment, and a place where employees can grow professionally.

These policies apply to all employees who are compensated in part or in full by the Town or by any grant that the Town directly administers, unless a written contractual arrangement provides otherwise. In situations where there is a conflict between formal regulations or stipulations of grantor agencies and these policies, the regulation or stipulation shall prevail for those employees compensated in full or in part by that specific grant. Similarly, if an employee (such as a public safety employee) is covered by Indiana's merit statutes, the merit statutes will govern those employees if these policies conflict in any way with the statutes.

The policies stated in this handbook are subject to change at any time at the sole discretion of the Town. From time to time, employees may receive updated information regarding any changes in policy. This handbook is for informational purposes only. Because Town employees are **employees at will**. This handbook and the policies stated herein are not intended to and do not create any contract of employment. An individual's employment can be terminated for any reason at any time, at the option of either the employee or the Town. Employees should direct any questions about specific policies or procedures to their supervisor and/or the town manager.

## Employment Practices

### ANTI-HARASSMENT

All Town of Whiteland employees have a right to work in an environment free of harassment of any kind. The Town will not tolerate any conduct that threatens, intimidates, or coerces an employee, resident, visitor, customer, vendor, or supplier at any time, including off-duty time. The Town will act decisively to eliminate discrimination and harassment, as well as any undesirable, unprofessional behavior. For a comprehensive review, see the Anti-Harassment Policy under the Special Call-Out: Anti-Harassment Policy section.

### DRUG AND ALCOHOL FREE WORKPLACE

The Town of Whiteland is committed to creating and maintaining a safe and effective working environment, promoting strong work performance, and establishing public confidence in services provided. The Town's policy requires that **all employees** be free of drug and alcohol while on the job. The Town prohibits the use of illegal drugs, and employees cannot use, or be under the influence of alcohol or engage in "prohibited conduct" as defined within this policy. The overall goal of this policy is to ensure a drug and alcohol free environment, foster success and credibility, and promote high standards of employee health. For a comprehensive review, see the Drug and Alcohol Policy under the Special Call Out: Drug and Alcohol Policy section.

### EMPLOYMENT CLASSIFICATION

**Exempt** - Exempt employees, as defined by the Fair Labor Standards Act, are employed in certain administrative, executive, professional, technical, or outside sales categories and are specifically exempt from overtime payment considerations. The hours worked by exempt employees are often irregular and may begin and end beyond the normal workday. Exempt employees do not receive overtime pay, except as otherwise provided by Town policy.

**Nonexempt** – Nonexempt employees, as defined by the Fair Labor Standards Act, are expected to confine their work to the normal workday and workweek unless overtime is authorized in advance by their supervisor. Nonexempt employees will be paid overtime at one and one-half (1.5) times their regular hourly rate for all hours **actually worked** over forty (40) hours per week.

### EMPLOYMENT STATUS

**Full-Time Hourly** – Any employee who normally works for the Town on a regular and full-time basis for a period of at least forty (40) hours or more per week and is paid by the hour as established in the Annual Salary Ordinance.

**Full-Time Salary**—Any employee who normally works for the Town on a regular and full-time basis for a period of at least forty (40) hours or more per week and is paid on a regular salary basis as established in the Annual Salary Ordinance. Elected officials are not included within this definition.

**Part-Time Hourly** – Any employee who normally works for the Town less than thirty-five (35) hours per week and is paid on an hourly basis.

**Probationary**—All new employees will serve a probationary period for up to one hundred eighty (180) days. At the end of the probationary period the supervisor and town manager will evaluate the employee's performance and determine eligibility for continued employment as either full-time hourly or salaried status. If the employee's performance is not satisfactory, the employee may be discharged or have the probationary period extended. Continued employment beyond

the probationary period does not create a contract or guaranty of continued employment. All employees remain employees at will.

The probationary period for a new law-enforcement employee will be governed by state merit protection laws.

**Temporary** – Any employee who is hired for a limited period of time to perform a duty until it is finished, whether paid by salary or by the hour. Seasonal employees are included in this category.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Whiteland offers equal employment opportunities to all without regard to race, sex, age, color, religion, national origin, disability, sexual orientation, or veteran status. This policy applies to all employees and applicants for employment and in all phases of employment, including recruitment, hiring, placement, promotion, compensation, evaluation, training, discipline, termination, and all other terms and conditions of employment. The Town will work affirmatively to ensure equal employment opportunity for all persons. It is the Town's policy to follow all applicable state and federal laws governing personnel matters. In situations where there is a conflict between these policies and the requirements of state or federal law, the conflicting provision(s) of this handbook shall not be enforced. Employees who feel that they have been discriminated against in any way should contact and inform their supervisor or Town Manager immediately.

## **HIRING OF FRIENDS AND RELATIVES**

The Town of Whiteland appreciates all referrals for employment, including referrals of relatives. However, the Town generally will not hire an employee's relative or friend to work in a department where a direct reporting relationship, a conflict of interest, or the appearance of a conflict of interest would result. "Relative" means a spouse, parent, grandparent, child, sibling, cousin, uncle, aunt, niece, nephew, in-law, or step-relative of the same degree as the foregoing.

## **JOB POSTING AND HIRING**

The Town of Whiteland will generally post job openings to encourage employees to seek more challenging career opportunities. Any employee who meets the requirements may apply for a posted job. Internal and external applicants may be interviewed for any position. All persons who are interested in being considered for the position must submit an application/resume to the town manager. The Town may reject any applications made after a cutoff date is established.

## **NEW-HIRE ORIENTATION**

New employees will participate in the Town of Whiteland's orientation program to ensure that they complete all appropriate forms and get off to a positive and productive start. They will receive a brief introduction to the Town at that time, as well as information and training regarding benefits, policies, and procedures, and shall include viewing the Internal Controls video required by the State Board of Accounts.

Employees must complete their I-9 form on the *first* day of work; however, they have three (3) working days to produce documentation establishing identity and work authorization. The Town will provide a list of acceptable documentation. Employees can provide either **one** of the documents from List A (establishing identity and work authorization), or **two** other documents, including one document from List B (establishing identity only) **and** one document from List C (establishing work authorization only). Employees not able to provide the required documentation within three (3) working days will be terminated from employment.

## **PERSONNEL FILES**

Personnel files are the property and records of the Town. Employees may review their personnel file by making a request in writing to the corresponding department head (town manager, chief of police, or Clerk-Treasurer). We ask that employees give at least one (1) days' notice before viewing their file, and they may not remove any part of the original file from the office. The Town of Whiteland must maintain certain data required by law and keep records updated. Employees should notify their supervisor within thirty (30) days of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of dependents
- W-4
- Emergency contact person
- Immigration status
- Military status
- Insurance beneficiaries

# Personal Conduct and Performance Management

## PERFORMANCE EVALUATIONS

The performance evaluation process is designed to foster communication between employees and their supervisors. Supervisors are encouraged to discuss with each employee specific accomplishments and areas that require improvement. Employees are encouraged to communicate with their supervisor on a regular basis. The evaluation process provides a formal opportunity to discuss any concerns employees may have.

