MINUTES

ELKHART COUNTY BOARD OF COMMISSIONERS MEETING

January 13, 2014

President Terry Rodino called the meeting to order at 9:00 a.m. in room 104 in the County Administration Building, 117 North Second Street, Goshen, Indiana. The other two (2) Commissioners, Mike Yoder and Frank Lucchese, were also present. Others present were Sheriff Brad Rogers; Pauline Graff, County Auditor; Gordon Lord, County Attorney; Tom Byers, County Administrator; and Kathy Erschen, Executive Assistant.

Terry Rodino thanked the highway department, sheriff's department and all first responders and everyone else for their hard work and dedication during the snow storm last week.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved the Minutes of the December 16th, 23rd and 30th, 2013 meetings and placed them on file.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved retaining their current offices and various assignments for 2014. Those are as follows:

President – Terry Rodino
Vice President – Mike Yoder
MACOG – Frank Lucchese
St. Joe Valley River Basin – Frank Lucchese
Drainage Board – Mike Yoder
Plan Commission – Frank Lucchese
Oaklawn – Frank Lucchese
Local Coordinating Council – Kris Krueger
Community Corrections Advisory Board (CCAB) – Terry Rodino
CCPC – Personnel Liaison – Frank Lucchese
Affirmative Action (EEOC) – Frank Lucchese
Emergency Management Board – Terry Rodino

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved the Allowance of Claims for today and ratified the Allowance of Claims for January 6, 2014, as presented by the county auditor's office. Mike Yoder and Frank Lucchese signed the Allowance of Claims for January 6, 2013 but the Commissioners' meeting was cancelled due to a weather emergency in the county.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved the appointments to various county departments for 2014 and their appointments to various boards in the county for 2014.
All of those appointments are as follows:

County Department Appointments
Superintendent, Buildings & Grounds – Matt Grubb
Veteran's Service Officer – Ron Lundy
County Highway Engineer – Jay Grossman
Manager of Transportation – Jeff Taylor
Human Resources Director – Carol Caviness
Director, Data Processing – Scott Mills
Weights & Measures – Todd Barrows
Emergency Management Director – Jennifer Tobey
County Administrator – Tom Byers
County Attorney – R. Gordon Lord

Appointments to various boards:
Alcoholic Beverage Commission – Greg Barberio – 1 year term
Convention & Visitors Commission – 2 year term
Rick Jenkins
Beth Ronzone
Scott Baker
Dan Shoup
Drainage Board – 3 year term
Lynn Loucks
Barry Kauffman
County Board of Health – 4 year term
Dr. David T. Mellin
Dr. Sandy Morgan
Plan Commission – 4 year term
Tony Campanello
Board of Zoning Appeals 4 year term
Randall Hesser
Solid Waste District Board – 1 year term
Larry Thompson
Township Assistance Appeal Officer
Mark Ledbetter
County Redevelopment Commission – 1 year term
Randy Wilson
Douglas Hasler
Brent Weddell
Rick Gentle
Property Tax Assessment Board of Appeals (PTA/BOA) – 1 year
Iverson Grove
Harrison Haynes
Board of Directors of the Elkhart County Corrections Complex Building Corporation
Philip J. Hahn
James G. Hiatt
Jeffry D. Showalter
County Regional Sewer District Board – 2 year term
Frank Lucchese
Scott Robinia
Public Defender Board – 3 year term
Terry Rodino

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board adopted an ordinance adopting an amendment to the Elkhart County Government Personnel Policy and Standard Procedures Manual, as requested by Carol Caviness, Director of Human Resources. She explained that the changes were needed for the recent employee performance reviews.

The amendment ordinance is as follows:

COUNCIL ORDINANCE NO. CC-2014-01
COMMISSIONER ORDINANCE NO. 2014-04

ORDINANCE ADOPTING AMENDMENT TO ELKHART COUNTY GOVERNMENT PERSONNEL POLICY AND STANDARD PROCEDURES MANUAL

WHEREAS Indiana Code Sections 36-1-3-1 et seq. permit any county in the State of Indiana to exercise any power or perform any function necessary to the public interest in the context of its county or internal affairs, which is not prohibited by the Constitution of the United States or of the State of Indiana, or denied or pre-empted by any other law, or is not expressly granted by any other law to another governmental entity;

WHEREAS the Board of Commissioners of the County of Elkhart, Indiana is the County executive body and the County legislative body and is by law authorized to adopt ordinances and resolutions concerning personnel policies and operating procedures for Elkhart County Government;

WHEREAS the Elkhart County Council is the County fiscal body and is by law authorized to adopt ordinances and resolutions concerning Elkhart County fiscal matters;

WHEREAS the Board of Commissioners of the County of Elkhart, Indiana and the Elkhart County Council desire to have consistent and uniform policies and procedures applied to Elkhart County employees; and

WHEREAS the Board of Commissioners of the County of Elkhart, Indiana and the Elkhart County Council desire to amend the Elkhart County Government Personnel Policy and Standard Procedures Manual by amending Sections 3.10, 5.01, 5.02, and 5.04 to revise policy provisions concerning Position Incentive Pay;

NOW, THEREFORE, BE IT ORDAINED, ORDERED, AND ESTABLISHED by the Board of Commissioners of the County of Elkhart, Indiana and the Elkhart County Council that the Elkhart County Government Personnel Policy and Standard Procedures Manual is hereby amended by replacing existing Section 3.10 entitled "Performance Appraisal," Section 5.01 entitled "Establishment of Wages and Salaries," Section 5.02 entitled "Compensation Review," and Section 5.04 entitled "Guidelines and Procedures for Wage and Salary Practices" in the forms as are attached hereto in Exhibit A which is hereby approved and adopted for Elkhart County government and ordained this 6th day of January, 2014 by the Board of Commissioners of the County of Elkhart,

Indiana and this 11th day of January, 2014 by the Elkhart County Council to be effective retroactively to December 15, 2013.

BOARD OF COMMISSIONERS OF THE COUNTY OF ELKHART, INDIANA

By _____
Terry Rodino, President

By _____
Mike Yoder, Vice-President

By _____
Frank Lucchese, Member

ELKHART COUNTY COUNCIL, STATE OF INDIANA

By _____
John K. Letherman, President

By _____
David L. Hess

By _____
David M. Ashe

By _____
David E. Foutz

By _____
Randall D. Yohn

By _____
Darryl J. Riegsecker

By _____
Thomas W. Stump

ATTEST:

_____
Pauline E. Graff, Elkhart County Auditor

Exhibit A

SECTION 3.10 PERFORMANCE APPRAISAL

I. POLICY

It is the policy of the County that job responsibilities and performance expectations be established, monitored and periodically reviewed with each new employee and that the on-the-job performance of all employees be appraised annually on the basis of an established County-wide performance appraisal system.

II. SCOPE

This policy applies to all employees in classified positions.

III. PROCEDURES

A. Performance Appraisal Objectives

Objectives of the performance evaluation system include:

1. To allow fair and impartial personnel decisions, including promotions, transfers, changes in rate of pay (PIP), etc.

2. To maintain and improve employee performance.

3. To provide a medium for career development counseling.

4. To provide an objective and fair means for recognition and measurement of individual performance in accordance with the individual job description.

5. To identify training needs.

B. Responsibility for Performance Appraisal

1. The timely review and completion of performance appraisals for his or her department. A written performance appraisal is to be completed whenever an employee's performance is to be evaluated.

2. Supervisors shall be responsible for evaluating the performance of their immediate subordinate employees as well as meeting with the employees to review their performance and establish dialogue for setting goals and objectives for their continued or improved performance on the job.

C. Performance Appraisal Process

1. Each employee shall be rated by their immediate supervisor although input for the performance appraisal may be gathered from other supervisors, employee peers, and/or the department head or elected official.

   In the event the employee's immediate supervisor is not available for any reason, the department head or elected official is responsible for ensuring a performance appraisal is completed.

2. The County's employee performance appraisal form is the only official instrument by which an employee's job performance is to be rated. The form is to be used as follows:

   a) Performance appraisal forms will be distributed by the Human Resource Department to department heads and elected officials for distribution within their respective departments.

   b) The performance appraisal form is first completed by an employee's immediate supervisor and reviewed with the department head, elected official, or other designated management member prior to discussion with the employee.

3. Those responsible for assessing employee performance and completing the performance appraisal form should do so accurately and fairly based on the standards established for the job/position occupied by the employee and without regard for an employee's race, color, age, religion, gender, national origin or disability.

4. If there have been personal differences between the appraiser and an employee, a third party (representative from Human Resources or other independent management-level employee) should, in addition to the department head/elected official, be asked to review the appraisal. This third party should also be present when the appraisal is reviewed with the employee.

