

Westfield City Council Members

Mark Keen, President (District 1)

Steve Hoover (District 2)

Robert L. Horkay, (District 5)

Chuck Lehman, (District 4)

Joe Edwards (District 3)

Cindy L. Spoljaric (At Large)

Jim Ake Vice President (At Large)



CITY OF WESTFIELD, IN
CityCouncil_Meeting_Agenda_02_08_2016

Monday, February 08, 2016 at 07:00 PM

BOARD OR COMMISSION: City Council Meeting

MEETING DATE: Monday, February 08, 2016 at 07:00 PM

MEETING PLACE: Westfield City Hall- Assembly Room

***THE FOLLOWING AGENDA IS SUBJECT TO CHANGE AT THE DISCRETION OF
THE COUNCIL***

AGENDA

Pledge of Allegiance

Invocation

Opening of Meeting

Note the presence of a quorum

Announce any changes to Agenda

Approval of Minutes:

Documents: [Meeting Minutes 1/11/2016](#)

Guests:

Residents who wish to address the Council on items not on the agenda may do so at this time.

Council Response to Guest Comments

Claims:

Documents: [Docket 35-Claims](#)

Approval of Claims

Miscellaneous Business/Special Recognition:

Special Special Presentation: Western Governors University

Old Business:

Ordinance 15-44: Culver's Sun Park PUD Ordinance

NEC of State Road 32 and Sun Park Drive

Custard Kings, Inc. requests a change in zoning of approximately 1.11 acres +/- from the EI: Enclosed Industrial District to the Culver's Sun Park PUD District.

Council Introduction – November 9, 2015

APC Public Hearing – December 7, 2015

APC Recommendation – February 1, 2016

Adoption Consideration – February 8, 2016

Documents: [Ordinance 15-44](#) | [Staff Report](#) | [Location Map](#) | [Site Plan](#) | [Building Character Exhibit](#) | [Landscaping Plan](#) | [Conceptual Future Site Plan](#)

New Business:

Ordinance 16-01: 100% Annexation of approximately 13.91 acres located north of 199th St. and East Horton Road (Chatham Hills)

Council Introduction: February 8, 2016

Public Hearing: February 8, 2016

Adoption Consideration: March 14, 2016

Documents: [Ordinance 16-01](#) | [Location Map](#) | [Amendment Map](#) | [Overall Amendment Map](#)

Ordinance 16-02: 100% Voluntary Annexation of approximately 1.28 acres located south of 206th Street and east of Horton Road (Chatham Hills)

Council Introduction: February 8, 2016

Public Hearing: February 8, 2016

Adoption Consideration: March 14, 2016

Documents: [Ordinance 16-02](#) | [Location Map](#) | [Amendment Map](#)

Ordinance 16-03: 100% Voluntary Annexation of approximately 2.97 acres located on the south side of 206th Street, east of Horton Road (Chatham Hills)

Council Introduction: February 8, 2016

Public Hearing: February 8, 2016

Adoption Consideration: March 14, 2016

Documents: [Ordinance 16-03](#) | [Location Map](#) | [Amendment Map](#)

Ordinance 16-04: Keeneland Park PUD Amendment

Southwest corner of 169th Street and Spring Mill Road

Beazer Homes of Indiana, LLP requests an amendment to the Keeneland Park PUD District ordinance on approximately seventy-three (73) +/- acres.

Council Introduction: February 8, 2016

APC Public Hearing: March 7, 2016

APC Recommendation: March 21, 2016

Adoption Consideration: April 11, 2016

Documents: [Ordinance 16-04](#) | [Location Map](#)

**Ordinance 16-05: Amendment to the Spring Mill Station Northeast Quadrant PUD
Northeast corner of 161st Street and Spring Mill Road**

**Kroger Limited Partnership by EMH&T requests an amendment to the Spring Mill
Station Northeast Quadrant PUD District**

Council Introduction: February 8, 2016

APC Public Hearing: March 7, 2016

APC Recommendation: March 21, 2016

Adoption Consideration: April 11, 2016

**Documents: [Ordinance 16-05](#) | [Location Map](#) | [Reference Only Proposed Sign](#) |
[Reference Only Ord 15-24 redlined](#)**

**Resolution 16-104: Adopt Amended Personnel Policies, and Procedures and
Benefits Manual**

Council Introduction: February 8, 2016

Adoption Consideration: February 8, 2016

**Documents: [Resolution 16-104](#) | [2016 Personnel Policies, Procedures, and
Benefits Manual](#) | [2016 Policy and Procedures Manual Redline](#)**

Council Appointments- APC/BZA

Council Review of StormWater Ordinance

City Council Comments

Mayor Comments

Adjourn

Executive Session: I.C. 5-14-1.5-6.1 (b) (2) (B): Legal Issues

Working Meeting

Westfield City Council January 11, 2016

The Westfield City Council met in regular session on Monday January 11, 2016 at the Westfield City Hall. Members present were Chuck Lehman, Jim Ake, Steve Hoover, Bob Horkay, Cindy Spoljaric, Joe Edwards, and Mark Keen. Also present were Clerk-Treasurer Cindy Gossard, Mayor Andy Cook and City Attorney Brian Zaiger.

President Chuck Lehman called the meeting to order at 6:30 p.m. Judge Felix swore in all the elected officials including the new councilors Joe Edwards and Dr. Mark Keen for their term as newly elected Westfield City Council members.

Election of Council President for 2016/Appointment of Vice President

Bob Horkay nominated Chuck Lehman to a second term as President of the Westfield City Council. Steve Hoover seconded. There were no additional nominations. Jim Ake moved to close this nomination.

President Lehman appointed Jim Ake for a second term as Vice President for the Westfield City Council.

Approval of Minutes:

Cindy Spoljaric made a motion to approve December 14th, and December 29th 2015 minutes as presented. Jim Ake seconded. Vote: Yes-7; No-0. Motion carries.

Guest:

None

Claims:

Jim Ake made a motion to approve the claims as presented. Bob Horkay seconded. Vote: Yes-7; No-0. Motion carries.

Miscellaneous Business/Special Presentations

Special Recognition: Bob Smith and Rob Stokes for years of service to the City

President Chuck Lehman recognized former Council members Bob Smith and Rob Stokes for their years of service to the City.

Old Business:

Ordinance 15-36: Bridgewater PUD Amendment-Parcel J (Townhomes)

Council Introduction – November 23, 2015

APC Public Hearing: December 7, 2015

APC Recommendation: January 4, 2016

Adoption Consideration – January 11, 2016

Kevin Todd presented this item stating the amendment would allow for detached townhomes to be built on this parcel.

Councilor Cindy Spoljaric commented on her initial concerns but stated this product would be good for this specific parcel.

Steve Hoover made a motion to approve Ordinance 15-36 as presented. Jim Ake seconded. Vote: Yes-7; No-0. Motion carries.

New Business:

Resolution 16-100: Conservancy Addendum-Comprehensive Plan Amendment

Council Introduction: January 11, 2016

APC Public Hearing: February 1, 2016

APC Recommendation: February 16, 2016

Adoption Consideration: March 14, 2016

Jesse Pohlman presented this item stating it establishes a vision for future land uses and various design and aesthetic features of development.

Kristin Burkman spoke detailing the vision plan of the amendment.

Ordinance 15-46: Centennial North PUD District Amendment (Wilshire)

Council Introduction: January 11, 2016

APC Public Hearing: February 1, 2016

APC Recommendation: February 16, 2016

Adoption Consideration: March 14, 2016

Jesse Pohlman presented giving an overview of the 86 single family lot development and the items included in the amendment.

This will move on to APC

CITY COUNCIL COMMENTS:

Announced appointment to APC/ BZA will be done at the next meeting

Steve Hoover wished all a Happy New Year and gave a brief update on APC

MAYOR COMMENTS:

Overview of last 8 years of City's progress/looking ahead to next 4 years

Commended Street Department on snow removal

Acknowledged Fire Chief Joe Lyons for saving a resident in the Westfield Kroger.

With no further business the meeting was adjourned at 7:40 p.m.

Clerk-Treasurer

President



**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

2016



PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

(This Policy Manual Established with Ordinance 95-1 Dated January 14, 1995)

(This Policy Manual updated with Resolution 96-4 Dated February 12, 1996)

(This Policy Manual updated with Resolution 97-3 Dated February 10, 1997)

(This Policy Manual updated with Resolution 98-3 Dated February 9, 1998)

(This Policy Manual updated with Resolution 99-4 Dated March 8, 1999)

(This Policy Manual updated with Resolution 99-12 Dated December 13, 1999)

(This Policy Manual updated with Resolution 00-10 Dated December 11, 2000)

(This Policy Manual updated with Resolution 07-20 Dated November 12, 2007)

(This Policy Manual updated with Resolution 07-24 Dated December 17, 2007)

(This Policy Manual updated with Resolution 09-01 Dated March 9, 2009)

(This Policy Manual updated with Resolution 09-17 Dated December 28, 2009)

(This Policy Manual updated with Resolution 10-16 Dated December 27, 2010)

(This Policy Manual updated with Resolution 11-23 Dated November 14, 2011)

(This Policy Manual updated with Resolution 12-118 Dated December 10, 2012)

(This Policy Manual updated with Resolution 13-117 Dated December 9, 2013)

(This Policy Manual updated with Resolution 14-132 Dated December 8, 2014)

(This Policy Manual updated with Resolution)

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1.00 STATEMENT OF PURPOSE

Mission Statement

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

Personnel Philosophy

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

General Policy & Procedures Considerations

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual must be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement

1.00 STATEMENT OF PURPOSE

concerning an employee's employment with the City shall not be enforceable unless it is in a formal written agreement and signed by the employee and the Chief Administrative Officer of the City or

the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

Public Safety Departments Policy & Procedures Considerations

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

Remainder of page left blank intentionally.

2.00 RECRUITMENT, SELECTION & HIRING

Statement of Policy

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. Recruitment, selection, and placement shall be conducted to ensure fair hiring practices, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, mental or physical disability, or any other protected basis.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

Equal Employment Opportunity (EEO) Statement

The City of Westfield is committed to maintaining an environment free of discrimination and inappropriate conduct. The City expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

Discrimination

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, ridicule, emphasize, or characterize another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
epithets, slurs, or negative stereotyping related to any of these reasons,
threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or
written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary

action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

sexual advances, sexual flirtations, and requests for sexual favors,
verbal, visual, or physical conduct of a sexual nature,
offensive sexual remarks, innuendoes or jokes,
unwelcome leering, whistling, or obscene gestures,
display of sexually suggestive objects or pictures,
sexually degrading words used to describe an individual,
sexually suggestive or offensive dress,

when (1) submission to such conduct is explicitly or implicitly a condition of employment, or
(2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work.

The City is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as vendors, suppliers or members of the public. Examples of inappropriate conduct may include, among other things:

Slurs, stereotyping, threatening, intimidating or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry or disability; and

Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry or disability.

Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

No-Retaliation Policy

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

Americans with Disabilities Act (ADA)

The City of Westfield, pursuant to and in accordance with the Americans with Disabilities Act (ADA) specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employee, employee compensation, job training and other terms, conditions and privileges of employment, (42 U.S.C. Sec. 12113, as amended from time to time.) Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the City (56 Fed. Reg. 35719, as amended from time to time).

No qualified applicant or employee shall be refused employment or discriminated against because of such person's need for a reasonable accommodation for a known physical or mental disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the City of Westfield.

The City further stresses that any applicant may request any needed accommodation to participate in the application process, e.g. accommodation for a test, job interview or job demonstration.

During the application process, the applicant will be subjected to various tests which are job-related and consistent with business necessity and not intended to discriminate against applicants. Therefore, if an applicant is in need of an accommodation to perform such tests, then this should be brought to the attention of the City.

Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

Responsibility for Recruitment

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria cannot be shown to be job related.

Prior job related work experience
Aptitude for the job
Knowledge, education, skills, and abilities
Physical requirements for the job
Work history
Special qualifications, licenses, or certifications required for the job
Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited:

- 1) At any City site or property owned by the City of Westfield;
- 2) At any assigned workplace, at any time; and
- 3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.
- 4) Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

PRE-EMPLOYMENT: The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.

REASONABLE SUSPICION: The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

- 1) Discipline up to and including termination
- 2) Treatment
- 3) Referral to EAP (Employee Assistance Program)

Drug Testing Procedures:

Any drug test given to an employee will be in accordance with the following procedures:

The employee will be tested immediately before, during or after a work period.

The City shall pay costs associated with the test.

The City will provide transportation for the employee if the test is conducted at a location other than the workplace.

The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.

Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.

Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification.

US Department of Transportation (US DOT)

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

Drug Screening

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

Employing Relatives/Romantic Relationships

The City of Westfield recognizes that relatives may desire to pursue similar careers. The City must be sensitive, however, to the potential for favoritism, or the appearance of favoritism, in employment decisions and to the necessity of maintaining professional work relationships. The City does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Effective July 1, 2012, relatives (spouse, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, uncle, aunt, niece, nephew, daughter-in-law, son-in-law,) may not be employed in situations where one member is in a position of direct line supervision or direct line reporting to the other. An employee shall not be hired, promoted or transferred to a position that violates this policy. Employees of the City are also prohibited from engaging in romantic and/or physical relationships with direct line supervisors or subordinates. This policy applies to all full-time, part-time or temporary employees, including elected officials.

"Direct line of supervision" means an elected officer or employee who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the Mayor, City Council or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employees, with family relationships that would otherwise be in violation of this policy as of July 1, 2012, will be exempted from this policy unless there is a break in the employment.

Employees hired, transferred or promoted, who in later years have relatives elected that are in the direct line of supervision, will have no promotion possibilities unless the promotion is within the merit ranks for the police and fire departments.

For further information regarding this policy see IC 36-1-20.2 as adopted by the City of Westfield as Resolution No. 12-106.

Security and Background Information

As part of the application and hiring process, an applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas. Furthermore, periodically, employee driving records and criminal records could be investigated and checked for employment and insurability as permitted by law,

Orientation

It is the policy of The City to ensure all new employees are adequately educated on City operations and personnel policies. On his/her first day of employment, or by appointment, the new employee shall report to Human Resources to fill out all appropriate new hire forms, and review all personnel policies and procedures.

Employment Anniversary Date

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City, as further described in Section 2.090. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City. Years of employment calculation will begin January 1st the year after employment date. Example: employment date June 1, 2013, as of January 1, 2014, you will be credited with 1 year of employment for benefit purposes. In other words, the first partial year of employment is not calculated as the first year of employment.

Adjusted Date of Employment

Except as otherwise provided by law, if any employee voluntarily leaves the employment of the City and is later re-employed, a new **“adjusted” date of employment** will be calculated to include the prior employment period if the prior work period was at least one year of continuous service. This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City. Additional longevity will not be paid or adjusted until the first of the following year.

Employment Status

There are four categories of employment status:

Probationary Full-Time Employee - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the

nearest full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

Part-Time Employee (those working less than 30 hours per week) - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits.

Temporary Employee - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency. Temporary employees have no benefits.

Re-employment

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be carried forward. Employees in this category should contact the Human Resources Manager for details concerning their specific situation.

Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Human Resources staff person.

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3.00 TRAINING AND CAREER DEVELOPMENT

Responsibilities

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

Disciplinary Probation

A **disciplinary probation** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

Attending Seminars, Conferences, and Meetings

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City requires prior approval for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop



3.00 TRAINING AND CAREER DEVELOPMENT

during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

Travel and Expense Reimbursement

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

Employees will use a purchasing card authorized by their supervisor if possible. If the vendor does not accept purchasing cards, the employee must pay for the expense and then complete an expense reimbursement form with 5 working days upon return for each activity. The reimbursement form must be submitted to the Depart Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the Clerk-Treasurer's office. Department Head approval is required and the/any unused funds must be returned to the Clerk Treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Purchasing card use will be administered by the Clerk Treasurer's Office. Purchasing card policies must be followed. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process.

For further information or questions please contact the Clerk-Treasurer's office.

Seminar/Meeting/Conference Reimbursement

Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.

Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will

be reimbursed up to \$50 per day in state, \$60 out of state, inclusive of tip, with accompanying "itemized" receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

University & Technical Schools Educational Programs

The Department Head may consider for approval, on a case-by-case basis, requests for tuition assistance for specific university or technical school classes and preparatory courses that are directly work related. The City will typically only pay an amount up to the amount established by law above which such is considered taxable wages. The employee will use a Purchase Card (if vender accepts) to pay for course(s). Upon completion of the course the employee must provide their supervisor and the Clerk's office with proof of earning a minimum grade of C. The employee will be responsible for the costs if the minimum grade is not earned or the employee withdraws from the class.

Performance Appraisals

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered on you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions as necessary to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisors.

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4.00 PERSONAL BENEFITS

Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>
Matching FICA and Medicare	Yes	Yes	Yes
Health, Dental, Vision			
Accident and Life Ins.	Yes	No	No
125 Plan	Yes	No	No
Regular Vacation	Yes **	No	No
Personal Hours	Yes **	No	No
Fixed Holiday	Yes **	No	No
Floating Holidays	Yes **	No	No
Illness in the Family	Yes **	No	No
Sick Leave	Yes **	No	No
Longevity	Yes	No	No
Employee Assistance (EAP)	Yes	No	No
<u>Retirement Programs</u>			
PERF	Yes	No	No
457 Plan	Yes	Yes*	No
401(a) Plan	Yes	No	No

* Part-time employees may participate in the 457 Plan but do not receive matching funds

** Based on Actual Hours Worked.

Health, Dental, Vision, Accident, and Life Insurance

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance. This insurance is offered to all full-time employees defined as any employee who is regularly scheduled 30 or more hours a week and has successfully completed the mandated required period of employment. City Council members are offered the same medical, dental and vision insurance but are required to pay both the employee and employer total costs of the coverage and may only elect these benefits during their term as Council members.

Additional coverage for dependents, spouse, and the entire family for health, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Manager. The City Council shall establish annually the amount, or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the Human Resources Manager for additional information.

Medical, dental, and vision insurance is available to retired employees (and if elected, their participating spouse and/or dependents) of the City only under the following conditions:

The retiree pays 100% of the premium.

Civilian employee retirees must have a combination of years of service with the City and age that equals at least 70 years.

Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)

Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee has not reached age 65.

Civilian employees must have completed a minimum of five (5) continuous years of coverage under the City's medical, dental or vision insurance plan immediately prior to retiring.

Effective Date of Insurance Coverage

Various benefit programs have different effective dates for new employees. Please contact the City's Human Resources Manager to learn of the specifics of each benefit coverage.

Insurance Portability (COBRA)

Upon termination of employment from the City of Westfield and other specified "qualifying events", employees and their participating spouse and/or dependents may be eligible to continue their group health (health is defined by medical or dental or vision) coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA. If COBRA is elected, former participants pay premiums directly to the COBRA administrator. Former participants need to complete an election form to secure this extended insurance coverage. The City's Human Resources Manager has this information, and you will receive written notice of your COBRA rights and election options if you experience a loss of health insurance coverage due to a COBRA qualifying event.

Health Insurance Portability and Accountability (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has four major administrative requirements for private and government sponsored health plans: portability, nondiscrimination, fraud and abuse, and administration simplification.

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City's group health plan and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to the Human Resources Manager for resolution. Additionally, the Fire Department has designated an employee in charge of records related to ambulance services.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deduction, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

Disclosures that do not qualify as PHI – protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosure to worker's compensation providers and those authorized by the worker's compensation providers.

Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.

Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving worker's compensation and/or medical information received to verify ADA or FMLA status.

Elective Additional Insurance

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's Human Resources Manager who will arrange for an appointment with the AFLAC agent. AFLAC is the **only** additional elective insurance that is available through payroll deduction.

125 Plan

The City participates in a Section 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee **but annual election of this plan needs to be made**. Annual employee discussions in November/December will provide you with this opportunity. The City's Human Resources Manager can explain the 125 Plan requirements and can activate your participation.

Vacation Overview

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment** beginning January 1st:

Hire Date	8-Hour Personnel Vacation Eligibility (in Hours)	12- Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
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January 1 - August 15	80	80	5
August 16 – September 15	64	64	4
September 16 – October 15	48	48	3
October 16 - November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

For an example: John Doe is hired May 10th and is an 8-hour per day, employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

Following the initial partial and first full calendar years (see 2.11 for further explanation) of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel Vacation Eligibility (in Hours)	12-Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
2 nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. Unused vacation days at the end of the calendar year in which they are available for use may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

ADMINISTRATION AND PUBLIC WORKS PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment:

Hire Date	Days Vacation
January 1 - August 15	10
August 16 – September 15	8
September 16 – October 15	6
October 16 - November 15	4
November 16 – December 15	2
December 16 – December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 nd through 3 rd	10
4 th through 7 th	15
8 th through 14 th	20
15 th through 21 st	25
22 nd and beyond	30

* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and

not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements.

Personal Hours Overview

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that cannot be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carryover of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

Personal Hours

Administrative and Public Works Personnel General Guidelines

Annual Personal Hours Eligibility (Employees are eligible for 3 equivalent days of personal hours)

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1st of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.

New employees hired July 1st or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1st of each New Year, subject to completion of the first 90 days of employment.

Personal Hours

Professional Police and Fire Personnel First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

Month Of Employment	Police & Fire (8 & 12 Hour Personnel) Hours Eligibility	Fire (24 Hour Personnel) Hours Eligibility
Jan – Apr	24	24
May – Jun	16	18
Jul – Aug	8	12
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for forty (40) personal hours beginning January 1st of each calendar year. After the first year of employment the 24 hour personnel are eligible for 24 hours of personal hours beginning January 1st of each calendar year.

Fixed & Floating Holidays

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and probationary employees as further defined below:

2016 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Friday	January 1, 2016
Martin Luther King Jr. Day	Monday	January 18, 2016
Presidents' Day	Monday	February 15, 2016
Memorial Day	Monday	May 30, 2016
Independence Day Observed	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Thanksgiving Day	Thursday	November 24, 2016
Day after Thanksgiving	Friday	November 25, 2016
Christmas Eve Holiday	Friday	December 24, 2016
Christmas Holiday	Monday	December 26, 2016
New Year's Eve	Friday	December 30, 2016
Two Floating Holidays		

*Civilian Employees hired on or before June 30, will be eligible for one-half (1/2) the Floating Holidays in the year they are hired. An employee hired July 1, or later will not be eligible for any Floating Holidays in the year hired.

To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the benefits programs provided by the City, or as otherwise provided by law. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

Fixed and Floating Holidays during Training Probation

Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.

2. **Fixed and Floating Holidays during Disciplinary Probation**

Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.

Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.

Professional Police Officer Fixed and Floating Holidays.

Because of different shift requirements, professional police personnel (road patrol officers) will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Office personnel (professional and civilian employees) working Monday through Friday, including the detective division, will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

Probationary Professional Police officers attending the Indiana Law Enforcement Academy Basic course or those temporarily assigned to an office assignment will observe the fixed holiday schedule approved by the City Council. If the Indiana Law Enforcement Academy basic course is in session during a fixed holiday, the probationary officer will bank fixed holiday hours. Any banked fixed holiday hours will be taken as floating holidays. These hours may be used at the employee's choosing and may be used in one-hour increments.

Professional Police officers assigned to a temporary or light-duty office assignment will observe the fixed holiday schedule approved by the City Council. At the conclusion of this temporary or light-duty assignment, non-office Professional Police officers will revert back to the floating holiday policy. Under no circumstances will an employee be permitted to take more holiday hours than approved by the City Council.

Professional Fire Personnel Fixed and Floating Holidays.

Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days

will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

**Professional Fire Personnel Floating Holiday
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.

Floating Holidays are not paid upon termination from employment.

Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.

Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.

Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.

Disciplinary probationary employees are eligible to schedule floating holidays.

Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.

New civilian employees hired before July 1st of each year will be eligible for ½ of the annual number of floating holidays to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.

New civilian employees hired July 1st or after of each year will not be eligible for any floating holidays during the remainder of that calendar year.

Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement Leave, Family Illness Leave or Industrial Injury Leave during the calendar year. If an employee takes Compensation Time or Flex Time in place of Sick Leave, such employee remains eligible for perfect Attendance. This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year.

Employee Assistance Program

City of Westfield has a confidential voluntary Employee Assistance Program (EAP) available to employees and anyone living within their household. It is the responsibility of the employee to seek assistance from EAP when needed. Six (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

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5.00 COMPENSATION AND PAYROLL

Compensation Programs

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

In addition to the compensation and benefits programs, the City of Westfield pays longevity pay pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer. For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012.

Pay Periods & Notice of Deposit Delivery

Pay periods will be for a period of two weeks. The Clerk-Treasurer's office issues an annual schedule of pay dates.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

Attendance Cards / Forms / Time Keeping System

You are responsible for reporting your own time and it should be submitted to your supervisor at the end of the two-week period. The supervisor will approve and forward to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for completing hours worked each pay period into the payroll system of the City's choosing. Your pay is computed from this information.

To ensure maximum accuracy this should be completed daily. Your approval in the system and the approval of your supervisor certify the accuracy of all time information.

Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non-exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee’s immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest one-half hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your average hourly rate times 1.5.

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your average hourly rate times 1.5

Public Safety Personnel (Police and Fire)

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

Non-Exempt Employees: Compensatory Time Off

(A) Definitions

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.
- (3) Professional Fire Employee shall refer to professional fire personnel.

(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

- (1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.
- (2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.

- (4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.
- (5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

(C) Non-Exempt Civilian Employees: Compensatory Time Off

- (1) As used within this subsection (C), “department head” shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head’s designee.
- (2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee’s performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.
- (4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee’s compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the department head’s discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(D) **Non-Exempt Professional Police Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.
- (2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- (4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

(E) **Non-Exempt Professional Police Employees: Compensatory Time Off**

- (1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.
- (2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time

off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.

- (4) When a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(F) **Non-Exempt Professional Fire Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.
 - Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.
 - Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the

Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.

- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

(G) **Non-Exempt Professional Fire Employees: Compensatory Time Off**

- (1) As used within this subsection (G), "Fire Chief" shall refer to the Fire Chief for the City or the Fire Chief's designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee's performance of the overtime work.
- (3) When compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) When a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.

- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn "Flex Time Off" as set forth in subsection (B).

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 24 hours. Once an Exempt Employee has accrued a balance of 24 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee's flex time off balance is reduced below 24 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (6) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. .
- (7) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (8) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

Emergency Call-In Pay

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that “emergency” call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid overtime for whatever amount of work-time is involved, with a minimum of 3 hours paid at the overtime rate, even though such work may be completed in less time.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid overtime for whatever amount of work time is involved, with a minimum of three hours paid at the overtime rate, even though such work may be completed in less time.

For the Public Works Department, this policy is superseded by the On-Call Policy implemented within the department.

Worker’s Compensation Insurance

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker’s compensation insurance, payment of weekly income in accordance with worker’s compensation and occupational disease laws.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits and/or disciplinary action.

Management will work with the City’s Human Resources Manager to complete the required documents to comply with the law and meet submission deadlines.

It is critical that worker’s compensation reports be completed on time.

Payroll Deductions

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request to the

Human Resources Manager, may have a portion of their wages or salary withheld for additional approved purposes, such as:

- Purchase of group health, dental and vision for family members
- Purchase of supplemental insurance coverage
- One America deferred tax investment program
- Fire Personnel PERF retirement plan
- Union Dues

Social Security Tax - Medicare Tax

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

Garnishments

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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6.00 UNEMPLOYMENT COMPENSATION

Eligibility and Description

Eligible City employees are covered by the unemployment compensation program administered by the Indiana Department of Workforce Development (IDWD). Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs or manpower cut-backs) and are actively seeking employment elsewhere. Eligibility is determined by the IDWD on a case-by-case basis. An application must be made by the worker before benefits can be considered by the IDWD.

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7.00 LEAVES OF ABSENCE

Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. Sick leave may also be used for absences related to professional medical diagnosis and treatment but does not include routine appointments. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, 12, or 24 hours) and can be taken in half-hour increments.

Employees (other than firefighters) will be permitted to substitute available paid time (e.g. vacation, compensatory time, personal time, or floating holidays) for sick days.

Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After <u>90</u> Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin. Police	6	0	
Utility/Admin.	12	0	
	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar

year. 8 and 7-½-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour shift fire personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

Other Sick Leave Administrative Issues

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. All illnesses or injuries requiring medical documentation will require a fitness evaluation and medical documentation release for duty prior to coming back to work. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

- a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.
- b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department because of workload, deadlines, or other causes rendering absences particularly troublesome to the department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1st and close on December 31st.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31st and/or contribute the required number of accumulated sick hours during the open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty (1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.
3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.

4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.
8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.
9. Any Sick Hours donated to the Sick Bank are non-redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

National Guard and Reserve Duty Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City. Unused leave will not carry over into the following year. Nothing contained in this Section 7.020 shall be implemented in violation of the Fair Labor Standards Act or other applicable law. Where a conflict exists, applicable law shall apply instead of this policy.

Family Military Leave

In compliance with the Indiana Military Family Leave Act (Indiana Code 22-2-13), the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the

United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off, including vacation or personal time, floating holidays, comp time, and flex time, for all or a portion of his/her family military leave. If you believe that you may qualify for family military leave or have questions about taking a family military leave, please contact the Human Resources Manager.

Bereavement Leave

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's spouse, child, step-child, mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild (only when any step-relationship is within current marriage), mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, half-brother, half-sister.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. Those assigned to 12-hour shifts may be granted two (2) days of Bereavement Leave. Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period). This benefit is for full-time employees only.

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal hours are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay **may** be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only.

Civic Leave (Jury Duty, Witness Duty)

Any employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

Part-time employees will not receive compensation for their time away from work for civic leave but will be given excused time off.

Other Leaves

Full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

Maternity Leave

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical condition. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave and vacation time available.

The City of Westfield will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk, as well as an appropriate place to store the expressed milk and shall:

1. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
2. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk; and;
3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

It is the responsibility of the employee to request from Human Resources or her direct supervision a workplace accommodation.

Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FMLA) of 1993, as amended. Under the FMLA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month period measured backward from the date any leave is used, for any of the following four reasons:

- 1) To care for a newborn child or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement. Also includes "in Loco Parentis", an individual who has day-to-day responsibility to care for and financially support a child who is under eighteen (18) years of age or who is older than eighteen (18) years of age and incapable of self-care because of a physical or mental disability;
- 2) To care for the employee's spouse (defined in accordance with applicable State law, as amended from time to time), child, or parent who has a serious health condition;
- 3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- 4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to 18 weeks of service member family leave.

The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term also includes veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred during the five years preceding the date of treatment.

The term “serious injury or illness” means “an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.”

Spouses employed by the City are jointly entitled to a combined total of 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing treatment is defined as:

- (a) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition with the requisite instances of subsequent treatment;
- (b) any period of incapacity due to pregnancy or for prenatal care;
- (c) any period of incapacity due to a chronic serious health condition;
- (d) any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- (e) any period of absence to receive multiple treatments for certain conditions (e.g. chemotherapy, dialysis); or
- (f) other qualifying absences attributable to incapacity. Common colds, flu, earaches, etc. are not considered serious health conditions.

Routine physical, eye or dental examinations are not considered within the scope of continuing treatment and voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. The Department Head will forward the notification immediately to Human Resources for processing and filing. If a notification cannot be obtained from the employee, the Department Head must give notice to Human Resources that an employee is off and Human Resources will determine if the leave applies. When requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable

In cases of leave to be taken to care for a seriously ill family member or due to an employee’s own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;

- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability ;
- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk-Treasurer's office for payment of the employee's obligation.

Vacation Leave (Unpaid)

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** (12-hour personnel may request 7 days and 24 hour employees may request 6 days) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.

Additional leave time may be granted to the extent required by the Americans with Disabilities Act and/or other applicable law.

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8.00 RETIREMENT

Summary

All regular full-time employees, including the Clerk-Treasurer and the Mayor, of the City of Westfield are allowed to participate in a retirement program, funded at least in part by contributions from the City. Eligibility begins on the first day of employment with the City. Part-time employees are only allowed to participate in the 457 Retirement Plan described in 8.015 below and the City will not make any contributions to that plan.

Public Employees Retirement Fund (PERF)

All regular full-time employees (other than certain firefighters and police officers described in Section 8.020.2), the Clerk-Treasurer, and the Mayor of the City of Westfield are required to join the Public Employees Retirement Fund (PERF) maintained by the State of Indiana. This plan is designed as an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion to this retirement plan for all eligible employees. Eligible employees are enrolled as of the first day of their employment with the City. Civilian PERF is based on gross wages and calculated at 14.2% total.

Paramedics are considered civilian employees when it pertains to PERF. The City contributes 14.2% of the paramedic's base pay into the Civilian PERF account and an additional 13% of their base pay into the 457 account. Paramedics do not have to contribute to the 457.

PERF pays benefits to employees upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the employee's death.

In many municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the eligible employees employed by the City. Therefore, there is **no payroll deduction** for this state retirement program. Employee contributions (made for the eligible employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment if the employee so chooses and applies to PERF for a refund of these funds.

Full particulars regarding PERF are contained in a PERF Member Handbook available online at www.in.gov/inprs/perfmbforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

The program is entirely voluntary and public employees (full and part-time) may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

8.00 RETIREMENT

The City's Human Resources Manager can explain the plan requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office. Contact our representative from One America to make an appointment with you to explain this program in more detail.

City of Westfield Matching Investment Plan (a 401(a) Plan)

This matching program is intended to supplement retirement investment initiatives by all full-time employees. Part-time employees are not eligible for this matching program. The purpose of this matching program is to strongly encourage personal financial saving to secure employees' future retirement.

The City matches \$0.667 in a 401(a) account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual **base** salary. The City's up to 4% matching portion is invested in a 401(a) account and is subject to the vesting schedule below based on your years of service with the City. The City's Human Resources Manager is available to explain other eligibility requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office.

401(a) Account Vesting Schedule:

Year 1 Vesting	0%
Year 2 Vesting	0%
Year 3 Vesting	20%
Year 4 Vesting	40%
Year 5 Vesting	60%
Year 6 Vesting	80%
Year 7 Vesting	100%

See **example** below of how this program works. This example uses an employee with an annual **base** salary of \$25,000 and a 457 Retirement Plan Contribution of 6%.

	<u>457 Retirement Plan</u> <u>6% of Annual Base Salary</u>	<u>401(a) Retirement Plan</u> <u>City Match</u> <u>(\$.667 for each \$1.00</u> <u>invested in your 457</u> <u>Retirement Plan)</u>
Annual Base Salary		
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1,000. If you contribute less than 6% into the 457 Retirement Plan, the City will match \$.667 for each \$1.00 you contribute. For example, if your contribution is \$800 then the City will contribute \$533 into your account under the 401(a) Retirement Plan.

City Contribution to 457 Plan for Certain Police Officers

This policy applies to all police officers who elected to remain in the Civilian PERF Fund as described in Section 8.02 when they were allowed a choice on January 1, 2008. To supplement retirement for this category of police officers who are not participating in the 1977 Police and Firefighters Fund, the City contributes 13% of the police officer's base pay into the 457 plan described above and 14.2% of the police officer's **gross** pay into the civilian PERF, subject to maximums imposed by federal law. Therefore, there is no payroll deduction for those officers participating in this retirement program. This contribution is made in July and January of each year. For additional information with respect to this program, contact the Clerk Treasurer's office.

1977 Police and Firefighters Fund

The 1977 Police and Firefighters Fund ('77 Fund) maintained by the State of Indiana is available to all professional firefighters of the City's Fire Department and to all professional police officers hired on or after January 1, 2008 who are 36 years of age or less on their dates of employment. The '77 Fund was also made available to those professional police officers who enrolled in the Fund effective as of January 1, 2008. Eligible employees are enrolled as of the first day of their employment with the City.

The '77 Fund is designed as an employer **and** employee contributory plan. Each of the eligible participants has a payroll deduction of 6% of a 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay placed into the '77 Fund. The City of Westfield contributes an additional 19.7% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

The '77 Fund pays benefits to police officers and firefighters upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the police officer's or firefighter's death.

In order to receive retirement benefits, members of the '77 Fund must have completed at least 20 years of creditable service and attained age 52 for an unreduced benefit or age 50 for a reduced early retirement benefit. If a member of the '77 Fund ends employment for any reason other than your death or disability before completing 20 years of creditable service, the member's employee contributions are eligible to be refunded to the member.

Additional information regarding the '77 Fund is available contained in the Police and Firefighters Member Handbook provided on-line at www.in.gov/inprs/policeandfirefighters.htm. Additional questions should be directed to the Clerk Treasurer's office.

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9.00 PERSONAL HEALTH AND WELFARE

On-The-Job Injury

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

On-The-Job Safety

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action of the supervisor.

9.00 PERSONAL HEALTH AND WELFARE

Smoking

All City owned or operated facilities, including but not limited to, buildings and surrounding grounds, vehicles owned, leased or operated by the City of Westfield, parks, trails, parking lots as well as any City sponsored event wherever located within the City limits, shall be subject to the

provision of Ordinance No. 09-09; Prohibiting Smoking in Public Places. The purpose of this Ordinance is to protect the public health and welfare by prohibiting smoking in public places and places of employment and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

Smoking shall be prohibited in all public places within the City of Westfield, including any outdoor area within reasonable distance of a regulated area so as to insure tobacco smoke does not enter into designated smoke free areas. In no event shall a distance less than twenty (20) feet be deemed reasonable.

For further information, please see Ordinance No. 09-09 of the City of Westfield, Indiana and amendments as applicable.

Security

In an effort to provide an environment that is safe and secure for the employees of the City, as well as residents, a security system has been installed at all City building locations. This system will require the use of a City issued security number to enter during certain periods of the day and in certain areas. Other security codes will be assigned as appropriate. Please see your Department Head or designated representative to receive your individual code. External doors will be unlocked to exit the building in the event of an emergency during business hours.

Human Resources will be responsible for issuing identification cards for new employees with the exception of the police and fire departments. Department Heads, or their designee, must notify Human Resources of any new hires, terminations or missing identification cards. If an employee loses his/her identification card, a new card will be issued at the employee's expense. Employees will not be responsible for the cost of replacing damaged or defective cards due to normal wear and tear.

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10.00 OPEN DOOR POLICY

Philosophy and Process

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the “chain of command” in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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11.00 DISCIPLINE AND DISCHARGE

Philosophy

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

Grounds for Disciplinary Action

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Poor job performance
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Inappropriate dress
6. Failure to abide by policy of working unauthorized overtime
7. Violation of Westfield Policy(ies)

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

Tardiness / Unexcused Absence

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

An employee who fails to show up for work for three (3) days in a row and does not call in to report will be considered to have voluntarily resigned their position.

Extent of Authority

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

All disciplinary actions involving suspension, demotions or terminations must be reviewed and approved to ensure compliance with relevant policies, procedures and laws. All personnel actions must be documented in the official employee personnel file located in the Human Resources office.

Progressive Discipline

Misconduct or unsatisfactory performance by an employee will typically be handled through a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings are typically the first layer of discipline issued, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer. Verbal warning will be in writing and forwarded to the Human Resources office to be filed in the official employee personnel file.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's official personnel file in the Human Resources office.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

5. If the twelve month disciplinary period lapses without the employee moving to the third offense or incident, the employee is deemed to have complied with the progressive discipline for that twelve month period and the progressive discipline starts over with a verbal warning upon the next offense or incident. Any restrictions or conditions put upon the employee by the supervisor during the twelve month disciplinary period should be revisited by the supervisor at the end of the twelve months. Only in egregious circumstances should the conditions be continued beyond the twelve month disciplinary period. The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons in the workplace or in any City vehicle, except when an employee is specifically authorized to by the City.
11. Immoral or indecent conduct or use of abusive language while on the job
12. Falsification of City records or any records kept by the City of Westfield

13. Any attempt to commit fraud through insurance, payroll, or other administrative documents
14. Conviction of a felony, domestic violence or child abuse
15. Unauthorized disclosure of any confidential City information
16. Refusal of drug testing without good reason
17. Violation of the City's Workplace Violence Policy
18. Engaging in or permitting unethical or illegal conduct
19. Failure to maintain a valid Indiana Driver's license.

In addition, the Police Department and Fire Department periodically issue General Orders for their respective departments. As General Orders relate to public safety and employee conduct, they may also be grounds for disciplinary action, even though they may not be included in the above list. Not all General Orders are related to conduct but may also be grounds for disciplinary action or termination.

Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.

3. Employees, former employees, and visitors are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle unless specified by the City, except otherwise provided by applicable law.

4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts

of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

If you are a victim of threats or acts of workplace violence, witness or hear of threats or acts of workplace violence or if you believe such violence could soon occur, notify your supervisor, Department Head, Human Resources Manager or Deputy Mayor immediately. Making a report in good faith will not reflect negatively on any employee with respect to the terms and conditions of their employment. **In an emergency, employees should dial 9-1-1 immediately.**

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12.00 OTHER RULES AND REGULATIONS

Purpose

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

Performance on the Job

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

Conduct in the Work Place

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

Contracting Conflicts of Interest

The City may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with an individual who is a relative (spouse, parent, step-parent, child, step-child, sibling, half-sibling, step-sibling, aunt, uncle, niece, nephew, daughter-in-law or son-in-law) of an elected official (Mayor, member of the City-Council or Clerk-Treasurer); or a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements below are satisfied and the elected official does not violate IC 35-44-1-3.

The City may enter into a contract or renew a contract with an individual or business entity described above if:

- (1) the elected official files with the City a full disclosure, which must:
 - a. be in writing;
 - b. describe the contract or purchase to be made by the City;
 - c. describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - d. be affirmed under penalty of perjury;
 - e. be submitted to the City Council and be accepted by the City Council in a public meeting prior to final action on the contract or purchase; and
 - f. be filed, not later than 15 days after final action on the contract or purchase, with:
 - i. State Board of Accounts; and
 - ii. The Clerk of the Hamilton County Circuit Court
 - g. makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(2) the City satisfies any other requirements under IC 5-22 or IC 36-1-12.

An elected official must also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

These provisions do not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

Theft

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

Bribery

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

Notice of Absence or Delay

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time, and as otherwise provided in this handbook. Persistent lateness or absenteeism will not be tolerated.

Uniforms

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

Dress Code

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents, other employees and all visitors that seek our services. The City's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace yet still project a professional image. Business casual attire does not include the following and is not allowed: revealing shirts (tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, or tops with bare shoulders), short skirts (a skirt or a split in a skirt more than 2" above the top of the knee, including mini-skirts, "skorts", or skirts that ride halfway up the thigh), sun dresses, beach dresses or spaghetti-strap dresses, shorts, jeans, and flip flops. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing

that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

Certain days may be declared dress down days. On these days, jeans and other more casual clothing are allowed but must still fall within the above guidelines regarding length, a revealing nature and type.

The above dress code is the minimum standard that should be followed. Department Heads may exercise their right to elevate a dress code specific to their department.

Commitment to Quality

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

Political Involvement

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

Personnel Information Changes

Employees, who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the City's Human Resources Manager within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the City's Human Resources Manager's office. If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the City's Human Resources Manager.

Records Disclosure Policy

It shall be the responsibility of the Human Resources area to maintain and store the official employment records of current and former employees of the City of Westfield. Human Resources may disclose for verification of employment the following information that is subject to public disclosure either by a written request, in person, or via telephone:

1. Hire date of employee and/or termination date
2. Position title
3. Department for which he/she is or was employed

4. Length of employment

All requests for salary information must be presented in writing to the Clerk-Treasurer's office for completion.

Questions concerning the nature of certain records as to whether or not those records are to be classified as public information shall be reviewed on a per request basis. The final decision will be made at the discretion of the City and legal counsel.

Conflict of Interest

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

Business / Work Hours

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (City Services, fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

Lunch Time

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

Resignation

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least a 2 week notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons. Resignations should be documented in writing by the employee and forwarded to Human Resources to be filed in the official employee file.

An employee, who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment. Exit interviews will be required and must be scheduled with the City's Human Resources Manager prior to the employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

Gambling

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

The City requires that all employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the City
2. Strive to obtain the maximum value for each dollar of expenditure
3. Grant all competitive suppliers equal consideration insofar as state and federal statute
4. Demand honesty in sales representation whether verbal or written
5. Give prompt and courteous reception to all who have legitimate business with the City including suppliers and customers
6. Foster fair, ethical and legal practices

Technology Resources Policy

12.20.1 Summary

The City provides computing resources to its employees and affiliates. Computing resources are defined as any and all technological resources and services procured or maintained through City funds or City paid employees: work stations, desktops, laptops, file servers, hardware, software, televisions, cellular phones, internal and external communication networks (e.g. internet, bulletin boards, commercial online services, and electronic mail systems) which are accessed directly or indirectly using City-owned and operated resources.

12.20.2 Purpose and Scope

This policy sets forth the City's policy regarding the use, access, and disclosure of computing resources. This policy applies to all employees, contractors, consultants, temporaries, and affiliates.

Computing Resources are a privilege, not a right. Therefore, any and all City provided computing resource-related rights may be revoked for violations of unacceptable behavior including, but not limited to:

unsolicited and unauthorized mass electronic mail (a.k.a. spam)

offensive language
obscene materials
direct or indirect threats
pornographic or gaming materials
use of unauthorized device(s)
infringement on others' privacy
unauthorized access to other's electronic mail or other network resources
interference with others' work
copyright infringement
any illegal activity; or
other unauthorized use of electronic mail or network resources provided by the City
Please refer to the Policies and Procedures Manual sections 11.040 and 11.050 for disciplinary actions when this policy is violated.

12.20.3 Statement of Policy

Privacy, Confidentiality and Public Records Considerations

The City will make reasonable efforts to maintain the integrity and effective operation of its computing resources, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. The City can assure neither the privacy nor confidentiality of messages that may be created, transmitted, received, or stored.

In addition, Indiana law provides that communications of City personnel that are sent or received may be considered public records and are subject to public inspection. See Indiana Code 5-14-3-2.

Official City Issued E-mail Address

To ensure that all correspondence is delivered, all City employees will be assigned an official e-mail address. It is of the expectation that this address, and no other electronic mail address, will be used for all official City electronic mail correspondence. Any employee not utilizing their provided electronic mail address may not receive some or all communication.

Users should utilize proper e-mail etiquette including signing e-mail messages with the appropriate identification information, avoiding the use of ALL CAPS (often referred to as e-mail 'shouting'), and refraining from confrontational e-mail messages. Employees are prohibited from sending messages with inappropriate content, such as discriminatory, harassing or otherwise offensive materials. Employees are prohibited from sending e-mail correspondence destined to ALL EMPLOYEES unless previously approved by the Departments' direct Supervisor or Director.

Permissible Uses

Authorized Users

Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.

Purpose of Use

The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

Prohibited Uses

Prohibited Purposes

Personal use that creates a cost for the City.

Personal monetary gain or for commercial purposes that are not directly related to one's job responsibilities.

Using the work of others in violation of copyright laws

Capturing and viewing other's electronic records except as required in order for authorized employees to diagnose and correct technical issues or abide by legal records requests

Harassment or intimidation of others in any manner including:

Creation or distribution of any offensive or disruptive messages, offensive comments about race, gender, hair color, age, sexual orientation, pornography, religious or political beliefs and/or practices, national origin or disability

Violation of Federal, State, or local laws, and regulations

"Spoofing," i.e., constructing an electronic message so it appears to be from someone else without prior proper authorization

Use of an encryption device to restrict or inhibit access

Attempting unauthorized access to City computing resources without prior proper authorization including: breaching of any security measures, intercepting electronic transmissions and transferring or storing electronic transmissions outside of approved methods of transfer and storage.

Any employee that receives prohibited messages has the responsibility to contact their department head and should not attempt to resolve the issue on their own, or forward any of the contents.

City Employee's Access and Disclosure

Users must keep their personal username(s) and password(s) confidential.

General Provisions

The City reserves the right to access and disclose the contents of all users' electronic records without consent if there is a legitimate business need. All communications sent or received utilizing any City owned resources may be made available for review.

Electronic records are subject to the provisions of Federal Statute *I.C. § 5-14-3*

Monitoring of Computing Resources

The City may exercise the right to monitor any and all computing resources to the extent permitted by law, without notice to or further consent by employees.

Inspection and Disclosure

The City will inspect and disclose the contents of computing resources when action is necessary in the follow conditions:

- i. in the course of an investigation conducted by City officials; or
- ii. to protect health and safety; or
- iii. to prevent the interference of any of the City's missions, objectives, or goals; or
- iv. to acquire information for the completion of one's responsibilities (only in the condition where he or she has the authority to authorize such action) and that is not more readily available by some other means

Electronic records must be available for inspection and copying by the public agency unless an exception to disclosure, based on the content of the message, applies.

Exemptions to disclosure are set forth in *I.C. § 5-14-3-4* Sections 4(a) and 4(b).

Special Procedures to Approve Access to, Disclosure of, or Use of Computing Resources

Any individual seeking to obtain, use, or disclose information who does not have prior consent of the user and/or who does not directly supervise the user, must first obtain written permission from the user's department director. Only after the appropriate written permissions will Informatics grant access to the appropriate folders and/or files associated with the request.

Retention and Archiving of Electronic Mail

Electronic mail messages using City-owned equipment or software are public record and are subject to inspection and discovery. All electronic mail will be destroyed on or after its first (1st) anniversary unless stored within the Informatics' provided folder within each user's Outlook application, or as otherwise required by law.

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to

know their respective records retention laws set forth by the CTGRS and abide by such policies.

All archiving activities or saving of e-mail messages outside of Outlook, Outlook Web Access, or a City provided e-mail enabled telephone device may be destroyed upon recognition.

The City reserves the right to place an official litigation hold or otherwise maintain electronic mail records beyond the 1st anniversary if such records are officially or perceived to be associated with an active investigation. Such requests for records may only originate from City Administration or from any official legal entity as defined by Federal, State, or local statute.

Disciplinary Action

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the City's electronic mail or other network. The City reserves the right to skip sections of disciplinary action pending the severity of the offensive usage up to and including a direct referral to City judicial authorities or law enforcement officers.

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CITY OF WESTFIELD, INDIANA PERFORMANCE MANAGEMENT GUIDELINES FOR FULL-TIME CIVILIAN EMPLOYEES

INTRODUCTION

1. Purpose and Scope

The Performance Management Guidelines set forth the policies and procedures necessary to establish and administer the City of Westfield performance management process for full-time civilian employees. This document *does not* apply to sworn police officers or firefighters, or to part-time, seasonal and temporary employees.

2. Goals

The City's ability to provide quality services to residents and visitors is closely tied to the performance of its employees. To measure and manage performance in order to assist in achieving optimal outcomes, the City is implementing a written performance management system in 2015.

The goals of performance management under this system are to:

- Create an ongoing dialogue between supervisors and employees regarding the City's expectations and the employee's progress in meeting those expectations;
- Document performance based on assigned job duties and established performance goals;
- Create a consistent and permanent record of an employee's performance;
- Identify opportunities for continuing training and education to enhance the skills required by the employee's position, or necessary for advancement;
- Establish measurable performance goals for the upcoming year;
- Identify obstacles that prevent the employee from performing at optimum levels;
- Develop plans to improve performance that does not meet expectations;
- Enable management to make informed decisions regarding an employee's job assignments and/or continued employment with the City; and
- Establish eligibility for annual salary increases.

3. Roles and Responsibilities

The Human Resources Manager will oversee the performance management process, develop or amend policies and procedures as needed, ensure supervisors are properly trained to evaluate employees and establish annual deadlines.

The Department of Human Resources will collect and maintain all performance evaluations and analyze data on a supervisory, department and City-wide level.

Department Directors will ensure performance evaluation are completed in a timely manner for their departments. All performance evaluations must be reviewed and signed by the Department Director before being submitted to Human Resources.

Supervisors with direct and/or indirect oversight will evaluate subordinate employees. **This is the most critical element of the process.** In order to protect the integrity of the entire process, supervisors are required to be trained in the performance management process. Their work will be reviewed by the Department Director and by the Director of Human Resources.

Employees will be required to complete a self-assessment form and to engage with their supervisor during the performance evaluation interview. Employees are not asked or expected to evaluate their supervisors, although relevant comments made in the course of the performance management process may be used in their supervisor's own performance evaluation.

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. Every employee hired before July 1, 2014, will participate in the 2015 performance management process. The 2015 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2015, and no later than October 17, 2015, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-assessment and to discuss supervisor's performance evaluation, no later than October 24, 2015. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.

- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to Human Resources no later than October 31, 2015. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
- g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 29, 2015. Original is retained by department with a copy to employee and Human Resources.
- h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2016. Original signed form is sent to Human Resources no later than March 7, 2016. Department and employee each get a copy.

5. Employee Self-Assessment

Employees are expected to honestly assess their strengths and weaknesses and to develop work-related goals for the following year. Employees may also identify desired training and/or career development to help enhance skills for their positions or to prepare them for advancement. Training opportunities are provided at the sole discretion of the department.

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

- Personal/Work Attributes
- Areas for Development
- Achievements and Goals (to be completed jointly by supervisor and employee)
- Other Comments (supervisor and/or employee)
- Acknowledgements (supervisor, employee and director)

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2015, supervisors may go back further than 12 months to establish a pattern of behavior.

The performance evaluation will be based on a standard set of expectations. Although job responsibilities vary from position to position, success in any position depends on a common set of attributes which includes adhering to the City's Goals of Employee Engagement, Enhanced Infrastructure, Safe City, Fiscal Responsibility and Excellence in Customer Relations.

7. Performance Ratings

The evaluation structure for personal/work attributes utilizes a 4-tier rating system:

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

“Meets Expectations” is an entirely positive rating. This indicates the employee is meeting all job requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

To receive an “Exceeds Expectations” rating, the employee must significantly and consistently perform at levels above expectations. An employee in this category will regularly exceed job requirements in the area being evaluated—not just once in a while—and achieve correspondingly superior results. This rating will be given sparingly.

For underperforming employees, two ratings are available. “Needs Improvement” is for the employee whose performance is somewhat deficient in the area being evaluated. This employee needs to make some improvements to meet minimum job requirements. An employee who receives three (3) or more “Needs Improvement” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

The “Unacceptable” rating will be used for an employee whose performance is unsatisfactory in the area being evaluated, and from whom substantial and immediate improvement is necessary. An employee receiving one (1) or more “Unacceptable” ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

Every rating on the performance evaluation except “Meets Expectations” must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor’s direct observation or knowledge of the employee’s work, although they may also incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

Upon completion of the written performance evaluation (and any management approvals required by the department), the supervisor will meet with the employee to review and discuss the employee’s self-assessment and the supervisor’s written performance evaluation. This meeting serves as an opportunity for a candid discussion between the supervisor and the employee, with a focus on how the employee can achieve maximum productivity.

Two (2) copies of the written performance evaluation should be brought to the evaluation meeting: one to be forwarded to Human Resources for the employee’s personnel file and one to be given to the employee for his personal records. Both copies should be signed by the employee and the supervisor performing the evaluation. The City’s copy should also be signed by the

Department Director before being sent to Human Resources.

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

The employee will be expected to sign the performance evaluation, whether or not he agrees with the supervisor's evaluation. The employee's signature is merely an acknowledgement that the employee had an opportunity to provide input prior to the performance evaluation interview, discuss the performance evaluation with his supervisor and provide verbal and written feedback regarding the content of the performance evaluation. An employee's refusal to sign the performance evaluation form will lead to disciplinary action.

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

Any employee who receives one or more "Unacceptable" ratings or three or more "Needs Improvement" ratings must meet again with his supervisor to develop a Performance Improvement Plan. The Performance Improvement Plan will outline the performance deficiencies, expectations and steps required for improvement.

Another performance evaluation meeting will be scheduled three (3) months out. If the employee has not made adequate progress, further action will be determined on a case-by-case basis. At minimum, the employee will be scheduled for another 3-month evaluation. For the most serious shortcomings (e.g., the employee has shown little or no improvement, the shortcomings are seriously disruptive to the operations of the department, the employee is resistant to changing his behavior), employment may be terminated.

In addition to the Performance Improvement Plan, the evaluation team may elect to pursue other disciplinary or remediation procedures.

Although 2014 performance evaluation will not be specifically tied to the level of pay increases in 2015, underperforming employees, as measured by the performance evaluation process, may be denied a cost-of-living adjustment (COLA) in 2014.

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

PERFORMANCE MANAGEMENT CYCLE



Appendix III

City of Westfield, Indiana 2015 Employee Self-Assessment

Employee Name _____ Department: _____

You are scheduled for a performance evaluation interview with your supervisor (and/or another member of your department's management team) on or about _____.

In preparation for your interview, please respond to the following questions to the best of your ability. Return the completed form to your supervisor no later than _____. **Attach additional pages if you need more space to respond to any question below.**

1. From the following list, please consider the personal attributes you bring to the job. Put an "S" beside the three (3) attributes you consider your greatest strengths. Put a "W" beside the three (3) attributes you think you are weakest. A description of these attributes is attached for your reference. Do not consider the "Leadership" attribute unless you are a supervisor.

Job Knowledge	Problem Solving	Accountability
Productivity	Adaptability	Time Management
Quality of Work	Attitude	Training/Development
Teamwork	Attendance	Analytical Thinking
Communication	Compliance	Decision Making
Customer Service	Leadership	Fiscal Management
Initiative	Professionalism	Innovation

2. Do you feel that you are currently in the position that best suits your skills and talents?

3. What do you consider your major job accomplishments over the past year?

4. What would you like to achieve in your job over the next year?

5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.