Supervisors may conduct an unscheduled evaluation to address specific performance issues. An employee may be placed on a plan to improve performance at any time. Employee evaluations are confidential and may be viewed only by the employee, the employee's supervisor, and other authorized individuals.

Employees will be formally reviewed for performance on an annual basis unless performance or a change in job duties warrants more frequent reviews. Performance evaluations may or may not be accompanied with a pay increase.

## PERFORMANCE MANAGEMENT

There are times when an individual's job performance may fall short of Town of Whiteland standards or when personal conduct may negatively impact fellow employees. The performance management process provides a means to address specific issues so that employees have sufficient time and information to correct any problems.

When there is an identified need for performance improvement or changed behavior, the supervisor will consider four main questions:

- How serious is the offense and what circumstances are involved?
- What is the past conduct/performance record?
- Has there been any previous disciplinary action; if so, what did it involve and when did it occur?
- What has been the Town's position or policy in similar cases?

Based on the initial evaluation, the supervisor will proceed to the appropriate step in the performance management process, which sometimes may mean following a progressive discipline schedule. However, the town reserves the right to proceed with suspension or termination at any point in the progressive discipline process as required by business necessity, the degree of the employee infraction, or any other reason. The following steps cover the typical pattern of progressive discipline. Of course, to the extent a merit statute requires a different or alternative performance management process, the Town will comply fully with that merit statute's requirements.

<b>Step 1: Verbal Performance Counseling</b>	The supervisor discusses with the employee the specific performance problem, improvements needed, and a date by which corrections should occur. The supervisor documents the date and content of the conversations.
--	---

<p><b>Step 2: Written Warning</b></p>	<p>If the performance problem persists, the supervisor has another discussion with the employee. If required, the supervisor issues a written warning at this time. This warning contains a statement of the problem, what corrections are necessary, and a date by which corrections should occur. The supervisor asks the employee to sign the form, indicating he or she has read it. The employee receives a copy, and another copy is placed in the employee's personnel file.</p>
<p><b>Step 3: Disciplinary Action</b></p>	<p>If the performance problem recurs after the written warning(s), the supervisor may take disciplinary action, up to and including termination.</p>

The employee is encouraged throughout the process to ask questions and offer suggestions and solutions. The Town hopes that employees will respond in a positive manner and additional corrective action steps will not be necessary. The employee will receive copies of all documents prepared. The employee will be asked to sign the office copy to verify receipt and confirm the discussion took place.

While the Town believes in giving a chance to improve, some actions, such as those listed below, are so extreme that they may warrant immediate suspension or termination.

- Flagrant violation of Town of Whiteland policies or procedures.
- Abuse of the attendance policy, including no call and no show.
- Misuse of funds, embezzlement, or dishonesty in any form or degree.
- Harassment of any employee, resident, visitor, customer, vendor, or supplier, or of any other individual, as defined by the Town's anti-harassment policy.
- Intentionally giving false or misleading information as a means of obtaining or maintaining employment.
- Deliberate destruction or defacing of Town property through abuse, indifference, neglect, or carelessness.
- Violation of the Town's drug and alcohol policy.
- Theft of Town property.
- Unauthorized use or removal of Town property or the property of any Town employee.
- Unauthorized disclosure of any confidential Town information.
- Fighting on Town property or threatening the life or well-being of another individual.
- Gross insubordination or refusal to complete duties as required by supervisors.
- Falsification of work hours or any other Town document.
- Willful misconduct/dishonesty.

*The above is not an all-inclusive list.*

## **PROBLEM RESOLUTION PROCEDURES**

Employees are encouraged to bring to the Town of Whiteland's attention any issues or concerns regarding their employment and working conditions. In order to minimize the possibility of misunderstandings, it is suggested that employees talk with their immediate supervisor as soon as possible. The supervisor will investigate, evaluate, and provide a solution or explanation to the employee. Alternatively, the employee also may contact the town manager directly.

# General Policies and Procedures

## **CONFIDENTIALITY**

Depending upon the nature of duties, employees may have access to information that is confidential and privileged. This includes financial information, organizational information, and information regarding other employees or residents. To protect confidentiality, the disclosure and discussion of this information must be limited only to those employees who need to know. This information should never be used for personal benefit or for the benefit of others.

All inquiries for information from a representative of the news media must be referred to the town manager. Every employee represents the Town of Whiteland and is an ambassador in the community. Comments overheard or misinterpreted could easily become the source of accidental disclosure of confidential information.

## **CONFLICTS OF INTEREST**

Employees have a responsibility to avoid any situation that might make it difficult to act in the best interest of the Town of Whiteland. In general, a conflict of interest could exist when an employee or a member of his or her family has a financial interest in a company dealing with the Town or any Indiana municipality. In addition, if an employee would receive any personal gain from a business relationship, a conflict of interest likely exists. If any business/vendor/supplier relationship could affect an employee's judgment or decisions exercised on behalf of the Town, then there is a conflict of interest. For clarity on whether any transaction or vendor relationship is or might be appropriate, employees should contact the town manager.

In addition, employees must not accept honorariums, compensation, or gifts in exchange for their services as a Town staff member. This policy does not preclude the acceptance of small items of nominal value. However, before an employee accepts any gifts, gratuities, favors, preferential treatment, event tickets, excessive entertainment, or anything else of monetary value (more than \$25) from companies or individuals related to the job, the employee must have approval from his or her supervisor. To the extent state law requires an alternative handling of honorariums, compensation, or gifts, the Town will comply with those laws. It shall not be a violation of this policy for an employee or the employee's immediate family to receive: 1) food or drink consumed during the conduct of official Town business or at public ceremonies; 2) an award, plaque, certificate, or similar personalized memento given in recognition of the employee's public, civic, charitable, or professional service; 3) an honorary membership in a service or fraternal organization presented merely as a courtesy by such organization; 4) the use of a public facility or public property, made available by a governmental agency, for a public purpose; 5) invitations or tickets to political fundraisers, non-profit events, or governmental events; and 6) mementos or souvenirs of nominal value received at public ceremonies while conducting official Town business.

## **DRESS CODE**

Each employee is expected to dress in a neat and clean manner appropriate to his or her area of work. Employees who have contact with the public are to dress in a manner that promotes a positive, professional image of the Town. All dress must be in conformity with health and safety practices, and employees are to observe standards of good personal hygiene. Items bearing obscene or offensive language or graphics are not to be worn. Employees can address all questions to their supervisor.