5. After management or third-party review of the appraisal, the supervisor is to personally meet with the employee to review the assessment of their performance.

   a) Every effort should be made to encourage a dialogue with the employee by noting areas of their performance which meet or exceed expectations.

   b) Any areas of the employee's performance which do not or only partially meet expectations must include a supporting written narrative by the supervisor.

   c) Any areas of the employee's performance that exceed expectations must also include a supporting written narrative by the supervisor.

   d) Joint goals and identified training needs should be established during the employee/supervisor dialogue and noted on the performance appraisal.

   e) The employee should be encouraged to provide their written comments.

   f) The employee is also expected to acknowledge receipt of their performance appraisal by signing the performance appraisal form.

6. The completed performance appraisal should then be signed by the supervisor and submitted to the department head/elected official for final review. Department head/elected official should review each completed appraisal, noting completeness, and verifying it has been signed by the employee and the supervisor. The department head/elected official should then sign the appraisal.

7. The original of the completed performance appraisal is to be submitted to the Human Resource Office to be filed in the employee's personnel file. A copy of the appraisal may be retained by the department. The employee, on request, should also be given a copy of their performance appraisal.

D. Grievance of Performance Appraisal

1. An employee who does not agree with their supervisor's assessment of their performance may do one or both of the following:

a) An employee may, in the employee comments section, note their disagreement, provide reasons why they disagree and indicate if they wish to grieve or contest the appraisal.

b) An employee who wishes to grieve or contest their performance appraisal must do so in writing within five (5) working days to their immediate supervisor, who completed the performance appraisal.

(1) The employee's grievance must include specific reasons why they contest or disagree with their supervisor's assessment of their performance, even if discussed with the supervisor during the performance appraisal dialogue.

(2) The employee must also provide what they believe would be a reasonable outcome as a result of their performance appraisal grievance.

(3) The employee's written grievance of their performance appraisal shall be subject to review by the employee's supervisor who will have three (3) working days to respond, in writing, to the employee's grievance.

(4) Once the employee has received their supervisor's written response, they, if not satisfied, may within an additional three (3) working days submit their original written performance appraisal grievance and their supervisor's written response to the department head/elected official or other designated supervisor.

(5) A review of all documents, including the performance appraisal being grieved, will be conducted and an interview held with the employee by the department head or elected official or other designated supervisor.

(6) The decision of the department head or elected official will generally be made within fourteen (14) working days and is final.

E. Measurement Definitions and Guidelines

1. Ratings are a response to control statements directly related to specific job responsibilities or performance characteristics. Measurement definitions and differentiations are noted on the appraisal form.

2. The County's performance appraisal form must include explanatory comments when performance ratings are noted as exceeds expectation (EE), partially meets expectations (PE), or does not meet expectations (DE). Supervisors should, much as they would when giving a Formal Action Notice, include what an employee is expected to do as corrective action to address any performance issues identified.

F. Rating Period

1. The appraisal of each employee shall be documented and shall cover a specific period of time. It is important that the annual appraisal encompass the entire rating period and be based only on performance during that period.

2. The rating period for most employees will be for a period of one year between their effective date of position anniversary dates (Note Section 5.03, III, F.).

3. Employees should be advised any time during the rating period, in writing when appropriate, whenever their performance is deemed to be not meeting or only partially meeting expectations, and the need for corrective action is identified.

4. A memo or Formal Action Notice (Policy Section 3.08), depending on the severity of the situation, may be used to alert an employee that performance deficiencies or unacceptable behaviors must be addressed and corrective action taken.

5. Notification of behavior which is not meeting or only partially meeting expectations should be given to an employee as soon as it is noted by the supervisor. If this behavior is ongoing, the employee should be advised at least ninety (90) days prior to the end of the performance reporting period.

G. Expectations for New Employees

1. Each department head or elected official, or their designated supervisor shall be responsible for establishing the performance expectations for each new employee in addition to job training requirements.

2. All new employees should be considered in a learning phase during their first six (6) months to a year of employment. During this time the new employee should be trained, observed, coached, and corrected as needed to encourage their on-the-job development.

3. All issues and/or impediments to a new employee gaining proficiency and satisfactory performance should be brought to the new employee's attention promptly, and the new employee is expected to take prompt corrective action to address the supervisor's concern.

   a) Unsatisfactory on-the-job performance, failure to follow supervisor's instructions, lack of attention to details of job, etc., include some, but not all, of the impediments that may need to be addressed with a new employee during the learning phase.

   b) Excessive absenteeism and/or tardiness may also be issues that need to be addressed with the new employee.

   c) A new employee's failure to take prompt corrective action to address identified issues or impediments will result in prompt disciplinary action which may include the new employee's termination of employment.

4. Performance appraisals for a new employee are generally completed following three (3) months, six (6) months, and one year of employment. Performance appraisals are then completed, for most employees, annually thereafter. However, a supervisor may prepare and provide an employee, including the new employee, with a performance appraisal at any time if the supervisor believes this might be the best way to address a concern or otherwise highlight or document an employee's performance.

5. New employees should be notified by their immediate supervisor, during each appraisal, of all aspects of their performance, including any deficiencies, needed corrections, and continued on-the-job expectations.

6. Failure of a new employee to address attendance/tardiness issues,

performance deficiencies, and/or any behaviors identified as inappropriate or unacceptable by the supervisor may lead to disciplinary action which may include their termination of employment.

H. Transfers

1. When an employee transfers from one department to another with no change in their effective date of position (Note Section 5.03, F, 2), the employee's annual performance appraisal should be completed as follows:

   a) If the employee worked in either department for a period equal to or greater than 39 weeks of the performance appraisal period, the department head or elected official of that department should complete the performance appraisal.

   b) If the employee worked in the most recent department for a period of 13 weeks or more of the performance appraisal period, then the department head or elected official of the most recent department should complete the annual performance appraisal.

   c) It is highly recommended that the department head or elected official of the most recent department seek input from the department head or elected official of the former department in completing the performance appraisal.

2. When an employee transfers from one department to another and their effective date of position changes (Note Section 5.03, F, 1), the employee should begin a new annual performance period and, like a newly hired employee, receive incremental performance appraisals (Note III. G. above).

Additional Supervisory Considerations

- *Even though many supervisors find doing good performance appraisals a sometimes arduous process, it is important for each supervisor to remember that most employees like to know how they are performing in the eyes of their supervisor, and that their supervisor cares enough to take the time to prepare and discuss their performance with them.*

- *Preparation for each employee's performance appraisal may be as important as the performance appraisal itself. As part of this preparation a supervisor may: ask an employee to do a "self-appraisal" using the performance appraisal form; ask an employee to provide written responses to specific questions seeking information about the employee's performance; ask the employee to list accomplishments from the past appraisal period, and/or make a list of goals. Any information sought from the employee should be directed at encouraging a dialogue with the employee about their on-the-job performance.*

- *Another important aspect of the performance appraisal process is for the supervisor, once an employee's appraisal is completed and before meeting with the employee, to review the appraisal to ensure they have been thorough and complete in reviewing all aspects of the employee's performance; have been fair and objective; and have used clear language in their assessment avoiding ambiguity, double meanings, or terms that might seem to accuse or suggest inappropriate considerations were used as the basis for the appraisal.*

- *It is important that any performance concerns are promptly addressed with an employee and documented by the supervisor. This documentation will provide a "paper trail" for the supervisor, may become important if the employee does not make expected changes in their performance, and can become the basis for and support a formal performance appraisal. Information contained in an employee's annual performance appraisal should not come as a surprise to an employee and should be a reinforcement and progress report of issues discussed with the employee during the rating period.*

- *An employee's performance appraisal should be viewed by supervisors as an extension of the disciplinary action process. The supervisor completing the performance appraisal should review all disciplinary actions, verbal and written, and memos given to the employee during the rating period and reinforce with the employee their expectations of how the employee is to perform their job.*

- *While employees are generally provided with a copy of their job description during new employee orientation, most job descriptions are either generic and/or broad in scope. It is important the supervisor review the job description with each new employee and note their performance will be appraised based on this job*

description (Part I of Employee Performance Appraisal form) and any other tasks specific to their job.

