

WHEREAS, in the opinion of the County Auditor, the public interests required that the Lake County Council, should be called to meet in regular session at this time, for the purpose of considering additional appropriations, a written notice was sent to each member of the Council, and proper advertisement made, and all other acts performed in accordance with the laws governing such matters.

And now in obedience to such call, come Christine Cid, President, David Hamm, Ronald Brewer, Pete Lindemulder and Ted Bilski, County Councilpersons, together with Tom O'Donnell and Ray Szarmach, County Council Attorneys. Councilmen Charlie Brown and Randy Niemeyer were in attendance via WebEx.

In the Matter of Minutes – December 10, 2024 (Deferred January) and January 14, 2025

Hamm made the motion, seconded by Bilski, to approve. Majority voted yes. Motion to approve carried 7-0.

In the Matter of Announcements – Melanie Dillion

The Council congratulated Melanie Dillon from the Sheriff's Department on her retirement this month after 49 years of dedicated service.

In the Matter of Announcements (Continued) – State Rep. Vernon Smith

The Council congratulated State Rep. Vernon Smith, D-Gary, for receiving the 2025 Drum Major Award from The Gary Frontiers Service Club on January 25th in recognition of his commitment and dedication to his community.

ORDINANCE #1504

Section 1. Be It Ordained by the County Council of Lake County, IN., that for the expenses of the County Government and its institutions, the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein appropriated, and shall be held to include all expenditures authorized to be made during the year unless otherwise expressly stipulated and provided by law.

	Appropriation Requested	Appropriated
County General Fund 1001		
<u>Juvenile Court 4005</u>		
61110 Officials & Administrators	\$2,397.00	\$2,397.00
61120 Professionals	\$2,397.00	\$2,397.00
61160 Office & Clerical	\$3,321.00	\$3,321.00
County General Fund 1001		
<u>Juvenile Detention 8003</u>		
61110 Official & Administrators	(\$8,115.00)	(\$8,115.00)
Justice Assistance Grant Fund 8262		
<u>Lake County Sheriff JAG FY23 8012</u>		
61100 Overtime	\$10,091.00	\$10,091.00
62410 Other Supplies	\$28,945.00	\$28,945.00
63995 Other Services & Charges	\$44,284.00	\$44,284.00
64490 Other Equipment	\$38,115.00	\$38,115.00
Justice Assistance Grant Fund 8262		
<u>Lake County Sheriff JAG FY24 8013</u>		
61100 Overtime	\$7,152.00	\$7,152.00
62410 Other Supplies	\$9,862.00	\$9,862.00
63995 Other Services & Charges	\$38,598.00	\$38,598.00
64490 Other Equipment	\$52,468.00	\$52,468.00

Sup. Ct IV Prob. Sol/Drug Court Fund 9426

<u>LC Superior Court IV 4001</u>		
61290 Supplemental Pay	\$250.00	\$250.00
62410 Other Supplies	\$7,000.00	\$7,000.00
63190 Other Professional Service	\$14,490.94	\$14,490.94

Adopted this 11th day of February, 2024.

TRANSFER OF FUNDS CERTIFICATE

I, the proper legal officer of Lake County Council, Lake County, IN., hereby certify to the Auditor of Lake County, that the Lake County Council, approved the following transfers:

	Requested	Approved
<u>**Commissioners/Lake County 911 9305</u>		
E911 Operating Fund 1014		
From: 1014-61140 Protective Services	\$300,000.00	WITHDRAWN
1014-61340 Group Insurance – Deduction	\$300,000.00	
To: 1014-63995 Other Services	\$600,000.00	

<u>Commissioners/Lake County 911 9305</u>		
E911 Operating Fund 1014		
From: 1014-61140 Protective Services	\$600,000.00	\$600,000.00
To: 1014-63995 Other Services	\$600,000.00	\$600,000.00

**Motion was made. Cid asked Bilski to amend his motion to transfer \$600,000 from protective services to other services. Bilski withdrew his original motion and preceded with the amended version ask requested.

and that such transfer does not necessitate expenditure of more money than was set out in detail in the budget as finally approved by the Department of Local Government Finance.

This transfer was made at a regular public meeting according to proper ordinance, a copy of which is attached to this certificate.

Dated this 11th day of February 2025.

Additional

	Made Motion	Seconded	
<u>County General Fund 1001</u>			
Juvenile Court 4005 (\$8,115)	Hamm	Bilski	Majority voted yes. Motion to approve carried 7-0.
<u>County General Fund 1001</u>			
Juvenile Detention 8003 – Reduction (-\$8,115)	Bilski	Hamm	Majority voted yes. Motion to approve carried 7-0.
<u>Justice Assistance Grant Fund 8262</u>			
Lake County Sheriff JAG FY23 8012 (\$121,435)	Bilski	Hamm	Majority voted yes. Motion to approve carried 7-0.
<u>Justice Assistance Grant Fund 8262</u>			
Lake County Sheriff JAG FY24 8013 (\$108,080)	Bilski	Brewer	Majority voted yes. Motion to approve carried 7-0.
<u>Sup. Ct IV Prob. Sol/Drug Court Fund 9426</u>			
LC Superior Court IV 4001 (\$21,740.94)	Hamm	Brewer	Majority voted yes. Motion to approve carried 7-0.

Transfers

	Made Motion	Seconded	
<u>Commissioners/Lake County 911 9305</u>			
E911 Operating Fund 1014 (\$600,000)	Bilski	Brewer	Majority voted yes. Motion to approve carried 7-0.

In the Matter of Auditor 1002 – Revised 144 – Auditor Ineligible Deduction Fund 1329

	<u>Present</u>	<u>Proposed</u>	<u>Difference</u>
39002-XXX Supplemental Pay	\$0.00	\$18,000.00	\$18,000.00

WITHDRAWNIn the Matter of Lake County Sheriff JAG FY23 8012 – Create New Line Items – Justice Assistance Grant Fund 8262

Bilski made the motion, seconded by Hamm, to approve the creation of the following new line items:

61100 Overtime
62410 Other Supplies
63995 Other Services & Charges
64490 Other Equipment

Majority voted yes. Motion to approve creation of new line items carried 7-0.

In the Matter of Lake County Sheriff JAG FY24 8013 – Create New Line Items – Justice Assistance Grant Fund 8262

Bilski made the motion, seconded by Brewer, to approve the creation of the following new line items:

61100 Overtime
62410 Other Supplies
63995 Other Services & Charges
64490 Other Equipment

Majority voted yes. Motion to approve creation of new line items carried 7-0.

In the Matter of County Council 6001 – Citizen Nomination – Economic Development Commission – Merrillville – **Deferred January**

Cid opened nominations

Bilski nominated Dan C. Stevenson.

Cid appointed Dan C. Stevenson to the Economic Development Commission (Merrillville)

In the Matter of County Council 6001 – Approval of Data Board Nominees

Bilski made the motion, seconded by Brewer to approve the following:

1. County Auditor	Peggy Holinga Katona (Proxy: Linda Midkiff)
2. County Treasurer	John E. Petalas (Proxy: Ofelia Gregoline & Priscilla Kirrin)
3. County Surveyor	Bill Emerson Jr. (Proxy: Matthew Cashen)
4. County Prosecutor	Bernard A. Carter (Proxy: Hogir Saeed)
5. County Clerk	Michael A. Brown (Proxy: Shawn Miller)
6. County Sheriff	Sheriff Oscar Martinez, Jr. (Proxy: Deputy Commander Brad Bosse)
7. County Assessor	LaTonya Spearman (Proxy: Jerri Floyd)
8. County Council	Christine Cid & Pete Lindemulder (Proxy: Ronald G. Brewer & Scott Schmal)
9. County Commissioners	
10. County Recorder	
11. County Judges	
12. County Coroner	

Majority voted yes. Motion to approve carried 7-0.

In the Matter of Resolution Recognizing February as Black History Month

Brewer made the motion, seconded by Lindemulder, to approve. Majority voted yes. Motion to approve carried 7-0.






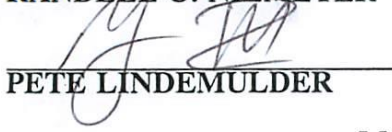

RESOLUTION NO. 25-06

RESOLUTION RECOGNIZING
FEBRUARY AS BLACK HISTORY MONTH

- WHEREAS, the Association for the Study of African-American Life and History, Inc. has urged communities to set aside the month of February as a special time to recognize the contributions of the African-American; and
- WHEREAS, this Association was founded in 1915, in Chicago, Illinois, by Dr. Carter G. Woodson, a Ph.D. in response to the lack of information on the accomplishments of African-Americans; and
- WHEREAS, by 1926, Dr. Woodson and his group established the second week of February as "Negro History Week" to coincide with the birth date of Abraham Lincoln (February 12th) and Frederick Douglas, who calculated his to be February 14th; and
- WHEREAS, schools and community groups embraced an annual weekly observance eagerly and soon requested more time to share the contributions of America's largest minority; and
- WHEREAS, the observance was extended to a month in 1976, and has provided a time when communities emphasize not only the annual theme the Association suggests, but also a time when communities present in many forms various phases of the history and contributions of the African-American people.

NOW, THEREFORE, BE IT RESOLVED that the Lake County Council does hereby urge all citizens to take advantage of the many programs and exhibits planned for February in observance of Black History Month, and continue to learn more of the contributions of the African-American long after this month of observance has been completed.

SO RESOLVED THIS 11th day of February, 2025.

 DAVID HAMM	 CHRISTINE CID, President	 CHARLIE BROWN
 RANDELL C. NIEMEYER		 RONALD G. BREWER, SR.
 PETE LINDEMULDER		 TED F. BILSKI

Members of the Lake County Council

In the Matter of Resolution Celebrating Earl H. Smith, Jr's Achievements in Observance of Black History Month

Brewer made the motion, seconded by Bilski, to approve. Majority voted yes. Motion to approve carried 7-0.

RESOLUTION NO. 25-07RESOLUTION CELEBRATING EARL H. SMITH, JR.'S
ACHIEVEMENTS IN OBSERVANCE OF BLACK HISTORY MONTH

- WHEREAS, Black History Month, celebrated during the month of February, originated in 1926 when Dr. Carter G. Woodson set aside a special period in February to recognize the heritage and achievements of Black people in the United States; and
- WHEREAS, Earl H. Smith, Jr., of Gary, Indiana, graduated from Gary Roosevelt High School in 1952, earned his bachelor's degree in elementary education from the University of Iowa in 1957 and earned post-graduate degrees from Indiana University in 1967 and 1974; and
- WHEREAS, a multi-sport star in high school, Smith played football, basketball and track and field; having won the State Championship in the long jump in 1951 and repeated in 1952 as a senior when he set the State record of 23-2.5 and helped Roosevelt win the first two State Championships in school history both years; and
- WHEREAS, Mr. Smith went on to the University of Iowa where he was the 1954 Big Ten Indoor and Outdoor Long Jump Champion and was a Big Ten honorable mention selection that year while leading the conference with 11 touchdowns and 66 points while playing for the Hawkeyes Football Team; and
- WHEREAS, Earl H. Smith, Jr. spent nearly six decades serving as an educator, coach and administrator with the Gary Community School Corporation and was widely regarded as an outstanding mentor, father figure, and advisor for so many and set an example of responsibility, sportsmanship, good citizenship and the value of giving back to the community; and
- WHEREAS, Earl was inducted into the Indiana Track and Field Hall of Fame in 1990, the Indiana Football Hall of Fame in 2007, the Indiana Basketball Hall of Fame in 2018, the Gary Sports Hall of Fame in 2023 and was a recipient of the IHSAA Ray Crowe Excellence in Leadership Award in 2023; and
- WHEREAS, Earl H. Smith, Jr. demonstrated in his life and his relations with fellow human beings the highest of ideals and personal commitment to his God and to the betterment of all mankind; the citizens of Lake County are deeply saddened by the death of Earl H. Smith, Jr.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

The Lake County Council hereby honors and celebrates Earl H. Smith, Jr.'s achievements in observance of Black History Month; a copy of this Resolution shall be spread on the official records of the Lake County Council, and an official copy be delivered to the family of Earl H. Smith, Jr.

