

- Refraining from any manner or form of discrimination and/or harassment.
- Using City of Hobart property or that of another employee in an appropriate manner.
- Refraining from misuse, theft, or destruction of City of Hobart property and/or another employee's property.
- Remaining in your work area, on the job, and **awake alert** during working hours.
- Reporting for work on time, fit for duty and not under the influence of alcohol and/or drugs.
- Following all safety and health rules, including wearing all safety equipment.
- Refraining from using position as a City of Hobart employee to coerce other employees or the public for preferential treatment.
- Refraining from fighting, threatening, intimidating, or coercing fellow employees during working hours or at city sponsored functions.
- Refraining from the use of offensive language.
- Disclosing or using confidential or proprietary information only with proper authorization.

Failure to observe the above standards could lead to corrective action up to, and including, termination. When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Sworn members of the Police and Fire Departments are expected to follow the conduct and work rules above and are also subject to the policies and procedures of their respective departments.

Civilian Work Conduct and Rule Violations will be addressed during a rolling calendar year by a Supervisor/Department Head through:

1. Documented verbal counseling on a first offense.
2. A written warning on a second offense.
3. Suspension on a third offense; and
4. Discharge on a fourth offense.

Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step of the process. The purpose of the process is to ensure that employees are informed of exactly what behavior needs to be corrected, the measures the employee must take to correct unacceptable behavior and give the employee adequate opportunity to correct the situation.

Some examples of Work Rule Violations include but are not limited to:

- Littering or contributing to unsanitary conditions of City buildings/grounds.
- Excessive visiting with personal friends, relatives, and/or co-workers during work hours.
- Improper use of the City's communications services and equipment.
- Demonstrating a "pattern" of unscheduled unexcused absences.
- Failing to attend mandatory meetings, in-services, workshops, etc.
- Circumventing the chain of command to address issues and/or complaints.
- Disclosing unauthorized confidential information.
- Posting, altering, or removing any authorized material from bulletin boards without appropriate permission.
- Violating a city and/or departmental safety rule or practice, or neglecting job duties, or performing of job duties inefficiently or carelessly.
- Talking and/or behaving in an insolent or rude manner toward another employee, supervisor, or public.
- Using City materials and/or equipment for personal purposes.
- Engaging in horseplay or other dangerous or unprofessional behavior.

- Insubordination (intentionally refusing to follow a specific directive).
- Unauthorized control of City property.

(As Amended by Ord. 2021-31, Adopted September 15, 2021)

Pre-Employment Background Screenings

Background screening applications are to be completed and advanced for processing through the Human Resources Department.

Salaried Supervisory Positions

Certain executive, administrative, professional and supervisory positions are deemed exempt employees. The salaries and other compensation paid for such positions include compensation for all hours necessary to adequately perform the requirements of the job. The Common Council establishes positions and salaries and may amend some from time to time as authorized by law.

When one of the below-listed supervisory positions becomes open for what is going to be longer than a 30-day period the Mayor may designate another employee as a point of contact and to assist in facilitating with carrying out daily supervisory responsibilities and may be compensated up to 10% of that salaried position. If it is determined that responsibility will be split up, for example two (2) individuals assigned in this role to assist in facilitating supervisory responsibilities in the interim or long-term absence the 10% and could be split to 5% each to not exceed the total of 10%.

The employees listed below are deemed salaried exempt and shall receive sick leave, personal leave, or funeral leave at the discretion of the Mayor. These positions may be amended as deemed necessary:

1. Executive Secretary to the Mayor
2. Fire Chief
3. Assistant Fire Chief
4. Police Chief
5. Police Captains and Lieutenants
6. Director of Public Works
7. Building Commissioner
8. Park Director
9. City Engineer
10. Director of Development
11. City Planner
12. Director of Special Events
13. City Attorney
14. MRC Executive Director

(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2022-47, Adopted December 21, 2022))

Lunch Breaks

Civilian employees (this does not apply to sworn police or fire personnel) are provided one (1) hour for **paid lunch/break periods**. That time is paid and is counted for the purposes of overtime or compensatory time off. **You have the option of taking one hour for lunch OR 30 minutes for lunch and two (2) 15 min breaks. Work within your department's guidelines.**

