

0307B

RESOLUTION NO. 2022-0207

**A RESOLUTION AMENDING WARREN COUNTY'S
PAY POLICY DURING HOLIDAYS AND DECLARED EMERGENCIES**

WHEREAS, during certain scheduled holidays and emergencies declared by the Board of Commissioners for Warren County, when due to the circumstances the Warren County Courthouse, as well other County offices following the same closing procedures (e.g., Court, Extension Office, Prosecutors Office and Soil & Water Office) are required to be closed, certain employees necessarily need to continue to perform their jobs despite the holiday or emergency; and

WHEREAS, the Board of Commissioners of Warren County wishes to establish a uniform pay policy for the Warren County employees who must continue their jobs on holidays and declared emergencies, and to make this policy retroactive to January 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Commissioners:

1. Sheriff's Department and Jail

All non-exempt employees scheduled or reporting for duty approved by the Warren County Sheriff on the Department's recognized Holiday Schedule or during a County-declared emergency by the Board of Commissioners, shall be paid their appropriated full-time salary rate, or part time hourly rate, in addition to 1.5 times their appropriated salary or part time hourly rate, times the number of hours worked, in an hourly form designated as "Holiday/Overtime Rates".

2. Highway Department

All non-exempt employees reporting for duty as directed and approved by the Highway Superintendent on the County's recognized Holiday Schedule shall be paid at a rate of 1.5 times their hourly rate, or they shall receive 1.5 compensatory time hours, for hours worked (clock-in to clock-out), but shall earn no less than two (2) hours per shift. Employees working "on-call" during a holiday shall be compensated at their salaried rate for each hour worked "on-call" in addition to eight hours of Holiday Pay at their salaried rate when the Highway Department is closed.

All non-exempt employees reporting for duty as directed and approved by the Highway Superintendent during a County-declared emergency by the Board of Commissioners shall be paid at an overtime rate (1.5 times rate of pay) for each hour worked, in lieu of the pay rate in the Salary Ordinance.

Highway Department employees can accumulate compensatory time only with the joint approval of the Board of Commissioners and the Highway Superintendent. Compensatory time cannot be accumulated in addition to overtime rate of pay.

3. Other County Employees - Courthouse, Extension, Court, Prosecutor, and Soil & Water

All salaried Warren County employees listed on Salary Ordinance, with the exception of those specified as Sheriff/Jail Personnel and Highway Department described above, shall be paid at the appropriated salary rate during a County-recognized holiday or during a County-

declared emergency by the Board Commissioners.

Employees who are deemed necessary and required to work during County-declared emergencies, other than those specified as Sheriff/Jail Personnel and Highway Department described above, are required to submit a written approval signed by the Elected Official/Department Head and the Board of Commissioners, if the employees are subject to the Warren County Employees Personnel Policy Manual guidelines, indicating that the employee is to be paid 1.5 times their salaried rate per hour worked or to accumulate Compensatory Time at a rate of 1.5 hours for each hour worked during such declared emergencies. This policy shall become effective and be retroactive to January 1, 2022.

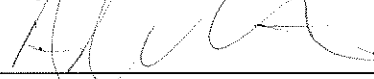
Presented on the 7th day of February, 2022, and approved as amended this 21st day of February, 2022.

March 7, 2022

BOARD OF COMMISSIONERS
WARREN COUNTY, INDIANA



Clay Andrews, President



Adam Hanthorne



Craig Greenwood

ATTEST:



Robin Weston-Hubner, Auditor

Ver. 3