

DEKALB COUNTY COMMISSIONERS
RESOLUTION NUMBER 2018-R-4

Resolution Amending Sick Time Increments and
Amending Employee Handbook III.E.3. on Page 32 of the
Employee Handbook

WHEREAS, the current policy of DeKalb County Government on employees taking sick leave requires it be utilized in one-half day increments; and

WHEREAS, the Commissioners have listened to employee input regarding a smaller increment being available for sick leave; and

WHEREAS, the Commissioners have determined that it would be in the best interests of County employees to shorten the minimum increment used on sick leave.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, as follows:

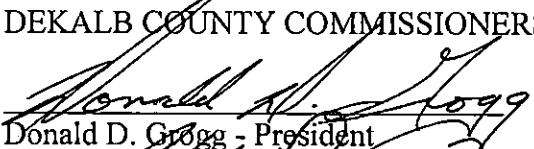
1. Current III.E.3. is hereby deleted in its entirety and replaced with the following:

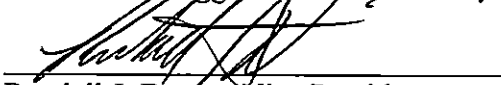
“3. Increments Used: Nonelected exempt employees and for nonexempt employees, sick leave must be used in one (1) hour increments. When possible, non-emergency appoints should be scheduled after work hours. If non-emergency appointments must be scheduled during work hours, the employees will be charged a minimum of one (1) hour of sick leave.”

2. This Resolution shall be in full force and effect from and after its passage and publication if required by law.

ALL OF WHICH IS RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, on this 23rd day of April, 2018.

DEKALB COUNTY COMMISSIONERS:


Donald D. Grogg - President


Randall J. Deetz - Vice President


Jacqueline Rowan - Vice President

Attested:

By Jan Bauman, Auditor

- (b) After a CLASS II full time employee has completed six full months of service, sick leave with pay shall be granted to that CLASS II full time employees at the rate of one (1) scheduled tour of duty for every two full months of service.
 - (c) Sick Leave Accumulated: Unless stated otherwise in this Employee Handbook paid sick leave for full time employees shall accumulate year to year allowing each employee to accumulate a maximum of twenty-four (24) in other words, 18 days plus the current 6 days) unused sick leave days. Any unused sick leave days at the end of each calendar year shall carry over to the next succeeding year allowing each employee to accumulate the maximum sick leave days. Once the maximum sick leave days are accumulated, no more days shall accumulate until one or more of the days accumulated are used.
 - (d) For CLASS II full time employees, sick leave with pay shall accumulate from year to year allowing each employee to accumulate a maximum of sixty (60) unused sick leave days.
2. Use: Sick leave may be used by employees and only upon approval of the Department Head or his/her designee for absences due to the following:
- (a) Illness, injury, or pregnancy-related medical condition of the employee or of a family member (for these purposes, family member is limited to spouse, child, stepchild, parent, or parent-in-law) who resides in the employee=s household, which necessitates the employee=s absence from his or her duties.
 - (b) Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
 - (c) Required examination of the employee including medical, psychological, dental, or optical examination, by an appropriate and reasonable practitioner and only for such time of the examination.
3. Increments Used: For non-elected exempt employees and for nonexempt employees, sick leave must be used in one hour (1). When possible, non-emergency appointments should be scheduled after work hours. If non-emergency appointments must be scheduled during work hours, the employee will be charged a minimum of one (1) hour of sick leave.
4. Sick Leave Requirements: The employee or someone on his/her behalf shall notify the Supervisor or Department head of the absence of the employee as soon as possible prior to the scheduled hours of work.
- (a) The Department Head will be responsible for keeping records for sick leave as prescribed by State Board of Accounts Form 99A and furnish same to the DeKalb County Auditor annually prior to 5:00 p.m. December 31 each year.
 - (i) Accumulated sick leave;