DULY ADOPTED by the Lake County Council, this 11th day of February, 2025.


DAVID HAMM

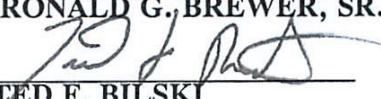

RANDELL C. NIEMEYER


PETE LINDEMULDER


CHRISTINE CID, President


CHARLIE BROWN


RONALD G., BREWER, SR.


TED F. BILSKI

Members of the Lake County Council

In the Matter of Resolution Permitting the Superior Court of Lake County, County Division III to pay an outstanding 2024 invoice/debt from the 2025 Budget

Hamm made the motion, seconded by Bilski, to approve. Majority voted yes. Motion to approve carried 7-0.

RESOLUTION NO. 25-08

RESOLUTION PERMITTING THE SUPERIOR COURT OF LAKE COUNTY, COUNTY DIVISION III TO PAY AN OUTSTANDING 2024 INVOICE/DEBT FROM THE 2025 BUDGET

WHEREAS, the Lake Superior Court, County Division III is currently operating in the 2025 Budget; and

WHEREAS, the following invoice/debt incurred in the Budget year of 2024, has not been paid:

<u>1001-4004-63190</u>	<u>Other Professional Services</u>
Douglas Caruana, Psy.D. HSPP	\$300.00; and

WHEREAS, the Lake Superior Court, County Division III desires to pay the above invoice/debt due.

NOW, THEREFORE, LET IT BE RESOLVED AS FOLLOWS:

That the following 2024 expense shall be paid from the Lake Superior Court, County Division III's 2025 Budget:

<u>1001-4004-63190</u>	<u>Other Professional Services</u>
Douglas Caruana, Psy.D. HSPP	\$300.00

SO RESOLVED THIS 11th day of February, 2025.

 DAVID HAMM	 CHRISTINE CID, President	 CHARLIE BROWN
 RANDELL C. NIEMEYER		 RONALD G. BREWER, SR.
 PETE LINDEMULDER		 FED F. BILSKI

Members of the Lake County Council

In the Matter of Resolution Permitting the Lake County Board of Elections & Registration to pay outstanding 2024 invoices/debts from the 2025 Budget

Lindemulder made the motion, seconded by Hamm, to approve. Majority voted yes. Motion to approve carried 7-0.

RESOLUTION NO. 25-09

RESOLUTION PERMITTING THE LAKE COUNTY BOARD OF ELECTIONS AND REGISTRATION TO PAY OUTSTANDING 2024 INVOICES/DEBTS FROM THE 2025 BUDGET

WHEREAS, the Lake County Board of Elections and Registration, is currently operating in the 2025 Budget; and

WHEREAS, the following invoices/debts incurred in the Budget year of 2024 have not been paid:

<u>1001-5001-63730</u>	<u>Property Rental</u>
See attached Exhibit "A"	\$8,400.00; and

WHEREAS, the Lake County Council desires to pay the above invoices/debts due.

NOW, THEREFORE, LET IT BE RESOLVED AS FOLLOWS:

That the following 2024 expenses shall be paid from the Lake County Board of Elections and Registration's 2025 Budget:

<u>1001-5001-63730</u>	<u>Property Rental</u>
See attached Exhibit "A"	\$8,400.00

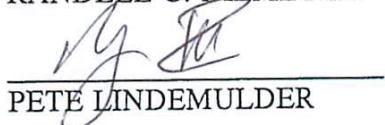
SO RESOLVED THIS 11th day of February, 2025.



DAVID HAMM

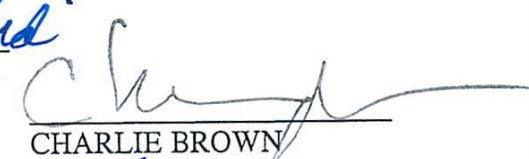


RANDELL C. NIEMEYER



PETE LINDEMULDER


CHRISTINE CID, President


CHARLIE BROWN


RONALD G. BREWER, SR.


TED F. BILSKI

Members of the Lake County Council

PRCT	NAME	ADDRESS	CITY	ST	ZIP	RENT
G4 14	TRINITY BAPTIST CHURCH	1831 VIRGINIA ST	GARY	IN	46407	\$100.00
G4 16	TRINITY BAPTIST CHURCH	1831 VIRGINIA ST	GARY	IN	46407	\$100.00
G4 23	LIBERTY BAPTIST CHURCH	2301 ROOSEVELT ST	GARY	IN	46404	\$100.00
G4 25	ST MONICA AND LUKE CHURCH	845 RHODE ISLAND ST	GARY	IN	46402	\$100.00
G5 16	ST JOHN BAPTIST CHURCH	2457 MASS ST	GARY	IN	46407	\$100.00
G6 02	LIFE CHURCH INTERNATIONAL (KUNY)	5050 VERMONT ST	GARY	IN	46409	\$100.00
G6 10	TRUE FOUNDATION CHURCH	4707 PIERCE ST	GARY	IN	46408	\$100.00
G6 16	EAST GLEN PARK CHURCH OF CHRIST/ATTN:WILLIE	505 E 45TH AVE	GARY	IN	46408	\$100.00
GR 01	GRIFFITH LUTHERAN CHURCH	1000 N BROAD ST	GRIFFITH	IN	46319	\$100.00
GR 02	PARK WEST APARTMENTS	1818 PARK WEST BLVD	GRIFFITH	IN	46319	\$100.00
GR 03	GRIFFITH LUTHERAN CHURCH	1000 N BROAD ST	GRIFFITH	IN	46319	\$100.00
GR 12	PARK WEST APARTMENTS	1818 PARK WEST BLVD	GRIFFITH	IN	46319	\$100.00
H1 05	ST JOHN THE BAPTIST SCHOOL	1021 119TH ST	WHITING	IN	46394	\$100.00
H1 08	CALUMET COLLEGE	2400 NEW YORK AVE	WHITING	IN	46394	\$100.00
H3 05	DOUGLAS POINT COMPLEX	5525 HYLES AVE	HAMMOND	IN	46320	\$100.00
H3 09	MT. ZION PLEASANT VIEW PLAZA	940 KENWOOD ST	HAMMOND	IN	46320	\$100.00
H3 11	NEW ZION TEMPLE CHURCH	926 E MORRIS ST	HAMMOND	IN	46320	\$100.00
H4 06	ST. DEMETRIOS GREEK CHURCH	7021 HOHMAN AVE	HAMMOND	IN	46324	\$100.00
H4 09	ST. DEMETRIOS GREEK CHURCH	7021 HOHMAN AVE	HAMMOND	IN	46324	\$100.00
H5 12	WOODMAR METHODIST CHURCH	7320 NORTHCOTE AVE	HAMMOND	IN	46324	\$100.00
H6 13	HOPE CHRISTIAN CHURCH	6936 GRAND AVE	HAMMOND	IN	46323	\$100.00
H6 15	CHURCH OF GOD OF PROPHECY	6608 MISSOURI AVE	HAMMOND	IN	46323	\$100.00
HL 08	HIGHLAND PRESBYTERIAN CHURCH	8727 DELAWARE ST	HIGHLAND	IN	46322	\$100.00
HL 12	GLORIA DEI LUTHERAN CHURCH	3711 RIDGE RD	HIGHLAND	IN	46322	\$100.00
HL 16	GLORIA DEI LUTHERAN CHURCH	3711 RIDGE RD	HIGHLAND	IN	46322	\$100.00
HL 24	FAITH CHURCH	8910 GRACE ST	HIGHLAND	IN	46322	\$100.00
HL 25	IMMANUEL UNITED CHURCH	2201 AZALEA ST	HIGHLAND	IN	46322	\$100.00
HL 26	IMMANUEL UNITED CHURCH	2201 AZALEA ST	HIGHLAND	IN	46322	\$100.00
HO 02	ST STEPHENS EPISCOPAL CHURCH	1360 STATE ST	HOBART	IN	46342	\$100.00
HO 03	TRINITY LUTHERAN SCHOOL	891 S. LINDA ST	HOBART	IN	46342	\$100.00
HO 06	RIVER POINTE COUNTRY CLUB	6700 COUNTY CLUB RD	HOBART	IN	46342	\$100.00
HO 07	NEW LIFE COMMUNITY CHURCH	1 N PENNSYLVANIA ST	HOBART	IN	46342	\$100.00
HO 10	CROWN OF LIFE CHURCH	2825 E CLEVELAND AVE	HOBART	IN	46342	\$100.00
HO 16	ROCK CHURCH (ABUNDANT)	3580 W 61ST AVE	HOBART	IN	46342	\$100.00
HO 21	AMBASSADOR BANQUET HALL	1967 E 37TH AVE	HOBART	IN	46342	\$100.00
HO 22	ROCK CHURCH (ABUNDANT)	3580 W 61ST AVE	HOBART	IN	46342	\$100.00
HO 23	GENESIS CHRISTIAN CHURCH (PRIMERIA IGLESIA)	2328 W OLD RIDGE RD	HOBART	IN	46342	\$100.00
HO 25	DEEP RIVER CHURCH OF CHRIST	7500 GRAND BLVD	MERRILLVILLE	IN	46410	\$100.00
HO 29	DEEP RIVER CHURCH OF CHRIST	7500 GRAND BLVD	MERRILLVILLE	IN	46410	\$100.00
HT 01	MARIAN HOME ASSOCIATION (KC HALL)	13039 WICKER AVE	CEDAR LAKE	IN	46303	\$100.00
HT 02	ZION UNITED CHURCH OF CHRIST	14804 W 113TH AVE	DYER	IN	46311	\$100.00
HT 03	ZION UNITED CHURCH OF CHRIST	14804 W 113TH AVE	DYER	IN	46311	\$100.00
LS 08	COMMUNITY PRESBYTERIAN CHURCH	2800 FAYETTE ST	LAKE STATION	IN	46405	\$100.00
M 09	CARMELITE HALL	1628 RIDGE RD	MUNSTER	IN	46321	\$100.00
M 12	CARMELITE HALL	1628 RIDGE RD	MUNSTER	IN	46321	\$100.00
M 19	WESTMINSTER PRESBYTERIAN CHURCH	8955 COLUMBIA	MUNSTER	IN	46321	\$100.00
MER 02	TRINITY MEMORIAL LUTHERAN CHURCH	7950 MARSHALL ST	MERRILLVILLE	IN	46410	\$100.00
MER 03	CROATION CENTER,	8550 TAFT ST	MERRILLVILLE	IN	46410	\$100.00
MER 04	ST CONSTANTINE & HELEN CHURCH HALL	8000 MADISON ST	MERRILLVILLE	IN	46410	\$100.00
MER 05	ST CONSTANTINE & HELEN CHURCH HALL	8000 MADISON ST	MERRILLVILLE	IN	46410	\$100.00
MER 11	SALVATORIAN HALL	5755 PENNSYLVANIA ST	MERRILLVILLE	IN	46410	\$100.00
MER 12	TRINITY FREE METHODIST CHURCH	8650 GRAND BLVD	MERRILLVILLE	IN	46410	\$100.00
MER 13	INDIAN AMERICAN CULTURAL CENTER	8605 MERRILLVILLE RD	MERRILLVILLE	IN	46410	\$100.00
MER 16	FAITH TEMPLE OF CHRIST	7601 WHITCOMB ST	MERRILLVILLE	IN	46410	\$100.00
MER 19	SALVATORIAN HALL	5755 PENNSYLVANIA ST	MERRILLVILLE	IN	46410	\$100.00
MER 21	FAITH TEMPLE OF CHRIST	7601 WHITCOMB ST	MERRILLVILLE	IN	46410	\$100.00
MER 28	TURKEY CREEK GOLF COURSE	6400 HARRISON ST	MERRILLVILLE	IN	46410	\$100.00
MER 30	TRINITY MEMORIAL LUTHERAN CHURCH	7950 MARSHALL ST	MERRILLVILLE	IN	46410	\$100.00
MER 33	INDIAN AMERICAN CULTURAL CENTER	8605 MERRILLVILLE RD	MERRILLVILLE	IN	46410	\$100.00
MER 34	INDIAN AMERICAN CULTURAL CENTER	8605 MERRILLVILLE RD	MERRILLVILLE	IN	46410	\$100.00
SCH 04	ST GEORGE HELENIC CHURCH	528 W 77TH AVE	SCHERERVILLE	IN	46375	\$100.00
SCH 10	HALLS OF ST GEORGE	905 E. JOLIET ST	SCHERERVILLE	IN	46375	\$100.00
SCH 13	ST GEORGE HELENIC CHURCH	528 W 77TH AVE	SCHERERVILLE	IN	46375	\$100.00
SCH 14	ST GEORGE HELENIC CHURCH	528 W 77TH AVE	SCHERERVILLE	IN	46375	\$100.00
SCH 15	VILLA CESARE BANQUET HALL	900 EAGLE RIDGE DR	SCHERERVILLE	IN	46375	\$100.00
SCH 16	VILLA CESARE BANQUET HALL	900 EAGLE RIDGE DR	SCHERERVILLE	IN	46375	\$100.00
SCH 17	HIDDEN CREEK CLUBHOUSE	8118 INTERNATIONAL DR	CROWN POINT	IN	46307	\$100.00
SCH 18	CHETNIK MEMORIAL HALL	1350 WOODVIEW DR	CROWN POINT	IN	46307	\$100.00
SCH 19	ST GEORGE HELENIC CHURCH	528 W 77TH AVE	SCHERERVILLE	IN	46375	\$100.00
SCH 20	HIDDEN CREEK CLUBHOUSE	8118 INTERNATIONAL DR	CROWN POINT	IN	46307	\$100.00
SCH 22	BRUNSWICK AMERICAN LEGION # 485	7485 BURR ST	SCHERERVILLE	IN	46375	\$100.00