## ELECTRONIC COMMUNICATIONS

The electronic communication systems, the voice mail system, Internet access, and the computer hardware and software owned or leased by the Town of Whiteland are to be used for business purposes only. **There should be no expectation that any message, file, or information transmitted over or stored on these systems is, was, or will be private.** Therefore, when using any of these systems, an employee should assume that every message, file, document, or data produced, transmitted, or stored on these systems can or will be seen by other people and may be accessed by his or her supervisor and the town manager.

Authors or senders of information who wish to curtail access to sensitive information transmitted or stored electronically are responsible for taking appropriate steps to restrict access to the information (clearly identifying the confidential nature of information in the title, allowing only appropriate network access, utilizing removable media storage, hand delivering a paper copy to appropriate recipients, etc.). Employees should be aware that any recipient may forward any message or document to any other person unless the sender makes clear that the message or document should not be transmitted or shared, in which case doing so is prohibited. Additionally, no one who is not specifically identified as a recipient should access the message or document. Employees are **not permitted to forward** confidential Town-related documents or messages to anyone not directly involved in the matter without permission of the original sender and the town manager. Employees are strictly prohibited from transmitting any information that the employee knows or has reason to believe may be false, misleading, or libelous.

Employees **may not disclose** their electronic mail, voice mail, or computer password(s) to anyone other than as authorized by the Town Manager, or as authorized by the Clerk-Treasurer with respect to employees supervised by the Clerk-Treasurer. An individual's use of passwords may exclude others from accessing messages, files, documents, or data that an individual authors or receives. In addition, employees should not write down or keep passwords in a location easily accessible by others.

Any **materials stored** on the Town's systems must pertain to business activities or programs. Employees may not use the Town's systems to store material that is personal in nature. Without prior written approval from their supervisor, employees may not download or install any software on Town systems. Transmitting, retrieving, or storing any information that may violate applicable copyright laws is prohibited.

Employees' **access to the Internet** through the Town's systems is monitored and recorded. Under no circumstances may an employee connect to what may be considered an offensive web site. Drafting, transmitting, or retransmitting any offensive or otherwise inappropriate pictures, inappropriate jokes, or threatening mail on any of the Town's systems is prohibited. Using the Town's systems for any illegal purpose is prohibited.

The electronic communications, storage, voice mail, etc., noted in this policy, including but not limited to that information with restricted access, are subject to access and retrieval by authorized Town employees. Certain employees are required to have unrestricted access to the information stored on and conveyed by the systems for necessary business purposes, such as retrieving business-related information, administration and maintenance of the system, preventing system misuse, and/or complying with legal concerns.

Any employee who is found in violation of this policy will be subject to disciplinary action, up to and including termination.

## **EMERGENCIES**

In the event of an emergency during normal business hours (fire, electrical outage, severe weather conditions, etc.), employees should notify the town manager and/or chief of police, who will identify the appropriate parties to be contacted. In the event of an emergency after normal business hours, employees should call 911.

### Tornado

If a tornado warning is sounded while employees are in the Town building, they should go immediately to an interior room without windows, lie face down on the floor, and cover their head with their arms. Employees who are outdoors or in automobiles should seek shelter in a ditch, ravine, or sturdy structure immediately.

### Fire

If a fire ignites anywhere in any Town building, employees should evacuate through the nearest exit. Employees at their desk should take their purse or wallet with them. Those not at or near their desk should leave via the nearest exit and retrieve their personal belongings later. After employees leave the building, they should gather at the designated area as quickly as possible so everyone can be accounted for.

## **EQUIPMENT, PROPERTY, AND VEHICLES**

The Town of Whiteland facilities, equipment, and property are to be used only for business purposes. Employees are responsible for equipment while it is in their possession, and they should report any damage, malfunction, or theft immediately to their supervisor. Employees may be responsible for the insurance deductible for any damage/loss caused by abuse, neglect, or carelessness.

Town-owned vehicles are assigned to employees based on business needs. Any employee using a Town vehicle is expected to keep the interior and exterior clean. These vehicles are to be used ONLY for Town business, except when being driven to and from the employee's home, and except as otherwise provided in the police personal use policy. If an employee uses an assigned vehicle for any other reason except for a genuine emergency, without the prior approval of the Town manager, the employee will be subject to disciplinary action.

## **OUTSIDE EMPLOYMENT**

Normal Town of Whiteland employment is considered exclusive employment for all full-time employees and should take preference in any employment decisions. It is the employee's responsibility to make certain that outside employment does not adversely affect the performance of his or her job duties at the Town. Questions about outside employment should be directed to the town manager.

## **PHONE SYSTEMS AND CELLULAR PHONES**

The telephone systems and cellular phones owned or leased by the Town of Whiteland are to be used for Town purposes only. If it is necessary to make a personal call, it should be as brief as possible. Long-distance calls are ONLY to be made in emergency situations.

In the interest of safety, employees should not use hand-held cell phones (neither personal nor Town-owned) when driving during work time. Employees may use a hands-free device during safe driving conditions.

## **RIGHT TO SEARCH**

The Town of Whiteland reserves the right to search any Town property and conduct a reasonable search of personal property located on Town property consistent with maintaining public safety and in accordance with applicable law. Failure

to submit to a search initiated consistent with this policy may lead to progressive discipline up to and including immediate termination.

## **SAFETY AND SECURITY**

The Town of Whiteland is committed to employee safety and protecting employees from accidents. The Town and all employees have a responsibility to drive and work safely at all times. Therefore, the Town has adopted a safety policy to promote, achieve, and insure the safe conduct of Town operations for the benefit of all employees and residents.

- Employees must make safety the first consideration in conducting Town operations.
- Employees must demonstrate a continuous awareness of safety considerations as an integral part of achieving accident prevention and efficient productivity.
- The Town will provide proper tools and material, equipment, and facilities, as well as, sufficient training for a safe work environment.
- Employees must understand and observe all Town rules and safety regulations.

**NOTE:** Following any accident, the employee **MUST** contact the Town as soon as possible. The employee should try to contact his or her immediate supervisor first. If the supervisor is not available, the employee must follow the chain of command for communications until he or she reaches somebody. The employee must not delay reporting the accident simply because the supervisor is not available.

## **SMOKING POLICY**

The Town of Whiteland is committed to providing a work environment that supports employee health, safety, and productivity. Smoking is not permitted in Town buildings or in Town vehicles. However, smoking is permitted in designated outdoor areas. Employees who use their breaks to smoke should ensure that smoking areas remain clean and that break times are not excessive.

## **SOLICITATION/DISTRIBUTION**

People who are not employed by the Town of Whiteland may *not* solicit or distribute literature and goods on Town property for any purpose at any time. Vendors soliciting in the normal course of business who have established a business relationship with the Town are excluded from this restriction.