6. Do you think your job could be modified in any way to make you more efficient or effective?

7. Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

Your supervisor will be rating you on each of these attributes, selecting from the following categories:
Meets Expectations, Exceeds Expectations, Needs Improvement, Unacceptable

JOB KNOWLEDGE	You understand job requirements and seek to obtain knowledge, skills and abilities. You know when your skills are adequate for a task and when to ask for help.
PRODUCTIVITY	You make good use of time and produce results consistent with your efforts. You are able to prioritize tasks, respond to requests in a timely manner and meet deadlines.
QUALITY OF WORK	Your work is accurate, thorough and neat, and meets department and governmental standards. You set high standards for yourself and act quickly to identify and correct errors.
TEAMWORK	You cooperate and work well with others to complete projects and achieve goals. You maintain positive relationships with coworkers and respect their contributions to team efforts.
COMMUNICATION	You communicate well with others, both verbally and in writing, as needed. You are a good listener, able to ask questions and/or provide explanations to ensure understanding.
CUSTOMER SERVICE	You provide superior service to internal and external customers. You represent the City and/or your department in a courteous, positive and professional manner.
INITIATIVE	You are self-motivated to remain active without constant oversight. You can be relied upon to follow through with a plan of action in order to complete tasks and meet goals.
PROBLEM SOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

CITY OF WESTFIELD, INDIANA 2015 PERFORMANCE EVALUATION



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

Attach additional pages if more space is needed for any portion of this performance evaluation.

PERSONAL/WORK ATTRIBUTES

JOB KNOWLEDGE	<i>Expectations: Employee understands practical/technical job requirements and seeks to acquire and update relevant knowledge, skills and abilities. Employee knows when skills are adequate for tasks and when to ask for assistance.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PRODUCTIVITY	<i>Expectations: Employee makes good use of time and produces results consistent with individual and/or group efforts. Employee prioritizes assignments, responds to requests in a timely manner and meets deadlines.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
QUALITY OF WORK	<i>Expectations: Employee's work is accurate, thorough and neat, and consistently meets department standards and/or government requirements. Employee sets high personal standards and acts quickly to identify and correct errors.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
TEAMWORK	<i>Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMMUNICATION	<i>Expectations: Employee communicates effectively with others, verbally and/or in writing as necessary, to complete assigned tasks. Employee listens carefully and provides explanations or asks questions when necessary to ensure understanding.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	<i>Expectations: Employee is attentive to the needs of internal and external customers and seeks to provide superior service. Employee represents the City and/or Department in a courteous, positive and professional manner.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
INITIATIVE	<i>Expectations: Employee is self-motivated to remain active and productive without constant oversight. Employee is able to follow through with a plan of action to complete tasks or reach goals.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
PROBLEM SOLVING	<i>Expectations: Employee recognizes problems that arise in the course of performing work activities and develops effective solutions. Employee applies logic and innovation to work situations.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ADAPTABILITY	<i>Expectations: Employee is an agent for positive change, responding to shifting requirements, goals and priorities without undue stress or disruption. Employee works effectively in a variety of environments and with a variety of people.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ATTITUDE	<i>Expectations: Employee approaches people and job assignments with respect and a willingness to do whatever needs to be done. Employee takes personal pride in a job well done and makes a positive contribution to workplace morale.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	<i>Expectations: Employee reports to work as scheduled and minimizes tardiness and unplanned time off. Employee is fully attentive when on the job, and seeks to avoid unnecessary distractions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMPLIANCE	<i>Expectations: Employee complies with City policies and procedures and with written and oral instructions provided by supervisory staff. Employee shows respect for management and department decisions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
LEADERSHIP (supervisors only)	<i>Expectations: Employee identifies with and assumes the tasks and responsibilities associated with supervision. Employee is effective at mentoring and motivating subordinates to achieve maximum morale and productivity.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

CITY GOALS

EMPLOYEE ENGAGEMENT	<i>Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ENHANCED INFRASTRUCTURE	<i>Expectations: Employee actively pursues the preservation of our City infrastructure and looks for ways to improve items or processes that will assist in the long term preservation of City infrastructure.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
SAFE CITY	<i>Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
FISCAL RESPONSIBILITY	<i>Expectations: Employee recognizes opportunities of waste and does all within his/her power to provide solutions that stimulate and foster a culture of fiscal responsibility.</i>		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
<i>Comments (required for anything other than Meets Expectations):</i>			
EXCELLENCE IN CUSTOMER RELATIONS	<i>Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.</i>		
Meets Expectations	Exceeds Expectations	Needs Improvement	Unacceptable
<i>Comments (required for anything other than Meets Expectations):</i>			

AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

List two goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

Additional supervisor comments (optional):

Employee feedback (optional):

ACKNOWLEDGEMENTS

Supervisor Acknowledgement: I attest that I have discussed the contents of this performance evaluation with the employee, and addressed the employee's strengths, weaknesses, achievements and goals.

Next evaluation recommended: Annual ☐ Three Months for Performance Improvement Plan ☐

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

- 1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;
- 2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and
- 3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

Signature does not necessarily indicate agreement with the contents of the performance evaluation, but acknowledges receipt of the performance evaluation.

Employee Signature

Date

Management Acknowledgement:

I attest that I have reviewed and approved this performance evaluation and all attachments thereto.

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

To be completed by employees: Please mark the answer that most closely reflects your response, and enter comments to provide more understanding:

- a. I receive frequent, on-going, timely feedback about my performance:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- b. I have the necessary tools and resources to perform my job :

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- c. I have the necessary information to perform my job accurately:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- d. I am given opportunities to grow and learn new skills:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- e. I understand how what I do on a daily basis contributes toward the goals and objectives of my department and the City/Town:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- f. Conflicts and differences of opinion are resolved respectfully in our department:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

Appendix VI

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

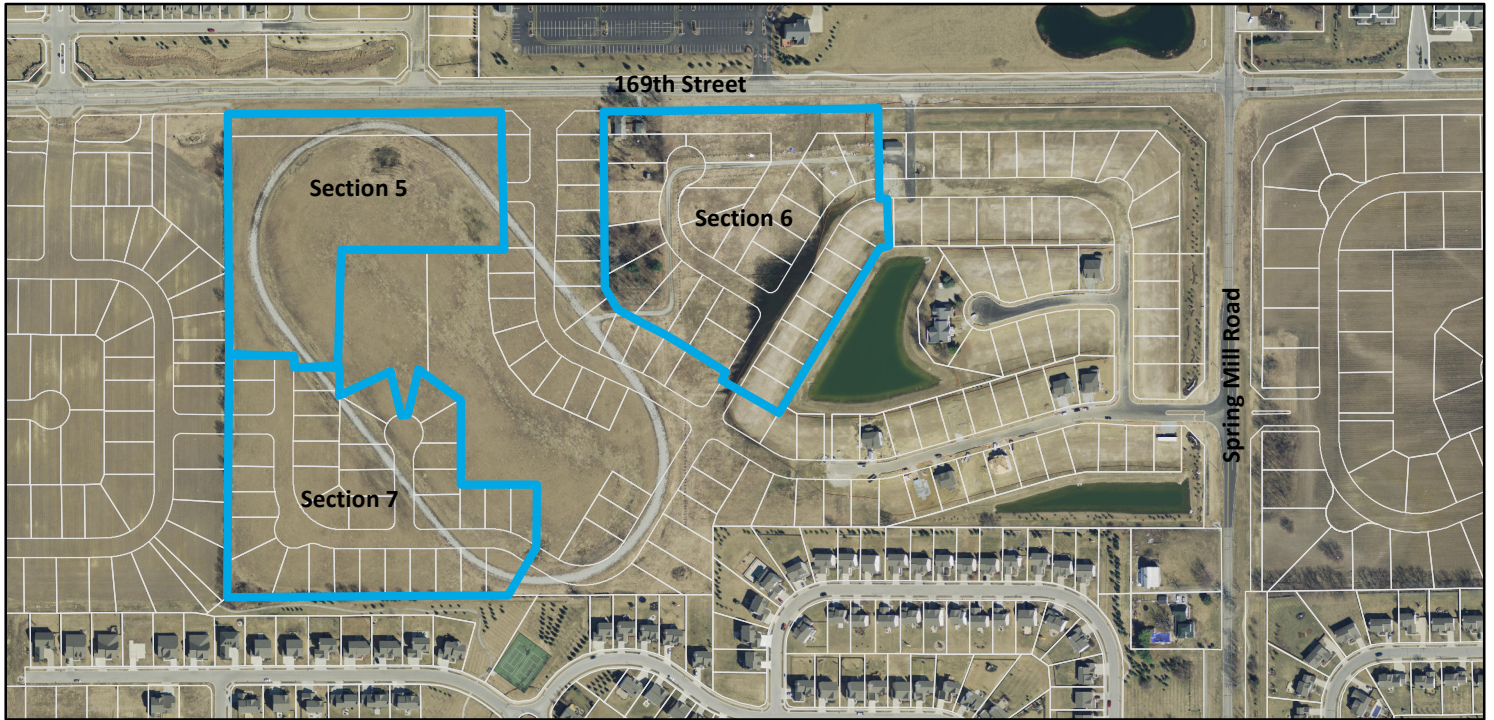
1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

Employee Signature

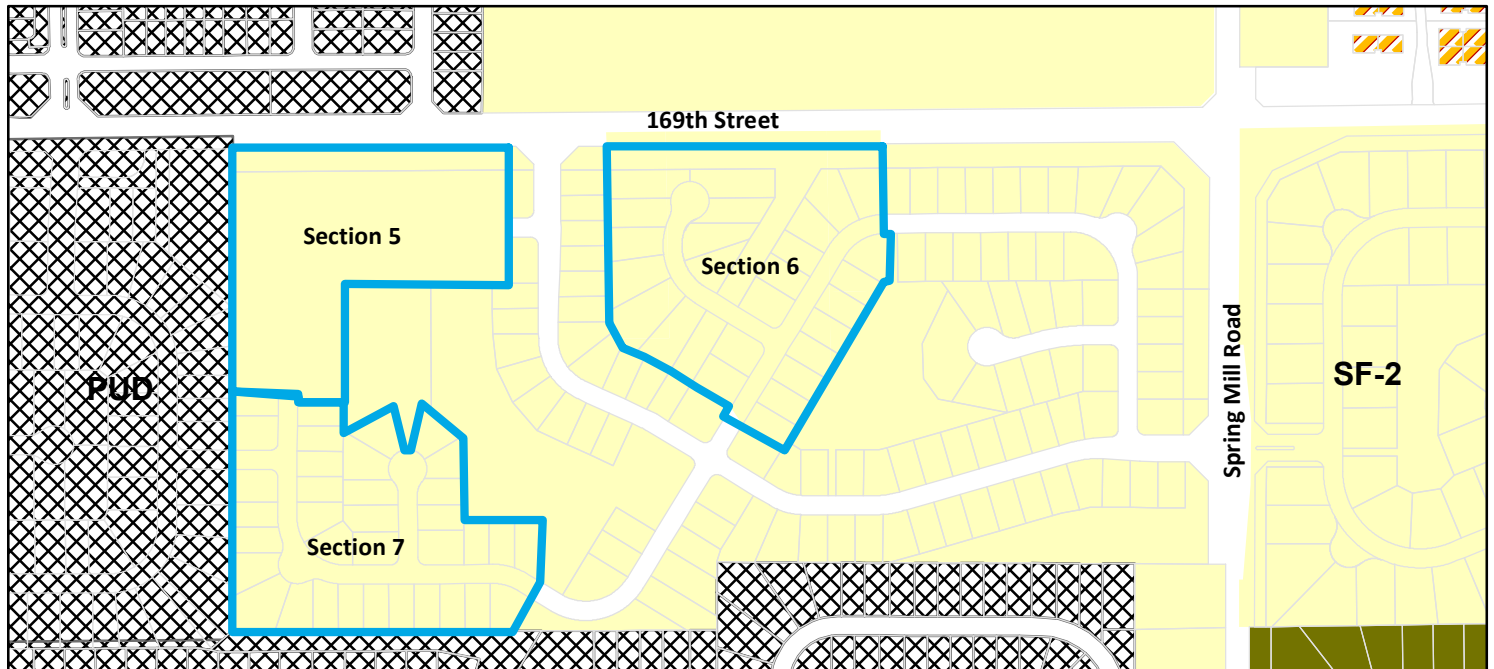
Employee Name (Printed)

Date of Signature

Aerial Location Map



Zoning Map



Parcel **Zoning**



PUD (Planned Unit Development)



SF-2 (Single Family - 2)



SF-A (Single Family - Attached)



SF-3 Cluster



Location Map

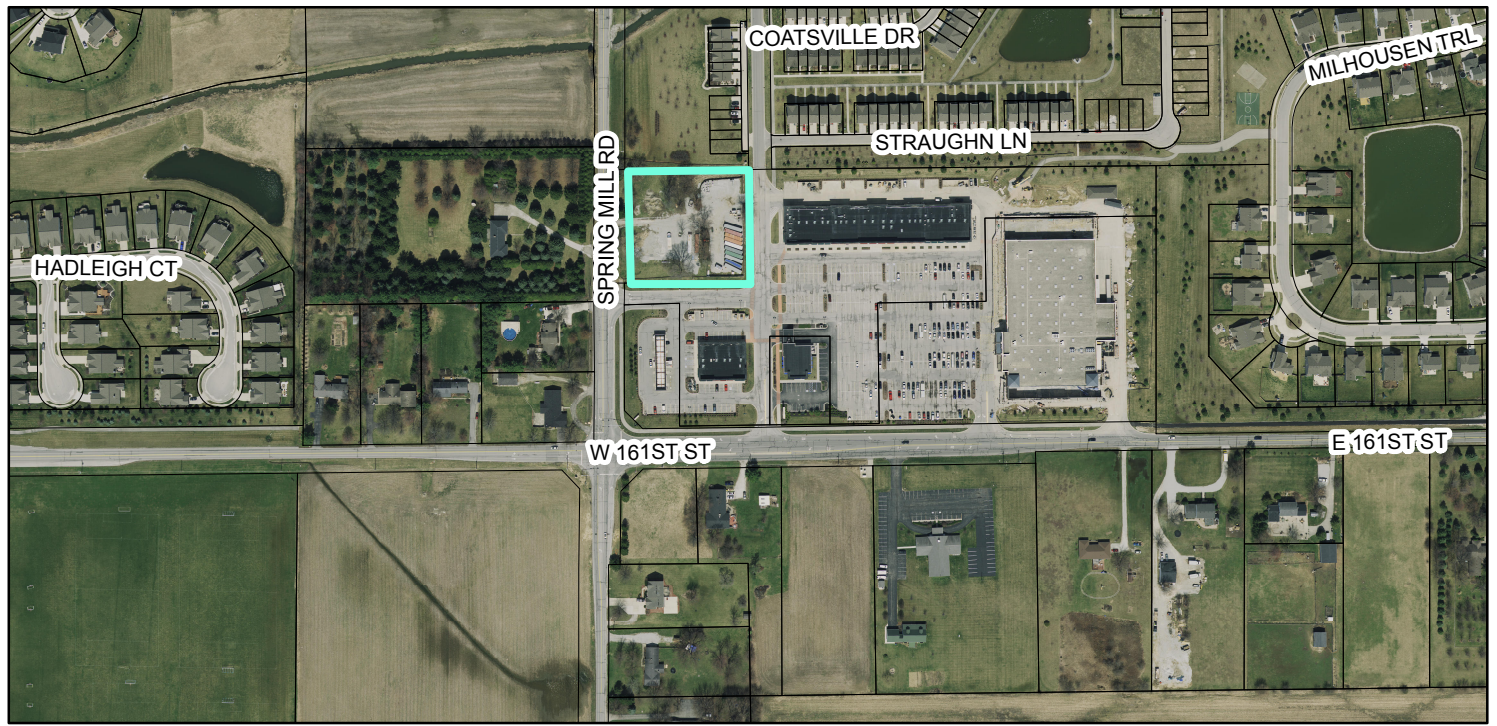
Spring Mill Station Northeast Quadrant

PUD Amendment

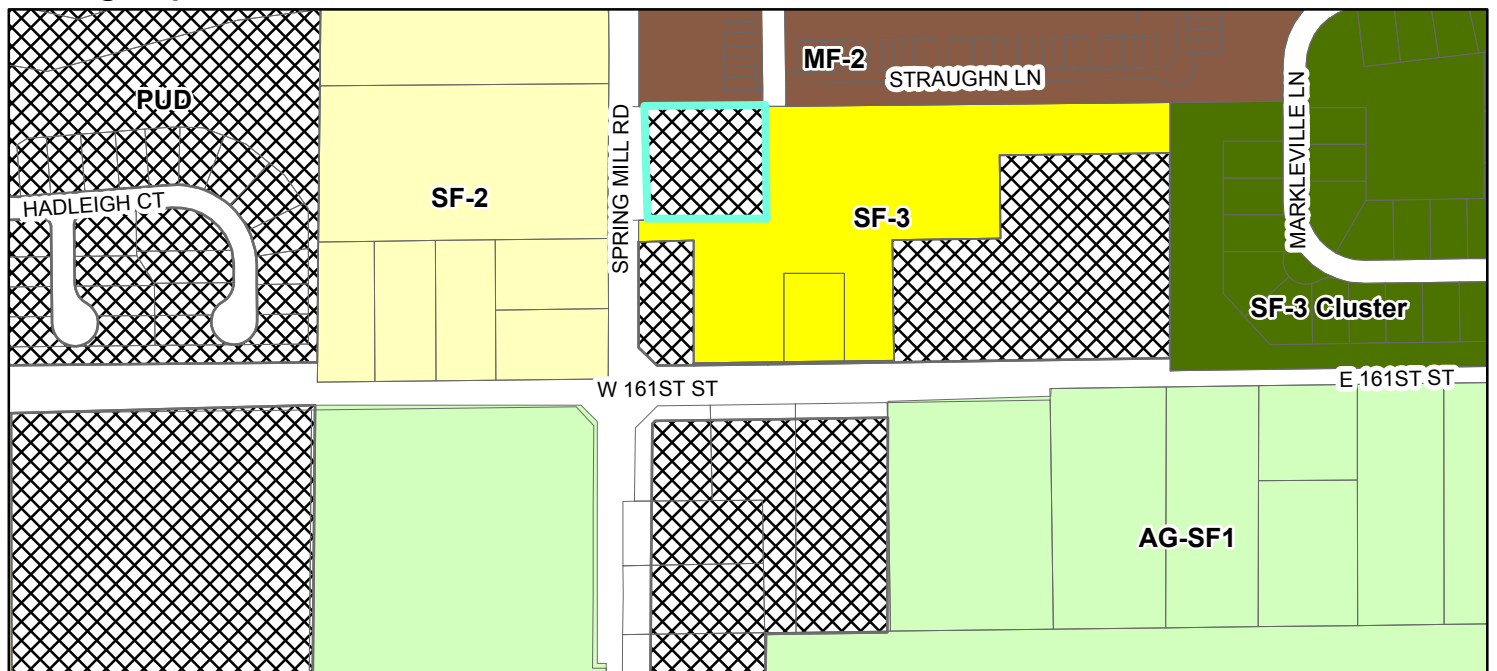
1603-PUD-03



Aerial Location Map



Zoning Map



Zoning

- | | |
|---|--|
|  AG-SF1 (Agriculture - Single Family - 1) |  SF-2 (Single Family - 2) |
|  MF-2 (Multiple Family - 2) |  SF-3 (Single Family - 3) |
|  PUD (Planned Unit Development) |  SF-3 Cluster |

ORDINANCE 16-01

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE TO THE CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA

WHEREAS, the Westfield City Council (the “Council”) has the authority and desires to annex lands into the municipality as defined by Indiana Code 36-4-3; and,

WHEREAS, one hundred percent (100%) of the owners of the parcels proposed for annexation as identified in **Exhibit A** and **Exhibit B** (the “Annexation Area”) have filed a petition with the Council; and,

WHEREAS, the Council has conducted a public hearing on February 8, 2016, as required by law with regard to the annexation of the Annexation Area; and,

WHEREAS, the Council has adopted a fiscal plan for the annexation of the Annexation Area in accordance with Indiana Code 36-4-3-3.1 (Resolution 16-101); and,

WHEREAS, the Annexation Area meets the contiguity requirements of Indiana Code 36-4-3-1.5; and,

WHEREAS, the Council now finds that the statutory criteria for annexation have been met; and,

NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD CITY COUNCIL THAT THE OFFICIAL CITY MAP ADOPTED BY REFERENCE IN SECTION 2-515 OF THE WESTFIELD CODE BE MODIFIED AS FOLLOWS:

Section 1. The Annexation Area, generally located north of 199th Street and east of Oak Ridge Road, and adjacent to the existing corporate limits along the northern and eastern boundaries of the Annexation Area, is hereby annexed to and declared to be a part of the City.

Section 2. The Annexation Area is to further include the contiguous public highways and rights-of-way of the public highways which are adjacent to the annexation area per Indiana Code 36-4-3-2.5.

Section 3. The Annexation Area is hereby assigned to City Council District 3 and shall become a part thereof immediately upon the effective date of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon its passage by the Council, its publication, and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby repealed. Any portion of the Ordinance later to be found void or invalid shall not affect the remaining portions of this Ordinance.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS _____ DAY OF MARCH, 2016.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE 16-01** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 16-01
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 16-01
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

EXHIBIT A
ANNEXATION AREA



EXHIBIT LEGEND

- | | |
|--|---|
|  ANNEXATION AREA |  PARCELS |
|  EXISTING CITY LIMITS |  STREETS |

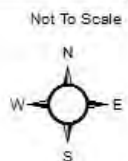


EXHIBIT B
ANNEXATION AREA
LEGAL DESCRIPTION

This description includes one (1) parcel of land:

Parcel No. 08-05-23-00-00-019.001

Part of the Southeast and Northeast Quarters of Section 23, Township 19 North, Range 3 East of the Second Principal Meridian, Hamilton County, Indiana, more particularly described as follows:

Commencing at the northwest corner of said Southeast Quarter; thence North 89 degrees 50 minutes 51 seconds East 1,325.20 feet along the north line of said Southeast Quarter to the southeast corner of the South Half of the Southwest Quarter of said Northeast Quarter (basis of bearings is the Indiana State Plane Coordinate System, East Zone), being the POINT OF BEGINNING; thence South 00 degrees 13 minutes 12 seconds West 692.69 feet along the west line of the Northeast Quarter of said Southeast Quarter to a line that is 40.00 feet southwest of and parallel with the centerline of the former Monon Railroad; thence North 33 degrees 25 minutes 36 seconds West 1,617.52 feet along said parallel line to the north line of the parcel conveyed to Karl Manders in Instrument Number 200300035246, on file in the Office of the Recorder of Hamilton County, Indiana; thence North 89 degrees 50 minutes 26 seconds East 895.86 feet along said north line to the northeast corner thereof and the west line of the Southeast Quarter of said Northeast Quarter; thence South 00 degrees 12 minutes 13 seconds West 659.78 feet along said west line to the POINT OF BEGINNING. Containing 13.910 acres, more or less.

ALSO INCLUDING:

In addition to the aforementioned, the annexed area shall include those public highways and rights-of-way of public highways required to be annexed by Indiana Code § 36-4-3-2.5, including the relevant portions of the Monon Trail.

Annexation Area

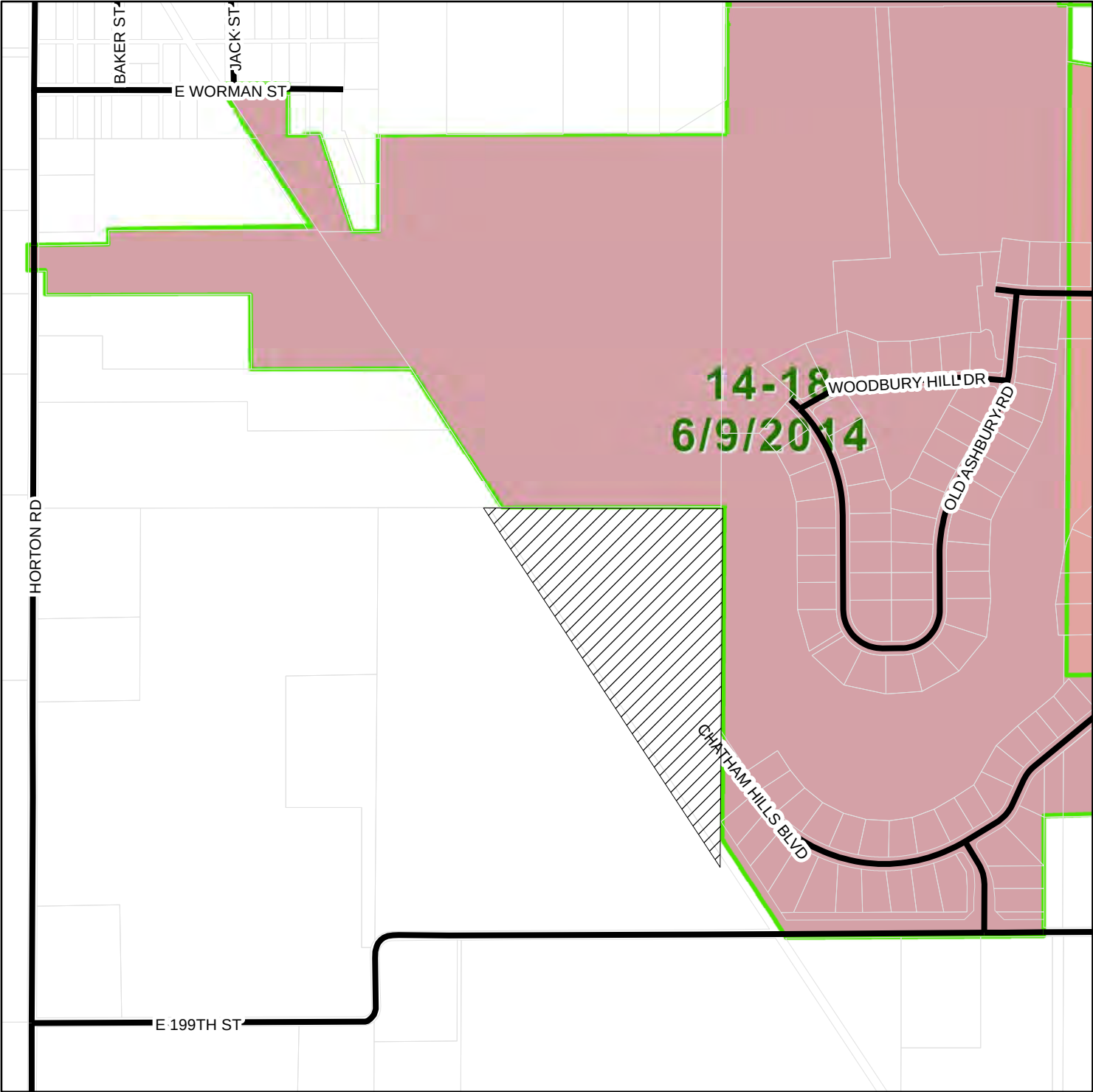
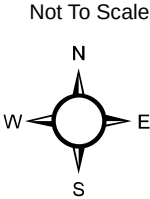


EXHIBIT LEGEND

- | | | | |
|---|----------------------|---|---------|
|  | ANNEXATION AREA |  | PARCELS |
|  | EXISTING CITY LIMITS |  | STREETS |



ORDINANCE 16-02

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE TO THE CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA

WHEREAS, the Westfield City Council (the “Council”) has the authority and desires to annex lands into the municipality as defined by Indiana Code 36-4-3; and,

WHEREAS, one hundred percent (100%) of the owners of the parcels proposed for annexation as identified in **Exhibit A** and **Exhibit B** (the “Annexation Area”) have filed a petition with the Council; and,

WHEREAS, the Council has conducted a public hearing on February 8, 2016, as required by law with regard to the annexation of the Annexation Area; and,

WHEREAS, the Council has adopted a fiscal plan for the annexation of the Annexation Area in accordance with Indiana Code 36-4-3-3.1 (Resolution 16-102); and,

WHEREAS, the Annexation Area meets the contiguity requirements of Indiana Code 36-4-3-1.5; and,

WHEREAS, the Council now finds that the statutory criteria for annexation have been met; and,

NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD CITY COUNCIL THAT THE OFFICIAL CITY MAP ADOPTED BY REFERENCE IN SECTION 2-515 OF THE WESTFIELD CODE BE MODIFIED AS FOLLOWS:

Section 1. The Annexation Area, generally located south of 206th Street and east of Oak Ridge Road, and adjacent to the existing corporate limits along the northern and eastern boundaries of the Annexation Area, is hereby annexed to and declared to be a part of the City.

Section 2. The Annexation Area is to further include the contiguous public highways and rights-of-way of the public highways which are adjacent to the annexation area per Indiana Code 36-4-3-2.5.

Section 3. The Annexation Area is hereby assigned to City Council District 3 and shall become a part thereof immediately upon the effective date of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon its passage by the Council, its publication, and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby repealed. Any portion of the Ordinance later to be found void or invalid shall not affect the remaining portions of this Ordinance.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS _____ DAY OF MARCH, 2016.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE 16-02** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 16-02
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 16-02
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

EXHIBIT A ANNEXATION AREA

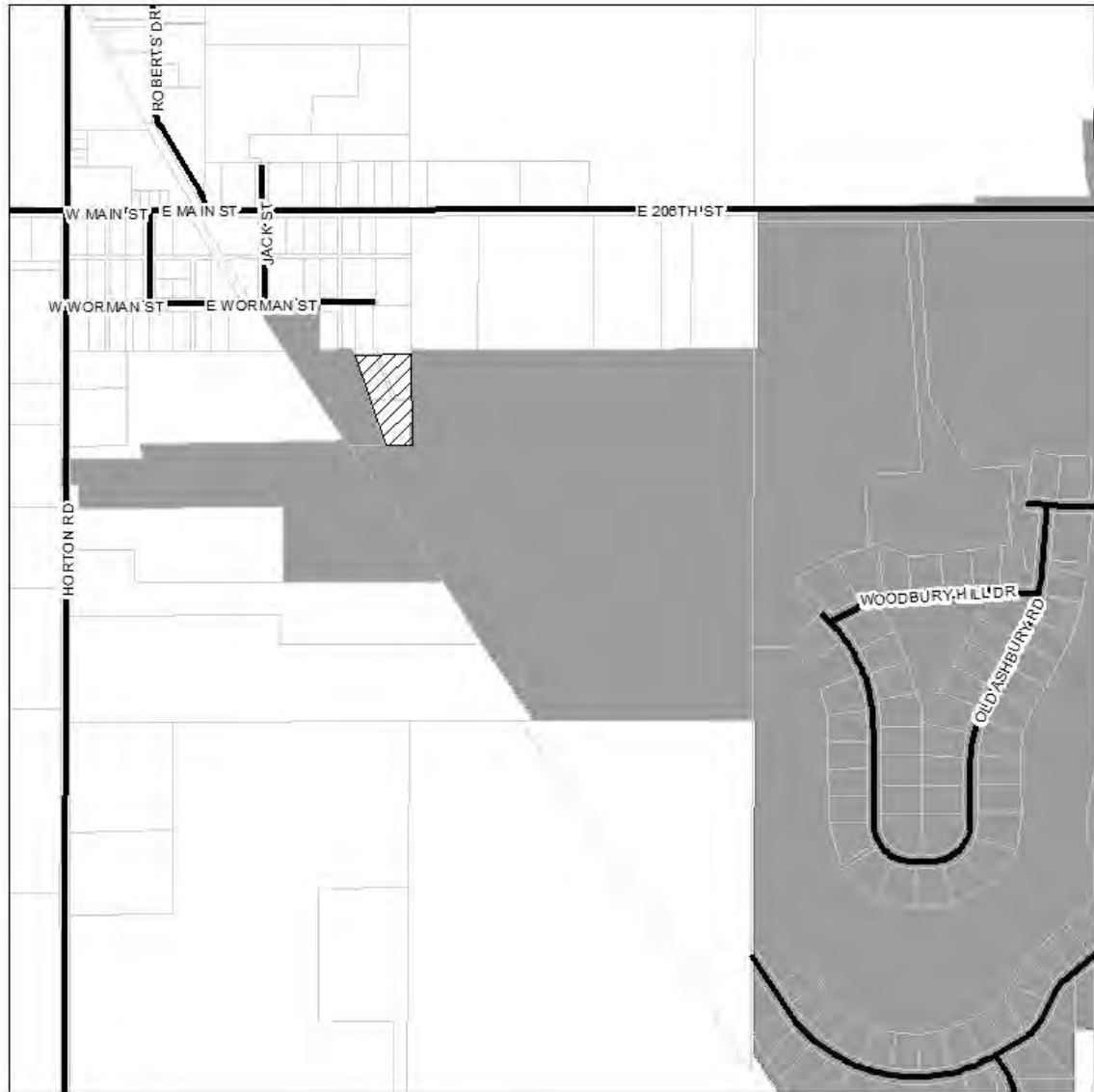


EXHIBIT LEGEND

- | | |
|--|---|
|  ANNEXATION AREA |  PARCELS |
|  EXISTING CITY LIMITS |  STREETS |

Not To Scale

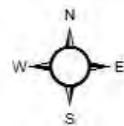


EXHIBIT B
ANNEXATION AREA
LEGAL DESCRIPTION

This description includes four (4) parcels of land:

Parcel Nos. 08-05-23-01-03-010.006
08-05-23-01-03-011.000
08-05-23-01-03-012.000
08-05-23-01-03-013.000

Part of the Northwest Quarter of Section 23, Township 19 North, Range 3 East of the Second Principal Meridian, Hamilton County, Indiana, more particularly described as follows:

Commencing at the Northeast corner of said Northwest Quarter; thence South 00 degrees 06 minutes 55 seconds West (basis of bearings is the Indiana State Plane Coordinate System, East Zone) 550.50 feet along the east line of said Northwest Quarter to the northeast corner of Parcel III as described in Instrument Number 9609601704, on file in the Office of the Recorder of Hamilton County, Indiana, being the POINT OF BEGINNING; thence continuing South 00 degrees 06 minutes 55 seconds West 351.63 feet along said east line to the southeast corner of Parcel II as described in Instrument Number 9445140, on file in the Office of said Recorder; thence South 89 degrees 48 minutes 48 seconds West 100.09 feet along the south line of said Parcel II to its southwest corner; thence North 18 degrees 24 minutes 34 seconds West 368.41 feet along the west lines of said Parcel II and Parcel I as described in said Instrument Number 9445140 to the northwest corner of said Parcel I; thence North 89 degrees 21 minutes 55 seconds East 217.16 feet along the north lines of said Parcels I and III and their north lines extended to the POINT OF BEGINNING. Containing 1.2784 acres, more or less.

Annexation Area

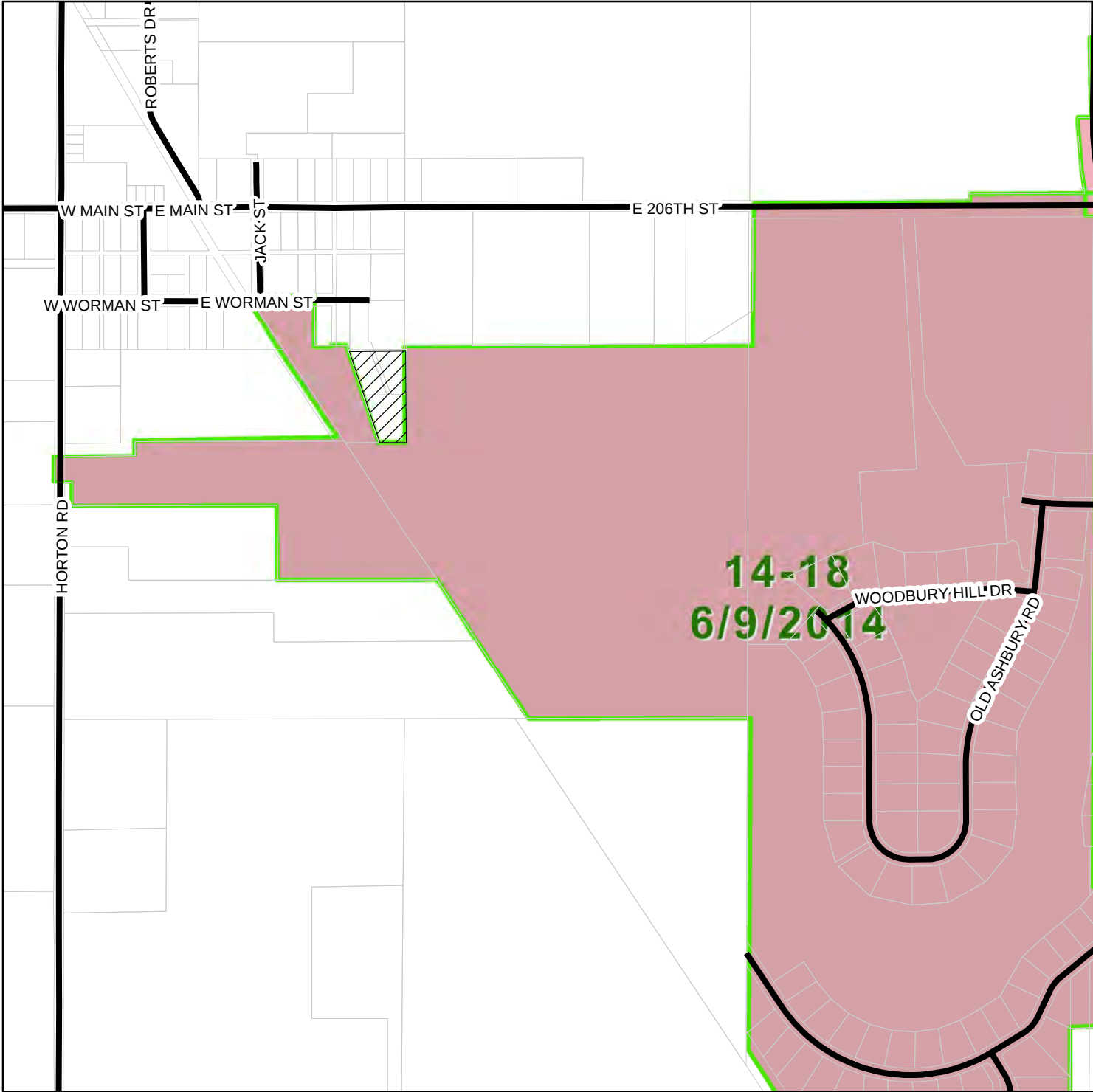


EXHIBIT LEGEND



ANNEXATION AREA



PARCELS

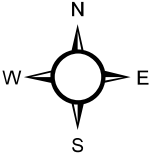


EXISTING CITY LIMITS



STREETS

Not To Scale



ORDINANCE 16-03

AN ORDINANCE ANNEXING CERTAIN REAL ESTATE TO THE CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA

WHEREAS, the Westfield City Council (the “Council”) has the authority and desires to annex lands into the municipality as defined by Indiana Code 36-4-3; and,

WHEREAS, one hundred percent (100%) of the owners of the parcels proposed for annexation as identified in **Exhibit A** and **Exhibit B** (the “Annexation Area”) have filed a petition with the Council; and,

WHEREAS, the Council has conducted a public hearing on February 8, 2016, as required by law with regard to the annexation of the Annexation Area; and,

WHEREAS, the Council has adopted a fiscal plan for the annexation of the Annexation Area in accordance with Indiana Code 36-4-3-3.1 (Resolution 16-103); and,

WHEREAS, the Annexation Area meets the contiguity requirements of Indiana Code 36-4-3-1.5; and,

WHEREAS, the Council now finds that the statutory criteria for annexation have been met; and,

NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD CITY COUNCIL THAT THE OFFICIAL CITY MAP ADOPTED BY REFERENCE IN SECTION 2-515 OF THE WESTFIELD CODE BE MODIFIED AS FOLLOWS:

Section 1. The Annexation Area, generally located on the south side of 206th Street and east of Oak Ridge Road, and adjacent to the existing corporate limits along the southern boundary of the Annexation Area, is hereby annexed to and declared to be a part of the City.

Section 2. The Annexation Area is to further include the contiguous public highways and rights-of-way of the public highways which are adjacent to the annexation area per Indiana Code 36-4-3-2.5.

Section 3. The Annexation Area is hereby assigned to City Council District 3 and shall become a part thereof immediately upon the effective date of this Ordinance.

Section 4. This Ordinance shall be in full force and effect upon its passage by the Council, its publication, and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby repealed. Any portion of the Ordinance later to be found void or invalid shall not affect the remaining portions of this Ordinance.

ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS _____ DAY OF MARCH, 2016.

WESTFIELD CITY COUNCIL
HAMILTON COUNTY, INDIANA

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy J. Gossard, Clerk-Treasurer

I hereby certify that **ORDINANCE 16-03** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE Ordinance 16-03
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO Ordinance 16-03
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

EXHIBIT A
ANNEXATION AREA

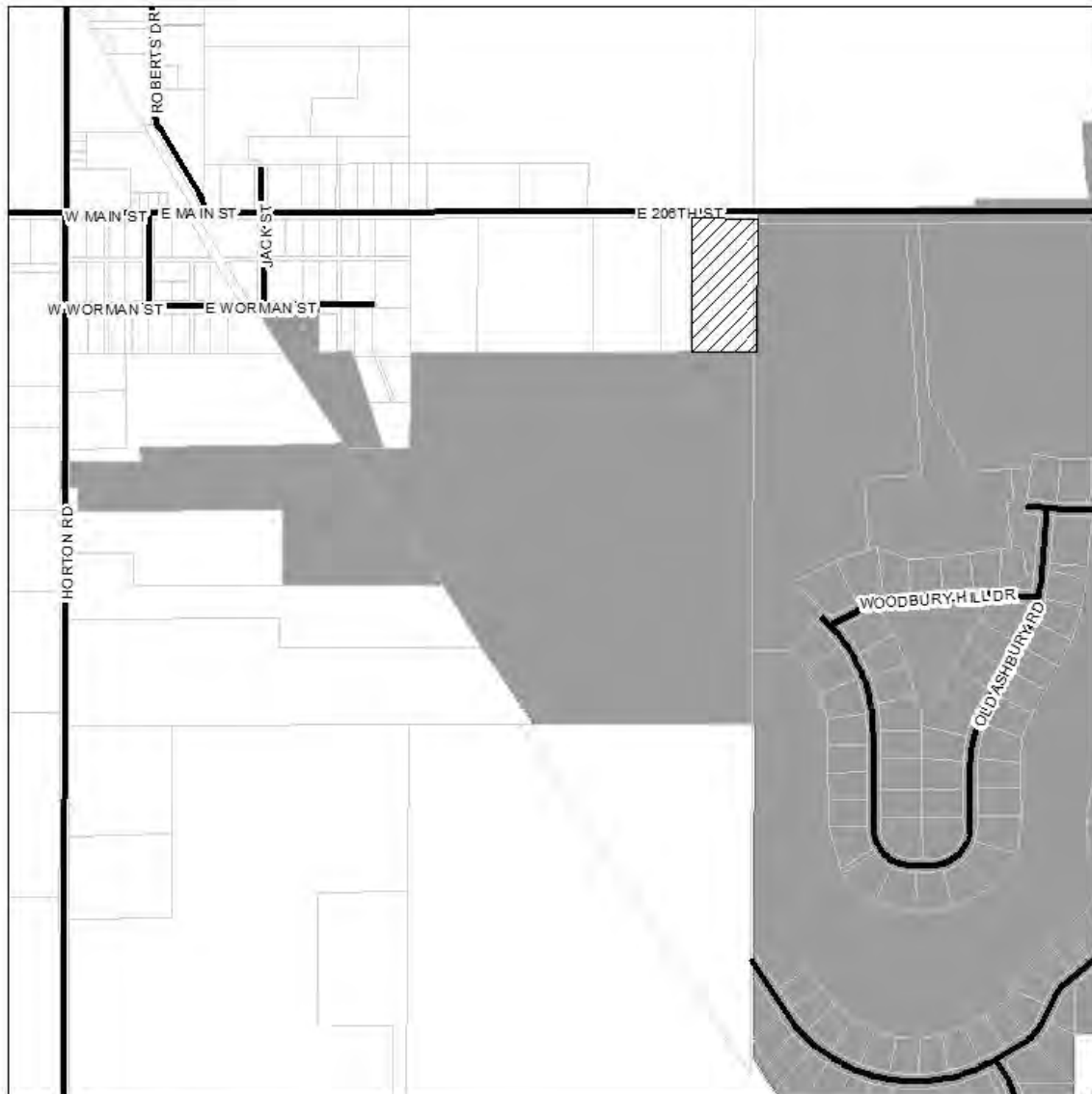


EXHIBIT LEGEND

- | | |
|--|---|
|  ANNEXATION AREA |  PARCELS |
|  EXISTING CITY LIMITS |  STREETS |

Not To Scale

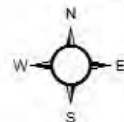


EXHIBIT B
ANNEXATION AREA
LEGAL DESCRIPTION

This description includes one (1) parcel of land:

Parcel No. 08-05-23-00-00-010.000

BEGINNING at a point on the North line of the Northeast Quarter of the Section 23, Township 19 North, Range 3 East, said point of beginning being the Northeast corner of a 10.34 acre tract of land described in Instrument #4343 and recorded in Deed Record Book 208, Page 77 in the records of Hamilton County, Indiana, said point of beginning also being North 89 degrees 45 minutes 21 minutes East (assumed bearing) 1,085.00 feet from the Northwest corner of said Northeast Quarter; thence South 00 degrees 01 minutes 39 seconds West 531.99 feet along the East line of said 10.34 acre tract of land to the North line of a 10 acre tract of land (Ref.: Parcel #3, Misc. Rec. Bk. 138, Pg. 456 in the records of Hamilton County, Indiana); thence North 89 degrees 245 minutes 21 seconds East 242.44 feet along the North line of said 10 acre tract of land and parallel with the North line of said Northeast Quarter to a point on the East line of the West Half of said Northeast Quarter, said point being 532.00 feet South of the Northeast corner of the West Half of said Northeast Quarter; thence North 00 degrees 08 minutes 05 seconds East 532.00 feet along the East line of the West Half of said Northeast Quarter to the Northeast corner of the West Half of said Northeast Quarter, said corner being collinear with and equidistant from the Northeast corner and the Northwest corner of said Northeast Quarter; thence South 89 degrees 45 minutes 21 seconds West 243.44 feet along the North line of said Northeast Quarter to the POINT OF BEGINNING. Containing 2.967 acres more or less, being subject to all applicable easements and rights-of-way record.

ALSO INCLUDING:

In addition to the aforementioned, the annexed area shall include those public highways and rights-of-way of public highways required to be annexed by Indiana Code § 36-4-3-2.5, including the relevant portions of 206th Street.

Annexation Area

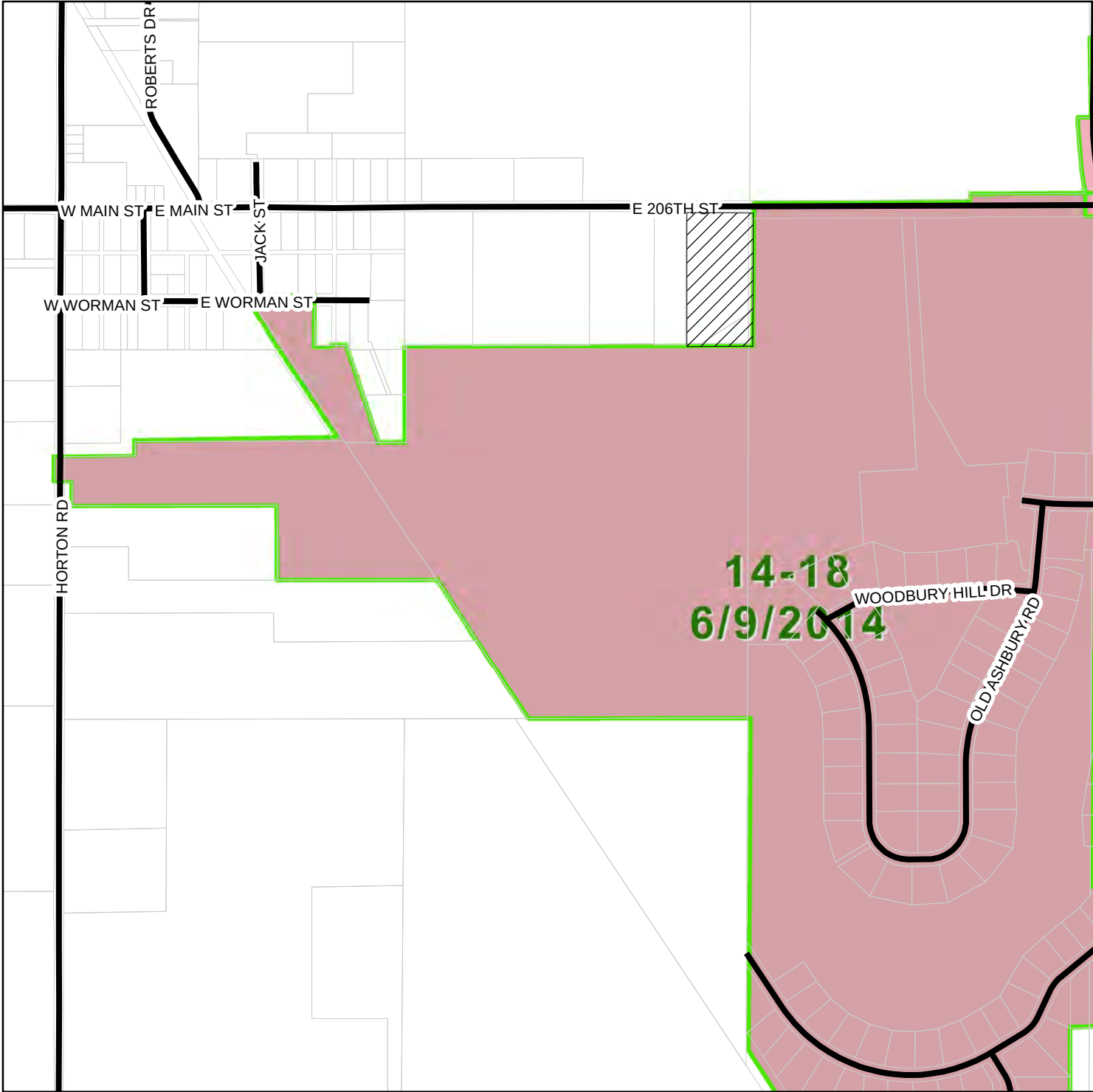


EXHIBIT LEGEND



ANNEXATION AREA



PARCELS

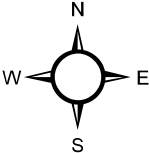


EXISTING CITY LIMITS



STREETS

Not To Scale



I hereby certify that each of the above listed vouchers and invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1.6.

February 08, 2016

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF WESTFIELD

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 31 pages and except for accounts payables not allowed as shown on the Register such account payables are hereby allowed in the total amount of \$0 and pending director approval such accounts payables are hereby allowed in the total amount of \$0.