SCH 24	CHETNIK MEMORIAL HALL	1350 WOODVIEW DR	CROWN POINT	IN	46307	\$100.00
SCH 27	VILLA CESARE BANQUET HALL	900 EAGLE RIDGE DR	SCHERERVILLE	IN	46375	\$100.00
SCH 28	BRUNSWICK AMERICAN LEGION	7485 BURR ST	SCHERERVILLE	IN	46375	\$100.00
SCH 32	HALLS OF ST GEORGE	905 E JOLIET ST	SCHERERVILLE	IN	46375	\$100.00
SCH 33	VILLA CESARE BANQUET HALL	900 EAGLE RIDGE DR	SCHERERVILLE	IN	46375	\$100.00
SJT 03	KNIGHTS OF COLUMBUS HALL	1400 S BROAD ST	GRIFFITH	IN	46319	\$100.00
W 01	AMERICAN LEGION #80	2003 INDPLS BLVD	WHITING	IN	46394	\$100.00
W 04	USW UNION HALL	2045 SCHRAGE AVE	WHITING	IN	46394	\$100.00
WCT 4	TRINITY LUTHERAN CHURCH	631 W COMMERCIAL AVE	LOWELL	IN	46356	\$100.00
WCT 6	TRINITY LUTHERAN CHURCH	631 W COMMERCIAL AVE	LOWELL	IN	46356	\$100.00
WT 02	L.O.F.S. POA SEASONS LAKEHOUSE	1048 LAKESHORE DR	WINFIELD	IN	46308	\$100.00
WT 05	L.O.F.S. POA SEASONS LAKEHOUSE	1048 LAKESHORE DR	WINFIELD	IN	46308	\$100.00
WT 06	L.O.F.S. POA SEASONS LAKEHOUSE	1048 LAKESHORE DR	WINFIELD	IN	46308	\$100.00
TOTAL						\$8,400.00

Ex. A.

In the Matter of Resolution to Approve the Transfer of \$575,000.00 from CEDIT Fund, Fund No. 4012 to Lake Debt Service of 2024 SRF Bond, Fund No. 4359

Brewer made the motion, seconded by Bilski, to approve. Majority voted yes. Motion to approve carried 7-0.

RESOLUTION NO. 25-10

**RESOLUTION TO APPROVE THE TRANSFER OF \$575,000.00
FROM CEDIT FUND, FUND NO. 4012 TO LAKE
DEBT SERVICE OF 2024 SRF BOND, FUND NO. 4359**

WHEREAS, the Lake County Council by Resolution may permit the transfer to a fund from another fund with sufficient money on deposit in the County; and

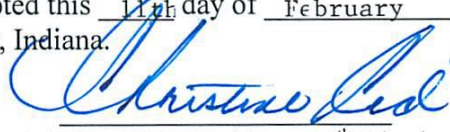
WHEREAS, the Board of Commissioners request the transfer of \$575,000.00 from the CEDIT Fund, Fund No. 4012 to SRF Fund, Fund No. 4359, Department 6002.


WHEREAS, the Lake County Council desires to transfer \$575,000.00 from the CEDIT Fund, Fund No. 4012 to SRF Fund, Fund No. 4359, Department 6002, representing reimbursement pursuant to Ordinance No. 1492E adopted on February 13, 2024.


NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

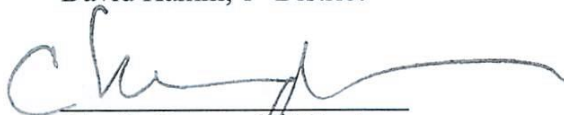
That the sum of \$575,000.00 is hereby transferred from the CEDIT Fund, Fund No. 4012 to SRF Fund, Fund No. 4359, Department 6002 representing reimbursement to the Debt Service Reserve Account pursuant to Ordinance No. 1492E.

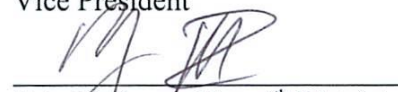
So Resolved, Passed and adopted this 11th day of February, 2025 by the Lake County Council, Lake County, Indiana.

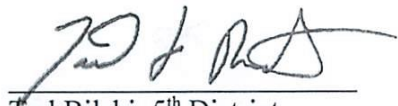

Christine Cid, President – 5th District


David Hamm, 1st District


Ronald G. Brewer, Sr., 2nd District
Vice President


Charlie Brown, 3rd District


Pete Lindenmulder, 4th District


Ted Bilski, 5th District


Randy Niemeyer, 7th District

In the Matter of Ordinance Amending the Lake County Part-Time Employees Pay Rate Ordinance for 2025, Ordinance No. 1502C

Bilski made the motion, seconded by Hamm, to approve on First Reading. Majority voted yes. Motion to approve on First Reading carried 7-0.

Bilski made the motion, seconded by Hamm, to Suspend Rules. Majority voted yes. Motion to Suspend Rules carried 7-0.

Bilski made the motion, seconded by Hamm, to approve on Second Reading. Majority voted yes. Motion to approve on Second Reading carried 7-0.

ORDINANCE NO. 1502C-1

ORDINANCE AMENDING THE LAKE COUNTY PART-TIME
EMPLOYEES PAY RATE ORDINANCE FOR 2025, ORDINANCE NO. 1502C

WHEREAS, on December 10, 2024, the Lake County Council adopted the Lake County Part-Time Employees Pay Rate Ordinance for 2025, Ordinance No. 1502C; and

WHEREAS, the Lake County Council now desires to amend the Ordinance.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

That the following section be amended and adopted as follows:

DELETE:

Section IV.

- 5. Hobart Township Assessor
Real Estate Field Person 10.00-12.00/hr.
- 6. Township Assessors & County Assessors
Positions for reassessment duties:
 - a. Data Entry Personnel 10.00-12.00/hr.
 - b. Field Personnel I 10.00-12.00/hr.
 - Field Personnel II 12.00-14.00/hr.
 - c. Supervisor/Coordinator 13.00-15.00/hr.
 - d. Project Director 15.00-17.00/hr.
 - e. Clerical Personnel 10.00-12.00/hr.
 - f. Photographer 10.00-12.00/hr.

INSERT:

Section IV.

- 5. Hobart Township Assessor
Real Estate Field Person 10.00-20.00/hr.
- 6. Township Assessors & County Assessors
Positions for reassessment duties:
 - a. Data Entry Personnel 10.00-20.00/hr.
 - b. Field Personnel I 10.00-20.00/hr.
 - Field Personnel II 12.00-20.00/hr.
 - c. Supervisor/Coordinator 13.00-20.00/hr.
 - d. Project Director 15.00-20.00/hr.
 - e. Clerical Personnel 10.00-20.00/hr.
 - f. Photographer 10.00-20.00/hr.


SO ORDAINED THIS 11th DAY OF FEBRUARY, 2025.

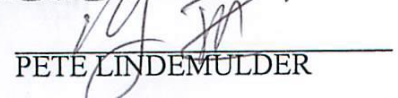

CHRISTINE CID, President


DAVID HAMM


CHARLIE BROWN


RANDELL C. NIEMEYER


RONALD G. BREWER, SR.


PETE LINDEMULDER


TED F. BILSKI

Members of the Lake County Council

In the Matter of Ordinance Amending the Lake County 2025 Salary Ordinance, Ordinance No. 1500F, Increasing Supplemental Pay for Six (6) Positions for Lake County Juvenile Court (9345-Family Court Grant Fund)

Hamm made the motion, seconded by Bilski, to approve on First Reading. Majority voted yes. Motion to approve on First Reading carried 7-0.

Hamm made the motion, seconded by Bilski, to Suspend Rules. Majority voted yes. Motion to Suspend Rules carried 7-0.