- *As noted in the County's policy on ethics (Section 3.05), employees have a mandate to ensure the public they serve has confidence in the integrity and transparency of their actions. Therefore, all supervisors are charged with monitoring the conduct of their respective employees, ensuring that their employees understand and practice sound ethical practices and know to seek the counsel of their supervisor when a conflict may exist. It is a good idea for supervisors to review the importance of sound ethical practices with an employee during the performance appraisal process.*

- *Whenever establishing goals or performance objectives with an employee, specific time intervals for follow-up should also be set to provide the employee with feedback or to appraise their performance progress.*

- *It is vitally important for supervisors to raise and address any and all performance, attendance or other issues with the new employee during the learning phase. This is done to allow the supervisor the opportunity to determine whether progress is being made, proficiency is being achieved, and the new employee is attaining a satisfactory level of performance.*

- *In lieu of completing a comprehensive performance appraisal, a face-to-face discussion with the new employee to address a particular behavior or concern may be all that is needed. Any such discussion should be documented by a follow-up written memo to the new employee highlighting specific discussion topics and/or expectations.*

SECTION 5.01 ESTABLISHMENT OF WAGES AND SALARIES

I. POLICY

The County Council shall fix the compensation of all elected officials, officers, deputies, and other employees whose compensation is payable from the County general fund, County highway fund, County health fund, County park and recreation fund, or any other fund from which the County Auditor issues warrants for compensation. This includes the responsibility to establish the number of officers, deputies, and other County employees, describe and classify positions, and adopt and maintain schedules of compensation.

II. SCOPE

This policy applies to all County departments, public officials, managers, and employees.

III. PROCEDURE

A. Compensation for Classified Positions

1. Wage Schedule

a. The Elkhart County Wage Schedules are established in seven different job families with each job family having its own distinct wage schedule. Each family wage schedule consists of identified pay grade levels with specific hiring ranges and maximum rates for payment to employees working in positions at that level. The wage schedules provide compensation ranges for both exempt (bi-weekly rates of pay) and non-exempt (hourly rates of pay) employees. The grade of the job level within each specific job family determines the pay range at which an employee may be paid.

b. Wage schedules have also been developed and established for classified positions which, by their nature and/or market forces, have been designated as market premium positions. These wage schedules provide compensation ranges for both exempt (bi-weekly rates of pay) and non-exempt (hourly rates of pay) market premium employees.

c. Specific details for positions are identified on County Form #144 for individual departments.

2. Wage Schedule Adjustments

Wage schedule adjustments may be made as specific dollar increases or decreases to wage ranges, as percentage increases or decreases to wage ranges, or as a combination of both. The Human Resource Department will be responsible for making wage schedule adjustment recommendations to the County Council who may approve and establish a new hiring range and maximum wage rate for the pay grades within a job family. Wage schedule adjustments may be made to an individual job family or multiple job families.

3. Compensation For New Employees

a. As noted in paragraph III. A. of this Section, a wage schedule has been established for each classified job title by pay grade within each job family or as a market premium position. A hiring range has been established within each wage or market premium schedule and a new employee must receive at least the minimum of the respective hiring range and may not receive more than the maximum of the hiring range without County Council approval.

b. A request to hire a new employee at a rate of pay above the minimum of the hiring range must be supported by the individual's previous education, experience or other qualifications, and approved by the Director of Human Resources.

c. While Department Heads/Elected Officials may hire an employee at the top of the hiring range, it is strongly recommended that the new employee be hired at the minimum of the hiring range or a rate below the maximum to allow for training time incentives. Hiring a new employee below the maximum of the hiring range and providing incremental increases at three (3) and/or six (6) months allows the Department Head/Elected Official to provide incremental incentives and to bring the employee close to or at the maximum of the hiring range after six months of employment.

d. A completed Initial Hire Rate Request form and PPR should be submitted to the Human Resource Office for each new

employee which notes the rate of pay the new employee is to be paid and the incremental incentive increases which may be awarded to the new employee if they meet or exceed job performance expectations.

e. If an employee terminates their employment with the County voluntarily, gives appropriate notification and otherwise leaves in good standing and is subsequently rehired to the same position within a one year period, they may return at their rate of pay at time of termination, but no higher.

f. A Department Head/Elected Official who believes there are valid reasons for a new employee to be paid at a rate of pay above the maximum of the hiring or market premium range may submit a request to the Council Commissioner Personnel Committee specifying rate of pay desired and the reasons for the request. Following a review of the request, the Personnel Committee will make a recommendation to the full Council for approval or denial.

g. In the event of the departure of a full-time or regular part-time employee from a department by termination or transfer, the department losing the employee is authorized to overlap the position by employing a replacement employee for a period of time not to exceed 30 calendar days. The newly hired employee should be hired in compliance with the guidelines noted above, may not work more hours than the departing employee, and the 30-day period must be used to train the new employee. A department seeking to hire a replacement employee is responsible for ensuring sufficient funds are available in their budget to cover the additional expense prior to making a decision to hire the replacement employee.

B. Compensation for Non-classified Positions

1. Elected Officials

Compensation for elected officials is established by the County Council during the budgetary process. Refer to County Form #144 for the approved rates of pay. During the annual budgetary process, the County Council will review all salaries of elected officials and establish criteria for payment of salary to each incumbent or newly elected official which is effective January 1 of each year.

2. Non-Classified Full-Time Positions

Compensation rates for other full-time, non-elected employees who are not included in the County's classification system will be established annually. Such compensation rates are established and identified on County Form #144 and by the County Salary Ordinance. These positions may include but are not limited to public defender deputies, prosecuting attorney deputies, probation officers, county attorneys, law clerks, and voter registration staff.

3. Seasonal, Temporary, and Other Part-time Employees

Compensation rates for seasonal, temporary, or other part-time positions are established and identified on County Form #144 for each department. The rate of pay cannot exceed the established rate identified on County Form #144 nor exceed budgeted and approved part-time funding.

4. Pay Adjustments

Individuals in non-classified positions, including elected officials, are not eligible for wage schedule adjustments or position incentive pay unless specifically approved by the County Council. Any change in the maximum rate established for a position must be approved by the County Council.

C. Position Incentive Pay (PIP)

1. Position Incentive Pay (PIP) is a reward provided to recognize employee performance as either meeting or exceeding performance expectations for classified positions. PIP may also be granted to employees in non-classified positions but only when approved by the County Council. Subject to County Council approval, PIP is generally available only to full-time and regular part-time employees.

2. The County Council annually determines and authorizes the maximum PIP percentage by which an individual employee's base rate may be increased and determines the effective date of the increase.

3. A Department Head or Elected Official may either suspend a PIP increase for a period of up to ninety (90) days and/or grant a PIP increase of less than the maximum authorized by the County Council if an employee's performance demonstrates they are not meeting or only partially meeting the performance expectations of their job.

4. If an employee's rate of pay is at or near the maximum pay rate ("red circled") of their wage schedule, the Department Head/Elected Official may grant a lump sum payment.

   a. This payment will be based on the employee's base annual salary and the Council's approved PIP percentage for all employees.

   b. If the employee is "red circled" at the maximum of the wage schedule, the employee may receive a lump sum payment equal to the approved PIP percentage times their base annual salary.

   c. If the employee is near the maximum of the wage schedule and the approved PIP percentage would increase their rate of pay to a level in excess of the maximum, the employee may receive a portion of the approved percentage up to the maximum and the remaining portion as a lump sum.

   d. If a PIP suspension is imposed on a red-circled employee, the lump sum payment will be prorated by reducing the employee's annual base period by the PIP suspension period.

ADDITIONAL SUPERVISORY CONSIDERATIONS

- *Classified employees may be eligible to receive a PIP increase as approved by the County Council, although the increase should not be considered a cost-of-living or automatic entitlement increase. The PIP is expressed as a range (Example: 0 to 3%) and is to be awarded according to the employee's performance.*

- *Often, new employees are started below the maximum of the hiring range which allows for three and/or six-month increases. The intent to provide these "incentive" increases should be noted on the PPR completed at the time of hire and be given, or not given, based on the new employee's overall performance.*

SECTION 5.02 COMPENSATION REVIEW

I. POLICY

Elkhart County provides financial compensation to its employees utilizing a salary management system with established and approved compensation schedules that compensate employees from available dollars in relation to the value of each job and a recognition of different levels of employee knowledge, experience, skills, abilities, and performance.

II. SCOPE

This policy applies to all employees, including classified, non-classified, and elected officials.

III. PROCEDURES

A. A review of compensation schedules and/or other compensation-related issues will be completed periodically by the Human Resource Department and/or as directed by the County Council. Information obtained will be provided to the County Council through the Council Commissioner Personnel Committee (CCPC) and may include a recommendation for compensation adjustments.

B. The County Council, through the budgetary planning process, will annually identify available monies and set aside sufficient money for the compensation of employees. This may include adjustments to compensation schedules and department staffing levels, establishment of a maximum percentage increase (PIP) for employees and other compensation-related considerations for the next fiscal period.

