

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

April 13, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in special session at 6:30 p.m. in the Annex meeting room, Knox, Indiana, with all members present and the following proceedings were held to wit:  
Present - Dan Bridegroom, Kathy Norem, Jennifer Davis, and Marty Lucas. Also present was council president, Mark Smith.

Dan Bridegroom called the meeting to order at 6:30 PM and the pledge of allegiance was recited. Mr. Bridegroom welcomes Commissioner Davis to her first meeting.

## **IN RE: OWNER OCCUPIED REHABILITATION PROJECT**

A Statement of Qualifications was received from Area Five Agency on Aging & Community Services. No other company submitted. Upon a motion by Kathy Norem, seconded by Jennifer Davis, Area Five was chosen as the consulting firm to assist with the Owner Occupied Rehab project.

## **IN RE: INCIDENT AT THE JAIL**

Shirley Jensen addressed the Commissioners regarding a recent incident in the jail that involved her son. Mrs. Jensen states he was beaten by other prisoners in Cell Block C just prior to bonding. Her son sustained a broken nose and other bruises. She feels a contributing factor was only having one jailer on duty. Mrs. Jensen believes there are two jailers required to be on duty at any given time. Kathy Norem will address this issue with Sheriff Cowen.

## **IN RE: HIGHWAY EMPLOYEE HANDBOOK**

Mark Smith raised a question regarding the policy for county employees who are volunteer firefighters. The current policy allows county employees who are volunteer firefighters to attend a fire during work hours with approval of their supervisor, but prohibits taking county vehicles to the fire. Generally the county employee/vol. firefighters must drive their county vehicle back to the base and get their private vehicle to go to the scene of the fire. He cited a recent structure fire where it would have been helpful to have more firefighters on site as soon as possible, and noted that some county highway employees who are firefighters drove past the scene of the fire in their county trucks, and then arrived at the scene twenty minutes later.

Dan Bridegroom stated that the insurance company representative had been adamant that the county vehicles would not be covered at the scene of the fire. There was discussion about the state statute that appears to preclude discipline against a government employee/firefighter when attending a fire.

Mark Smith suggested that a compromise solution might be to allow the employee to drive the county vehicle to the fire station and go to the fire in a fire dept. vehicle.

This amendment would apply to the Highway and General edition at least, possibly to the Sheriff's Dept. edition.

Action on this awaits review with the insurance company in light of the statute.

A key issue was accrual of vacation time. Discussion included a suggestion by Kathy Norem that vacation be strictly based on hours worked and therefore no vacation would accrue when an employee was on sick leave. It was also discussed whether overtime hours ought to accrue vacation time. Jennifer Davis noted that the employees already get time and a half wages for overtime. The consensus was that the pure hourly vacation accrual system had merit because it would discourage misuse of sick time, however, the current time keeping system is not fully automated and the labor in record keeping was a negative.

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

Vacation may be taken the year after it is earned, but vacation earned in the first year is not vested until the employee completes the entire year.

The final decision was to continue to accrue vacation time by the week of employment with adjustments for the longer working hours in the highway department. Both the Highway and General editions will be modified to implement this system. An index of vacation time accrual will be established using the general employees as follows:

General employees are assumed to work 7 hrs per day, 5 days per week; 35 hours per 5 day week for 52 weeks per year.  $35\text{hrs} \times 52\text{wk} = 1820\text{wkhrs/yr}$ .

General employees accrue 5 days (35 hrs) of vacation in their first year  $35\text{vachrs}/1820\text{wkhrs} = 0.0192$  hours vacation earned per hour worked.

For all employees, 7 hrs of accrued vacation = 1 day (this is where those working a longer day benefit). Partial days must be carried to the next year.

Highway employees are assumed to work 8 hrs per day, 5 days per week; 40 hours per 5 day week for 52 week per year.  $40\text{hrs} \times 52\text{wk} = 2080\text{wkhrs/yr}$ .

Using the Highway Employees first year index:  $2080\text{ wkhrs} \times 0.0192\text{hrsvac/wkhr} = 40\text{hrs} = 5\text{ days} + 5\text{ hrs}$  (carried to next year).

General employees accrue 10 days (70 hrs) of vacation in their second, third and fourth years.  $70\text{vachrs}/1820 = 0.0385$  hours vacation earned per hour worked.

Using the General Employees yr 2,3 and 4 index: Highway employees earn  $2080\text{ wkhrs} \times 0.0385\text{ hrsvac/wkh} = 80\text{ hrs} = 11\text{ days} + 3\text{ hrs}$ .

So in year two highway employees would carry over 5 hours, and accrue 11 days and 3 hours, for a total of 12 days + 1 hour. in year three, they'd carry over 1 hour and accrue 11 days and 3 hours, so they'd be entitled to 11 days and carry over 3 hours. in year four, they'd carry over 3 hours, and accrue 11 days and 3 hours, so they'd be entitled to 11 days and carry over 6 hours.

In their fifth, sixth, seventh, eighth and ninth year General employees accrue 15 days (105 hrs) of vacation.  $105\text{VaHrs}/1820\text{WkHs} = 0.0577$  hours vacation earned per hour worked

Using the General Employees yr. 5,6,7, 8 and 9 index: Highway employees earn  $2080 \times 0.0577\text{ Hrs Vac/Wkh} = 120\text{ hrs} = 17\text{ days} + 1\text{ hr}$ . Year five: carry over 6 hrs, earn 17 days + 1 hr: take 18 days. Yr. six: 17 days, carry over an hour. Yr. seven 17 days carry over 2 hrs. Yr. eight 17 days, carry over 3 hrs. Yr. nine 17 days, carry over 4 hrs.

In the tenth and all subsequent years General employees accrue 20 days (140 hrs) of vacation  $140\text{Vac Hrs}/1820\text{Wk Hrs} = 0.0769$  hours vacation earned per hour worked.

Using General Employees 10 yr + index, Highway employees earn  $2080 \times 0.0769$  hours vacation per hour worked = 160 hrs = 22 days + 6hrs. Year 10: 23 days carry over 3 hrs. Year 11: 23 days carry over 2 hrs. Year 12: 23 days carry over 1 hr. Year 13: 23 days. Year 14: 22 days, carry over 6 hrs.

-----  
Sick days: change the Highway Dept. to be the same as the General group: 6 days accrue per year, and carry over unused days up to 30 total.

Work hours: use previous highway section - 8 hrs/day 5 days/wk.

Implement 'waiting to be engaged, engaged to be waiting' rule for on-call highway employees. (i.e. merely on-call does not constitute compensable time).

**ATTN: THIS IS A DRAFT--NOT YET APPROVED  
BY COMMISSIONERS**

Smoking: the same rule as the general handbook.

With no further business to come before the board the meeting was adjourned by  
President Dan Bridegroom.

---

Dan Bridegroom, President

---

Kathy Norem, Vice President

---

Jennifer Davis

---

Michaelene J. Houston, Auditor and  
Secretary to the Commissioners

DRAFT