Hamm made the motion, seconded by Bilski, to approve on Second Reading. Majority voted yes. Motion to approve on Second Reading carried 7-0.

ORDINANCE NO. 1500F-1

ORDINANCE AMENDING THE LAKE COUNTY
2025 SALARY ORDINANCE, ORDINANCE NO. 1500F,
INCREASING SUPPLEMENTAL PAY FOR
SIX (6) POSITIONS FOR LAKE COUNTY JUVENILE COURT
(9345-4005 Family Recovery Court Grant Fund)

WHEREAS, on October 15, 2024, the Lake County Council adopted the Lake County 2025 Salary Ordinance, Ordinance No. 1500F; and



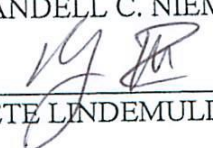
WHEREAS, the Lake County Council now desires to amend Ordinance No. 1500F to establish a revised Form No. 144 to increase supplemental pay for six (6) positions for the Lake County Juvenile Court (9345-4005 Family Recovery Court Grant Fund), effective January 1, 2025.


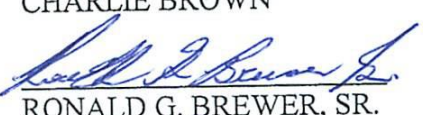
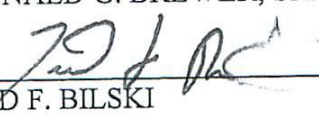
NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

That it be ordained by the Lake County Council that the attached Form No. 144, Exhibit "A", increasing supplemental pay for six (6) positions for the Lake County Juvenile Court, (9345-4005 Family Recovery Court Grant Fund), effective January 1, 2025, is hereby approved.

SO ORDAINED THIS 11th DAY OF FEBRUARY, 2025.


CHRISTINE CID, President


DAVID HAMM

RANDELL C. NIEMEYER

PETE LINDEMULDER


CHARLIE BROWN

RONALD G. BREWER, SR.

TED F. BILSKI

Members of the Lake County Council

Form Prescribed by State Board of Accounts

County Form No. 144 (1071)

**STATEMENT OF SALARIES AND WAGES
PROPOSED TO BE PAID OFFICERS AND EMPLOYEES
CALENDAR YEAR 2025**

LAKE COUNTY JUVENILE COURT /4005
(Name of Office, Department, Board Agency)

LAKE County, Indiana

The following statement shows the salaries and wages proposed to be paid to officers and employees of the above named office, department, board or agency during the calendar year 2025

FULL TIME SALARIED OFFICERS AND EMPLOYEES

<u>Title of Position or Employee Classification</u> JOB CODE # AND POSITION #	<u>\$ PRESENT</u>	<u>\$ PROPOSED</u>	<u>\$ DIFFERENCE</u>
9345-39002-003 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
9345-39002-004 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
9345-39002-005 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
9345-39002-006 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
9345-39002-007 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
9345-39002-008 Supplemental Pay	\$5,000.00	\$6,000.00	\$1,000.00
Totals	30,000.00 #	36,000.00	\$6,000.00

PART TIME AND HOURLY RATED EMPLOYEES

<u>Title of Position or Employee Classification</u>	<u>\$</u>	<u>Rate of Pay</u>
	\$	Per
	\$	Per
	\$	Per
	\$	Per
	\$	Per

*Show rate of pay per month, week, day, hour, etc.

Submitted by:

CHIEF DEPUTY

Date 1/24/2025

NOTES:

- (1) This statement must be filed IN DUPLICATE with the County Auditor on or before July 1, each year for salaries and wages to be paid in the ensuing year.
- (2) The number and salaries to be paid full time officers and employees must be fixed by the County Council. The rates of pay for part time and hourly employees shall likewise be fixed by the County Council but the number to be employed is limited only by the funds appropriated therefore; thus, the amount to be requested in the budget for part time and hourly employees need not be included in this statement.
- (3) The County Auditor shall complete the reverse side of this or this form and return one copy to the officer or head of the department, board or agency within 3 days after action thereon by the County Council.

Ex. A.

In the Matter of an Ordinance Amending Ordinance No. 1356C Lake County Employee Handbook, 2013 Edition

Hamm made the motion, seconded by Bilski, to approve on First Reading. Majority voted yes. Niemeier voted no. Motion to approve on First Reading carried 6-yes, 1-no.

Hamm made the motion, seconded by Bilski, to Suspend Rules. Majority voted yes. Motion to Suspend Rules carried 7-0.

Hamm made the motion, seconded by Bilski, to approve on Second Reading. Majority voted yes. Motion to approve on Second Reading carried 7-0.

ORDINANCE NO. 1356C-14

**AN ORDINANCE AMENDING ORDINANCE NO. 1356C
LAKE COUNTY EMPLOYEE HANDBOOK, 2013 EDITION**

WHEREAS, on January 8, 2013, the Lake County Council adopted the Lake County Employee Handbook, 2013 Edition, Ordinance No. 1356C, (Lake County Code Chapter 32); and

WHEREAS, the Lake County Council now desires to amend Ordinance No. 1356C.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

The Lake County Employee Handbook, 2013 Edition, Ordinance No. 1356C be amended as follows:

Section 2.1(E) HIRING

DELETE:

(2) Applicants will not be barred from consideration due to a misdemeanor criminal conviction unless the position has access to sensitive information or has responsibilities that may create conflict with that applicant's record. Applicants may be required to apply for a limited criminal background check depending on the position, and are responsible for the cost of that background check.

INSERT:

(2) Each applicant must undergo a background check performed by Human Resources and the Lake County Sheriff's Department for ALL County positions. Applicants with a previous criminal conviction or multiple convictions will not be barred from consideration for employment. The Human Resources Department will consider the category, level and age of the conviction(s) and the relevance of the conviction(s) to the duties of the position the candidate is seeking. Failure to disclose any conviction will result in the candidate being removed from consideration. Applicants may be responsible for the cost of conducting a background check.

Section 2.2 BRIDGING OF SERVICE - CREDIT FOR FULL-TIME STATUS

DELETE:

From time to time, an employee may leave the County's employment only to return at a later date. Employees who return to work for the County and subsequently complete twelve (12) months of consecutive employment will then be credited for any previous full time employment service. Credited time will be applied towards vacation and other benefits. This policy does not apply to employment situations that pre-date the issuance of this handbook.

INSERT:

From time to time, an employee may leave the County's employ only to return at a later date. Employees who return to work for the County and subsequently complete twelve (12) months of consecutive employment will then be credited for any previous full time employment service. Credited time will be applied towards vacation, sick/personal time, and longevity pay. The employee must initiate this process by submitting a written request to the Auditor's Payroll Manager within two (2) years of returning to full-time County employment. Failure to request the bridge within the two (2) year period will be considered as waiving this benefit. Credited time will be effective January 1 of the following year.

Section 2.4 DEFINITIONS OF EMPLOYMENT STATUS**DELETE:**

(C) *Full-Time Probationary*: A newly hired employee or an employee assigned (either through promotion or demotion) to a new job classification who has worked at the same position for more than ninety (90) calendar days, then becomes a full time employee. During the 90 day probationary period, a newly hired employee is not eligible for health insurance benefits.

INSERT:

(C) *Full-Time Probationary*: A newly hired employee or an employee assigned (either through promotion or demotion) to a new job classification will be considered a full-time probationary employee until they complete their probationary period. Upon successful completion of the probationary period, the employee then becomes a full-time employee. During the ninety (90)-day probationary period, a *newly hired* employee is not eligible for health insurance benefits. Full-time probationary employees are eligible for holiday pay for any holidays recognized by the County, in accordance with the guidelines provided in the holiday provisions in Section 4 of this handbook.

Section 2.11 PERSONNEL ACTIONS**(9) General Rules Applying to Termination, Resignation, and Retirement****DELETE:**

(c) No severance pay of any type shall be paid to any employee of the County upon separation of employment unless that severance pay is approved by the Lake County Council pursuant to an employment contract in effect at the time of separation.

INSERT:

(c) All severance agreements must be reviewed by both the County Commissioner's Attorney and the County Council's Attorney and approved by their respective governing bodies.

Section 3.1 ATTENDANCE POLICY**DELETE:**

(A) It is a basic expectation that all employees are expected to report for work on a daily basis and in a punctual manner. Failure to do so will result in disciplinary action.

(B) *Tardiness* - In order to preserve and maintain effective operations, employees of the County should be present and ready to work by their assigned starting time. Tardiness can be cause for appropriate disciplinary action when an employee fails to show up on time. A supervisor should exercise discretion to not discipline for tardiness if there is a justifiable emergency and no pattern of chronic tardiness on the part of this employee; however, said discretion must be exercised uniformly in similar situations.

(C) *Excused Absences and Illness* - An employee shall be considered off with an excused absence provided the employee has received prior approval from a supervisor. Each division or department shall set its own procedure for calling off. If no departmental procedure is in place, then an employee who is absent due to illness must report off prior to or within ten minutes of his/her start time in order to be considered excused. Employees who call off later than fifteen (15) minutes after their start time shall be considered off with an unexcused emergency that impeded the employee's ability to make such contact.

(D) *Absence Without Pay*

(1) As an entity whose primary responsibility is to serve the public, unnecessary or unauthorized absence can have a very detrimental impact on operations. It is the general policy of the County not to allow employees to be absent without pay, and such notation will not be accepted by the County's payroll system (In certain circumstances, up to 10 (ten) days of unpaid absence may be granted in the twelve (12) month period following an approved Family and Medical Leave - See Family and Medical Leave in Section 4 for details).

(2) However, in certain circumstances, such as a work reduction or at the end of the calendar year where an employee may have already exhausted all of his or her paid leave, a non-paid absence may be granted with written permission of that employee's elected official or department head. Such permission must be granted in advance unless the situation is an emergency situation. Under no circumstances may an employee incur more than 2 (two) occurrences of unexcused absences in a calendar year or 1 (one) in a one month period unless the absence is due to a work reduction. Violations of this policy may be subject to disciplinary action.

(E) **Unexcused Absences** - An employee who fails to have authorization or has failed to notify his/her supervisor that they will not be at work is considered to have an unexcused absence and will not be paid. Three consecutive days of unexcused absence shall be considered voluntary resignation and will terminate the employee's position and accompanying benefits.

(F) **Sick Days**

(1) Sick days may only be used for the illness of the employee, care of one's spouse or child (under the age of 18 or as defined by the Family and Medical Leave Act). Certain conditions apply in regard to the use of sick days:

(a) Any employee who misses three (3) or more consecutive work days shall be required to provide a doctor's excuse upon return to work (including if that absence is due to the care of a spouse or child). Failure to do so will result in no pay for the days missed.

(b) Sick days shall only be taken in a minimum of 1/2-day increments.

(2) An employee must work 51% of the workdays of the preceding month in order to earn a sick day for that month's service. Paid vacation is to be included in the calculation. (See "Sick Time" in the Benefits section of this handbook for additional information.)

INSERT:

Punctual and regular attendance is an essential responsibility of each employee that works for Lake County Government. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused Absences and Illness- An employee shall be considered off with an excused absence provided the employee has received prior approval from a supervisor. Each division or department shall set its own procedure as to how and to whom an employee will call off.