(As Amended by Ord. 2022-39, Adopted December 7, 2022)

Social Media Policy

Discussion, debate and sharing one's opinion occur in many forms and forums including online conversations. Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing

161 techniques. Examples include, but are not limited to, *LinkedIn, Twitter, Facebook,*
162 *YouTube, and MySpace.*

163
164 Given the growing popularity of online media, the City has developed a series of guidelines
165 to assist its employees when engaging in such forums and discussions. The guidelines
166 are intended to assist both when an employee is participating personally, as well as when
167 acting on behalf of the City.

- 168
169 1. *Protect Confidential And Proprietary Information:* Do not post confidential or
170 proprietary information about the organization, clients or vendors. Never violate
171 federal law such as HIPAA (Health Insurance Portability and Accountability Act).
172 Employees who share confidential information do so at the risk of disciplinary action
173 or termination.
- 174
175 2. *Respect Copyright And Fair Use:* When posting, be mindful of the copyright and
176 intellectual property rights of others.
- 177
178 3. *Don't Use City Logos:* Do not use the City of Hobart's seal or logo, other images or
179 iconography on personal social media sites. Do not use the City's name to promote
180 a product, cause, or political party or candidate.
- 181
182 4. *Respect Time and Property:* City computers and time on the job are reserved for
183 work-related business.
- 184
185 5. *Think Twice Before Posting:* Privacy does not exist in the world of social media.
186 Consider what could happen if a post becomes widely known. Search engines can
187 turn up posts years after they are created, and comments can be forwarded or
188 copied. Exercise sound judgment and common sense, and if there is any doubt, DO
189 NOT POST IT.
- 190
191 6. *Strive for Accuracy:* Get the facts straight before posting them on social media.
192 Review content for grammatical and spelling errors.
- 193
194 7. *Be Respectful:* Understand that content contributed to a social media site could
195 encourage comments or discussion of opposing ideas. Responses should be
196 considered carefully as to how they may reflect on the posting individual and/or the
197 City.
- 198
199 8. *Personal Sites:* Identify views as personal and refrain from making identification as
200 an employee of the City of Hobart.
- 201
202 9. *Photography:* Photographs posted on social media sites easily can be appropriated
203 by others.
- 204
205 10. *Know That The Internet Is Permanent:* Once information is published online, it is
206 essentially part of a permanent record, even if information is "removed/deleted" or
207 an attempt is made to make it anonymous. If a complete thought, along with its
208 context, cannot be squeezed into a character-restricted space (such as Twitter),
209 provide a link to an online space where the message can be expressed completely
210 and accurately.

211
212 **Departments frequently use social media to share city news and events. Make the**
213 **post for public information only not to allow for comments. If your department**
214 **participates in any social media activity representing city activities and news the**
215 **following steps should be followed:**

216 **One and no more than two individuals should be designated by the Department Head**
217 **as administrators representing your department's news and updates. The**
218 **Department Head is ultimately responsible for monitoring posts made in their**
219 **department.**

- 220 1. **The city will have a designated administrator that will have access to all**
221 **City of Hobart government social media pages. Social media outlets and**
222 **pages on behalf of city business shall not be created without the express**
223 **prior approval of the designated city administrator.**
- 224 2. **A form listing each department's designated social media representative**
225 **will need to be completed and updated regularly and on file with HR.**
- 226 3. **Posts are being made to promote city activities and should always be**
227 **maintained at the highest professional level.**

228 **Cell Phone Policy/Laptop & Tablet Computers**

229 Special care is required of all electronic devices issued by the City of Hobart to its
230 employees, including cell phones and laptop computers and should be used only for work-
231 related purposes. Such devices may be used for limited personal use; recognizing that all
232 use (business and personal) may be subject to review and inspection under the Indiana
233 Access to Public Records Act regarding record access. These devices should never be
234 used to access, transmit or download offensive, obscene or graphically offensive materials.
235 Further, the device should be handled with care and not used in a manner which exposes
236 it to damage or loss. **The City of Hobart has the right to monitor city owned devices.**
237
238