The Town strives to clearly and accurately communicate with employees; therefore, unless the Town is involved in the activity, all notices, brochures, and other forms of solicitation of or by outsiders are prohibited from Town bulletin boards. Employees may not solicit other employees during working time (either their own working time or the working time of other employees). Working time includes that time for which any employee is paid and is expected to be performing services for the Town. Working time does not include meal breaks, recognized break periods, or time before or after the established workday. Supervisors may authorize limited exceptions to this policy (e.g., bona fide charitable causes).

## **TRAVEL AND EXPENSE REIMBURSEMENT**

The Town of Whiteland wants all staff traveling on Town business to do so in a safe and comfortable manner. At the same time, each traveler must reasonably control and minimize the cost of travel-related expenses. Travel expenses shall follow IRS provisions for in-state or out-of-state travel. All travel must be approved in advance in order to receive reimbursement.

Employees should claim travel reimbursement using forms provided by the Clerk-Treasurer, and all such claims along with corresponding receipts shall be submitted to the employee's supervisor. All reimbursements shall be subject to and in compliance with State Board of Accounts requirements.

### Mileage

The Town will reimburse employees for mileage expenses incurred while conducting official Town business. The mileage reimbursement rate will be the amount allowed by the State of Indiana. A mileage expense form available from the Clerk-Treasurer must be completed and submitted to the appropriate supervisor.

### **WORKER'S COMPENSATION**

Any Town employee injured on the job will receive workers' compensation for loss of time from work as provided by state law.

**NOTE:** Employees who sustain a work-related injury or illness must inform their supervisor **immediately**. This will enable eligible employees to qualify for coverage as quickly as possible.

# Attendance and Time Off

## ATTENDANCE

Although working hours and schedules may vary among positions, the standard workweek is Monday through Friday, and normal office hours are 8:00 a.m. to 5:00 p.m. Any variation to the standard work schedule must be approved in advance by an employee's supervisor.

The Town of Whiteland realizes that occasional absences are unavoidable. However, excessive absenteeism or tardiness creates a hardship for coworkers, who must cover the work of absent employees. Because of this, frequent and unapproved absences can be cause for disciplinary action or dismissal. In addition, excessive tardiness and extended breaks/lunches can be cause for disciplinary action.

The attendance policy for all Town of Whiteland employees is as follows:

- Employees must call (or leave a voice mail message for) their supervisor by the start of their scheduled work time to report an absence or extended time away from the office. It is the responsibility of the employee to make contact with the supervisor. This procedure holds for every day of absence, unless the employee is on an approved leave of absence.
- If an employee is going to be tardy, he or she must notify the supervisor within thirty (30) minutes of the scheduled work time.
- Arriving to work late, taking extended breaks, and leaving work early will be recorded in the employee's attendance records. The Town reserves the right to initiate disciplinary procedures to address such issues. Employees leaving work early for any reason must notify their supervisor before leaving.
- If an employee is absent for three (3) or more days, acceptable medical or other documentation shall be required to support such absence.
- The Town reserves the right to address the issue of chronic absenteeism or tardiness by accelerating the disciplinary process, up to and including termination.

**NOTE:** The Town will take disciplinary action for a *no call* or *no show* by an employee. The Town will consider a *no call* or *no show* for three (3) consecutive days as a voluntary resignation.

## BEREAVEMENT LEAVE

The Town of Whiteland provides full-time employees up to three (3) paid days [twenty-four (24) hours] upon the death of an immediate family member (mother, father, spouse, child, grandparent, sister, brother, or grandchild of the employee, including a step-relative and in-law of the same degree of kinship, or any legal dependent living with the employee). The Town provides full-time employees one (1) paid day [eight (8) hours] upon the death of non-immediate family members (aunt, uncle, niece, nephew, or step-relative of the same degree of kinship). Pay will be determined at the regular base rate, exclusive of any overtime. Finally, the bereavement leave policy is designed to reimburse employees for *work* days lost. As such, it does not apply if the employee is on any other type of leave. Employees should notify their supervisor as soon as possible when there is a death in the family.

## HOLIDAYS

The Town of Whiteland will observe the holiday schedule approved by the Town Council each year (the "Paid Holidays"). (If necessary, Town offices may be closed on election days for voting polls.)

Full-time salaried and hourly employees are eligible to take the above referenced Paid Holidays as days off with pay. Eligibility for holiday pay is immediate upon employment.

If any salaried employee, full time hourly employee or probationary employee is absent from work on his or her regular day before a paid holiday, or regular scheduled day after a Paid Holiday, without the approval of the employee's immediate supervisor, said employee shall not receive holiday pay for that holiday.

If a salaried employee, full-time regular hourly employee, or probationary employee that works a regular full 5/2 schedule (5 days working, 2 days off) is required to work either on an actual or paid holiday, the employee will receive holiday pay in addition to double-time pay for the actual time worked. No other compensation, such as Comp Time, will be provided.

Law-enforcement employees are not eligible for holiday pay.

### **HOLIDAYS FOR LAW ENFORCEMENT OFFICERS**

Law Enforcement Officers will be eligible for floating holiday time due to not being eligible to receive Holiday Pay for working on an actual or observed holiday as approved by the Town Council. Law Enforcement Officers will earn eight-days or ninety-six hours of floating holiday time annually. The floating holiday time will be issued in a bulk deposit on January 1<sup>st</sup> of each calendar year to the PTO line types listed as floating holiday on the paystub summary.

Floating holiday time must be taken in minimum increments of twelve-hours or one-day increments and is limited to a maximum of twenty-four hours or two days per month. Unused floating holiday time will be forfeited at the end of the calendar year and will not convert to sick leave benefits like vacation and personal day benefits. Floating holiday time does not accumulate from year to year.

Law Enforcement Officers hired after January 1<sup>st</sup> of the current year, will receive a prorated amount of floating holiday time issued in a bulk deposit at their time of hire. The time will be available at the start of employment with no probationary time frame limitation for use, but will still follow the policy guidelines as set forth for scheduling purposes. The chart below shows the number of prorated floating holiday time to be issued based on which quarter the employee's date of hire occurs.

<b>Date of Hire</b>	<b>Number of Prorated Days/Hours</b>
Quarter 1 – January/February/March	Six-Days or 72-Hours
Quarter 2 – April/May/June	Four-Days or 48 Hours
Quarter 3 – July/August/September	Two-Days or 24-Hours
Quarter 4 – October/November/December	Zero Days or Zero Hours

In the event of a Law Enforcement Officer being on suspension, voluntary or involuntary unpaid leave of absence, or extended medical leave, then all or a portion of floating holiday time may be removed from availability use during said time frame. The Town Marshal will be responsible for notifying the Clerk-Treasurer for the removal of any floating holiday time with a Personal Action Form.