Excused absence occurs when *all* the following conditions are met:

- The employee provides to his or her supervisor sufficient notice, at least forty-eight (48) hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient sick/personal days to cover the absence.
- Employees with three (3) or more consecutive days of *excused* absences because of illness or injury must give Lake County Government proof of physician's care and a fitness for duty release prior to returning to work.

Unexcused Absences- An employee who fails to have authorization from his/her supervisor is considered to have an unexcused absence and will not be paid. An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Unexcused absence occurs when *any* of the following conditions are not met:

- The absence is not approved in advance by the employee's supervisor.

- If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor as promptly as possible. If the employee is unable to call, he or she must have someone make the call.
- Three consecutive days of *unexcused absence* shall be considered voluntary resignation and will terminate the employee's position and accompanying benefits.
- Employees must take earned sick/personal time for every absence unless otherwise allowed by County policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

In order to preserve and maintain effective and efficient operations, employees of the County should be present and ready to work by their assigned starting time. Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Tardiness can be cause for appropriate disciplinary action when an employee fails to show up on time. A supervisor should exercise discretion to not discipline for tardiness if there is a justifiable emergency and no pattern of chronic tardiness on the part of this employee; however, said discretion must be exercised uniformly in similar situations. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive attendance problems will result in performance counseling up to and including termination of employment based upon the frequency of occurrences or other reasonable concern of misuse (patterns of absence after paydays, holidays, scheduled days off, etc.):

Standard Guidelines for Absences/Tardiness (In a 12-month rolling calendar year)	
Verbal Counseling	1 st Occurrence
Level 1	2 nd Occurrence
Level 2	3 rd Occurrence
Level 3 (Final Warning)	4 th Occurrence
Level 4 (Termination)	5 th Occurrence

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

No-Call – No Show

An employee failing to call in to work and failing to show up for work will receive a Level 3 final warning for the first infraction. An employee failing to call in to work and failing to show up from work on two separate occasions within a rolling twelve-month period will be terminated. This will also be considered a voluntary resignation.

Absence Without Pay- As an entity whose primary responsibility is to serve the public, unnecessary or unauthorized absences can have a detrimental impact on operations. It is the general policy of the County not to allow employees to be absent without pay, and such notation will not be accepted by the County's payroll system. However, in certain circumstances, such as a work reduction or at the end of the calendar year where an employee may have already exhausted all of his or her paid leave, a non-paid absence may be granted with written permission of that employee's elected official or department head. Such permission must be granted in advance unless the situation is deemed an emergency situation.

Sick Days- Sick days may only be used for the illness of the employee, care of one's spouse or child (under the age of 18 or as defined by the Family and Medical Leave Act). Certain conditions apply in regard to the use of sick days:

- Any employee who misses three (3) or more consecutive work days shall be required to provide a doctor's excuse upon return to work (including if that absence is due to the care of a spouse or child). Failure to do so will result in no pay for the days missed.
- Sick days must be taken in a minimum of four (4) hour increments.

An employee must work 51% of the workdays of the preceding month in order to earn a sick day for that month's service. Paid vacation is to be included in the calculation. (See "Sick Time" in the Benefits section of this handbook for additional information.)

Section 3.3 VEHICLE USE POLICY

DELETE:

(E) In certain instances an employee or office holder may be assigned a county-owned vehicle and allowed to take that vehicle home and to use it for personal use. This practice is known as "permissive use." The personal use of a county vehicle must be authorized in advance and the user is subject to any applicable federal or state tax regulations governing such use.

INSERT:

(E) In certain instances an employee or office holder may be assigned a county-owned vehicle and allowed to take that vehicle home and use it for personal use. This practice is known as "permissive use". The personal use of a county vehicle must be authorized in advance, and the user is subject to any applicable federal or state tax regulations governing such use.

Smoking is prohibited in County vehicles and employees are expected to exercise care and caution at all times while operating a county vehicle. Employees are expected to follow all traffic laws and exercise safe driving practices while operating a County vehicle. Any violation of this policy may result in revocation of authorization to use a County vehicle and/or may result in disciplinary action, up to termination.

Section 3.9 DRESS CODE

DELETE:

- (A) As servants of the public, employees must dress in a manner and appearance that reflects professionalism.
- (B) Those employees who are seen by and come in contact with the public are expected to dress with the same or higher expectations as associated with the private sector. Although requirements may be established by individual departments and approved by the appropriate elected official, employees should always dress in a manner that is appropriate for work and not distracting or unprofessional.
- (C) Attire that is distracting to other employees, such as revealing or excessively tight-fitting clothing, clothes that are not clean or torn, or clothing that displays logos or wording that might be viewed as offensive or inappropriate by other employees or the general public should never be worn.
- (D) **Uniformed Employees** - Employees who are furnished uniforms, including shirts or partial uniforms, must wear the provided uniform attire each day when reporting to work and performing duties. Employees are also responsible for the care and maintenance of any uniform that is received.
- (E) **Casual Attire** - Dependent upon the office holder or department head a relaxed style of attire may be allowed as part of the regular dress for work or on certain days. Revealing, offending or distracting attire, jeans that are tattered, torn, faded or otherwise inappropriate may still not be worn.
- (F) **Field Assigned Employees** - Employees who are regularly assigned to field duties must maintain a professional appearance when representing the County in the field.
- (G) The aforementioned guidelines should be viewed as minimum standards. Employees should contact their department head for further details.

Section 3.11 DRUGS AND ALCOHOL: TERMINATION, DISCIPLINE, REHABILITATION**DELETE:**

(A) The following activities present a threat to the safety, welfare and integrity of the County and its employees, and will result in an employee being discharged on a first offense:

(1) The unlawful manufacture, distribution, possession, consumption, or use of drugs or drug paraphernalia in the workplace or on County time and the use or consumption of alcohol in the workplace.

(2) The unlawful manufacture or distribution of drugs outside the workplace.

(3) The consumption of alcohol within four (4) hours prior to performing scheduled safety-sensitive functions. The term "scheduled" does not apply to an event where an off-duty employee is requested to perform work in the event of an emergency or call out. However, the employee retains the responsibility to notify his/her supervisor that consumption of alcohol has occurred rendering that person unfit for duty. Failure to notify one's supervisor may be cause for appropriate disciplinary action or termination.

(4) Refusing or failing to submit to an alcohol and/or a drug test.

(5) Refusing or failing to cooperate with the collection process during drug and/or alcohol testing.

(6) Attempting to contaminate a drug test.

(B) The following activities by County employees are prohibited and will result in a three step process as specified below:

(1) The unlawful possession, consumption, or use of drugs outside the workplace.

(2) Performing any job function with an alcohol concentration of 0.04 or greater, as determined by an evidentiary breath test.

(3) The use of alcohol within eight hours following an accident which requires an employee to be tested for alcohol, unless the employee has already taken a post-accident evidentiary breath test.

(4) Testing positive for a drug/alcohol test.

(C) A violation of the above prohibitions will result in the following consequences:

(1) If a first offense occurs, an employee will be required to participate in a rehabilitation program selected, provided and paid for by the County (through any combination of insurance and county subsidy). In addition to the rehabilitation program, the County will assume the cost of follow-up testing.

(2) Violations of this policy may result in disciplinary action. Ethics training is offered by the County Human Resources Consultant several times per year.

Section 3.14 GUIDELINES FOR CONDUCT**DELETE:**

(A) This policy applies to all County employees including those covered by a collective bargaining agreement, unless the bargaining agreement or contract explicitly addresses the issue in a manner contrary to this chapter. In those instances, the terms of the bargaining agreement or contract will supersede the terms of this chapter.

(B) Organizations need regulations to govern the conduct of employees, maintain smooth operations, and provide general direction. The County is no exception. Rules have been enacted to help maintain safe and desirable working conditions for everyone, and are posted for general information and to ensure equitable and uniform corrective action when necessary. In order to demonstrate an accurate account of any incident that results in discipline, an employee's supervisor should complete a written report of any improper action. Disciplinary action will be issued by the supervisor upon review and authorization by the department head. In matters of Category IV violations, these actions must first be reviewed by the elected official to whom that employee ultimately reports (or his/her designee) before being issued (See also the "Suspension/Termination of Employment" in this section of this handbook).

(C) The County reserves the right to depart from these guidelines and to take action up to and including immediate discharge when, in its opinion, such action is necessary to protect the well being of the County or its employees.

(D) It is impractical to attempt to list all types of misconduct that may result in disciplinary action; therefore, the following are only basic guidelines:

(1) **Category I** - The County expects proper procedures and actions of its employees including, but not limited to: being on time; showing respect to co-workers, supervisors and visitors; reporting personal injuries; following normal daily procedures; and notifying one's supervisor in advance of any tardiness or absence. When an employee does not abide by these regulations, it is the supervisor's responsibility to work with the employee to correct the employee's behavior. If there is no improvement, the employee will be notified that his or her behavior or lack thereof, is not in accordance with County policy. This notification will be made verbally with written record of the discussion placed in the employee's file.

(2) **Category II** - When an employee fails to adhere to safety rules, creates conditions that are unsanitary or potentially dangerous to other employees, displays rudeness/discourtesy to the public, walks off the job without authorization, causes waste of materials or parts due to carelessness, reports to work in dirty clothing or in an unclean manner, uses or possesses another employee's personal tools without consent, engages in a minor act of sexual harassment, engages in verbal confrontations that disrupt the workplace, neglects to properly perform assigned duties, incurs excessive unexcused absences, engages in activities that are unethical such as performing personal work on County time, or when an employee commits a second Category I violation within 12 months of the last discipline issued, that employee will be notified in writing that his or her behavior is not appropriate. Subsequent violations could lead to additional action including suspension and termination.

(3) **Category III**

(a) These actions are more serious in nature and have significant impact on the County or its employees. They include: being under the influence of alcohol or deliberate abuse of prescription or illegal drugs; specific refusal to follow legitimate directions from one's supervisor or conduct that directly challenges the legal or legitimate authority of a supervisor or manager; commits an act of sexual harassment; posting, altering or removing any matter on a County bulletin board without authorization, disorderly conduct; reckless damage to a vehicle or other County property of less than \$2,500.00; failure to report within forty-eight (48) hours any accident; a pattern of negligence in carrying out assigned duties, threatening or intimidating another employee; concealing defective work; use of government equipment, tools, materials or other County property for personal use; sleeping on the job; carrying an unauthorized passenger in a County vehicle during work hours; violating departmental safety rules; or the violation of County Policy.

(b) An employee who commits any of these infractions or any other infraction viewed by the County as serious misconduct, or who commits a second violation of the guidelines contained in Category II within 12 months of the last discipline issued, will be suspended without pay for 3 to 5 days, along with other measures that may be applicable (e.g. counseling). A subsequent violation could lead to additional action including termination.