239 **Random Drug Testing of All City Employees**

240 As a condition of continued employment, all city employees, all members of the Police
241 Department as defined in Indiana Code §36-8-1-9, and all members of the Fire
242 Department, as defined in Indiana Code §36-8-1-8, and all Reserve Police Officers, shall
243 be subject to random drug testing.
244

245 Controlled substances under this Personnel Handbook include alcohol (ethanol),
246 amphetamines, cannabinoids (marijuana), cocaine, ephedra, gamma hydroxybutyrate
247 (GHB), lysergic acid diethylamide (LSD), MDMA ("Ecstasy"), opiates (heroin, codeine,
248 morphine), phencyclidine (PCP), their metabolites, and any other illegal substances and
249 controlled substances including narcotics, hallucinogens, designer drugs, barbiturates or
250 any substance that can result in an unlawful altered state of consciousness or inebriation,
251 and which the City of Hobart in its judgment selects shall be included in the random drug
252 testing program. The City of Hobart shall identify and select an agency, which in its
253 judgment is qualified to determine and conduct the collection procedures required for this
254 Ordinance.
255

256 **CDL and DOT drug and alcohol screenings: 50% of CDL holders will be randomly**
257 **tested annually. In addition, DOT drug screenings shall also be administered at the**
258 **time of pre-employment, reasonable suspicion/cause, follow-up, return to duty, and**
259 **post-accident. Post accident for DOT testing guidelines occur when the driver was**
260 **issued a citation, any vehicle needs to be towed (due to accident damages) from the**
261 **scene, a fatality, and/or medical treatment is needed off-site.**
262

263
264 **All other employees citywide (without a CDL) driving a city vehicle or on city time**
265 **will be held to the same post-accident guidelines as those with a CDL only a Non-**
266 **DOT drug and alcohol screening will be administered.**
267

268 The City of Hobart shall identify and select a **qualified** medical laboratory facility, which
269 in its judgment is qualified to perform the analysis required for this Ordinance.
270

271 In the event of a positive test result, refusal to submit to random drug testing, switching or
272 altering any sample submitted for testing, or lack of cooperation in any aspect of the
273 process, the employee shall be subject to appropriate disciplinary action up to and
274 including discharge from employment.

275
276 **Advance Payment Of Per Diem Allowance For Employee Training**

277 Employees of the City may receive advance payment of a per diem allowance in the sum
278 ~~thirty (\$30.00) dollars~~ **amount equal to the current State of Indiana In-State and Out-**
279 **of-State Meal Per Diem Rates as issued by the Indiana Dept. of Administration and**
280 **the State Budget Agency** for each day participating in training required by the City
281 provided that said training necessitates an overnight stay outside the City of Hobart.
282 Advance payment of said per diem allowance shall not constitute an advance payment of
283 salary. At least seven (7) days prior to the training period ~~of the City employee,~~
284 the employee or department head shall file an itemized and certified claim with the Clerk-
285 Treasurer for advance payment of the per diem allowance. The Board of Public Works and
286 Safety shall review and approve such claims at its next regular meeting following advance
287 payment of the per diem allowance.

288
289
290 **SECTION TWO:** The City of Hobart Employee Handbook in Section 3, Benefits, the
291 following subheadings are amended by adding the language as shown in **bold** and deleting the
292 ~~strike through~~ items:

293
294 **Sick And Disability Leave For Full-Time Employees**

295 Civilians with one (1) continuous year of service are provided up to five (5) days of paid
296 sick leave. **Call-offs should be as soon as you know you will not be in attendance**
297 **and must be no later than at least one (1) hour before your scheduled shift.** Absences
298 of five (5) consecutive days must be verified in writing by a qualified Doctor or Health
299 Professional and reviewed by the employee's supervisor. Unused sick days may be
300 "banked" up to a maximum of forty-five (45) days to cover additional days for catastrophic
301 illness or disabilities. Civilian employees who have a total of twenty (20) years of
302 consecutive service to the City or seventy-five (75) points (comprised of years of
303 consecutive service plus age in years of the employee) may "bank" unused sick days up
304 to a limit of fifty (50) days for catastrophic illness or disabilities. Upon retirement prior to
305 January 1, 2024, any remaining banked days may be used to extend employment at
306 retirement. Employees terminated or retiring on or after January 1, 2024, will be
307 compensated for any remaining banked catastrophic/disability days upon such termination
308 or retirement and will not be used to extend employment. After all paid time is used and if
309 the employee chooses, the employee may speak with his/her Department Head to begin
310 the process of requesting extended paid leave. The Mayor has the ability at his or her
311 discretion to grant paid or unpaid additional days subject to this handbook and the Family
312 and Medical Leave Act (FMLA).

313
314 Police Officers with one continuous year of service, and a sickness or disability, are eligible
315 for a leave of absence without reduction in compensation up to a maximum of forty-five
316 (45) days. Absences of three (3) consecutive days must be verified in writing by a qualified
317 Doctor or Health Professional and reviewed by the employee's supervisor for return to
318 work. If a Police Officer uses zero (0) hours he/she may "bank" five (5) days for the year
319 up to a maximum of forty-five (45) days for catastrophic illness or disabilities. Police
320 Officers who have a total of twenty (20) years of consecutive service to the City or seventy-
321 five (75) points (comprised of years of consecutive service plus age in years of the
322 employee) may "bank" unused sick days up to a maximum of fifty (50) days for catastrophic
323 illness or disabilities. If a Police Officer uses one or more hours he/she may bank zero (0)
324 days. Upon retirement prior to January 1, 2024 any remaining banked days may be used

325 to extend employment at retirement. Police Officers terminated or retiring on or after
326 January 1, 2024, will be compensated for any remaining banked catastrophic/disability
327 days upon such termination or retirement and will not be used to extend employment. After
328 all paid time is used and if the Police Officer chooses, the Police Officer may speak with
329 his/her Department Head to begin the process of requesting extended paid leave. The
330 Mayor has the ability at his or her discretion to grant paid or unpaid additional days subject
331 to this handbook and the Family and Medical Leave Act (FMLA).

332
333 Firefighters with one continuous year of service, and a sickness or disability, are eligible
334 for a leave of absence without reduction in compensation up to a maximum of three
335 hundred sixty (360) hours, with a minimum of 12 hours use per call off. Absences of two
336 (2) consecutive shifts must be verified in writing by a qualified Doctor or Health Professional
337 and reviewed by the employee's supervisor for return to work. If a Firefighter uses zero
338 (0) of these hours during the year, he/she may bank ~~forty (40)~~ **one hundred twenty (120)**
339 hours for the year up to a maximum of three hundred sixty (360) hours. Firefighters who
340 have a total of twenty (20) years of consecutive service to the City or seventy-five (75)
341 points (comprised of years of consecutive service plus age in years of the employee) may
342 "bank unused sick time up to a maximum of four hundred ~~eight (400)~~ **(408)** hours for
343 catastrophic illness or disabilities. If a Firefighter uses one or more hours he/she may bank
344 zero (0) hours. Firefighters terminated or retiring on or after January 1, 2024, will be
345 compensated for any remaining banked catastrophic/disability days upon such termination
346 or retirement and will not be used to extend employment. After all paid time is used and if
347 the Firefighter chooses, the Firefighter may speak with his/her Department Head to begin
348 the process of requesting extended paid leave. The Mayor has the ability at his or her
349 discretion to grant paid or unpaid additional days subject to this handbook and the Family
350 and Medical Leave Act (FMLA).

351 *(As Amended by Ord. 2017-26, Adopted November 15, 2017; As Amended by Ord. 2019-32, Adopted*
352 *November 6, 2019; As Amended by Ord. 2022-39, Adopted December 7, 2022)*

353
354 **Workman's Compensation, Occupational Disease or Pension Benefits:** In the event
355 an employee receiving sickness or disability benefits pursuant to this section also receives
356 payments pursuant to the Indiana Workman's Compensation, Occupational Disease, or
357 Pension laws as a result of an injury or disease, as compensation for lost wages, the
358 benefits otherwise payable to him under this section shall be reduced by the amount of the
359 corresponding Workman's Compensation, Occupational Disease or pension payment.

