

RESOLUTION NO. 2023-0221 A

A RESOLUTION AMENDING WARREN COUNTY'S
PAY AND TIME OFF POLICIES FOR THE WARREN COUNTY HIGHWAY AND
SOLID WASTE DEPARTMENTS

WHEREAS, the Board of Commissioners for Warren County (the “Warren County Commissioners”) have been requested to develop of policy of paying additional compensation for employees of the Warren County Highway Department for periods of time when such workers are “on call” and subject to responding to road and safety conditions on an emergency basis, which the Warren County Commissioners desire to enact; and

WHEREAS, the Supervisor of the Warren County Highway Department has requested a change in leave and time off policies for his employees, specifically to adopt a “no time off” policy between December 15th and March 15th except under certain limited exceptions, so sufficient employees are available to maintain the County roads, which the Warren County Commissioners desire to enact; and

WHEREAS, the Director of the Warren County Solid Waste/Recycling Department has requested a change in leave and time off policies for her employees, specifically to adopt a “no time off” policy between October 24th through December 7th except under certain limited exceptions, so sufficient employees are available to operate the leaf vac, which the Warren County Commissioners desire to enact;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Commissioners that the Warren County Employees’ Personnel Policy Manual is hereby amended as follows:

1. **“On Call” Pay.** Warren County Highway employees who are serving in an “on call” status after their regularly-assigned shift for seven (7) consecutive days, as approved by the Warren County Highway Supervisor, shall be entitled to additional pay of One Hundred Dollars (\$100.00) per week. In the event such employees are called out during such “on call” status, they shall receive their regular rate of pay, which shall count toward “hours worked” for purposes of calculating overtime pay, in addition to earning “on call” pay.

2. **“No Time Off” Policy.** In recognition of the fact that employees of the Warren County Highway Department are essential to maintaining county roads during emergencies and periods of adverse weather conditions, and that the employees of the Warren County Solid Waste/Recycling Department are essential to remove leaves and operate a leaf vac during a short period before weather conditions may make leaf removal difficult or impossible, between the dates of December 15th and March 15th for employees of the Warren County Highway Department, and between the dates of October 24th and December 7th for employees of the Warren County Solid Waste/Recycling Department, such employees may not take vacation leave, sick leave or other paid time off, except under the following conditions:

A. The employee provides a doctor’s note indicating that the employee has

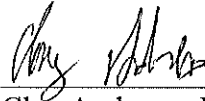
been under the doctor's care for the employee only and not the employee's family members or others, even if such employee is to be off work for only one (1) day, which note states what period of time employee is not to return to work, but which note should not contain any medical information about which the employee received; and

B. The employee notifies the Supervisor or Director of their absence within two (2) hours of the start of their regularly-scheduled shift.

Otherwise, employees are expected to work their assigned shifts without time off during the periods stated above.

So RESOLVED this 21st day of February, 2023.

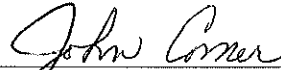
BOARD OF COMMISSIONERS
WARREN COUNTY, INDIANA



Clay Andrews, President



Craig Greenwood



John Comer

ATTEST:


Charity Perigo, Auditor