(4) **Category IV**

(a) When an employee commits a deliberate action that is deemed inexcusable, that employee will be subject to immediate dismissal. Such actions include deliberate damage of property; a serious violation of County Policy/ordinance, Indiana or Federal law; conviction of a felony; actions that endanger the health and welfare of

another employee; deliberate negligence in carrying out one's job responsibilities; the use of physical force against another individual; damage to a County vehicle or equipment that totals \$2,500.00 or more; theft, willful tampering with equipment or computer programs; gross insubordination; falsification of records - including time cards, release of confidential information; unreported absence for three (3) days; possession of illegal drugs and alcohol (all instances of alleged substance abuse or intoxication shall be handled pursuant to methods prescribed in Ordinance 7415); possession of weapons, firearms or explosives, physical or sexual assault or abuse; a second violation of a Category III regulation within 12 months of the last discipline issued; or any other extremely serious action. Such behavior will result in an immediate suspension without pay for 5 days pending review for termination by the department head or elected official.

(b) The foregoing listing of causes for disciplinary action is to help illustrate the County's progressive disciplinary policy and does not preclude the County from disciplining employees for reasons not specifically listed. In addition, the County reserves the right to depart from the aforementioned guidelines in matters where the circumstances demand a stronger or milder response.

(E) Documentation/Procedures For Discipline

(1) All disciplinary action, including a verbal reprimand, will be documented. The County's Disciplinary Action Form should be completed in its entirety with all facts documented. The forms shall be signed by the supervisor and the disciplined employee. In the event the employee refuses to sign, a witness should sign to verify that the employee was given the opportunity to review the form. An employee who is disciplined shall be given the opportunity to respond, explain or comment in writing when discipline is issued.

(2) Discipline shall be administered discreetly and explained clearly to the employee. As noted in the "Guidelines for Conduct," the seriousness of the offense will be considered when discipline is issued. In certain instances, the County reserves the right to depart from the aforementioned guidelines in matters where the circumstances demand a stronger or milder response.

(3) The Board of Commissioners (or in the case of another division, the appropriate elected official/office holder) should be consulted by the department head or supervisor if there is any question regarding the appropriate discipline.

(F) Types of Disciplinary Actions

(1) Oral reprimands are for the first offenses which do not require suspension. Oral reprimands should be documented for future reference and should include a warning to the employee that a subsequent violation could result in further disciplinary actions.

(2) Written reprimands may be issued if an oral reprimand has not corrected the problem or if the violation is not serious enough to require a suspension. The reprimand shall specify which further disciplinary actions could result from subsequent violations.

(3) Suspension without pay shall be administered for repeat offenses or where required immediately due to the nature of the offense. The first day of suspension shall be the first day in which the employee works less than 51% of the workday.

(4) Immediate discharge or dismissal shall be imposed where prior disciplinary actions have not corrected the behavior or where, due to the seriousness of the offense, such action is required.

(5) The supervisor must document and file the disciplinary action taken within five (5) working days of notification of the incident. Failure to act within this period will render the action moot and without force or effect.

(6) Disciplinary actions may be appealed pursuant to the terms of the grievance procedure established with this personnel policy.

(G) Notice Of Changes To The Guidelines For Conduct

(1) A copy of the County's "Guidelines for Conduct" shall be provided to each new employee upon hiring and to all current employees. Copies of the policy will also be available from the County's Human Resources Office.

(2) It is important for employees to be made aware of any changes to this policy. Department heads shall be responsible for advising employees of any changes in the policy. Since any change to these guidelines must be adopted by ordinance, the County Council Attorney shall be responsible for the conspicuous posting of any changes or amendments made to the policy and for notifying the County departments of those changes.

INSERT:

The County intends to treat all employees with dignity and respect and expects employees to follow these guidelines for conduct which promote and protect the health and well-being of our visitors, the safety and well-being of employees and visitors as well as the County's property and reputation.

Standard policies, practices and regulations which all employees are expected to follow as a condition of employment, include, but are not limited to, the policies listed in this section. In addition, employees must follow department-specific policies and standards. Violations of any of the following, examples of which may be listed below each policy, may result in disciplinary action up to and including termination, even for a first-time offense, depending on the circumstances. Terminations should be reviewed in advance by Human Resources and the appropriate Elected Official/Department Head and may be subject to employee appeal through the established grievance or appeal procedures in accordance with relevant collective bargaining agreements. This policy describes some examples of unacceptable conduct, but the County reserves the right, in its sole discretion to determine the appropriate response to employee conduct and/or to assess disciplinary action, up to and including termination, for any behavior not specifically listed under this policy.

APPEARANCE

As servants of the public, employees must dress in a manner and appearance that reflects professionalism. Those employees who are seen by and come in contact with the public are expected to dress with the same or higher expectations as associated with the private sector. Although requirements may be established by individual departments and approved by the appropriate elected official, employees should always dress in a manner that is appropriate for work and not distracting or unprofessional.

Attire that is distracting to other employees, such as revealing or excessively tight-fitting clothing, clothes that are unclean or torn, or clothing that displays logos or wording that might be viewed as offensive or inappropriate by other employees or the general public should never be worn.

Uniformed Employees- Employees who are furnished uniforms, including shirts or partial uniforms, must wear the provided uniform attire each day when reporting to work and performing duties. Employees are also responsible for the care and maintenance of any uniform that is received.

Casual Attire- Dependent upon the office holder or department head, a relaxed style of attire may be allowed as part of the regular dress for work or on certain days. Revealing, offending or distracting attire, jeans that are tattered, torn, faded or otherwise inappropriate are not permitted.

Field Assigned Employees- Employees who are regularly assigned to field duties must maintain a professional appearance when representing the County in the field.

The aforementioned guidelines should be viewed as minimum standards. Employees should contact their department head for further details.

PHOTO ID BADGES/SWIPING TO RECORD TIME

Each employee is issued an identification badge (I.D.) with his or her photograph on it for identification purposes. The purpose of the I.D. is to identify an employee of the County while performing his/her duties. It should never be used as a form of identification outside of work.

Each employee must complete the Access Control Card Application and it must be signed by the elected official or department head.

The I.D. must be turned in to Human Resources upon separation from employment. An employee should immediately report a lost or stolen badge to their supervisor. Should an I.D. become damaged, an employee may turn in the damaging tag for replacement at no cost. If an I.D. is lost, a \$5.00 replacement fee may be charged. The badge must be visibly worn at all times while on County premises. ID badges may not be altered in any way. All employees must follow departmental swiping requirements and accurately record time worked. Violations include, but are not limited to the following:

- a. Failure to wear the required ID badge at all times while on county property or providing another person with use of the ID badge or using another employee's ID badge.
- b. Failure to follow departmental swiping procedure, e.g., swiping at unauthorized badge readers or failure to swipe.
- c. Swiping another employee's ID badge or having your badge swiped by another employee.

LOCKERS

Lockers may be assigned to employees for the temporary storage of personal effects and are subject to inspection by authorized administrative personnel for sanitary, security or other legitimate reasons.

PERSONAL CONDUCT AT WORK/INTERPERSONAL RELATIONSHIPS

In order for the County to fulfill its mission, it is vitally important for all employees to treat one another and all employers and visitors with courtesy, compassion and respect. Everyone is expected to work in cooperation with one another to maintain harmonious working relationships and to best serve our citizens. The following behaviors are prohibited at the County:

- a. Use of profane, obscene, abusive, discourteous or threatening language towards, or in the presence of, visitors, fellow employees, supervisors, or others. This includes derogatory name-calling or offensive references which violate the County's Discrimination and Harassment Policy.
- b. Engaging in unlawful conduct or conduct considered to be indecent, at the discretion of the County.
- c. Creating a disturbance on County property.
- d. Fighting with, threatening, intimidating, coercing or bullying employees, visitors, supervisors or other individuals at any time.
- e. Horseplay, scuffling, running or throwing things, distracting the attention of others, or causing confusion by unnecessary shouting or demonstrations.
- f. Gambling of any kind on County property.
- g. The making or publishing of false, vicious or malicious statements concerning any employee, visitor or supervisor of the County.
- h. Making false or misleading statements, either oral or written, which reasonably have an adverse impact on the reputation or operation of the County.
- i. With the exception of authorized County personnel, using any electronic recording device (e.g., audio, video or other) on County property without obtaining prior consent of all parties.
- j. Violation of the County's Discrimination and Harassment Policy.
- k. Unauthorized possession or concealing of firearms or other weapons on County property at any time.

SMOKE-FREE ENVIRONMENT

The County, including all of its buildings, is smoke-free. Employees are not permitted to smoke while in a County building with the exception of areas designated for smoking by the Board of Commissioners (such as a designated area in the County Complex).

SUBSTANCE DEPENDENCY/MISUSE

- A. The following activities present a threat to the safety, welfare and integrity of the County and its employees, and will result in an employee being discharged on a first offense:
 1. The unlawful manufacture, distribution, possession, consumption, or use of drugs or drug paraphernalia *in the workplace or on County time* and the use or consumption of alcohol in the workplace.
 2. The unlawful manufacture or distribution of drugs outside the workplace.
 3. The consumption of alcohol within eight (8) hours prior to performing scheduled safety-sensitive functions. The term "*scheduled*" does not apply to an event where an off-duty employee is requested to perform work in the event of an emergency or call out. However, the employee retains the responsibility to notify his/her supervisor that consumption of alcohol has occurred rendering that person unfit for duty. Failure to notify one's supervisor may be cause for appropriate disciplinary action or termination.
 4. Refusing or failing to submit to an alcohol and/or a drug test post-accident or just cause.
 5. Refusing or failing to cooperate with the collection process during drug and/or alcohol testing.
 6. Attempting to contaminate a drug test.

- B. The following activities are prohibited and will result in a three step process as specified below:
1. The unlawful possession, consumption, or use of drugs *outside* the workplace.
 2. Performing any job function with an alcohol concentration of 0.04 or greater, as determined by an evidentiary breath test.
 3. The use of alcohol within eight (8) hours following an accident which requires an employee to be tested for alcohol, unless the employee has already taken a post-accident evidentiary breath test.
 4. Testing positive for a drug/alcohol test.
- C. A violation of the above prohibitions will result in the following consequences:
- If a first offense occurs, an employee will be required to participate in a rehabilitation program selected, provided and paid for by the County (through the County and the Employee Assistance Program). In addition to the rehabilitation program, the County will assume the cost of follow-up testing as well as continued regular pay for the employee. Should the employee fail to attend the EAP for consultation and assessment after a mandatory referral following a positive drug or alcohol test, and/or fail to adhere to the treatment or focused professional practice evaluation of the EAP is strictly prohibited and he/she will be subject to immediate termination.
 - For a second offense, the employee is subject to a thirty (30) calendar day suspension without pay and is required to pay the cost (except any portion covered by insurance) of and attend an appropriate rehabilitation program selected by the County. The employee will also be responsible to pay all costs of any follow-up drug and alcohol testing as required by the County. Should the employee fail to participate or complete the program, he/she will be subject to immediate termination.
 - For a third offense (or positive result on a drug and alcohol test), the employee will be terminated.

An on-call employee is subject to reasonable suspicion and drug and/or alcohol testing if, when responding to a call, the employee shows signs of impairment or if they are involved in an incident/accident, injury, near miss or unsafe act where an error in the employee's coordination or judgement could have contributed to the incident/accident, injury, near miss or unsafe act.