360
361 When an employee is injured and cannot work, there is a seven (7) day waiting period
362 before worker compensation benefits begin. During that period, an employee may use
363 his/her sick time or vacation leave as a bridge to the waiting period.

364
365 For purpose of entitlement to benefits from the City under this section, "disability" shall be
366 defined as the inability to engage in any gainful employment or activity and as determined
367 or directed by a medical provider.

368
369 **Continuation of Benefits:** As a condition of the continued payment of sickness or
370 disability benefits pursuant to this section, the employee shall, at least once a week, notify
371 his immediate supervisor of (1) the telephone number and address at which said employee
372 can be reached, and (2) the estimated date of his return to work.

373
374 As a further condition of the payment of said sickness or disability payments, the employee
375 shall be required to provide to the Mayor interim written reports from the employee's
376 attending physicians, psychiatrists, or physiologists, indicating the status of the employee's
377 relevant condition and expected date of return to work. Such report shall be required no
378 less than every fifteen (15) days and no more than every thirty (30) days. In accordance
379 with federal law, an employee does not have to divulge a specific medical condition or
380 illness, only the prognosis for return.

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All such notifications and reports shall be dated and signed by a responsible supervisor and/or the Mayor and submitted to the ~~Clerk-Treasurer~~ **Human Resources** for inclusion in the employee's permanent file.

Vacations

Full time employees are granted non-cumulative vacations each calendar year, without reduction in compensation, based on continuous years of service. Definition and interpretation of a vacation week shall be an administrative decision and may vary at times depending on the department and the scheduling of employees.

Vacation benefits are based on the number of years an employee has completed with the City:

- Two (2) weeks pro-rated from the start date during the year hired.**
- Two (2) weeks effective Jan 1st of the calendar year after employment start date.**
- Three (3) weeks after five (5) years.
- Four (4) weeks after ten (10) years.
- Five (5) weeks after fifteen (15) years.

(For Fire Department personnel three (3) working days equal one (1) week of vacation.)

~~For new employees, vacation time will be pro-rated for the first full calendar year, based on date of hire. After the first full calendar year of employment vacation will apply to the above schedule.~~

Scheduling And Notice- The use of vacation, compensatory time off, overtime and personal leave shall be subject to approval by one's department head. Sick leave and funeral leave may not require such approval, but the employee to give notice as far in advance of taking leave as may be reasonably possible. ~~The department head may require reasonable proof of the need for the leave, either before or after the leave.~~ **Leave taken for sick or funeral may require additional proof either before or after the leave (see sections re: sick time and funeral leave)** In accordance with federal law, an employee does not have to divulge a specific medical condition or illness to his/her department head. Vacations will be scheduled subject to each department's scheduling guidelines.

Positions listed under the section "*Salaried Positions*" are accountable to the Mayor and should schedule vacation with his/her approval and coordination.

Funeral Leave

Full-time fire fighters are granted up to two (2) 24-hour shifts per occurrence, and other full-time employees of the City that are not members of the Teamsters Union are granted up to five (5) days per occurrence without reduction in compensation due to the death of their child, step-child, spouse, brother, sister, parent, step-parent, father-in-law, mother-in-law, grandparent, grandchild or member of the employee's household. Excluded from this listing are any former relatives (such as former in-laws due to the dissolution of marriage). The time off may be used by the employee to attend the funeral and to attend to family matters. **To be paid for funeral leave a written notice or an email providing days, relation and who the time is being taken for would be considered reasonable and should be turned in with payroll and then placed in the employee personnel file.** *(As Amended by Ord. 2017-26, Adopted November 15, 2017)*

Insurance

Insurance protection shall continue to be provided for the benefit of employees, certain department heads and elected officials as follows:

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- A. \$20,000. Life Insurance for all full time employees and elected officials upon assuming office, paid by the City. This policy has a decreased benefit beginning at age 70. (As Amended by Ord. 2019-32, Adopted November 6, 2019)
- B. Workmen's Compensation Insurance paid by the City.
- C. Professional Liability Insurance for Police Chief, Assistant Police Chief, Fire Chief, Assistant Fire Chief, members of the Police Department, members of the Fire Department, and Civil Defense personnel shall be paid by the City. Also all elected officials if deemed affordable by the Finance Committee.
- D. Medical and Hospitalization Insurance.

