

**Montgomery County Board of Commissioners**

**Ordinance 2017-01**

**An Ordinance Making Technical Amendments to the Employee Handbook**

**Whereas**, the Montgomery County Board of Commissioners periodically reviews the Montgomery County Employee Handbook to ensure the policies strictly comply with the practices of the County; and

**Whereas**, section 6.03.1 of the Employee Handbook contains a scrivener's error regarding the approval of the Sheriff's Paid-Time-Off Plan; and

**Whereas**, the Montgomery County Board of Commissioners, is the authority to authorize employment benefits under section 6.03.1 of the Employee Handbook; and

**Whereas**, the Board of Commissioners retains the authority to approve the Montgomery County Employee Handbook and in accordance with Indiana law.

**Whereas**, the Handbook contemplated that the Sheriff's PTO plan would be considered by the Commissioner on or before December 31, 2016, but this plan was not submitted for approval by that date; and

**Whereas**, the Board of Commissioners finds that the Employee Handbook should be amended to correct this scrivener's error and to delete the December 31, 2016, approval date.

**Therefore it is ordained** that section 6.03.1 of the Montgomery County Employee Handbook shall be amended as follows:

**"6.03.1 Accrual of PTO: . . .**

Employees of the Sheriff's Department will receive PTO rather than paid vacation and sick leave pursuant to a leave plan approved by the Sheriff and the Board of Commissioners. This leave plan will be contained in the Standard Operating Procedures of the Sheriff's Office."

**It is further ordained** that this ordinance shall become effective upon adoption.

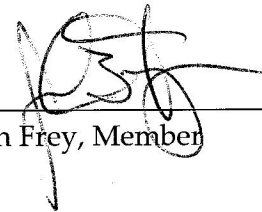
**It is further ordained** that all other provisions of the Montgomery County Employee Handbook which were not specifically amended by this ordinance shall remain in full force and effect, as written.

Adopted this 9<sup>th</sup> day of January, 2017.

Montgomery County Board of Commissioners

  
James D. Fulwider, Member

  
Phil Bane, Member

  
John Frey, Member

Attest:

  
Jennifer Andel, Auditor