Dated this 8 day of February, 2016

_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

Approved by State Board of Accounts for the City of Westfield, 2013

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City of Westfield

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101 General									
Administration									
VEN001537	Payroll	APP031228	1/12/2016	101001111	ADM-SALARY	sal	10,113.10	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101001119	ADM-HEALTH AND DENTAL	hsa	2,250.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101001120	ADM-FICA AND MEDICARE	fica	593.99	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101001120	ADM-FICA AND MEDICARE	med	138.92	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101001121	ADM-PERF	perf	909.05	108011216	1/12/2016
VEN000405	Citizens Energy Group	APP031271	1/19/2016	101001328	ADM-HEAT/GAS	Gas Heat	945.34		
VEN000405	Citizens Energy Group	APP031271	1/19/2016	101001328	ADM-HEAT/GAS	Gas Heat	698.74		
VEN000405	Citizens Energy Group	APP031273	1/19/2016	101001328	ADM-HEAT/GAS	Clinic House	119.21		
VEN000405	Citizens Energy Group	APP031273	1/19/2016	101001328	ADM-HEAT/GAS	DWNA	69.56		
VEN000405	Citizens Energy Group	APP031273	1/19/2016	101001328	ADM-HEAT/GAS	Historical Society	169.60		
VEN000534	Delta Dental	APP031275	1/19/2016	101001119	ADM-HEALTH AND DENTAL	ins	242.12	58537	1/19/2016
VEN000739	Frontier	APP031282	1/19/2016	101001343	ADM-BUILDING	Alarm at City Hall	45.11		
VEN000739	Frontier	APP031282	1/19/2016	101001343	ADM-BUILDING	Elevator and postage machin	340.84		
VEN001274	M J Insurance	APP031323	1/20/2016	101001122	ADM-WORKERS' COMP	Workers Comp	202.50	58540	1/20/2016
VEN000595	DWNA	APP031444	1/26/2016	101001349	ADM-SERVICES	Services for Oct - Dec	10,855.89		
VEN002097	Westfield Chamber Of Commerce	APP031445	1/26/2016	101001350	ADM-SUB/DUES/MEMBERS	2016 membership investment	450.00		
VEN001548	Pepsi	APP031446	1/26/2016	101001223	ADM-OFFICE SUPPLIES	Pepsi and water	102.91		
VEN000345	Cave and Company Printing	APP031447	1/26/2016	101001337	ADM-PRINTING	Business cards Stakebeck	66.86		
VEN002017	Unifirst Corporation	APP031448	1/26/2016	101001343	ADM-BUILDING	Mats	159.05		
VEN000931	Ice Miller LLP	APP031449	1/26/2016	101001331	ADM-CONSULTING	Services for December	5,000.00		
VEN002017	Unifirst Corporation	APP031450	1/26/2016	101001343	ADM-BUILDING	Mats for City Services	322.15		
VEN001953	Thomson West	APP031452	1/26/2016	101001331	ADM-CONSULTING	West Information Charges	163.80		
VEN000345	Cave and Company Printing	APP031454	1/26/2016	101001337	ADM-PRINTING	Cards and envelopes	447.50		
VEN001537	Payroll	APP031497	1/26/2016	101001111	ADM-SALARY	sal	10,113.10		
VEN001537	Payroll	APP031497	1/26/2016	101001120	ADM-FICA AND MEDICARE	fica	593.99		
VEN001537	Payroll	APP031497	1/26/2016	101001120	ADM-FICA AND MEDICARE	med	138.92		
VEN001537	Payroll	APP031497	1/26/2016	101001121	ADM-PERF	perf	909.05		
VEN000739	Frontier	APP031533	1/27/2016	101001343	ADM-BUILDING	City Hall Alarm	63.06		
VEN000739	Frontier	APP031533	1/27/2016	101001343	ADM-BUILDING	City Services	387.38		
VEN000589	Duke Energy	APP031539	1/27/2016	101001341	ADM-ELECTRICITY	Electric	712.01		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101001119	ADM-HEALTH AND DENTAL	Medical ins prem	2,970.27	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101001119	ADM-HEALTH AND DENTAL	Feb Ins prem	36.42	58545	1/28/2016

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
Administration									
VEN000534	Delta Dental	APP031552	1/28/2016	101001119	ADM-HEALTH AND DENTAL	Feb Ins prem	242.12	58546	1/28/2016
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101001119	ADM-HEALTH AND DENTAL	Life ins prem	9.75	58547	2/1/2016
VEN001440	Neopost	APP031644	2/2/2016	101001333	ADM-POSTAGE	Maint and meter rental for pos	195.82		
VEN000552	Diana Peyton	APP031648	2/2/2016	101001333	ADM-POSTAGE	Stamps	49.00		
VEN001637	Ray's Trash Service	APP031649	2/2/2016	101001349	ADM-SERVICES	HR cross shredder	31.35		
VEN000931	Ice Miller LLP	APP031650	2/2/2016	101001331	ADM-CONSULTING	February retainer	5,220.00		
VEN000263	Bose Public Affairs Group LLC	APP031651	2/2/2016	101001331	ADM-CONSULTING	December Services	3,500.00		
VEN002017	Unifirst Corporation	APP031653	2/2/2016	101001343	ADM-BUILDING	Mats	165.65		
VEN000678	Faegre Baker Daniels	APP031655	2/2/2016	101001330	ADM-ATTORNEY/CONSULT	Sale of Utilities	1,219.22		
Subtotal for Administration							60,963.35		
Police									
VEN000960	Indiana Dept of Toxicology	APP031207	1/12/2016	101002349	POLICE-SERVICES	Breath Test Instrument Mainte	650.00		
VEN001245	Lexisnexis	APP031208	1/12/2016	101002350	POLICE-SUBSCRIPTIONS/D	Monthly Statement	82.50		
VEN001814	Spectrum Janitorial	APP031209	1/12/2016	101002224	POLICE-OPERATING SUPPLI	emMotion Touchless Roll To	135.28		
VEN003505	Smartstop Dry Cleaners	APP031210	1/12/2016	101002229	POLICE-UNIFORMS	Dry cleaning 12-4 to 12-17	82.00		
VEN001942	The Uniform House, Inc	APP031211	1/12/2016	101002229	POLICE-UNIFORMS	Uniform Shirts - Martin	87.50		
VEN002035	US Uniform and Supply	APP031212	1/12/2016	101002229	POLICE-UNIFORMS	Uniform Inner belt - Tribbett	29.95		
VEN002035	US Uniform and Supply	APP031212	1/12/2016	101002229	POLICE-UNIFORMS	Uniform Shirts, Pants Adams	307.96		
VEN000747	Galls	APP031213	1/12/2016	101002229	POLICE-UNIFORMS	6 Duty Holsters	973.10		
VEN001629	Radar Man Inc	APP031214	1/12/2016	101002345	POLICE-EQUIP REPAIR	2015 Radar Recertifications	1,110.00		
VEN001629	Radar Man Inc	APP031214	1/12/2016	101002345	POLICE-EQUIP REPAIR	2015 Rader Recertifications	581.50		
VEN000715	FOP/Hamilton Co Fraternal Order of Poli	APP031215	1/12/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 FOP Dues 44 Officers	2,640.00		
VEN003840	Secap Finance	APP031216	1/12/2016	101002333	POLICE-POSTAGE	Postage Machine	288.00		
VEN000312	Busy Bee Cleaning Service	APP031217	1/12/2016	101002343	POLICE-BUILDING MAINTEN	Janitorial Dec. 2015	576.00		
VEN001637	Ray's Trash Service	APP031218	1/12/2016	101002349	POLICE-SERVICES	Document Shredding	26.13		
VEN000080	Almost Home Boarding Kennel	APP031219	1/12/2016	101002355	POLICE-K-9 MAINT	Boarding - Lopez	325.00		
VEN000314	C.A.R. Clinic	APP031220	1/12/2016	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	301.32		
VEN000434	Comcast Cable	APP031221	1/12/2016	101002349	POLICE-SERVICES	Monthly Statement	97.00		
VEN002017	Unifirst Corporation	APP031223	1/12/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	42.35		
VEN002017	Unifirst Corporation	APP031223	1/12/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	43.56		
VEN002036	USAutomatic Fire and Security	APP031224	1/12/2016	101002343	POLICE-BUILDING MAINTEN	Fire extinguisher service	184.34		
VEN001537	Payroll	APP031228	1/12/2016	101002111	POLICE-SALARY	sal	126,109.22	108011216	1/12/2016

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Fund No. Fund Name									
101 General									
Police									
VEN001537	Payroll	APP031228	1/12/2016	101002119	POLICE-HEALTH AND DENT	hsa	24,958.33	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101002120	POLICE-FICA AND MEDICAR	fica	7,522.06	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101002120	POLICE-FICA AND MEDICAR	med	1,759.14	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101002121	POLICE-PERF	perf	20,685.10	108011216	1/12/2016
VEN002336	Citizens Westfield	APP031236	1/12/2016	101002342	POLICE-WATER/SEWER	Fire Line Charges	84.79		
VEN000405	Citizens Energy Group	APP031271	1/19/2016	101002328	POLICE-HEAT/GAS	Gas Heat	903.29		
VEN000534	Delta Dental	APP031275	1/19/2016	101002119	POLICE-HEALTH AND DENT	ins	2,195.47	58537	1/19/2016
VEN000739	Frontier	APP031282	1/19/2016	101002335	POLICE-TELEPHONE	Elevator postage machine an	61.30		
VEN000163	Aul Retirement	APP031299	1/14/2016	101002125	POLICE-401A MATCHING	6 mon match	108,722.20	104011516	1/20/2016
VEN004587	Edward Jones	APP031300	1/20/2016	101002125	POLICE-401A MATCHING	pre rated portion of pension	1,075.25	58539	1/20/2016
VEN000052	Advantage HMO Health Plans	APP031303	1/20/2016	101002119	POLICE-HEALTH AND DENT	adj dec 15	359.10	58538	1/20/2016
VEN001856	Sun Badge Co.	APP031309	1/20/2016	101002229	POLICE-UNIFORMS	Badge repair	43.00		
VEN002035	US Uniform and Supply	APP031310	1/20/2016	101002229	POLICE-UNIFORMS	Uniform Shirts and Pants - Ha	387.70		
VEN000478	Crown Trophy	APP031311	1/20/2016	101002347	POLICE-PROMOTIONS	Clouse Plaque	55.00		
VEN000976	Indiana Paging Network	APP031312	1/20/2016	101002332	POLICE-CELL/PAGERS/MOBI	Pagers	79.73		
VEN001815	Speedway Superamerica	APP031313	1/20/2016	101002226	POLICE-VEHICLE GAS/SUPP	Vehicle Gas	137.10		
VEN001274	M J Insurance	APP031323	1/20/2016	101002122	POLICE-WORKERS' COMP	Workers Comp	27,057.00	58540	1/20/2016
VEN000644	Enviro-max Inc	APP031375	1/25/2016	101002343	POLICE-BUILDING MAINTEN		759.87		
VEN002017	Unifirst Corporation	APP031376	1/25/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	42.35		
VEN001537	Payroll	APP031497	1/26/2016	101002111	POLICE-SALARY	sal	129,599.32		
VEN001537	Payroll	APP031497	1/26/2016	101002120	POLICE-FICA AND MEDICAR	fica	7,726.23		
VEN001537	Payroll	APP031497	1/26/2016	101002120	POLICE-FICA AND MEDICAR	med	1,806.97		
VEN001537	Payroll	APP031497	1/26/2016	101002121	POLICE-PERF	perf	20,796.02		
VEN000126	Anthem Blue Cross Blue Shield	APP031531	1/27/2016	101002119	POLICE-HEALTH AND DENT	2016 adj	760.60	58542	1/27/2016
VEN000739	Frontier	APP031533	1/27/2016	101002335	POLICE-TELEPHONE	Elevator Postage machine Ch	67.80		
VEN000589	Duke Energy	APP031539	1/27/2016	101002341	POLICE-ELECTRICITY	Electric	2,091.25		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101002119	POLICE-HEALTH AND DENT	Medical ins prem	32,433.64	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101002119	POLICE-HEALTH AND DENT	Feb Ins prem	474.54	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101002119	POLICE-HEALTH AND DENT	Feb Ins prem	2,575.85	58546	1/28/2016
VEN000849	Hamilton County Treasurer	APP031596	1/29/2016	101002336	POLICE-DISPATCH SERVICE	E911 1st quart	149,191.12		
VEN001459	North Central Co-Op	APP031606	2/1/2016	101002226	POLICE-VEHICLE GAS/SUPP	Unleaded fuel	5,611.43		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101002119	POLICE-HEALTH AND DENT	Life ins prem	159.25	58547	2/1/2016

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
	Police								
VEN003505	Smartstop Dry Cleaners	APP031619	2/2/2016	101002229	POLICE-UNIFORMS	Dry Cleaning 12-14 to 1-9	134.00		
VEN002035	US Uniform and Supply	APP031620	2/2/2016	101002229	POLICE-UNIFORMS	Pant, hat, gloves, belt - McCor	403.41		
VEN002035	US Uniform and Supply	APP031620	2/2/2016	101002229	POLICE-UNIFORMS	Pants - Dine	135.90		
VEN001637	Ray's Trash Service	APP031621	2/2/2016	101002349	POLICE-SERVICES	Document Shredding	26.13		
VEN000314	C.A.R. Clinic	APP031622	2/2/2016	101002360	POLICE-VEHICLE REPAIR	Vehicle Repairs	678.38		
VEN002017	Unifirst Corporation	APP031627	2/2/2016	101002343	POLICE-BUILDING MAINTEN	Mat Rental	44.21		
VEN000345	Cave and Company Printing	APP031628	2/2/2016	101002337	POLICE-PRINTING	Business Cards	665.92		
VEN000345	Cave and Company Printing	APP031628	2/2/2016	101002337	POLICE-PRINTING	Printing on Envelopes	385.00		
VEN000434	Comcast Cable	APP031629	2/2/2016	101002349	POLICE-SERVICES	Monthly Statement	97.00		
VEN004613	IPAC	APP031630	2/2/2016	101002350	POLICE-SUBSCRIPTIONS/D	2016 INPAC Membership Due	150.00		
Subtotal for Police							687,574.46		

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Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
101	General								
Economic and Community Development									
VEN001537	Payroll	APP031228	1/12/2016	101003111	ECD-SALARY	sal	21,790.04	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101003119	ECD-HEALTH AND DENTAL	hsa	4,250.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101003120	ECD-FICA AND MEDICARE	fica	1,307.68	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101003120	ECD-FICA AND MEDICARE	med	305.83	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101003121	ECD-PERF	perf	3,059.39	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101003119	ECD-HEALTH AND DENTAL	ins	294.98	58537	1/19/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101003119	ECD-HEALTH AND DENTAL	ins	171.30	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101003122	ECD-WORKERS' COMP	Workers Comp	4,532.00	58540	1/20/2016
VEN001548	Pepsi	APP031446	1/26/2016	101003223	ECD-OFFICE SUPPLIES	Pepsi and water	28.34		
VEN001537	Payroll	APP031497	1/26/2016	101003111	ECD-SALARY	sal	21,748.04		
VEN001537	Payroll	APP031497	1/26/2016	101003111	ECD-SALARY	sal	5,327.85		
VEN001537	Payroll	APP031497	1/26/2016	101003120	ECD-FICA AND MEDICARE	fica	1,298.39		
VEN001537	Payroll	APP031497	1/26/2016	101003120	ECD-FICA AND MEDICARE	fica	315.92		
VEN001537	Payroll	APP031497	1/26/2016	101003120	ECD-FICA AND MEDICARE	med	303.67		
VEN001537	Payroll	APP031497	1/26/2016	101003120	ECD-FICA AND MEDICARE	med	73.88		
VEN001537	Payroll	APP031497	1/26/2016	101003121	ECD-PERF	perf	3,059.39		
VEN001537	Payroll	APP031497	1/26/2016	101003121	ECD-PERF	perf	756.55		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101003119	ECD-HEALTH AND DENTAL	Medical ins prem	6,679.53	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101003119	ECD-HEALTH AND DENTAL	Feb Ins prem	112.96	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101003119	ECD-HEALTH AND DENTAL	Feb Ins prem	466.28	58546	1/28/2016
VEN001459	North Central Co-Op	APP031606	2/1/2016	101003226	ECD-VEHICLE GAS/SUPPLIE	Unleaded fuel	167.77		
VEN001105	Jennifer Miller	APP031607	2/1/2016	101003347	ECD-PROMOTIONS	Chamber Transit mtg	28.22		
VEN000480	CSI Signs	APP031608	2/1/2016	101003223	ECD-OFFICE SUPPLIES	ECD wall signs	2,513.27		
VEN000163	Aul Retirement	APP031612	1/14/2016	101003119	ECD-HEALTH AND DENTAL		311.27		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101003119	ECD-HEALTH AND DENTAL	Life ins prem	35.75	58547	2/1/2016
VEN001440	Neopost	APP031644	2/2/2016	101003333	ECD-POSTAGE	Maint and meter rental for pos	597.14		
Subtotal for Economic and Community Development							79,535.44		

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Fund No.	Fund Name								
101	General								
	ECD - Building								
VEN001537	Payroll	APP031228	1/12/2016	101004111	BLDG-SALARY	sal	9,526.17	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101004119	BLDG-HEALTH AND DENTA	hsa	1,500.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101004120	BLDG-FICA AND MEDICARE	fica	483.22	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101004120	BLDG-FICA AND MEDICARE	med	113.01	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101004121	BLDG-PERF	perf	1,352.71	108011216	1/12/2016
Subtotal for ECD - Building							12,975.11		

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Fund No. Fund Name									
101 General									
Parks									
VEN001537	Payroll	APP031228	1/12/2016	101005111	PARKS-SALARY	sal	7,635.95	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101005119	PARKS-HEALTH AND DENT	hsa	1,250.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101005120	PARKS-FICA AND MEDICAR	fica	464.07	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101005120	PARKS-FICA AND MEDICAR	med	108.53	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101005121	PARKS-PERF	perf	1,084.30	108011216	1/12/2016
VEN004298	Well Done Marketing	APP031245	1/13/2016	101005349	PARKS-SERVICES	Sponsorship guide	4,185.00		
VEN000405	Citizens Energy Group	APP031270	1/19/2016	101005328	PARKS- GAS HEAT	330 340 Main St	78.41		
VEN000534	Delta Dental	APP031275	1/19/2016	101005119	PARKS-HEALTH AND DENT	ins	100.48	58537	1/19/2016
VEN000345	Cave and Company Printing	APP031306	1/20/2016	101005337	PARKS-PRINTING	Sponsorship Guide	378.12		
VEN001274	M J Insurance	APP031323	1/20/2016	101005122	PARKS-WORKERS' COMP	Workers Comp	237.50	58540	1/20/2016
VEN000589	Duke Energy	APP031343	1/21/2016	101005341	PARKS-ELECTRIC	Midland Bridge	77.15		
VEN000589	Duke Energy	APP031455	1/26/2016	101005341	PARKS-ELECTRIC	17415 Oak Ridge Rd	14.35		
VEN001537	Payroll	APP031497	1/26/2016	101005111	PARKS-SALARY	sal	8,094.95		
VEN001537	Payroll	APP031497	1/26/2016	101005120	PARKS-FICA AND MEDICAR	fica	492.53		
VEN001537	Payroll	APP031497	1/26/2016	101005120	PARKS-FICA AND MEDICAR	med	115.18		
VEN001537	Payroll	APP031497	1/26/2016	101005121	PARKS-PERF	perf	1,149.48		
VEN000381	Cherry Street Plaza LLC	APP031515	1/25/2016	101005366	PARKS-BUILDING LEASE	Feb rent	1,679.78		
VEN000249	BMI General Licensing	APP031517	1/27/2016	101005350	PARKS-SUBSCRIPTIONS/DU	2016 music lincense	336.00		
VEN000480	CSI Signs	APP031518	1/27/2016	101005349	PARKS-SERVICES	Sign Removal	500.00		
VEN002097	Westfield Chamber Of Commerce	APP031519	1/27/2016	101005347	PARKS-PROMOTION	December Chamber Luncheo	60.00		
VEN000589	Duke Energy	APP031539	1/27/2016	101005341	PARKS-ELECTRIC	Electric	620.74		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101005119	PARKS-HEALTH AND DENT	Medical ins prem	1,498.13	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101005119	PARKS-HEALTH AND DENT	Feb Ins prem	22.70	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101005119	PARKS-HEALTH AND DENT	Feb Ins prem	100.48	58546	1/28/2016
VEN000243	Blonde Entertainment	APP031580	1/29/2016	101005347	PARKS-PROMOTION	Deposit for WR4	750.00		
VEN001459	North Central Co-Op	APP031606	2/1/2016	101005226	PARKS-VEHICLE GAS	Unleaded fuel	16.39		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101005119	PARKS-HEALTH AND DENT	Life ins prem	13.00	58547	2/1/2016
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	101005334	PARKS-TRAVEL/TRAINING/S	Equal Employ Opportunity Tra	187.30		
VEN001440	Neopost	APP031644	2/2/2016	101005333	PARKS-POSTAGE	Maint and meter rental for pos	20.83		
Subtotal for Parks							31,271.35		
Informatics									
VEN001537	Payroll	APP031228	1/12/2016	101007111	IT-SALARY	sal	13,984.66	108011216	1/12/2016

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Fund No. Fund Name									
101	General								
	Informatics								
VEN001537	Payroll	APP031228	1/12/2016	101007119	IT-HEALTH AND DENTAL	hsa	4,000.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101007120	IT-FICA AND MEDICARE	fica	811.46	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101007120	IT-FICA AND MEDICARE	med	189.77	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101007121	IT-PERF	perf	1,985.81	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101007119	IT-HEALTH AND DENTAL	ins	503.68	58537	1/19/2016
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Air cards and no cost center	3,586.56		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Fire Cell phones	672.47		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Police Cell phones	1,288.12		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	PW Cell phones	1,837.69		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	CT Cell phones	304.63		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Admin Cell phones	326.23		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	IT Cell phones	454.06		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Parks Cell phones	186.28		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	ECD Cell phones	502.87		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	ECD Bldg Cell phones	126.20		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	City Council Cell phones	354.66		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Comm Cell phones	186.28		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Cust Serv Cell phones	60.33		
VEN002050	Verizon Wireless	APP031280	1/19/2016	101007332	IT-CELLULAR/PAGERS/MOBI	Mayor Cell phone	60.33		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan Admin	2,006.75		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec Chamber	29.16		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan Cust Serv	30.54		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan CT	120.16		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan Fire	60.79		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan Fire Sta 83	30.24		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan Police	181.81		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan PW	90.73		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec and Jan IT	748.16		
VEN003729	Metronet	APP031283	1/19/2016	101007335	IT-TELEPHONE	Dec ECD	109.48		
VEN000796	Govconnection	APP031284	1/19/2016	101007451	IT-COMPUTER/EQUIP	Equipment	832.14		
VEN001274	M J Insurance	APP031323	1/20/2016	101007122	IT-WORKERS' COMP	Workers Comp	750.00	58540	1/20/2016
VEN001537	Payroll	APP031497	1/26/2016	101007111	IT-SALARY	sal	13,984.66		

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Fund No. Fund Name									
101	General								
	Informatics								
VEN001537	Payroll	APP031497	1/26/2016	101007120	IT-FICA AND MEDICARE	fica	811.46		
VEN001537	Payroll	APP031497	1/26/2016	101007120	IT-FICA AND MEDICARE	med	189.79		
VEN001537	Payroll	APP031497	1/26/2016	101007121	IT-PERF	perf	1,985.81		
VEN002032	US Bank	APP031530	1/27/2016	101007337	IT-PRINTING	Training Facility copy machin	87.72		
VEN000796	Govconnection	APP031532	1/27/2016	101007451	IT-COMPUTER/EQUIP	Replacement Desktops	12,104.60		
VEN000697	Finley and Cook	APP031534	1/27/2016	101007331	IT-CONSULTING	Setup Implementation softwar	416.25		
VEN000132	Apparatus	APP031535	1/27/2016	101007349	IT-SERVICES	Services for Nov and Dec	12,550.00		
VEN000796	Govconnection	APP031536	1/27/2016	101007451	IT-COMPUTER/EQUIP	Replacement Laptops	13,478.04		
VEN002012	U.S. Bank Equipment Finance	APP031537	1/27/2016	101007337	IT-PRINTING	Training Facility	87.72		
VEN002012	U.S. Bank Equipment Finance	APP031537	1/27/2016	101007337	IT-PRINTING	Copy machine rentals	1,315.74		
VEN002044	Van Ausdall and Farrar	APP031538	1/27/2016	101007337	IT-PRINTING	HP designjet	880.00		
VEN002044	Van Ausdall and Farrar	APP031538	1/27/2016	101007337	IT-PRINTING	Click charges for Dec	586.28		
VEN002044	Van Ausdall and Farrar	APP031538	1/27/2016	101007337	IT-PRINTING	Click charges for Nov	1,176.45		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101007119	IT-HEALTH AND DENTAL	Medical ins prem	5,872.75	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101007119	IT-HEALTH AND DENTAL	Feb Ins prem	65.98	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101007119	IT-HEALTH AND DENTAL	Feb Ins prem	503.88	58546	1/28/2016
VEN001459	North Central Co-Op	APP031606	2/1/2016	101007226	IT-VEHICLE GAS	Unleaded fuel	83.88		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101007119	IT-HEALTH AND DENTAL	Life ins prem	19.50	58547	2/1/2016
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	101007334	IT-TRAVEL/TRAINING/SEMIN	Equal Employ Opportunity Tra	93.65		
VEN002012	U.S. Bank Equipment Finance	APP031626	2/2/2016	101007337	IT-PRINTING	TF copy machine rental	87.72		
	Subtotal for Informatics						102,793.73		

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Fund No. Fund Name									
101	General								
Clerk Treasurer									
VEN000847	Hamilton County Recorder	APP031168	1/8/2016	101008349	CT-SERVICES	warr deeds, ordinances	266.00	58472	1/8/2016
VEN000837	Hamilton County Auditor Courthouse	APP031169	1/8/2016	101008349	CT-SERVICES	transfers	15.00	58471	1/8/2016
VEN001537	Payroll	APP031228	1/12/2016	101008111	CT-SALARY	sal	15,166.06	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101008119	CT-HEALTH AND DENTAL	hsa	2,750.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101008120	CT-FICA AND MEDICARE	fica	888.34	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101008120	CT-FICA AND MEDICARE	med	207.80	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101008121	CT-PERF	perf	2,051.70	108011216	1/12/2016
VEN004297	ADP-Payroll	APP031239	1/12/2016	101008331	CT-CONSULTING	for week ending 1/8	2,223.81	101010816	1/15/2016
VEN000847	Hamilton County Recorder	APP031267	1/15/2016	101008338	CT-LEGAL NOTICES	warr deed ordinances	189.00	107011516	1/15/2016
VEN000837	Hamilton County Auditor Courthouse	APP031268	1/15/2016	101008338	CT-LEGAL NOTICES	transfer	15.00	106011516	1/15/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101008119	CT-HEALTH AND DENTAL	ins	318.18	58537	1/19/2016
VEN004297	ADP-Payroll	APP031290	1/19/2016	101008331	CT-CONSULTING	Processing charges for period	1,061.56	102011516	1/20/2016
VEN001826	Staples	APP031301	1/20/2016	101008223	CT-OFFICE SUPPLIES	Office Supplies	217.45		
VEN004297	ADP-Payroll	APP031302	1/20/2016	101008331	CT-CONSULTING	Processing charges for period	624.00	103011516	1/20/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101008122	CT-WORKERS' COMP	Workers Comp	442.50	58540	1/20/2016
VEN000697	Finley and Cook	APP031327	1/21/2016	101008331	CT-CONSULTING	Special Projects	665.00		
VEN001573	Pitney Bowes	APP031328	1/20/2016	101008333	CT-POSTAGE	Postage Machine Rental	180.00		
VEN000697	Finley and Cook	APP031427	1/25/2016	101008331	CT-CONSULTING	NAV repts	1,092.50		
VEN001537	Payroll	APP031497	1/26/2016	101008111	CT-SALARY	sal	15,285.83		
VEN001537	Payroll	APP031497	1/26/2016	101008120	CT-FICA AND MEDICARE	fica	896.03		
VEN001537	Payroll	APP031497	1/26/2016	101008120	CT-FICA AND MEDICARE	med	209.52		
VEN001537	Payroll	APP031497	1/26/2016	101008121	CT-PERF	perf	1,790.22		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101008119	CT-HEALTH AND DENTAL	Medical ins prem	3,244.81	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101008119	CT-HEALTH AND DENTAL	Feb Ins prem	65.98	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101008119	CT-HEALTH AND DENTAL	Feb Ins prem	318.18	58546	1/28/2016
VEN001000	Indianapolis Star	APP031595	1/29/2016	101008338	CT-LEGAL NOTICES	Notice	13.23		
VEN004297	ADP-Payroll	APP031609	2/1/2016	101008331	CT-CONSULTING	Processing charges for period	1,163.16		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101008119	CT-HEALTH AND DENTAL	Life ins prem	19.50	58547	2/1/2016
Subtotal for Clerk Treasurer							51,380.36		

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Fund No. Fund Name									
101	General								
Mayor									
VEN001537	Payroll	APP031228	1/12/2016	101009111	MAYOR-SALARY	sal	4,161.55	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101009119	MAYOR-HEALTH AND DENT	hsa	750.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101009120	MAYOR- FICA AND MEDICA	fica	253.15	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101009120	MAYOR- FICA AND MEDICA	med	59.21	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101009121	MAYOR-PERF	perf	590.94	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101009119	MAYOR-HEALTH AND DENT	ins	50.62	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101009122	MAYOR-WORKERS' COMP	Workers Comp	125.00	58540	1/20/2016
VEN001913	The Bridgewater Club LLC	APP031453	1/26/2016	101009347	MAYOR-PROMOTIONS	Lunch meetings	144.26		
VEN001537	Payroll	APP031497	1/26/2016	101009111	MAYOR-SALARY	sal	4,161.55		
VEN001537	Payroll	APP031497	1/26/2016	101009120	MAYOR- FICA AND MEDICA	fica	253.15		
VEN001537	Payroll	APP031497	1/26/2016	101009120	MAYOR- FICA AND MEDICA	med	59.20		
VEN001537	Payroll	APP031497	1/26/2016	101009121	MAYOR-PERF	perf	590.94		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101009119	MAYOR-HEALTH AND DENT	Medical ins prem	767.33	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101009119	MAYOR-HEALTH AND DENT	Feb Ins prem	12.14	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101009119	MAYOR-HEALTH AND DENT	Feb Ins prem	50.62	58546	1/28/2016
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101009119	MAYOR-HEALTH AND DENT	Life ins prem	3.25	58547	2/1/2016
Subtotal for Mayor							12,032.91		
City Council									
VEN001274	M J Insurance	APP031323	1/20/2016	101010122	CITY COUNCIL-WORKERS'	Workers Comp	420.00	58540	1/20/2016
VEN002097	Westfield Chamber Of Commerce	APP031451	1/26/2016	101010347	CITY COUNCIL-PROMOTION	December luncheon	15.00		
VEN001475	Office 360	APP031647	2/2/2016	101010349	CITY COUNCIL-SERVICES	Council name plates	28.89		
Subtotal for City Council							463.89		

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Fund No. Fund Name									
101	General								
	Public Works								
VEN001537	Payroll	APP031228	1/12/2016	101013111	PW-SALARY	sal	64,668.80	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101013119	PW-HEALTH AND DENTAL	hsa	21,416.67	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101013120	PW-FICA AND MEDICARE	fica	3,753.56	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101013120	PW-FICA AND MEDICARE	med	877.81	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101013121	PW-PERF	perf	8,916.01	108011216	1/12/2016
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	City Services	285.65		
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	City Services fire line	97.05		
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	Shop	126.27		
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	Water Barn	91.31		
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	Admin Bldg	79.38		
VEN002336	Citizens Westfield	APP031255	1/14/2016	101013342	PW-WATER/SEWER	Temp Hyd	93.31		
VEN000534	Delta Dental	APP031275	1/19/2016	101013119	PW-HEALTH AND DENTAL	ins	2,206.51	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101013122	PW-WORKERS' COMP	Workers Comp	35,248.00	58540	1/20/2016
VEN000030	Ace-Pak Products	APP031392	1/25/2016	101013224	PW-OPERATING SUPPLIES	toilet tissue	467.84		
VEN001537	Payroll	APP031497	1/26/2016	101013111	PW-SALARY	sal	59,709.08		
VEN001537	Payroll	APP031497	1/26/2016	101013120	PW-FICA AND MEDICARE	fica	3,495.89		
VEN001537	Payroll	APP031497	1/26/2016	101013120	PW-FICA AND MEDICARE	med	817.59		
VEN001537	Payroll	APP031497	1/26/2016	101013121	PW-PERF	perf	8,339.69		
VEN000589	Duke Energy	APP031539	1/27/2016	101013341	PW-ELECTRIC	Electric	3,099.29		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101013119	PW-HEALTH AND DENTAL	Medical ins prem	27,154.12	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101013119	PW-HEALTH AND DENTAL	Feb Ins prem	359.46	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101013119	PW-HEALTH AND DENTAL	Feb Ins prem	2,206.51	58546	1/28/2016
VEN004610	Maryanne Rimstidt	APP031554	1/28/2016	101013349	CONTRACTUAL SERVICES	Reim gas/heat bills on 1438 E	470.50		
VEN000030	Ace-Pak Products	APP031556	1/28/2016	101013224	PW-OPERATING SUPPLIES	Furnance Filters	1,635.86		
VEN003051	Bentley Systems	APP031577	1/29/2016	101013451	PW-COMPUTER EQUIPMEN	Microstation Annual Renewal	1,753.00		
VEN000163	Aul Retirement	APP031612	1/14/2016	101013119	PW-HEALTH AND DENTAL	6 mon match	9,199.43		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101013119	PW-HEALTH AND DENTAL	Life ins prem	106.21	58547	2/1/2016
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	101013334	PW-TRAVEL/TRAINING/SEMI	Equal Employ Opportunity Tra	187.30		
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	101013334	PW-TRAVEL/TRAINING/SEMI	Equal Employ Opportunity Tra	749.20		
VEN001440	Neopost	APP031644	2/2/2016	101013333	PW-POSTAGE	Maint and meter rental for pos	236.09		
	Subtotal for Public Works						257,847.39		

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Fund No. Fund Name									
101 General									
Communications									
VEN001537	Payroll	APP031228	1/12/2016	101020111	COMM-SALARY	sal	7,357.57	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101020119	COMM-INSURANCE	hsa	1,750.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101020120	COMM-FICA	fica	441.65	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101020120	COMM-FICA	med	103.31	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101020121	COMM-PERF	perf	824.11	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101020119	COMM-INSURANCE	ins	168.81	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101020122	COMM-WORKER'S COMP	Workers Comp	275.00	58540	1/20/2016
VEN002097	Westfield Chamber Of Commerce	APP031371	1/25/2016	101020347	COMM-PROMOTIONS	December Chamber Luncheo	15.00		
VEN002273	Commercial Artisan	APP031372	1/25/2016	101020331	COMM- CONSULT	Quart rept template	1,350.00		
VEN004475	Bryce E Taylor	APP031373	1/25/2016	101020347	COMM-PROMOTIONS	Musical Performance	250.00		
VEN004470	Ruedlinger Inc	APP031377	1/25/2016	101020347	COMM-PROMOTIONS	Sports Pack	1,911.05		
VEN001537	Payroll	APP031497	1/26/2016	101020111	COMM-SALARY	sal	7,690.09		
VEN001537	Payroll	APP031497	1/26/2016	101020120	COMM-FICA	fica	441.65		
VEN001537	Payroll	APP031497	1/26/2016	101020120	COMM-FICA	med	103.28		
VEN001537	Payroll	APP031497	1/26/2016	101020121	COMM-PERF	perf	824.11		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101020119	COMM-INSURANCE	Medical ins prem	2,173.14	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101020119	COMM-INSURANCE	Feb Ins prem	29.56	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101020119	COMM-INSURANCE	Feb Ins prem	168.81	58546	1/28/2016
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101020119	COMM-INSURANCE	Life ins prem	9.75	58547	2/1/2016
VEN004588	Big League Creative	APP031641	2/2/2016	101020331	COMM- CONSULT	GP org site design	5,600.00		
Subtotal for Communications							31,486.89		

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Fund No. Fund Name									
101	General								
	Customer Service								
VEN001537	Payroll	APP031228	1/12/2016	101021111	CUST SERVICE- SAL	sal	8,755.29	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101021119	CUST SERVICE- INSURANC	hsa	3,250.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101021120	CUSTOMER SERV- FICA ME	fica	509.84	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101021120	CUSTOMER SERV- FICA ME	med	119.25	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101021121	CUSTOMER SERV- PERF	perf	1,243.26	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101021119	CUST SERVICE- INSURANC	ins	267.05	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101021122	CUSTOMER SERV-WORKER	Workers Comp	290.00	58540	1/20/2016
VEN001537	Payroll	APP031497	1/26/2016	101021120	CUSTOMER SERV- FICA ME	fica	447.87		
VEN001537	Payroll	APP031497	1/26/2016	101021120	CUSTOMER SERV- FICA ME	med	104.75		
VEN001537	Payroll	APP031497	1/26/2016	101021121	CUSTOMER SERV- PERF	perf	1,092.00		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101021119	CUST SERVICE- INSURANC	Medical ins prem	3,676.54	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101021119	CUST SERVICE- INSURANC	Feb Ins prem	41.70	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101021119	CUST SERVICE- INSURANC	Feb Ins prem	267.05	58546	1/28/2016
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101021119	CUST SERVICE- INSURANC	Life ins prem	19.50	58547	2/1/2016
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	101021334	CUSTOMER SERV-TRAVEL	Equal Employ Opportunity Tra	93.65		
VEN001440	Neopost	APP031644	2/2/2016	101021333	CUSTOMER SERV- POSTAG	Maint and meter rental for pos	338.85		
Subtotal for Customer Service							20,516.60		

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Fund No. Fund Name									
101	General								
	Human Resources								
VEN001537	Payroll	APP031228	1/12/2016	101022111	HR - SAL	sal	2,846.15	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101022119	HR- INSURANCE	hsa	750.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101022120	HR- FICA MED	fica	171.33	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101022120	HR- FICA MED	med	40.07	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	101022121	HR - PERF	perf	404.15	108011216	1/12/2016
VEN000534	Delta Dental	APP031275	1/19/2016	101022119	HR- INSURANCE	ins	196.99	58537	1/19/2016
VEN001274	M J Insurance	APP031323	1/20/2016	101022122	HR- WORKERS COMP	Workers Comp	142.50	58540	1/20/2016
VEN001537	Payroll	APP031497	1/26/2016	101022111	HR - SAL	sal	4,361.35		
VEN001537	Payroll	APP031497	1/26/2016	101022120	HR- FICA MED	fica	259.79		
VEN001537	Payroll	APP031497	1/26/2016	101022120	HR- FICA MED	med	60.75		
VEN001537	Payroll	APP031497	1/26/2016	101022121	HR - PERF	perf	619.31		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	101022119	HR- INSURANCE	Medical ins prem	2,240.93	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	101022119	HR- INSURANCE	Feb Ins prem	24.28	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	101022119	HR- INSURANCE	Feb Ins prem	146.37	58546	1/28/2016
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	101022119	HR- INSURANCE	Life ins prem	3.25	58547	2/1/2016
Subtotal for Human Resources							12,267.22		
Subtotal for Fund 101 General							1,361,108.70		

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Fund No. Fund Name									
201	Motor Vehicle Highway (MVH)								
Public Works									
VEN001716	Runyon Equipment Rental	APP031257	1/14/2016	201013472	MVH-EQUIP	Roller	2,300.00		
VEN000949	IN.GOV	APP031386	1/25/2016	201013349	MVH-SERVICES	New hire background ck	16.00		
VEN000332	Cargill	APP031387	1/25/2016	201013231	MVH-SUBGRADE MATERIAL	Salt	36,526.82		
VEN001723	S K Osborne	APP031388	1/25/2016	201013345	MVH-EQUIP REPAIR	Equip repair	1,539.00		
VEN001504	Paddacks Wrecker Service	APP031389	1/25/2016	201013349	MVH-SERVICES	Tandem	350.00		
VEN004589	United Feeds Transit Inc	APP031390	1/25/2016	201013345	MVH-EQUIP REPAIR	Hydraulic hose for dump truck	82.40		
VEN000975	Indiana Oxygen Company	APP031391	1/25/2016	201013345	MVH-EQUIP REPAIR	Acetylene Oxygen	27.84		
VEN001671	Rieth-Riley Construction	APP031393	1/25/2016	201013231	MVH-SUBGRADE MATERIAL	Surface	60.55		
VEN004182	The Hoosier Co	APP031394	1/25/2016	201013349	MVH-SERVICES	Lights	485.00		
VEN002706	KJM Trucking Inc	APP031397	1/25/2016	201013231	MVH-SUBGRADE MATERIAL	171st Street	2,620.44		
VEN002706	KJM Trucking Inc	APP031398	1/25/2016	201013231	MVH-SUBGRADE MATERIAL	UUJN 171st Street Parking Lo	7,909.64		
VEN001622	Quality Truck and Trailer	APP031399	1/25/2016	201013360	MVH-VEHICLE REPAIR	Truck Supplies	46.56		
VEN001363	Mid-state Truck Equipment	APP031402	1/25/2016	201013472	MVH-EQUIP	Truck repairs	2,971.75		
VEN000405	Citizens Energy Group	APP031508	1/26/2016	201013349	MVH-SERVICES	Mill St	135.11		
VEN000589	Duke Energy	APP031539	1/27/2016	201013341	MVH-ELECTRIC	Electric	1,419.49		
VEN001459	North Central Co-Op	APP031553	1/28/2016	201013226	MVH-VEHICLE GAS/ SUPPLI	Premium dx4 and k1 heating	6,240.09		
VEN000596	E and B Paving Inc	APP031555	1/28/2016	201013231	MVH-SUBGRADE MATERIAL	Cold mix	801.00		
VEN002036	USAutomatic Fire and Security	APP031557	1/28/2016	201013349	MVH-SERVICES	Fire Alarm Monitoring	420.00		
VEN004589	United Feeds Transit Inc	APP031558	1/28/2016	201013345	MVH-EQUIP REPAIR	Hose	59.46		
VEN000332	Cargill	APP031559	1/28/2016	201013231	MVH-SUBGRADE MATERIAL	Salt	14,735.88		
VEN001912	The Brickman Group	APP031560	1/28/2016	201013349	MVH-SERVICES	Snow event 1/10 and 1/12	6,469.90		
VEN001459	North Central Co-Op	APP031606	2/1/2016	201013226	MVH-VEHICLE GAS/ SUPPLI	Unleaded fuel	4,379.82		
VEN000307	Bureau Of Motor Vehicles	APP031625	2/2/2016	201013360	MVH-VEHICLE REPAIR	Duplicate title request	8.00		
VEN001912	The Brickman Group	APP031662	2/2/2016	201013349	MVH-SERVICES	1/20 snow event	3,234.95		
Subtotal for Public Works							92,839.70		
Subtotal for Fund 201 Motor Vehicle Highway (MVH)							92,839.70		

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Fund No. Fund Name									
202	Local Road and Street (LRS)								
Public Works									
VEN000589	Duke Energy	APP031272	1/19/2016	202013349	LRS-SERVICES	Spring Mill lights	9.52		
VEN001671	Rieth-Riley Construction	APP031286	1/19/2016	202013349	LRS-SERVICES	2015 Spring Striping	136,940.16		
VEN003284	Practical Property Group	APP031385	1/25/2016	202013349	LRS-SERVICES	Snow removal for 1/10/16	3,930.45		
VEN003284	Practical Property Group	APP031385	1/25/2016	202013349	LRS-SERVICES	Snow removal for 1/12/16	3,930.45		
VEN003284	Practical Property Group	APP031400	1/25/2016	202013349	LRS-SERVICES	Snow removal for 1/20	3,930.45		
VEN001072	James H Drew Corp	APP031578	1/29/2016	202013472	LRS-EQUIPMENT	Guardrail in front of Duke pole	6,033.25		
VEN001368	Midwestern Electric	APP031633	2/2/2016	202013349	LRS-SERVICES	Removal of signal detectors o	525.00		
VEN000342	Carrier and Gable	APP031634	2/2/2016	202013472	LRS-EQUIPMENT	Amplifier for Greyhound Pass/	199.00		
Subtotal for Public Works							155,498.28		
Subtotal for Fund 202 Local Road and Street (LRS)							155,498.28		
Fund No. Fund Name									
203	Fire Operating								
Fire									
VEN002036	USAutomatic Fire and Security	APP031224	1/12/2016	203012343	FIRE-BUILDING MAINTENAN	Fire extinguisher service	184.34		
VEN001537	Payroll	APP031228	1/12/2016	203012111	FIRE-SALARY	sal	177,744.26	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	203012119	FIRE-HEALTH AND DENTAL	hsa	43,250.00	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	203012120	FIRE-FICA AND MEDICARE	fica	10,478.57	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	203012120	FIRE-FICA AND MEDICARE	med	2,450.65	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	203012121	FIRE-PERF	perf	33,347.86	108011216	1/12/2016
VEN002336	Citizens Westfield	APP031236	1/12/2016	203012342	FIRE-WATER/SEWER	Fire Line Charges	84.50		
VEN000405	Citizens Energy Group	APP031269	1/19/2016	203012328	FIRE-GAS/HEAT	Sta 83	679.25		
VEN000405	Citizens Energy Group	APP031271	1/19/2016	203012328	FIRE-GAS/HEAT	Gas Heat	903.29		
VEN000534	Delta Dental	APP031275	1/19/2016	203012119	FIRE-HEALTH AND DENTAL	ins	4,938.63	58537	1/19/2016
VEN000739	Frontier	APP031282	1/19/2016	203012343	FIRE-BUILDING MAINTENAN	Elevator and postage machin	61.29		
VEN001274	M J Insurance	APP031323	1/20/2016	203012122	FIRE-WORKERS' COMP	Workers Comp	62,057.00	58540	1/20/2016
VEN000163	Aul Retirement	APP031329	1/14/2016	203012125	FIRE-401A MATCHING	6 mon match	28,636.63	105011516	1/20/2016
VEN000040	Adam Robinson	APP031330	1/21/2016	203012229	FIRE-UNIFORMS		45.46		
VEN000575	Donley Safety	APP031331	1/21/2016	203012360	FIRE-VEHICLE MAINT		295.11		
VEN001817	Spill 911 Inc	APP031333	1/12/2016	203012242	FIRE-HAZMAT		31.00		
VEN001676	Riverview Hospital	APP031334	1/21/2016	203012354	FIRE-MEDICAL EXAMS/TEST		25.00		
VEN001942	The Uniform House, Inc	APP031335	1/21/2016	203012229	FIRE-UNIFORMS		77.86		

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Fund No. Fund Name									
203 Fire Operating									
Fire									
VEN001459	North Central Co-Op	APP031336	1/21/2016	203012226	FIRE-VEHICLE GAS/SUPPLIE		3,419.00		
VEN001154	Kahlo Jeep	APP031337	1/21/2016	203012360	FIRE-VEHICLE MAINT		346.00		
VEN000644	Enviro-max Inc	APP031375	1/25/2016	203012343	FIRE-BUILDING MAINTENAN		759.88		
VEN001537	Payroll	APP031497	1/26/2016	203012111	FIRE-SALARY	sal	181,822.78		
VEN001537	Payroll	APP031497	1/26/2016	203012120	FIRE-FICA AND MEDICARE	fica	10,733.08		
VEN001537	Payroll	APP031497	1/26/2016	203012120	FIRE-FICA AND MEDICARE	med	2,510.16		
VEN001537	Payroll	APP031497	1/26/2016	203012121	FIRE-PERF	perf	33,393.27		
VEN001637	Ray's Trash Service	APP031500	1/26/2016	203012349	FIRE-SERVICES	Recycle	31.35		
VEN000903	Hoosier Fire Equipment	APP031501	1/26/2016	203012472	FIRE-EQUIP	Poly-Tuff 800 Rubber Lining P	1,062.10		
VEN001614	Public Safety Center	APP031503	1/26/2016	203012354	FIRE-MEDICAL EXAMS/TEST	Fit For Duty Test - Bauer	875.69		
VEN003505	Smartstop Dry Cleaners	APP031504	1/26/2016	203012229	FIRE-UNIFORMS	Dry Cleaning	32.00		
VEN001314	Matt Biljanic	APP031506	1/26/2016	203012334	FIRE-TRAVEL/TRAINING/SE	Tuition Reimbursement	825.00	58544	1/28/2016
VEN002048	Vectren	APP031507	1/26/2016	203012328	FIRE-GAS/HEAT	Station 82	261.70		
VEN000739	Frontier	APP031533	1/27/2016	203012343	FIRE-BUILDING MAINTENAN	Elevator Postage machine	67.80		
VEN000589	Duke Energy	APP031539	1/27/2016	203012341	FIRE-ELECTRIC	Electric	3,521.66		
VEN000126	Anthem Blue Cross Blue Shield	APP031542	1/27/2016	203012119	FIRE-HEALTH AND DENTAL	Medical ins prem	57,446.77	58543	1/27/2016
VEN000513	DavisVision	APP031548	1/28/2016	203012119	FIRE-HEALTH AND DENTAL	Feb ins prem	803.90	58545	1/28/2016
VEN000534	Delta Dental	APP031552	1/28/2016	203012119	FIRE-HEALTH AND DENTAL	Feb ins prem	4,938.63	58546	1/28/2016
VEN001615	Public Safety Medical Services	APP031588	1/29/2016	203012354	FIRE-MEDICAL EXAMS/TEST		193.20		
VEN001194	Koorsen Fire and Security	APP031591	1/29/2016	203012472	FIRE-EQUIP		88.00		
VEN003352	Firefighter Behavioral Health	APP031592	1/29/2016	203012334	FIRE-TRAVEL/TRAINING/SE		1,800.00		
VEN001814	Spectrum Janitorial	APP031594	1/29/2016	203012224	FIRE-OPERATING SUPPLIES		803.62		
VEN000849	Hamilton County Treasurer	APP031596	1/29/2016	203012336	FIRE-DISPATCH SERVICE	E911 1st quart	49,730.38		
VEN001459	North Central Co-Op	APP031606	2/1/2016	203012226	FIRE-VEHICLE GAS/SUPPLIE	Unleaded fuel	778.14		
VEN004479	Symetra Life Insurance	APP031618	2/1/2016	203012119	FIRE-HEALTH AND DENTAL	Life ins prem	234.06	58547	2/1/2016
VEN000678	Faegre Baker Daniels	APP031623	2/2/2016	203012334	FIRE-TRAVEL/TRAINING/SE	Equal Employ Opportunity Tra	655.56		
Subtotal for Fire							722,424.43		
Subtotal for Fund 203 Fire Operating							722,424.43		

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Fund No. Fund Name									
206	Parks Programming/Events								
	Parks								
VEN002598	Creative Escape Inc	APP031379	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Number of enrollees at Paint	90.00		
VEN002270	Midwest Taekwondo Academy	APP031380	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Number of enrollees in 5pm T	43.00		
VEN002270	Midwest Taekwondo Academy	APP031380	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Number of enrollees in 6pm T	118.00		
VEN000726	Franciosi Fitness Performance	APP031381	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Four classes for December Pr	140.00		
VEN003488	Vicky Lindsay	APP031382	1/25/2016	206005349	PARKS PROGRAM/SERVICE	December Winter Ginger Cla	80.00		
VEN003488	Vicky Lindsay	APP031382	1/25/2016	206005349	PARKS PROGRAM/SERVICE	December Winter Ginger Cla	140.00		
VEN003531	Rachelle A Higgins	APP031383	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Number of enrollees in Dece	400.00	58581	2/2/2016
VEN004307	Lisa Murphy	APP031384	1/25/2016	206005349	PARKS PROGRAM/SERVICE	Number of enrollees for Holid	42.00		
VEN003457	Teresa Evans	APP031516	1/27/2016	206005347	PARKS PROGRAM/PROMOT	Drinking gourd flyer design	150.00		
VEN003457	Teresa Evans	APP031516	1/27/2016	206005347	PARKS PROGRAM/PROMOT	Park Ad Bingo Brunch	112.50		
VEN000676	Fabulously Fun Co	APP031545	1/28/2016	206005347	PARKS PROGRAM/PROMOT	Melt the Trail	180.00		
VEN004611	Brian Denney	APP031640	2/2/2016	206005347	PARKS PROGRAM/PROMOT	Photo Booth Valentines 5K ra	250.00	58551	2/2/2016
	Subtotal for Parks						1,745.50		
Subtotal for Fund 206 Parks Programming/Events							1,745.50		
Fund No. Fund Name									
239	Law Enforcement								
	Police								
VEN003885	Saint Marys University of Minnesota	APP031172	1/11/2016	239002334	LAW ENFORCEMENT-TRAV	Tuition - Staley	1,740.00	58534	1/11/2016
VEN000083	Amanda Aiyar	APP031206	1/12/2016	239002334	LAW ENFORCEMENT-TRAV	Reimbursement for School Bo	39.55		
VEN004498	Gemini Technologies	APP031222	1/12/2016	239002334	LAW ENFORCEMENT-TRAV	Suppressors	2,000.00		
VEN004539	Davis County Honorary Colonels	APP031307	1/20/2016	239002334	LAW ENFORCEMENT-TRAV	Citizens Academy Conference	225.00		
	Subtotal for Police						4,004.55		
Subtotal for Fund 239 Law Enforcement							4,004.55		
Fund No. Fund Name									
242	LEAF								
	Police								
VEN001888	Teamintel Intelligence Equipment	APP031308	1/20/2016	242002472	LEAF-EQUIPMENT	1 year Data Service for GPS T	550.00		
	Subtotal for Police						550.00		
Subtotal for Fund 242 LEAF							550.00		

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Fund No. Fund Name									
268 Emergency Medical and Equip									
Fire									
VEN001050	IU Health Ball Memorial Hospital	APP031332	1/21/2016	268012472	EMS-LEASE EQUIPMENT		753.98		
VEN000266	Bound Tree Medical	APP031338	1/21/2016	268012224	EMS-OPERATING SUPPLIES		2,144.42		
VEN000403	Ciproms Inc	APP031499	1/26/2016	268012349	EMS-SERVICES	Billing Services for Dec. 2015	2,299.64		
VEN000266	Bound Tree Medical	APP031502	1/26/2016	268012224	EMS-OPERATING SUPPLIES	Medical Supplies	1,239.03		
VEN000065	Airgas Mid America	APP031505	1/26/2016	268012224	EMS-OPERATING SUPPLIES	Cylinder Rental and Oxygen	360.96		
VEN000065	Airgas Mid America	APP031586	1/29/2016	268012224	EMS-OPERATING SUPPLIES		54.14		
VEN000266	Bound Tree Medical	APP031589	1/29/2016	268012224	EMS-OPERATING SUPPLIES		60.36		
VEN004043	Arrow International	APP031590	1/29/2016	268012224	EMS-OPERATING SUPPLIES		1,109.80		
VEN000266	Bound Tree Medical	APP031593	1/29/2016	268012224	EMS-OPERATING SUPPLIES		361.40		
Subtotal for Fire							8,383.73		
Subtotal for Fund 268 Emergency Medical and Equip							8,383.73		
Fund No. Fund Name									
269 Training Facility Center									
Public Safety (Police and Fire)									
VEN001625	R and T Auto Supply Inc	APP031498	1/26/2016	269014472	TRAINING FAC-EQUIPMENT	Carlisle Alltrail II	150.50		
VEN000905	Hoosier Portable Restroom	APP031587	1/29/2016	269014349	TRAINING FAC-SERVICES		180.00		
Subtotal for Public Safety (Police and Fire)							330.50		
Subtotal for Fund 269 Training Facility Center							330.50		
Fund No. Fund Name									
301 Eastside TIF									
RDC									
VEN001469	O W Krohn and Associates	APP031654	2/2/2016	301018349	EASTSIDE TIF SERVICES	Services for Nov	1,720.00		
VEN001469	O W Krohn and Associates	APP031654	2/2/2016	301018349	EASTSIDE TIF SERVICES	Services for Dec	2,630.00		
Subtotal for RDC							4,350.00		
Subtotal for Fund 301 Eastside TIF							4,350.00		

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Fund No. Fund Name									
305	Grand Junction TIF								
	RDC								
VEN001469	O W Krohn and Associates	APP031654	2/2/2016	305018349	GRAND JUNCTION TIF-SER	Services for Dec	925.00		
	Subtotal for RDC						925.00		
Subtotal for Fund 305 Grand Junction TIF							925.00		
Fund No. Fund Name									
309	Eagletown TIF								
	RDC								
VEN003321	United Infrastructure LLC	APP031258	1/14/2016	309018349	EAGLETOWN TIF SERVICES	Casey Rd stockpile	3,000.00		
VEN001469	O W Krohn and Associates	APP031654	2/2/2016	309018349	EAGLETOWN TIF SERVICES	Services for Nov	231.25		
VEN001469	O W Krohn and Associates	APP031654	2/2/2016	309018349	EAGLETOWN TIF SERVICES	Services for Dec	508.75		
	Subtotal for RDC						3,740.00		
Subtotal for Fund 309 Eagletown TIF							3,740.00		
Fund No. Fund Name									
313	2012 and 2013 COIT BAN Construction								
	Grand Park								
VEN001710	RQAW Corp	APP031304	1/20/2016	313015474	2012-13 COIT BAN-CONSTR	TreeHopper Building Design	13,076.25		
VEN001912	The Brickman Group	APP031378	1/25/2016	313015474	2012-13 COIT BAN-CONSTR	WYSA Field Irrigation Installat	29,890.00		
	Subtotal for Grand Park						42,966.25		
Subtotal for Fund 313 2012 and 2013 COIT BAN Construction							42,966.25		
Fund No. Fund Name									
555	Safe Routes Grant-Park								
	Public Works								
VEN001521	Parsons Brinckerhoff Inc	APP031635	2/2/2016	555013349	SAFE ROUTES GRANT-PAR	Oak Trace SRTS replaces P	6,003.01		
	Subtotal for Public Works						6,003.01		
Subtotal for Fund 555 Safe Routes Grant-Park							6,003.01		

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Fund No. Fund Name									
580	Monon Trail 32-191 Trail								
	Public Works								
VEN000562	DLZ	APP031631	2/2/2016	580013349	MONON TRAIL 32-191 GRAN	Monon Trail Phase 6 - CE Ser	40,716.71		
VEN000562	DLZ	APP031645	2/2/2016	580013349	MONON TRAIL 32-191 GRAN	Monon Trail Phase 6 - CE Ser	5,017.47		
	Subtotal for Public Works						45,734.18		
	Subtotal for Fund 580 Monon Trail 32-191 Trail						45,734.18		
Fund No. Fund Name									
582	SR32-216th TE Grant								
	Public Works								
VEN000562	DLZ	APP031571	1/29/2016	582013349	SR32-216TH TE GRANT SER	Monon Trail 6 & 7 - PE Servic	67,104.25		
	Subtotal for Public Works						67,104.25		
	Subtotal for Fund 582 SR32-216th TE Grant						67,104.25		
Fund No. Fund Name									
590	Town Rd 156-166 Grant								
	Public Works								
VEN001710	RQAW Corp	APP031576	1/29/2016	590013349	MPO TOWN RD 156-166 SE	Towne Rd 156th to 166th repl	15,105.00		
	Subtotal for Public Works						15,105.00		
	Subtotal for Fund 590 Town Rd 156-166 Grant						15,105.00		
Fund No. Fund Name									
591	Round 156-Spring M Grant								
	Public Works								
VEN002225	Butler Fairman and Seufert Inc	APP031574	1/29/2016	591013349	ROUND 156-SPRINGM SERV	156th and Springmill RAB repl	7,552.01		
	Subtotal for Public Works						7,552.01		
	Subtotal for Fund 591 Round 156-Spring M Grant						7,552.01		
Fund No. Fund Name									
592	Round 161-Oakr Grant								
	Public Works								
VEN002019	United Consulting Engineers	APP031579	1/29/2016	592013349	ROUND 161-OAKRIDGE SER	161st Oak Ridge CE replaces	10,598.67		
	Subtotal for Public Works						10,598.67		
	Subtotal for Fund 592 Round 161-Oakr Grant						10,598.67		

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Fund No.	Fund Name								
595	Monon Trail Grant								
	Public Works								
VEN000562	DLZ	APP031573	1/29/2016	595013349	MONON TRAIL GRANT 191-2	Monon 7 R/W Eng.	19,953.26		
	Subtotal for Public Works						19,953.26		
	Subtotal for Fund 595 Monon Trail Grant						19,953.26		
Fund No.	Fund Name								
597	MPO 186th-Springmill Grant								
	Public Works								
VEN002225	Butler Fairman and Seufert Inc	APP031441	1/26/2016	597013349	MPO 186TH-SPRINGMILL GR	PE Services for 186th and Spr	5,520.00		
VEN002225	Butler Fairman and Seufert Inc	APP031572	1/29/2016	597013349	MPO 186TH-SPRINGMILL GR	PE Services for 186th and Spr	34,873.75		
	Subtotal for Public Works						40,393.75		
	Subtotal for Fund 597 MPO 186th-Springmill Grant						40,393.75		
Fund No.	Fund Name								
599	MPO Grey-Oak Grant								
	Public Works								
VEN000103	American Structurepoint Inc	APP031575	1/29/2016	599013349	MPO GREY-OAKRIDGE GRA	Oakridge GHP RAB replaces	6,436.00		
	Subtotal for Public Works						6,436.00		
	Subtotal for Fund 599 MPO Grey-Oak Grant						6,436.00		

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Fund No. Fund Name									
640	Sports Campus Operating								
Grand Park									
VEN000589	Duke Energy	APP031339	1/20/2016	640015341	SPORTS CAMPUS-ELECTRI	General	4,296.08		
VEN000589	Duke Energy	APP031339	1/20/2016	640015341	SPORTS CAMPUS-ELECTRI	Diam	4,356.96		
VEN000589	Duke Energy	APP031339	1/20/2016	640015341	SPORTS CAMPUS-ELECTRI	Field	3,982.21		
VEN000739	Frontier	APP031340	1/21/2016	640015224	SPORTS CAMPUS-OPERATI	711 E 191st	217.30		
VEN000739	Frontier	APP031340	1/21/2016	640015224	SPORTS CAMPUS-OPERATI	5 E 191st	227.85		
VEN001912	The Brickman Group	APP031436	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Grass Field	17,604.00		
VEN001912	The Brickman Group	APP031436	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Synthetic Grooming	16,247.50		
VEN001912	The Brickman Group	APP031436	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Striping	1,784.00		
VEN001912	The Brickman Group	APP031436	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Irrig	13,514.00		
VEN002228	Indiana Sports Properties	APP031437	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Hotel rebate commission	8,440.50		
VEN002228	Indiana Sports Properties	APP031438	1/26/2016	640015349	SPORTS CAMPUS-SERVICE	Grand Park December commi	3,472.50		
VEN001912	The Brickman Group	APP031439	1/26/2016	640015343	SPORTS CAMPUS-BLDG MA	Waxing of floor areas conces	1,575.00		
VEN003010	Tank and Piping Contractors	APP031440	1/26/2016	640015343	SPORTS CAMPUS-BLDG MA	Bldgs serviced	2,271.98		
Subtotal for Grand Park							77,989.88		
Subtotal for Fund 640 Sports Campus Operating							77,989.88		
Fund No. Fund Name									
641	Supplemental Reserv								
Administration									
VEN001537	Payroll	APP031228	1/12/2016	641001349	SUPPLE RESERV CONTR S	sal	1,242.26	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	641001349	SUPPLE RESERV CONTR S	fica	77.02	108011216	1/12/2016
VEN001537	Payroll	APP031228	1/12/2016	641001349	SUPPLE RESERV CONTR S	med	18.01	108011216	1/12/2016
VEN000739	Frontier	APP031281	1/19/2016	641001349	SUPPLE RESERV CONTR S	Census	619.50		
VEN004540	Steven Chambers	APP031442	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	179.06	58586	2/2/2016
VEN004542	Julia Haffley	APP031443	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	50.76	58569	2/2/2016
VEN004543	Sherry Hittle	APP031459	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	72.36	58584	2/2/2016
VEN004541	Ellen Rice	APP031460	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	146.19	58557	2/2/2016
VEN004544	Jeffery Odenbaugh	APP031461	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	137.70	58564	2/2/2016
VEN004545	Laurie Paisley	APP031462	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	123.66	58572	2/2/2016
VEN004546	Jesse Ramirez	APP031463	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	131.22	58565	2/2/2016
VEN004547	Andre Spears	APP031464	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	144.18	58549	2/2/2016
VEN004548	Sara Wood	APP031465	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	129.60	58582	2/2/2016