1. Coverage is provided to all full-time employees (those working an average of at least thirty (30) hours per week) of the City as well as eligible spouses and children up to age 26. Coverage may also be extended to professionals when such coverage is required by contract. Coverage for City Council members shall be limited to individual coverage only.

The Council shall determine annually the employee's share of the monthly insurance costs for the ensuing year.

2. Employees having medical and/or hospitalization insurance through other sources of comparable coverage may accept that coverage as secondary coverage to the City Insurance Plan.

3. Beginning January 1, 2014, all employees (other than those receiving Medicare benefits, coverage through the Veteran's Administration, or retirees will be required to participate in coverage that includes a Health Savings Account (HSA).

4. As of January 1, 2014, and in compliance with the *Patient Protection and Affordable Care Act* (Affordable Care Act), employees who work an average of more than thirty (30) hours per week will be eligible for health insurance from the City of Hobart. For the purposes of eligibility, part-time employment is defined as working no more than twenty-nine (29) hours per week on average. As defined by the Act, a part-time employee may work more than thirty (30) hours in one week; it is the average number of hours worked weekly over a three month period that is applicable. Seasonal employment of less than one hundred twenty (120) calendar days may work more than thirty (30) hours per week providing employment does not extend beyond one hundred twenty (120) calendar days (from the first day worked to the last).

5. Employees hired prior to January 1, 2018, who retire and have a total of seventy (70) points (comprised of a minimum of twenty (20) years' service), and employees who retire and have a total of eighty (80) points (comprised of at least 55 years of age plus thirty (30) years of service with at least five (5) years of current consecutive service), shall be eligible to continue existing coverage under the City's medical and hospitalization insurance plan, with premiums paid by the City for a period of five (5) years, or until Medical coverage is available. After five (5) years of such continued coverage paid by the City, the retiree may continue coverage until Medicare coverage is available by payment of an amount equal to the total of the employer's and employee's then current premium for such continued coverage. Employees hired on or after January 1, 2018 who qualify under the same eligibility requirements as stated above shall be eligible to continue existing coverage under the City's medical and hospitalization insurance plans with coverage paid by the retiree in an amount equal to the total of the employer's and employee's then current monthly premium for such continued coverage. The spouse of such retiree, if covered under the

491 employee's City insurance at the time of retirement, shall be eligible for such continued
492 coverage provided said spouse pays as amount equal to the total of the employer's and
493 employee's then current premium for such coverage. Spousal coverage may be continued
494 only until the earlier of (a) the spouse's eligibility for Medicare, or (b) five (5) years after the
495 retiree becomes eligible for Medicare (or would have become eligible, if the retiree is
496 deceased before that date), and provided eligibility is maintained as defined in the then
497 current city insurance plan. **The five (5) year time frame is concurrent with the end of**
498 **employment (termination date) and is not an option to be paused until a later start**
499 **date.** (As Amended by Ord. 2017-26, Adopted November 15, 2017)