The full and remaining balance of floating holiday time for the Law Enforcement Officer will be removed at the time of the employee's termination date of employment with the Town of Whiteland. Any unused floating holiday time will be fully lost at the time of employment termination and will not be paid out. The Town Marshal will be responsible for notifying the Clerk-Treasurer of the employee's termination date with a Personal Action Form and will note the loss of the floating holiday time.

The holiday schedule may be determined and amended on an annual basis by the Town Council.

## **JURY DUTY**

The Town of Whiteland encourages employees to fulfill their obligation as citizens when called for jury duty. All employees are entitled to retain any compensation for such duty; however, employees will receive only the difference between the amount they receive for serving on jury duty and the amount they would have received as regularly scheduled compensation as established by the Annual Salary Ordinance. Employees should immediately notify their supervisor and the town manager of any summons to jury duty.

Employees may request to receive their full, regularly scheduled compensation if they agree in writing to turn over to the Town their jury duty compensation, excluding mileage and/or meal reimbursement. They must do this within ten (10) days of receiving their jury duty compensation. They must present a copy of the jury duty compensation voucher or other verification from the court showing the amount of jury duty compensation prior to receipt of full pay.

## **MEAL PERIOD AND REST BREAKS**

All employees shall take a one (1)-hour unpaid lunch break. Unless otherwise instructed to work through the meal period, nonexempt employees must record the meal period as unpaid on their time record. In addition, all employees are provided two (2) fifteen (15)-minute paid breaks during the workday. Supervisors will determine break times.

## **MILITARY SERVICE LEAVE**

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. Unless state or federal law requires otherwise, military service leave is provided on an unpaid basis. Also, to the extent federal or state laws otherwise require more generous treatment to individuals seeking military service leave, the Town of Whiteland will follow those laws.

Military reservist employees and those volunteering for or called to active military duty may be entitled to reemployment with the Town upon their return from duty, in full compliance with all applicable federal and state laws. Employees who request a military leave of absence may elect to use any accrued paid time off in lieu of unpaid leave, and they may elect to continue health-care benefits during their leave of absence, to the extent permitted by law.

## **VACATION, PAID SICK LEAVE AND PERSONAL DAYS**

For the purpose of Vacation, Paid Sick Leave, and Personal Days, "One Full Calendar Year of Continuous Full-Time Employment" shall mean the completion of continuous full-time employment for a period commencing upon the employee's full-time employment through the end of the calendar year immediately following the completion of 12 full months continuous full-time employment.

### Vacation

All salaried employees and full-time hourly employees earn vacation beginning in their first year of service. The schedule is as follows:

<b>Length of Service</b>	<b>Full-Time Employees</b>
1 month through the completion of One Full Calendar Year of Continuous Full-Time Employment	1 day per completed month of continuous full-time service
1–5 years	12 days
6–10 years	15 days

11–20 years	20 days
21+ years	25 days

Accrual and Scheduling of Vacation

Full vacation time is earned on January 1 of each calendar year following the employee’s completion of One Full Calendar Year of Continuous Full-Time Employment with the Town. Employees should schedule vacation days by March 31 for the remainder of each calendar year. Vacation requests made after this time will be reviewed on an as-needed basis. Vacation requests made after November 30 **will not be approved.**

Vacation time must be taken in a minimum of 1 (one) hour increments. Probationary employees must work the employment requirements as described for their position in order to accrue vacation time as scheduled.

Unused Vacation Time

Unused vacation time at the end of the calendar year will be converted to sick leave time and will thereafter accumulate and be useable in accordance with the Town’s policies for accumulation and use of sick leave time.

Sick Leave

Full-time salaried and hourly paid employees will accrue paid sick leave at the rate of one (1) day (8 hours) per two (2) full calendar months prior to the completion of One Full Calendar Year of Continuous Full-Time Employment. Thereafter, six (6) days (48 hours) of sick leave is earned on January 1 of each calendar year.

Sick leave is to be used for the employee’s personal illness, injury, or legal quarantine. Sick leave must be taken in a minimum of 1 (one) hour increments.

A physician’s statement is required from any employee requesting sick leave which will exceed three (3) consecutive days.

Employees may accumulate sick leave from year to year with no restriction on the number of days accumulated. Payment of unused sick leave time shall be subject to the Town’s policies for Payment of Vacation, Sick Leave, Personal, and Compensatory Time upon Termination.

Paid Personal Leave

All full-time salaried and hourly paid employees will accrue one (1) day (8 hours) per four (4) full calendar months prior to the completion of One Full Calendar Year of Continuous Full-Time Employment. Thereafter, three (3) days (24 hours) of personal leave is earned on January 1 of each calendar year.

Personal leave must be taken in a minimum of 1 (one) hour increments.

Personal days remaining at the end of a calendar year will be converted to sick leave time and will thereafter accumulate and be useable in accordance with the Town’s policies for accumulation and use of sick leave time.

**PERSONAL UNPAID LEAVE**

A full-time salaried or hourly employee continuously employed by the Town of Whiteland for six (6) months or more may request an **unpaid** leave of absence in accordance with federal law, provided he or she has used all earned vacation time, personal leave time, and Comp Time.

A personal leave of absence is provided on an **unpaid** basis and must be requested in writing and approved by the employee's immediate supervisor and the town manager. The request should include the reason for the leave, the date the leave will begin, and the date of the return to work. No leave of absence may be granted for a duration of longer than six (6) months without approval of the Town Council.

If a paid holiday falls during the leave period, the employee is not eligible for holiday pay. In addition, benefits will not accrue during that period.

Failure to return to work at the previously agreed-upon date will be regarded as a voluntary resignation. Due to the possibility of business changes with the Town, a position may or may not be available upon an employee's return from a leave of absence, subject to the requirements of applicable federal and state leave laws.

## Family and/or Medical Leave (FMLA) and Military Family Leave

Eligible employees are entitled to a leave for up to 12 weeks in any 12-month period (or longer if required by applicable state or local law or, in the case of a leave for an employee's serious health condition, where a leave extension is requested and approved).

### *Use of Leave*

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave. The Town will follow applicable federal and state laws in reviewing and approving leave requests.

### *Reinstatement Rights*

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if your position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement. These employees will be handled in accordance with the reinstatement provisions in Part B of this policy.

All questions regarding leaves of absence should be directed to the Town Manager.

### *Employees Who Qualify for a Leave under the Family and Medical Leave Act*

The Town will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to 12 weeks in any 12-month period (or longer if required by applicable state or local law).

An employee must have completed at least one full year of service with the Town and have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave. Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described in Part B of this policy.

Employees may not perform work of any nature on a self-employed basis or for others during a Family Medical Leave.

### *Child/Family Care Leave*

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

1. If the leave is planned in advance, you must provide us with at least 30 days' notice prior to the anticipated leave date, using the Town's official Leave-of-Absence Request Form.