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Fund No. Fund Name									
641	Supplemental Reserv								
Administration									
VEN004549	Lukas Wright	APP031466	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	91.80	58573	2/2/2016
VEN004550	Kathleen Metcalf	APP031467	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	24.30	58570	2/2/2016
VEN004551	S G Blair	APP031468	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	83.70	58589	2/2/2016
VEN004552	Paul Zawadzki	APP031469	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	120.42	58579	2/2/2016
VEN004553	Michael Duff	APP031470	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	57.24	58576	2/2/2016
VEN004554	John McDowell	APP031471	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	25.38	58567	2/2/2016
VEN004555	Sommer Craig	APP031472	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	38.88	58585	2/2/2016
VEN004556	Brigitte Frost	APP031473	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	57.24	58552	2/2/2016
VEN004557	James Williams	APP031474	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	26.46	58563	2/2/2016
VEN004558	Angela Bahling	APP031475	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	30.24	58550	2/2/2016
VEN004559	Joy Amick	APP031476	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	72.90	58568	2/2/2016
VEN004560	Adrian Martin	APP031477	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	69.66	58548	2/2/2016
VEN004561	Henry Lowenkron	APP031478	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	70.20	58560	2/2/2016
VEN004562	Carole Gilbride	APP031479	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	69.66	58553	2/2/2016
VEN004563	James Tinsley Jr	APP031480	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	78.30	58562	2/2/2016
VEN004564	Emily Vega	APP031481	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	23.22	58558	2/2/2016
VEN004565	James Sovran	APP031482	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 12/13-1/22	19.44	58561	2/2/2016
VEN004595	Marla Ailor	APP031483	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	93.96	58575	2/2/2016
VEN004596	Paul Ash	APP031484	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	49.68	58578	2/2/2016
VEN004597	Maria Gonzalez-Russell	APP031485	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	16.20	58574	2/2/2016
VEN004598	Victor Orton	APP031486	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	105.84	58588	2/2/2016
VEN004599	Scott Pyle	APP031487	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	15.12	58583	2/2/2016
VEN004600	Dennis Gilbride	APP031488	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	46.98	58556	2/2/2016
VEN004601	Rachel Beaver	APP031489	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	42.12	58580	2/2/2016
VEN004602	Joanetta Hendel	APP031490	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	28.62	58566	2/2/2016
VEN004603	Gary Blackburn	APP031491	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	9.18	58559	2/2/2016
VEN004604	Ken Sears	APP031492	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	34.56	58571	2/2/2016
VEN004605	Deborah Ketteler	APP031493	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	32.94	58555	2/2/2016
VEN004606	Victor Hildebrand	APP031494	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	72.98	58587	2/2/2016
VEN004608	Chery Alexander	APP031495	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	30.78	58554	2/2/2016
VEN004609	Nellie Sillanpa	APP031496	1/26/2016	641001349	SUPPLE RESERV CONTR S	Mileage for 1/22	21.60	58577	2/2/2016
VEN001537	Payroll	APP031497	1/26/2016	641001111	CENSUS-SALARY	sal	45,877.96		

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Fund No. Fund Name									
701 Payroll									
Clerk Treasurer									
VEN001537	Payroll	APP031226	1/12/2016	701008110	PAYROLL-NET SALARIES	net sal	324,127.59	111011316	1/13/2016
VEN000959	Indiana Dept Of Revenue	APP031229	1/12/2016	701008923	PAYROLL-STATE WITHHOL	state	14,015.45	109011316	1/13/2016
VEN000959	Indiana Dept Of Revenue	APP031229	1/12/2016	701008923	PAYROLL-STATE WITHHOL	coit	4,782.35	109011316	1/13/2016
VEN000920	Huntington National Bank	APP031230	1/12/2016	701008131	PAYROLL-EMPLOYER'S FIC	fica	27,811.81	105011316	1/13/2016
VEN000920	Huntington National Bank	APP031230	1/12/2016	701008132	PAYROLL-EMPLOYER'S ME	med	6,504.38	105011316	1/13/2016
VEN000920	Huntington National Bank	APP031230	1/12/2016	701008921	PAYROLL-FEDERAL WITHH	fed	54,350.31	105011316	1/13/2016
VEN000920	Huntington National Bank	APP031230	1/12/2016	701008922	PAYROLL-EMPLOYEE FICA	med	6,504.34	105011316	1/13/2016
VEN000920	Huntington National Bank	APP031230	1/12/2016	701008922	PAYROLL-EMPLOYEE FICA	fica	27,811.88	105011316	1/13/2016
VEN001689	Robert Horkay	APP031231	1/12/2016	701008110	PAYROLL-NET SALARIES	sal plan comm	325.05		
VEN002177	Indiana Members Credit Union	APP031237	1/12/2016	701008930	PAYROLL-INS. DED	hsa	112,125.00	16473	1/12/2016
VEN002177	Indiana Members Credit Union	APP031238	1/12/2016	701008930	PAYROLL-INS. DED	hsa	775.03	16472	1/12/2016
VEN001583	Police and Firemen's Insurance	APP031240	1/12/2016	701008930	PAYROLL-INS. DED	ins	70.85	16475	1/12/2016
VEN000948	IN Family and Social Services Admin	APP031241	1/12/2016	701008140	PAYROLL-SUPPORT WITHH	child support	2,126.42	107011316	1/13/2016
VEN000703	Fire Fighters Credit Union	APP031242	1/12/2016	701008141	PAYROLL-UNION DUES	union dues	1,889.23	16474	1/12/2016
VEN001864	Supporting heroes	APP031243	1/12/2016	701008991	PAYROLL-MISC	contributions	120.88	16476	1/12/2016
VEN000163	Aul Retirement	APP031246	1/13/2016	701008931	PAYROLL-401A MATCHING-	retirement	16,770.39	103011316	1/13/2016
VEN002177	Indiana Members Credit Union	APP031263	1/15/2016	701008930	PAYROLL-INS. DED	HSAacct 1/1	1,136.92	16477	1/15/2016
VEN000058	AFLAC	APP031276	1/19/2016	701008930	PAYROLL-INS. DED	ins	8,155.96	16478	1/19/2016
VEN000008	77 Police and Fire Fund	APP031277	1/19/2016	701008133	PAYROLL-PERF	non civilian perf	51,141.31	101011916	1/19/2016
VEN001550	PERF	APP031278	1/19/2016	701008133	PAYROLL-PERF	civilian perf	36,680.94	102011916	1/19/2016
VEN000534	Delta Dental	APP031279	1/19/2016	701008930	PAYROLL-INS. DED	ins	4,394.90	16479	1/19/2016
VEN002177	Indiana Members Credit Union	APP031356	1/22/2016	701008930	PAYROLL-INS. DED	Reim HSA acct	1,136.92	16480	1/22/2016
VEN000959	Indiana Dept Of Revenue	APP031456	1/26/2016	701008923	PAYROLL-STATE WITHHOL	state	15,720.81	103012616	1/26/2016
VEN000959	Indiana Dept Of Revenue	APP031456	1/26/2016	701008923	PAYROLL-STATE WITHHOL	coit	5,303.15	103012616	1/26/2016
VEN000920	Huntington National Bank	APP031457	1/26/2016	701008131	PAYROLL-EMPLOYER'S FIC	fica	31,190.12	102012616	1/26/2016
VEN000920	Huntington National Bank	APP031457	1/26/2016	701008132	PAYROLL-EMPLOYER'S ME	med	7,294.46	102012616	1/26/2016
VEN000920	Huntington National Bank	APP031457	1/26/2016	701008921	PAYROLL-FEDERAL WITHH	fed	57,052.29	102012616	1/26/2016
VEN000920	Huntington National Bank	APP031457	1/26/2016	701008922	PAYROLL-EMPLOYEE FICA	med	7,294.50	102012616	1/26/2016
VEN000920	Huntington National Bank	APP031457	1/26/2016	701008922	PAYROLL-EMPLOYEE FICA	fica	31,190.09	102012616	1/26/2016
VEN000037	Adam Green	APP031510	1/26/2016	701008140	PAYROLL-SUPPORT WITHH	Child support overpmt	24.00	16481	1/26/2016
VEN001537	Payroll	APP031511	1/26/2016	701008110	PAYROLL-NET SALARIES	net sal	368,352.02	104012616	1/26/2016
VEN000163	Aul Retirement	APP031513	1/26/2016	701008931	PAYROLL-401A MATCHING-	Emp contributions and loan p	16,734.99	101012616	1/26/2016

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Fund No.	Fund Name								
701	Payroll								
	Clerk Treasurer								
VEN000703	Fire Fighters Credit Union	APP031521	1/27/2016	701008141	PAYROLL-UNION DUES	Union dues	1,836.35	16482	1/27/2016
VEN001864	Supporting heroes	APP031522	1/27/2016	701008991	PAYROLL-MISC	Employee contributions	120.88	16484	1/27/2016
VEN001583	Police and Firemen's Insurance	APP031523	1/27/2016	701008930	PAYROLL-INS. DED	Ins prem	70.85	16483	1/27/2016
VEN000126	Anthem Blue Cross Blue Shield	APP031541	1/27/2016	701008930	PAYROLL-INS. DED	Anthem ded	5,101.61	16485	1/27/2016
VEN000513	DavisVision	APP031547	1/28/2016	701008930	PAYROLL-INS. DED	Feb Ins Prem	41.70	16486	1/28/2016
VEN001550	PERF	APP031549	1/28/2016	701008133	PAYROLL-PERF	Civilian PERF	37,218.60		
VEN000008	77 Police and Fire Fund	APP031550	1/28/2016	701008133	PAYROLL-PERF	Non Civilian PERF	51,141.31		
VEN000534	Delta Dental	APP031551	1/28/2016	701008930	PAYROLL-INS. DED	Feb Ins prem	4,299.15	16487	1/28/2016
Subtotal for Clerk Treasurer							1,342,744.79		
Subtotal for Fund 701 Payroll							1,342,744.79		

Fund No. Fund Name

900	Stormwater								
Stormwater									
VEN001537	Payroll	APP031227	1/12/2016	900016111	STORM-SALARY	sal	901.20	101011216	1/12/2016
VEN001537	Payroll	APP031227	1/12/2016	900016120	STORM-FICA AND MEDICAR	fica	55.87	101011216	1/12/2016
VEN001537	Payroll	APP031227	1/12/2016	900016120	STORM-FICA AND MEDICAR	med	13.07	101011216	1/12/2016
VEN001537	Payroll	APP031227	1/12/2016	900016121	STORM-PERF	perf	127.97	101011216	1/12/2016
VEN001274	M J Insurance	APP031324	1/20/2016	900016122	STORM-WORKERS COMP	Workers Comp	4,250.00	36228	1/20/2016
VEN002234	Land Collective LLC	APP031374	1/25/2016	900016309	STORM-CONSULTING FEES	Riperian Corridor Modeling by	19,446.45		
VEN000608	Eco-Infrastruture Solution	APP031395	1/25/2016	900016433	STORM-INFRASTRUCTURE	TV Storm Pipe	370.00		
VEN002424	IUPPS	APP031396	1/25/2016	900016309	STORM-CONSULTING FEES	November tickets	780.90		
VEN000223	Best Equipment Co Inc	APP031401	1/25/2016	900016345	STORM-EQUIPMENT REPAI	Equipment repair	5,943.68		
VEN004566	Richard Wrobleski	APP031406	1/25/2016	900016370	STORMWATER-REFUND		6.52		
VEN004567	James Taylor	APP031407	1/25/2016	900016370	STORMWATER-REFUND		8.43		
VEN004568	James Willaert	APP031408	1/25/2016	900016370	STORMWATER-REFUND		7.06		
VEN004569	Mary Podany	APP031409	1/25/2016	900016370	STORMWATER-REFUND		8.43		
VEN004570	Marilyn Schmidt	APP031410	1/25/2016	900016370	STORMWATER-REFUND		7.33		
VEN004571	Muna Adhamy	APP031411	1/25/2016	900016370	STORMWATER-REFUND		8.62		
VEN004572	Courtney Wunder	APP031412	1/25/2016	900016370	STORMWATER-REFUND		7.79		
VEN004573	Holli Podgorny	APP031413	1/25/2016	900016370	STORMWATER-REFUND		8.25		
VEN004574	Derek Daly	APP031414	1/25/2016	900016349	STORM-SERVICE		9.81		

Purchase Invoice Register

City of Westfield

Report Date Range: 01/08/16..02/02/16

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WESTFIELD\kgagnon

Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No. Fund Name									
900	Stormwater								
Stormwater									
VEN004575	Henrietta Sharp	APP031415	1/25/2016	900016370	STORMWATER-REFUND		5.87		
VEN004576	Loretta Horton	APP031416	1/25/2016	900016370	STORMWATER-REFUND		8.25		
VEN004576	Loretta Horton	APP031416	1/25/2016	900016370	STORMWATER-REFUND	OP	77.79		
VEN004577	Robert Sharon	APP031417	1/25/2016	900016370	STORMWATER-REFUND		6.69		
VEN004493	Ginger Troncone	APP031418	1/25/2016	900016370	STORMWATER-REFUND		9.90		
VEN004579	Judith Brewer	APP031419	1/25/2016	900016370	STORMWATER-REFUND		7.98		
VEN004580	Maureen Hughes	APP031420	1/25/2016	900016370	STORMWATER-REFUND		8.25		
VEN004581	Whitney Thomas	APP031421	1/25/2016	900016370	STORMWATER-REFUND		8.43		
VEN004582	April Cheung	APP031422	1/25/2016	900016370	STORMWATER-REFUND		6.60		
VEN004582	April Cheung	APP031422	1/25/2016	900016370	STORMWATER-REFUND	OP	4.52		
VEN004583	Leland Buroker	APP031423	1/25/2016	900016370	STORMWATER-REFUND		9.63		
VEN004584	Jessica Mattox	APP031424	1/25/2016	900016370	STORMWATER-REFUND		68.00		
VEN004585	Deanna Lime	APP031425	1/25/2016	900016370	STORMWATER-REFUND	OP	490.97		
VEN004586	Todd Stark	APP031426	1/25/2016	900016370	STORMWATER-REFUND		8.59		
VEN001537	Payroll	APP031458	1/26/2016	900016111	STORM-SALARY	sal	9,988.15		
VEN001537	Payroll	APP031458	1/26/2016	900016120	STORM-FICA AND MEDICAR	fica	579.66		
VEN001537	Payroll	APP031458	1/26/2016	900016120	STORM-FICA AND MEDICAR	med	135.57		
VEN001537	Payroll	APP031458	1/26/2016	900016121	STORM-PERF	perf	1,290.35		
VEN001469	O W Krohn and Associates	APP031561	1/28/2016	900016349	STORM-SERVICE	Bank Rec Stormwater/Trash	1,558.75		
VEN000267	Boyce Forms/systems	APP031624	2/2/2016	900016349	STORM-SERVICE	Annual data access keybilling	437.50		
Subtotal for Stormwater							46,672.83		
Subtotal for Fund 900 Stormwater							46,672.83		
Fund No. Fund Name									
950	Trash								
Trash									
VEN004566	Richard Wrobleski	APP031406	1/25/2016	950017349	TRASH-ADM SERVICES		2.33		
VEN004566	Richard Wrobleski	APP031406	1/25/2016	950017370	TRASH-REFUND		26.41		
VEN004567	James Taylor	APP031407	1/25/2016	950017349	TRASH-ADM SERVICES		3.07		
VEN004567	James Taylor	APP031407	1/25/2016	950017370	TRASH-REFUND		34.71		
VEN004568	James Willaert	APP031408	1/25/2016	950017349	TRASH-ADM SERVICES		2.57		
VEN004568	James Willaert	APP031408	1/25/2016	950017370	TRASH-REFUND		29.05		

Purchase Invoice Register

City of Westfield

Report Date Range: 01/08/16..02/02/16

2/2/2016 4:23 PM

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WESTFIELD\kgagnon

	Buy-From Vendor No.	Buy-From Vendor Name	Invoice No.	Date	G/L Acct.	G/L Account Name	Description	Amount	Check No.	Check Date
Fund No.	Fund Name									
950	Trash									
	Trash									
	VEN004569	Mary Podany	APP031409	1/25/2016	950017349	TRASH-ADM SERVICES		3.07		
	VEN004569	Mary Podany	APP031409	1/25/2016	950017370	TRASH-REFUND		34.71		
	VEN004570	Marilyn Schmidt	APP031410	1/25/2016	950017349	TRASH-ADM SERVICES		2.67		
	VEN004570	Marilyn Schmidt	APP031410	1/25/2016	950017370	TRASH-REFUND		30.19		
	VEN004571	Muna Adhamy	APP031411	1/25/2016	950017349	TRASH-ADM SERVICES		3.13		
	VEN004571	Muna Adhamy	APP031411	1/25/2016	950017370	TRASH-REFUND		35.47		
	VEN004572	Courtney Wunder	APP031412	1/25/2016	950017349	TRASH-ADM SERVICES		2.83		
	VEN004572	Courtney Wunder	APP031412	1/25/2016	950017370	TRASH-REFUND		32.07		
	VEN004573	Holli Podgorny	APP031413	1/25/2016	950017349	TRASH-ADM SERVICES		3.00		
	VEN004573	Holli Podgorny	APP031413	1/25/2016	950017370	TRASH-REFUND		33.96		
	VEN004574	Derek Daly	APP031414	1/25/2016	950017349	TRASH-ADM SERVICES		3.57		
	VEN004574	Derek Daly	APP031414	1/25/2016	950017370	TRASH-REFUND		40.37		
	VEN004575	Henrietta Sharp	APP031415	1/25/2016	950017349	TRASH-ADM SERVICES		2.13		
	VEN004575	Henrietta Sharp	APP031415	1/25/2016	950017370	TRASH-REFUND		24.15		
	VEN004576	Loretta Horton	APP031416	1/25/2016	950017349	TRASH-ADM SERVICES		3.00		
	VEN004576	Loretta Horton	APP031416	1/25/2016	950017370	TRASH-REFUND		33.96		
	VEN004577	Robert Sharon	APP031417	1/25/2016	950017349	TRASH-ADM SERVICES		2.43		
	VEN004577	Robert Sharon	APP031417	1/25/2016	950017370	TRASH-REFUND		27.55		
	VEN004493	Ginger Troncone	APP031418	1/25/2016	950017349	TRASH-ADM SERVICES		3.60		
	VEN004493	Ginger Troncone	APP031418	1/25/2016	950017370	TRASH-REFUND		40.75		
	VEN004579	Judith Brewer	APP031419	1/25/2016	950017349	TRASH-ADM SERVICES		2.90		
	VEN004579	Judith Brewer	APP031419	1/25/2016	950017370	TRASH-REFUND		32.83		
	VEN004580	Maureen Hughes	APP031420	1/25/2016	950017349	TRASH-ADM SERVICES		3.00		
	VEN004580	Maureen Hughes	APP031420	1/25/2016	950017370	TRASH-REFUND		33.96		
	VEN004581	Whitney Thomas	APP031421	1/25/2016	950017349	TRASH-ADM SERVICES		3.07		
	VEN004581	Whitney Thomas	APP031421	1/25/2016	950017370	TRASH-REFUND		34.71		
	VEN004582	April Cheung	APP031422	1/25/2016	950017349	TRASH-ADM SERVICES		2.40		
	VEN004582	April Cheung	APP031422	1/25/2016	950017370	TRASH-REFUND		27.17		
	VEN004583	Leland Buroker	APP031423	1/25/2016	950017349	TRASH-ADM SERVICES		3.50		
	VEN004583	Leland Buroker	APP031423	1/25/2016	950017370	TRASH-REFUND		39.62		
	VEN000267	Boyce Forms/systems	APP031624	2/2/2016	950017349	TRASH-ADM SERVICES	Annual data access keybilling	437.50		
	Subtotal for Trash							1,081.41		

Subtotal for Fund 950 Trash	1,081.41
Posted Invoices Total	4,519,753.81

Credit Memos

Vendor No.	Vendor Name	Cr. Memo No.	Date	GL Acct.	GL Account Name	Description	Amount
Fund No.	Fund Name						
427	Cum. Capital Development						
	Administration						
VEN002178	Capital One Public Funding	ACP000749	1/11/2016	427001476	Cum Cap Dev- Equip Leases	Cum Cap Dev- Equip Leases	422,212.51
	Subtotal for						422,212.51
	Subtotal by Fund 427 Cum. Capital Development						422,212.51
Fund No.	Fund Name						
701	Payroll						
	Clerk Treasurer						
VEN001689	Robert Horkay	ACP000753	1/12/2016	701008110	Payroll-Net Salaries	Payroll-Net Salaries	325.05
	Subtotal for						325.05
	Subtotal by Fund 701 Payroll						325.05
	Credit Memo Total						422,537.56

ORDINANCE NUMBER 16-04

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE KEENELAND PARK PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is an Ordinance (this "Ordinance") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended;

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Council enacted Ordinance No. 12-45, the Keeneland Park Planned Unit Development District (the "Keeneland Park PUD Ordinance"), on December 10, 2012;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1603-PUD-02**), requesting an amendment to the Keeneland Park PUD Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1603-PUD-02** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a _____ recommendation (#-#) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Keeneland Park PUD Ordinance and the Unified Development Ordinance are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 This Ordinance shall amend the Keeneland Park PUD Ordinance, as applicable to the Real Estate. Development of the Real Estate shall be governed by the Keeneland PUD Ordinance, as amended by this Ordinance and its exhibits.
- 1.2 All other provisions of the Keeneland PUD Ordinance shall remain in effect with the adoption of this Ordinance.
- 1.3 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of the Keeneland PUD Ordinance, as amended.

Section 2. Architectural Standards.

- 2.1 Section A(1) of Exhibit F: Architectural Standards of the Keeneland Park PUD Ordinance is hereby supplemented to add “Farmhouse” as a permitted Distinct Architectural Theme.
- 2.2 Exhibit G: Architectural Themes of the Keeneland Park PUD Ordinance is hereby supplemented with the attached **Exhibit B: Farmhouse Architectural Theme** to illustrate the architectural elements and sample color elevation of the Farmhouse architectural theme.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]

ALL OF WHICH IS ORDAINED/RESOLVED THIS ## DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 16-04** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 16-04**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 16-04**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

This document prepared by:

SCHEDULE OF EXHIBITS

- | | |
|-----------|---------------------------------|
| Exhibit A | Real Estate (Legal Description) |
| Exhibit B | Farmhouse Architectural Theme |

EXHIBIT A
REAL ESTATE

LOTS 122-147 IN KEENELAND PARK SUBDIVISION, SECTION 6, AS RECORDED AS INSTRUMENT NO. 2015033682, ON JULY 7, 2015, IN THE OFFICE OF RECORDER OF HAMILTON COUNTY, INDIANA.

AND:

LOTS 148-182 IN KEENELAND PARK SUBDIVISION, SECTION 7, AS RECORDED AS INSTRUMENT NO. 2015066143, ON DECEMBER 28, 2015, IN THE OFFICE OF THE RECORDER OF HAMILTON COUNTY, INDIANA.

AND:

Section 5

PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 3, TOWNSHIP 18 NORTH, RANGE 3 EAST OF THE SECOND PRINCIPAL MERIDIAN, WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHEAST QUARTER; THENCE ON THE WEST LINE OF SAID SOUTHEAST QUARTER NORTH 00 DEGREES 10 MINUTES 32 SECONDS EAST 629.35 FEET TO A 5/8" REBAR WITH PLASTIC YELLOW STAMPED "WEIHE ENGR 012" (REBAR) ON THE PERIMETER OF KEENELAND PARK, SECTION V PER the PLAT THEREOF, RECORDED AS INSTRUMENT NUMBER _____ IN THE OFFICE OF THE RECORDER OF HAMILTON COUNTY, INDIANA, SAID POINT BEING THE POINT OF BEGINNING; THENCE ON THE PERIMETER OF SAID KEENELAND PARK SECTION V THE FOLLOWING SEVEN (7) CALLS: 1) SOUTH NORTH 89 DEGREES 49 MINUTES 28 SECONDS EAST 170.36 FEET TO A REBAR; 2) SOUTH 00 DEGREES 10 MINUTES 32 SECONDS WEST 25.36 FEET TO A REBAR; 3) SOUTH 89 DEGREES 49 MINUTES 28 SECONDS EAST 120.00 FEET TO A REBAR; 4) NORTH 00 DEGREES 10 MINUTES 32 SECONDS EAST 264.00 FEET TO A REBAR; 5) NORTH 08 DEGREES 36 MINUTES 20 SECONDS EAST 34.42 FEET TO A REBAR; 6) NORTH 77 DEGREES 58 MINUTES 13 SECONDS WEST 24.86 FEET TO A REBAR; 7) NORTH 89 DEGREES 39 MINUTES 42 SECONDS EAST 198.00 FEET TO A REBAR ON THE PERIMETER OF KEENELAND PARK, SECTION III PER PLAT THEREOF RECORDED AS INSTRUMENT NUMBER 2014028465 IN SAID RECORDER'S OFFICE; THENCE ON THE PERIMETER OF SAID KEENELAND PARK, SECTION III THE FOLLOWING FIVE (5) CALLS: 1) NORTH 89 DEGREES 39 MINUTES 42 SECONDS EAST 199.07 FEET TO A REBAR; 2) NORTH 00 DEGREES 20 MINUTES 18 SECONDS WEST 170.00 FEET TO A REBAR; 3) SOUTH 89 DEGREES 39 MINUTES 42 SECONDS WEST 3.55 FEET TO A REBAR; 4) NORTH 00 DEGREES 20 MINUTES 18 SECONDS WEST 124.81 FEET TO A REBAR; 5) SOUTH NORTH 89 DEGREES 39 MINUTES 42 SECONDS WEST 710.59 FEET TO A REBAR ON THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE ON SAID WEST LINE SOUTH 00 DEGREES 10 MINUTES 32 SECONDS WEST 569.63 FEET TO THE POINT OF BEGINNING; CONTAINING 6.74 ACRES, MORE OR LESS.

Exhibit B

(Architectural Theme)

Farmhouse



Farmhouse

- **Brick Veneer**
- **Mixture of board and batten and/or horizontal siding**
- **Gable roof systems**
- **Paneled shutters**
- **Simple square columns & brackets**
- **8-panel architectural garage door**
- **Style specific decorative front door**
- **Style specific window grids**

ORDINANCE NUMBER 15-44

Culver's Sun Park PUD

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

This is a Planned Unit Development District Ordinance (to be known as the “**CULVER’S SUN PARK PUD DISTRICT**”) to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended.

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1512-PUD-28**), requesting an amendment to the Unified Development Ordinance and to the Zoning Map with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1512-PUD-28** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a **favorable** recommendation (8-0) in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on February 2, 2016;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Unified Development Ordinance and Zoning Map are hereby amended as follows:

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to designate the Real Estate as a Planned Unit Development District to be known as the " **CULVER'S SUN PARK PUD District**" (the "District").
- 1.2 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance.
- 1.3 Chapter ("Chapter") and Article ("Article") cross-references of this Ordinance shall hereafter refer to the section as specified and referenced in the Unified Development Ordinance.
- 1.4 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. Definitions. Capitalized terms not otherwise defined in this Ordinance shall have the meanings ascribed to them in the Unified Development Ordinance.

- 2.1 Underlying Zoning District: The Zoning District of the Unified Development Ordinance that shall govern the development of this District and its various subareas, as set forth in Section 4 of this Ordinance.

Section 3. Concept Plan. The Concept Plan, attached hereto as **Exhibit B**, is hereby incorporated in accordance with Article 10.9(F)(2) Planned Unit Development Districts; PUD District Ordinance Requirements; Concept Plan. The Real Estate shall be developed in substantial compliance with the Concept Plan.

Temporary Concept Plan: In the event the adjacent segment of Tournament Trail is not available at the time of developing the Real Estate, the Temporary Concept Plan, attached hereto and incorporated as **Exhibit C**, may be used in lieu of the Concept Plan found in **Exhibit B**. However, at the time the adjacent segment of Tournament Trail segment is constructed and the parcel adjacent to and east of the Real Estate is substantially developed, as determined by the Director, the site layout, including but not limited to site access, shall be reconstructed/improved in a manner that is in substantial compliance with **Exhibit B**. All expenses associated with making these improvements shall be borne by the Property Owner. These improvements shall be installed at the same time as Tournament Trail construction, or if subsequent to construction, within six (6) months of formal notice by the Economic and Community Development Department.

East Cross-Access: Vehicular cross-access easement(s) to the east ("East Cross-Access") shall be provided. Such easement(s) shall be provided in accordance with the commitment agreement found in **Exhibit F** of this Ordinance and shall be developed in substantial compliance with Exhibit "2" of **Exhibit F**, as determined by the Director.

The East Cross-Access easements shall be provided in accordance with *Article 6.14, G9*. All expenses associated with making these improvements shall be borne by the Property Owner, unless otherwise agreed by the parties. These improvements shall be installed at the same time as the adjacent parking lot construction, or if subsequent to construction, within six (6) months of formal notice by the Economic and Community Development Department.

Section 4. **Underlying Zoning District(s).** The Underlying Zoning District of this District shall be the GB: General Business District. The US Highway 31 Overlay District (Article 5.2) shall not apply to the Real Estate. The State Highway 32 Overlay District (Article 5.3) shall apply to the development of the Real Estate, except as otherwise modified herein.

Section 5. **Permitted Uses.** All uses permitted in the Underlying Zoning District, as set forth in Chapter 4 and Chapter 13, shall be permitted.

Section 6. **General Regulations.** The standards of Chapter 4: Zoning Districts, as applicable to the Underlying Zoning District, shall apply to the development of the District, except as otherwise modified herein or superseded by the State Highway 32 Overlay District.

Section 7. **State Highway 32 Overlay District.** The standards of Article 5.3: State Highway 32 Overlay District (the "SR32 Overlay District") shall apply to the development of the Real Estate, except as otherwise modified below.

7.1 Article 5.3(J) Building Size Requirements: Shall apply; however, a minimum seven hundred (700) square foot outdoor seating area, as depicted in the Concept Plan, shall be credited toward this requirement.

7.2 Article 5.3(K) Architectural Design Requirements: Shall apply. In addition, the following shall apply:

A. Character Exhibit. The Character Exhibit, attached hereto as **Exhibit D**, is hereby incorporated as a compilation of images designed to capture the intended quality of structures to be constructed in the District. Although the exhibits do not necessarily represent the final design or specify a required architectural style or element, they do hereby establish a benchmark for the quality and appearance of structures that are permitted to be constructed and that contribute to the District's intent and vision.

Section 8. **Development Standards.** The standards of Chapter 6: Development Standards shall apply to the development of the District, except as otherwise modified below.

8.1 Article 6.1, H. Dumpster Enclosure: Shall apply, except that the dumpster may be located within an Established Front Yard, Side Yard, or Rear Yard, as depicted in **Exhibit B** and **Exhibit C**.

8.2 Article 6.8 Landscaping Standards: Shall apply, except as otherwise modified below:

A. Landscape Plan: The Landscaping Plan, attached hereto as **Exhibit E**, is hereby incorporated as the intended planting plan for the Real Estate.

B. Article 6.8 (N) Buffer Yard Requirements: Shall not apply to the north, west or east property lines.

C. Article 6.8(O)(1) Interior Parking Area Landscaping: Shall apply; however, the minimum Interior Parking Area Landscaping for the Real Estate shall be nine hundred (900) square feet, which shall be landscaped with a minimum aggregate of five (5) trees and twenty (20) shrubs.

D. Article 6.8(O)(2) Perimeter Parking Area Landscaping: Shall apply, except as otherwise modified below:

a. In the event Tournament Trail is not available for the initial development of the site and **Exhibit C** is used, the perimeter parking lot landscaping required along the north property line shall not be required until the Tournament Trail extension is constructed. At that time, the Property Owner shall install perimeter parking area landscaping in the south unimproved right of way of Tournament Trail, in coordination with the City.

b. Perimeter Parking Area Landscaping shall not apply to a parking lot(s) located within five (5) feet of the Real Estate's eastern lot line.

Section 9. **Infrastructure Standards.** The District's infrastructure shall comply with the Unified Development Ordinance and the City's Construction Standards (see *Chapter 7: Subdivision Regulations*), unless otherwise approved by the Plan Commission or Department of Public Works in consideration to the preservation of the natural topography and environment and in consideration to the unique design intent of the District.

Section 10. **Design Standards.** The standards of Chapter 8: Design Standards shall apply to

the development of the District, except as otherwise modified below:

- A. Easements: Cross-access across the Real Estate to the eastern property line shall be established at the time of Secondary Plat approval, as set forth in the Rezoning Commitments attached hereto as **Exhibit F** and Section 3 above.

ALL OF WHICH IS ORDAINED/RESOLVED THIS ____ DAY OF _____, 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark Keen

Mark Keen

Mark Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify under the penalties for perjury that I have exercised reasonable care to redact all social security numbers from this document unless required by law. Joseph D. Calderon

I hereby certify that **ORDINANCE 15-44** was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 15-44**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 15-44**
this _____ day of _____, 2016.

J. Andrew Cook, Mayor

This document prepared by: Joseph D. Calderon, Bose McKinney & Evans LLP, 111 Monument
Circle, Suite 2700, Indianapolis, IN 46204

SCHEDULE OF EXHIBITS

Exhibit A	Real Estate (Legal Description)
Exhibit B	Concept Plan
Exhibit C	Temporary Concept Plan
Exhibit D	Character Exhibit
Exhibit E	Landscaping Plan
Exhibit F	Commitments

EXHIBIT A

Legal Description of the Culver's Sun Park PUD District Real Estate

PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 19 NORTH, RANGE 3 EAST IN HAMILTON COUNTY, INDIANA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID QUARTER QUARTER SECTION; THENCE ALONG THE SOUTH LINE THEREOF NORTH 89 DEGREES 42 MINUTES 22 SECONDS WEST 576.00 FEET; THENCE PARALLEL WITH THE EAST LINE OF SAID QUARTER QUARTER SECTION NORTH 00 DEGREES 46 MINUTES 41 SECONDS EAST 30.00 FEET TO THE POINT OF BEGINNING; THENCE PARALLEL WITH THE SOUTH LINE OF SAID QUARTER QUARTER SECTION NORTH 89 DEGREES 42 MINUTES 22 SECONDS WEST 180.01 FEET TO THE EASTERLY RIGHT OF WAY LINE OF AN ACCESS ROAD; THENCE ALONG SAID EASTERLY LINE NORTH 44 DEGREES 27 MINUTES 51 SECONDS WEST 28.16 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 41 SECONDS EAST 295.01 FEET; THENCE SOUTH 89 DEGREES 42 MINUTES 22 SECONDS EAST 200.01 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 41 SECONDS WEST 315.01 FEET TO THE PLACE OF BEGINNING.

EXCEPT:

A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 19 NORTH, RANGE 3 EAST, HAMILTON COUNTY, INDIANA, DESCRIBED AS FOLLOWS:

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TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS AS RECORDED IN INSTRUMENT NUMBER 8919077.

ALSO EXCEPT THAT PART CONVEYED TO THE STATE OF INDIANA BY WARRANTY DEED RECORDED JULY, 17, 2007 AS INSTRUMENT NO. 2007040165, DESCRIBED AS FOLLOWS:
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EXHIBIT C
TEMPORARY CONCEPT PLAN

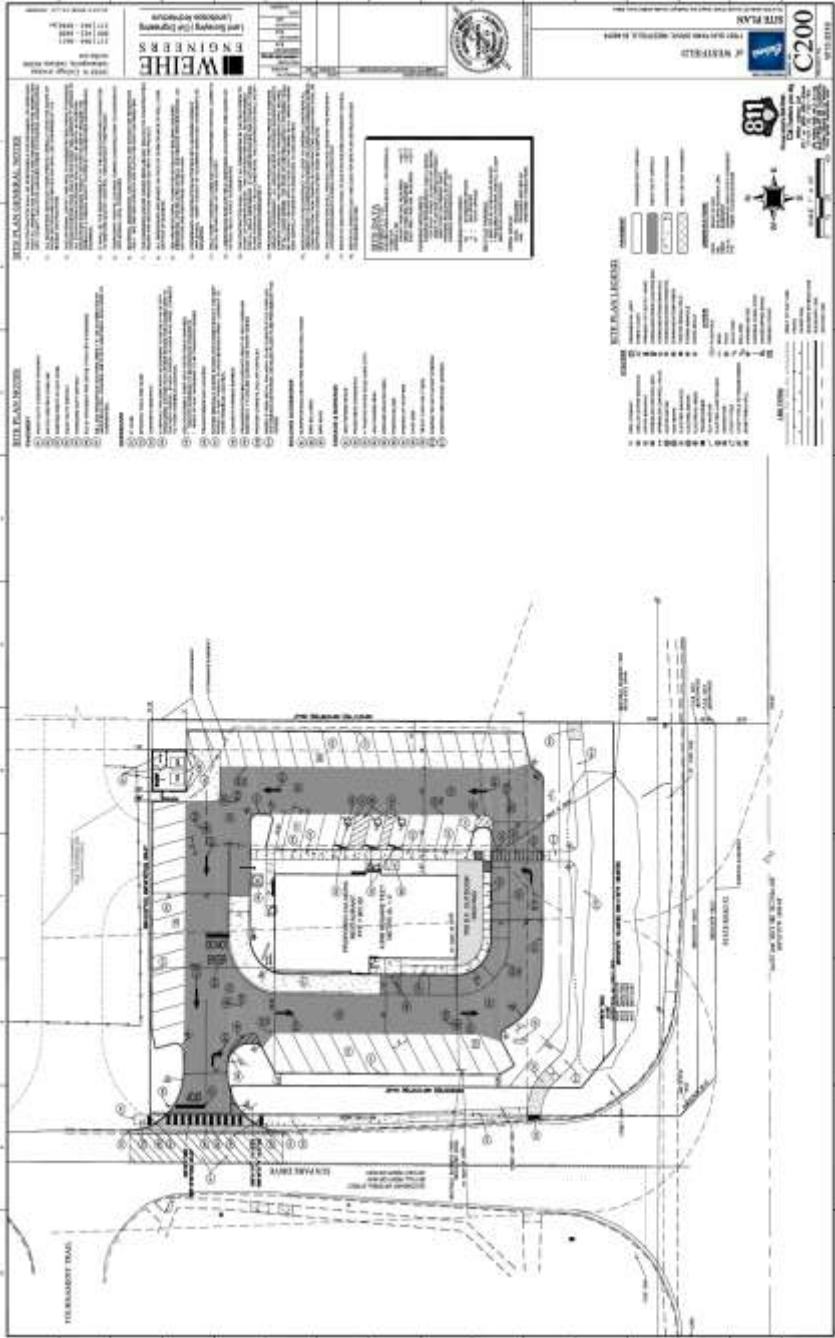


EXHIBIT D
CHARACTER EXHIBIT



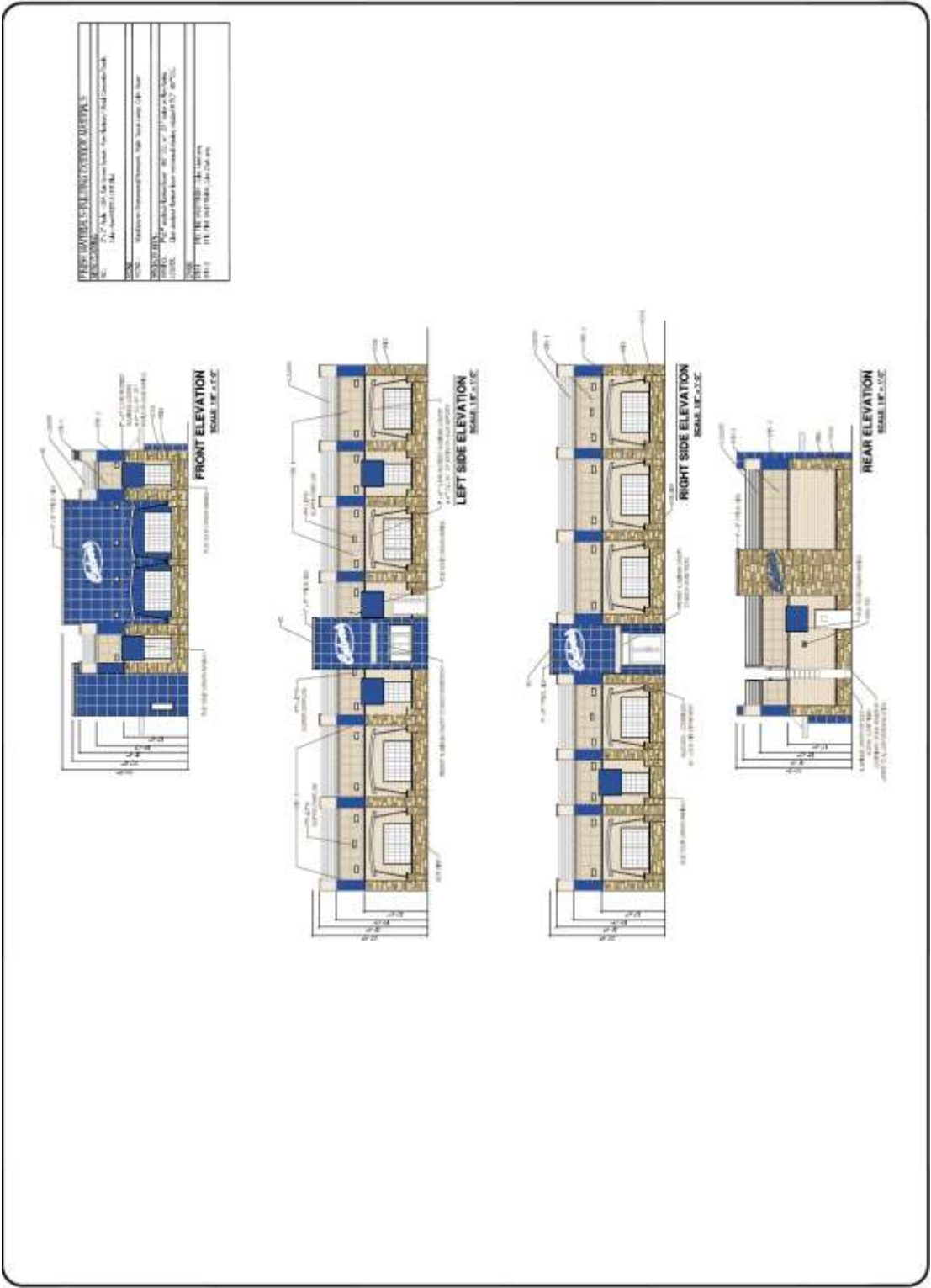


EXHIBIT "F"

**COMMITMENTS CONCERNING THE USE OR DEVELOPMENT OF REAL ESTATE
MADE IN CONNECTION WITH A ZONING MAP CHANGE UNDER
THE CITY OF WESTFIELD, INDIANA UNIFIED DEVELOPMENT ORDINANCE**

In accordance with I.C. 36-7-4-1015, the owner of the real estate located in the City of Westfield, Hamilton County, Indiana, which is described below, makes the following COMMITMENTS concerning the use and development of that parcel of real estate:

LEGAL DESCRIPTION: (See attached description.)

See EXHIBIT "1" ATTACHED HERETO
(the "Subject Property")

STATEMENT OF COMMITMENTS:

- Owner shall grant the owner of the property immediately adjacent to and to the east of the Subject Property (Parcel 0905360000039101) (the "Adjacent Parcel") easements for ingress and egress, in substantially the location(s) shown on Exhibit "2", subject to normal and customary terms agreed to between the respective property owners (the "Cross Access Easement"), so long as: (i) the Cross Access Easement provides the Subject Property with a shared, reciprocal parking easement to park passenger vehicles in the general area shown on Exhibit "2" as "shared parking", such that there will always be spaces secured on the Adjacent Parcel in a number that would at least replace any spaces eliminated from the Subject Property as a result of providing the Cross Access Easement and the same number of spaces available on the Subject Property for the Adjacent Parcel, unless the parties otherwise agree to a different amount of shared parking; and (ii) to the extent allowed by the appropriate governing agencies, there shall be a curb cut onto State Road 32 ("SR 32") on the Adjacent Property or the property adjacent to and to the east of the Adjacent Property (the "32 Curb Cut") and the Subject Property shall have an access easement to allow ingress and egress between the Subject Property and the 32 Curb Cut. The Owner acknowledges that SR 32 is under the jurisdiction of the State of Indiana Department of Transportation and that the City of Westfield does not have exclusive authority over granting curb cuts on SR 32.

These COMMITMENTS shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners of the above-described real estate and other persons acquiring an interest therein. These COMMITMENTS may be modified or terminated by a decision of the City of Westfield made at a public hearing after proper notice has been given.

COMMITMENTS contained in this instrument shall be effective upon the approval of Petition #1512-PUD-28 pursuant to the City of Westfield Unified Development Ordinance, and shall continue in effect until modified or terminated by the City of Westfield – Washington Advisory Plan Commission.

These COMMITMENTS may be enforced by

- 1. The City of Westfield – Washington Advisory Plan Commission; and

The undersigned hereby authorizes the City of Westfield to record these Commitments in the Office of the Recorder of Hamilton County, Indiana, upon final approval of petition # 1512-PUD-28.

IN WITNESS WHEREOF, owner has executed this instrument this _____ day of _____, 2016
CUSTARD KINGS, INC.

By: _____
Printed: _____
Title: _____

(Acknowledgment)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____, the _____ of Custard Kings, Inc., an Indiana corporation, Owner(s) of the real estate described above, who acknowledged the execution of the foregoing instrument for and on behalf of said corporation.

Witness my hand and Notarial Seal this _____ day of _____, 2016

Signature _____

Printed _____

County of Residence _____

My Commission expires: _____

This instrument was prepared by Joseph D. Calderon, Bose McKinney & Evans LLP, 111 Monument Circle, Suite 2700 Indianapolis, Indiana, 46204

I affirm, under penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Joseph D. Calderon, Esq.

EXHIBIT 1

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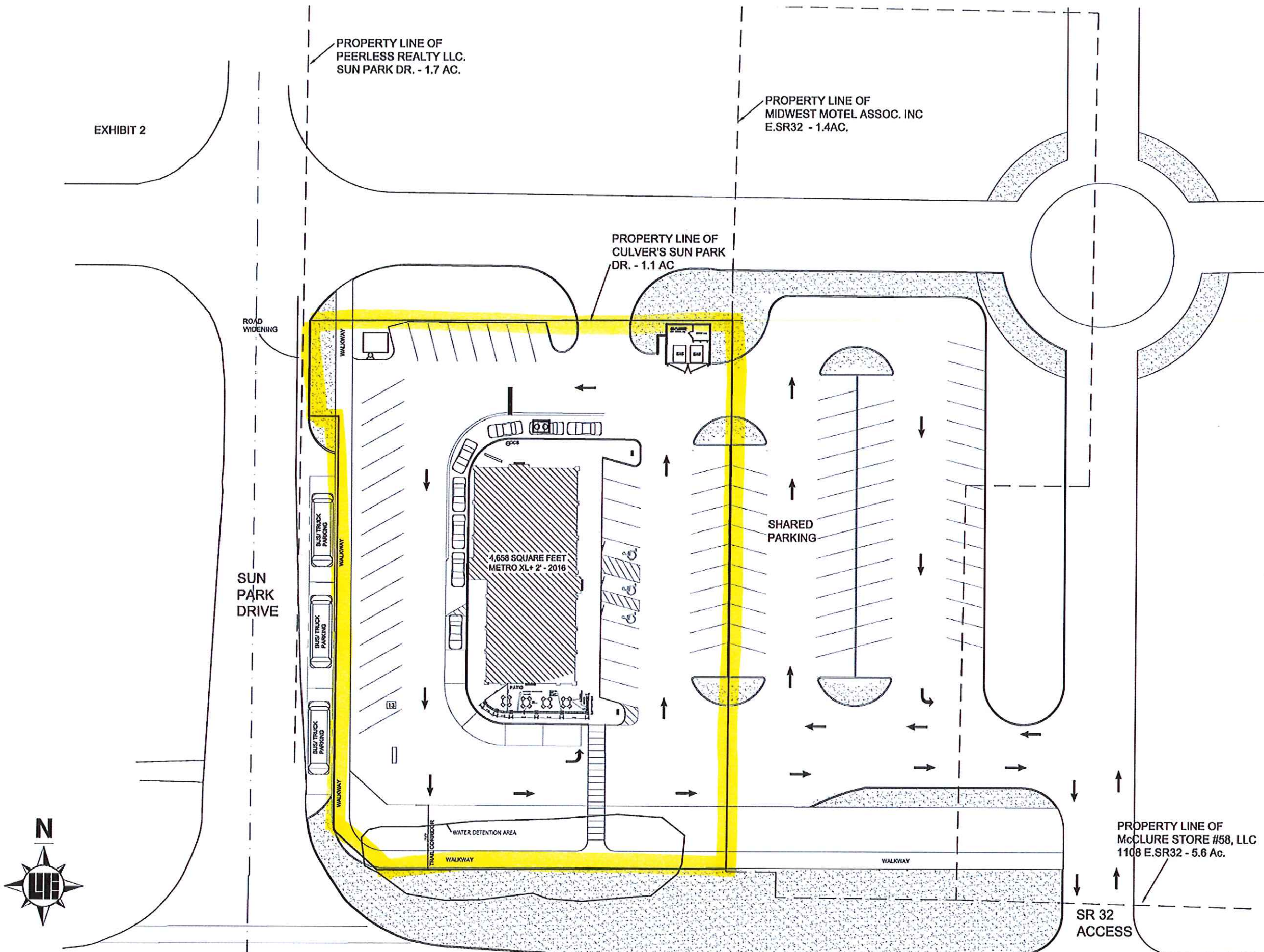
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EXHIBIT 2



CONCEPTUAL FUTURE SITE PLAN - CULVER'S METRO XL + 2'

STATE ROAD 32

SCALE: 1/32" = 1'-0"

NOTE -- The bus parking and shared parking areas depicted on this plan are conceptual and do not constitute entitlement.



Westfield City Council Report

Ordinance Number:	15-44
APC Petition Number:	1512-PUD-28
Subject Site Address:	<i>Northeast corner of S.R. 32 and Sun Park Drive</i>
Petitioner:	Custard Kings, Inc. by Bose McKinney & Evans LLP
Requested Action:	Petitioner requests a change of zoning of approximately 1.11 acres+/- from the EI: Enclosed Industrial District to the Culver's Sun Park PUD District.
Current Zoning	EI: Enclosed Industrial District; State Road 32 Overlay District; and, U.S. 31 Overlay District
Current Land Use:	Vacant
Approximate Acreage:	1.11 acres+/-
Exhibits:	1. Staff Report 2. Location Map 3. Site Plans 4. Building Character Exhibit 5. Landscaping Plan 6. Conceptual Future Site Plan 5. Culver's Sun Park PUD Ordinance, Ord. 15-44
Prepared By:	Kevin M. Todd, AICP

PETITION HISTORY

This petition was introduced at the November 9, 2015 City Council meeting. The petition received a public hearing at the December 7, 2015 Advisory Plan Commission (the "APC") meeting. The APC forwarded this petition with a favorable recommendation (Vote: 8-0) at its February 1, 2016 meeting. This petition is eligible for adoption consideration at the February 8, 2016 Council meeting.

PROCEDURAL

Public Hearing: Changes in zoning are required to be considered at a public hearing by the APC. The public hearing for this petition was held at the December 7, 2015 meeting. Notice of the public hearing was provided in accordance with Indiana law and the APC's Rules of Procedure.

Statutory Considerations:

Indiana Code 36-7-4-603 states that in the consideration of zoning ordinance amendments and zone map changes that reasonable regard shall be paid to:

1. The Comprehensive Plan.
2. Current conditions and the character of current structures and uses.
3. The most desirable use for which the land is adapted.
4. The conservation of property values throughout the jurisdiction.
5. Responsible growth and development.

PROJECT OVERVIEW

Location: This subject property (the "Property") is approximately 1.11 acres +/- in size and is located at the northeast corner of State Road 32 and Sun Park Drive (see Exhibit 2). The Property is currently zoned EI: Enclosed Industrial District and it falls within the State Highway 32 Overlay District and the U.S. 31 Overlay District.

Project Overview: The Petitioner is requesting a change of zoning to a commercial Planned Unit Development (PUD) District to be known as "Culver's Sun Park PUD" (the "Proposal"). The Proposal defaults to the City's GB: General Business District standards and the State Road 32 Overlay District standards, with a few modifications. The U.S. 31 Overlay standards would not apply to the Property. The Proposal includes a provision that allows at least 700 square feet of outdoor seating area to count towards meeting the State Highway 32 Overlay District's minimum building square footage requirement of 5,000 square feet. The Proposal also includes modifications to interior parking lot landscaping, perimeter parking lot landscaping, and buffer yard landscaping requirements.

The PUD Ordinance includes a building character exhibit which demonstrates a minimum quality and appearance of structures within the project.

Comprehensive Plan: The 2015 Grand Junction Sub-District Addendum to the Westfield-Washington Township Comprehensive Plan (the "Gateway Sub-District Plan") establishes a detailed vision and recommendations for the Gateway area of the community (the four corners of the intersection of U.S. 31 and State Road 32). The general vision is to develop each of the four corners with substantial building height and massing, so as to create a new skyline and dynamic "front door" for the City of Westfield. The Gateway Sub-District Plan encourages each quadrant be planned in its entirety to better ensure the overall vision is realized – however, it is acknowledged that planning/developing in this manner may not always be possible. The Culver's Sun Park PUD proposal is for a small portion of the larger Northwest Quadrant of the Gateway Sub-District. The remainder of the Northwest Quadrant is under the ownership of multiple entities, and incorporating those properties into the Culver's plan was not feasible at the time of filing.

The proposed development of the Property, together with the future extension of Tournament Trail to the east, would not prevent the remainder of the Northwest Quadrant from developing in a manner that is consistent with the Gateway Sub-District Plan.

MODIFICATIONS SINCE THE COUNCIL INTRODUCTION

1. Building Architecture. As a result of APC feedback, the architectural features were enhanced on the building and applied to all four (4) facades of the building.
2. Outdoor Seating. As a result of APC feedback, the outdoor seating area includes an architecturally-consistent half-wall around the perimeter of the seating area. The originally-proposed pergola has been removed from the project due to architectural compatibility concerns.
3. Site Access. The subject property is a small piece of the larger northwest quadrant of the Gateway Sub-District. The Gateway Sub-District Plan envisions developing (or at least planning for) the entire quadrant at once. The Culver's Sun Park PUD project is the first new project in this quadrant, and is ready to develop prior to plans being developed for the rest of the quadrant. Therefore, in an effort to protect the vision of the Gateway Sub-District, the Department has worked with the petitioner to consider how the Culver's site fits into the larger vision for the quadrant, and planned for future cross-access with the adjacent property to the east. As a result, the Culver's Sun Park PUD Ordinance has been modified to include a number of different requirements and criteria that when executed and constructed, would result in the site looking and feeling like it has been a part of the overall development of the quadrant all along.

The modified language in the PUD Ordinance includes triggers for certain site access improvements, and it allows for the exclusion of certain landscaping requirements so that the ultimate build-out and site connections can be achieved in the future. The modifications also include a conceptual future site plan, depicting how the adjacent property could possibly develop in the future and fit together with the Culver's site. Please note that only the Culver's site is the subject of this petition, and the inclusion of adjacent property on a concept plan does not entitle the adjacent property. This plan was merely used as an aid in considering and describing the need for future cross-access and shared parking opportunities.

RECOMMENDATIONS / ACTIONS

APC Recommendation

At its February 1, 2016, meeting, the APC forwarded a favorable recommendation of this change in zoning request, with written commitments, to the Council (Vote of: 8 in favor, 0 opposed).

City Council

Introduction: November 9, 2015

Eligible for Adoption: February 8, 2016

Submitted by: Kevin M. Todd, Senior Planner
Economic and Community Development Department

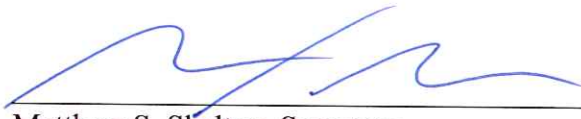
**WESTFIELD-WASHINGTON TOWNSHIP ADVISORY
PLAN COMMISSION CERTIFICATION**

The Westfield-Washington Township Advisory Plan Commission held a public hearing on Monday, December 7, 2015 to consider an amendment to the Zoning Map and Westfield-Washington Township Unified Development Ordinance. Notice of the public hearing was advertised and noticed in accordance with Indiana law and the Advisory Plan Commission's Rules of Procedure. Notice was shown to have been published in a newspaper of general circulation in Hamilton County, Indiana. The petition is as follows:

Docket No.	1512-PUD-28
Ordinance No.	15-44
Petitioner	Custard Kings, Inc.
Site Address	Northeast corner of S.R. 32 and Sun Park Drive
Description	Petitioner requests a change of zoning of approximately 1.11 acres+/-from the EI: Enclosed Industrial District to the Culver's Sun Park PUD District.

On February 1, 2016, a motion was made and passed to send a favorable recommendation of the change in zoning request, with written commitments, to the City Council (Vote: 8 in favor, 0 opposed).

The above-mentioned proposal and the Advisory Plan Commission's recommendation thereof are hereby certified.