AVAILABILITY/SHIFT SUCCESSION/MISUSE OF TIME

Employees must be in their appointed work area, ready to work, at their assigned starting time; and they shall remain in such areas and at work until the scheduled end of their shift. Where one shift succeeds another, an employee shall not leave at the end of his/her scheduled shift until replaced by the next shift's employee or until he/she is relieved by the supervisor. Violations include, but are not limited to:

- a. Irregular attendance or unavailability for work, including being unavailable or failing to perform job duties during scheduled work hours. This includes frequent absences, tardiness and leaving work early. Tardiness is failure to arrive in the appointed work area, ready to work, at the scheduled starting time. All tardiness, regardless of the number of minutes, and whether pay was received or not, becomes a part of the employee's time record.
- b. Job abandonment: Failure to report for three consecutive work days.
- c. Wasting or misusing time or loitering anywhere on county property; stopping work, making preparations to leave work before the authorized time; leaving your work area during working hours without permission, interfering with or delaying the work of other employees (also a form of unavailability).
- d. Sleeping, preparing to sleep or being in a sleep-like position in any work area, public area at any time. Exceptions may be made for special health reasons or other reasons by an employee's manager in non-work and non-public space.

CONDUCT AND PERFORMANCE ON THE JOB

Employees are expected to perform their jobs in accordance with established job components and standards. This includes meeting job expectations, as well as demonstrating professionalism in the performance of the job.

Violations include, but are not limited to:

- a. Insubordination or direct disobedience of a manager or supervisor's instructions; direct refusal to obey a directive of a supervisor or failure to carry out, by neglect, procrastination or deliberate disobedience, a supervisor's directive. Insubordinate behavior may result in immediate discipline up to and including termination.
- b. Taking unauthorized breaks at any time.
- c. Failure to cooperate or provide requested information relative to an investigation by the County, or an official designee, i.e., an independent investigator hired by the County.
- d. Conducting any unauthorized outside business on County property or County time.
- e. Refusal to accept a mandatory overtime assignment, where mandatory overtime is not prohibited by a collective bargaining agreement or local law/ordinance.
- f. Failure to perform job duties satisfactorily or within a reasonable time following a supervisor's directive.
- g. Violation of departmental or County rules.

SAFETY

Every employee of the County is responsible for performing his/her duties in an acceptable manner that ensures the employee's own safety and the safety of visitors, guests, employees, and vendors. Intentionally unsafe working practices, including but not limited to unauthorized actions, unauthorized operation of machinery, tools and equipment, and other unacceptable practices will not be tolerated and may subject the infringing employee(s) to corrective action which may include coaching, counseling, retraining or more severe disciplinary action, up to and including termination, based on the circumstances of the event.

Assuring the safety of visitors, guests, employees, and vendors is central to all we do. County employees are expected to follow established safe practices and policies to prevent harm or injury to all and damage to County property. Employees are encouraged to report unsafe conditions, near misses and errors so that such instances become learning opportunities which enable the County to identify systems and processes that should be improved. In a safe culture, individuals are accountable for their actions and behavior choices, but are not penalized for flawed systems or processes. The County endeavors to balance individual accountability with organizational accountability for safe working conditions.

Behaviors that support a culture of safety include:

- a. Respectful and compassionate treatment of others.
- b. Collaborative teamwork and open discussion of improvements.
- c. Proactive identification of unsafe conditions and near misses.
- d. Constructive discussion of safety events following reported incidents.
- e. Identification of system flaws that could contribute to harm and/or errors.
- f. Implementation of improvements addressing identified problems.

Behaviors that undermine a culture of safety (unacceptable behaviors) include:

- a. Intimidating or disrespectful behavior, including angry outbursts, profanity or demeaning treatment of others.
- b. Concealment of errors.
- c. Mistreatment of others who report errors, near misses or unsafe conditions.
- d. Intentional or through wanton disregard, endangerment to the health or safety of others, including engaging in conduct which tends to create safety hazards.
- e. Intentional disregard of safe practices and procedures.

Authorized personnel have authority to inspect all packages, parcels, equipment and other items being taken from County property and all employees are required to cooperate when asked to do so. Other searches may be conducted as needed.

THEFT OR MISUSE OF COUNTY PROPERTY

Such items as uniforms, ID badges, keys, locks, etc., which are issued to an employee must be returned or accounted for by the employee when he/she terminates. A charge will be made to the employee for missing articles. Violations include, but are not limited to:

- a. Deliberate or negligent modification, abuse, misuse, destruction or defacement, or any attempts thereof, of County property (including any electronic data or information), tools, orders, equipment or the property of other employees or visitors, etc., in any manner.
- b. Theft or misappropriation of County property (including any electronic data or information), equipment, services or the possessions of visitors or fellow employees irrespective of the value of the item.
- c. Removal or attempted removal of any County property (including any electronic data or information), without written authorization.
- d. Forging, altering or intentionally falsifying any County document, or other documents or information (including misrepresentation or falsification of documents or time records).

DISCIPLINARY PROCESS

Outlined below are the steps of the Lake County progressive discipline policy and procedures. Lake County reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization. The County reserves the right to depart from these guidelines and to take action up to and including immediate termination when, in its opinion, such action is necessary to protect the well-being of the County or its employees. Disciplinary measures are designed to correct and improve the employee's attendance, performance, and behavior. Progressive levels of discipline are:

Verbal Warning – A verbal warning informs the employee of unacceptable behavior. The oral warning shall be followed with written documentation of the oral warning.

Level One 1 Discipline– Written reprimand consists of a written expression of disapproval of the employee's action(s).

Level 2 Discipline– Written reprimand consists of a written expression of disapproval of the employee's action(s).

Level 3 Discipline (Final Warning) Written reprimand consists of a written expression of disapproval of the employee's action(s). A level 3 discipline may or may not be accompanied by a suspension.

Level 4 Termination – Dismissal from employment and the permanent loss of all privileges.

Administrative Leave – If during an investigation it is determined that the employee should remain home until the investigation is concluded, the employee will be on Administrative Leave with pay until conclusion of the outcome.

In order to demonstrate an accurate account of any incident that results in discipline, an employee's supervisor should complete a written report of any violation of County policy. Disciplinary action will be issued by the supervisor upon review and authorization by the department head. In matters of Level 3 (Final Warning) or Level 4 (Termination) disciplines, these actions must first be reviewed by the elected official to whom that employee ultimately reports (or his/her designee) before being issued.

Documentation/Procedures For Discipline

Within ten (10) business days of the initiating event/conduct, the supervisor will prepare written documentation of the disciplinary action unless an investigation is being conducted. Failure to act within this period will render the action moot and without force or effect, unless an investigation is underway. Investigations may take up to thirty (30) days.

Upon issuance of the disciplinary action, the employee will be asked to sign the disciplinary document to demonstrate his or her understanding of the issues and the corrective action. The supervisor must document and file the disciplinary action taken within ten (10) working days of notification of the incident.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR. Management's recommendation to terminate employment must be approved by human resources (HR) and the Elected Official/Department Head. Final approval may be required from the Lake County Board of Commissioners.

Suspensions without pay shall be administered for repeat offenses or where required immediately due to the nature of the offense. The first day of suspension shall be the first day in which the employee works less than their scheduled workday.

All disciplinary action, including a verbal reprimand, will be documented. The County's Disciplinary Action Form should be completed in its entirety with all facts documented. The forms shall be signed by the supervisor and the disciplined employee. The employee's signature documents their receipt of the discipline, but does not constitute agreement with the discipline. In the event the employee refuses to sign, a witness should sign and date the form to verify that the employee was given the opportunity to review the form.

All documents will be sent to Human Resources to be added into the employee's personnel file. Discipline shall be administered discreetly and explained clearly to the employee. As noted in the "Guidelines for Conduct," the seriousness of the offense will be considered when discipline is issued. Human Resources (or, in the case of another division, the appropriate elected official/office holder) should be consulted by the department head or supervisor if there is any question regarding the appropriate level of discipline.

The employee will be provided copies of all discipline documentation, including all Performance Improvement Plans (PIPs). The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

Discipline will remain on an employee's active disciplinary record for *12 months* from the date of issuance. As an employee discipline progresses, some of their previous discipline may roll off of their records if it is greater than 12 months old. However, the rolling off of prior discipline will not result in the reduction of the employee's current progressive disciplinary level.

For example, an employee who receives a verbal warning on January 15th, and a level 1 discipline on March 15th will continue to have that level 1 discipline on their active disciplinary record until March 15th of the following year, even after the verbal warning rolls off.

Disciplinary actions may be appealed pursuant to the terms of the appeal procedures established with this personnel policy.

Section 3.15 MEDIATION.

DELETE:

(A) *Filing a request for hearing* - Most problems can be resolved through discussion with one's supervisor or elected official. When such informal dispute resolution fails, and an employee believes that he/she has been treated unfairly, that employee may file a request for a mediation hearing. The mediation process is not intended to modify or change existing policy and is designed to find common ground between the two parties. A mediation request may not be filed by an employee who is terminated. Employees who feel that they have been discriminated due to race, sex, religion, age national origin, mental or physical challenge, political affiliation, or protected speech in violation of civil or constitutional rights should follow the County's policy on discrimination, and contact the County's Human Resources Consultant (219 853-9782) instead of seeking mediation.

(1) *Problem Resolution Mediation/Purpose* - Most problems can be resolved through discussion with one's supervisor or elected official. However, when such informal dispute resolution fails, and as the employee believes that he/she has been treated unfairly, or unjustly disciplined, that employee may petition the County's Mediation Panel in an attempt to bring together and find a reasonable resolution to this disagreement.

(2) *Mediation Panel Decision/Termination* - A decision of the Mediation Panel is final but not binding. The County's mediation procedure does not apply to employees who work for the Judiciary, the Prosecuting Attorney, or are covered by a collective bargaining agreement. A mediation petition request form shall be filed with the County's Human Resources Consultant. A mediation petition may not be filed by an employee who is terminated. The mediation panel shall not hear a petition regarding termination of employment.

(3) *Mediation Panel Membership* - A three member Mediation Panel is established to hear qualified petitions. The three member Mediation Panel shall be selected as follows:

- (a) Chairman - The chairman of the panel shall be the County's Human Resources Consultant.

(b) Management Member - One member shall be chosen by the party that has been charged (the "Offending party") from a four member group known as the Management Group. The four members will be appointed to the Group by the following officials/bodies:

1. One appointed by the Lake County Board of Commissioners
2. One appointed by the Lake County Council
3. One member appointed through agreement of the Lake County Auditor, Recorder, Surveyor and

Treasurer

4. One member appointed through agreement of the Lake County Clerk, Coroner, Sheriff and County Assessor (Township assessors are represented by the Assessor)

(c) Employee Member - One member shall be chosen by the employee filing the petition from a group of three full-time employees, known as the Employee Group, which are elected for a two (2) year term by full-time Lake County employees.

(4) *Qualifications of Members* - Members of the Management Group and Employee Group must meet the following qualifications to serve:

- (a) Be a resident of Lake County.
- (b) Except for the Chairman, members may not be vendors under contract with Lake County.
- (c) No member may be an elected official of Lake County Government.
- (d) Employee member must be a full-time employee of Lake County in a full-time position and not be in a management or supervisory position.
- (e) Management member must be a full-time employee of Lake County and must be in a management or supervisory position.
- (f) An employee member shall not sit on a Mediation Panel if the petition is filed against the officeholder or department where he/she is employed.