2. If the leave is unexpected, you should notify your supervisor and the human resources department by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of the need for leave.)

All Town benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of FMLA leave that is unpaid.

You will be required to use all accrued, unused vacation, personal, and compensatory time during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits (e.g., major medical, hospitalization, and dental insurance) will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefit plan.)

Employees requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at the Town's request at reasonable intervals. Further, the family member may be required to submit to a medical examination by a physician designated by the Town at the Town's expense.

#### *Leave for Employee's Serious Health Condition*

If you request a leave of absence for your own serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide us with at least 30 days' notice prior to the anticipated leave date, using the Town's official Leave-of-Absence Request Form.

2. If the leave is unexpected, you should notify your supervisor and the human resources department by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of the need for leave.)

3. Any time that you expect to be or are absent for more than five consecutive work days as a result of your own serious health condition (including pregnancy), you will be required to submit appropriate medical certification from your physician. Such certification must include, at a minimum, the date the disability began, a diagnosis, and the probable date of your return to work.

All Town benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during any period of unpaid leave.

You will be required to use all accrued, unused sick, vacation, personal, and compensatory time during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay, except to the extent you are eligible for disability benefits from the Town.

All group health benefits will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as pension, 401(k), life insurance, and long-term disability, will be governed in accordance with the terms of each benefits plan.)

During your leave, you may also be required to provide the Town with additional physician's statements on request from the Town or the Town's insurance carriers at reasonable intervals, attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by the Town at its discretion.

and at the Town's expense, at the beginning of, during, or at the end of your leave period, and to provide the Town with access to your medical records as required.

Before you will be permitted to return from medical leave, you will be required to present the Town with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Where required, the Town will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

#### *Military Family Leave*

There are two types of Military Family Leave available.

**1. Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the "military member" or "member") is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

**For Regular Armed Forces members,** "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).

**For a member of the Reserve components** of the Armed Forces (members of the National Guard and Reserves), "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
- Attending certain military events and related activities
- Childcare or school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)
- Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
- Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the company and the employee.

**2. Leave to care for a covered servicemember.** There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military servicemember or veteran recovering from a serious injury or illness, as defined by FMLA's regulations

**For a current member of the Armed Forces,** including a member of the National Guard or Reserves, the member must be 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.

**For a covered veteran**, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

## Benefits and Compensation

The Town of Whiteland is proud to offer benefits programs designed to meet the needs of employees and their families. The Town reserves the right to amend or terminate any of the plans at any time. These benefit plans are governed by separate plan documents. In the event there is any conflict between this handbook and the plan documents, the provisions of the plan documents shall prevail. These benefits are in addition to those already outlined, including paid holidays, vacation time, sick and personal time, and various leaves of absence.

### BENEFITS

The following are highlights of the additional benefits the Town of Whiteland provides. For more information, employees should refer to the details that pertain to each plan. The following is not to be considered the summary plan description.

Benefit Category	Full-Time Hourly and Salary (40+ hours/week)	Waiting Period
Health Insurance	✓	30 Days
Dental Insurance	✓	30 Days
Vision Insurance	✓	30 Days
Life Insurance	✓	30 Days
Longevity Pay	✓	Immediate
Public Employees' Retirement Fund (PERF)	✓	Immediate

#### Health/Dental/Vision Insurance

All full-time employees and their dependents are eligible for group health, dental, and vision benefits. The premium payments for coverage are shared by the Town and the employee as determined by the Town Council. Separate documents outlining additional detail are available from each service provider.

#### Life Insurance

All full-time employees are eligible to be covered by a minimum \$15,000 of life insurance during the duration of their employment. The premium payments for coverage are shared by the Town and the employee as determined by the Town Council. Separate documents outlining additional detail are available from the service provider.

#### Longevity Pay

All full-time (salaried & hourly) employees and full-time elected officials will be eligible to receive longevity pay. Longevity pay will be equal to \$100 per year for each full year of employment and will be paid between November 1 and December 1 of each calendar year. For employees that start after January of the current year, longevity pay will be prorated from the month of the employee's start date to the end of the current year. That employee will then receive the prorated amount, plus the additional \$100 for each year of employment from thereafter. **Employees must be a current full-time employee at the time of longevity pay being paid out to receive longevity pay for the current year.** For a full-time elected official to qualify for longevity pay, they must be classified in the Town's Salary Ordinance as a full-time elected official and actually work a minimum average of 30 hours per week during the year.

Example 1: Employee A has been employed for 12 years and had a start date prior to implementation of longevity pay change in 2017. On December 1 of the same year, Employee A will be paid \$1,200.

Example 2: Employee B has been employed for 10 months and had a start date in February of the current year. On December 1 of the same year, Employee B will be paid \$83.33. The following year, 2<sup>nd</sup> year of employment, Employee B will be paid \$183.33. Then the next year, 3<sup>rd</sup> year of employment, Employee B will be paid \$283.33.

### **Public Employees' Retirement Fund (PERF)**

PERF is one of the oldest and largest public or private pension funds in the nation, and it provides secure, long-term benefits for employees who choose careers in public service in Indiana. The State PERF requires the Town to collect a 3 percent minimum mandatory employee contribution (the Town also makes a substantial employer contribution each year based on State PERF calculations and requirements). Members of the PERF retirement fund are vested following ten (10) years of service, or as otherwise provided by state law governing PERF for vesting time frames for service worked, be it more or less than 10 years, if the law is changed.

## **COMPENSATION**

An employee's pay is based upon job evaluation, which sets the value of each position as compared with other positions. A fair and equitable pay differential is therefore maintained among positions of varying responsibilities and complexities. All increases in pay will be based on merit, which reflects job performance and adherence to practices and procedures. A salary ordinance will be passed and approved yearly to set the maximum allowable wage or salary amount payable for each employment position for the regular work schedule for the position.

### **Overtime**

Circumstances may require overtime from time to time. The Town strives to give employees as much notice as possible, but occasionally overtime will be required on short notice. Although situations may arise that prevent employees from working overtime, the Town expects all employees to be available to work overtime when it is necessary. When an employee works overtime, he or she will be compensated in accordance with state law and as outlined below.

**Full-time hourly (nonexempt) employees** working more than forty (40) hours per week during the workweek will be paid overtime for the additional hours. Paid holidays will be considered physically worked time.

**Full-time salaried (exempt) employees** are not eligible for and do not receive overtime pay, except as otherwise provided in the Town's policies. However, time worked by salaried exempt employees' over 40 (forty) hours per week (including paid time off, but excluding work time for which cash overtime compensation is otherwise paid) shall qualify for compensatory time ("Comp Time") on an hour for hour basis. A salaried exempt employee may carryover a maximum of 100 hours of unused Comp Time, and such carryover deadline shall be September 30 of each year (that is, any accumulated and unused Comp Time in excess of 100 hours will be forfeited on October 1 of each year).