Matthew S. Skelton, Secretary

February 2, 2016

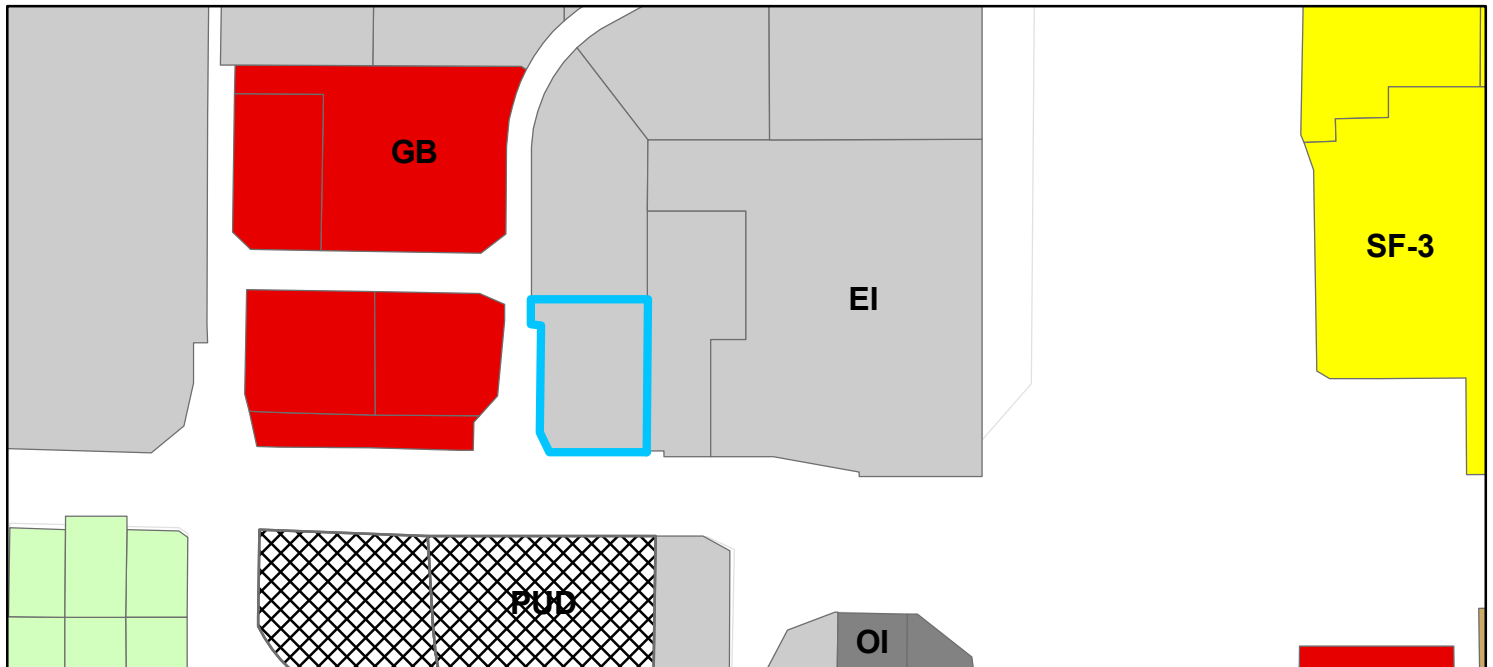
Date

Aerial Location Map

 Site



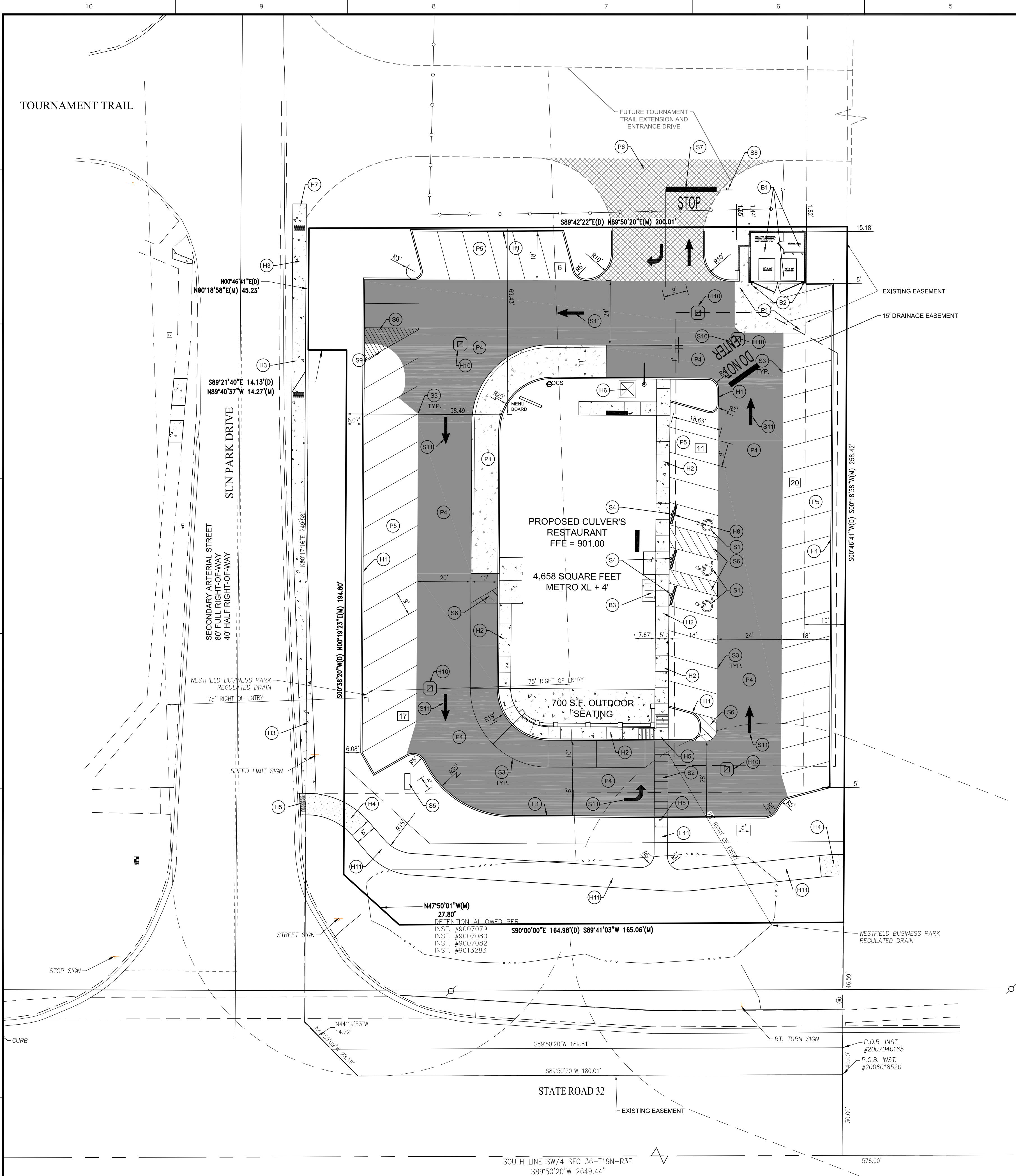
Zoning Map



Zoning

	AG-SF1 (Agriculture - Single Family - 1)		GB (General Business)		PUD (Planned Unit Development)
	EI (Enclosed Industrial)		MF-1 (Multiple Family - 1)		SF-3 (Single Family - 3)
			OI (Open Industrial)		

LOCATION: IN 2015 W 150316 Engineering design/analysis with Tournament Trail W 150316-C200 Title.dwg
DATE/TIME: December 15, 2015 - 11:23am
PLOTTER: ecbf



SITE PLAN NOTES

PAVEMENT

- P1 HEAVY DUTY CONCRETE PAVEMENT
- P2 MATCH EXISTING CURB LINE
- P3 EXISTING RIGHT OF WAY CURB
- P4 HEAVY DUTY ASPHALT
- P5 STANDARD DUTY ASPHALT
- P6 R.O.W. PAVEMENT PER DETAIL P-3 IN CITY STANDARDS.
- P7 MILL AND RESURFACE SUN PARK DRIVE 1", OR AS DIRECTED BY WESTFIELD DPW, CONFIRM LIMITS WITH WESTFIELD DPW PRIOR TO COMMENCING.

HARDSCAPE

- H1 6" CURB
- H2 INTEGRAL WALK AND CURB
- H3 CONCRETE SIDEWALK
- H4 8" ASPHALT WALKING PATH ACCORDING TO DETAIL P-16 OF CITY STANDARDS. EXTEND PATH WHERE SHOWN FOR CONNECTION TO THE NEXT PARCEL. IF NEXT PARCEL PLACES PATH FIRST, CONNECT TO THEIR TERMINUS LOCATION.
- H5 ADA ACCESSIBLE RAMP WITH DETECTABLE WARNING.
 - * PRIVATE WARNINGS TO BE GROOVED CONCRETE
 - * RIGHT OF WAY WARNINGS TO BE TRUNCATED DOMES
- H6 TRANSFORMER PAD LOCATION
- H7 EXTEND SIDEWALK WHERE SHOWN FOR CONNECTION TO THE NEXT PARCEL. IF NEXT PARCEL PLACES SIDEWALK FIRST, CONNECT TO THEIR TERMINUS LOCATION.
- H8 CONCRETE PARKING BARRIER
- H9 TRANSITION STANDING CURB INTO RIGHT OF WAY CURB AND MAINTAIN A 1" FLOWLINE ACROSS THE ENTRY DRIVES.
- H10 PROVIDE CONCRETE COLLAR FOR INLET
- H11 RAISED 8" WIDE METAL WALKWAY TO BE CONSTRUCTED THROUGH THE EXISTING DETENTION. DETAILED PLANS TO BE PROVIDED BY THE OWNER.

BUILDING ACCESSORIES

- B1 DUMPSTER ENCLOSURE PER ARCHITECTURAL PLANS
- B2 PIPE BOLLARDS
- B3 BIKE RACK

SIGNAGE & MARKINGS

- S1 ADA PARKING SPACE
- S2 PEDESTRIAN CROSSWALK
- S3 4" PAINTED WHITE SOLID LINES (TYP)
- S4 ADA PARKING SIGN
- S5 GROUND MOUNTED SIGN
- S6 PAINTED ISLAND
- S7 PAINTED 24" STOP BAR
- S8 STOP SIGN
- S9 "RIGHT TURN ONLY" SIGN
- S10 PAINTED "DO NOT ENTER" STRIPING
- S11 PAINTED DIRECTIONAL MARKING

SITE PLAN GENERAL NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING, OR VERIFYING THAT ALL PERMITS AND APPROVALS ARE OBTAINED FROM THE RESPECTIVE CITY, COUNTY, AND STATE AGENCIES PRIOR TO STARTING CONSTRUCTION.
- ALL QUANTITIES GIVEN ON THESE PRINTS, VERBALLY OR IN THE SCOPE OF WORK SECTION ARE ESTIMATES AND SHALL BE CONFIRMED BY THE BIDDING CONTRACTORS.
- OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS FOR EXCAVATIONS: FINAL RULE 29 CFR PART 1926, SUBPART "P" APPLIES TO ALL EXCAVATIONS EXCEEDING FIVE (5) FEET IN DEPTH. IN ADDITION, EXCAVATION EXCEEDING TWENTY (20) FEET IN DEPTH REQUIRE THE DESIGN OF A TRENCH SAFETY SYSTEM BY A REGISTERED PROFESSIONAL ENGINEER.
- IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND CONTRACTOR TO MAINTAIN QUALITY CONTROL THROUGHOUT THIS PROJECT.
- TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION TO CONFORM TO APPLICABLE LOCAL STANDARDS.
- BEARINGS, DIMENSIONS, AND EASEMENTS ARE SHOWN FOR REFERENCE ONLY. SEE RECORD SURVEYS AND PLATS FOR EXACT INFORMATION.
- THE ENGINEER AND/OR OWNER DISCLAIM ANY ROLE IN THE CONSTRUCTION MEANS AND METHODS ASSOCIATED WITH THE PROJECT.
- ALL DIMENSIONS ARE BASED ON FACE OF CURB OR BACK OF ROLL CURB OR FACE OF BUILDING.
- SEE ARCHITECTURAL PLANS FOR DETAILS OF BUILDING, BUILDING DIMENSIONS, ATM RELATED DETAILS, AND SIGNAGE SPECIFICATIONS. DO NOT STAKE BUILDING FROM THESE PLANS.
- COORDINATE CONSTRUCTION ACTIVITIES WITH ADJOINING WORK IF APPLICABLE. VERIFY EXTENT OF ADJOINING WORK AND COORDINATE AS REQUIRED.
- FIELD VERIFY EXISTING CURBS AND TAPER PROPOSED VERTICAL CURBS TO MATCH WITHIN A MIN. OF THREE (3) FEET.
- ± DIMENSIONS INDICATE FIELD DIMENSION ADJUSTMENT AREA BASED ON ACTUAL FIELD LAYOUT COORDINATES.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD DIMENSIONS. IF ANY DISCREPANCIES ARE FOUND IN THESE PLANS FROM ACTUAL FIELD CONDITIONS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.
- PROVIDE SMOOTH TRANSITION FROM NEWLY PAVED AREAS TO EXISTING AREAS AS NECESSARY. ALL AREAS WHERE PROPOSED PAVEMENT MEETS EXISTING PAVEMENT, THE EXISTING EDGE OF PAVEMENT SHALL BE FREE OF ALL LOOSE DEBRIS. THE EDGE OF EXISTING ASPHALT PAVEMENT SHALL BE PROPERLY SEALED WITH A TACK COAT MATERIAL IN ALL AREAS WHERE NEW ASPHALT PAVEMENT IS INDICATED TO JOIN EXISTING.
- RESURFACE OR RECONSTRUCT AT LEAST TO ORIGINAL CONDITIONS ALL AREAS WHERE THE EXISTING PAVEMENT OR LAWNS ARE DAMAGED DURING CONSTRUCTION FROM TRAFFIC BY CONTRACTORS, SUBCONTRACTORS, OR SUPPLIERS AFTER CONSTRUCTION WORK IS COMPLETE.
- THE CONTRACTOR SHALL PROTECT AND NOT DESTROY THE PROPERTY CORNER MONUMENTS DURING CONSTRUCTION.
- REFER TO ARCHITECTURAL PLANS FOR BUILDING ACCESSORY DETAILS.
- REFER TO SHEETS C201 AND C202 FOR SITE PLAN DETAILS UNLESS OTHERWISE NOTED.

SITE DATA

SITE AREA = 1.11 AC
BUILDING AREA = 4658 (BLDG.) + 700 (PERGOLA)
= 5358 S.F.
ZONING = GB
FRONT YARD BSL REQUIRED = 60 FT
REAR YARD BSL REQUIRED = 20 FT
EAST SIDE YARD BSL REQUIRED = 20 FT

PARKING REQUIRED:
PARKING REQUIREMENT: ONE (1) SPACE
FOR EACH THREE (3) SEATS OF SERVING
AREA, PLUS ONE (1) SPACE FOR EACH
EMPLOYEE ON PRIMARY SHIFT
PARKING REQUIRED = 50 SPACES
PARKING DIMENSIONS = 9' x 18'

PARKING PROVIDED:
51 - STANDARD SPACES
3 - ADA SPACES
54 - TOTAL SPACES

BICYCLE PARKING:
1 BIKE PER 30 VEHICULAR SPACES
1 REQUIRED FOR SITE. INSTALL 3 LOOP
BIKE RACK WHERE SHOWN

OPEN SPACE:
20.0% REQUIRED
29% PROVIDED (BEFORE 30'
GREENBELT DEDICATION)

SITE PLAN LEGEND

- UTILITIES
 - FIRE HYDRANT
 - CHILLED WATER MANHOLE
 - WATER MANHOLE
 - SPRINKLER CONTROL BOX
 - SPRINKLER CONTROL VALVE
 - WATER METER
 - GAS METER
 - ELECTRIC MANHOLE
 - ELECTRIC METER
 - ELECTRIC RISER
 - TRANSFORMER
 - GUY ANCHOR
 - ELECTRIC JUNCTION BOX
 - GENERATOR
 - UTILITY POLE
 - UTILITY POLE W/ TRANSFORMER
 - MONITORING WELL
- OTHER
 - FLAG POLE
 - SIGN
 - POST
 - GATE POST
 - BOLLARD
 - PARKING METER
 - PARKING WHEEL STOP
 - HANDICAPPED SPACE
 - PARKING COUNT
- ORNAMENTAL LIGHT
- STREET LIGHT
- PARKING LOT LIGHT (1 HEAD)
- COMMUNICATIONS JUNCTION BOX
- COMMUNICATIONS MANHOLE
- COMMUNICATIONS PEDESTAL
- COMMUNICATIONS RISER
- TRAFFIC SIGNAL POLE
- STORM MANHOLE
- DOWN SPOUT

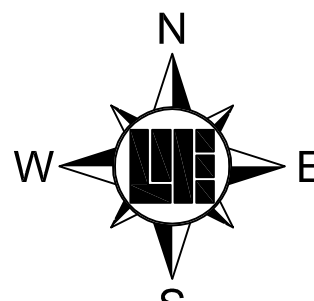
- LINE TYPES
 - RIGHT OF WAY LINE
 - FENCE
 - GUARD RAIL
 - BUILDING SETBACK LINE
 - BOUNDARY LINE
 - SECTION LINE

PAVEMENT

- STANDARD DUTY ASPHALT
- HEAVY DUTY ASPHALT
- CONCRETE PAVEMENT
- RIGHT OF WAY PAVEMENT

ABBREVIATIONS

- ROW RIGHT OF WAY
- BSL BUILDING SETBACK LINE
- EASEMENT
- D.&U.E. DRAINAGE AND UTILITY EASEMENT
- FFE FINISH FLOOR ELEVATION



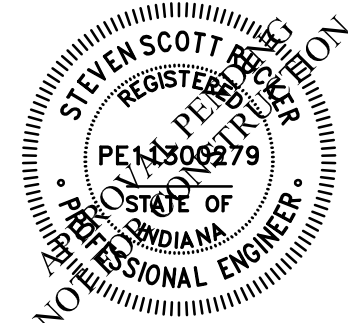
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317 | 843 - 0546 fax
ALLAN H. WEIHE, P.E., L.S. - FOUNDER

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Land Surveying | Civil Engineering
Landscape Architecture

PROJECT NO.: W15.0316
DWG NAME: W150316-C200 Title.dwg
DISK NAME: W150316-C200
DRAWN BY: RLW
CHECKED BY: BAS
DATE: 10-16-2015

DATE: 10-16-2015
BY: BAS

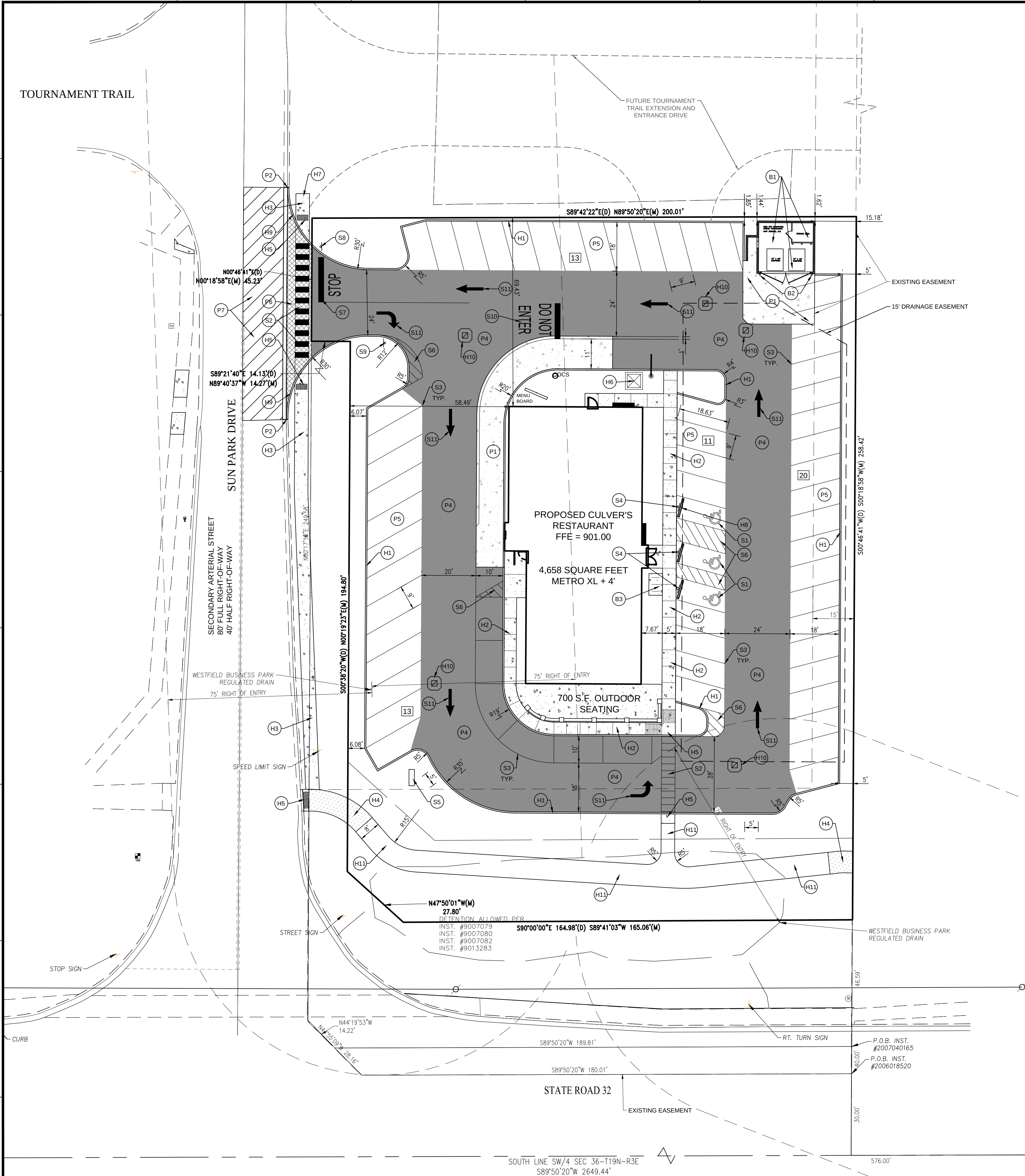
REVISIONS AND ISSUES
SUBMITTED FOR COUNTY SURVEYOR REVIEW



STEVEN SCOTT RUCKER P.E. 11390279

PREPARED FOR: of WESTFIELD
17651 SUN PARK DRIVE, WESTFIELD, IN 46074
SHEET NO. C200
PROJECT NO. W15.0316

LOCATION: H:\2015\W150316\Engineering\design\coronet\W150316-C200 site.dwg
DATE/TIME: December 11, 2015 - 7:38am
PLOTTER: b7i_ehobf



SITE PLAN NOTES

PAVEMENT

- P1 HEAVY DUTY CONCRETE PAVEMENT
- P2 MATCH EXISTING CURB LINE
- P3 EXISTING RIGHT OF WAY CURB
- P4 HEAVY DUTY ASPHALT
- P5 STANDARD DUTY ASPHALT
- P6 R.O.W. PAVEMENT PER DETAIL P-3 IN CITY STANDARDS.
- P7 MILL AND RESURFACE SUN PARK DRIVE 1-1/2" OR AS DIRECTED BY WESTFIELD DPW. CONFIRM LIMITS WITH WESTFIELD DPW PRIOR TO COMMENCING.

HARDSCAPE

- H1 6" CURB
- H2 INTEGRAL WALK AND CURB
- H3 CONCRETE SIDEWALK
- H4 8" ASPHALT WALKING PATH ACCORDING TO DETAIL P-16 OF CITY STANDARDS. EXTEND PATH WHERE SHOWN FOR CONNECTION TO THE NEXT PARCEL. IF NEXT PARCEL PLACES PATH FIRST, CONNECT TO THEIR TERMINUS LOCATION.
- H5 ADA ACCESSIBLE RAMP WITH DETECTABLE WARNING.
 - * PRIVATE WARNINGS TO BE GROOVED CONCRETE
 - * RIGHT OF WAY WARNINGS TO BE TRUNCATED DOMES
- H6 TRANSFORMER PAD LOCATION
- H7 EXTEND SIDEWALK WHERE SHOWN FOR CONNECTION TO THE NEXT PARCEL. IF NEXT PARCEL PLACES SIDEWALK FIRST, CONNECT TO THEIR TERMINUS LOCATION.
- H8 CONCRETE PARKING BARRIER
- H9 TRANSITION STANDING CURB INTO RIGHT OF WAY CURB AND MAINTAIN A 1" FLOWLINE ACROSS THE ENTRY DRIVES.
- H10 PROVIDE CONCRETE COLLAR FOR INLET
- H11 RAISED 8" WIDE METAL WALKWAY TO BE CONSTRUCTED THROUGH THE EXISTING DETENTION. DETAILED PLANS TO BE PROVIDED BY THE OWNER.

BUILDING ACCESSORIES

- B1 DUMPSTER ENCLOSURE PER ARCHITECTURAL PLANS
- B2 PIPE BOLLARDS
- B3 BIKE RACK

SIGNAGE & MARKINGS

- S1 ADA PARKING SPACE
- S2 PEDESTRIAN CROSSWALK
- S3 4" PAINTED WHITE SOLID LINES (TYP)
- S4 ADA PARKING SIGN
- S5 GROUND MOUNTED SIGN
- S6 PAINTED ISLAND
- S7 PAINTED 24" STOP BAR
- S8 STOP SIGN
- S9 "RIGHT TURN ONLY" SIGN
- S10 PAINTED "DO NOT ENTER" STRIPING
- S11 PAINTED DIRECTIONAL MARKING

SITE PLAN GENERAL NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING, OR VERIFYING THAT ALL PERMITS AND APPROVALS ARE OBTAINED FROM THE RESPECTIVE CITY, COUNTY, AND STATE AGENCIES PRIOR TO STARTING CONSTRUCTION.
- ALL QUANTITIES GIVEN ON THESE PRINTS, VERBALLY OR IN THE SCOPE OF WORK SECTION ARE ESTIMATES AND SHALL BE CONFIRMED BY THE BIDDING CONTRACTORS.
- OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS FOR EXCAVATIONS: FINAL RULE 29 CFR PART 1926, SUBPART "P" APPLIES TO ALL EXCAVATIONS EXCEEDING FIVE (5) FEET IN DEPTH. IN ADDITION, EXCAVATION EXCEEDING TWENTY (20) FEET IN DEPTH REQUIRE THE DESIGN OF A TRENCH SAFETY SYSTEM BY A REGISTERED PROFESSIONAL ENGINEER.
- IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND CONTRACTOR TO MAINTAIN QUALITY CONTROL THROUGHOUT THIS PROJECT.
- TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION TO CONFORM TO APPLICABLE LOCAL STANDARDS.
- BEARINGS, DIMENSIONS, AND EASEMENTS ARE SHOWN FOR REFERENCE ONLY. SEE RECORD SURVEYS AND PLATS FOR EXACT INFORMATION.
- THE ENGINEER AND/OR OWNER DISCLAIM ANY ROLE IN THE CONSTRUCTION MEANS AND METHODS ASSOCIATED WITH THE PROJECT.
- ALL DIMENSIONS ARE BASED ON FACE OF CURB OR BACK OF ROLL CURB OR FACE OF BUILDING.
- SEE ARCHITECTURAL PLANS FOR DETAILS OF BUILDING, BUILDING DIMENSIONS, ATM RELATED DETAILS, AND SIGNAGE SPECIFICATIONS. DO NOT STAKE BUILDING FROM THESE PLANS.
- COORDINATE CONSTRUCTION ACTIVITIES WITH ADJOINING WORK IF APPLICABLE. VERIFY EXTENT OF ADJOINING WORK AND COORDINATE AS REQUIRED.
- FIELD VERIFY EXISTING CURBS AND TAPER PROPOSED VERTICAL CURBS TO MATCH WITHIN A MIN. OF THREE (3) FEET.
- ± DIMENSIONS INDICATE FIELD DIMENSION ADJUSTMENT AREA BASED ON ACTUAL FIELD LAYOUT COORDINATES.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD DIMENSIONS. IF ANY DISCREPANCIES ARE FOUND IN THESE PLANS FROM ACTUAL FIELD CONDITIONS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.
- PROVIDE SMOOTH TRANSITION FROM NEWLY PAVED AREAS TO EXISTING AREAS AS NECESSARY. ALL AREAS WHERE PROPOSED PAVEMENT MEETS EXISTING PAVEMENT, THE EXISTING EDGE OF PAVEMENT SHALL BE FREE OF ALL LOOSE DEBRIS. THE EDGE OF EXISTING ASPHALT PAVEMENT SHALL BE PROPERLY SEALED WITH A TACK COAT MATERIAL IN ALL AREAS WHERE NEW ASPHALT PAVEMENT IS INDICATED TO JOIN EXISTING.
- RESURFACE OR RECONSTRUCT AT LEAST TO ORIGINAL CONDITIONS ALL AREAS WHERE THE EXISTING PAVEMENT OR LAWNS ARE DAMAGED DURING CONSTRUCTION FROM TRAFFIC BY CONTRACTORS, SUBCONTRACTORS, OR SUPPLIERS AFTER CONSTRUCTION WORK IS COMPLETE.
- THE CONTRACTOR SHALL PROTECT AND NOT DESTROY THE PROPERTY CORNER MONUMENTS DURING CONSTRUCTION.
- REFER TO ARCHITECTURAL PLANS FOR BUILDING ACCESSORY DETAILS.
- REFER TO SHEETS C201 AND C202 FOR SITE PLAN DETAILS UNLESS OTHERWISE NOTED.

SITE DATA

SITE AREA = 1.11 AC
BUILDING AREA = 4658 (BLDG.) + 700 (PERGOLA)
= 5358 S.F.
ZONING = GB
FRONT YARD BSL REQUIRED = 60 FT
REAR YARD BSL REQUIRED = 20 FT
EAST SIDE YARD BSL REQUIRED = 20 FT

PARKING REQUIRED:
PARKING REQUIREMENT: ONE (1) SPACE FOR EACH THREE (3) SEATS OF SERVING AREA, PLUS ONE (1) SPACE FOR EACH EMPLOYEE ON PRIMARY SHIFT
PARKING REQUIRED = 50 SPACES
PARKING DIMENSIONS = 9' x 18'

PARKING PROVIDED:
54 - STANDARD SPACES
3 - ADA SPACES
57 - TOTAL SPACES

BICYCLE PARKING:
1 BIKE PER 30 VEHICULAR SPACES
1 REQUIRED FOR SITE. INSTALL 3 LOOP BIKE RACK WHERE SHOWN

OPEN SPACE:
20.0% REQUIRED
29% PROVIDED (BEFORE 30' GREENBELT DEDICATION)

SITE PLAN LEGEND

- UTILITIES
 - FIRE HYDRANT
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 - WATER MANHOLE
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 - SPRINKLER CONTROL VALVE
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PAVEMENT

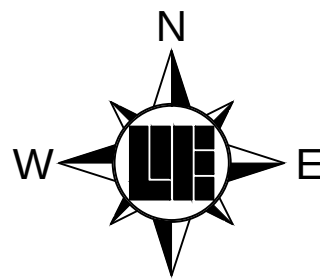
- STANDARD DUTY ASPHALT
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ABBREVIATIONS

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- BSL BUILDING SETBACK LINE
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- FFE FINISH FLOOR ELEVATION

LINE TYPES

- RIGHT OF WAY LINE
- FENCE
- GUARD RAIL
- BUILDING SETBACK LINE
- BOUNDARY LINE
- SECTION LINE



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WEIHE ENGINEERS
Land Surveying | Civil Engineering
Landscape Architecture

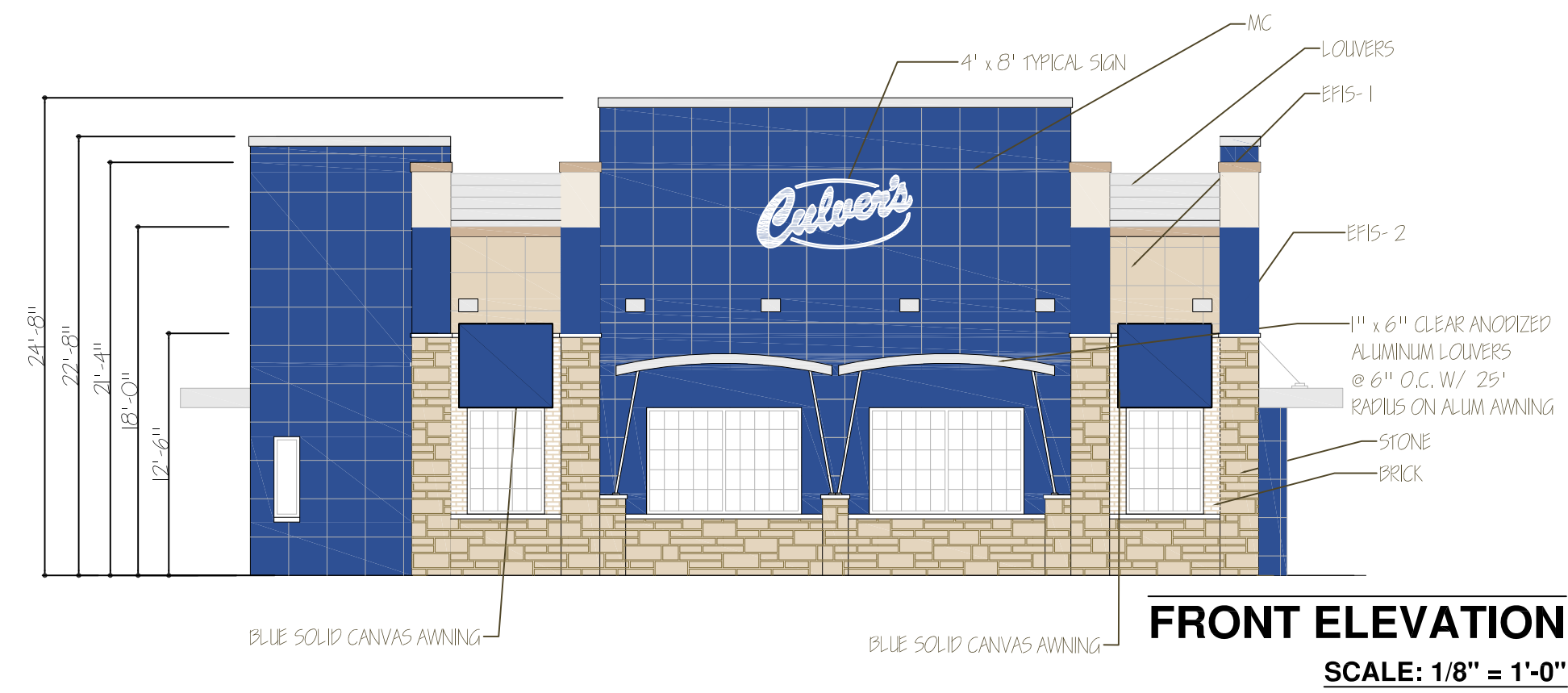
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DWG NAME: W150316-C200 site.dwg
DESIGNED BY: RLW
DRAWN BY: RLW
CHECKED BY: BBS
DATE: 10.10.2015

REVISIONS AND ISSUES

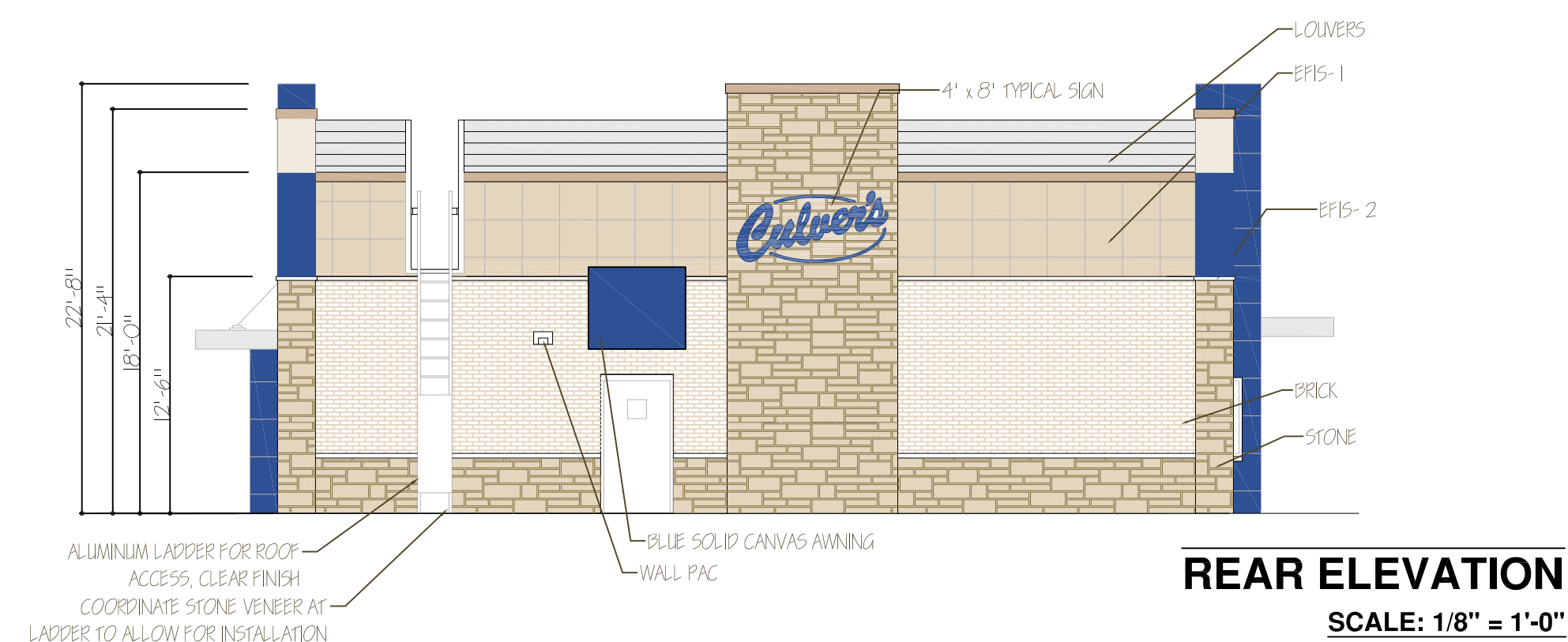
DATE	BY	DESCRIPTION
10.10.2015	BBS	SUBMITTED FOR COUNTY SURVEYOR REVIEW

STEVEN SCOTT RUCKER P.E. 11300279
REGISTERED PROFESSIONAL ENGINEER
PE 11300279
STATE OF INDIANA
NO. 11300279

PREPARED FOR:
of WESTFIELD
17651 SUN PARK DRIVE, WESTFIELD, IN 46074
SHEET NO.
C200
PROJECT NO.
W15.0316



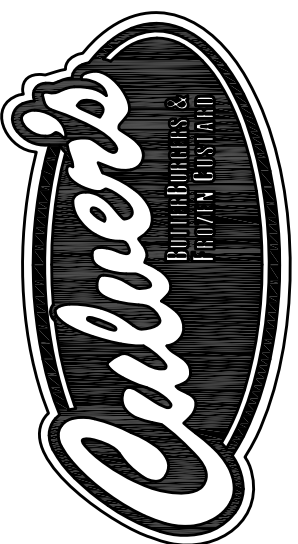
FINISH MATERIALS-BUILDING EXTERIOR MATERIALS	
METAL CLADDING:	
MC:	2'x 2' Apolic - USA Rain Screen System, 4mm Aluminum/ Metal Composite Panels, Color: 4mmAHYB3.5 HYB Blue
STONE	
STONE :	Manufacturer: Environmental Stonework, Style: Tuscan Ledge, Color: Aspen
SPECIALTY METAL:	
AWNING:	1"x6"1" anodized Aluminum lower @ 6" O.C. w/ 25" radius on Alum Awning
LOUVER:	Clear anodized Aluminum lower mechanical shading, rotated @ 30° @ 6" O.C.
OTHER:	
EP15-1	EP15, FINE SAND FINISH , Color: Light grey
EP15-2	EP15, FINE SAND FINISH, Color: Dark grey



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**Culver Franchising
System, Inc.
1240 Water Street
Prairie du Sac, WI 53578
608-643-7980**



CULVER FRANCHISING SYSTEM, INC.
333 W 4th STREET, MARION, IN 46952
NEW CULVER'S
0 SUN PARK DRIVE, WESTFIELD, IN 46952

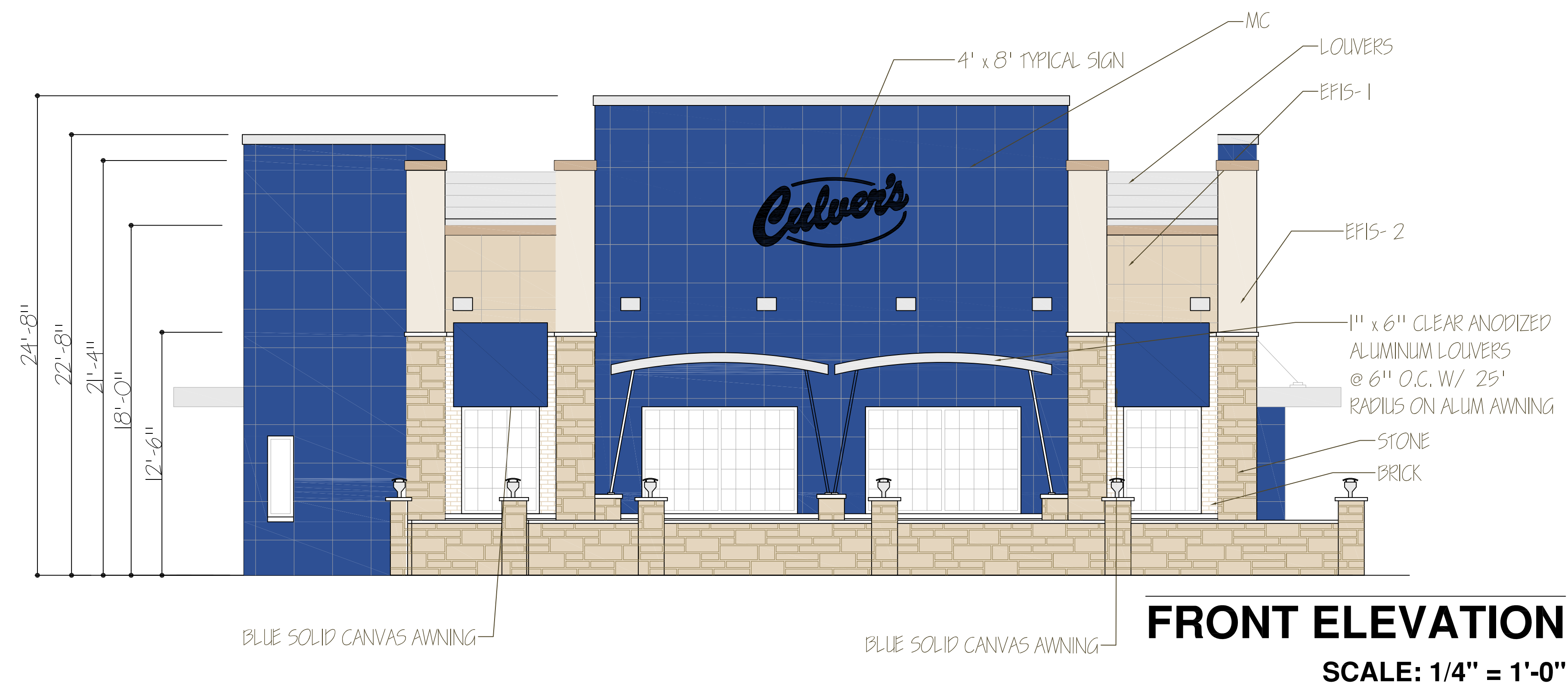
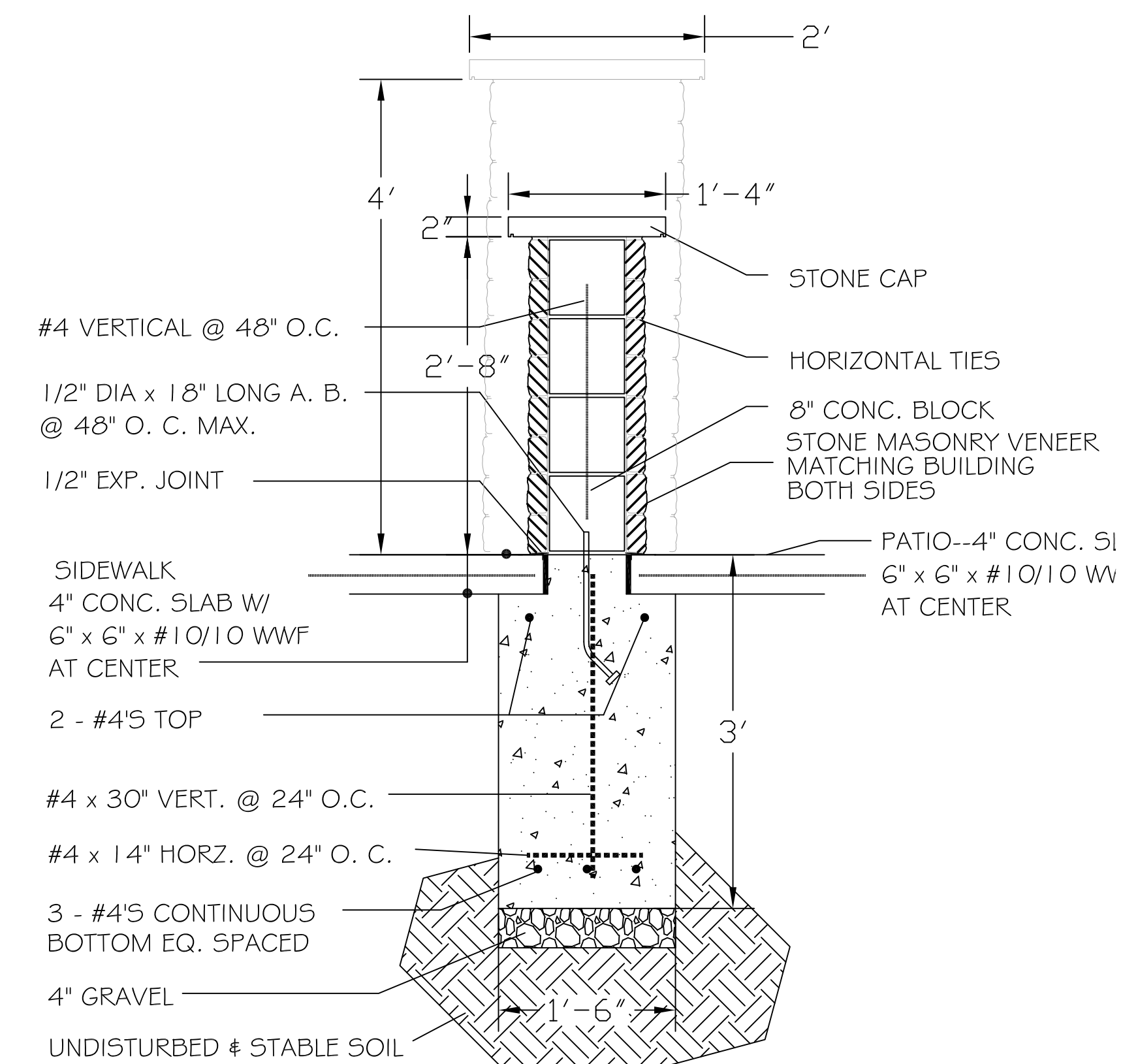
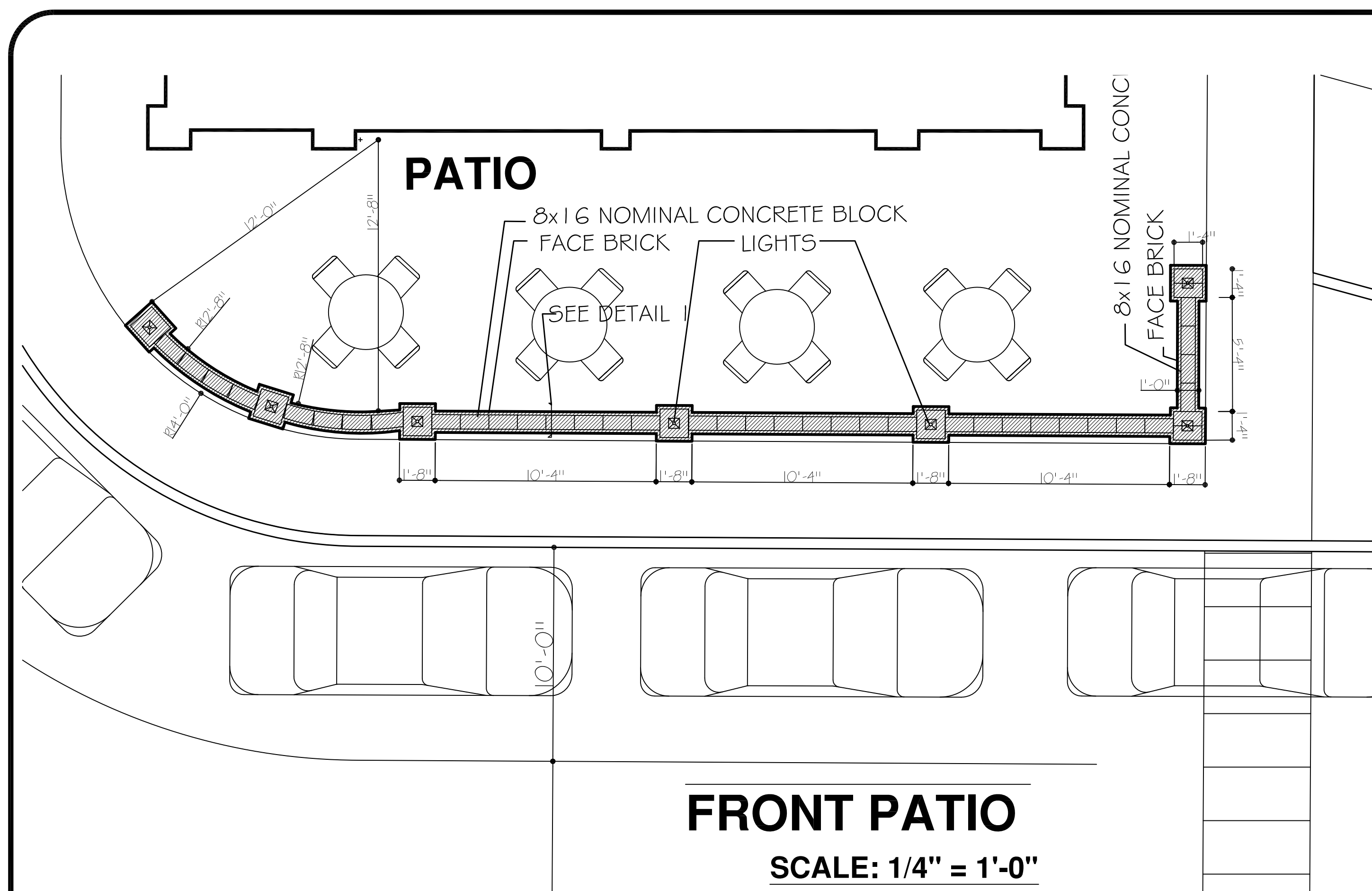
Sheet Contents:

EXT. ELEV'S

Project No.	Metro XL - 2016
Drawn By:	S. Datka
Date:	Dec 01, 2015

Sheet

A-3



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**Culver Franchising
System, Inc.**
1240 Water Street
Prairie du Sac, WI 53578
608-643-7980



NEW CULVER'S
0 SUN PARK DRIVE, WESTFIELD, IN 46952

Sheet Contents:

PATIO DETAIL

Subject No.	Metro XL - 2016
Drawn By:	S. Datka
Date:	Dec 01, 2015

meet

A-3A

LOCATION: H:\2016\150316\Engineering\design\counsel\150316-L101 landscape_memo.dwg
DATE/TIME: January 29, 2016 - 2:55pm
PLOTTER: sheet1

TOURNAMENT TRAIL

SUN PARK DRIVE

WESTFIELD BUSINESS PARK
REGULATED DRAIN
75' RIGHT OF ENTRY

STATE ROAD 32

LANDSCAPE PLAN NOTES

1. SOD- ALL SOD SHALL BE CERTIFIED GRADE CULTIVATED GRASS SOD OF "ADVENTURE BLEND" TURF TYPE TALL FESCUE (BY GENERAL CONTRACTOR)
2. LANDSCAPE BED EDGE (TYP.)
3. MULCH

WESTFIELD REQUIRED NOTES

1. ALL STREET TREES ARE TO MATCH THE CURRENT CITY OF WESTFIELD MASTER TREE LIST.
2. STREET TREES SHALL NOT BE WITHIN 4 FEET OF ANY PAVEMENT.
3. THERE SHALL BE NO TREES WITHIN 30 FEET OF ANY STORM SEWER INCLUDING SSD.

LEGEND

	CLEAR SIGHT TRIANGLE
	SYMBOL
	QUANTITY
	PLANTING AREA
F = FOUNDATION PLANTINGS	
PI = INTERIOR PARKING LOT	
PP = PERIMETER PARKING LOT	
NA = NOT REQUIRED BY ZONING	
ST = STREET FRONTAGE PLANTINGS	

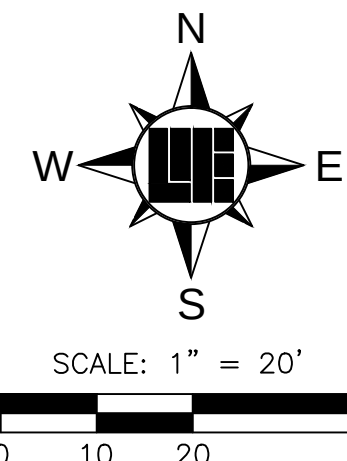
GENERAL NOTES

1. IN CASE OF DISCREPANCIES BETWEEN THE PLAN AND THE PLANT LIST, THE PLAN SHALL DICTATE. IF IN QUESTION, CONTACT THE LANDSCAPE DESIGNER.
2. ALL SHRUBS PLANTING AREAS TO BE COVERED WITH 4" THICK LAYER OF SHREDDED HARDWOOD BARK MULCH. ALL GROUND COVER BEDS SHALL BE COVERED WITH 1" SHREDDED HARDWOOD BARK MULCH. BARK MULCH SHALL BE APPROVED BY LANDSCAPE DESIGNER AND SHALL BE UNIFORM IN TEXTURE AND COLOR AND SHALL BE OBTAINED FROM SAWMILL OR LUMBERING OPERATIONS. NO UTILITY MULCH OR PROCESSED TREE TRIMMINGS WILL BE ALLOWED.
3. AN APPROVED PRE-EMERGENT HERBICIDE SHALL BE APPLIED IN ALL PLANTING AND GROUND COVER BEDS AT RATES SPECIFIED BY MANUFACTURER FOR EACH VARIETY OF PLANT.
4. FINAL PLACEMENT OF PLANT MATERIALS, ETC. SHALL BE APPROVED BY LANDSCAPE DESIGNER BEFORE PLANTING OPERATIONS ARE TO PROCEED. ALL TREE LOCATIONS SHALL BE MARKED WITH A WOODED STAKE INDICATING VARIETY AND SIZE OF TREE. ALL GROUND COVER AND MULCH BED LINES SHALL BE MARKED BY A HIGHLY VISIBLE PAINT LINE WITH OCCASIONAL WOOD STAKES FOR REFERENCE. ALL STAKES SHALL BE REMOVED FOLLOWING PLANTINGS OPERATIONS. LANDSCAPE DESIGNER RESERVES THE RIGHT TO ADJUST PLANT LOCATIONS ON SITE.
5. NO SUBSTITUTIONS OF PLANT MATERIAL WILL BE ALLOWED. IF PLANTS ARE SHOWN TO BE UNAVAILABLE, THE CONTRACTOR SHALL NOTIFY LANDSCAPE DESIGNER PRIOR TO BID DATE IN WRITING. ALL PLANTS SHALL BE INSPECTED AND TAGGED WITH PROJECT IDENTIFICATION AT NURSERY OR CONTRACTORS OPERATION PRIOR TO MOVING TO JOB SITE. PLANTS MAY ALSO BE INSPECTED AND APPROVED OR REJECTED ON THE JOB SITE.
6. ALL PLANTS ARE TO MEET OR EXCEED AMERICAN STANDARDS FOR NURSERY STOCK, LATEST EDITION, AS SET FORTH BY AMERICAN ASSOCIATION OF NURSERYMEN.
7. PLANTS AND ALL OTHER MATERIALS TO BE STORED ON SITE WILL BE PLACED WHERE THEY WILL NOT CONFLICT WITH CONSTRUCTION OPERATIONS AND AS DIRECTED BY OWNER.
8. ALL NEW LANDSCAPE PLANTINGS SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FOLLOWING FINAL INSPECTION BY LANDSCAPE DESIGNER. AT THE END OF THIS PERIOD, PLANT MATERIAL TERMED DEAD OR UNSATISFACTORY BY LANDSCAPE DESIGNER SHALL BE REPLACED AT NO ADDITIONAL CHARGE BY THE LANDSCAPE CONTRACTOR.
9. THE LANDSCAPE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS AND FEES THAT MAY BE REQUIRED FOR HIS PORTION OF WORK.
10. PEAT MOSS TO BE USED ON PROJECT SHALL BE A DOMESTIC OR IMPORTED MATERIAL, CHOCOLATE BROWN IN COLOR AND COMPOSED OF PARTIALLY DECOMPOSED VEGETABLE MATERIAL. PEAT MOSS TO ALSO BE MILDLY ACIDIC IN CHARACTER AND SHALL MEET APPROVAL OF LANDSCAPE DESIGNER.
11. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE DESIGNER IN WRITING PRIOR TO BID DATE OF ANY PLANTS THAT HE FEELS MAY NOT SURVIVE IN LOCATIONS NOTED.
12. ALL LANDSCAPING PLANTINGS TO BE MAINTAINED FOR 1 YEAR FOLLOWING TURNOVER. MAINTENANCE TO INCLUDE WATERING, WEEDING, CULTIVATION, MULCHING, MOWING AND ALL OTHER NECESSARY OPERATIONS REQUIRED FOR PROPER ESTABLISHMENT OF PLANTINGS. NOTE: AT END OF MAINTENANCE PERIOD, CONTRACTOR TO REMOVE GUYING AND STAKING FROM TREES.
13. CONTRACTOR TO SUBMIT UNIT PRICES ON EVERY TYPE OF WORK AS REQUESTED BY LANDSCAPE DESIGNER.
14. BACKFILL FOR TREE AND SHRUB PLANTING SHALL BE 75% APPROVED TOPSOIL AND 25% APPROVED PEAT MOSS. TOP LAYER OF BACKFILL SHALL BE 100% EXISTING TOPSOIL. A 5-10-5 ANALYSIS SLOW RELEASE FERTILIZER SHALL BE INCORPORATED INTO BACKFILL AT APPROVED RATES.
15. PROVIDE MINIMUM 4" PLANTING SOIL IN ALL GROUND COVER AND FLOWER AREAS WITH MIXTURE COMPRISING OF ONE PART COMMERCIAL GRADE "POTTING SOIL", 5 PARTS TOPSOIL, AND 4 PARTS PEAT MOSS. A FULL 4" LAYER OF APPROVED SHREDDED FIBROUS PEAT MOSS MAY BE USED IN LIEU OF PLANTING MIX.
16. PLANTS SHALL BEAR A TAG SHOWING GENUS, SPECIES AND VARIETY.
17. PLANTS SHALL BE CERTIFIED BY THE STATE OF INDIANA DEPARTMENT OF NATURAL RESOURCES AND FREE FROM DISEASE OR HAZARDOUS INSECTS.
18. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL EXISTING UTILITIES PERTAINING TO THEIR PHASE OF WORK. UTILITIES ARE SHOWN TO BE APPROXIMATE. CALL UTILITY LOCATE PRIOR TO ANY PLACEMENT OF PLANT MATERIAL OR OTHER LANDSCAPE MATERIAL.
19. CONTRACTOR TO REVIEW AND VERIFY ALL STABILIZATION REQUIREMENTS AS SHOWN IN THE SWPPP PORTION OF THE CONSTRUCTION PLANS.

