

# COUNTY OF BROWN, INDIANA

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## PERSONNEL POLICIES HANDBOOK

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Revised May 21, 2021

prepared by:

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injury. The employer may obtain an additional thirty (30) day period if it establishes that the delay is due to an inability to obtain the medical information necessary to make a determination as to liability.

Certain injuries are excluded from Workers' Compensation coverage, including but not limited to employee intoxication, self-inflicted injuries, failing to use safety appliances, committing a violation of work rules, failing to obey a reasonable written or printed safety rule, and knowingly failing to perform a statutory duty.

Neither the County nor the insurance carrier will be liable for the payment of workers' compensation benefits for off-duty injuries or illnesses that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

While an employee is on workers' compensation leave, he/she shall not be engaged in outside employment.

During workers' compensation leave, employees may be required to submit periodic medical certifications on their serious health condition.

Before returning to work, the employee shall provide medical certification from a health care provider verifying that he/she may safely return to work.

For eligible employees, workers' compensation leave is considered Family and Medical Leave Act (FMLA) leave beginning with the first day of leave. All FMLA leave time used counts against the employee's twelve (12) week FMLA entitlement.

#### **4.13 EMPLOYEE INSURANCE**

Department Heads, Full-time employees, and Benefit Eligible Permanent Part-time employees (but not temporary employees) whose regularly scheduled hours equal or exceed 1040 during the year, public defenders, and all county elected officials including township trustees\* will have the availability of group insurance benefits on a non-discriminatory basis as determined from time-to-time by the Board.

Insurance benefits for Elected Officials will start the first day of their term; benefits for all other employees will start after a 60 day grace period has passed. When an employee moves from regular Part Time to benefits eligible Permanent Part Time or Full Time their calculation towards County Benefits eligibility begins, the first day of the new benefits eligible position.

Anyone currently on the county employee health insurance may continue covered under the plan so long as that person continues uninterrupted employment or elected service. 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.

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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.

\*On and after January 1, 2019 Township Trustees shall not be eligible for County group insurance coverage.

#### **4.14 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA)**

Brown County is compliant with applicable requirements and standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and has established guidelines regarding the privacy of individually identifiable health information accordingly.

Brown County has designated the Human Resources/Commissioners' Assistant's Office as the County's "privacy official" who is responsible for developing and implementing privacy policies and procedures; and the Human Resources Office is the contact person who is responsible for receiving complaints regarding compliance.

All County HIPAA inquiries shall be directed to the Human Resources/Commissioners' Assistant's Office.

#### **4.15 BENEFIT CONTINUATION (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the County's group rates. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

All COBRA inquiries should be directed to the Human Resources/Commissioners' Assistant's Office.