**Law-enforcement employees** will be paid overtime on a "work period" basis as defined by state and federal law. Section 7(k) of the Fair Labor Standards Act provides that employees engaged in law enforcement may be paid overtime on a "work period" basis, which may be from 7 consecutive days to 28 consecutive days in length. Law enforcement employees will receive overtime pay consistent with Section 7(k) of the FLSA and in accordance with Police Department Policy.

### **Payroll and time Reporting**

Time reports are due to supervisors on the date/time specified by the supervisors. Falsification of a time report will be considered dishonesty and subject to immediate termination.

Employees are paid biweekly. The pay period runs from 12:00 a.m. Monday morning to 11:59 p.m. Sunday evening. Employees are paid on a current basis, including overtime, for the two-week period immediately preceding payday.

**NOTE:** Any lost or stolen paycheck should be immediately reported to the Clerk-Treasurer.

Payroll Deductions and Garnishments

The Town is directed by law to make certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes. The Town also must deduct Social Security taxes on each employee's earnings up to a specified limit. The Town matches the amount of Social Security taxes paid by each employee.

The Town also offers programs and benefits (group medical and insurance plans, etc.) beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefit programs. Court-ordered payments such as garnishments are pay deductions collected and forwarded to the courts, usually to help pay off an employee's debt or obligation to others. Garnishments will be handled on an individual basis by the Clerk-Treasurer as allowed by law, and the Clerk-Treasurer shall inform the Town Manager of all garnishments. Any questions concerning why deductions were made from the paycheck or how they were calculated should be directed to the town manager.

# Resignations, Retirements, and Terminations

## TERMINATING EMPLOYMENT

All employees of the Town of Whiteland are employees at-will. Both the Town of Whiteland and the employee may terminate the employment relationship at any time, with or without cause, subject to applicable state and federal laws. The death of an employee while employed by the Town shall be considered as the termination of employment effective as of the date of death.

Employees planning to leave employment with the Town of Whiteland should provide as much notice as possible in writing, at least two (2) weeks. Employees are encouraged to talk to their supervisor before making such a decision, in order to discuss the reasons.

## EXIT INTERVIEWS

Generally, the Town of Whiteland will conduct an exit interview with each employee before he or she leaves in order to:

- Provide him or her with all conversion of benefits information, where available or required
- Finalize his or her compensation
- Obtain all Town property, if applicable
- Arrange for any repayment due to the Town
- Understand the reasons for leaving

## TERMINATION PAY

If employment is terminated either voluntarily or involuntarily, the Town of Whiteland is obligated to pay only for the period that the employee has worked. No pay for any period beyond the last hour worked is to be expected. Whether termination is voluntary or involuntary, the employee will receive his or her final paycheck on the next scheduled payday.

## Payment of Vacation, Sick Leave, Personal, and Compensatory Time, and other Compensation upon Termination

Employees who leave the Town's employment in good standing will be paid for any earned and unused: vacation time up to a maximum of fifteen (15) days (120 hours), sick leave time up to a maximum of fifteen (15) days (120 hours), personal leave time up to a maximum of 24 hours, and Comp Time up to a maximum of 100 hours; provided however, in the case of 1) an employee that retires with full PERF benefits, and 2) an employee who was eligible to retire with full PERF benefits, and dies while still employed by the Town, such employee or a deceased employee's estate, as the case may be, will be paid for earned and unused sick leave time up to a maximum of sixty (60) days (480 hours). An employee who leaves employment with the Town shall be considered to leave in good standing unless the employee is terminated by the Town for cause or resigns without giving the minimum required advance notice, in which case such employee's unused vacation, sick leave, personal leave, and Comp Time shall be forfeited.

In the case of a law-enforcement employee that retires in good standing with full PERF benefits, such an employee shall be entitled to retain such employee's service handgun without payment.

## Special Call Out: Drug and Alcohol Policy

### INTRODUCTION

It is the policy of the Town of Whiteland to provide a safe working environment for all Town employees, inclusive of safety sensitive positions, employees who drive Town vehicles or drive their own vehicle for Town business for law enforcement personnel. It is also this Town's policy to assist employees who have a problem with drug and alcohol abuse. A summary of the policy is provided in this handbook.

### PURPOSES OF THE POLICY

1. To establish and maintain a safe and healthful working environment for all employees.
2. To ensure the reputation of the Town and its employees within the community.
3. To reduce the number of accidental injuries to person or property.
4. To reduce absenteeism, tardiness and improve productivity.
5. To provide rehabilitation information assistance for any employee who seeks such help.
6. To comply with the United States Drug-Free Work Place Act.

The Town regrets any inconvenience or problems that the policy may cause, but believes that the overall benefit to Town and the employee make it both necessary and helpful.

### GENERAL POLICY

The following is the Town of Whiteland's policy concerning substance abuse which, subject to the related provisions of the SOP's of the Police Department, will be enforced uniformly with respect to all employees, as indicated:

1. All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours.
2. The use, sale, possession, transfer or purchase of illegal drugs or controlled substances on or in Town property or while on duty or performing Town business is prohibited and will subject the employee to discipline, including termination.
3. Any employee who commits an unlawful act involving illegal drugs, alcohol, or controlled substances on or off Town premises or whose conduct discredits the Town in any way will be subject to discipline, including termination.
4. No alcoholic beverage shall be brought or consumed on the job site or consumed during work hours (which includes meal or other breaks). Employees may be tested for alcohol following an accident caused by the employee, randomly for commercial driver's license employees, and upon individualized suspicion that the employee is under the influence of alcohol during work hours. The Town maintains a zero tolerance policy concerning consumption of alcohol or being under the influence of alcohol during work hours.
5. No prescription drug will be brought onto Town premises by anyone other than the one for whom it is prescribed. Such drugs will be used only in the manner of combination and quantity prescribed.
6. As a continuing condition of employment, each employee agrees to abide by the terms of this policy. Employees shall notify the Town no later than five (5) days after any conviction in a court of competent jurisdiction involving alcohol, illegal drugs, or controlled substances. The Town will subject the employee to the same disciplinary procedures as those employees who test positive under drug screening procedures.

### PRE-EMPLOYMENT SCREEN POLICY

As a final step in the employment process, all applicants who are conditionally considered for employment, including former employees, will be required to submit to a drug screen test.

## **EMPLOYEE TESTING**

Certain employees may be required to submit to drug screen testing as a condition of continued employment with the Town of Whiteland. Employees subject to a drug screen test include employees in safety-sensitive positions, employees whose job requires them to carry a gun, employees involved in drug investigations, transportation workers, employees who have safety-related jobs who work in direct contact with the public, and any employee who works in a role that directly supports public safety (such as dispatchers, mechanics of public safety vehicles, etc.).