PLANT SCHEDULE									
PLAN KEY	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY	ROOT CONDITION	ON CENTER	SPECIAL INSTRUCTIONS	MATURE SIZE	
CANOPY DECIDUOUS TREES									
AR	ACER RUBRUM	RED MAPLE	2 1/2"	3	X	SEE PLAN		50T x 40W	
GIS	GLEDITSIA TRIACANTHOS INERMIS 'SKYCOLE'	SKYLINE HONEYLOCUST	2 1/2"	2	X	SEE PLAN		40T x 30W	
LT	LIRODENDRON TULPIFERA	TULIP TREE	2 1/2"	2	X	SEE PLAN		70T x 40W	
ORNAMENTAL UNDERSTORY TREES									
AgF	ACER GINNALA 'FLAME'	AMUR MAPLE	1 1/2"	2	X	SEE PLAN	MULTI BRANCH	17T x 17W	
AgA	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	1 1/2"	5	X	SEE PLAN		20T x 20W	
DECIDUOUS SHRUBS									
CaC	CLETHRA ALNIFOLIA 'CRYSTALLINA'	SUGARTINA SUMMERSWEET	#3	21		X	SEE PLAN	MIN 18"	5T x 5W
CJ	CALLICARPA JAPONICA	JAPANESE BEAUTYBERRY	#3	7		X	SEE PLAN	MIN 18"	7T x 7W
PIG	POTENTILLA FRUTICOSA 'GOLDFINGER'	GOLDFINGER POTENTILLA	#2	22		X	SEE PLAN	MIN 18"	3T x 3W
SpM	SYRINGA PATULA 'MISS KIM'	MISS KIM LILAC	#2	6		X	SEE PLAN	MIN 18"	8T x 8W
EVERGREEN SHRUBS									
BM	BUXUS MICROPHYLLA	LITTLELEAF BOXWOOD	18"	19	X		SEE PLAN	MIN 18"	3T x 3W
CoN	CHAMAECYPARIS OBTUSA 'NANA'	HINKO CYPRESS	18"	16	X		SEE PLAN	MIN 18"	2.5T x 2.5W
IgC	ILEX GLABRA 'COMPACTA'	COMPACT HOLLY	18"	40	X		SEE PLAN	MIN 18"	3T x 5W
TmD	TAXUS X MEDIA 'DENSIFORMIS'	DENSE YEW	18"	24	X		SEE PLAN	MIN 18"	3.5T x 5W
ToH	THUJA OCCIDENTALIS 'HOLMSTRUP'	HOLMSTRUP ARBORVITAE	18"	5	X		SEE PLAN	MIN 18"	5T x 4W
ORNAMENTAL GRASSES									
LS	LIROPE SPICATA 'SILVER DRAGON'	SILVER DRAGON LILYTURF	#1	223		X	12" OC	X	1T x 1W
PvN	PANICUM VIRGATUM 'NORTHWIND'	NORTHWIND SWITCHGRASS	#1	12		X	SEE PLAN	X	5T x 2W
PERENNIALS									
ArC	AJUGA REPTANS 'CHOCOLATE CHIP'	BUGLEWEED	2 25/32" DIVCS	169		X	16" OC	X	4T x 16W
AnP	ASTER NOVI-ANGIAE 'PURPLE DOME'	PURPLE DOME NEW ENGLAND ASTER	#1	36		X	2.5" OC	X	2T x 3W
CM	COREOPSIS 'MOONBEAM'	MOONBEAM TICKSEED	#1	83		X	18" OC	X	18T x 2W

LANDSCAPE ORDINANCE REQUIREMENTS

MUNICIPALITY REQUIREMENTS	REQUIRED	PROVIDED
CHAPTER 5.3 - SR 32 OVERLAY - 30' WIDE TRAIL CORRIDOR ALONG SR 32 - 3 SHADE TREES AND 1 ORNAMENTAL TREE PER 100 LINEAR FEET - LANDSCAPING SHALL BE COUNTED TOWARD MEETING LANDSCAPING STANDARDS AS IF THE TRAIL CORRIDOR WERE PART OF THE ADJACENT LOT BEING DEVELOPED.	(165' ±) - 5 SHADE TREES - 2 ORNAMENTAL TREES	- 5 SHADE TREES - 2 ORNAMENTAL TREES
CHAPTER 6.8 K. LOT LANDSCAPING REQUIREMENTS - 10 SHADE TREES, 10 ORNAMENTAL OR EVERGREEN TREES, AND 25 SHRUBS PER ACRE. - ALL OTHER REQUIRED PLANTINGS FOR THIS LOT MAY BE COUNTED TOWARD THE LOT LANDSCAPING REQUIREMENT.	(1.11 AC ±) - 11 SHADE TREES - 11 ORNAMENTAL OR EVERGREEN TREES (REDUCED PER PUD) - 25 SHRUBS	- 11 SHADE TREES (INCLUDES FUTURE PLANTINGS ALONG TOURNAMENT TRAIL) - 7 ORNAMENTAL TREES (REDUCED PER PUD) - 25 SHRUBS
CHAPTER 6.8 L. FOUNDATION PLANTINGS - 1 SHRUB OR ORNAMENTAL TREE PER 12 LINEAL FEET ALONG FRONT BUILDING FACADE. - PLANTINGS REQUIRED INTERMITTENTLY AGAINST EXPANSES OVER 80' OF BUILDING FACADES OR FENCES. - MUST BE PLANTED WITHIN 15' OF BUILDING FACADE AND PLANTED IN BEDS AT LEAST 8" IN WIDTH.	(144' ±) - 12 SHRUBS OR ORNAMENTAL TREES	- 21 SHRUBS
CHAPTER 6.8 M. EXTERNAL STREET FRONTAGE - 3 SHADE OR EVERGREEN TREES, 2 ORNAMENTAL TREES, AND 25 SHRUBS PER 100 LINEAR FEET - MAY BE CREDITED TOWARD PARKING AREA LANDSCAPING IF PARKING AREA LANDSCAPING IS WITHIN 20' OF THE RIGHT-OF-WAY.	SUN PARK DR. (240' ±) - 7 SHADE OR EVERGREEN TREES - 5 ORNAMENTAL TREES - 60 SHRUBS SR 32 (165' ±) - 5 SHADE OR EVERGREEN TREES - 3 ORNAMENTAL TREES - 42 SHRUBS	SUN PARK DR. - NO TREES PER PUD - 60 SHRUBS SR 32 - 5 SHADE TREES - 4 ORNAMENTAL TREES - 42 SHRUBS
CHAPTER 6.8 O. PARKING AREA LANDSCAPING - INTERIOR (PER PUD) - 900 SQUARE FEET OF PARKING SURFACE AREA TO BE LANDSCAPED ISLANDS - ISLANDS TO BE A MINIMUM OF 120 SF AND 7' IN WIDTH - AN AGGREGATE OF 5 TREES AND 20 SHRUBS MUST BE PLANTED - PERIMETER (PER PUD) - APPLIES ONLY WHEN A PARKING LOT IS LOCATED WITHIN AN ESTABLISHED YARD OR IS WITHIN 20' OF A LOT LINE OR RIGHT-OF-WAY LINE - 1 TREE PER 30 LINEAR FEET - 1 SHRUB PER 3 LINEAR FEET - REQUIRED PLANTINGS ALONG THE NORTH PROPERTY LINE ARE NOT TO BE INSTALLED UNTIL THE TOURNAMENT TRAIL EXTENSION IS CONSTRUCTED.	INTERIOR (29,542 SF ±) - 2,798 SF ISLANDS REQUIRED - 1 TREE & 4 SHRUBS PER ISLAND FRONTAGE PERIMETER (135' ±) - 5 TREES - 45 SHRUBS EAST PERIMETER (199' ±) - 7 TREES - 66 SHRUBS NORTH PERIMETER (118' ±) - 4 TREES - 39 SHRUBS	INTERIOR - 914 SF ISLANDS - 5 TREES - 25 SHRUBS FRONTAGE PERIMETER - MET BY EXTERNAL STREET FRONTAGE PLANTINGS EAST PERIMETER - NO TREES PER PUD - NO SHRUBS PER THE CITY OF WESTFIELD NORTH PERIMETER - TO BE INSTALLED WITH FUTURE TOURNAMENT TRAIL IN ROW



PREPARED FOR: **Calver's**

SHEET NO.

L100

PROJECT NO.

W15.0316

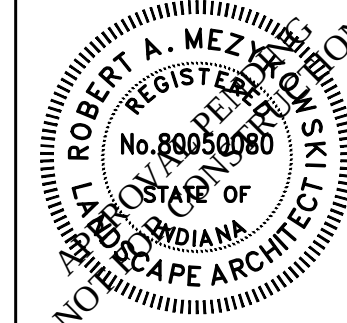
of WESTFIELD

17651 SUN PARK DRIVE, WESTFIELD, IN 46074

LANDSCAPE PLAN

Part of SWM, Section 36, Township 18 North, Range 3 East, Washington Township, Hamilton County, Indiana

ROBERT A. MEZYKOWSKI L.A.80050080

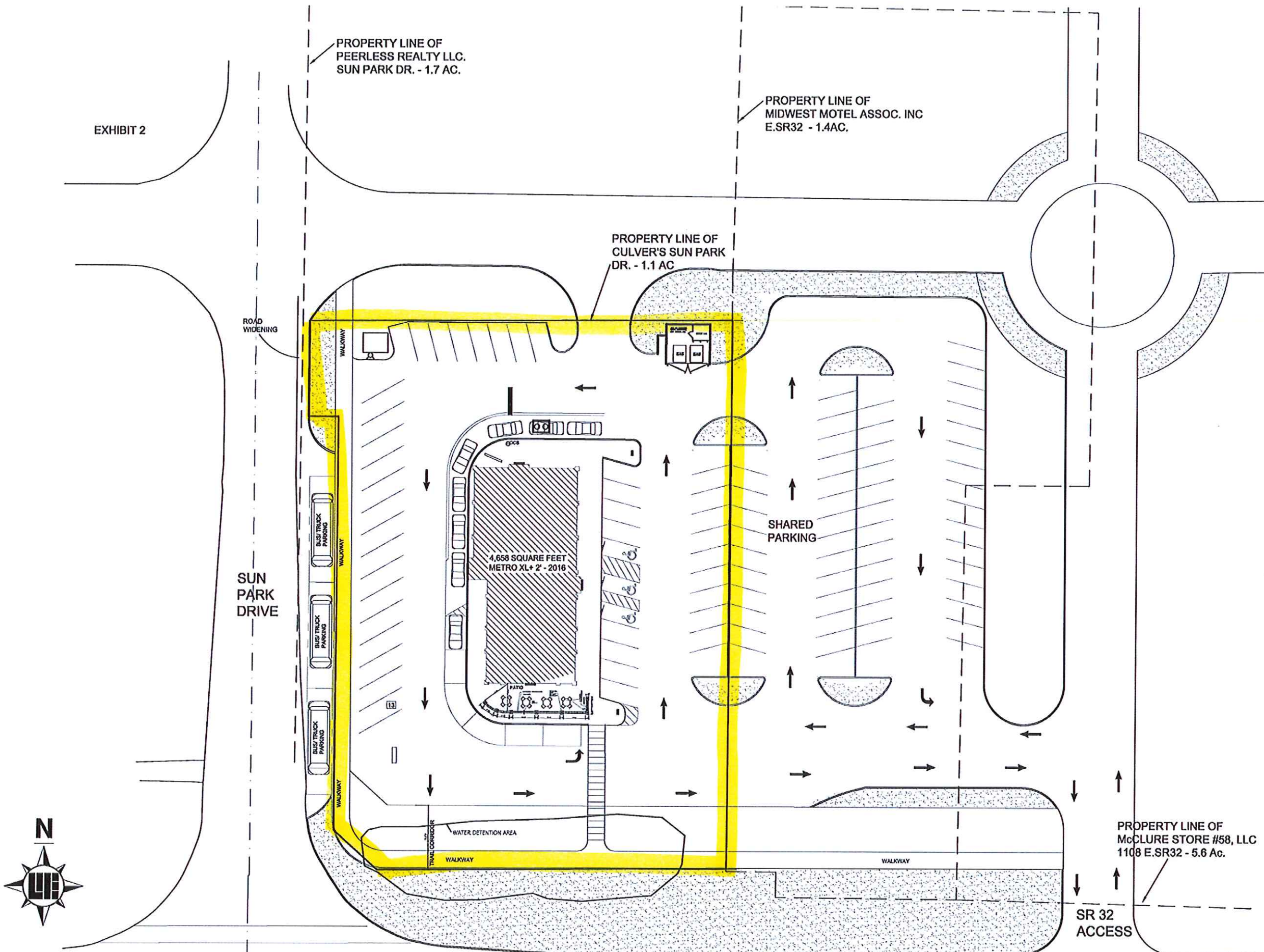


DATE	BY	REVISIONS AND ISSUES
10.18.2016	BJS	SUBMITTED FOR COUNTY SURVEYOR REVIEW
01.29.2016	BJS	ISSUED FOR TAG REVIEW
DATE	BY	REVISIONS AND ISSUES
10.18.2016	BJS	SUBMITTED FOR COUNTY SURVEYOR REVIEW
01.29.2016	BJS	ISSUED FOR TAG REVIEW

DESIGNED BY: RLW	DRAWN BY: RLW	CHECKED BY: BJS	DATE: 01.29.2016
------------------	---------------	-----------------	------------------

WEIHE ENGINEERS
Land Surveying/Civil Engineering
Landscape Architecture

10505 N. College Avenue
Indianapolis, Indiana 46280
weihe.net
317 | 846 - 6611
800 | 452 - 6408
317 | 843 - 0546 fax
ALLAN H. WEIHE, P.E., L.S. - FOUNDER



CONCEPTUAL FUTURE SITE PLAN - CULVER'S METRO XL + 2'

STATE ROAD 32

SCALE: 1/32" = 1'-0"

NOTE -- The bus parking and shared parking areas depicted on this plan are conceptual and do not constitute entitlement.

ORDINANCE NUMBER 16-05

AN ORDINANCE OF THE CITY OF WESTFIELD AND WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA CONCERNING AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE AND THE SPRING MILL STATION NORTHEAST QUADRANT PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE

This is an Ordinance (this "Ordinance") to amend the Unified Development Ordinance of the City of Westfield and Washington Township, Hamilton County, Indiana (the "Unified Development Ordinance"), enacted by the City of Westfield pursuant to its authority under the laws of the State of Indiana, Ind. Code § 36-7-4 et seq., as amended;

WHEREAS, the City of Westfield, Indiana (the "City") and the Township of Washington, both of Hamilton County, Indiana are subject to the Unified Development Ordinance;

WHEREAS, the Council enacted Ordinance No. 14-39, the Spring Mill Station Northeast Quadrant Planned Unit Development District (the "Spring Mill Station Northeast Quadrant PUD Ordinance"), on September 8, 2014, as amended by Ordinance No. 15-24;

WHEREAS, the Westfield-Washington Advisory Plan Commission (the "Commission") considered a petition (**Petition No. 1603-PUD-03**), requesting an amendment to the Spring Mill Station Northeast Quadrant PUD Ordinance with regard to the subject real estate more particularly described in **Exhibit A** attached hereto (the "Real Estate");

WHEREAS, the Commission forwarded **Petition No. 1603-PUD-03** to the Common Council of the City of Westfield, Hamilton County, Indiana (the "Common Council") with a favorable recommendation in accordance with Indiana Code § 36-7-4-608, as required by Indiana Code § 36-7-4-1505;

WHEREAS, the Secretary of the Commission certified the action of the Commission to the Common Council on _____, 2015;

WHEREAS, the Common Council is subject to the provisions of the Indiana Code §36-7-4-1507 and Indiana Code § 36-7-4-1512 concerning any action on this request; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Westfield, Hamilton County, Indiana, meeting in regular session, that the Spring Mill Station Northeast Quadrant PUD Ordinance and the Unified Development Ordinance and are hereby amended as follows:

Section 1. **Applicability of Ordinance.**

- 1.1 This Ordinance shall amend the Spring Mill Station Northeast Quadrant PUD Ordinance, as applicable to the Real Estate. Development of the Real Estate shall be governed by (i) the Spring Mill Station Northeast Quadrant PUD Ordinance, as amended by this Ordinance and its exhibits, and (ii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by the Spring Mill Station Northeast Quadrant PUD Ordinance, as amended.
- 1.2 All other provisions of the Spring Mill Station Northeast Quadrant PUD Ordinance shall remain in effect with the adoption of this Ordinance.
- 1.3 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of the Spring Mill Station Northeast Quadrant PUD Ordinance, as amended.

Section 2. **Sign Standards.** The standards of *Section 7: Sign Standards* of the Spring Mill Station Northeast Quadrant PUD Ordinance shall apply to the development of the District, except as otherwise modified below.

- 2.1 One Monument Sign with fuel pricing on the fuel center site shall be allowed. The maximum size of the monument sign shall be 125 square feet with a maximum of 65 square feet of sign area allowed on each side of the Monument Sign. The sign shall be constructed as shown in **Exhibit 4** at the location shown in **Exhibit 2**.
- 2.2 The price sign located on the rear of the fuel canopy, shown in **Exhibit 3**, shall be removed at the time the Monument Sign is installed.

**ALL OF WHICH IS HEREBY ADOPTED BY THE CITY COUNCIL OF WESTFIELD,
HAMILTON COUNTY, INDIANA THIS __ DAY OF _____, 2016.**

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that **ORDINANCE 16-05** was delivered to the Mayor of Westfield

on the _____ day of _____, 2016, at _____m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 16-05**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 16-05**

this _____ day of _____, 2016.

J. Andrew Cook, Mayor

EXHIBIT A.2



Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
7400 N. Shadeland Ave., Ste. 150, Indianapolis, IN 46250
Phone: 317.913.6930 Toll Free: 888.775.3648
emht.com

TOWN OF WESTFIELD, HAMILTON, INDIANA EXHIBIT "A.2" FOR KROGER J970 FUEL CENTER EXPANSION AREA LAND DESCRIPTION

DATE: August 14, 2014

JOB NO. 20130351

SCALE: None

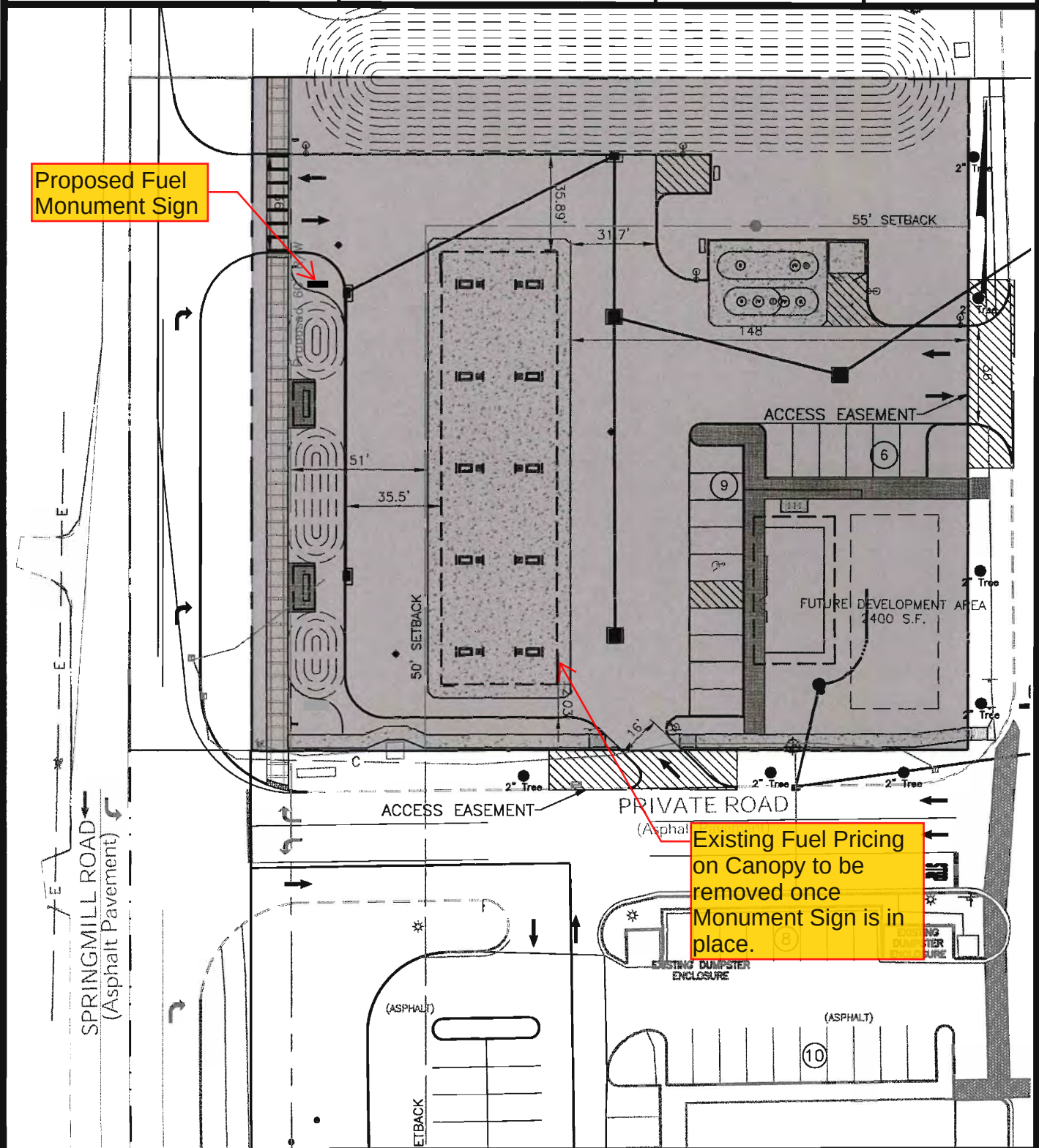


EXHIBIT A.2



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Phone: 317.913.6930 Toll Free: 888.775.3648

emht.com

TOWN OF WESTFIELD, HAMILTON, INDIANA

EXHIBIT "A.2"

FOR

KROGER J970

FUEL CENTER EXPANSION AREA

LAND DESCRIPTION

DATE: August 14, 2014

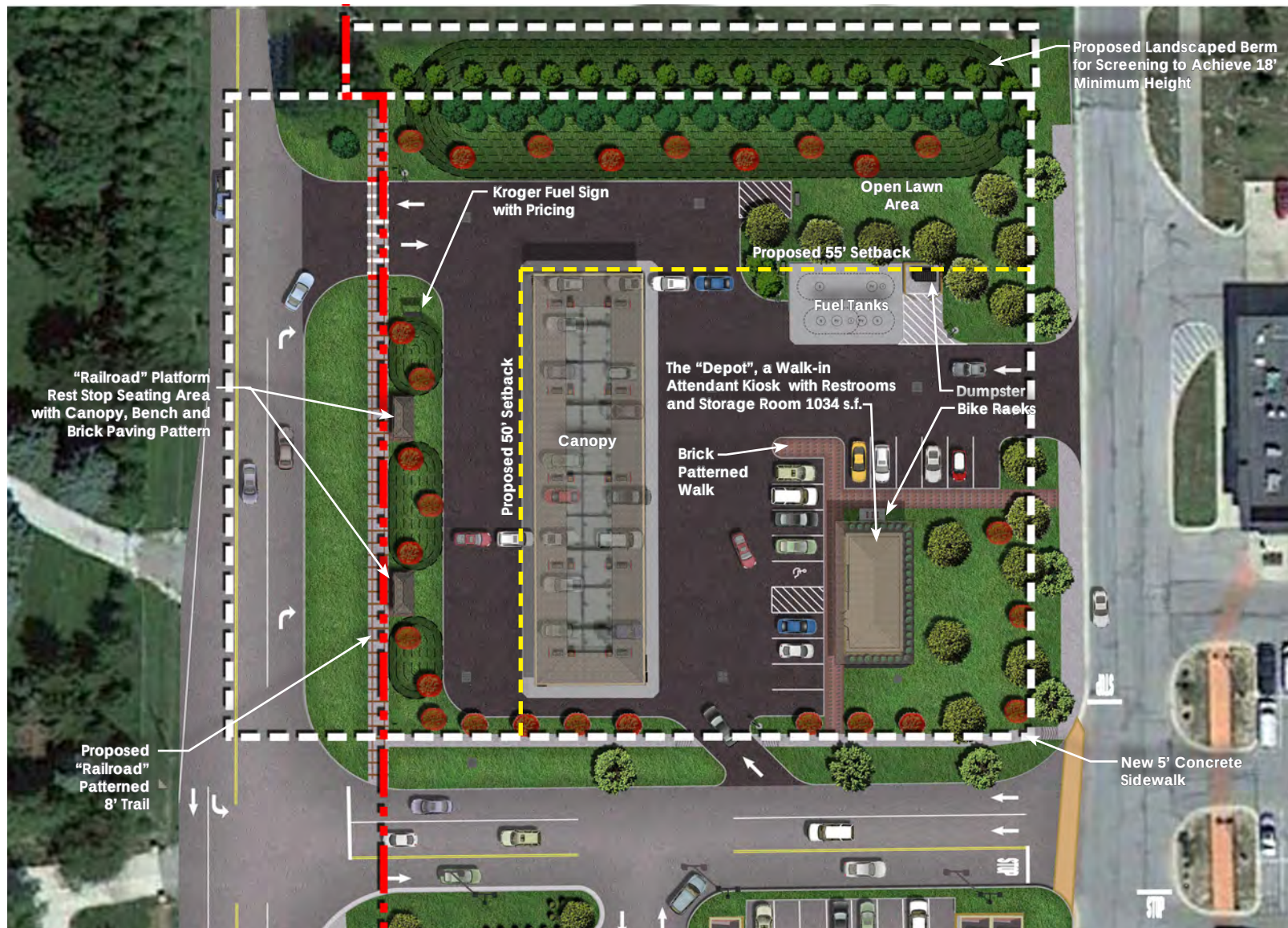
JOB NO. 20130351

SCALE: None

DESCRIPTION FOR FUEL CENTER EXPANSION AREA:

PART OF THE NORTHWEST QUARTER SECTION 11, TOWNSHIP 18 NORTH, RANGE 3 EAST, HAMILTON COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE ABOVE MENTIONED QUARTER, NORTH 00 DEGREES 00 MINUTES (ASSUMED BEARING) ALONG THE WEST LINE OF SAID QUARTER SECTION 361.38 FEET TO THE PLACE OF BEGINING TO THIS DESCRIPTION, THENCE CONTINUING ALONG SAID LINE 249.52 FEET TO A POINT; THENCE NORTH 90 DEGREES 00 MINUTES EAST 312.00 FEET TO A POINT; THENCE SOUTH 00 DEGREES 00 MINUTES EAST 249.52 FEET TO A POINT; THENCE SOUTH 90 DEGREES 00 MINUTES WEST 312.00 FEET TO A POINT WHICH IS THE BEGINNING POINT OF THIS DESCRIPTION; CONTAINING, EXCLUDING THE RIGHT-OF-WAY OF SPRING MILL ROAD, 1.527 ACRES, MORE OR LESS.



North



Exhibit 1 : Proposed Depot and Fuel Center

Westfield, IN Kroger

February 4, 2016



4 ENTRY VIEW (FROM NORTHWEST)
SCALE: NTS



5 PLAZA VIEW (FROM SOUTHWEST)
SCALE: NTS

Exhibit 2: Proposed Fuel Monument Sign

Seal

REVISIONS		
No.	DESCRIPTION	DATE
1	MEETING	05-28-2014
2	RESUBMITTAL	07-02-2014
3	ZONING APPROVAL	08-01-2014
4	CITY RESUBMITTAL	02-03-2016

Project No.:	014-00678-00
Project Manager:	KLEIN
Designed By:	KLEIN
Drawn By:	KLEIN
Checked By:	KLEIN
Store No.:	J 970
Address:	16201 SPRING MILL ROAD WESTFIELD, IN 46074

SITE
RENDERINGS

Drawing No.:
C2.4

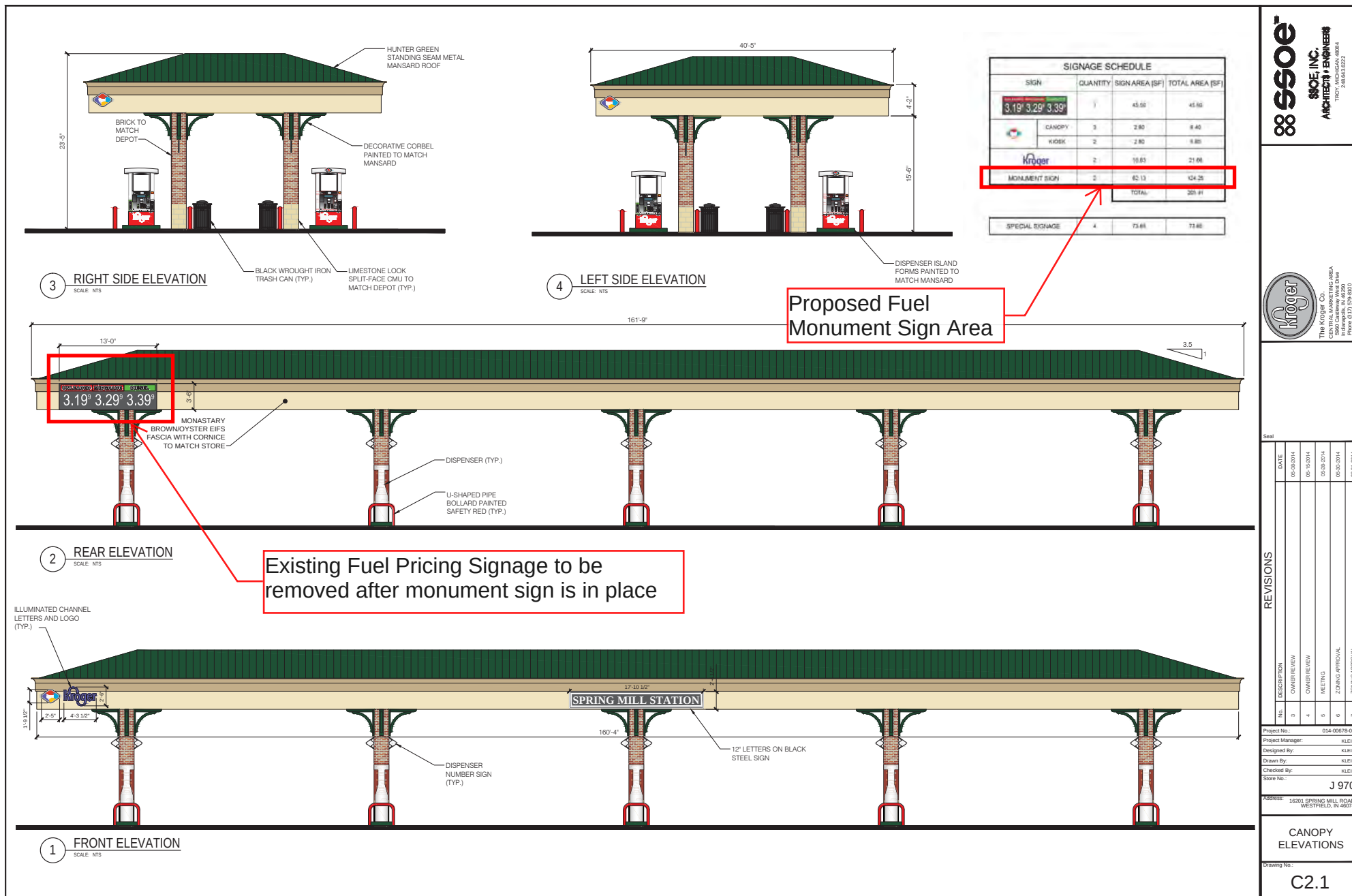
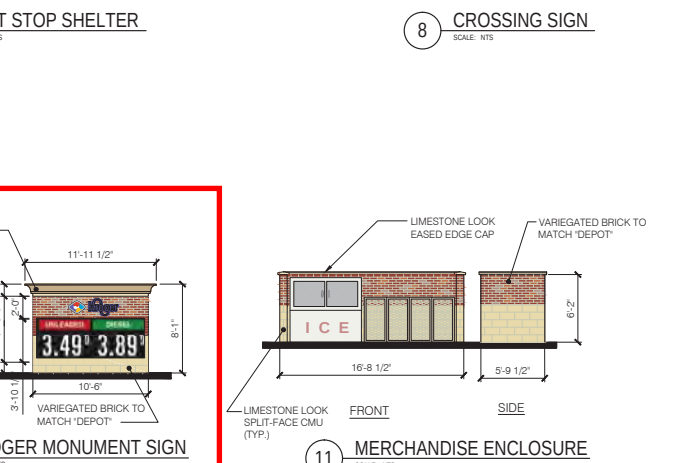
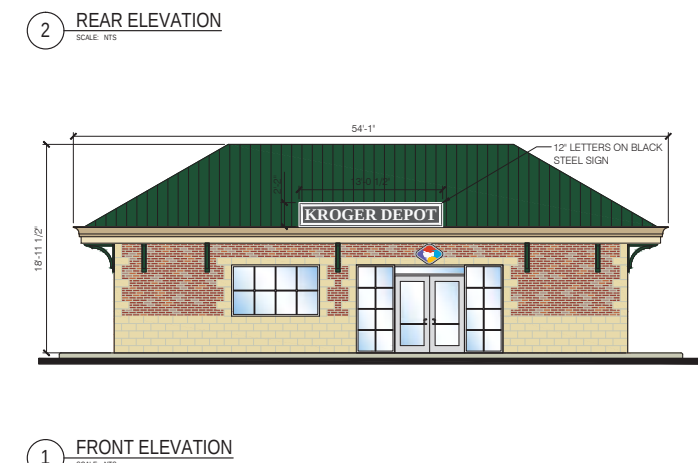
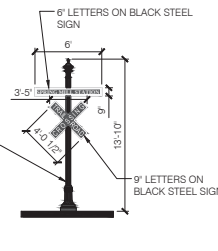
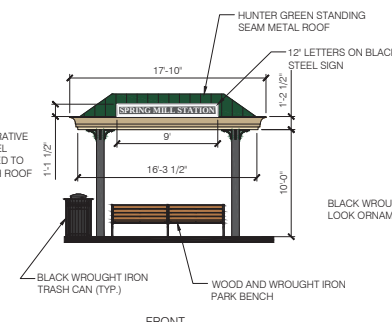
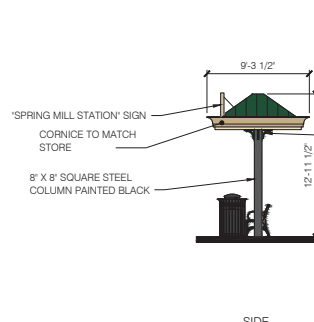
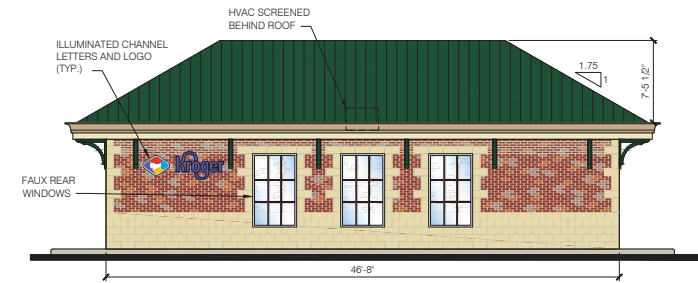
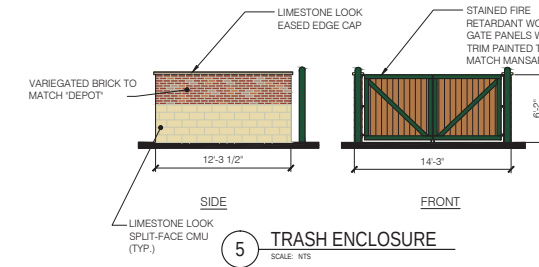
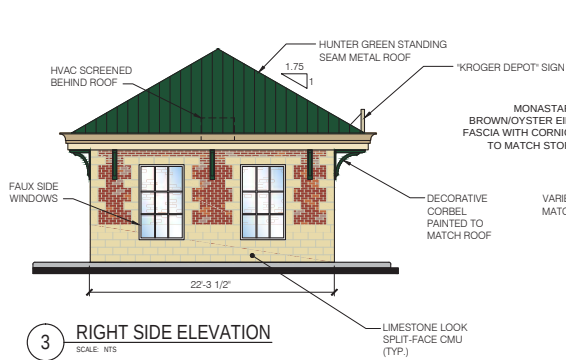


Exhibit 3: Fuel Price Signage



SSOE
SSOE, INC.
 ARCHITECT ENGINEERS
 1700 N. W. 10th Ave.
 Fort Lauderdale, FL 33311
 Phone: 954.562.6222



DATE	REVISIONS
05/06/2014	1. OWNER REVIEW
05/15/2014	2. OWNER REVIEW
06/26/2014	3. MEETING
06/30/2014	4. JONING APPROVAL
08/01/2014	5. JONING APPROVAL

Project No.:	014-00679-00
Project Manager:	KLEIN
Designed By:	KLEIN
Drawn By:	KLEIN
Checked By:	KLEIN
Scale No.:	J 970
Address:	16201 SPRING MILL ROAD WESTFIELD, IN 46074

"DEPOT" AND
 SITE DETAILS
 Drawing No.
C2.2

Exhibit 4: Fuel Monument Sign Detail



4 ENTRY VIEW (FROM NORTHWEST)
SCALE: NTS



5 PLAZA VIEW (FROM SOUTHWEST)
SCALE: NTS

Exhibit 2: Proposed Fuel Monument Sign

Seal

REVISIONS		
No.	DESCRIPTION	DATE
1	MEETING	05-28-2014
2	RESUBMITTAL	07-02-2014
3	ZONING APPROVAL	08-01-2014
4	CITY RESUBMITTAL	02-03-2016

Project No.:	014-00678-00
Project Manager:	KLEIN
Designed By:	KLEIN
Drawn By:	KLEIN
Checked By:	KLEIN
Store No.:	J 970
Address:	16201 SPRING MILL ROAD WESTFIELD, IN 46074

SITE
RENDERINGS

Drawing No.:
C2.4

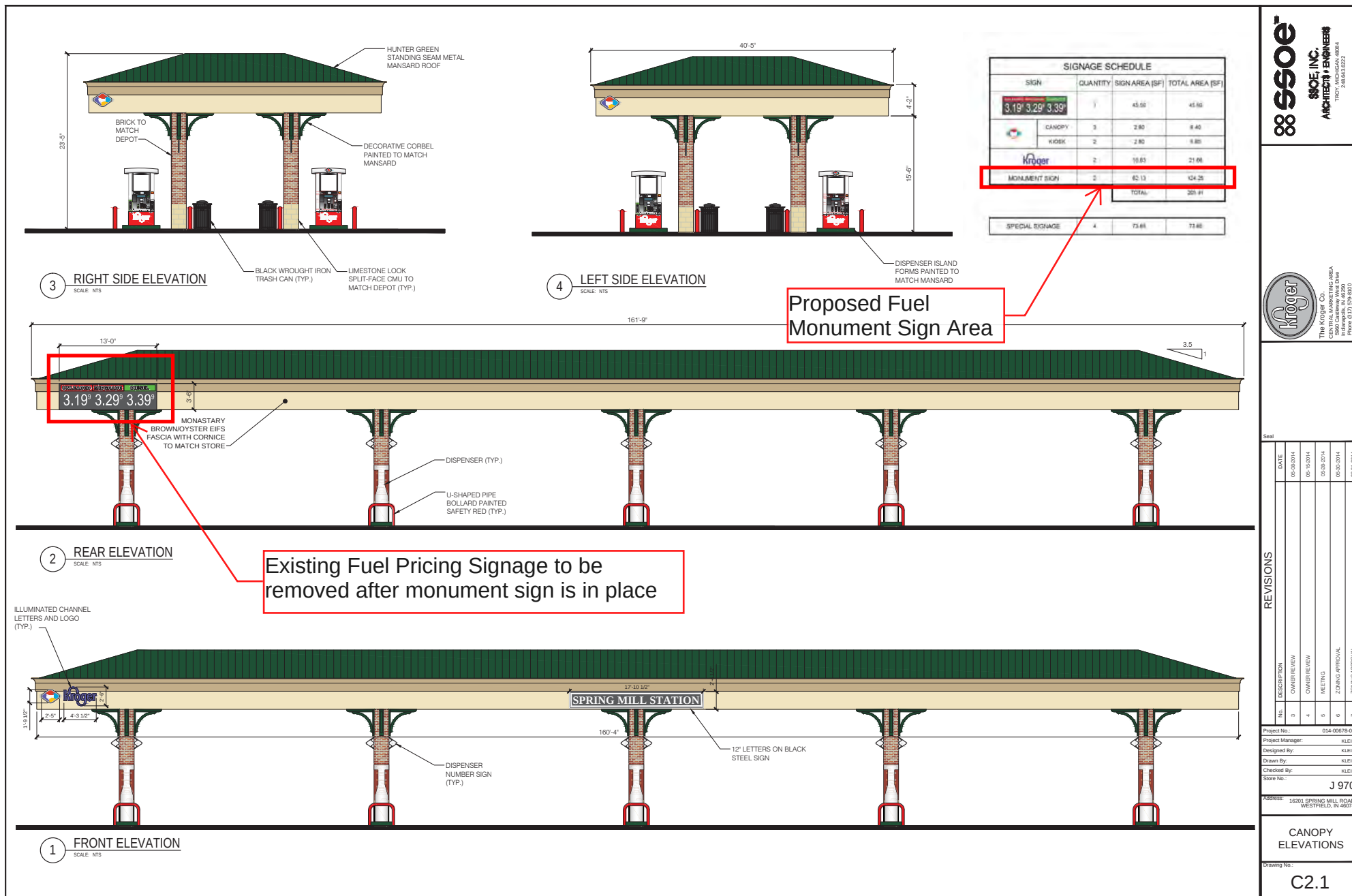


Exhibit 3: Fuel Price Signage

Section 1. Applicability of Ordinance.

- 1.1 The Unified Development Ordinance and Zoning Map are hereby changed to incorporate the real estate described in **Exhibit A.4** into the Spring Mill Station Northeast Quadrant Planned Unit Development District (the "District"), and the real estate shall hereinafter be known as "Area A.4".
- 1.2 Development of the Real Estate shall be governed by (i) the provisions of this Ordinance and its exhibits, (ii) the Spring Mill Station Northeast Quadrant PUD Ordinance (the "PUD Ordinance"); and (iii) the provisions of the Unified Development Ordinance, as amended and applicable to the Underlying Zoning District or a Planned Unit Development District, except as modified, revised, supplemented or expressly made inapplicable by this Ordinance or the PUD Ordinance.
- 1.3 All provisions and representations of the Unified Development Ordinance that conflict with the provisions of this Ordinance are hereby made inapplicable to the Real Estate and shall be superseded by the terms of this Ordinance.

Section 2. Definitions. The definitions of the PUD Ordinance shall apply in addition to the following:

- 2.1 **Curb Side Pickup Station:** Dedicated parking spaces with covered canopy, appurtenances and way finding/identification signage where merchandise is picked up.
- 2.2 **Anchor Store:** The existing Kroger building located in Area A.1, as generally depicted in **Exhibit B.1** of the PUD Ordinance.

Section 3. Permitted Uses. The permitted use in Area A.4 shall be a Curb Side Pickup Station. The service of curb side delivery shall be permitted utilizing existing parking spaces in Area A.1 with temporary signage, until such time that construction is complete on the elements as shown in **Exhibit B**. The curb side delivery service shall be discontinued in Area A. 1 one hundred eighty (180) days after the adoption of this Ordinance; unless otherwise approved by the Director.**Section 4. Setbacks/Building Separation.** The following shall apply to "Area A.4".

- 4.1 The separation between the Curbside Pickup Station and the existing grocery store shall be at least thirty (30) feet.
- 4.2 Side and Rear yards that abut existing residential shall be at least forty (40) feet.

Section 5. Parking. Article 6.14 of the UDO shall apply; however, Article 6.14(E), Stacking Requirements for Drive-Through Facilities, shall not apply.**Section 6. Landscaping.** Article 6.8 of the UDO shall not apply; rather, landscaping and

screening shall be installed in substantial compliance with **Exhibit B.**

Section 7. **Sign Standards.** Article 6.17 of the UDO shall apply, except as otherwise modified below.

- A. The maximum permitted Sign Area for the Curb Side Pickup Station shall be one hundred (100) square feet.
- B. The maximum permitted Sign Area for the Anchor Store shall be five hundred (500) square feet.
- C. All signs shall be either (i) reverse channel letter, in accordance with Article 6.17(F)(9) of the UDO; or (ii) externally lit with gooseneck light fixtures.
- D. Ground identification signs shall be architecturally compatible with the architecture of the Real Estate's buildings.
- E. Signs for the Curb Side Pickup Station shall be installed in substantial compliance with **Exhibit C.**
- F. The signs depicted in **Exhibit D** shall be permitted until January 2, 2016, or until signs that conform to Section 7(C) of this Ordinance are installed, whichever occurs first. Extensions may be granted by the Director, as deemed necessary or desirable.

Section 8. **Architectural and Streetscape Design Standards.** Article 6.3 of the UDO shall not apply; however, buildings shall be developed in substantial compliance with **Exhibit E.**

G. One monument sign with fuel pricing on the fuel center site shall be allowed. The maximum size of the monument sign shall be 125 square feet with a maximum of 65 square feet of sign area allowed on each side of the monument sign.

Refer to Exhibits 1,2,3, 4 and A2

ALL OF WHICH IS ORDAINED/RESOLVED THIS 8th DAY OF SEPTEMBER, 2015.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain


Jim Ake

Jim Ake

Jim Ake


Steven Hoover

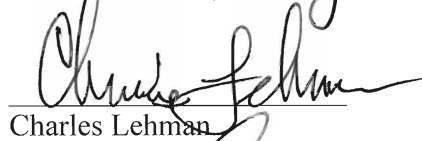
Steven Hoover

Steven Hoover


Robert L. Horkay

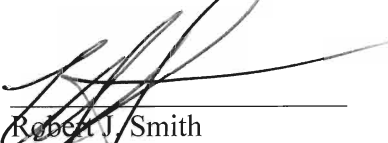
Robert L. Horkay

Robert L. Horkay


Charles Lehman

Charles Lehman

Charles Lehman


Robert J. Smith

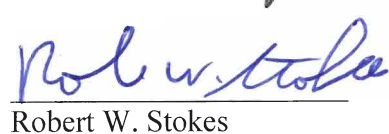
Robert J. Smith

Robert J. Smith


Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric


Robert W. Stokes

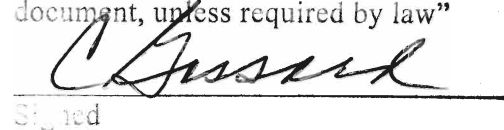
Robert W. Stokes

Robert W. Stokes

ATTEST:


Cindy Gossard, Clerk Treasurer

"I affirm, under the penalties of perjury,
that I have taken reasonable care to redact
each Social Security Number in this
document, unless required by law"


Signed

I hereby certify that **ORDINANCE 15-24** was delivered to the Mayor of Westfield

on the 15 day of Sept, 2015, at 3:30 p m.

Cindy Goscard
Cindy Goscard, Clerk-Treasurer

I hereby APPROVE **ORDINANCE 15-24**

this _____ day of _____, 2015.

J. Andrew Cook
J. Andrew Cook, Mayor

I hereby VETO **ORDINANCE 15-24**

this _____ day of _____, 2015.

J. Andrew Cook, Mayor

This document prepared by: Paula J. Gartner, PE

RESOLUTION 16-104

RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

WHEREAS, the Council has the duty and authority to maintain clear, current and written Personnel Policies, Procedures and Benefits Manuals for the use and reference by the employees of the City; and,

WHEREAS, said manual must be adapted and modified to remain current and useful to all City employees.

NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

Section 1. That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit “A” , attached hereto and incorporated by reference herein.

Section 2. All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

Section 3. This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

James J. Edwards

James J. Edwards

James J. Edwards

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Mark F. Keen

Mark F. Keen

Mark F. Keen

Charles Lehman

Charles Lehman

Charles Lehman

Cindy Spoljaric

Cindy Spoljaric

Cindy Spoljaric

ATTEST:

Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 16-____ was delivered to the Mayor of Westfield
on the _____ day of _____, 2016, at _____ m.

Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 16-____ I hereby VETO RESOLUTION 16-____
this _____ day of _____, 2016. this _____ day of _____, 2016.

J. Andrew Cook, Mayor

J. Andrew Cook, Mayor

ATTEST:

Cindy Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266



CITY OF
Westfield
INDIANA

PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL

2015



**PERSONNEL POLICIES,
PROCEDURES AND BENEFITS
MANUAL**

CITY OF WESTFIELD

PERSONNEL POLICIES, PROCEDURES, AND BENEFITS MANUAL

(This Policy Manual Established with Ordinance 95-1 Dated January 14, 1995)

(This Policy Manual updated with Resolution 96-4 Dated February 12, 1996)

(This Policy Manual updated with Resolution 97-3 Dated February 10, 1997)

(This Policy Manual updated with Resolution 98-3 Dated February 9, 1998)

(This Policy Manual updated with Resolution 99-4 Dated March 8, 1999)

(This Policy Manual updated with Resolution 99-12 Dated December 13, 1999)

(This Policy Manual updated with Resolution 00-10 Dated December 11, 2000)

(This Policy Manual updated with Resolution 07-20 Dated November 12, 2007)

(This Policy Manual updated with Resolution 07-24 Dated December 17, 2007)

(This Policy Manual updated with Resolution 09-01 Dated March 9, 2009)

(This Policy Manual updated with Resolution 09-17 Dated December 28, 2009)

(This Policy Manual updated with Resolution 10-16 Dated December 27, 2010)

(This Policy Manual updated with Resolution 11-23 Dated November 14, 2011)

(This Policy Manual updated with Resolution 12-118 Dated December 10, 2012)

(This Policy Manual updated with Resolution 13-117 Dated December 9, 2013)

(This Policy Manual updated with Resolution 14-132 Dated December 8, 2014)

(This Policy Manual updated with Resolution _____)

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1.00 STATEMENT OF PURPOSE

1.01 Mission Statement

It is the mission of the City of Westfield (also referred to as “the City”) to provide community services in a professional and efficient manner to its citizens. The employees of the City will implement the wishes and desires of the community as expressed through their elected representatives, the City Council.

1.02 Personnel Philosophy

The personnel policies of the City of Westfield, including pay policies and benefit programs, reflect the City’s philosophy that the City shall be a fair and just employer. The purpose of both direct and indirect compensation programs is the recognition of the value that the City places upon its individual employees. The City employees are integral and valuable assets crucial to the completion of the vision of the City.

Seeing that the City’s personnel policies and programs are effectively carried out is one of the major responsibilities of your supervisors. The Chief Administrative Officer assists your direct supervisors in meeting this responsibility.

1.03 General Policy & Procedures Considerations

It is the policy of the City of Westfield to set forth a listing of policies and procedures in order that all City employees and applicants have reasonable assurance that all policies and procedures shall be pursued in a uniform, consistent, and equitable manner. The City Council of Westfield approves these policies and procedures. The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures within the various departments within the City. However, any instances that are superseded must be brought to the attention of the Chief Administrative Officer of the City for approval prior to implementation.

It shall be the responsibility of the Chief Administrative Officer to interpret these policies and procedures, and to ensure that they are administered in a consistent and impartial manner.

Personnel policies and procedures are subject to modification and revision to meet the changing needs of both management and the work force as new conditions arise during the continuing growth and complexity associated with the City’s future.

Additions, modifications, and deletions to this manual must be **approved** by a resolution of the City Council and issued by the Chief Administrative Officer.

This is an employment policy guideline and should not be considered a contract of employment. This manual is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. Unless otherwise agreed to in a collective bargaining agreement, a written contract, or by law, the employment of each employee is terminable at will by either the employee or the City at any time, for any reason, with or without cause or notice. Any agreement concerning an employee’s employment with the City shall not be enforceable unless it is in a



1.00 STATEMENT OF PURPOSE

formal written agreement and signed by the employee and the Chief Administrative Officer of the City or

the Mayor of the City. The City reserves the right and full discretion to modify this manual and the policies contained within it at any time, with or without notice.

1.04 Public Safety Departments Policy & Procedures Considerations

The policies and procedures described in this manual may in some instances be superseded by more specific policies and procedures defined for the Public Safety Departments. Fire and police professional employees working in these areas should consult with their Fire Chief or Police Chief regarding any differences in policy content or procedures. Additionally, the Chief Administrative Officer of the City must be made aware of instances that supersede this policy manual prior to implementation and for approval.

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2.00 RECRUITMENT, SELECTION & HIRING

2.01 Statement of Policy

It shall be the policy of the City of Westfield to recruit and select qualified persons for the positions in the City's service. Recruitment, selection, and placement shall be conducted to ensure fair hiring practices, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, age, ~~mental or physical disability~~, genetic information, or any other protected basis, as provided by law.

Except where otherwise prohibited by contract or collective bargaining agreement, supervision reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. This includes working on special projects and/or assignments to other work divisions as necessary.

2.02 Equal Employment Opportunity (EEO) Statement

The City of Westfield is committed to maintaining an environment free of discrimination and inappropriate conduct. The City expects its employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

1. Discrimination

The City of Westfield is an equal opportunity employer. The City believes in the dignity and the worth of every individual. The City will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, national origin, age, disability, or any other protected category, as provided by law. The City also prohibits any discrimination or demeaning language, characterization or conduct by its employees that may harass, intimidate, insult, ~~or ridicule, emphasize, or characterize~~ another person because of his/her race, color, religion, national origin, sex, age, disability, or any other protected category.

While it is impossible to list all types of such harassment, they include:

- verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
- epithets, slurs, or negative stereotyping related to any of these reasons,
- threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or
- written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

2. Sexual Harassment Policy

The City prohibits sexual harassment of its employees by other employees or non-employees who conduct business with the City. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment. The City further believes that prevention is the best method of eliminating sexual harassment. Therefore, the City charges managers and supervisors with the responsibility of taking all steps necessary to

prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy. Violations of this policy may be cause for disciplinary action, up to and including termination. While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

- sexual advances, sexual flirtations, and requests for sexual favors,
- verbal, visual, or physical conduct of a sexual nature,
- offensive sexual remarks, innuendoes or jokes,
- unwelcome leering, whistling, or obscene gestures,
- display of sexually suggestive objects or pictures,
- sexually degrading words used to describe an individual,
- sexually suggestive or offensive dress,
- when (1) submission to such conduct is explicitly or implicitly a condition of employment, or (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

3. Harassment

The City is committed to providing a workplace free of inappropriate treatment of any employee because of race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work.

The City is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as vendors, suppliers or members of the public. Examples of inappropriate conduct may include, among other things:

- Slurs, stereotyping, threatening, intimidating or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry or disability.

