

RESOLUTION 2022-4

**Adopting Employee Personnel Policy
For the Town of Westport Indiana**

Enactment Date January 01, 1997

Revised April 11, 2022

BE IT RESOLVED, that the Town Council of Westport, Indiana as governing body for the town adopts the following policies for all Westport Town Employees:

THIS PERSONNEL POLICY HEREBY RESCENDS AND NEGATES ANY PREVIOUS WRITTEN OR VERBAL INSTITUTION PERSONNEL POLICIES.

1. The Westport Department of Public Works, utility workers, and any other permanent or temporary employees assigned to this department is under the supervision of the Superintendent of the Westport Department of Public Works.
2. All employees in the administrative office of the Town of Westport will be supervised by the Town Clerk.
3. The Town Marshal will be responsible for first line supervision of the Deputy Marshal and any Reserve Officers participating in the Westport Police Departments Reserve Training Program.
4. Final authority rests with the Town Council except in those cases where it is otherwise defined by law.
5. It is required that in matters of emergency such as water main breaks, adverse weather, or installation of new or replacement equipment that all town employees under the supervision of the Superintendent of the Westport Department of Public Works will actively assist until the matter is resolved. This is essential where sharing of equipment is necessary.
6. All Town of Westport employees are expected to maintain a cell phone on their person and to make a reasonable effort to keep the administrative office informed of their location during working hours.
7. The Superintendent of the Westport Department of Public Works is required to attend Town Council meetings and report directly to the Town Council President. All other utility workers are encouraged to attend monthly council meetings and the Superintendent of the Westport Department of Public Works may appoint a utility worker to attend in his/her absence.

8. The Town Marshall will report directly to the Westport Town Council. The Marshal and his deputies shall keep a log at all times showing mileage, duty hours as well as any case where a vehicle is taken beyond the defined patrol area.
9. All Town of Westport vehicles are to be kept within the Town of Westport or defined areas of responsibility. The normal patrol area of police vehicles is defined in police policies. The normal work area of Street and Water Co. vehicles will include the physical water/sewer plant or garage, belonging to the town and water line extensions. In all cases where Town of Westport vehicles are taken beyond these limits it should be properly logged and reported to the Westport Town Council.
10. Six (6) sick days will be granted per year. Sick days are not to be considered as additional days of vacation and are not to be used as such. The Town Council reserves the right to require a doctor's certification of inability to work when sick days are claimed. Sick days may be carried over beyond the calendar year but will not accumulate beyond forty-five (45) days. As of January 01, 1997 all employees will begin with 12 accumulated sick days. If you leave the employment of the town the sick days are dropped NO PAY or TIME OFF is provided.
11. Funeral Days- Three (3) days off for death in the immediate family, also grandparents, parents, in-laws, brothers and sisters.

12. Vacation time will be as follows:

0 up to 1 year	5 days
1 year to 3 years	14 days
4 years to 10 years	21 days
10 years to 15 years	25 days
15 years to 20 years	28 days
20 years to 25 years	31 days
25 years +	35 days

Earned vacation is based on date of hire.

Vacation time is earned in one year and must be taken within the next year. It does not accumulate or carry over. Example: Hire date of 2/1/95. This employee would earn (2) weeks of vacation effective 2/1/97 and the earned time must be taken prior to 2/1/98. Two employees in each department may not schedule vacation at the same time, if preference for vacation time cannot be resolved the senior employee will have priority.

13. The accumulation of comp time or overtime hours worked is not allowed with an exception to law enforcement yearly contracts which outlines comp hour allowances. If hourly rated Town of Westport employees are required by emergency to work overtime, the hours must be turned in for compensation in the current pay period. If the hours are worked too late to be turned in for compensation in current pay period, they will be compensated in the following pay period. In no case may they be allowed to accumulate beyond this point.

14. Paid Holidays are as follows:

New Year's Eve Day
New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
July 4
Labor Day

Columbus Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve
Christmas Day


EQUAL OPPORTUNITY EMPLOYMENT

The Town of Westport is an Equal Opportunity Employer and will not discriminate in its hiring practices because of race, color, creed, religious practice, sex, physical or mental attitude, except where such attitudes constitute a bona fide occupational qualification.

The Town of Westport will comply with all Federal and State laws relating to equal opportunity, affirmation action, and non-discrimination. The following laws and regulations may be included in:

Title VI and VII Civil Rights Act of 1964
Executive Order 4
Equal Pay Act 1963
CETA Rules and Regulations
Indiana Civil Rights Laws
Age Discrimination Act 1973
Rehabilitation Act of 1973

Adopted this 11th day of April, 2022.



Harry Pray III, President



John Organist, Vice President



Joyce Brindley, Councilwoman