C. In preparation for the Council's annual budgetary planning process, the CCPC may review the current staffing levels of all departments, requests for new positions, current compensation schedules, the County's financial status, trends in the employment market, and other issues related to employee compensation. A report will be provided to the Council which may include recommendations when deemed appropriate.

D. The County Council's budgetary planning process shall include the review and adoption of a budget for the following fiscal period. The adopted budget may establish a maximum percentage increase, or Position Incentive Pay (PIP), employees may receive.

E. The decisions of the County Council related to employee compensation and the County's salary management system will be monitored by the Human Resource Department using established guidelines including:

1. The County's established and approved wage schedules;

2. The approved maximum percentage, or PIP, increase;

3. Wage schedule or other compensation adjustments reviewed by the CCPC and approved by the County Council;

4. Review of completed Personnel & Payroll Request (PPR) forms as submitted and signed by department heads/elected officials; and

5. Policies and procedures adopted by the Board of County Commissioners and the County Council. This includes the policy related to PIP increases supported by appropriate documentation (completed performance appraisal) as noted in policy Section 3.10 for classified positions.

F. Periodically, or as directed by the County Council, the Human Resource Department may conduct reviews related to employee compensation, seek information from elected officials/department heads, or conduct other market or economic studies and provide information to the County Council including:

1. Reports related to local market wage and salary data;

2. Review of wage schedules by job family, market premium positions, non-classified position compensation levels, and elected official salaries;

3. Recommendations for adjustments in compensation; and

4. Other market data relevant to the decision making process.

G. Department heads/elected officials are responsible for the completion and submission of performance appraisals and other compensation-related documents (PPR's, career development checklists, annual or other employee certifications/licenses, etc.) to the Human Resource Department for review.

H. In some instances, generally following the County Council's approval of a specific request, the appropriate paperwork may be generated by the Human Resource Department with copies and/or notification sent to the department head/elected official.

I. For new employees who are considered to be in a learning phase for their first six months of employment, the following should be observed.

1. It is recommended that a performance appraisal be completed following the third month of employment, although a memo noting the employee's performance as meeting, exceeding, partially meeting or not meeting

expectations is an acceptable alternative with an additional narrative to explain the noted level of performance. The employee must be advised and fully understand their job expectations, level of performance, and any deficiencies and needed corrective action if applicable.

2. A performance appraisal must be completed on the new employee following the sixth month of employment which should note the employee's level of performance, meeting, exceeding, partially meeting or not meeting expectations, and an additional narrative to explain the level of performance. The employee should at six months fully understand their job expectations and level of performance. If deficiencies remain, a decision must be made as to whether the employee's employment should be continued or should their termination (in consultation with the Human Resource Department) be considered.

3. Each of the above noted criteria must be met for an employee who is to receive an incremental increase in their rate of pay, generally within the hiring range of the position, following three and/or six months of employment.

J. For employees who have completed a six-month learning process and are subject to the availability of a rate of pay increase and/or employees who are subject to the availability of a PIP increase, the following should be observed:

1. A completed performance appraisal must accompany the paperwork seeking to adjust the employee's rate of pay for classified positions.

2. Employees meeting or exceeding job expectations may receive up to the entire percentage increase (PIP) authorized by the County Council.

3. Employees partially meeting or not meeting expectations must be so advised and the department head/elected official may delay their percentage increase (PIP) for a period not to exceed ninety (90) days to give the employee an opportunity to take the corrective action needed to bring their performance to a level which meets the expectations of the job.

4. The department head/elected official may deny the percentage PIP increase for employees who are partially meeting or not meeting expectations. An employee advised of partially meeting or not meeting expectations should be warned that the performance appraisal carries the same weight as a Formal Action Notice, and if they fail to improve their performance or correct behaviors, the termination of their employment with the County would probably be the next step.

ADDITIONAL SUPERVISORY CONSIDERATIONS

- *The review and approval process can often take a considerable amount of time. For this reason, It is extremely important that those involved in the completion and submission of requests and/or documentation do so in a timely fashion.*

- *In addition to review by the Human Resource office and/or the Auditor=s office, requests may also need to be presented to and reviewed by the Job Evaluation Committee (JEC), Council Commissioner Personnel Co mmittee (CCPC), County Council, Board of Commissioners, and/or other boards (Health, Parks, Emergency Management, etc.)*

(Next page of manual is page 11)

SECTION 5.04 GUIDELINES AND PROCEDURES FOR WAGE AND SALARY PRACTICES

I. POLICY

The County Council, as the County's fiscal body, shall establish guidelines for the management and administration of the County's compensation policy and for addressing wage and salary issues. Elkhart County is committed to adhering to legally sound and consistent practices and ensuring compliance with the requirements of the Fair Labor Standards Act (FLSA) of 1938, as amended, and as it applies to government employees.

II. SCOPE

This section applies to all County departments, department heads, managers, supervisors, employees, and public officials exclusive of elected officials except as noted.

III. PROCEDURE

A. Exempt (Salaried) Employees

1. General guidelines for work week practices:

   a. Exempt employees are expected to work a minimum of forty (40) hours per week, generally consisting of five (5) eight (8) hour workdays.

   b. Exempt employees are expected to be at work on behalf of the County during the normal hours designated and approved by the Board of Commissioners for their office, building, and/or shift.

   c. Exempt employees are expected to work in excess of forty (40) hours, as needed, without additional compensation (excess hours, overtime, on-call pay, etc.) or compensatory or other time off.

   d. In recognition of the additional work hours expected of exempt employees, work hours may vary and/or intervals of time off within the workday may be granted with Department Head/Elected Official approval.

e. Exempt employees should expect their supervisor to monitor the quality of their work, their workload, and hours of work to ensure that job performance standards and expectations are being maintained.

f. Exempt employees not meeting the level of performance expected in their job, not maintaining an adequate workload, and/or not meeting the minimum work week hours may be disciplined (Note Section 3.08) and/or be denied a Council approved PIP increase or have a PIP increase suspended (Note Section 5.01, III).

2. General guidelines for recording time worked.

a. Exempt employees are required to record schedules of work and submit this record to their supervisor on a bi-weekly basis for approval and payment.

b. Appropriate documentation is required for the exempt employee to be compensated within the established bi-weekly pay period. This documentation should include:

(1) An indication of any paid time off pursuant to the County's policy on vacation time, sick time, bereavement/funeral time off, or other paid leave.

(2) When absent from work for one or more normal workdays in order to pursue activities for personal convenience, an exempt employee must use available vacation time or a floating holiday, if available.

(3) Exempt employees do not earn compensatory time off and should not indicate compensatory time off on their time sheet.

(4) Time sheets should be signed, dated and submitted to the respective supervisor, manager and/or Department Head or Elected Official for authorization.

c. When an exempt employee experiences a serious or extended illness and/or injury, the individual must submit appropriate documentation and leave of absence paperwork (Note Section 3.11).

(1) If an exempt employee has no, or a minimal amount, of paid time off (sick time/vacation time) for which he/she is eligible, the exempt employee will be paid compensation for the current bi-weekly pay period. Sick leave may be recorded as a "negative" balance, if needed, and adjusted from future sick time accruals.

(2) The Board of Commissioners may, when all eligible time has been paid, authorize additional paid time for bi-weekly pay periods up to a maximum of 180 days. Such time may result in a "negative" sick time balance subject to the adjustment of future sick time accruals.

B. Non-Exempt (Hourly) Employees

1. General guidelines for work week practices.

a. Non-exempt employees are generally expected to be at work the number of hours specified on a County Form 144 for their position which will indicate the number of hours the non-exempt employee is to work. Non-exempt employees also include seasonal and part-time employees whose hours may be variable.

b. Non-exempt employees are expected to be at work on behalf of the County during the normal hours designated and approved by the Board of Commissioners for their office, building, and/or shift.

c. Non-exempt employees are expected to work in excess of their normal work week, as needed, and will receive additional compensation (excess hours, overtime, on-call pay, etc.) or compensatory time off.

d. Non-exempt employees are generally entitled to a meal period during their workday and/or shift, although such time may not be taken at the beginning or end of their workday and/or shift to shorten the period of time they are at work.

e. Periods of time during which a non-exempt employee is completely relieved from duty which are long enough to enable the employee to use the time effectively for their own purposes are generally not viewed nor compensated as hours worked.

f. Non-exempt employees may take, but are not entitled to, short break periods during their workday and/or shift as staffing and workload permit and as authorized by their supervisor.

g. All regularly scheduled hours and excess hours totaling 40 hours in any given week will be paid at the employee's base rate of pay.

h. All authorized vacation, sick, holiday, bereavement or funeral time off will be paid at the employee's base rate of pay and will not be included in the determination, computation or compensation of excess or overtime hours.

i. Non-exempt employees should expect their supervisor to monitor the quality of their work, their workload, and hours of work to ensure that job performance standards and expectations are being maintained.

j. Non-exempt employees not meeting the level of performance expected in their job, not maintaining an adequate workload, and/or not meeting the minimum number of hours for their position may be disciplined (Note Section 3.08) and/or be denied a Council approved PIP increase or have a PIP increase suspended (Note Section 5.01, III).