1. Each covered employee will be tested for drugs and alcohol: (a) after causing a work-related accident that OSHA requires the Town to record, results in injury, or causes \$1,500.00 or more of property damage; (b) if the employee has been observed using substances that are suspected to be prohibited substances on the job; or (c) if the Town has reasonable, individualized suspicion that the employee is using illegal drugs or under the influence of drugs or alcohol.
2. A covered employee returning from a leave of absence may be subject to a retest.
3. Covered employees may be randomly tested, or tested following an accident the employee has caused, at the Town's discretion.
4. All employees may be tested upon reasonable, individualized suspicion that the employee is using illegal drugs or under the influence of drugs or alcohol.
5. An employee who alters a specimen, fails, or refuses to submit to testing when required under this policy to do so, shall be subject to disciplinary action including termination.

## **EMPLOYEE TESTING POSITIVE**

Any employee who tests positive is subject to immediate disciplinary action including termination, but may be allowed, subject to approval of the Town Manager, to continue employment with the Town of Whiteland on a conditional basis on one or more of the following terms:

1. The employee agrees to participate in counseling in a certified rehabilitation program and to successfully complete the program.
2. The employee agrees to and does remain drug and alcohol free during the conditional employment period.
3. The employee agrees to routine periodic and unscheduled drug screen and alcohol tests to ensure that the employee remains drug and alcohol free.
4. The cost of a rehabilitation program and subsequent drug tests will be payable by the employee.

A second positive test will be grounds for immediate termination. All positive test results will remain in the employee's personnel file as long as he or she is employed by the Town.

## **PRESCRIPTION DRUGS**

Employees taking prescription drugs must adhere to the following procedures:

1. If taking any prescription medication that may affect the ability to perform duties or work responsibilities, the employee must notify the immediate supervisor prior to the commencement of the work shift. THE EMPLOYEE IS NOT REQUIRED TO STATE THE NAME OF THE MEDICATION, THE DOCTOR WHO PRESCRIBED IT, OR THE REASON IT HAS BEEN PRESCRIBED, The only time that an employee may be asked to identify what medication(s) he or she is taking is as part of medical assessment or treatment for an emergency medical condition, accident or injury, or for purposes of determining medication prescribed to an employee following a positive drug or alcohol test to determine any impact the medication had on the results of the drug or alcohol test. At that time, the employee

will be asked privately by the testing agent or agency what, if any, prescription medication he or she currently taking, and will be required to show proof that the prescription medication was prescribed to the employee.

2. The medication must be in the original prescription container with no more than the necessary dosage required for the work shift. A pharmacist will generally provide an extra empty bottle upon request so that the employee will not be susceptible to criminal charges for transporting medication in a non-prescribed container.
3. Failure to abide by the provisions of this section on prescription drugs shall subject the employee to disciplinary action including termination.

### **FURTHER POLICY PROVISIONS**

1. All employees who test positive for drug and/or alcohol, which includes pre-employment testing, individualized suspicion testing, random testing, and post-accident testing, shall be responsible for the cost of the test (including but not limited to GCMS, i.e., gas liquid chromatography and mass spectrometry) including any confirmation testing.
2. All employees who request split specimens to be forwarded to another lab of the employee's choice will be responsible for the cost of the split and for the second test.
3. Any employee who tests positive and is sent for Substance Abuse Professional Evaluation, shall be required to pay for the return to duty test. The cost of follow-up testing requested by the Department of Transportation and/or Town will be paid for by the employee.

### **CONFIDENTIAL RECORDS**

All information relating to drug and/or alcohol screens shall be kept strictly confidential. The information will be kept in a medical file for the employee, maintained separately from the employee's personnel file. These medical files will be kept locked and secured and access will be limited. The results of a drug and/or alcohol screen will not be discussed with individuals who do not have a work-related need to know.

## Special Call Out: Anti-Harassment Policy

### ANTI-HARASSMENT

All Town of Whiteland employees have a right to work in an environment free of harassment of any kind. The Town of Whiteland will not tolerate any conduct that threatens, intimidates, or coerces an employee, resident, visitor, customer, vendor, or supplier at any time, including off-duty time. The Town will take prompt remedial action to eliminate unlawful discrimination and harassment, as well as any undesirable, unprofessional behavior.

Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's sex, age, color, race, religion, national origin, disability, or other protected characteristic that affects tangible job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. This may include, for example, slurs, statements, jokes, or practical jokes directed at a person based on a protected characteristic. In addition, the Town strives to maintain a positive work environment, and it reserves the right to limit displays (objects, pictures, posters, etc.) in the workplace.

**Sexual harassment.** Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual gestures, propositions, or innuendo, flirtation, suggestive comments, jokes of a sexual nature, obscene printed or visual material, displays of lewd pictures or sexual objects, sexually suggestive or intimidating posturing and physical contact such as patting, pinching, or brushing against another person's body.

The Town expects all employees to act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to his/her immediate supervisor, another supervisor, Town Manager, or Clerk-Treasurer within three calendar days of the offense. Employees are not required to approach a supervisor, if the supervisor is the person who is harassing and/or discriminating against them, and they may bypass any supervisor to report the offensive conduct. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

The Town will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, the goal of confidentiality will not be allowed to deter an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate and proportional corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The severity of the conduct, the alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration when determining the appropriate corrective action.

The Town prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct in the same manner for reporting harassment and discrimination outlined above, within three calendar days of the offense. Once again, employees are not required to approach the person who is retaliating

against them, and they may bypass any offending supervisor. Complaints of retaliation will be investigated in the same manner as complaints of harassment and discrimination outlined above.

## Acknowledgements of Receipt

### HANDBOOK

I hereby acknowledge that I have read and understand the policies and procedures contained in the Town of Whiteland's employee handbook. I understand that none of the information contained in any of this handbook constitutes an expressed or implied employment contract or entitlement, and as such, I remain an employee at will. The Town of Whiteland adheres to the policy of employment at will, and either the employee or the Town is at will to terminate the employment relationship at any time, with or without cause, subject to applicable state and federal laws. I understand the Town of Whiteland may change any stated policy at any time, with or without prior notice to its employees. This applies to all existing and future policies.

---

EMPLOYEE SIGNATURE

DATE

### DRUG AND ALCOHOL POLICY

I hereby acknowledge that I have read and understand the Town of Whiteland's Drug and Alcohol Policy.

---

EMPLOYEE SIGNATURE

DATE

### HARASSMENT POLICY

I hereby acknowledge that I have read and understand the Town of Whiteland's harassment policy. I understand that if I believe that I have been harassed or have witnessed harassment that violates the policy, I am required to report that harassment to my supervisor or the town manager.

---

EMPLOYEE SIGNATURE

DATE