

TOWN OF WESTPORT INDIANA

EMPLOYEE PERSONNEL POLICY

ENACTMENT DATE JANUARY 01, 1997

THIS PERSONNEL POLICY HEREBY RESCINDS AND NEGATES ANY PREVIOUS WRITTEN OR VERBAL INSTITUTED PERSONNEL POLICIES.

1. The water and Sewer department and any permanent or temporary employees assigned to this department works under the supervision of the water and sewer superintendent.
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 or Marshals.
4. All other Town of Westport employees will be under the supervision of their respective department heads.
5. Final authority rests with the Town Council except in those cases where it is otherwise defined by law.
6. 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 Town Co-ordinator and Water Superintendent will actively assist until the matter is resolved.

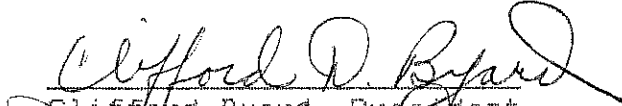
This will be especially essential where sharing of equipment is necessary.
7. All Town of Westport employees are expected to maintain a telephone within their place of residence and to make a reasonable effort to keep the administrative office informed of their location during working hours.
8. All department heads are encouraged to attend Town Council meetings and required to submit written reports of the previous months activity to the Town Clerk prior to the regular monthly meeting.
9. The report of the Town Marshal shall include the approximate work schedule for the next month.
10. 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.
11. All Town of Westport vehicles are to be kept within the

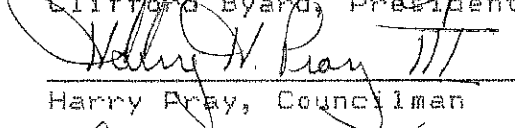
15. Paid holidays are as follow:

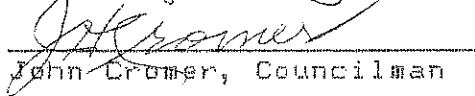
New Years Eve Day
New Years Day
Memorial Day--Monday
Columbus Day
July 4
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day
Christmas Day
Presidents Day
Good Friday
VETERANS DAY (2005 PER HARRY PRAY)

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 bonafide occupational qualification.

The Town of Westport will comply with all Federal and State laws relating to equal opportunity, affirmative 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
Rehabilitaion Act of 1973


Clifford Byard, President


Harry Pray, Councilman


John Crower, Councilman

Town of Westport or defined area 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 physical plants 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 made a matter of record in monthly reports.

12. 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 doctors 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 drop and NO PAY or TIME OFF is provided.

13. Vacation time will be as follows:

1 year to 2 years	1 week
2 years to 10 years	2 weeks
10 years to 15 years	3 weeks
15 years and over	4 weeks

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.

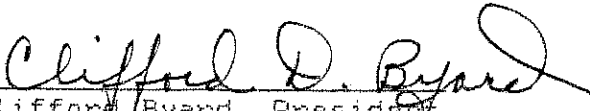
Two employees in each department may not schedule vacation at the same time, if preference for vacation time cannot be resolved the senior employee will have priority.

14. The accumulation of comp time or overtime hours worked is not allowed, 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 to late to be turned in for compensation in the current pay period they will be compensated in the following pay period, in no case may they be allowed to accumulate beyond this point.

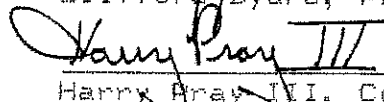
AMENDMENT NO. 1 TO 1997 EMPLOYEE PERSONNEL POLICY

1. FUNERAL DAYS

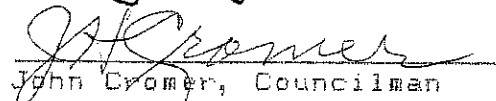
Three (3) days off for death in the immediate family,
also grandparents, parents, In-laws, brothers & sisters.



Clifford Byard, President



Harry Bray III, Councilman



John Cromer, Councilman