2. General guidelines for recording time worked.

a. Non-exempt employees are required to accurately record their worked hours and any authorized time off (holiday, vacation, sick, bereavement, funeral time) on their bi-weekly time sheet and submit to their supervisor for approval and payment.

b. Non-exempt employees are eligible for the payment of excess hours, overtime or the accumulation and/or use of compensatory time off. Payment of any such time will be in accordance with the provisions of the Fair Labor Standards Act (FLSA) and needs to be recorded on the employee's bi-weekly time sheet and approved by their supervisor for payment.

c. Non-exempt employees must have prior supervisory approval to work excess, overtime or compensatory hours. Excess, overtime or compensatory hours worked without prior supervisory approval must be paid but non-authorization may result in the supervisor providing the employee with formal disciplinary action including a written warning, suspension without pay or termination for repeated incidents of working without prior approval.

d. Generally, excess hours, overtime or compensatory time may be authorized by the department head or elected official only when it is not possible to adjust staffing and/or employee work schedules to provide essential staffing for the following circumstances:

(1) Adverse circumstances of a temporary nature which reduce staffing, increase staffing requirements, require immediate response or threaten to disrupt the delivery of essential public services.

(2) An unexpected absence of an employee whose position must be filled to avoid a disruption of essential or necessary services.

(3) The necessity to immediately perform unexpected or a heavier than normal volume of work.

(4) Specific situations involving an emergency response may be pre-authorized by its nature and/or departmental protocols and approved after the excess, overtime or compensatory time has been worked.

e. In addition, there may be non-emergency situations in which the working of excess, overtime or compensatory time would be considered the best alternative.

3. Supervisors are responsible for monitoring employee work time and certifying the accuracy of the employee's completed bi-weekly time sheet.

a. Employees will receive their regular (straight time) rate of pay, or compensatory time credit, for all hours worked up to and including forty (40) hours per work week.

b. Employees will receive one and one-half (1½) times their regular rate of pay, or compensatory time credit, for each full (15 minutes) quarter hour worked in excess of 40 hours per work week.

c. Only time actually worked in excess of forty (40) per work week will be subject to an overtime or compensatory time premium rate as noted in f. ii. above. Time spent "on-call" but not worked, meal periods, sick and vacation time, holiday time, leaves of absence, use of earned compensatory time and other authorized paid or unpaid time off are excluded in the calculation of an overtime or compensatory time premium.

d. Department heads and elected officials are responsible for making a reasonable effort to distribute the opportunity to work excess, overtime or compensatory time hours equitably among all employees within their respective departments who are qualified to perform the required duties within their respective job classification.

4. The payment of excess hours and/or overtime are subject to County Council budget authorization.

a. The County Council must have appropriated or approved the transfer of funds to budget account 4118 before a department head or elected official can authorize an employee to work and be compensated for excess or overtime hours. In addition, a review of account 4118 to determine the availability of appropriated or transferred funds will be made by the Board of Commissioners prior to approving claims for the payment of excess or overtime hours.

b. The payment of overtime compensation that is the result of an employee working for a grant or a second department within the County will first be charged to the grant or second department. If additional overtime compensation is due the employee, the employee's regular department will be charged for the balance of the overtime.

5. Compensatory time earned and taken by non-exempt employees.

a. To minimize the payment of excess and/or overtime hours, department heads or elected officials may, at their discretion for their respective department and on a position by position

basis, grant non-exempt employees the opportunity to earn compensatory time.

b. Both the earning and use of compensatory time must be recorded on the non-exempt employee's time sheet and authorized as accurate by the department head or elected official. If no indication is made on an employee's time sheet that excess or overtime hours are to be designated as compensatory time, such time will be paid as additional compensation to the employee even if a signed agreement is on file in payroll.

c. If a department head or elected official has granted the opportunity for specified positions to earn compensatory time, an employee is not obligated to receive compensatory time in lieu of excess or overtime hours. The non-exempt employee must sign an agreement authorizing the department to award compensatory time in lieu of excess and/or overtime hours.

(1) Once signed by the employee, the original Employee Compensatory Time Agreement (Note Appendix A) must be forwarded to Human Resources for inclusion in the employee's personnel file.

(2) A copy of the Agreement should also be retained by the department, and a copy should be sent to the Payroll division of the County Auditor's Office.

d. Employees who choose not to sign an agreement must be paid for excess or overtime hours worked although the department head or elected official may limit the number of hours available to the employee and extend the opportunity for additional hours to other qualified employees.

e. Each department head or elected official is responsible for monitoring, recording and ensuring the compensatory time earned and taken by each employee is accurate. Neither the Human Resource office nor payroll will maintain a record of compensatory time earned, taken or otherwise have a record of an employee's compensatory time balance.

f. The maximum accrual, or balance, of compensatory time may not exceed 72 total hours, or less at a department head/elected official's discretion. Once this maximum

accrual has been reached, all hours worked that could otherwise be designated as compensatory time must be paid as excess hours or overtime.

g. The use of accrued compensatory time by an employee is subject to the same guidelines established for the use of earned and accrued vacation time (Note Section 4.01, III., B.)

(1) Use of compensatory time, like vacation and sick time, is subject to the prior approval of the employee's supervisor.

(2) Employees who have accrued compensatory time should be permitted to use such time within a reasonable period of time so long as honoring their request for time off does not unduly disrupt the operations of the department.

(3) A supervisor may request or require an employee to take compensatory time in order to address current or future workload demand.

h. All of an employee's accrued and unused compensatory time must be noted on the employee's final time sheet and paid to the employee at the time of their termination. Unlike vacation time, compensatory time must be paid to the employee whether the employee has or has not given proper notification or is being discharged for cause.

6. The payment of "on-call" compensation is subject to County Council budget authorization.

a. The County Council must have appropriated or approved the transfer of funds to budget account 4117 before a department head or elected official can authorize an employee to work and be compensated for "on-call" time. In addition, a review of account 4117 to determine the availability of appropriated or transferred funds will be made by the Board of Commissioners prior to approving the payment of "on-call" pay.

b. "On-call" pay may be provided to non-exempt employees when pre-authorized by the respective department head or elected official.

7. Travel time for non-exempt employees.

a. Time spent by an employee in travel as part of their principle activity, such as travel from job site to job site during the workday is considered and will be compensated as work hours.

b. Travel time from home before the workday and returning home at the end of the workday is considered normal travel and an incident of employment and will not be considered as work time nor compensated as work hours.

c. If an employee has returned home following the completion of a day's work or is otherwise not scheduled to work and is called out to travel to perform a job function or other job-related responsibility at a location other than their regular place of work, all time spent on travel is considered and compensated as work hours.

d. If an employee is given a special one-day assignment in another municipality or is given permission for one-day travel to another location, the time involved in travel shall be considered work hours. Usual meal times and the ordinary travel time to and from home would be excluded from the calculation and compensation of worked hours.

e. If an employee travels away from home and work and is required to remain overnight, the travel time may be considered work hours when it includes the employee's normal work time. This applies not only on the employee's normal workdays but may also include non-workdays although the exclusions noted in paragraph C. 4. above would also apply.

(1) Travel time outside of normal work hours is only considered as work hours when the employee has the prior approval of their respective department head or elected official, when they are the principle driver of the vehicle involved in the travel, and the employee has not otherwise declined an opportunity to be a passenger in a private or commercial vehicle or other mode of transportation.

(2) Travel time outside of normal work hours as a passenger in a vehicle driven by another person or in a train, airplane or other private or commercial conveyance is not considered as work hours.

(3) Time spent by an employee during travel that would be considered normal work activity, the employee is required to perform while traveling, can be documented as having been performed and has the prior approval of the employee's department head or elected official, will be considered and compensated as work hours.

(4) Travel time and related activities which are not related or considered to be part of an employee's normal work activity or responsibility will not be considered as work hours.

8. Training time for non-exempt employees.

a. For an employee to be compensated for their attendance at job-related lectures, workshops, training programs, meetings and similar activities, they must have the prior approval of their department head or elected official.

b. Once attendance has received prior approval, the time spent in attendance will be considered and compensated as work hours if all of the following criteria are met:

(1) Attendance occurs during normal hours of operation of the employee's department or the employee's normal work hours.

