

## Town of Clay City Personnel Policy Duties and Responsibilities

The following is the effective description of the duties and responsibilities as well as the "Chain of Command" of Clay City Town Employees.

The purpose of this directive is to describe the appropriate authority for directing and instructing Town Employees on their day to day activities and job responsibilities. We are working for the good of the Town and as a Unit. Lets help each other out.

The Wastewater Utility Operator is the Supervisor over the Wastewater Plant. The Wastewater Operator is responsible to oversee and direct work on all wastewater Utility operations including but not limited to, pumps, electric work, running samples. Daily test, weekly test and running samples to Farmersburg. Cleaning and maintaining the Sewer Treatment Plant for day to day Operations according to IDEM. Operation and maintaining drying bed. The lift stations fall under his care for maintaining operations (but not the mowing or weed eating of the lift stations). The lawn care of the Wastewater treatment plant is in the care of its operator. The pond care at the Water Plant is also under his care.

The Water Plant Operator is Supervisor over the Water Plant . The Water Plant Operator is responsible to oversee and direct work on all the Water Operations. This would be day to day operations to stay in compliance with IDEM . The Water Operator is responsible for overseeing the operation and maintenance of the Water Plant. Flushing of the hydrants yearly. Responsible for the cleaning and upkeep on Water Towers and wells. Is responsible for all water leaks and testing to get them back in compliance. He is responsible for the upkeep on Hydrants and Pump stations. (not the mowing around the hydrants). The lawn care At the Plant falls under his care.

Both the Water Operator and Sewer Operator and employee shall assist in operating and maintaining both the water/wastewater utilities when one of said operators is unavailable due to sickness, vacation or any other absence to the extent permissible under Indiana law.

The Town Supervisor. This position is as a Working Supervisor. The Town Supervisor shall assign the day to day duties to be performed by the employee and himself. He is responsible for maintaining all equipment and keeping it in running working order. He and his employee is responsible for mowing , weed eating, weed kill/control all the other Town property. Around hydrants, water towers, lift stations, wells , Town Hall, 14<sup>th</sup> street building and any other property such as Property that has been abandoned and not mowed. (when notified to do so). He is responsible for patching pot holes, snow removal , reading meters, repairing meters or replacing them. Painting curbs, bridges

and crossing lines when needed. Making sure all ditches are flowing properly. This position shall also assist in locates, water leaks, taps. They will assist in keeping ally ways clear. This position is to keep a clean and tidy work space at the 14<sup>th</sup> street shop. To keep tools in the truck that will assist him in his duties. This position shall also direct activities to the Town employee. To help him in preforming duties and responsibilities.

The Water Operator, Sewer Operator and the Town Supervisor shall report directly to the Town Board and the Town Board may direct their activities and priorities pursuant to their discretion. According to the IDEM rules and regulations.

#### Clay City Employee Conduct

All Clay City Town Employees shall be responsible for following and complying with the following directivies.

- 1) That all Town Employees shall treat each other, citizens of the Town and the Town Board with respect.
- 2) That all Town Employees shall exhibit a positive attitude towards the Town Board and the Clerk Treasurer.
- 3) That Town Employees shall schedule vacation and approved days off. Two weeks notice is required. If the time requested is the same as a co worker. The employee with the most seniority gets it.
- 4) All Department heads are required to make the Town Board Meetings on the First Tuesday of every month at 7pm. They will provide an update of work done in the last month and what is expected to be done in the current month. Any request should be made at this time.
- 5) Town Employees shall obtain approval from all Board members before utilizing a third party contractor to do work on Town Streets or Utilities.
- 6) Town Employees shall comply with the tobacco ban within the Town Hall and Town buildings. No smoking . No chewing .
- 7) The Town Employees shall personally comply with clocking in and clocking out while using the employee time clock. You can not clock someone other than yourself in or out. Town employees shall not make hand written entries on time cards.
- 8) The Town Employees shall respect town utility expenses by keeping town buildings at a reasonably minimum temperature and by turning off lights and other unnecessary electrical use when such use is not necessary.

- 9) That Town Employees shall properly secure and lock the facilities at all plants including the gate at the sewer plant.
- 10) That Town Employees shall not keep or maintain personal property at Town facilities.
- 11) That Town Employees shall not permit friends of family to perform personal activities within town buildings or on town property.
- 12) That Town Employees shall not purchase work clothing or boots without submitting an invoice for approval in an open Town board meeting.
- 13) That lunch for Town Employees shall be thirty (30) minutes. If an employee need longer, employee must clock out.
- 14) That if a Town Employee is sick for more than a day(1), two(2)days in a row or more requires a doctors slip to return to work. Each employee who is unable to come to work because of illness, car trouble or any reason.. is required to contact in a group text supervisor and all Board members as to why they are unable to get to work on time or not at all for the day.
- 15) That Town Employees shall keep town property in a clean and proper working order.
- 16) That Town employees shall not make any purchase in excess of fifty (\$50) dollars without Town approval.
- 17) That Town Employees are encouraged to attempt to purchase items for the Town by using local merchants.
- 18) That Town Employees shall not remove or scrap Town property without Town Board approval in an open meeting.
- 19) That Town employees (other than law enforcement) shall have a Monday through Friday work week. 8:00am to 4:00pm (30 min. lunch) A 40 hour work week. Unless a part time person.
- 20) That Town Employees shall limit their time on cell phones while on the clock.( Cell phones should be used for communication from family and friends for emergency purposes only. )

21) That Town Employees may be entitled to accrue Comp Time but they are required to use said comp time by the end of the quarter that it is earned. All comp time is to be approved by a text to all Board members.

22) That Town Employees shall be required to notify the Board if they travel outside of the municipal boundaries while on duty.

23) That Town Employees and or Board members shall not use Town Equipment or town property for personal use.

24) If any employee is involved in a motor vehicle accident or other accident while working for the Town which results in injury, the employee may be required to submit to a drug screen test.


25) Any accident or injury in which a Town employee is involved shall be reported to the Town Board on the day it occurred and or within 24 hours.


This personnel policy and Directive is hereby approved this 6 day of July, 2021

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Carl Haviland, President

  
Tim Rood, Vice President

  
Donnella Baumgartner, Council Member

  
Karla Pipes, Clerk-Treasurer