

ORDINANCE NO. G-92-17

AN ORDINANCE PROVIDING FOR BENEFITS, VACATION AND ACCUMULATION OF SICK LEAVE DAYS FOR THE CLERK/TREASURER AND THE OFFICERS AND EMPLOYEES OF THE TOWN OF GEORGETOWN, INDIANA, AND THE GEORGETOWN WATER UTILITY AND SEWER UTILITY.

BE IT ORDAINED BY THE TOWN COUNCIL OF GEORGETOWN THAT:

WHEREAS, the Council for the Town of Georgetown is the entity responsible for fixing of compensation, benefits, vacation and sick days for the Clerk/Treasurer of the Town, and the Town police officers [hereinafter "officers"] and employees, and also, the employees of the Georgetown Water Utility and Georgetown Sewer Utility; and

WHEREAS, Ordinance Nos. G-88-04, G-88-05 and G-92-08 provide for sick leave days for the officers, employees of the Town of Georgetown and its Water Utility; and

WHEREAS, Ordinance Nos. G-88-04, G-88-05 and G-91-03 provide for further and other benefits for the officers, employees for the Town of Georgetown, Indiana, and the Georgetown Water Utility; and

WHEREAS, the Council desires to consolidate the benefits, vacation time and sick days into a single ordinance; and

WHEREAS, after due consideration and discussion, it was agreed that the Clerk/Treasurer of the Town of Georgetown and the Town's officers and employees, including the employees of the Georgetown Water Utility and Georgetown Sewer Utility, should be accorded the following benefits, vacation time, sick leave and insurance, as outlined herein below.

NOW, THEREFORE, BE IT ORDAINED, That the officers of the Georgetown Police Department shall have the following paid

holidays: New Year's Day, Presidents' Day, Veteran's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any employee of the Georgetown Police Department who works in excess of forty (40) hours per week shall be paid time and a half for any such overtime, or shall be given comparable time off at the discretion of the Council, unless said officer is a salaried employee.

NOW, THEREFORE, BE IT FURTHER ORDAINED That the employees of the Town of Georgetown and the Water Utility and Sewer Utility shall have the following holidays off with paid time: New Year's Day, Thanksgiving Day, Martin Luther King's birthday (to be taken the day after Thanksgiving), Memorial Day, Presidents' Day (one-half taken on Good Friday, one-half on Christmas Eve), any general (national, state or city) election, Christmas Day, The Fourth of July and Labor Day. In order to be eligible to be off a holiday with paid time, the Town, Water Utility or Sewer Utility employee must work both the day before the holiday and the day after the holiday. In the event the employee of the Town of Georgetown, or the water or sewer utilities must work on one of the above-named holidays, they shall be entitled to two times their hourly rate for any such hours of work, or shall be given comparable time off, at the discretion of the Town Board.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That the employees with the Town of Georgetown, Indiana shall have hours of employment from 8:00 a.m. to 4:30 p.m. with a half hour allowed for lunch. The water and sewer clerks for the Georgetown water

and sewer utilities, respectively, shall have the hours of 8:30 a.m. to 4:30 p.m. with one-half hour for lunch. In the event the water or sewer utility clerk is at her/his desk and available to wait on customers during her/his lunch hour and does not leave the building for the same, she/he shall be paid for the additional one-half hour.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any employee of the Town of Georgetown, the Georgetown Water Utility or Sewer Utility, who works in excess of forty (40) hours per week, shall be paid time and a half for any such overtime, or shall be given comparable time off, at the discretion of the Town Board.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any part-time officer or employee of the Town who shall be defined as any employee who works less than thirty-two (32) hours per week, shall not be eligible for any benefits, vacation days, death days or sick days.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any officer or employee of the Town, the Water Utility or Sewer Utility shall be paid for time off which may be taken due to a death in the immediate family. The immediate family is defined as employee's mother, father, sister, brother, grandparent, spouse or child. The relatives listed herein shall be only those relatives of the officer or employee. A relative of a spouse of an officer or employee is not to be considered immediate family for the purpose of this Ordinance. The time allowed off shall be three (3) days in the event the officer or employee must travel out of town and

two (2) days in the event the funeral services will be held locally.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any officer or employee of the Town of Georgetown, the Water Utility or Sewer Utility shall be entitled to one (1) week of vacation after one year of consecutive employment, and shall be entitled to two (2) weeks' vacation after two (2) or more consecutive years of employment.

NOW, THEREFORE, BE IT ORDAINED, That any officer or employee of the Town of Georgetown, the Water Utility or Sewer Utility shall be entitled to five (5) sick days per year of employment and may accumulate and carry over into successive years up to and not more than fifteen (15) days of unused sick leave, for a total of One Hundred and Twenty (120) hours, the same not to accumulate beyond Fifteen (15) days.

BE IT FURTHER ORDAINED, That should any officer or employee of the Town of Georgetown, the Water Utility or Sewer Utility be absent from work for three (3) or more consecutive days, said officer or employee may only report back to work upon providing the Town of Georgetown with a doctor's statement concerning his/her illness and readiness and ability to return to work.

BE IT FURTHER ORDAINED, That an officer or employee's entitlement to five (5) days' sick leave per year is based upon said officer or employee's anniversary date of employment, not upon the calendar year.