(2) Attendance is required by County Policy (Note Section 3.19), the employee's supervisor, department head or elected official.

(3) The lecture, workshop, training program, meeting or similar activity is directly related (Note Additional Supervisory Considerations at the end of this Section) to the employee's duties or responsibilities.

c. If an employee, by their own initiative, attends college, school or a lecture, workshop, training program, meeting or similar activity after hours the time is not considered work hours even if the substance of the activity is related to the employee's job duties or responsibilities.

C. Wage rate and status changes.

1. The rate of pay for any employee may be changed upon the completion of any requirements established below:

a. By the guidelines set forth by the County Council in the form of an annual salary ordinance which establishes the job classifications, job families and pay grades, market premiums and rates of pay for all classified employees.

b. When an application has been made by an affected department head or elected official or other commission, board or agency, the application has been review by the Council Commissioner Personnel Committee (CCPC) and is subsequently approved by the affirmative vote of as many County Council members as required by State statute.

2. The rate of pay for elected officials and non-classified positions is set by the County Council as a function of the budgetary process on an annual basis.

a. Except as permitted by statute, the rate of pay for an elected official may not change after its implementation on January 1 each year.

b. The rate of pay for an individual or group of non-classified employees may be changed when an application has been made by an affected department head or elected official or other commission, board or agency, the application has been review by the Council Commissioner Personnel Committee (CCPC) and is subsequently approved by the affirmative vote of as many County Council members as required by State statute.

3. Position Classification Changes

a. Upgrade

Upon reclassification of a position into a higher pay grade, the employee's wage will be adjusted to reflect the new level of responsibility. The new pay rate will be established by the elected official or department head and may be up to a 6% increase over the employee's former wage. The elected official or department head may obtain authorization of an increase in excess of 6% by submission of a request to the Personnel Committee and subsequent authorization by the County Council. However, in no case may the new salary be less than the minimum of the hiring range nor greater than the maximum for the new pay grade.

b. Downgrade

Upon reclassification of a position into a lower pay grade, the employee's wage will not be reduced. Nevertheless, a downgrade will require that wage increases be withheld from an employee with a wage above the new maximum until the compensation is equal to or less than the new maximum.

4. Movement from One Classified Position to Another

a. Promotion

(1) When an employee is promoted as a result of meeting career development criteria or transferred to a position with a higher pay level, the employee's rate of pay shall be increased to at least the minimum of the hiring range or to a 3% increase above the employee's former wage, whichever is greater.

(2) The employee's salary may be increased by the appropriate elected official or department head up to a maximum of 6% above the employee's former wage if circumstances warrant. In making such a determination, the elected official or department head shall consider and review rates of pay for other employees working in the same position, title and pay grade to promote greater consistency, uniformity, and equity in salary-related issues.

(3) As noted in Section 5.01(A)(3), training incentive rates are encouraged at three and six-month intervals for employees who are promoted, when applicable.

(4) Exceptions to the salary levels established above may be granted by the Human Resource Director. Such exceptions may be requested for employees who are promoted for reasons of previous experience or education which is relevant to successful performance in the new position. The affected officer, department, commission or agency shall submit such requests to the Human Resource Department.

(5) Pay rate changes due to promotions should take effect the first day of the pay period following the promotion. Additional rate changes due to the promotion may be made at 3 and 6 months from the date the employee was first promoted; however the affected officer, department, commission, or agency shall submit such requests to the Human Resource Department at the time of promotion.

(6) The Human Resource Director shall have the authority to approve or disapprove such requests up to and including a salary equivalent to the top of the hiring range of the pay level approved for each position.

(7) The employee's effective date of position will change when moving into a new position.

(8) An individual, by way of promotion, may not receive a rate of pay greater than the maximum rate of the new position.

b. Demotion

Employees demoted to positions with a lower pay rate will normally have their current pay reduced.

(1) In the case of demotions, either voluntary or involuntary, after a promotion that occurred within the preceding twelve months, the following will apply:

(a) If an employee is demoted to the position held prior to the promotion, the employee's wage will be reduced to the level it would have been had the employee not been promoted, plus any intervening wage schedule adjustments.

(b) An employee demoted to a position in a grade between the previous grade and the current grade will have a wage reduction to the amount the employee would have received if promoted directly to the intermediate position, plus any intervening wage schedule adjustments.

(2) In other cases of demotion, the new wage rate will be 6% less than the employee's present rate; provided, however, in no case may the new wage rate for a demoted employee be greater than the maximum for the new grade. Exceptions to this in the form of larger pay cuts may be approved by the Human Resource Director. Such exceptions may be requested for employees who are demoted for particularly serious reasons. The affected elected official or department head shall submit such requests to the Human Resource Department. The Human Resource Director shall have the authority to approve or disapprove such requests up to and including a comparable range penalty within the new pay grade for the demoted employee.

c. Lateral Transfer

When an employee moves into a position within the same grade level as the current position, that is, makes a lateral move, there will be no change in compensation. If there are budgetary constraints in the department, in response to which the employee accepts a position as a lateral move, then it is the department's responsibility to submit a request for an additional appropriation to the County Council as appropriate.

d. Job Family Changes

When a change (demotion, promotion, lateral transfer, upgrade or downgrade) occurs between job family groups, the rate of pay will be individually reviewed by the elected

official or department head, or designee, and the Human Resource Director in order to ensure the rate is within the established policies. Any rate change desired outside of the established policies must be submitted to the Personnel Committee and be authorized by the County Council.

5. Movement Between Classified and Non-Classified Positions

When movement occurs between classified and non-classified positions, the rate of pay will be individually reviewed by the elected official or department head, or designee, and the Human Resource Director in order to ensure the rate is within the established policies. Any rate change desired outside of the established policies must be submitted to the Personnel Committee and be authorized by the County Council.

6. Changes in Hours

a. From Part-Time to Full-Time Classified Status

When an employee in a part-time (non-classified) position accepts a classified position, the wage is established as outlined in Section 5.01(A)(3).

b. From Full-Time Classified to Part-Time Status

The wage of an employee with a classified position who accepts a part-time (non-classified) position will be no more than the part-time rate for the appropriate account established on the County's Form #144.

7. Temporary Assignment To A Higher Pay Grade

a. Temporary work assignments for duties and responsibilities generally handled by an individual in a higher pay grade periodically occur.

b. An employee assigned to a temporary job shall be paid their regular rate during the time the employee occupies the temporary position, unless approval for a different rate is given by the department head, the Board of Commissioners, appropriate appointed Board, and the County Council.

c. A temporary assignment may be considered as a training time during which an employee may obtain experience for possible future promotion.

d. Qualifications of employees shall be considered when an employee is given a temporary job assignment.

e. Supervisors, department heads, and elected officials are responsible for monitoring temporary work assignments to ensure employees are working the majority of their time within their respective job description. If a temporary assignment continues for more than sixty (60) consecutive calendar days, it is the responsibility of the elected official or department head to notify the Human Resource Director for direction.

8. Effective Date Of Pay Rate Changes

a. The effective date of pay rate changes will be the first day of the pay period following County Council approval, unless otherwise specified.

b. For pay rate changes other than those requiring County Council action, the effective date of pay rate changes will be the first day of the pay period following the change, unless otherwise specified.

D. Market Premium

1. Occasionally, the internally evaluated wages and structures for a position will be lower than the market value for the position. These "market premium situations" occur when market forces push wages to levels higher than the relative internal value of the position. When this occurs, and a position cannot be filled or an employee retained because the required wage exceeds the normal wage, the affected officer, department, commission or agency shall submit a written request for a market premium to the Human Resource Director.

2. Requests will be reviewed and forwarded to the Personnel Committee and subsequent referral to the County Council for action. The market premium situation will be reviewed based on criteria established by the County Council.

3. If a premium appears justified, the County Council, upon affirmative vote of as many Council members as is required by law, may authorize a wage rate in excess of the maximum of the grade level. However, the classification of the position will not be changed and the rate must be reviewed on an annual basis by the Human Resource Director and identified in the departmental budget as a market premium rate on an annual basis.

4. Should the market conditions reverse, the Human Resource Director will submit a recommendation to the Personnel Committee to re-establish the maximum for the job in accordance with the true classification grade. If approved by the County Council after referral from the Personnel Committee, the maximum will be re-established. The employee's pay will not be changed, however. Employees with a wage rate above the re-established maximum will be handled as red-circled as provided in Section E below.

E. Pay Above Maximum

If for any reason, including reversal in a market premium situation, an employee's wage exceeds the maximum for the grade level, the employee's pay will be "red-circled." This means that all forms of wage increases will be withheld until the position is back in range, at which time the employee will again be eligible for wage increases.