4. Complaint Process

The City supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you should promptly report the matter to your immediate supervisor. If, however, you believe that it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it to your Department Head, a member of the Human Resources Department, the City's Chief Administrative Officer, or to the City Council President (in case the report is about the Chief Administrative Officer).

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. The City strongly disapproves of discrimination or

harassment and will take appropriate corrective action to end such conduct, including but not limited to discharge of any person who engages in such conduct.

5. No-Retaliation Policy

It is against City policy to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a false complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, the City determines that an employee has knowingly provided false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

2.03 Americans with Disabilities Act (ADA)

The City of Westfield, pursuant to and in accordance with the Americans with Disabilities Act (ADA) specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment, (42 U.S.C. Sec. 12113, as amended from time to time.) Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the City (56 Fed. Reg. 35719, as amended from time to time).

No qualified applicant or employee shall be refused employment or discriminated against because of such person's need for a reasonable accommodation for a known physical or mental disability as required under the ADA unless such accommodation causes undue hardship, as defined by law, to the City of Westfield.

The City further stresses that any applicant may request any needed accommodation to participate in the application process, e.g. accommodation for a test, job interview or job demonstration.

During the application process, ~~the applicants may will~~ be subjected to various tests which are job-related and consistent with business necessity and not intended to discriminate against applicants. Therefore, if an applicant is in need of an accommodation to perform such tests, then this should be brought to the attention of the City.

The City of Westfield, pursuant to and in accordance with Title VI of the ADA, also provides reasonable accommodations to assist members of the public in attending any public meeting of the City. Such individuals are to contact the City of Westfield Communication Department at (317) 814-3004 or the City Clerk Office at 317-804-3026 at least one week before the meeting.

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2.04 Open-Door Policy

It is the City's policy to encourage employees to communicate with their supervisors concerning work-related problems. If an employee has a work-related problem, the employee

should bring it to the attention of his/her Department Head, another member of the City's management, or the Human Resources Department. The City will take the appropriate steps, if any, to investigate and resolve the problem.

2.05 Responsibility for Recruitment

Recruitment of candidates for specific departmental openings will be the responsibility of the Department Head of that function. Responsibility for the recruitment hiring of department heads and the Chief Administrative Officer is the sole responsibility of the Mayor.

2.06 Qualification and Selection

The City of Westfield may screen applicants for a position using some or all of the following criteria except where said criteria cannot be shown to be job related.

- Prior job related work experience
- Aptitude for the job
- Knowledge, education, skills, and abilities
- Physical requirements for the job
- Work history
- Special qualifications, licenses, or certifications required for the job
- Personal and work related references

In the development of selection criteria, the Department Head and Chief Administrative Officer may confer with other consultants or other skilled personnel familiar with minimum requirements for specific positions.

2.07 Drug Free Workplace

The City of Westfield is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

The City of Westfield will enforce any federal or state laws ensuring that all City employees are not impaired by a controlled substance while performing their duties. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited:

- 1) At any City site or property owned by the City of Westfield;
- 2) At any assigned workplace, at any time; and
- 3) While on duty or in the performance of duties of the City of Westfield, whether they be on-site or off-site.
- 4) Violation of this prohibition will be grounds for swift and immediate action up to and/or including immediate termination.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of the medication could compromise the safety of the employee, fellow employees, or the

public, it is the employee's responsibility to notify his or her supervisor and use appropriate personnel procedures (e.g., call in sick, or use other leave) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken.

The City may conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE-EMPLOYMENT:** The City will conduct pre-employment drug testing for those employees that will hold a safety-sensitive position or operate heavy equipment. An employment offer will be withdrawn if an applicant fails the drug test.
- **REASONABLE SUSPICION:** The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to, the following circumstances: evidence of drugs or alcohol, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury, under circumstances that suggest possible use or influence of drugs or alcohol, will be required to have a post-accident testing. All vehicle accidents will require testing. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Testing for the presence of alcohol normally will be conducted by analysis of breath and testing for the presence of illegal drugs normally will be conducted by the analysis of urine. The City reserves the right to utilize blood testing when appropriate.

All information received by the City of Westfield through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with the law.

The following actions will be taken by the City if an employee has a confirmed positive test:

- 1) Discipline up to and including termination
- 2) Treatment
- 3) Referral to EAP (Employee Assistance Program)

Drug Testing Procedures:

Any drug test given to an employee will be in accordance with the following procedures:

- The employee will be tested immediately before, during or after a work period.
- The City shall pay costs associated with the test.
- The City will provide transportation for the employee if the test is conducted at a location other than the workplace.

- The time an employee is engaged in a testing procedure shall be considered work time for purposes of compensation and benefits.
- Any test shall be conducted with regard to privacy of the individual and in a manner reasonably calculated to prevent substitution or interference with the collection of a reliable sample.

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Any sample will be labeled in a manner that reasonably prevents the possibility of mistaken identification. Refusal to submit to a drug test will result in termination of employment.

US Department of Transportation (US DOT)

In 1988 the US Department of Transportation prescribed regulations that require employers to implement comprehensive alcohol and drug testing programs for safety sensitive employees in the road industries. In 1991, the federal government implemented new regulations extending such programs to individuals who drive trucks. As a requirement to operate certain equipment for the City of Westfield, the City requires certain employees to possess a CDL driver's license. The City of Westfield must implement the alcohol and drug testing requirements set forth by the US Department of Transportation and the State of Indiana. Failure to comply with any facets of the program will be grounds for immediate termination.

Drug Screening

To ensure a safe environment for its employees and for the public, the Westfield Town Council passed Resolution 96-1. This resolution provides compliance with the rules of the US Department of Transportation.

Drug screening will be a mandatory part of the initial physical required for employment and random drug tests for certain employees will be a part of the continued requirement for employment with the City of Westfield. Refusal to participate in this program will be grounds for immediate termination.

2.08 Employing Relatives/Romantic Relationships

The City of Westfield recognizes that relatives may desire to pursue similar careers. The City must be sensitive, however, to the potential for favoritism, or the appearance of favoritism, in employment decisions and to the necessity of maintaining professional work relationships. The City does not discourage employment of relatives nor does it actively encourage it. It is in the City's best interest to hire the most capable persons available that meet the job requirements for current openings.

Effective July 1, 2012, relatives (spouse, parent, step-parent, child, step-child, sibling, step-sibling, half-sibling, uncle, aunt, niece, nephew, daughter-in-law, son-in-law,) may not be employed in situations where one member is in a position of direct line supervision or direct line reporting to the other. An employee shall not be hired, promoted or transferred to a position that violates this policy. Employees of the City are also prohibited from engaging in romantic and/or physical relationships with direct line supervisors or subordinates. This policy applies to all full-time, part-time or temporary employees, including elected officials.

"Direct line of supervision" means an elected officer or employee who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance

evaluation. The term does not include the responsibilities of the Mayor, City Council or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the City.

Employees, with family relationships that would otherwise be in violation of this policy as of July 1, 2012, will be exempted from this policy unless there is a break in the employment.

Employees hired, transferred or promoted, who in later years have relatives elected that are in the direct line of supervision, will have no promotion possibilities unless the promotion is within the merit ranks for the police and fire departments.

For further information regarding this policy see IC 36-1-20.2 as adopted by the City of Westfield as Resolution No. 12-106.

2.09 Security and Background Information

As part of the application and hiring process, an applicant may be required to undergo an investigation including employment records, medical records, and/or educational records, as permitted by law. Applicants must aid the City of Westfield in obtaining any of the above information as requested. All information will be kept confidential.

Notwithstanding the above, certain investigative areas, including but not limited to reference checks, credit checks, and criminal history may be addressed prior to a conditional job offer to the applicant if the position applied for presents a showing of job-relatedness with such areas. Furthermore, periodically, employee driving records and criminal records could be investigated and checked for employment and insurability as permitted by law,

2.10 Orientation

It is the policy of The City to ensure all new employees are adequately educated on City operations and personnel policies. On his/her first day of employment, or by appointment during the first three days of employment, the new employee shall report to Human Resources to fill out all appropriate new hire forms, and review all personnel policies and procedures.

2.11 Employment Anniversary Date

The first day of employment is your **employment anniversary date**. For example, an employee that starts employment on January 3 will celebrate his or her employment anniversary date each year thereafter on January 3. For most employees this date will normally be the day the employee begins his/her training probationary status with the City, as further described in Section 2.090. This date is used to compute your eligibility for vacation and other benefits related to continuous time employed by the City. Years of employment calculation will begin January 1st the year after employment date. Example: employment date June 1, 2013, as of January 1, 2014, you will be credited with 1 year of employment for benefit purposes. In other words, the first partial year of employment is not calculated as the first year of employment.

2.12 Adjusted Date of Employment

Except as otherwise provided by law, if any employee voluntarily leaves the employment of the City and is later re-employed, a new **“adjusted” date of employment** will be calculated to include the prior employment period **if the prior work period was at least one year of**

continuous service. This adjusted date of employment will be used to determine eligible benefits that are dependent upon time of service with the City. Additional longevity will not be paid or adjusted until the first of the following year.

2.13 Employment Status

There are four categories of employment status:

Probationary Full-Time Employee - Every employee during the first 6 months or 12 months of employment is placed on training probationary status. Firefighters and police officers have a 12-month training probationary period. All other employees have a 6-month training probationary period. The training probationary period may be extended by the Department Head depending on performance during this period. Discharge and/or transfer may take place at any time during the probationary period, just as it can after the probationary period.

Full-Time Employee (those working at least 30 hours per week) - Any employee who is regularly scheduled 30 or more hours a week and has successfully completed his or her probationary training period of employment. An employee working 30 to 37 hours will accrue pro-rated time off based on hours worked. For an example: an employee working 30 hours in a 40 hour per week department will be eligible for 75% of the paid time off benefits (rounded to the nearest full day). For scheduling, if the fixed holiday is the employee's regular scheduled work day, the employee takes the holiday off with pay (not to exceed the pro-rated amount). The remaining fixed holidays that don't fall on the employee's normal scheduled work day will be utilized as floating holiday(s). When the fixed holiday(s) fall(s) on the employee's regular scheduled work day(s) exceed(s) the pro-rated amount, the employee will be required to take the day off without pay.

Part-Time Employee (those working less than 30 hours per week) - Any employee who is regularly scheduled less than 30 hours per week or less than 1000 hours per year and has successfully completed his or her probationary training period of employment. Part-Time Employees have no benefits.

Temporary Employee - Any employee hired for a limited period of time, usually for a specific task or project. This employee may work as few or as many hours per week as needed. These employees may be secured through a temporary employment agency and paid directly by that agency. Temporary employees have no benefits.

2.14 Re-employment

Re-employment (hiring) of an employee who has previously resigned or has been terminated will be determined on an individual case basis depending on the employee's work record, and circumstances of his/her leaving. Any person seeking re-employment must apply and be processed as any other applicant. No preferential treatment or consideration will be given to those applying for re-employment solely on the basis of the applicant having been previously employed by the City.

Once an employee leaves the employment of the City and is subsequently re-hired, the City-provided benefits will begin as defined in this manual. Prior service and benefits relating to time of service will be "bridged" as described in **Section 2.085** of this manual. After the specific probationary period has been met a new date of employment will be calculated. Sick time eligibility will begin anew and any unused sick time (from the prior employment period) will not be



carried forward. Employees in this category should contact the Human Resources Manager for details concerning their specific situation.

2.15 Employee Personnel Files

An Employee Personnel File is maintained for each employee of the City of Westfield. These personnel files contain confidential documents and are managed and maintained by Human Resources staff. All original documents must be sent to the Human Resources Manager to be maintained in the "original employee personnel file". Typical documents in a personnel file include the employment application, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and job references. A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except Human Resources designated staff and the employee whose records are retained in the file. At the City of Westfield, medical files receive the highest degree of safe storage and confidentiality. An employee may view his or her personnel file by contacting the Human Resources Manager during normal business hours. A Human Resources staff person will be present while an employee reviews his or her file. ~~No employee may alter or remove any document in his or her personnel file which must be viewed in the presence of the Human Resources staff person.~~

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3.00 TRAINING AND CAREER DEVELOPMENT

3.01 Responsibilities

The functions and services offered by the City of Westfield and its employees are best performed by a work force that is properly recruited, selected, and trained on a continuing basis to provide outstanding service to the citizens of our community.

The City encourages its employees to participate in courses, seminars, and programs which offer training and continuing education and are approved by the Department Head and/or Chief Administrative Officer. Your supervisors have an immediate, direct, and continuing responsibility for the development of personnel within their area.

As an employee, you share with your supervisors the responsibility for your continued growth. You build a foundation for your own growth by doing your job to the best of your ability, by improving your present skills and abilities, and by developing new skills through your own self initiatives.

3.02 Disciplinary Probation

A **disciplinary probation** employment period may be recommended lasting from 3-6 months at the discretion of the immediate supervisor. A disciplinary probation period is a time period that allows the employee to address specific deficiencies that have been identified by a supervisor that are impacting the opportunity for continued employment with the City. This personnel action can come at any time during an employee's employment with the City.

This disciplinary probation is the natural progression of progressive discipline that normally would first have utilized verbal and written warnings addressing the specific work performance that needs to be improved.

During the disciplinary probation period, management will provide written feedback to the employee regarding his/her performance at least once during each month of the probationary period. If in the judgment of the City the specific performance is not being corrected adequately, dismissal may occur immediately.

Dismissal for action not specifically being addressed with the disciplinary probation can also take place during this time in accordance with action dictating immediate dismissal as defined elsewhere in this policy manual.

3.03 Attending Seminars, Conferences, and Meetings

Occasionally employees will be asked to attend seminars, conferences, and other job-related meetings that provide continuing education that would enhance that employees' performance. On other occasions, an employee may request of his/her department the approval to attend a job-related seminar. The City requires prior approval for all attendance at any training/educational seminars, conferences, or workshops.

Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening or weekend participation is required for training, such training may be paid as dictated by applicable law.

There may be specific departmental policies regarding this issue. Confer with your department head to learn of specific departmental rules.

3.04 Travel and Expense Reimbursement

It is the intent of the City of Westfield to reimburse all reasonable out-of-pocket expenses incurred by employees during training, conference, and meeting activities approved by the City through the department head approval process.

Employees will use a purchasing card authorized by their supervisor if possible. If the vendor does not accept purchasing cards, the employee must pay for the expense and then complete an expense reimbursement form with 5 working days upon return for each activity. The reimbursement form must be submitted to the Depart Head for an approval signature before forwarding to the Clerk-Treasurer for processing and payment.

Cash advances for employees that are traveling to conventions, seminars or training, are available with a 10 day notice to the Clerk-Treasurer's office. Department Head approval is required and the/any unused funds must be returned to the Clerk Treasurer's office within 5 working days of return from said activity. Receipts of expense must be produced to validate reimbursement or payment of unused advances.

Purchasing card use will be administered by the Clerk Treasurer's Office. Purchasing card policies must be followed. No expenses will be paid without proper documentation. This is an effort to control fines and inappropriate expenses for auditing purposes. All expenses not handled through this process will be documented and approved through the claim process.

For further information or questions please contact the Clerk-Treasurer's office.

3.05 Seminar/Meeting/Conference Reimbursement

Conferences, Seminars, or Meetings Attended Within 50 miles of Westfield

If the training/educational event is within 50 miles (one way) of Westfield, it is expected that the employee will drive to and from the event the same day. On these occasions the noon meal will not be reimbursable; however, mileage reimbursement may be authorized. Special exceptions to this 50-mile rule can be approved by the Department Head and Chief Administrative Officer based upon individual circumstances.

Department heads may approve group meals for employees attending city sponsored events that benefit and improve the quality of service of those employees.

Conferences, Seminars, or Meetings Attended Beyond 50 miles of Westfield

For the training/educational event beyond 50 miles (one way) from Westfield, approval may be given for overnight stays. During these situations meal allowances will only be allowed for those meals that are not a part of the conference or training. If overnight status is authorized, meals will be reimbursed up to \$50 per day in state, \$60 out of state, inclusive of tip, with accompanying "itemized" receipts.

Mileage reimbursement for use of personal vehicles used to attend conferences or training sessions will be at the rate allowed for tax purposes by the Federal Government.

Exceptions to any of these reimbursement or travel rules shall be approved by the Department Head **and** Chief Administrative Officer depending on unusual or extraordinary circumstances that may be present during the activity, conference, or meeting.

3.06 University & Technical Schools Educational Programs

The Department Head may consider for approval, on a case-by-case basis, requests for tuition assistance for specific university or technical school classes and preparatory courses that are directly work related. The City will typically only pay an amount up to the amount established by law above which such is considered taxable wages. The employee will use a Purchase Card (if vender accepts) to pay for course(s). Upon completion of the course the employee must provide their supervisor and the Clerk's office with proof of earning a minimum grade of C. The employee will be responsible for the costs if the minimum grade is not earned or the employee withdraws from the class.

3.07 Performance Appraisals

It is the philosophy of the City that your job performance should be discussed with you at regular intervals to provide feedback to continually aid in work improvement. The City's performance appraisal process will review the work contribution of all regular status employees at least once each year.

Probationary employees will receive an appraisal after the completion of their prescribed probationary period. At that review the supervisor may release you from probation, continue the probationary status for a specified time, or terminate the employment relationship.

These appraisal discussions are centered on you, the quality of your work, and your working relationships. Such discussions enable you and your supervisor to talk about how you are progressing toward your personal, departmental, and City goals and assess your performance against your approved job description. Performance Appraisals are confidential discussions between the employee and his/her supervisor.

Formal written reviews normally will be accomplished annually with mid-year follow-up discussions as necessary to ensure that improvement plans are being accomplished as mutually planned by employees and their supervisors.

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4.00 PERSONAL BENEFITS

4.01 Eligibility

Eligibility for employee benefits is depicted on the following table depending upon the employment status.

<u>Benefit Program</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary</u>
Matching FICA and Medicare	Yes	Yes	Yes
Health, Dental, Vision			
Accident and Life Ins.	Yes	No	No
125 Plan	Yes	No	No
Regular Vacation	Yes **	No	No
Personal Hours	Yes **	No	No
Fixed Holiday	Yes **	No	No
Floating Holidays	Yes **	No	No
Illness in the Family	Yes **	No	No
Sick Leave	Yes **	No	No
Longevity	Yes	No	No
Employee Assistance (EAP)	Yes	No	No
<u>Retirement Programs</u>			
PERF	Yes	No	No
457 Plan	Yes	Yes*	No
401(a) Plan	Yes	No	No

* Part-time employees may participate in the 457 Plan but do not receive matching funds

** Based on Actual Hours Worked.

4.02 Health, Dental, Vision, Accident, and Life Insurance

The City Council of the City of Westfield shall establish annually the policy and contribution level for payment of the City's share of the cost of employee health, dental, vision, and life insurance. This insurance is offered to all full-time employees defined as any employee who is regularly scheduled 30 or more hours a week and has successfully completed the mandated required period of employment. City Council members are offered the same medical, dental and vision insurance but are required to pay both the employee and employer total costs of the coverage and may only elect these benefits during their term as Council members.

Additional coverage for dependents, spouse, and the entire family for health, dental, and vision coverage is available at the employee's option and expense. A detail of the cost of this additional coverage is available from the City's Human Resources Manager. The City Council shall establish annually the amount, or percentage the City will contribute toward this additional coverage for family members.

The Employee Assistance Program is available at no cost to full-time employees and family members residing within the employee's household. Coverage is limited to six sessions per covered issue. Employees should consult with the Human Resources Manager for additional information.

Medical, dental, and vision insurance is available to retired employees (and if elected, their participating spouse and/or dependents) of the City only under the following conditions:

- The retiree pays 100% of the premium.
- Civilian employee retirees must have a combination of years of service with the City and age that equals at least 70 years.

Examples: (50 years of age + 20 years of service, 60 years of age + 10 years of service, 55 years of age + 15 years of service, etc.)

- Employees must have a combination of years of service as described above or be disabled to be eligible for PERF disability if the employee has not reached age 65.
- Civilian employees must have completed a minimum of five (5) continuous years of coverage under the City's medical, dental or vision insurance plan immediately prior to retiring.

4.03 Effective Date of Insurance Coverage

Various benefit programs have different effective dates for new employees. Please contact the City's Human Resources Manager to learn of the specifics of each benefit coverage.

4.04 Insurance Portability (COBRA)

Upon termination of employment from the City of Westfield and other specified "qualifying events", employees and their participating spouse and/or dependents may be eligible to continue their group health (health is defined by medical or dental or vision) coverage for a specified period of time at a premium rate somewhat higher than the group rate the City currently receives. This program is called COBRA. If COBRA is elected, former participants pay premiums directly to the COBRA administrator. Former participants need to complete an election form to secure this extended insurance coverage. The City's Human Resources Manager has this information, and you will receive written notice of your COBRA rights and election options if you experience a loss of health insurance coverage due to a COBRA qualifying event.

4.05 Health Insurance Portability and Accountability (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has four major administrative requirements for private and government sponsored health plans: portability, nondiscrimination, fraud and abuse, and administration simplification.

The City of Westfield protects the privacy and confidentiality of protected health information (PHI) whenever it is used by City representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the City's group health plan and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Any questions or issues regarding PHI should be presented to the Human Resources Manager for resolution. Additionally, the Fire Department has designated an employee in charge of records related to ambulance services.

Annually or as necessary, the City performs enrollment, changes in enrollment and payroll deduction, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

- Disclosures that do not qualify as PHI – protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosure to worker's compensation providers and those authorized by the worker's compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving worker's compensation and/or medical information received to verify ADA or FMLA status.

4.06 Elective Additional Insurance

Additional insurance coverage is available from AFLAC through payroll deductions for those employees choosing to supplement their medical coverage for themselves or their families. Please see the City's Human Resources Manager who will arrange for an appointment with the AFLAC agent. AFLAC is the only additional elective insurance that is available through payroll deduction.

4.07 125 Plan

The City participates in a Section 125 Plan that allows for pre-tax deductions for medical insurance premiums that provide your family with medical coverage. Elective additional insurance can also be provided through pre-tax deduction by participating in this plan. There is no cost to the employee but annual election of this plan needs to be made. Annual employee discussions in November/December will provide you with this opportunity. The City's Human Resources Manager can explain the 125 Plan requirements and can activate your participation.

4.08 Vacation Overview

Because the City recognizes the importance of vacation time in providing the opportunity for rest, recreation and personal activities, the City grants annual paid vacation days to full-time regular employees as follows:

PROFESSIONAL POLICE AND FIRE PERSONNEL VACATION POLICY

Accrual of Vacation. During the initial partial calendar year of employment, full-time Professional Police and Fire Personnel with the following hire dates shall be eligible for the following number of vacation days to be used during their **first full calendar year of employment**

beginning January 1st. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	8-Hour Personnel Vacation Eligibility (in Hours)	12- Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
January 1 - August 15	80	80	5
August 16 – September 15	64	64	4
September 16 – October 15	48	48	3
October 16 - November 15	32	32	2
November 16 – December 15	16	16	1
December 16 – December 31	8	8	0

For an example: John Doe is hired May 10th and is an 8-hour per day- employee. He will accrue vacation in his first **partial** year of employment to be taken after January 1st of the following year. He would be eligible for 10 vacation days to be taken between January 1st and December 31st of his first full year of employment.

Following the initial partial and first full calendar years (see 2.11 for further explanation) of employment, full-time regular employees shall be eligible for the following number of annual vacation days, during each of the following calendar years of employment:

Calendar Year of Employment*	8-Hour Personnel Vacation Eligibility (in Hours)	12-Hour Personnel Vacation Eligibility (in Hours)	24-Hour Personnel Days of Vacation Eligibility
2nd through 3 rd	80	80	6
4 th through 7 th	120	120	9
8 th through 14 th	160	160	12
15 th through 21 st	200	200	15
22 nd and beyond	240	240	18

* Excludes the initial partial calendar year of employment and the first full calendar year. The City reserves the right, in its sole discretion, to credit new employees with years of employment for the purpose of calculating the number of days of vacation to which they are entitled.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. Unused vacation days at the end of the calendar year in which they are available for use may not be carried over into the next calendar year, and no payments will be made in lieu of taking vacation.



Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the City will pay out any earned and unused vacation time.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements. **Professional Police personnel may take vacation hours in one-hour increments.**

**ADMINISTRATION AND PUBLIC WORKS PERSONNEL
VACATION POLICY**

Accrual of Vacation. During the initial partial calendar year of employment, full-time regular employees with the following hire dates shall be eligible to earn the following number of vacation days to be used during their first full calendar year of employment. This eligibility occurs after the completion of the first 90 days of employment.

Hire Date	Days Vacation
January 1 - August 15	10
August 16 – September 15	8
September 16 – October 15	6
October 16 - November 15	4
November 16 – December 15	2
December 16 – December 31	1

Following the initial partial and the first full calendar years of employment, full-time regular employees shall be eligible to earn the following number of annual vacation days during each of the following calendar years of employment:

Calendar Years of Employment*	Days Vacation
2 nd through 3 rd	10
4 th through 7 th	15
8 th through 14 th	20
15 th through 21 st	25
22 nd and beyond	30

* Excludes the initial partial calendar and first full calendar year of employment. The City reserves the right, in its sole discretion, to credit new employees with years of relevant employment for the purpose of calculating the number of days of vacation to which they are entitled.

All vacation, including stipend and carryover days, may be taken in ½ or full day increments.

Non-exempt full-time regular employees shall receive pay for their regularly scheduled number of hours per workday for each vacation day that is taken. Vacation pay shall be paid at

the non-exempt employee's regular straight time hourly wage rate as of the date the vacation is taken. Exempt salaried employees shall receive their regular salary without loss of pay for vacation days taken. Vacation pay shall not be paid in advance.

Vacation Carryover. An employee may carry over five days of earned and unused vacation at the end of each calendar year but the accumulation from year to year may not exceed 5 days. Any other remaining earned and unused vacation days at the end of a calendar year will be lost and not paid out. In other words, no payments will be made in lieu of taking vacation, except, as described below, for payment of vacation days at the time of termination.

Termination of Employment. Upon termination of an employee's employment for any reason (voluntary or involuntary), the employee shall be entitled to vacation pay for any vacation time which is earned but unused at the time of termination. Payment for such vacation time shall be made by the City on or by the employee's next regular payday following termination.

Vacation Scheduling. Every effort should be made to provide your supervisor a minimum of three days' notice for any request for single days of vacation. At least two weeks' notice should be given to your supervisor for vacation requests of one week or longer. All requests for vacation are subject to your supervisor's approval. Some departments may require more notice because of the need to schedule employees to fulfill shift requirements.

4.09 Personal Hours Overview

Each **full-time regular employee** shall be eligible for paid time off for personal hours as indicated in the following charts. Personal hours are intended to cover time off from work to allow the employee to resolve personal or family legal, medical, or other **personal** situations or problems that cannot be accomplished during the normal days off.

These hours need to be pre-approved by your supervisor after describing your personal situational need. It is expected that these eligible hours will be taken in full-hour increments. You must receive your supervisor's approval, and approval will depend upon the needs of the City and availability of other personnel to perform the necessary work of your Department. There is no carryover of personal hours from year to year.

Unused Personal Hours are not paid upon termination of employment, or at the end of any calendar year.

4.10 Personal Hours Administrative and Public Works Personnel General Guidelines

Annual Personal Hours Eligibility (Employees are eligible for 3 equivalent days of personal hours)

7 ½ Hour Day Employees	23 Hours per year
8 Hour Day Employees	24 Hours per year

New employees hired before July 1st of each year **will be** eligible for ½ of the annual numbers depicted above to be used during the remainder of that calendar year. This eligibility occurs **after** the completion of the first 90 days of employment.

New employees hired July 1st or after of each year **will not** be eligible for any personal hours for the remainder of that calendar year.

The Personal Hours benefit becomes available for each eligible employee effective January 1st of each New Year, subject to completion of the first 90 days of employment.

4.11 Personal Hours Professional Police and Fire Personnel First Year & Every Year Thereafter Hours Eligible

Personal Hours eligibility During First Year of Employment after 90 days

Month Of Employment	Police & Fire (8 & 12 Hour Personnel) Hours Eligibility	Fire (24 Hour Personnel) Hours Eligibility
Jan – Apr	24	24
May – Jun	16	18
Jul – Aug	8	12
After Sep 1	None	None

After the first year of employment the Professional Police Officer is eligible for forty (40) personal hours beginning January 1st of each calendar year. After the first year of employment the 24 hour fire personnel are eligible for 24 hours of personal hours beginning January 1st of each calendar year.

4.12 Fixed & Floating Holidays

A fixed holiday schedule will be approved by the City Council each year and communicated to the employees during December. These fixed holidays will be observed and paid for all full-time and probationary employees as further defined below:

2015 2016 Holiday Schedule for Civilian Employees

New Year's Day Celebrated	Thursday <u>Friday</u>	January 1, 2015 <u>2016</u>
Martin Luther King Jr. Day	Monday	January 19 <u>18, 2015</u> <u>2016</u>
Presidents' Day	Monday	February 16 <u>15, 2015</u> <u>2016</u>
Memorial Day	Monday	May 25 <u>30, 2015</u> <u>2016</u>
Independence Day Observed	Friday <u>Monday</u>	July 31, 2015 <u>2016</u>
Labor Day	Monday	September 7 <u>5, 2015</u> <u>2016</u>
Thanksgiving Day	Thursday	November 26 <u>24,</u> <u>2015</u> <u>2016</u>
Day after Thanksgiving	Friday	November 27 <u>25,</u> <u>2015</u> <u>2016</u>

Christmas Eve Holiday	Thursday Friday	December 24, 2015 2016
Christmas Holiday	Friday Monday	December 25, 2015 2016
New Year's Eve	Thursday Friday	December 31, 2015 2016

Two Floating Holidays

*Civilian Employees hired on or before June 30, will be eligible for one-half (1/2) the Floating Holidays in the year they are hired. ~~Civilian employees~~An employee hired July 1, or later will not be eligible for any Floating Holidays in the year hired.

To be eligible to receive holiday pay, an employee must work the last scheduled workday before and the next scheduled work day after the holiday unless the Department Head has approved an absence as is provided in the benefits programs provided by the City, or as otherwise provided by law. In the case of family illness a doctor's excuse will be required since these events would be unscheduled.

- Fixed and Floating Holidays during Training Probation**
Employees are eligible for **all fixed holidays** (excluding Professional Police and 24-hour Fire Personnel) during their training probation. Employees are eligible for **floating holidays** after the completion of their training probation. Professional Police (8-hour and 12-hour) and 24-hour Fire Personnel are eligible to take floating holidays during their training probation period after 90 days of employment.
- Fixed and Floating Holidays during Disciplinary Probation**
Employees are eligible for **all fixed and floating holidays, including vacation and sick time**, during their disciplinary probationary period.
- Any employee terminated during either of these probationary periods is not required to "pay back" those fixed or floating holidays they have already used.
- Professional Police Officer Fixed and Floating Holidays.**
Because of different shift requirements, professional police personnel (road patrol officers) will be eligible for eight (8) hours (not 12 hours) each fixed and floating holiday approved by the City Council (for example, if the City Council approved 13 total holidays, then professional police personnel will receive 104 hours). These hours may be used at the employee's choosing and may be used in one-hour increments. Office personnel (professional and civilian employees) working Monday through Friday, including the detective division, will observe the fixed holiday schedule as approved by City Council. During the first partial year of employment, Professional Police officers are eligible for the remaining fixed holidays occurring after their employment date to be taken as floating holidays. These hours may be used after 90 days of employment, at the employee's choosing and may be used in one-hour increments.

Probationary Professional Police officers attending the Indiana Law Enforcement Academy Basic course or those temporarily assigned to an office assignment will observe the fixed holiday schedule approved by the City Council. If the Indiana Law Enforcement Academy basic course is in session during a fixed holiday, the probationary officer will bank fixed holiday hours. Any banked fixed holiday hours will

be taken as floating holidays. These hours may be used at the employee's choosing and may be used in one-hour increments.

Professional Police officers assigned to a temporary or light-duty office assignment will observe the fixed holiday schedule approved by the City Council. At the conclusion of this temporary or light-duty assignment, non-office Professional Police officers will revert back to the floating holiday policy. Under no circumstances will an employee be permitted to take more holiday hours than approved by the City Council.

5. **Professional Fire Personnel Fixed and Floating Holidays.**

Because of different shift requirements, the professional fire and EMS personnel will be eligible for four (4) floating holidays approved by the City Council except those days will be at the employee's choosing and must be taken in full day increments. During the first partial year of employment, these days will be pro-rated as follows:

**Professional Fire Personnel Floating Holiday
During First Year of Employment after 90 days**

<u>Month</u>	<u>(24 Hour Personnel)</u>
Jan. – Mar.	3
Apr. – Jun.	2
July – Sept.	1
After Oct. 1	0

6. If a regular or probationary full-time employee (non-public safety) works on a fixed holiday that is approved by the City Council, the employee will receive pay at 1.5 times his or her regular rate of pay for the time worked in addition to the straight time pay for the holiday. There is no special holiday pay for professional fire and police personnel.
7. Floating Holidays are not paid upon termination from employment.

4.13 Floating Holidays

If floating holidays have been granted by the Westfield City Council the following rules apply.

- The floating holiday needs to be planned in advance with your supervisor's approval as any normal "vacation" might be planned.
- Floating holidays are not eligible to be carried forward to the next year, and no pay will be provided for unused floating holiday at the end of a calendar year or upon termination of employment, for any reason.
- Floating holidays must be taken in no less than ½ day increments. This does not apply to Professional Police Personnel.
- Disciplinary probationary employees are eligible to schedule floating holidays.
- Training probationary employees are eligible to schedule floating holidays after the Training Probationary Period. Professional Police and Fire employees are eligible during their Training Probationary Period after 90 days of employment.
- New civilian employees hired before July 1st of each year will be eligible for ½ of the annual number of floating holidays to be used during the remainder of that calendar year. This eligibility occurs after the completion of the first 90 days of employment.



- New civilian employees hired July 1st or after of each year will not be eligible for any floating holidays during the remainder of that calendar year.

4.14 Perfect Attendance Day

Employees are awarded one (1) paid day off from work during the twelve month period following a perfect attendance calendar year. Perfect Attendance is defined as having taken no Sick Leave, Bereavement Leave, Family Illness Leave or Industrial Injury Leave during the calendar year. If an employee takes Compensation Time or Flex Time in place of Sick Leave, such employee remains eligible for perfect Attendance. This is not a paid benefit at the time of termination of employment, nor can it be carried over from year to year.

4.15 Employee Assistance Program

City of Westfield has a confidential voluntary Employee Assistance Program (EAP) available to employees and anyone living within their household. It is the responsibility of the employee to seek assistance from EAP when needed. Six (6) sessions per issue will be provided free of charge. Please contact Human Resources for any further information regarding this program.

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5.00 COMPENSATION AND PAYROLL



5.00 COMPENSATION AND PAYROLL

5.01 Compensation Programs

It is the desire of the City of Westfield that its salary and benefit programs will attract and retain people well qualified to achieve high standards of performance in their work. We encourage new employees to build their careers with the City. In keeping with this desire, compensation and benefit programs are reviewed annually and work performance is reviewed to encourage continued growth in your personal contributions toward the goal of providing service to the citizens of our community.

Every job with the City is reviewed and given a salary range for a starting salary. Salary ranges are reviewed annually with other similar positions within other communities throughout the State of Indiana and changes are made when appropriate. This is accomplished annually with the City Council approving a salary ordinance. Salary increases are approved by the City Council and generally are administered annually in January of each year.

In addition to the compensation and benefits programs, the City of Westfield pays longevity pay pursuant to the current year's salary ordinance. Longevity is paid on a per pay basis beginning January of each year and is calculated based on the Employment Anniversary Date, Policy 2.080. Employees become eligible for longevity pay after the first full calendar year of employment. Based upon years of service, years 1-10 is \$200 per year and years 11-25 is \$250 per year. ~~The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer.~~ For example, an employee hired on February 1, 2010, first becomes eligible for longevity pay on January 1, 2012. Similarly, an employee hired December 15, 2010, also first becomes eligible for longevity pay on January 1, 2012. The longevity benefit is not applicable to the Mayor, Deputy Mayor and the Clerk-Treasurer.

5.02 Pay Periods & Notice of Deposit Delivery

Pay periods will be for a period of two weeks. The Clerk-Treasurer's office issues an annual schedule of pay dates.

Any error in your pay should be reported immediately to the Clerk-Treasurer so it can be corrected. Any request for payroll adjustment must be submitted in writing to the Clerk-Treasurer. Should an employee wish to designate a family member or other person to have access to their payroll information, such designation must be in writing to the Clerk-Treasurer.

5.03 Attendance Cards / Forms / Time Keeping System

You are responsible for reporting your own time and it should be submitted to your supervisor at the end of the two-week period. The supervisor will approve and forward to the Clerk-Treasurer's office for processing.

Employees are covered by the Fair Labor Standards Act, and are responsible for submitting~~completing~~ hours worked each pay period into the payroll system of the City's choosing. Your pay is computed from this information.

To ensure maximum accuracy this should be completed daily. Your approval in the system and the approval of your supervisor certify the accuracy of all time information.

5.04 Fair Labor Standards Act

The Fair Labor Standards Act is a federal law that, in part, establishes minimum wage and overtime pay requirements for certain categories of work. Individuals who are not exempted from these requirements are referred to as “non-exempt” employees. Employees who are exempted from (not covered by) these requirements are classified as “exempt” employees. Your status is explained at the time of your employment.

5.05 Overtime Pay / Compensatory Time

It shall be the policy of the City Council to comply with all state and federal laws and regulations regarding compensation of minimum wage and overtime for all employees covered by the provisions of the Fair Labor Standards Act effective April 1986 and as amended.

For some employees, time worked in excess of the regular shift may be compensated with compensatory time off. Compensatory time off rather than paid overtime may be granted on a case-by-case basis at the discretion of an employee's immediate supervisor. It is recognized that the individual Department Heads must work within the specific workplace needs of their departments, and must have the ultimate decision making responsibility in offering the compensatory time option.

General Guidelines

1. Overtime and compensatory time off shall be earned at the rate of 1.5 hours for each hour worked in excess of the established work period described below.
2. Time worked required for continuation of any given assignment beyond the normal workday shall be accumulated to the nearest quarterone-half hour of service performed.
3. All overtime and compensatory time must be pre-authorized by the applicable Department Head. Employees who work unauthorized time without approval may be subject to disciplinary action.
4. Holidays (fixed and floating), Personal Days, Vacation, industrial injury accidents, and absence for jury and witness duty are considered time worked in fulfilling the requirements for overtime or compensation time eligibility. Sick leave is not included for calculating overtime or compensation time except for 24 hour fire personnel.

Public Works Department Personnel

For those personnel regularly scheduled for 40 hours per week

Hourly employees regularly scheduled to work 40 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday.

Overtime pay calculation is based upon your ~~regular average~~ hourly rate times 1.5.

Administrative Office Personnel

For those personnel regularly scheduled for 37.5 hours per week

Hourly employees regularly scheduled to work 37.5 hours per week will receive pay at the rate of time and one-half for hours worked in excess of 40 hours per week. For pay purposes the workweek begins on Sunday and ends on Saturday. This would mean that the first 2.5 hours worked beyond the standard 37.5 hour work week would be at straight time for these employees.

Overtime pay calculation is based upon your ~~regular average~~ hourly rate for the workweek times 1.5

Public Safety Personnel (Police and Fire)

For public safety personnel (fire and police), please discuss the rules associated with overtime with your department head.

For 24-hour fire personnel, overtime is paid during the 28-day pay period when work exceeds 212 hours.

For professional police, overtime is paid during the 14-day pay period when work exceeds 85½ hours.

5.06 Non-Exempt Employees: Compensatory Time Off

(A) Definitions

- (1) Civilian Employee shall refer to all City of Westfield employees not employed as Professional Police Employees or Professional Fire Employees.
- (2) Professional Police Employee shall refer to professional police personnel.
- (3) Professional Fire Employee shall refer to professional fire personnel.

(B) Non-Exempt Civilian Employees: Standard Workweek and Overtime

- (1) The standard workweek for full-time Non-Exempt Civilian Employees is either 37½ or 40 hours.
- (2) Any hours worked in excess of the Non-Exempt Civilian Employee's regularly scheduled hours per workweek must have the prior approval of the employee's department head or the department head's designee. Any hours worked by a Non-Exempt Civilian Employee in excess of his or her regularly scheduled hours for the workweek must fall within the department's budgetary limitations, except in the case of an emergency.

- (3) Non-Exempt Civilian Employees are required to report all hours worked on a personal time sheet that is signed by the employee's department head or the department head's designee. Failure to accurately report hours worked shall result in employee discipline.
- (4) Non-Exempt Civilian Employees shall be entitled to compensation at their regular hourly rate for each hour (of portion of an hour) worked in excess of 37½, but less than or equal to 40 hours in any workweek.
- (5) If Non-Exempt Civilian Employees are required to perform work for more than 40 hours in a workweek, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (C) for any hour (or portion of an hour) worked in excess of 40.

(C) **Non-Exempt Civilian Employees: Compensatory Time Off**

- (1) As used within this subsection (C), "department head" shall refer to the department head for the applicable Non-Exempt Civilian Employee or the department head's designee.
- (2) When a Non-Exempt Civilian Employee works more than 40 hours in a workweek, the department head, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the department head must have an understanding with the Non-Exempt Civilian Employee that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Civilian Employee's performance of the overtime work.
- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Civilian Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 40 in a workweek.
- (4) Where a Non-Exempt Civilian Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Civilian Employee's compensatory time off balance is reduced below 40 hours.
- (5) Where a Non-Exempt Civilian Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 40 in a workweek until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Civilian Employees must submit requests to use earned compensatory time off to their department head. Department heads shall allow Non-Exempt Civilian Employees to use accrued compensatory time

off within a reasonable period of time after the employee has made such a request, subject to the department head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Civilian Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(D) **Non-Exempt Professional Police Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Police Employees is 14 days.
- (2) Any hours worked in excess of 85½ hours per work period must have the prior approval of the Police Chief, or the Police Chief's designee. Any hours worked by a Non-Exempt Professional Police Employee in excess of 85½ must fall within the department's budgetary limitations, except in the case of an emergency.
- (3) Non-Exempt Professional Police Employees are required to report all hours worked on a personal time sheet that is signed by the Police Chief or the Police Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- (4) If Non-Exempt Professional Police Employees are required to perform work for more than 85½ hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (E) for any hour (or portion of an hour) worked in excess of 85½.

(E) **Non-Exempt Professional Police Employees: Compensatory Time Off**

- (1) As used within this subsection (E), "Police Chief" shall refer to the Police Chief for the City or the Police Chief's designee.
- (2) When a Non-Exempt Professional Police Employee works more than 85½ hours in a given work period, the Police Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Police Chief must have an understanding with the Non-Exempt Professional Police Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall

exist prior to the Non-Exempt Professional Police Employee's performance of the overtime work.

- (3) Where compensatory time off is substituted for overtime pay, the Non-Exempt Professional Police Employee shall be entitled to compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 85½ in a work period.
- (4) When a Non-Exempt Professional Police Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Police Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Police Employee has accrued a balance of 40 hours of compensatory time off, the employee will be paid overtime for any hours worked in excess of 85½ in a work period until such accrued balance is reduced below 40 hours.
- (6) Non-Exempt Professional Police Employees must submit requests to use earned compensatory time off to the Police Chief or his/her designee. The Police Chief or designee shall allow Non-Exempt Professional Police Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Police Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.
- (7) Under no circumstances may a Non-Exempt Professional Police Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

(F) **Non-Exempt Professional Fire Employees: Standard Work Period and Overtime**

- (1) The standard work period for full-time Non-Exempt Professional Fire Employees is 28 days.
 - Any hours worked in excess of 212 hours per work period must have the prior approval of the Fire Chief, or the Fire Chief's designee. Any hours worked by a Non-Exempt Professional Fire Employee in excess of 212 must fall within the department's budgetary limitations, except in the case of an emergency.

- Non-Exempt Professional Fire Employees are required to report all hours worked on a personal time sheet that is signed by the Fire Chief or the Fire Chief's designee. Failure to accurately report employee hours worked shall result in employee discipline.
- If Non-Exempt Professional Fire Employees are required to perform work for more than 212 hours in a work period, those employees shall be entitled to overtime compensation at the rate of 1½ times their regular hourly rate or to compensatory time off as outlined in subsection (G) for any hour (or portion of an hour) worked in excess of 212.

(G) **Non-Exempt Professional Fire Employees: Compensatory Time Off**

- (1) As used within this subsection (G), "Fire Chief" shall refer to the Fire Chief for the City or the Fire Chief's designee.
- (2) When a Non-Exempt Professional Fire Employee works more than 212 hours in a given work period, the Fire Chief, at his or her discretion, may substitute compensatory time off for overtime pay. In order to substitute compensatory time off for overtime pay, however, the Fire Chief must have an understanding with the Non-Exempt Professional Fire Employees, or their representative, that the substitution of compensatory time off may be made for overtime compensation. This understanding shall exist prior to the Non-Exempt Professional Fire Employee's performance of the overtime work.
- (3) When compensatory time off is substituted for overtime pay, the Non-Exempt Professional Fire Employee shall be entitled to earn compensatory time off at the rate of 1½ hours of compensatory time off for each hour worked in excess of 212 in a work period.
- (4) When a Non-Exempt Professional Fire Employee earns compensatory time off, the employee shall be allowed to accrue a compensatory time off balance up to 40 hours. Once a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee shall not accrue any additional compensatory time off until the Non-Exempt Professional Fire Employee's compensatory time off balance is reduced below 40 hours.
- (5) When a Non-Exempt Professional Fire Employee has accrued a balance of 40 hours of compensatory time off, the employee must be paid overtime for any hours worked in excess of 212 in a work period.
- (6) Non-Exempt Professional Fire Employees must submit requests to use earned compensatory time off to the Fire Chief. The Fire Chief shall allow Non-Exempt Fire Department Employees to use accrued compensatory time off within a reasonable period of time after the employee has made such a request, subject to the Fire Chief's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (7) Under no circumstances may a Non-Exempt Professional Fire Employee take compensatory time off until the employee has earned compensatory time off.
- (8) Employees cannot demand the payout of accrued but unused comp time during employment. In the City's discretion, the City may elect to pay out accrued but unused compensatory time off at any point during the calendar year. In all cases, employee accrued but unused compensatory time off balances shall be paid out in full upon separation from employment. Accrued compensation time off hours will be carried forward from calendar year to calendar year.

5.07 Exempt Employees: Flex Time Off

(A) Exempt Employees: Standard Workweek

- (1) Exempt Employees are required to work the numbers of hours necessary to complete their assigned tasks in any given workweek.
- (2) Exempt Employees are not entitled to overtime pay.
- (3) Exempt Employees, however, shall be entitled to earn "Flex Time Off" as set forth in subsection (B).

(B) Exempt Employees: Flex Time Off

- (1) As used within this subsection (B), "department head" shall refer to the applicable department head for the department in which the Exempt Employee is employed. In the case of the Chief Administrative Officer and/or Deputy Mayor, "department head" shall mean the President of the City Council and/or Mayor.
- (2) When an Exempt Employee works more than 40 hours in a given workweek, the department head, at his or her discretion, may grant the Exempt Employee flex time off.
- (3) When flex time off is granted, the Exempt Employee shall earn flex time off at the rate of 1 hour of flex time off for each hour worked in excess of 40 in a workweek. An Exempt Employee must account for 8 hours per day and working more or less should be accounted for by earning or taking flex time or other benefit days.
- (4) When an Exempt Employee earns flex time off, the employee shall be allowed to accrue a flex time off balance up to 24 hours. Once an Exempt Employee has accrued a balance of 24 hours of flex time off, the employee shall not accrue any additional flex time off until the Exempt Employee's flex time off balance is reduced below 24 hours.
- (5) Exempt Employees must submit requests to use accrued flex time off to their department heads. The department heads shall allow Exempt Employees to use accrued flex time off within a reasonable period of time after the employee has made such a request, subject to the department

head's discretion as to the needs of the department and in a manner that will not unduly disrupt the operations of the department.

- (6) Under no circumstances shall an Exempt Employee be permitted to take flex time off until the employee has earned flex time off. .
- (7) Accrued flex time off hours will be carried forward from calendar year to calendar year.
- (8) No payments shall be made for accrued flex time off, and no payment shall be made in lieu of taking accrued flex time off. Under no circumstances will accrued but unused flex time off be paid out upon separation from employment.

5.08 Emergency Call-In Pay

Regular employees who are paid on an hourly basis (non-exempt) may qualify for emergency call-in pay under certain circumstances. If you are notified away from work that "emergency" call-in work is necessary, you will receive overtime pay for whatever amount of work time is involved with a minimum of three hours at the overtime rate, even though the job may be completed in less time. For such an emergency call-in, time spent in travel to and/or from work will be considered time worked.

For the Police and Fire Department, off-duty manpower called in for emergencies will also be paid overtime for whatever amount of work-time is involved, including travel time, with a minimum of 3 hours paid at the overtime rate, even though such work may be completed in less time.

Non-exempt professional police employees required to attend a work-related court hearing outside of their scheduled weekly work hours will be paid overtime for whatever amount of work time is involved, with a minimum of three hours paid at the overtime rate, even though such work may be completed in less time.

For the Public Works Department, this policy is superseded by the On-Call Policy implemented within the department.

5.09 Worker's Compensation Insurance

If an employee is injured on the job as a result of an accident or if an employee develops an occupational disease, the City provides, through worker's compensation insurance, payment of weekly income in accordance with worker's compensation and occupational disease laws.

The employee has the responsibility of reporting any accident or injury, which occurs while working, to their immediate supervisor. Failure to report an injury while on duty, that day, or at the end of that shift may result in a denial of benefits and/or disciplinary action.

Management will work with the City's Human Resources Manager to complete the required documents to comply with the law and meet submission deadlines.

It is critical that worker's compensation reports be completed on time.

5.10 Payroll Deductions

Several deductions are made from your pay including federal income tax, state income tax, social security tax, Medicare tax, and county income tax. An employee, by written request to the Human Resources Manager, may have a portion of their wages or salary withheld for additional approved purposes, such as:

- Purchase of group health, dental and vision for family members
- Purchase of supplemental insurance coverage
- One America deferred tax investment program
- Fire Personnel PERF retirement plan
- Union Dues

Social Security Tax - Medicare Tax

You pay for one-half of your social security and Medicare tax commonly known as FICA. The City of Westfield pays the other half for you. The social security tax and Medicare tax you pay is withheld from your paycheck. This tax is a percentage of salary (up to a certain annual maximum earnings figure; and the percentage applied to your salary is also subject to change). There are four kinds of government benefits covered by this tax; disability benefits, retirement benefits, Medicare, and survivor benefits.

5.11 Garnishments

We expect that each employee will be responsible for his or her own financial obligations; however, there are times the City will be required by law to withhold funds from your paycheck because of a court order. By law we reserve the right to charge the maximum administrative fee to the employee for each transaction.

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6.00 UNEMPLOYMENT COMPENSATION

6.01 Eligibility and Description

Eligible City employees are covered by the unemployment compensation program administered by the Indiana Department of Workforce Development (IDWD). Generally this compensation is available to those who are terminated from City employment through no fault of their own (layoffs or manpower cut-backs) and are actively seeking employment elsewhere. Eligibility is determined by the IDWD on a case-by-case basis. An application must be made by the worker before benefits can be considered by the IDWD.

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7.00 LEAVES OF ABSENCE

7.01 Medical Leave (Sick Leave)

Sick leave (provided after completion of 90 days of employment) is defined as absence from work with pay by any full-time regular employee as a result of any physical injury or illness, psychological condition or disability that incapacitates the **employee** to a degree that performance of the employee's job assignment is impaired. Sick leave may also be used for absences related to professional medical diagnosis and treatment but does not include routine appointments. However, sick leave shall not be considered a benefit of employment with the City and upon separation from employment for any reason, voluntary or involuntary; the City shall not pay such employee for any unused and/or accumulated sick leave. Pay for sick time will be based upon your normally scheduled workday (7 ½, 8, 12, or 24 hours) and can be taken in half-hour increments.

Employees (other than firefighters) will be permitted to substitute available paid time (e.g. vacation, compensatory time, personal time, or floating holidays) for sick days.

Employees on Full-Time Probationary Training Employment Status

Paid absence because of injury or illness (not related to work) during the first 90 days of all probationary training employment periods is not covered and time off from work would be **without** pay.

Sick Pay During Probation

Department	Probation Months	Eligibility for Sick Hours During First 90 Days of Employment	After 90 Days of Employment
Fire Admin.	6	0	8 Hours for each remaining full month left in the year
Police Admin.	6	0	
Police	12	0	
Utility/Admin.	6	0	
24-Hour Fire	12	0	8 Hours for each remaining full month left in the year

Regular Full-Time Employees

If a regular full-time employee is absent because of illness or injury, he or she will, with Department Head approval, receive full pay as follows.

Beginning each January 1, all regular full-time employees will be eligible to receive ninety-six (96) paid Sick Hours (or pro-rated hours based on hours worked if any employee works 30 to 37 hours) to be used during the calendar year.

7.00 LEAVES OF ABSENCE

Carry Over Sick Hours

Unused Sick Hours for 7-1/2, 8 and 12-hour shift personnel as of December 31 of each year may be accumulated to a maximum of 320 hours and carried forward to be used in the next calendar

year. 8 and 7-1/2-hour shift personnel accumulate no more than 320 Sick Hours in one year including the New Year's sick pay eligibility.

Unused Sick Hours for 24-hour shift fire personnel as of December 31 of each year may be accumulated to a maximum of 480 hours and carried forward to be used in the next calendar year. 24-hour shift fire personnel accumulate no more than 480 Sick Hours in one year including the New Year's sick pay eligibility.

Other Sick Leave Administrative Issues

Unless another time period is permitted by law, if illness or injury prevents an employee from reporting for work, he/she must contact his/her immediate supervisor of their absence prior to time he/she is to begin the workday.

When on sick leave, employees must be at home, at a medical facility, or be able to explain their whereabouts when requested. Failure to provide formal documentation as to one of the three requirements will result in severe disciplinary action that may include termination. No employee on sick leave will be permitted to perform any off-duty employment.

A minor illness or injury to an employee may cause a temporary sick leave of up to three (3) days to be granted by the supervisor. No certified medical form is required, but the City of Westfield reserves the right to obtain such a document at any time. Employees off due to illness four (4) days or longer will require medical documentation supporting the need for the absence. 24 Hour Firefighter employees off due to illness for two (2) consecutive assigned workdays will require medical documentation to support the need for the absences. In addition, the City of Westfield may request further medical review of the employee by a City-designated physician *at the City's expense*. All illnesses or injuries requiring medical documentation will require a fitness evaluation and medical documentation release for duty prior to coming back to work. In order to be paid for sick leave, an employee must be sick as defined above (any physical injury or illness, psychological condition or disability that incapacitates the employee to a degree that performance of the employee's job assignment is impaired). Therefore, in some circumstances a physician's opinion may be required in order to draw a sick leave benefit.

Absenteeism and Abuse of sick leave

The following shall be grounds for discipline up to and including termination:

- a. Use of sick leave for reasons other than illness or injury, except as expressly permitted in this manual.
- b. Pattern of sick leave abuse. This includes recurring use of sick hours on Fridays or Monday, before or after holidays, or before or after scheduled time off such as vacations, birthdays, personal days, or compensatory days off. This also includes repeated use of sick leave hours at times which the employee reasonably should know to be important to the department

because of workload, deadlines, or other causes rendering absences particularly troublesome to the department. Any combination of the above may constitute a pattern of abuse of sick leave and will be dealt with severely through normal disciplinary measures provided for in this manual.

Sick Hour Bank

In an effort to create an opportunity for a benefit to those employees who may have a major medical issue, the City of Westfield has created a Sick Hour Bank. The Sick Hour Bank shall be administered as follows:

Eligibility:

To be eligible to enroll in the Sick Hour Bank the employee first must have available the maximum allowable number of hours that may be accumulated pursuant to Section 7.010 "Carry over Sick Hours" of this policy and procedure manual.

Enrollment:

1. Employees may elect to participate in the Sick Hour Bank by completing an Enrollment Form and contributing the required number of accumulated Sick Hours to the Sick Hour Bank during the City's Sick Hour Bank open enrollment period.
2. The open Enrollment Period shall begin on December 1st and close on December 31st.
3. To enroll in the Sick Hour Bank the employee must donate ninety-six (96) of his or her accumulated Sick Hours to the bank.
4. Any employee who fails to complete the Enrollment Form by December 31st and/or contribute the required number of accumulated sick hours during the open enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Continued Participation in the Sick Bank:

1. To remain actively enrolled in the Sick Hour Bank, the employee must donate forty-eight (48) Sick Hours during the enrollment period each subsequent year to remain qualified to submit claims against the Sick Hour Bank the following calendar year.
2. Any employee who fails contribute the required number of accumulated Sick Hours during the Open Enrollment period shall be ineligible to submit claims against the Sick Hour Bank during the following calendar year.

Administration:

1. An employee must be a member of the Sick Hour Bank for at least sixty (60) days prior to applying for benefits from the Sick Hour Bank.
2. The maximum benefit that any individual employee may claim against the Sick Hour Bank in a given calendar year is *the lesser of* one thousand four hundred and forty

(1,440) hours or the balance of Sick Hours contributed by all City employees that remain in the Sick Hour Bank.

