

STARKE COUNTY COMMISSIONERS  
RESOLUTION 2021- 017

AMENDMENT TO EMPLOYEE HANDBOOK

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THE BOARD OF COMMISSIONERS OF STARKE COUNTY, INDIANA (the “COMMISSIONERS”), hereby finds that review of the Starke County Employee Handbook (2021 edition, ver. 2021-04-08) by Indiana State Board of Accounts in cooperation with the Starke County Auditor’s Office revealed a discrepancy between the terms of the handbook and actual practice.

WHEREAS, the Commissioners, hereby AMEND Section 8.5 of the Starke County Employee Handbook to read as follows:

**“Non-exempt employees who work more than forty (40) hours in a workweek, will receive payment for such hours at the rate of one and one-half (1-1/2) hours pay for each hour worked. Overtime will not be paid until the hours worked exceed forty (40) hours per week. Base pay and longevity will be included in overtime pay calculations.**

**A non-exempt employee may not work in excess of their regularly scheduled hours unless the Responsible Elected Official or Department Head authorizes those excess hours. Failure to receive prior approval for any overtime may result in disciplinary action.**

**Employees will not be required to take time off to offset overtime hours worked. Paid non-worked time such as paid vacation time and holidays will be counted in computing eligibility for holiday payment.”**

The shaded box at the beginning of Section 8.5 relating of employees subject to 29 USC § 207(k) is not amended.

The Auditor and the IT department are directed to immediately install the updated version the Starke County Employee's Handbook (ver. 2021-04-09) on the county web site and take steps to notify employees of this amendment.

All of which is DULY ADOPTED at the regularly scheduled public meeting of the Board of Commissioners this 18<sup>th</sup> day October 2021, by the following vote of its members:

Board of Commissioners of Starke County, Indiana

VOTE

Yes

  
\_\_\_\_\_  
Charles Chesak, *President*

YES

  
\_\_\_\_\_  
Bryan Cavender, *Vice President*

YES

  
\_\_\_\_\_  
Mark Gourley, *Commissioner*

ATTEST:

  
\_\_\_\_\_  
Rachel Osterreich, *Auditor*  
Of Starke County Indiana