ADDITIONAL SUPERVISORY CONSIDERATIONS

- *Due to the legal and administrative complexities of wage and salary administration, it is recommended that supervisors consult with the Human Resource Department at any time they encounter concerns or otherwise need assistance with wage and salary practices.*

- *"Directly related" generally relates to activity that is designed to provide the employee with information to handle their job more efficiently and/or effectively, and not to activity which would provide skills for another job or skills not needed or essential to their existing job.*

(Next page of manual is page 38)

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved a grant agreement with the Indiana Department of Correction to support local efforts to implement the Juvenile Detention Alternatives Initiative (JDAI), as requested by Tara Boocher-Whaley, Director of Community Corrections. Magistrate Domine applied for the grant but it has to be distributed through community corrections. The grant amount is $75,546. A copy of the grant is on file in the Commissioners' office.

Chris Godlewski, Director of Planning, presented seven (7) additional appropriation requests from various TIF district funds for TIF neutralization and expense reimbursement for approval. They are as follows: Western Gateway TIF District fund for $1,600; South Benton TIF District fund for $1,600; North Baugo TIF District fund for $1,600; Millersburg II TIF District fund for $2,600; Middlebury Agricultural TIF District fund for $1,600; Middlebury SE TIF District fund for $10,600 and Middlebury East TIF District fund for $10,600.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved all the above listed additional appropriations. They were all approved by the County Council at their meeting on Saturday, January 11, 2014 with the stipulation the Commissioners' approve them at their meeting today because of the cancellation of the Commissioners' meeting on January 6, 2014 due to weather conditions.

The seven (7) additional appropriations requests are as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Western Gateway TIF (NAME) 324 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 600.00		Other Professional Services	4309	Western Gateway TIF	324
2 1,000.00		Administrative Fees	4449	Western Gateway TIF	324
3					
4					
5					
6					
7					
8					
TOTAL $ 1,600.00					

ORIGINAL AMOUNT		If Prior Add'l Appropriation Was Approved This Year		Can Transfers Be Effected		APPROVED BY COUNCIL	
Approp.	Unspent Request as of Date	AMOUNT	DATE	YES	NO	Amount	Date
1							
2							
3							
4							
5							
6							
7							
8							
TOTAL $							

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT South Benton TIF (NAME) 323 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 600.00		Other Professional Services	4309	South Benton TIF	323
2	1,000.00		Administrative Fees	4449	South Benton TIF	323
3						
4						
5						
6						
7						
8						
TOTAL	$ 1,600.00					

ORIGINAL AMOUNT			If Prior Add'l Appropriation Was Approved This Year		Can Transfers Be Effected		APPROVED BY COUNCIL	
Approp.	Unspent Request	as of Date	AMOUNT	DATE	YES	NO	Amount	Date
1								
2								
3								
4								
5								
6								
7								
8								
TOTAL $								

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT North Baugo TIF (NAME) 330 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 600.00		Other Professional Services	4309	North Baugo TIF	330
2 1,000.00		Administrative Fees	4449	North Baugo TIF	330
3					
4					
5					
6					
7					
8					
TOTAL $ 1,600.00					

ORIGINAL AMOUNT		If Prior Add'l Appropriation Was Approved This Year		Can Transfers Be Effected		APPROVED BY COUNCIL	
Approp.	Unspent Request as of Date	AMOUNT	DATE	YES	NO	Amount	Date
1							
2							
3							
4							
5							
6							
7							
8							
TOTAL $							

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Millersburg II TIF (NAME) 321 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 600.00		Other Professional Services	4309	Millersburg II TIF	321
2 2,000.00		Administrative Fees	4449	Millersburg II TIF	328
3					
4					
5					
6					
7					
8					
TOTAL $ 2,600.00					

ORIGINAL AMOUNT		If Prior Add'l Appropriation Was Approved This Year		Can Transfers Be Effected		APPROVED BY COUNCIL	
Approp.	Unspent Request as of Date	AMOUNT	DATE	YES	NO	Amount	Date
1							
2							
3							
4							
5							
6							
7							
8							
TOTAL $							

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Middlebury's Agricultura TIF (NAME) 326 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 600.00		Other Professional Services	4309	Middlebury's Agricultural TIF	326
2 1,000.00		Administrative Fees	4449	Middlebury's Agricultural TIF	326
3					
4					
5					
6					
7					
8					
TOTAL $ 1,600.00					

ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1								
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8								
TOTAL $								

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Middlebury Southeast TIF (NAME) 327 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 600.00		Other Professional Services	4309	Middlebury SE TIF	327
2	10,000.00		Administrative Fees	4449	Middlebury SE TIF	327
3						
4						
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7						
8						
TOTAL	$ 10,600.00					

	ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1									
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8									
TOTAL $									

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement. The staff and Town of Middlebury representatives will increase activity in planning for infrastructure needs in 2014.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Middlebury East TIF (NAME) 328 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 600.00		Other Professional Services	4309	Middlebury East TIF	328
2 10,000.00		Administrative Fees	4449	Middlebury East TIF	328
3					
4					
5					
6					
7					
8					
TOTAL $ 10,600.00					

ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1								
2								
3								
4								
5								
6								
7								
8								
TOTAL $								

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement. The staff and Town of Middlebury representatives will increase activity in planning for infrastructure needs in 2014.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an additional appropriation request from the Unsafe Building fund for $3,008.70 for legal fees and reimbursement to the highway department for demolition, as requested by Chris Godlewski, Director of Planning. It was approved at the County Council meeting on Saturday, January 11, 2014.

The additional appropriation request is as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Unsafe Building (NAME) 118 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 750.00		Legal Services	4301	Unsafe Building	118
2	2,,258.70		Reimbursements	3251	County Highway	112
3						
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	TOTAL $ 3,008.70					

	ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
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8									
	TOTAL $								

REASON FOR REQUEST The $750 is for legal fees by ordinance. The remainder goes to the Highway Department for services pertaining to the demolition.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation request from the Northwest Gateway TIF District fund for $159,600 for TIF neutralization and expense reimbursement along with some other items, as requested by Chris Godlewski, Director of Planning. This has been approved by the County Council.

The additional appropriation is as follows

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Northwest Gateway TIF (NAME) 322 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 100,600.00		Other Professional Services	4309	NW Gateway TIF	322
2	59,000.00		Administrative Fees	4449	NW Gateway TIF	322
3						
4						
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7						
8						
TOTAL	$ 159,600.00					

	ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1									
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6									
7									
8									
TOTAL $									

REASON FOR REQUEST This is for TIF Neutralization and expense reimbursement. 50K is for a "general services contract" with JPR to continue outsourcing development and attraction services for the NWG. 50K is for landscape enhancements (similar to what happened at Beck Drive) for two new businesses on Old 20 and Ash Rd.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an additional appropriation request from the Northeast TIF District fund (CR 6 & CR 17 improvement fund) for $130,600 for the TIF neutralization and expense reimbursement and also two (2) sign enhancements, as again requested by Chris Godlewski, Director of Planning. This has also already been approved by the County Council.

The additional appropriation is as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT CR 6 & CR 17 Improvement Fund (NAME) 332 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 50,600.00		Other Professional Services	4309	CR 6 & CR 17 Improvement	328
2	80,000.00		Administrative Fees	4449	CR 6 & CR 17 Improvement	328
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TOTAL	$ 130,600.00					

	ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1									
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8									
TOTAL $									

REASON FOR REQUEST This is for TIF Neutralization and Expense reimbursement. The 50K is for two sign enhancements in the NE TIF area similar to what occurred on Beck Drive.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation request for the Redevelopment Commission for $2,250 to support the administrative duties of the commission, as requested by Chris Godlewski, Director of Planning. It has been approved by the County Council.

The additional appropriation request is as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12/18/13 DEPARTMENT Redevelopment Commission (NAME) 197 (NUMBER)

AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1 $ 300.00		Food	4240	Redevelopment	197
2 900.00		Sustenance	4310	Redevelopment	197
3 550.00		Dues	4390	Redevelopment	197
4 500.00		Education & Conference Costs	4397	Redevelopment	197
5					
6					
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8					
TOTAL $ 2,250.00					

ORIGINAL AMOUNT Approp.	Unspent Request	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
1								
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7								
8								
TOTAL $								

REASON FOR REQUEST These funds are to support the administrative duties of the Redevelopment Commission.