(5) *Election of County Employee Member* - The three (3) member county employee group shall be elected by the following rules that shall be posted in each county office at least 29 days prior to the beginning of the election process outlined below.

(a) Nominations. Nominations of employee members (who meet the qualifications for the membership of the panel listed in this section) must be made by at least one other employee and must be seconded by a second employee or the nominee. The nomination process shall be open for ten working days, commencing upon written notice issued by the Panel Chairman and distributed to all employees. Nominations shall close at 4:00 p.m. on the tenth working day. Nominees may submit a brief statement of their qualifications to be elected to the employee member group.

(b) Nominee Information. A list of nominees and their statements of qualifications shall be sent by facsimile to all county offices and department heads and posted in the offices for at least ten (10) days before election.

(c) Elections

1. Eligibility and Voting: A full-time county employee who qualifies as an employee covered by this employment policy shall be entitled to vote. All employees will be required to show proof of identification prior to being allowed to vote. At least five days prior to such an election, a list of all qualified employees, and all polling places, shall be provided by the Auditor's Office to the County Human Resources Consultant. The consultant shall provide the voting machines for the election.

2. Polling places: There will be polling places in County offices or departments in Crown Point, East Chicago, Gary and Hammond. All qualified employees will vote at their place of employment.

3. Results: The Auditor's Office shall tabulate the results of this election which may be witnessed by all interested candidates. The three candidates who receive the highest number of votes shall be named to the employee member group. The Lake County Human Resources Director shall announce the newly elected members within five (5) working days after the polls close by facsimile to all County offices and departments to be posted for at least ten (10) days.

(6) *Vacancies*

(a) Appointed positions: When a vacancy of an appointed position in the management member group occurs, the County Human Resources Consultant shall notify the appointing authority instanter. The appointing authority shall make its appointment within 30 days of notification.

(b) County Employee Positions: When a vacancy in the employee member group occurs, an employee election to fill the position shall be held pursuant to the rules outlined in this Ordinance. The County Human

Resources Consultant shall set the date of the election with regard to the time lines as outlined for an election in the ordinance.

(7) *Conducting a Mediation* - The Mediation Panel shall contact both parties and invite them to participate in mediation. A meeting will be scheduled within ten (10) days of acceptance. The meeting will be conducted in an informal business fashion, allowing each party to present their concerns and comments. The charging party will be afforded ten (10) minutes to present his/her case. Conversely, the respondent part shall be given ten (10) minutes to respond and reply to the charges.

(8) *Staff Support for Board* - In the event that the panel needs legal assistance, the County Commissioner's Attorney shall assign an attorney as needed.

(9) *Mediation Request Form* - A mediation request form can be obtained from the County Human Resources Department (located in the Commissioner's Office).

(10) *Payment* - Each panel member shall receive Fifty (\$50.00) Dollars per meeting for their services.

(B) *Grievance Form* - A grievance form can be obtained from the County Council Coordinator's Office.

INSERT:

Employees will have the opportunity to present information to dispute information management used to issue disciplinary action. An employee wishing to appeal a disciplinary action must present their evidence to their department head within five (5) business days of the issuance of the disciplinary action. The department head will make a decision as to whether to uphold the discipline at the current level, reduce the discipline to a lower level, or remove the discipline from the employee's record. The department head will issue the employee a decision, in writing, within five (5) days of the appeal. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

Section 3.18 SAFETY AND HEALTH

DELETE:

(A) Although accident occur in the workplace, most are avoidable by carefully and safely performing one's job duties. It is important to use the property equipment such as a ladder when having to reach overhead objects or to use one's knees (instead of just one's back and arms) when having to lift a heavy box or object. Some jobs require the wearing of personal protective equipment (PPE) such as eye wear, ear protection and footwear with reinforced toes or gripping soles. PPE and performing job-duties with the property equipment are just a few of the many steps that an employee can take to avoid an accident.

(B) If an employee becomes injured at work, he/she must report that injury to their supervisor immediately. Supervisors should also be notified immediately of any fires, hazardous conditions, or injuries to others.

(C) It is the County's policy to comply with the Indiana Workers' Compensation Laws and to aid any employee whose injury or illness is determined to be compensable under those laws. The County pays for all costs associated with providing this coverage and the insurance carrier will make all payments and decisions pertaining to the compensable injuries or illnesses.

(D) If an employee is hospitalized or incurs medical costs as a result of a job-related injury or illness, the employee's department head should be notified as soon as possible. If absence from work is required as a result of a job related injury or illness, the employee will be required to furnish a statement from a physician stating that he/she is able to work before returning to work.

(E) An employee suffering a work-related injury and/or illness must report the condition immediately, but no later than twenty-four (24) hours from the time of the incident, to his/her supervisor or department head. If the accident or injury happened at work but requires medical treatment after going home, an employee should see a doctor of their choice or go to the emergency room at the local hospital. The employee should advise their supervisor or department head of the name of the doctor or hospital where treatment was received as soon as possible, but no later than forty-eight (48) hours from the time of the incident. Failure to immediately report an injury or illness could

result in jeopardizing the employee's worker's compensation claim should the injury be more serious than first determined.

Section 3.19 SMOKE-FREE ENVIRONMENT.

DELETE:

The County, including all of its buildings is smoke-free. Employees are not permitted to smoke and/or vape e-cigarettes or similar devices while in a County building. In accordance with Indiana State statute, smoking is not allowed within eight (8) feet of an entrance.

Section 3.20 STAFF IDENTIFICATION BADGES

DELETE:

(A) Each employee is issued an identification badge (I.D.) with his or her photograph on it for identification purposes. The purpose of the I.D. is to identify an employee of the County while performing his/her duties. It should never be used as a form of identification outside of work.

(B) The I.D. must be turned in when employment terminates. An employee should immediately report a list or stolen badge to their supervisor. Should an I.D. become damaged, an employee may turn in the damaged tag for replacement at no cost. If an I.D. is lost, a \$5.00 replacement fee may be charged.

Section 4.9 SICK DAYS/PERSONAL LEAVE


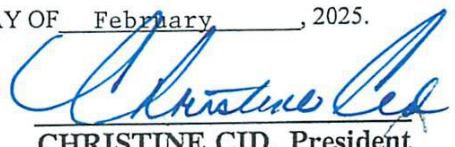


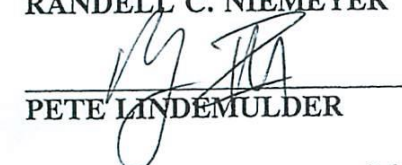

DELETE:

(G) *Retirement or Separation Value* - Generally, employees are not eligible for payment or reimbursement for unused sick or personal time upon termination (voluntary or involuntary). An exception to this policy is provided to employees who are retiring and are eligible for a PERF pension (See "Mandatory Benefits - PERF" for details). A retiring employee shall be reimbursed at a rate of one (1) day's pay for every three (3) days of sick time. Payment of this benefit will be made on the employee's last paycheck.

INSERT:

(G) *Retirement or Separation Value* - Generally, employees are not eligible for payment or reimbursement for unused, banked sick or personal time upon termination (voluntary or involuntary). An exception to this policy is provided to employees who are retiring and are eligible for a PERF pension (See "Mandatory Benefits - PERF" for details). A retiring employee shall be reimbursed at a rate of one (1) day's pay for every three (3) days of banked sick time. Payment of this benefit will be made on the employee's last paycheck.

SO ORDAINED THIS 11th DAY OF February, 2025.

 <hr/> DAVID HAMM	 CHRISTINE CID, President	 <hr/> CHARLIE BROWN
<hr/> RANDELL C. NIEMEYER		 RONALD G. BREWER, SR.
 <hr/> PETE LINDEMULDER		 <hr/> TED F. BILSKI

Members of the Lake County Council

In the Matter of Ordinance Amending the Ordinance Establishing a Merit System Board for The Lake County Correction Division, Ordinance No. 1322C Deferred January

NO ACTION

In the Matter of Planning Commission Ordinance No. 2583 – Sabrina D. Lozanovski, Owner/Petitioner, 01/15/25, A-1 to R-1, Favorable Recommendation, (Vote 6-0)

Lindemulder made the motion, seconded by Hamm, to approve. Majority voted yes. Motion to approve carried 7-0.

**ORDINANCE #2583
OF THE COUNTY OF LAKE**

AN ORDINANCE TO AMEND the Certified Zoning Maps of the County of Lake, Indiana to make provisions for a ZONE CHANGE (Lake County Plan Commission made a favorable recommendation January 15, 2025).

BE IT ORDAINED by the County Council of Lake County, Indiana as follows:

ZONE CHANGE from A-1 (Agricultural Zone) to R-1 (One-Family Zone) owned and petitioned by Sabrina D. Lozanovski to allow for a rezone of a lot with an existing home on the following described property:

General Location: Located approximately 3/10 of a mile east of Iowa Street on the south side of E. 109th Avenue, a/k/a 2911 E. 109th Avenue in Center Township.

Legal Description:

Part of the Northeast Quarter of the Northeast Quarter of Section 11, Township 34 North, Range 8 West of the Second Principal Meridian in Center Township, Lake County, Indiana, more particularly described as follows: (Bearings in this Description are based on a line connecting the monuments at the Northwest and Northeast corners of Section 11 being North 89 degrees 58 minutes 25 seconds East) Beginning at a PK nail at a point on the North line of said Northeast Quarter of the Northeast Quarter of Section 11 and 165 feet East of the Northwest corner thereof (said point being South 89 degrees 58 minutes 25 seconds West, 1155.95 feet from a monument at the Northeast corner of said Section 11); thence North 89 degrees 58 minutes 25 seconds East, 520.00' along said North line; Thence South 00 degrees 06 minutes 15 seconds West, 136.18 feet parallel to the West Line of said Northeast Quarter of the Northeast Quarter of Section 11; thence South 89 degrees 58 minutes 25 seconds West 35.00 feet, parallel to said North line; thence South 00 degrees 06 minutes 15 seconds West, 149.82 feet parallel to said West line; thence South 89 degrees 58 minutes 25 seconds West 485.00 feet parallel to said North line; thence North 00 degrees 06 minutes 15 seconds East, 286.00 feet, parallel to said West line to the point of beginning, containing 3.29 acres, more or less.

IS HEREBY X BY THE COUNTY COUNCIL
APPROVED DENIED REMANDED

OF LAKE COUNTY, INDIANA, THIS 11th DAY OF February , 2025.

MEMBERS OF THE LAKE COUNTY COUNCIL

Christine CID
CHRISTINE CID, PRESIDENT
Ronald Brewer, Sr.
RONALD BREWER, SR., VICE PRESIDENT
TEB BILSKI
TEB BILSKI, MEMBER
Dave Hamm
DAVE HAMM, MEMBER
Charlie Brown
CHARLIE BROWN, MEMBER
Pete Lindermulder
PETE LINDERMULDER, MEMBER
Randy Niemeier
RANDY NIEMEYER, MEMBER

There being no further business to come before the Council, it was moved and seconded that this Council does now adjourn, to meet again as required by law.

President, Lake County Council

ATTEST:

Peggy Holinga Katona,
Lake County Auditor