501 6. Employees hired prior to January 1, 2018, who go on disability with a total of sixty-five
502 (65) points (comprised of age plus a minimum of 15 years of consecutive service) and
503 employees disabled in the course of performing their duties as city employees, shall be
504 eligible to continue existing coverage under the City medical and hospitalization insurance
505 plan with premiums paid by the City for a period of five (5) years, or until Medicare coverage
506 is available. After five (5) years of such continued coverage paid by the City, the retiree
507 may continue coverage until Medicare is available by payment of an amount equal to the
508 total of the employer's and employee's then current premium for such coverage.
509 Employees hired on or after January 1, 2018 who qualify under the same eligibility
510 requirements as stated above shall be eligible to continue existing coverage under the
511 City's medical and hospitalization insurance plans with coverage paid by the retiree in an
512 amount equal to the total of the employer's and employee's then current monthly premium
513 for such continued coverage. Spousal coverage may be continued only until the earlier of
514 (a) the spouse's eligibility for Medicare, or (b) five (5) years after the retiree becomes
515 eligible for Medicare (or would have become eligible, if the retiree is deceased before that
516 date), and provided eligibility is maintained as defined by the city's current insurance plan.
517 (As Amended by Ord. 2017-26, Adopted November 15, 2017)

518
519 7. The surviving spouse and dependent children of a police officer or fire fighter who dies
520 in the line of duty shall be eligible to continue existing coverage under the City medical and
521 hospitalization insurance plan with premiums paid by the City for a period of five (5) years,
522 or until Medicare coverage is available. After five (5) years of such continued coverage
523 paid by the City, it shall be the responsibility of the surviving spouse or dependent children
524 of the police officer or firefighter who dies in the line of duty to pay an amount equal to the
525 total of the employer's and employee's then current premium for such continued coverage
526 if Medicare coverage is not available. The surviving spouse and dependent children of a
527 police officer or fire fighter who dies in the line of duty shall not be eligible to continue
528 coverage under the medical and hospitalization insurance plan of the City if comparable
529 coverage is available to them under a separate medical and hospitalization insurance
530 plan. (As Amended by Ord. 2017-26, Adopted November 15, 2017; and As Amended by Ord. 2017-
531 33, Adopted December 20, 2017)

532
533 8. The foregoing insurance program rules are modified in the event of a police officer or
534 firefighter who is injured or who contracts illness caused by the performance of his or her
535 duty pursuant to I.C. §36-8-4-5. (As Amended by Ord. 2017-26, Adopted November 15, 2017)

536
537 9. New employees may be required to complete a sixty (60) day waiting Period, as
538 determined by the current *Summary Plan Description*, before they are eligible for coverage
539 under the *City Medical and Hospitalization Plan*. Changes in status, and additions to
540 dependent or spousal coverage must be reported by the employee to the Plan
541 Administrator within thirty-one (31) days of the event, is required by the current *Summary*
542 *Plan Description*.

543
544 Eligibility, coverage and all other terms and conditions are defined by the plan's summary
545 plan description (SPD). This SPD and other insurance information can be found on the
546 City website www.cityofhobart.org under *Employee Services*.

(As Amended by Ord. 2019-32, Adopted November 6, 2019)

COBRA RIGHTS- Employees and their families will have the opportunity for a temporary extension of health insurance coverage in certain instances where coverage under the City's health plan would otherwise end. Only those employees, as well as the employee's spouse and dependents that were covered under the City's health insurance plan on the day before the event which triggered termination of coverage are eligible to elect continuation of coverage.

Employees who are covered by the City's health insurance plan have a right to elect continuation coverage if a loss of group health coverage occurs because of a reduction in hours of employment or the termination of employment. Generally, an employee is eligible for up to eighteen (18) months of continuing coverage although the length of coverage may be extended under certain circumstances due to an employee disability, and for coverage of dependents and spouses. COBRA rights may be withheld to the employee for certain reasons of gross misconduct.

SECTION THREE: Beginning **January 1, 2024**, the City of Hobart Employee Handbook in Section 3. Benefits, the following subheadings are amended by adding the language as shown in **bold** and deleting the ~~strike through~~ items:

Holidays - Full Time Members Of Police Department

All full time members of the Police Department **working 8 hour shifts** are granted eleven (11) holidays; New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day, without reduction in basic compensation. Each holiday listed is to be considered the holiday on the actual day. All such employees shall be compensated for eight (8) hours, either by straight pay plus rank or by compensatory time off for each of the eleven (11) holidays. For purposes of this subpart, any employee who is scheduled and given the day off will be deemed to have received his compensatory time off.