Jeff Taylor, Manager of Transportation, told the Commissioners about the highway department's work last week during the snow storm. A lot of the trucks and equipment had to have repairs but for the most part, he said everything went well and the employees held up well.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an appropriation reduction request for the Cumulative Bridge fund for $101,215.14 to close out the Simonton Street bridge project, as requested by Jeff Taylor, Manager of Transportation.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an appropriation reduction request from the Major Bridge fund for $1,000 to close out a project, as also requested by Jeff Taylor.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an appropriation reduction request from the EDIT fund for $203,036 to close out the CR 17 2C project, as again requested by Jeff Taylor.

All of the reductions above were approved by the County Council at their meeting on Saturday, January 11, 2014. They are as follows:

ELKHART COUNTY
APPROPRIATION REDUCTION REQUEST

DATE: 12-19-13 DEPARTMENT Cumulative Bridge (NAME) 335-980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	91,223.13	1317	Simonton St Bridge Const.	2005	Cumulative Bridge Fund	335
2	9,992.01	1326	Simonton St Bridge Insp.	2005	Cumulative Bridge Fund	335
3						
4						
5						
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TOTAL	**101,215.14**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
550000					X		
10000					X		

REASON FOR REQUEST 1. Project is complete

ELKHART COUNTY
APPROPRIATION REDUCTION REQUEST

DATE: 12-19-13 DEPARTMENT Major Bridge 338-980
NAME NUMBER

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	1,000.00	1102	Six Span Right of Way	2005	Major Bridge Fund	338
2						
3						
4						
5						
6						
7						
8						
TOTAL	**1,000.00**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST 1. Project is complete

ELKHART COUNTY
APPROPRIATION REDUCTION REQUEST

DATE: 12-19-13 DEPARTMENT E.D.I.T. (NAME) 331 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	203,035.57	1121	CR 17 2c	2005	E.D.I.T.	331
2						
3						
4						
5						
6						
7						
8						
TOTAL	**203,036**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST 1. Project complete

On a motion made Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation request from the EDIT fund for $680,000 for five (5) various projects, as requested by Jeff Taylor, Manager of Transportation.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an additional appropriation request from the Local Road & Street fund for $185,000 to purchase another loader, as also requested by Jeff Taylor.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation request from the Cumulative Bridge fund for $140,000 for miscellaneous bridge repairs, as requested by Jeff Taylor.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an additional appropriation request from the Motor Vehicle Highway fund for $185,000 trucks and equipment, as requested by Jeff Taylor. $90,000 of these funds was approved in 2013 but the invoice did not come in time to pay out of last year's budget so funds needed to be appropriated in 2014.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation request from the Motor Vehicle Highway fund for $8,500 for wellness for additional funds for the county's HAS contribution, as again requested by Jeff Taylor.

The above five (5) additional appropriations were approved by the County Council at their meeting on Saturday, January 11, 2014. They are as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12-19-13 DEPARTMENT Highway (NAME) 331-980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	200,000	1402	Misc Repairs & Closeouts	4730	EDIT	331
2	75,000	1403	Signal Upgrades	4730	EDIT	331
3	30,000	1404	Misc Surveying	4730	EDIT	331
4	75,000	1405	CR 38 Corridor Design	4730	EDIT	331
5	300,000	1406	Truck Purchase	4730	EDIT	331
6						
7						
8						
TOTAL	**680,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST 1. Annual request for funds utilized for smaller scale capital improvement projects and to supplement shortfalls on road and bridge projects. 2. Funds needed to pay for various signal expenses including loop detectors, camera detectors, etc. 3. Fund request for survey work on CR 17 from CR 40 to CR 142., and CR 40 from CR 17 to Waterford. 4. Funds for the design of the CR 38 corridor including geotech, environmental, drafting, etc. Waterford. 4. Funds required for design elements of the CR 38 corridor including geotech, environmental, drafting, etc. 5. Funds needed to purchase two single axle dump trucks to replace two 1999 dump trucks.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12-19-13 DEPARTMENT Local Road and Street 114-980
NAME NUMBER

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	185,000	1409	Trucks/Equipment	4730	Local Road and Street	114
2						
3						
4						
5						
6						
7						
8						
TOTAL	**185,000**					

ORIGINAL AMOUNT Approp. as of Date	If Prior Add'l Appropriation Was Approved This Year		Can Transfers Be Effected		APPROVED BY COUNCIL	
	AMOUNT	DATE	YES	NO	Amount	Date
0						
0						
0						

REASON FOR REQUEST 1. Funds needed for a loader.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12-19-13 DEPARTMENT Cumulative Bridge (NAME) 335-980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	140,000	1407	Misc. Bridge Repairs	4730	Cumulative Bridge	335
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3						
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TOTAL	**140,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST 1. Funds needed to make various repairs to bridges based on bridge inspections.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12-19-13 DEPARTMENT Highway (NAME) 112-980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	185,000	1408	Trucks/Equipment	4730	Motor Vehicle Highway	112
2						
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8						
TOTAL	**185,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
0							
0							
0							

REASON FOR REQUEST 1. Funds requested for the following: $90,000 for three (3) tractors. These funds were approved in 2013 and the tractors were purchased. The units were not delivered and invoiced until late December after the closing date for invoices to be paid with 2013 funds. 2. $40,000 to supplement EDIT request for dump trucks. 3. $55,000 for a skid steer.

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE: 12-19-13 DEPARTMENT Highway (NAME) 112-204 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	8,500		Wellness	4155	Motor Vehicle Highway	112
2						
3						
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5						
6						
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8						
TOTAL	**8,500**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date
0							
0							
0							

REASON FOR REQUEST 1. Funds needed for additional County portion of HSA contribution.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board awarded all of the bids received for supplies and materials for 2014 for the highway department to all of the bidders although there is no guarantee that there will be a purchase from any of them if items are not needed. Bids were taken at the December 16, 2013 meeting.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation from the CAGIT Cert Shares fund for $915,000 to accommodate changes made at the 2014 budget hearings, as requested by Tom Byers, County Administrator. This appropriation was approved by the County Council at their meeting on Saturday, January 11, 2014.

The additional appropriation is as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE 12-12-13 DEPARTMENT Commissioners (NAME) 002/980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	865,000		Social Security	4150	CAGIT Cert Shares	2
2	50,000		Workman's Comp	4156	CAGIT Cert Shares	2
3						
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TOTAL	**915,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST To accommodate changes made at 2014 budget hearings.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an additional appropriation for $27,000 from the EDIT fund for contribution to the North Central Business Assistance Center (NCI), as requested by Tom Byers, County Administrator. This was approved at the County Council meeting on Saturday, January 11, 2013.

The additional appropriation is as follows:

ELKHART COUNTY
ADDITIONAL APPROPRIATION REQUEST

DATE 12-10-2013 DEPARTMENT Commissioners NAME 331/980 NUMBER

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	27,000	1401	Cons/Recons	4730	EDIT	331
2						
3						
4						
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8						
TOTAL	**27,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST Contribution to the North Central Business Assistance Center (NCI). Representatives of the Elkhart Chamber and NCI will be attendance at the meeting to answer questions and concerns.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board approved an appropriation reduction for $300,000 from the Solid Waste Disposal fees due to the property owner deciding not to sell property, as also requested by Tom Byers, County Administrator. This was approved by the County Council as their meeting on Saturday, January 11, 2014.

The appropriation reduction is as follows:

ELKHART COUNTY
APPROPRIATION REDUCTION REQUEST

DATE 12-6-2013 DEPARTMENT Commissioners (NAME) 533/980 (NUMBER)

	AMOUNT REQUESTED	PROJ. NO.	ACCOUNT/PROJECT NAME	ACCT. NO.	FUND NAME	FUND NO
1	$ 300,000	1201	Land	4501	Solid Waste Disposal Fees	533
2						
3						
4						
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TOTAL	**$ 300,000**					

ORIGINAL AMOUNT Approp.	as of Date	If Prior Add'l Appropriation Was Approved This Year AMOUNT	DATE	Can Transfers Be Effected YES	NO	APPROVED BY COUNCIL Amount	Date

REASON FOR REQUEST Property owner decided not to sell the property.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved contractual and conflict of interest disclosures for David Hess, County Councilman, and Tom Stump, also a County Councilman. Copies of those are on file in the Commissioners' office.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved an extension of an agreement with Gordon Lord, as the county attorney for 2014. A copy of the agreement is on file in the Commissioners' office.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board accepted the Weights & Measures report for November 16th – December 15th, 2013 and placed it on file.

On a motion made by Mike Yoder, seconded by Frank Lucchese and unanimously carried, the Board approved a Certification of taking for property from the Raber family for a bike path along CR 8, as requested by Gordon Lord, County Attorney.

On a motion made by Frank Lucchese, seconded by Mike Yoder and unanimously carried, the Board adjourned their meeting.

Respectfully submitted,
Kathy L. Erschen