BE IT FURTHER ORDAINED, That any employee of the Town of

Georgetown, the Water Utility or Sewer Utility, shall be subject to a performance review after six (6) months of employment, and annually thereafter.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any employee of the Georgetown Police Department shall be subject to a performance review after six (6) months of employment, and annually thereafter. The Town Marshall shall report the findings of any such performance review to the Town Board at its regularly scheduled Town Board meeting or at any caucus or executive session called for that purpose.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That any employee of the Georgetown Police Department may be granted an administrative leave by the Town Board at its sole discretion. Any such request for administrative leave shall be initiated by the employee or the Town Marshall and shall be directed to the Board at its regularly scheduled monthly meeting or any special meeting, caucus or executive session called for that prupose.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That the Clerk/Treasurer, the officers and employees of the Town of Georgetown, the Water Utility and Sewer Utility shall have the option of obtaining monthly disability benefits based on the individual's monthly salary from a company suitable to the Town Council.

That based on a six-month benefit period, the Town agrees to pay fifty (50) percent of the cost of such premium, and the officer or employee shall be responsible for the other fifty (50)

percent of said premium. If any officer or employee chooses a longer benefit period, that officer or employee will be responsible for one hundred (100) percent of the premium in excess of the six-month benefit period premium, in addition to one-half (1/2) of the six-month period premium.

The Town's obligation hereunder shall be contingent upon the individual officer or employee being insurable and that policies contemplated will be individually underwritten and not part of a group policy, there being no guarantee that any applicant will be approved on a standard basis. The Town's obligation hereunder shall also be based on the individual employee or officer being insurable on a standard basis with no increased risk. Any officer or employee not accepted as insurable by the insurance company shall not be entitled to additional or extra compensation in lieu of said coverage.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That the Clerk/Treasurer and employees and officers of the Town of Georgetown, the Water Utility and Sewer Utility, upon completion of thirty (30) consecutive days of employment, shall be provided with medical insurance coverage contingent upon the aforementioned officer or employee, or any dependent family member to be insured, being insurable on a standard basis with no increased risk and based upon the sole discretion of the Town Council and its chosen insurance carrier. The policies contemplated will be individually underwritten and not part of a group policy, it being first understood that there is no guarantee that any

applicant or dependent will be approved on a standard basis. Any officer or employee not accepted as insurable by the insurance company shall not be entitled to additional or extra compensation in lieu of said coverage.

Optional family coverage shall be available for the immediate family of the Clerk/Treasurer, officer or employee which shall include only spouse and unmarried, legally dependent children, said children being nineteen (19) years old or younger unless a full-time college student, and then coverage shall be extended to the age twenty-five (25) years.

NOW, THEREFORE, BE IT FURTHER ORDAINED, That premiums for the aforementioned medical insurance for the Clerk/Treasurer, officers and employees of the Town of Georgetown, and its Water Utility and Sewer Utility, shall be paid by the Town of Georgetown but only to the extent allowed by Indiana Code 5-10-8-1 et seq.; and optional family or dependent coverage shall be paid and the costs borne by the individual officer or employee seeking said optional coverage.


NOW, THEREFORE, BE IT FURTHER ORDAINED, That the Town of Georgetown's obligation and duties as set forth in the aforementioned Ordinance shall be terminable any time, at the Council's sole option and discretion by the passing of any subsequent Ordinance rescinding, amending or altering the effect of this Ordinance.

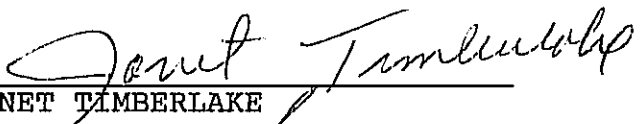
BE IT FURTHER ORDAINED, That any portion of Ordinance Nos. G-88-04, G-88-05, G-91-03, and G-92-08, or any other Ordinance of

the Town of Georgetown presently in effect, which conflicts with this Ordinance, shall be null and void and be deemed modified in accordance with the resolutions herein; additionally, any portions of any of the aforementioned Ordinances, or any other Ordinance of the Town of Georgetown, presently in effect which do not conflict with the provisions of this Ordinance, shall be in full force and effect.

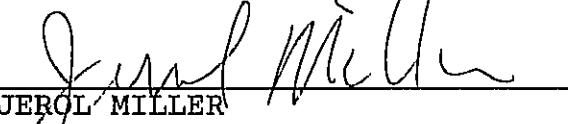
BE IT FURTHER ORDAINED, That this Ordinance shall become effective on January 1, 1993.

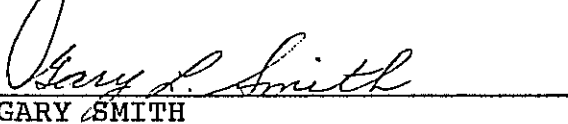
Adopted by the Town Council for the Town of Georgetown this 16 day of November, 1992.

  
SHAWN WORDEN, PRESIDENT

  
JANET TIMBERLAKE

  
KENNETH FREDERICKS

  
JEROL MILLER

  
GARY SMITH

ATTEST:  
  
LINDA SANDERS  
Clerk/Treasurer