All full time members of the Police Department working 12 hour shifts are granted nine (9) holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, without reduction in basic compensation. Each holiday listed is to be considered the holiday on the actual day. All such employees shall be compensated for twelve (12) hours, either by straight pay plus rank or by compensatory time off for each of the nine (9) holidays. For purposes of this subpart, any employee who is scheduled and given the day off will be deemed to have received his compensatory time off.

Sick And Disability Leave For Full-Time Employees

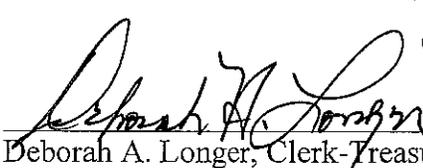
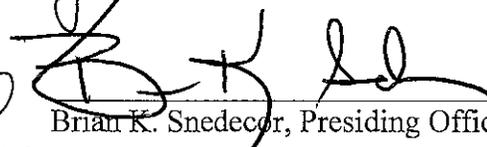
Police Officers **working 8 hour shifts** with one continuous year of service, and a sickness or disability, are eligible for a leave of absence without reduction in compensation up to a maximum of forty-five (45) days. **Police Officers working 12 hour shifts with one continuous year of service, and a sickness or disability, are eligible for a leave of absence without reduction in compensation up to a maximum of Thirty (30) days.** Absences of three (3) consecutive days must be verified in writing by a qualified Doctor or Health Professional and reviewed by the employee's supervisor for return to work. If a Police Officer uses zero (0) hours he/she may "bank" ~~five (5) days~~ **forty (40) hours** for the year up to a maximum of ~~forty-five (45) days~~ **Three Hundred Sixty (360) hours** for catastrophic illness or disabilities. Police Officers who have a total of twenty (20) years of consecutive service to the City or seventy-five (75) points (comprised of years of consecutive service plus age in years of the employee) may "bank" unused sick days up

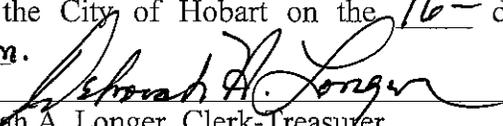
to a maximum of ~~fifty (50) days~~ **Four Hundred (400) hours** for catastrophic illness or disabilities. If a Police Officer uses one or more hours he/she may bank zero (0) days or hours. Upon retirement prior to January 1, 2024 any remaining banked days may be used to extend employment at retirement. Police Officers terminated or retiring on or after January 1, 2024, will be compensated for any remaining banked catastrophic/disability days upon such termination or retirement and will not be used to extend employment. After all paid time is used and if the Police Officer chooses, the Police Officer may speak with his/her Department Head to begin the process of requesting extended paid leave. The Mayor has the ability at his or her discretion to grant paid or unpaid additional days subject to this handbook and the Family and Medical Leave Act (FMLA).

SECTION FOUR: This Ordinance shall be in full force and effect upon approval of the Common Council and the Mayor.

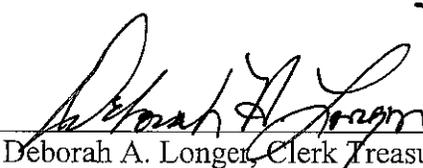
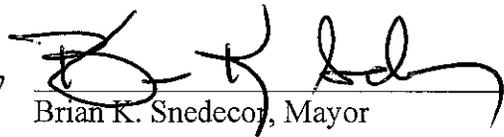
SECTION FIVE: All other provisions of Ordinance 2013-44 (as amended) shall remain in full force and effect.

ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of Hobart, Indiana on this 16th day of August, 2023.

ATTEST:  Deborah A. Longer, Clerk-Treasurer
 Brian K. Snedecor, Presiding Officer

PRESENTED by me to the Mayor of the City of Hobart on the 16th day of August, 2023 at the hour of 7:15 pm.
 Deborah A. Longer, Clerk-Treasurer

APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of Hobart on this 16th day of August, 2023.

ATTEST:  Deborah A. Longer, Clerk Treasurer
 Brian K. Snedecor, Mayor