

Brown County Personnel Policy

Effective Date as Revised
March 4, 1996

Board of Commissioners:
James Crane, President
James Owens, Vice-President
Jerry Floyd

organization that directly transacts business for which payment is received from the County. See Section I.

County employees shall not accept gifts or gratuities for services performed. Any such transactions or offers of transactions shall be reported to the Administrative Official.

County employees are prohibited from using their County position or time during working hours to assist in political activity.

No employee paid partially or wholly from Federal funds is eligible to run for office in a partisan election.

County employees shall strictly observe the provisions of Indiana law that govern conflicts of interest and that prohibit persons from holding more than one "lucrative office" at the same time.

I. INSURANCE

Full-time employees and regular part-time employees (but not temporary employees) whose regularly scheduled hours will exceed 1040 during the year, all County elected officials, public defenders, the County attorney and the Township Trustees will have the availability of group insurance benefits on a non-discriminatory basis as determined from time-to-time by the Board. Upon accepting employment, each employee shall be given a booklet explaining the available insurance benefits and any steps that the employee must take to obtain such benefits. In the event of a disability, as defined under the County health insurance policy, coverage will continue for that employee for up to six months from the date of the disability.

Employees in departments other than those included in the County general fund budget may, upon application to and approval by the County Commissioners, be accepted for coverage under the County insurance plan.

J. ANNUAL PERFORMANCE REVIEW

The Administrative Official of each department shall conduct an annual performance review of each employee within that department. The review shall be documented and maintained in each employee's personnel file. A sample performance review form is provided in the appendix.