3. Any employee petitioning to utilize the Sick Hour Bank must have utilized all of his or her paid time off benefits (Sick Hours, Personal Hours, Vacation Days, etc.) before being able to utilize the Sick Hour Bank.
4. Any employee who desires to make a claim against the Sick Hour Bank must submit his or her request on the City's Sick Hour Bank Request Form accompanied by appropriate documentation from the employee's medical provider explaining the employee's need for and the expected length of the employee's leave.
5. Claims against the Sick Hour Bank may only be made for the employee's own major medical issue. The Sick Hour Bank does not cover extended leave to care for a family member with a major medical issue.
6. An employee may not make a claim against the Sick Hour Bank during any time period during which he or she is receiving Worker's Compensation wage replacement benefits.
7. All claims against the Sick Hour Bank must be approved by the Chief Administrative Officer and/or City Council.
8. Any employee who makes an approved claim against the Sick Hour Bank in a given calendar year will be relieved of the forty-eight (48) sick hour donation requirement for that year.
9. Any Sick Hours donated to the Sick Bank are non-redeemable except for a qualified claim. Hours contributed to the Sick Hour Bank will not be paid out upon termination.

7.02 National Guard and Reserve Duty Leave

The City of Westfield recognizes the importance of military service to our country and our state. The City will fully comply with all provisions set forth in federal and state law governing military leave. Pursuant to these laws, regular full-time and part-time employees are eligible for unpaid military leave. Such leave and the re-employment rights of an employee upon return from such leave shall be determined in accordance with applicable federal and state law and regulations.

Your supervisor may request a copy of any orders to substantiate a requested leave. Such leave shall not be charged against the employee's sick or vacation allowance. (IC 10-2-4-3)

In addition to the unpaid leave provided above, any employee of the City who serves in any reserve or active branch of the military or National Guard shall be granted 120 hours of paid military leave in any calendar year. For these 120 hours, the City will compensate the employee for the difference between his or her salary and/or hourly wages paid by the City and the salary paid by the military, if any. This means that if military pay is less than civilian pay, the City will make up the difference for 120 hours of the employee's military leave. If your military pay is in excess of your civilian pay, no payment from the City will be made. In no case will any employee receive full pay from both the military and the City for the same work period.

Pay beyond 120 hours of active duty each calendar year will not be compensated by the City. Unused leave will not carry over into the following year. Nothing contained in this Section 7.020 shall be implemented in violation of the Fair Labor Standards Act or other applicable law. Where a conflict exists, applicable law shall apply instead of this policy.

7.03 Family Military Leave

In compliance with the Indiana Military Family Leave Act (Indiana Code 22-2-13), the City will allow employees 10 days of unpaid leave when a family member is called to active duty in the United States Armed Forces, the Indiana Army National Guard, or the Indiana Air National Guard. The family member must be scheduled for at least 89 days of active military duty in order for the employee to qualify for family military leave. With the City's prior approval, an employee may use his/her earned, unused paid time off, including vacation or personal time, floating holidays, comp time, and flex time, for all or a portion of his/her family military leave. If you believe that you may qualify for family military leave or have questions about taking a family military leave, please contact the Human Resources Manager.

7.04 Bereavement Leave

A paid bereavement leave is authorized per death in the family as specifically described below:

This benefit applies to the death of an employee's spouse, child, step-child, mother, father, step-father, step-mother, step-brother, step-sister, step-grandchild (only when any step-relationship is within current marriage), mother-in-law, father-in-law, grandparents (employee's and spouse's), grandchildren, brother, sister, sister-in-law, brother-in-law, half-brother, half-sister.

Those employees assigned to 7.5 or 8-hour shifts may be granted three (3) days of Bereavement Leave. Those assigned to 12-hour shifts may be granted two (2) days of Bereavement Leave. Those assigned to 24-hour shifts may be granted one (1) day of Bereavement Leave (i.e., one 24-hour period). This benefit is for full-time employees only.

In special circumstances, usually because of travel distances, an extension of absence with pay may be granted on a case-by-case basis and approved by the Department Head **and** Chief Administrative Officer.

Any other absence in connection with funerals of other relatives or friends may be excused **without pay** if personal hours are not available. This decision to allow this absence is at the discretion of the Department Heads.

For purposes of this provision a day equals the number of hours the employee would regularly have been scheduled to work on the day taken off.

7.05 Illness in the Family Leave

If serious illness, as defined by the FMLA Act of 1993 (see Section 7.070) occurs in your immediate family (mother, father, wife, husband, child, within current marriage stepchild) and your presence is required, pay may be received for a brief absence if approved by your Department Head. A maximum of 3 days for 8 and 7 1/2-hour shift personnel; 2 days for 12-hour shift

personnel; and 1 day for 24-hour shift personnel may be granted for each occurrence. No employee shall be able to utilize more than two occurrences within a calendar year. The amount of paid time off depends greatly upon individual circumstances and should be reviewed with and approved by your Department Head upon receipt of a doctor's notification of the situation. This benefit is available for full-time employees only.

7.06 Civic Leave (Jury Duty, Witness Duty)

Any employee who is summoned to serve on a petit or grand jury or to appear as a witness for the Federal, State or City Government shall immediately inform his or her Department Head or immediate supervisor. This employee shall be excused from work for the days on which he/she serves.

An employee's pay during this service period may be reduced by the amount received from the Court. The employee will present proof of service (subpoena) and of the amount of payment received thereof from the clerk of the court or coroner. Payment by the court to the employee for traveling expenses may be retained by the employee.

If an employee is released from jury duty by the court any time prior to noon, he/she shall report to work as soon as possible but at least within (2) hours of being released by the court.

Part-time employees will not receive compensation for their time away from work for civic leave but will be given excused time off.

7.07 Other Leaves

Full-time employees may also receive leaves of absence for other purposes subject to the approval of the Chief Administrative Officer and City Council. These leaves may be paid or unpaid and will be considered on a case-by-case basis.

7.08 Maternity Leave

An employee who is unable to work because of pregnancy, child delivery, or other pregnancy-related causes, shall be treated for purposes of medical leave, vacation leave, leaves of absence, and other benefits, as any other employee with a medical condition. No maternity leave shall be for a period longer than 90 calendar days including the use of earned sick leave and vacation time available.

The City of Westfield will make every reasonable effort to provide employees who are nursing mothers a private place to express breast milk, as well as an appropriate place to store the expressed milk and shall:

1. Provide reasonable paid break time to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee.
2. Make reasonable efforts to provide a private space, other than a toilet stall, in close proximity to the work area, for nursing mothers to express milk; and;

3. Make reasonable efforts to provide a refrigerator or other cold storage space for expressed breast milk or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

It is the responsibility of the employee to request from Human Resources or her direct supervision a workplace accommodation.

7.09 Family and Medical Leave Act of 1993

The City of Westfield complies with all applicable federal and state laws, including the Family and Medical Leave Act (FMLA) of 1993, as amended. Under the FMLA, eligible employees are entitled to certain rights and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

An eligible employee under FMLA is an employee who has been employed by the City of Westfield for at least 12 months and who has worked at least 1,250 hours within the last 12 months. All public sector employees who meet the above requirements are deemed an eligible employee.

An eligible employee may take FMLA leave for up to 12 weeks per leave year, calculated on a rolling 12 month period measured backward from the date any leave is used, for any of the following four reasons:

- 1) To care for a newborn child or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement. Also includes "in Loco Parentis", an individual who has day-to-day responsibility to care for and financially support a child who is under eighteen (18) years of age or who is older than eighteen (18) years of age and incapable of self-care because of a physical or mental disability;
- 2) To care for the employee's spouse ~~(defined in accordance with applicable State law, as amended from time to time)~~, child, or parent who has a serious health condition;
- 3) Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions; or
- 4) Due to any non-medical 'qualifying exigency' arising out of the active duty status (or notice of an impending call or order to activity duty) of your spouse, son, daughter or parent in the Armed Forces in support of a contingency operation ("qualifying exigency military leave").

If you are the spouse, son, daughter, parent, or next of kin of a "covered service member", then you may be entitled to take up to 26 workweeks of service member family leave in a 12-month period to care for the service member. This 26-workweek leave entitlement shall be reduced by any leave taken during the 12-month period for one of the reasons enumerated above. For example, if you took 8 weeks of leave due to your own serious health condition, you would be entitled to up to 18 weeks of service member family leave.

The term “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term also includes veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred during the five years preceding the date of treatment.

The term “serious injury or illness” means “an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.”

Spouses employed by the City are jointly entitled to a combined total of up to 26 workweeks of service member family leave.

A serious health condition is defined as any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization) or continuing treatment by a health-care provider. Continuing treatment is defined as:

- (a) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition with the requisite instances of subsequent treatment;
- (b) any period of incapacity due to pregnancy or for prenatal care;
- (c) any period of incapacity due to a chronic serious health condition;
- (d) any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- (e) any period of absence to receive multiple treatments for certain conditions (e.g. chemotherapy, dialysis); or
- (f) other qualifying absences attributable to incapacity. Common colds, flu, earaches, etc. are not considered serious health conditions.

Routine physical, eye or dental examinations are not considered within the scope of continuing treatment and voluntary cosmetic treatments are not generally considered serious health conditions unless inpatient care is required.

An eligible employee generally must give the Department Head at least 30 days notice of his or her intent to take leave under FMLA. If the employee is unable to give such notice, then the employee must notify the Department Head as quickly as possible. The Department Head will forward the notification immediately to Human Resources for processing and filing. If a notification cannot be obtained from the employee, the Department Head must give notice to Human Resources that an employee is off and Human Resources will determine if the leave applies. When requesting qualifying exigency medical leave or service member family leave, you must provide the City with as much notice as is reasonable and practicable.

In cases of leave to be taken to care for a seriously ill family member or due to an employee's own serious health condition, the employee must provide the Department Head with certification signed by the health care provider including the following information:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) Medical facts supporting the need for leave;
- 4) If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the job as well as the nature of any other work restrictions, and the likely duration of such inability ;
- 5) If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
- 6) If applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave.

A certification form will be provided to the employee by the City. An eligible employee on FMLA leave must submit to the Department Head and to the Chief Administrative Officer's office a medical release indicating that the employee is able to return to work and perform the duties identified in the employee's job description. Without such a release the City of Westfield cannot restore the employee to an active status.

The City of Westfield requires that the employees take any available paid leave (e.g. vacation, sick, personal) for which they are eligible while on FMLA leave. Employees shall only be eligible to use their accumulated sick leave while on FMLA leave if the FMLA leave is taken for the employee's own serious health condition. Otherwise, leave is without pay.

The FMLA provides up to either 12 or 26 weeks of job protected leave. Upon return, the employee will be restored to the position he or she held prior to taking FMLA leave or to an equivalent position with respect to pay, position and responsibility.

During FMLA leave the City of Westfield is required to maintain the group health benefits for the employee while on leave. Any employee cost for such insurance is still the responsibility of the employee while on leave. The employee is expected to make arrangements with the Department Head and with the Clerk-Treasurer's office for payment of the employee's obligation.

7.10 Vacation Leave (Unpaid)

All regular full-time employees may request an additional ten (10) days of vacation each calendar year **without pay** (12-hour personnel may request 7 days and 24 hour employees may request 6 days) after eligible leave is used. Eligible leave is defined as earned vacation both carried over from the prior year plus the current year's vacation plus floating holiday and personal time. It is not a requirement to take this unpaid vacation leave in weekly increments.

The Department Heads of each department **have the sole authority** to grant this additional vacation **without pay** based upon work schedules and requirements in their areas. These days are **not** eligible to be carried forward to the next year if not used and are **not guaranteed** to be granted when requested.



Additional leave time may be granted to the extent required by the Americans with Disabilities Act and/or other applicable law.

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8.00 RETIREMENT

8.01 Summary

All regular full-time employees, including the Clerk-Treasurer and the Mayor, of the City of Westfield, are allowed to participate in a retirement program, funded at least in part by contributions from the City. Eligibility begins on the first day of employment with the City. Part-time employees are only allowed to participate in the 457 Retirement Plan described in 8.015 below and the City will not make any contributions to that plan.

8.02 Public Employees Retirement Fund (PERF)

~~Most All regular~~ full-time employees (other than certain firefighters and police officers described in Section 8.020.2), the Clerk-Treasurer, and the Mayor of the City of Westfield are required to join the Public Employees Retirement Fund (PERF) maintained by the State of Indiana. This plan is designed as an employer **and** employee contributory plan. The City of Westfield currently contributes the employee **and** employer portion to this retirement plan for all eligible employees. Eligible employees are enrolled as of the first day of their employment with the City. Civilian PERF is based on gross wages and calculated at 14.2% total.

Paramedics are considered civilian employees when it pertains to PERF. The City contributes 14.2% of the paramedic's base pay into the Civilian PERF account and an additional 13% of their base pay into the 457 account. Paramedics do not have to contribute to the 457.

PERF pays benefits to employees upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the employee's death.

In many municipalities, the employee shares in this retirement cost; however, the City of Westfield has included the employee portion of this cost as an additional benefit to the eligible employees employed by the City. Therefore, there is no payroll deduction for this state retirement program. Employee contributions (made for the eligible employee by the City) are eligible to be refunded to the employee by PERF upon termination of employment if the employee so chooses and applies to PERF for a refund of these funds.

Full particulars regarding PERF are contained in a PERF Member Handbook available online at www.in.gov/inprs/perfmbrforms.htm. Additional questions should be directed to the Clerk Treasurer's office.

8.03 Deferred Compensation (Supplemental Retirement Option)

457 Retirement Plan

The program is entirely voluntary and public employees (full and part-time) may contribute a portion of their salary **before federal taxes**, if they desire, to a retirement account. The purpose of this tax-deferred program is to help you build your own additional financial security through payroll deductions being contributed to an investment program.

The City's Human Resources Manager can explain the plan requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office. Contact our representative from One America to make an appointment with you to explain this program in more detail.

8.04 City of Westfield Matching Investment Plan (a 401(a) Plan)

This matching program is intended to supplement retirement investment initiatives by all full-time employees. Part-time employees are not eligible for this matching program. The purpose of this matching program is to strongly encourage personal financial saving to secure employees' future retirement.

The City matches \$0.667 in a 401(a) account for each \$1.00 invested in the 457 Retirement Plan up to 6% of the employee's annual **base** salary. The City's up to 4% matching portion is invested in a 401(a) account and is subject to the vesting schedule below based on your years of service with the City. The City's Human Resources Manager is available to explain other eligibility requirements. Changes in payroll deductions should be directed to the Clerk Treasurer's office.

401(a) Account Vesting Schedule:

Year 1 Vesting	0%
Year 2 Vesting	0%
Year 3 Vesting	20%
Year 4 Vesting	40%
Year 5 Vesting	60%
Year 6 Vesting	80%
Year 7 Vesting	100%

See **example** below of how this program works. This example uses an employee with an annual **base** salary of \$25,000 and a 457 Retirement Plan Contribution of 6%.

Annual Base Salary	<u>457 Retirement Plan</u> <u>6% of Annual Base Salary</u>	<u>401(a) Retirement Plan</u> <u>City Match</u> <u>(\$.667 for each \$1.00</u> <u>invested in your 457</u> <u>Retirement Plan)</u>
\$25,000	\$1,500	\$1,000

If you invest \$1,500 into the 457 Retirement Plan, the City will match that contribution at the rate of \$.667 for each \$1.00 or \$1,000. If you contribute less than 6% into the 457 Retirement Plan, the City will match \$.667 for each \$1.00 you contribute. For example, if your contribution is \$800 then the City will contribute \$533 into your account under the 401(a) Retirement Plan.

8.05 City Contribution to 457 Plan for Certain Police Officers

This policy applies to all police officers who elected to remain in the Civilian PERF Fund ~~did not elect to enroll in the 1977 Police and Firefighters Fund as described below in Section 8.020-2~~ when they were allowed a choice on January 1, 2008. To supplement retirement for this

category of police officers who are not participating in the 1977 Police and Firefighters Fund, the City contributes 13% of the police officer's base pay into the 457 plan described above and 14.2% of the police officer's **gross** pay into the civilian PERF, subject to maximums imposed by federal law. Therefore, there is no payroll deduction for those officers participating in this retirement program. This contribution is made in July and January of each year. For additional information with respect to this program, contact the Clerk Treasurer's office.

8.06 1977 Police and Firefighters Fund

The 1977 Police and Firefighters Fund ('77 Fund) maintained by the State of Indiana is available to all professional firefighters of the City's Fire Department and to all professional police officers hired on or after January 1, 2008 who are 36 years of age or less on their dates of employment. The '77 Fund was also made available to those professional police officers who enrolled in the Fund effective as of January 1, 2008. Eligible employees are enrolled as of the first day of their employment with the City.

The '77 Fund is designed as an employer **and** employee contributory plan. Each of the eligible participants has a payroll deduction of 6% of a 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay placed into the '77 Fund. The City of Westfield contributes an additional 19.7% of the 1st Class Patrolman or Sr. Firefighter's base salary plus 20 years of longevity pay into the '77 Fund.

The '77 Fund pays benefits to police officers and firefighters upon retirement or in certain cases, their serious illness or injury, or to their survivor upon the police officer's or firefighter's death.

In order to receive retirement benefits, members of the '77 Fund must have completed at least 20 years of creditable service and attained age 52 for an unreduced benefit or age 50 for a reduced early retirement benefit. If a member of the '77 Fund ends employment for any reason other than your death or disability before completing 20 years of creditable service, the member's employee contributions are eligible to be refunded to the member.

Additional information regarding the '77 Fund is available contained in the Police and Firefighters Member Handbook provided on-line at www.in.gov/inprs/policeandfirefighters.htm. Additional questions should be directed to the Clerk Treasurer's office.

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9.00 PERSONAL HEALTH AND WELFARE

9.01 On-The-Job Injury

Non-public safety employees who suffer an on-the-job injury will receive their normal rate of pay for up to five (5) days of their normally scheduled work period provided a physician certifies that the employee is unable to work. Public safety employees who suffer an on-the-job injury, and who are certified by a physician as being unable to work, will receive their normal rate of pay for up to three months (unless otherwise extended at the discretion of the City) until they begin receiving their disability payments from PERF. However, no employee may receive both their normal rate of pay and workers compensation or PERF disability benefits for the same time period. Therefore, if the employee is paid his/her normal rate of pay and subsequently receives workers comp or PERF benefits for the same time period, he/she must reimburse the City the amount the City paid. If Worker's Compensation pays the employee for these first days off, the employee will reimburse the City. This period shall not be charged against the employee's medical leave account. Employees who are injured or become ill on the job should report the injury or illness immediately to their supervisors.

1. The employee should, at the earliest convenient time, file a report of the incident with the supervisor. The report must include all relevant information about the incident.
2. The supervisor is responsible for ensuring the employee receives proper care as well as for ensuring completion of the incident report.
3. Worker's Compensation Insurance Forms must be completed by the involved employee or, if necessary, by the supervisor within twenty-four (24) hours of the injury. A person assigned by the supervisor will help the employee in the completion of the appropriate medical insurance and/or Worker's Compensation Forms. All of these forms should be routed to the City's Human Resources Manager for processing.

9.02 On-The-Job Safety

The City of Westfield's employees over the years have given the City an enviable safety record. By following safety rules and instructions that have been developed based on working experience, you will help to continue to make our City a safe place to work. Your supervisor will give you any specific safety instructions based upon your specific work assignments. A serious violation of the safety rules or instructions given to you by your supervisor may result in disciplinary action, including dismissal.

The responsibility for this important part of your working life - your own safety and the safety of others - is shared by your supervisor and by you. In the last analysis, it is individual action that results in a safe or an unsafe environment.

All employees must report to their supervisor any working conditions that they believe to be potentially unsafe or harmful. Failure of the supervisor to address the situation or to convey the matter to the Chief Administrative Officer could result in disciplinary action, including dismissal, of the supervisor.

9.00 PERSONAL HEALTH AND WELFARE

9.03 Smoking

All City owned or operated facilities, including but not limited to, buildings and surrounding grounds, vehicles owned, leased or operated by the City of Westfield, parks, trails, parking lots as well as any City sponsored event wherever located within the City limits, shall be subject to the

provision of Ordinance No. 09-09; Prohibiting Smoking in Public Places. The purpose of this Ordinance is to protect the public health and welfare by prohibiting smoking in public places and places of employment and to recognize that the need to breathe smoke-free air shall have priority over the desire to smoke.

Smoking shall be prohibited in all public places within the City of Westfield, including any outdoor area within reasonable distance of a regulated area so as to insure tobacco smoke does not enter into designated smoke free areas. In no event shall a distance less than twenty (20) feet be deemed reasonable.

For further information, please see Ordinance No. 09-09 of the City of Westfield, Indiana and amendments as applicable.

9.04 Security

In an effort to provide an environment that is safe and secure for the employees of the City, as well as residents, a security system has been installed at all City building locations. This system will require the use of a City issued security number to enter during certain periods of the day and in certain areas. Other security codes will be assigned as appropriate. Please see your Department Head or designated representative to receive your individual code. External doors will be unlocked to exit the building in the event of an emergency during business hours.

Human Resources will be responsible for issuing identification cards for new employees with the exception of the police and fire departments. Department Heads, or their designee, must notify Human Resources of any new hires, terminations or missing identification cards. If an employee loses his/her identification card, a new card will be issued at the employee's expense. Employees will not be responsible for the cost of replacing damaged or defective cards due to normal wear and tear.

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10.00 OPEN DOOR POLICY

10.01 Philosophy and Process

Satisfactory working relationships depend on communication and understanding among people. Good relationships are easier to achieve when people feel that their problems and opinions can be discussed in a direct, open manner.

An open atmosphere is desirable in all areas of the City. If you have a problem or situation concerning any aspect of your employment, you are encouraged to discuss the problem or situation clearly and openly with your supervisor. It is important to understand the value of working through the "chain of command" in working your issues through upper level supervisors. In most cases, such discussion will lead to a prompt resolution of the problem or situation.

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11.00 DISCIPLINE AND DISCHARGE

11.01 Philosophy

Since circumstances vary in each case involving possible disciplinary action, each situation is handled on an individual basis. Management will work with the employee in attempting to correct the situation. The Chief Administrative Officer may be brought into the dialogue to work with Department Heads to ensure consistent application of disciplinary measures and to, where appropriate, ensure that progressive discipline was followed.

The nature of the disciplinary action taken will depend on the nature of the problem and the circumstances involved and will be consistent across all departmental lines.

11.02 Grounds for Disciplinary Action

Employees who engage in one or any combination of the following infractions may be subject to disciplinary action by their supervisor.

1. Poor job performance
2. Disobedience of orders
3. Conduct that disregards the public good
4. Repeated tardiness and/or unexcused absence
5. Inappropriate dress
6. Failure to abide by policy of working unauthorized overtime
7. Violation of Westfield Policy(ies)

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

11.03 Tardiness / Unexcused Absence

Tardiness for non-supervisory personnel is defined as late arrivals past the stated starting time for the work day and unexcused absence for all personnel shall be defined as failure to personally notify authorized management when said employee is unable to report for work. Two (2) late arrivals or two (2) unexcused absences in a 90-day period shall result in a written notice from the Department Head that will be placed in the personnel record. Two (2) written notices in any six (6)-month period may result in termination of employment.

An employee who fails to show up for work for three (3) days in a row and does not call in to report will be considered to have voluntarily resigned their position.

11.04 Extent of Authority

A Supervisor, Department Head, and/or Chief Administrative Officer may discipline an employee who commits any of the above infractions and may impose any one or more of the following disciplinary actions, depending on the circumstances

1. Verbal Warning
2. Written Reprimands
3. Suspension from work with or without pay
4. Discharge

All disciplinary actions involving suspension, demotions or terminations must be reviewed and approved to ensure compliance with relevant policies, procedures and laws. All personnel actions must be documented in the official employee personnel file located in the Human Resources office.

11.05 Progressive Discipline

Misconduct or unsatisfactory performance by an employee will typically be handled through a progressive disciplinary system. A progressive system of discipline is designed to allow both the City of Westfield and its employees to address unacceptable work performance or misbehavior through communication and consistent action.

1. Verbal warnings are typically the first layer of discipline issued, but may not be the only means of discipline applied, depending upon the severity of the situation as determined by the Supervisor, Department Head, and/or Chief Administrative Officer. Verbal warning will be in writing and forwarded to the Human Resources office to be filed in the official employee personnel file.

2. Should the offense continue past the occasion upon which the verbal warning was given, the result will then be a written reprimand. Written reprimands will be placed in the employee's official personnel file in the Human Resources office.

3. An additional offense, including but not limited to a repetition of the first offense or incident, within twelve (12) months of the first offense or incident, will result in a written warning and may result in a one (1) to three (3) day suspension with or without pay or a new defined disciplinary probationary period may be established.

4. A third offense or incident, including but not limited to the repetition of previous offense or incidents, within twelve (12) months of the second offense or incident, will result in immediate discharge.

5. If the twelve month disciplinary period lapses without the employee moving to the third offense or incident, the employee is deemed to have complied with the progressive discipline for that twelve month period and the progressive discipline starts over with a verbal warning upon the next offense or incident. Any restrictions or conditions put upon the employee by the supervisor during the twelve month disciplinary period should be revisited by the supervisor at the end of the twelve months. Only in egregious circumstances should the conditions be continued beyond the twelve month disciplinary period. The City reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline, including immediate termination, for any given occurrence. The severity of discipline will depend upon the severity of the occurrence, as well as the employee's work history.

11.06 Offenses That May Result in Immediate Discharge

The offenses listed below are examples of conduct for which the employee **may** be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature.

1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician
2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job
3. Fighting while on the job
4. Threatening employees or other citizens while on the job
5. Theft while on the job
6. Theft from the City of Westfield, which shall include unauthorized use of City property or equipment
7. Intentional or grossly negligent destruction or damaging of City property
8. Representing oneself as a City of Westfield employee in order to aid in committing or attempting to commit a felony or misdemeanor
9. Flagrant insubordination regarding supervisor's directions
10. Possession of dangerous weapons in the workplace or in any City vehicle, except when an employee is specifically authorized to by the City.
11. Immoral or indecent conduct or use of abusive language while on the job
12. Falsification of City records or any records kept by the City of Westfield
13. Any attempt to commit fraud through insurance, payroll, or other administrative documents

14. Conviction of a felony, domestic violence or child abuse
15. Unauthorized disclosure of any confidential City information
16. Refusal of drug testing without good reason

17. Violation of the City's Workplace Violence Policy,

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~~17-18.~~ Violation of the City's discrimination or harassment policies

~~18-19.~~ Engaging in or permitting unethical or illegal conduct

~~19-20.~~ Failure to maintain a valid Indiana Driver's license-

In addition, the Police Department and Fire Department periodically issue General Orders for their respective departments. As General Orders relate to public safety and employee conduct, they may also be grounds for disciplinary action, even though they may not be included in the above list. Not all General Orders are related to conduct but may also be grounds for disciplinary action or termination.

11.07 Workplace Violence Policy

The City of Westfield is concerned about increased violence in society, which has also filtered into many workplaces throughout the United States. As a result, the City has developed the following policy to prevent incidents of violence from occurring at the City.

1. The City prohibits any acts or threats of violence by any employee on or off City premises at any time. Any employee or former employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.

2. The City prohibits any acts or threats of violence against any of its employees, or visitors at any time while they are on City premises or engaging in business with or on behalf of the City on or off of City premises. The City will take appropriate action when dealing with employees, former employees, and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.

3. Employees, former employees, and visitors (excluding Professional Police Officers) are strictly prohibited from bringing firearms or other weapons into the workplace or in any City vehicle ~~unless specified by the City, except otherwise provided by applicable law.~~

4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

5. In furtherance of this policy, employees have a "duty to warn" their supervisors, Department Heads, security personnel, or Human Resources of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, or visitors that appear problematic. This includes, for example, threats or acts



of violence, aggressive behavior, offensive acts, and threatening of offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

If you are a victim of threats or acts of workplace violence, witness or hear of threats or acts of workplace violence or if you believe such violence could soon occur, notify your supervisor, Department Head, Human Resources Manager or Deputy Mayor immediately. Making a report in good faith will not reflect negatively on any employee with respect to the terms and conditions of their employment. **In an emergency, employees should dial 9-1-1 immediately.**

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12.00 OTHER RULES AND REGULATIONS

12.01 Purpose

The purpose of these stated rules and regulations is to help to maintain a high level of conduct on the part of the employees of the City of Westfield. In no way do these directives try to dictate personal manners or lifestyles, but they do seek to promote the effective skills and services that characterize the City's employees. The rules and regulations are to be used as guidelines and should not be seen as applying only to the general ideas listed here; City employees should also incorporate their own view of positive work habits.

12.02 Performance on the Job

Every City employee shall devote his or her full-time and attention to the task at hand while on the job. Supervisors must be able to oversee subordinates at all times and take immediate action if indifferent or improper behavior is seen.

12.03 Conduct in the Work Place

All employees should conduct themselves on the job in a manner appropriate to the workplace. The normal standards of courtesy and consideration for others should be observed in all contacts with City associates as well as with other people who may have business to transact with our City. In particular, all employees must be sensitive to the concerns and values of others.

12.04 Contracting Conflicts of Interest

The City may enter into a contract or renew a contract for the procurement of goods ~~or~~and services or a contract for public works with an individual who is a relative (spouse, parent, step-parent, child, step-child, sibling, half-sibling, step-sibling, aunt, uncle, niece, nephew, daughter-in-law or son-in-law) of an elected official (Mayor, member of the City-Council or Clerk-Treasurer); or a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements below are satisfied and the elected official does not violate IC 35-44-1-3.

The City may enter into a contract or renew a contract with an individual or business entity described above if:

- (1) the elected official files with the City a full disclosure, which must:
 - a. be in writing;
 - b. describe the contract or purchase to be made by the City;
 - c. describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - d. be affirmed under penalty of perjury;
 - e. be submitted to the City Council and be accepted by the City Council in a public meeting prior to final action on the contract or purchase; and
 - f. be filed, not later than 15 days after final action on the contract or purchase, with:
 - i. State Board of Accounts; and
 - ii. The Clerk of the Hamilton County Circuit Court
 - g. makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(2) the City satisfies any other requirements under IC 5-22 or IC 36-1-12.

An elected official must also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

These provisions do not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

12.05 Theft

Employees shall not take articles of any kind, regardless of value, from any work site, emergency scene, or property that is public or private with the intent of depriving the legal owner. Violation of this regulation will result in immediate discipline.

12.06 Bribery

Employees shall reject any attempt by an individual, group, or organization to bribe or compensate for services rendered while on the job. Any such attempts must be reported to the Chief Administrative Officer and City Council.

12.07 Notice of Absence or Delay

Employees who realize that they will be unavoidably late or absent from work must notify their immediate supervisor at the earliest possible time, and as otherwise provided in this handbook. Persistent lateness or absenteeism will not be tolerated.

12.08 Uniforms

Employees required to wear uniforms shall keep, maintain, and wear the uniform as specified by their supervisor. After voluntary or involuntary separation from the employment of the City, the employee must return all uniforms.

12.09 Dress Code

As in any business or job, you are expected to report to work in a clean and neat manner at all times. We request that you dress appropriately for the job you are performing with safety in mind.

Uniformed employees will be expected to care for the uniforms and comply with procedures for uniform pick-up and cleaning.

Non-uniformed employees are expected to wear casual business attire that is suitable to represent the City in interactions with City residents, other employees and all visitors that seek our services. The City's objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace yet still project a professional image. Business casual attire does not include the following and is not allowed: revealing shirts (tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, or tops with bare shoulders), short skirts (a skirt or a split in a skirt more than 2" above the top of the knee, including mini-skirts, "skorts", or skirts that ride halfway up the thigh), sun dresses, beach dresses or spaghetti-strap dresses, shorts, jeans, and flip flops. Because not all casual clothing is suitable

for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that reveals too much cleavage, back, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Any need for clarification should be directed to Human Resources.

Certain days may be declared dress down days. On these days, jeans and other more casual clothing are allowed but must still fall within the above guidelines regarding length, a revealing nature and type.

The above dress code is the minimum standard that should be followed. Department Heads may exercise their right to elevate a dress code specific to their department.

12.10 Commitment to Quality

Employees will strive to obtain all skills and knowledge necessary to perform their jobs in an outstanding manner and effectively represent the City of Westfield in all interactions. Indifference, insubordination, and improper conduct will not be tolerated.

12.11 Political Involvement

An employee may not perform any election or political campaign related function during the assigned work hours. An employee also may not perform election or political campaign related functions or acts if the said employee is wearing his/her uniform of the City of Westfield. This does not pertain to the act of voting.

12.12 Personnel Information Changes

Employees, who change their address, telephone number, marital or dependent status must report the new information to their supervisor and the City's Human Resources Manager within five (5) calendar days of the change. It is important to provide this new information because it may affect your pay and receipt of other City communications.

Changes in your W-4 federal personal exemption form should be made on forms available in the City's Human Resources Manager's office. If your personal family situation changes you may want to change this form.

Changes in your selection of medical coverage, dental coverage, and beneficiaries for life insurance purposes should be communicated directly to the City's Human Resources Manager.

12.13 Records Disclosure Policy

It shall be the responsibility of the Human Resources area to maintain and store the official employment records of current and former employees of the City of Westfield. Human Resources may disclose for verification of employment the following information that is subject to public disclosure either by a written request, in person, or via telephone:

1. Hire date of employee and/or termination date
2. Position title
3. Department for which he/she is or was employed

4. Length of employment

All requests for salary information must be presented in writing to the Clerk-Treasurer's office for completion.

Questions concerning the nature of certain records as to whether or not those records are to be classified as public information shall be reviewed on a per request basis. The final decision will be made at the discretion of the City and legal counsel.

12.14 Conflict of Interest

An employee who knowingly or intentionally has a monetary interest in or derives a profit from a contract or purchase connected with an action by the City has a conflict of interest subject to disclosure. An employee has a monetary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the employee or a dependent of the employee.

If an employee has a conflict of interest he/she shall immediately disclose his or her conflict of interest on the prescribed form in the Clerk-Treasurer's office.

12.15 Business / Work Hours

The City Hall office hours are 8:00am to 4:30pm Monday through Friday. Employees in departments working outside of the City Hall (City Services, fire, and police) will have different work shifts and schedules that are determined by the department head of those departments.

12.16 Lunch Time

All employees receive a 1-hour lunch break. This **lunch period is unpaid** and will be scheduled by your immediate supervisor or determined within your work group based upon work activity. Employees are not authorized to perform any work during their lunch breaks unless they have received prior authorization from their supervisors. Police and fire personnel should specifically check with their department head to verify lunch arrangements that may be unique to their work groups.

12.17 Resignation

If an employee should decide to leave the City's employment it is desirable that as much advance notice as possible be given to the City. At least a 2 week notice is required for a termination in good standing. Even though the 2 week notice is suggested, the City may request the employee terminate immediately for internal reasons. Resignations should be documented in writing by the employee and forwarded to Human Resources to be filed in the official employee file.

An employee, who resigns must return all City property, including uniforms, keys, and any other items or materials that are the property of the City and have been entrusted to the employee during their employment. Exit interviews will be required and must be scheduled with the City's Human Resources Manager prior to the employee's last day of service to ensure that insurance enrollment and other important changes due to the employee's separation are made in a timely manner.

12.18 Gambling

Gambling on City property is prohibited and shall result in investigation by management and the Chief Administrative Officer and may, depending on the seriousness of the offense, result in immediate dismissal.

12.19 Ethics

All City personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Chief Administrative Officer. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment, and/or criminal prosecution.

The City requires that all employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the City
2. Strive to obtain the maximum value for each dollar of expenditure
3. Grant all competitive suppliers equal consideration insofar as state and federal statute
4. Demand honesty in sales representation whether verbal or written
5. Give prompt and courteous reception to all who have legitimate business with the City including suppliers and customers
6. Foster fair, ethical and legal practices

12.20 Technology Resources Policy

12.20.1 Summary

The City provides computing resources to its employees and affiliates. Computing resources are defined as any and all technological resources and services procured or maintained through City funds or City paid employees: work stations, desktops, laptops, file servers, hardware, software, televisions, cellular phones, internal and external communication networks (e.g. internet, bulletin boards, commercial online services, and electronic mail systems) which are accessed directly or indirectly using City-owned and operated resources.

12.20.2 Purpose and Scope

This policy sets forth the City's policy regarding the use, access, and disclosure of computing resources. This policy applies to all employees, contractors, consultants, temporaries, and affiliates.

Computing Resources are a privilege, not a right. Therefore, any and all City provided computing resource-related rights may be revoked for violations of unacceptable behavior including, but not limited to:

- unsolicited and unauthorized mass electronic mail (a.k.a. spam)
- offensive language
- obscene materials
- harassment or discrimination
- direct or indirect threats
- pornographic or gaming materials
- use of unauthorized device(s)
- infringement on others' privacy
- unauthorized access to other's electronic mail or other network resources
- interference with others' work
- copyright infringement
- any illegal activity; or
- other unauthorized use of electronic mail or network resources provided by the City

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Please refer to the Policies and Procedures Manual sections 11.040 and 11.050 for disciplinary actions when this policy is violated.

12.20.3 Statement of Policy

A. Privacy, Confidentiality and Public Records Considerations

The City will make reasonable efforts to maintain the integrity and effective operation of its computing resources, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. The City can assure neither the privacy nor confidentiality of messages that may be created, transmitted, received, or stored.

In addition, Indiana law provides that communications of City personnel that are sent or received may be considered public records and are subject to public inspection. See Indiana Code 5-14-3-2.

Official City Issued E-mail Address

1. To ensure that all correspondence is delivered, all City employees will be assigned an official e-mail address. It is of the expectation that this address, and no other electronic mail address, will be used for all official City electronic mail correspondence. Any employee not utilizing their provided electronic mail address may not receive some or all communication.
2. Users should utilize proper e-mail etiquette including signing e-mail messages with the appropriate identification information, avoiding the use of ALL CAPS (often referred to as e-mail 'shouting'), and refraining from confrontational e-mail messages. Employees are prohibited from sending messages with inappropriate content, such as discriminatory, harassing or otherwise offensive materials. Employees are prohibited from sending e-mail correspondence destined to ALL EMPLOYEES unless previously approved by the Departments' direct Supervisor or Director.

B. Permissible Uses

1. Authorized Users

- a. Users and other persons who have received special permissions under the appropriate City authority (Mayor, Deputy Mayor, Director, and/or Informatics) are authorized users of the City's computing resources.

2. Purpose of Use

- a. The use of any City resources must be related to the identification of one's job responsibilities. Incidental and occasional personal use may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use for personal purposes is subject to the provisions of this policy.

C. Prohibited Uses

1. Prohibited Purposes

- a. Personal use that creates a cost for the City.
- b. Personal monetary gain or for commercial purposes that are not directly related to one's job responsibilities.
- c. Using the work of others in violation of copyright laws
- d. Capturing and viewing other's electronic records except as required in order for authorized employees to diagnose and correct technical issues or abide by legal records requests
- e. Harassment or intimidation of others in any manner including:
 - i. Creation or distribution of any offensive or disruptive messages, offensive comments about race, gender, ~~hair~~-color, age, sexual orientation, pornography, religious or political beliefs and/or practices, national origin or disability
- f. Violation of Federal, State, or local laws, and regulations
- g. "Spoofing," i.e., constructing an electronic message so it appears to be from someone else without prior proper authorization
- h. Use of an encryption device to restrict or inhibit access
- i. Attempting unauthorized access to City computing resources without prior proper authorization including: breaching of any security measures, intercepting electronic transmissions and transferring or storing electronic transmissions outside of approved methods of transfer and storage.

Any employee that receives prohibited messages has the responsibility to contact their department head and should not attempt to resolve the issue on their own, or forward any of the contents.

D. City Employee's Access and Disclosure

1. Users must keep their personal username(s) and password(s) confidential.
2. General Provisions
 - a. The City reserves the right to access and disclose the contents of all users' electronic records without consent if there is a legitimate business need. All communications sent or received utilizing any City owned resources may be made available for review.
 - b. Electronic records are subject to the provisions of Federal Statute *I.C. § 5-14-3*
3. Monitoring of Computing Resources
 - a. The City may exercise the right to monitor any and all computing resources to the extent permitted by law, without notice to or further consent by employees.
4. Inspection and Disclosure

The City will inspect and disclose the contents of computing resources when action is necessary in the follow conditions:

- i. in the course of an investigation conducted by City officials; or
- ii. to protect health and safety; or
- iii. to prevent the interference of any of the City's missions, objectives, or goals; or
- iv. to acquire information for the completion of one's responsibilities (only in the condition where he or she has the authority to authorize such action) and that is not more readily available by some other means

Electronic records must be available for inspection and copying by the public agency unless an exception to disclosure, based on the content of the message, applies.

Exemptions to disclosure are set forth in I.C. § 5-14-3-4 Sections 4(a) and 4(b).

5. Special Procedures to Approve Access to, Disclosure of, or Use of Computing Resources
 - a. Any individual seeking to obtain, use, or disclose information who does not have prior consent of the user and/or who does not directly supervise the user, must first obtain written permission from the user's department director. Only after the appropriate written permissions will Informatics grant access to the appropriate folders and/or files associated with the request.

E. Retention and Archiving of Electronic Mail

Electronic mail messages using City-owned equipment or software ~~may be~~ are public record and ~~are~~ subject to inspection and discovery. All electronic mail will be destroyed on or after its first (1st) anniversary unless stored within the Informatics' provided folder within each user's Outlook application, or as otherwise required by law.

Note, mail messages that have been previously segregated and/or stored as evidence (functions, policies, decisions, procedures, operations, or other activities of the City) or because of the value of official City Data, then such messages must be retained, archived, and destroyed in compliance with the *Cities and Towns Above 5,000 Population General Retention Schedule (CTGRS) Indiana Commission On Public Records – County Records Management*. Printing or storage of messages must comply with records management codes enforced by the State, Local, County, or Federal Governmental Agencies. It is the responsibility of each Department to know their respective records retention laws set forth by the CTGRS and abide by such policies.

All archiving activities or saving of e-mail messages outside of Outlook, Outlook Web Access, or a City provided e-mail enabled telephone device may be destroyed upon recognition.

The City reserves the right to place an official litigation hold or otherwise maintain electronic mail records beyond the 1st anniversary if such records are officially or perceived to be associated with an active investigation. Such requests for records may only originate from City Administration or from any official legal entity as defined by Federal, State, or local statute.

F. Disciplinary Action

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the City's electronic mail or other network. The City reserves the right to skip sections of disciplinary action pending the severity of the offensive usage up to and including a direct referral to City judicial authorities or law enforcement officers.

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CITY OF WESTFIELD, INDIANA PERFORMANCE MANAGEMENT GUIDELINES FOR FULL-TIME CIVILIAN EMPLOYEES

INTRODUCTION

1. Purpose and Scope

The Performance Management Guidelines set forth the policies and procedures necessary to establish and administer the City of Westfield performance management process for full-time civilian employees. This document *does not* apply to sworn police officers or firefighters, or to part-time, seasonal and temporary employees.

2. Goals

The City's ability to provide quality services to residents and visitors is closely tied to the performance of its employees. To measure and manage performance in order to assist in achieving optimal outcomes, the City is implementing a written performance management system in 2015.

The goals of performance management under this system are to:

- Create an ongoing dialogue between supervisors and employees regarding the City's expectations and the employee's progress in meeting those expectations;
- Document performance based on assigned job duties and established performance goals;
- Create a consistent and permanent record of an employee's performance;
- Identify opportunities for continuing training and education to enhance the skills required by the employee's position, or necessary for advancement;
- Establish measurable performance goals for the upcoming year;
- Identify obstacles that prevent the employee from performing at optimum levels;
- Develop plans to improve performance that does not meet expectations;
- Enable management to make informed decisions regarding an employee's job assignments and/or continued employment with the City; and
- Establish eligibility for annual salary increases.

3. Roles and Responsibilities

The Human Resources Manager will oversee the performance management process, develop or amend policies and procedures as needed, ensure supervisors are properly trained to evaluate employees and establish annual deadlines.

The Department of Human Resources will collect and maintain all performance evaluations and analyze data on a supervisory, department and City-wide level.

Department Directors will ensure performance evaluation are completed in a timely manner for their departments. All performance evaluations must be reviewed and signed by the Department Director before being submitted to Human Resources.

Supervisors with direct and/or indirect oversight will evaluate subordinate employees. **This is the most critical element of the process.** In order to protect the integrity of the entire process, supervisors are required to be trained in the performance management process. Their work will be reviewed by the Department Director and by the Director of Human Resources.

Employees will be required to complete a self-assessment form and to engage with their supervisor during the performance evaluation interview. Employees are not asked or expected to evaluate their supervisors, although relevant comments made in the course of the performance management process may be used in their supervisor's own performance evaluation.

THE MANAGEMENT PROCESS

4. Performance Management Schedule

The performance management process has two components to be completed annually: an employee self-assessment and a supervisor evaluation. A Performance Improvement Plan will also be required in some cases. Every employee hired before July 1, 2014, will participate in

the 2015 performance management process. The 2015 schedule is outlined below.

- a) Supervisor provides employee with self-assessment form no earlier than September 3, 2015, and no later than October 17, 2015, and sets date and time for performance evaluation meeting (employee must have at least five (5) calendar days to complete self- assessment form).
- b) Employee completes self-assessment form and returns to supervisor no less than two (2) calendar days before performance evaluation interview.
- c) Supervisor completes written performance evaluation form, excluding achievements and goals.
- d) Supervisor(s) meets individually with employee to review employee's self-assessment and to discuss supervisor's performance evaluation, no later than October 24, 2015. Achievements and goals are discussed and added at this meeting. Employee signs completed form and receives copy.
- e) Performance evaluation form is submitted to Department Director for review and signature. Original signed form and employee self-assessment are sent to Human Resources no later than October 31, 2015. Department keeps a copy.
- f) Employee has ten (10) calendar days following the performance evaluation interview to append no more than one (1) page of written comments to the evaluation, with original to Human Resources and copy to Department Director.
- g) Second evaluation interview and Performance Improvement Plan, when required, are completed and submitted to Department Director for review and signature no later than November 29, 2015. Original is retained by department with a copy to employee and Human Resources.
- h) Three-month re-evaluation based on Performance Improvement Plan is completed and submitted to Department Director for review and signature no later than February 28, 2016. Original signed form is sent to Human Resources no later than March 7, 2016. Department and employee each get a copy.

5. Employee Self-Assessment

Employees are expected to honestly assess their strengths and weaknesses and to develop work-related goals for the following year. Employees may also identify desired training and/or career development to help enhance skills for their positions or to prepare them for advancement. Training opportunities are provided at the sole discretion of the department.

6. Supervisor's Performance Evaluation

The performance evaluation consists of the following sections:

- Personal/Work Attributes
- Areas for Development
- Achievements and Goals (to be completed jointly by supervisor and employee)
- Other Comments (supervisor and/or employee)
- Acknowledgements (supervisor, employee and director)

Supervisors will evaluate their subordinate employees' work performance for the entire 12-month period preceding the interview. Since the initial performance evaluation will take place in 2015, supervisors may go back further than 12 months to establish a pattern of behavior.

The performance evaluation will be based on a standard set of expectations. Although job responsibilities vary from position to position, success in any position depends on a common set of attributes which includes adhering to the City's Goals of Employee Engagement, Enhanced Infrastructure, Safe City, Fiscal Responsibility and Excellence in Customer Relations.

7. Performance Ratings

The evaluation structure for personal/work attributes utilizes a 4-tier rating system:

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Unacceptable

"Meets Expectations" is a ~~an entirely~~ positive rating. This indicates the employee is meeting all job requirements in the area being evaluated, performs consistently and dependably in this regard, and achieves fully satisfactory results. It is expected that most employees will be given this rating level.

To receive an "Exceeds Expectations" rating, the employee must significantly and consistently perform at levels above expectations. An employee in this category will regularly exceed job requirements in the area being evaluated—not just once in a while—and achieve correspondingly superior results. This rating will be given sparingly.

For underperforming employees, two ratings are available. "Needs Improvement" is for the employee whose performance is somewhat deficient in the area being evaluated. This employee needs to make some improvements to meet minimum job requirements. An employee who receives three (3) or more "Needs Improvement" ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

The "Unacceptable" rating will be used for an employee whose performance is unsatisfactory in the area being evaluated, and from whom substantial and immediate improvement is necessary. An employee receiving one (1) or more "Unacceptable" ratings will be required to develop a Performance Improvement Plan with his supervisor and will be re-evaluated within 3 months.

Every rating on the performance evaluation except "Meets Expectations" must be supported with a concise but descriptive narrative. Performance ratings should be based primarily on the supervisor's direct observation or knowledge of the employee's work, although they may also

incorporate verifiable comments from other members of the evaluation team, coworkers or customers when available and/or appropriate.

8. Evaluation Interview

Upon completion of the written performance evaluation (and any management approvals required by the department), the supervisor will meet with the employee to review and discuss the employee's self-assessment and the supervisor's written performance evaluation. This meeting serves as an opportunity for a candid discussion between the supervisor and the employee, with a focus on how the employee can achieve maximum productivity.

Two (2) copies of the written performance evaluation should be brought to the evaluation meeting: one to be forwarded to Human Resources for the employee's personnel file and one to be given to the employee for his personal records. Both copies should be signed by the employee and the supervisor performing the evaluation. The City's copy should also be signed by the Department Director before being sent to Human Resources.

9. Employee Comments and Acknowledgement

The employee will initial the bottom of each page of the performance evaluation to indicate the supervisor has discussed it with him. The employee will also be given the opportunity to respond in writing to his performance evaluation. Brief comments may be added at the time of the performance evaluation interview. Additional feedback, not to exceed one (1) typewritten or handwritten page, may be submitted within ten (10) days after the interview. These comments will be filed with the original performance evaluation form. After 10 days, no further comments will be accepted.

The employee will be expected to sign the performance evaluation, whether or not he agrees with the supervisor's evaluation. The employee's signature is merely an acknowledgement that the employee had an opportunity to provide input prior to the performance evaluation interview, discuss the performance evaluation with his supervisor and provide verbal and written feedback regarding the content of the performance evaluation. An employee's refusal to sign the performance evaluation form may ~~will~~ lead to disciplinary action.

BEYOND THE PERFORMANCE EVALUATION

10. Follow-Up

Any employee who receives one or more "Unacceptable" ratings or three or more "Needs Improvement" ratings must meet again with his supervisor to develop a Performance Improvement Plan. The Performance Improvement Plan will outline the performance deficiencies, expectations and steps required for improvement.

Another performance evaluation meeting will be scheduled three (3) months out. If the employee has not made adequate progress, further action will be determined on a case-by-case basis. At minimum, the employee will be scheduled for another 3-month evaluation. For the most serious shortcomings (e.g., the employee has shown little or no improvement, the shortcomings are seriously disruptive to the operations of the department, the employee is resistant to changing his behavior), employment may be terminated.

In addition to the Performance Improvement Plan, the evaluation team may elect to pursue other disciplinary or remediation procedures.

Although ~~2014~~ performance evaluations will not be specifically tied to the level of pay increases ~~in 2015~~, underperforming employees, as measured by the performance evaluation process, may be denied a cost-of-living adjustment (COLA) ~~in 2014~~.

11. Ongoing Feedback

The performance evaluation is a valuable mechanism to give an employee feedback on his work performance, but it should not be the only source of communication used by a supervisor. Supervisors should provide their employees open and honest feedback on a continual basis, and be receptive to comments from the employee. It is important to address issues in the appropriate manner when they occur as opposed to waiting for a scheduled performance evaluation and presenting a laundry list of issues. If the lines of communication are truly open between a supervisor and employee, there will be no real surprises at the time of the performance evaluation.

Appendix III



Appendix III

City of Westfield, Indiana 2015 Employee Self-Assessment

Employee Name _____ Department: _____

You are scheduled for a performance evaluation interview with your supervisor (and/or another member of your department's management team) on or about _____.

In preparation for your interview, please respond to the following questions to the best of your ability. Return the completed form to your supervisor no later than _____. **Attach additional pages if you need more space to respond to any question below.**

1. From the following list, please consider the personal attributes you bring to the job. Put an "S" beside the three (3) attributes you consider your greatest strengths. Put a "W" beside the three (3) attributes you think you are weakest. A description of these attributes is attached for your reference. Do not consider the "Leadership" attribute unless you are a supervisor.

Job Knowledge	Problem Solving	Accountability
Productivity	Adaptability	Time Management
Quality of Work	Attitude	Training/Development
Teamwork	Attendance	Analytical Thinking
Communication	Compliance	Decision Making
Customer Service	Leadership	Fiscal Management
Initiative	Professionalism	Innovation

2. Do you feel that you are currently in the position that best suits your skills and talents?
3. What do you consider your major job accomplishments over the past year?
4. What would you like to achieve in your job over the next year?
5. Do you have the resources (equipment, time, training, instruction, teamwork, etc.) you need to do your job? If not, please describe the additional resources you need.
6. Do you think your job could be modified in any way to make you more efficient or effective?
7. Where do you want to be next year? 5 years from now? Other?

Employee Signature

Date

Description of Attributes

Your supervisor will be rating you on each of these attributes, selecting from the following categories:
Meets Expectations, Exceeds Expectations, Needs Improvement, Unacceptable

JOB KNOWLEDGE	You understand job requirements and seek to obtain knowledge, skills and abilities. You know when your skills are adequate for a task and when to ask for help.
PRODUCTIVITY	You make good use of time and produce results consistent with your efforts. You are able to prioritize tasks, respond to requests in a timely manner and meet deadlines.
QUALITY OF WORK	Your work is accurate, thorough and neat, and meets department and governmental standards. You set high standards for yourself and act quickly to identify and correct errors.
TEAMWORK	You cooperate and work well with others to complete projects and achieve goals. You maintain positive relationships with coworkers and respect their contributions to team efforts.
COMMUNICATION	You communicate well with others, both verbally and in writing, as needed. You are a good listener, able to ask questions and/or provide explanations to ensure understanding.
CUSTOMER SERVICE	You provide superior service to internal and external customers. You represent the City and/or your department in a courteous, positive and professional manner.
INITIATIVE	You are self-motivated to remain active without constant oversight. You can be relied upon to follow through with a plan of action in order to complete tasks and meet goals.
PROBLEM SOLVING	You recognize problems that arise in the course of your work activities and develop effective solutions. You apply logic and innovation to workplace situations.
ADAPTABILITY	You respond to shifting requirements, goals and priorities without undue stress or disruption. You can work effectively in a variety of environments and with a variety of people.
ATTITUDE	You display a willingness to do whatever needs to be done on job assignments. You take personal pride in your performance and make a positive contribution to workplace morale.
ATTENDANCE	You report to work as scheduled, with minimal tardiness and unplanned absences. You are fully attentive while at work and seek to avoid unnecessary distractions.
COMPLIANCE	You comply with City policies and procedures, and with written and oral instructions from your supervisors. You show respect for management and department decisions.
LEADERSHIP	You identify and assume all responsibilities associated with supervision. You effectively mentor and motivate subordinates to achieve maximum morale and productivity.

Appendix IV

**CITY OF WESTFIELD, INDIANA 2015
PERFORMANCE EVALUATION**



Employee Name: _____

Department: _____

Job Title: _____

Date: _____

Please check one: Regular Annual Evaluation ☐ Other ☐ _____

Supervisor(s) conducting performance evaluation interview: _____

Attach additional pages if more space is needed for any portion of this performance evaluation.

PERSONAL/WORK ATTRIBUTES

JOB KNOWLEDGE	<i>Expectations: Employee understands practical/technical job requirements and seeks to acquire and update relevant knowledge, skills and abilities. Employee knows when skills are adequate for tasks and when to ask for assistance.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PRODUCTIVITY	<i>Expectations: Employee makes good use of time and produces results consistent with individual and/or group efforts. Employee prioritizes assignments, responds to requests in a timely manner and meets deadlines.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
QUALITY OF WORK	<i>Expectations: Employee's work is accurate, thorough and neat, and consistently meets department standards and/or government requirements. Employee sets high personal standards and acts quickly to identify and correct errors.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
TEAMWORK	<i>Expectations: Employee works cooperatively with others to complete projects and achieve goals. Employee fosters positive relationships with colleagues and demonstrates respect for their contributions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
COMMUNICATION	<i>Expectations: Employee communicates effectively with others, verbally and/or in writing as necessary, to complete assigned tasks. Employee listens carefully and provides explanations or asks questions when necessary to ensure understanding.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

CUSTOMER SERVICE	<i>Expectations: Employee is attentive to the needs of internal and external customers and seeks to provide superior service. Employee represents the City and/or Department in a courteous, positive and professional manner.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
INITIATIVE	<i>Expectations: Employee is self-motivated to remain active and productive without constant oversight. Employee is able to follow through with a plan of action to complete tasks or reach goals.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
PROBLEM SOLVING	<i>Expectations: Employee recognizes problems that arise in the course of performing work activities and develops effective solutions. Employee applies logic and innovation to work situations.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ADAPTABILITY	<i>Expectations: Employee is an agent for positive change, responding to shifting requirements, goals and priorities without undue stress or disruption. Employee works effectively in a variety of environments and with a variety of people.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			
ATTITUDE	<i>Expectations: Employee approaches people and job assignments with respect and a willingness to do whatever needs to be done. Employee takes personal pride in a job well done and makes a positive contribution to workplace morale.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
Comments (required for anything other than Meets Expectations):			

PERSONAL/WORK ATTRIBUTES (continued)

ATTENDANCE	<i>Expectations: Employee reports to work as scheduled and minimizes tardiness and unplanned time off. Employee is fully attentive when on the job, and seeks to avoid unnecessary distractions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
COMPLIANCE	<i>Expectations: Employee complies with City policies and procedures and with written and oral instructions provided by supervisory staff. Employee shows respect for management and department decisions.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
LEADERSHIP (supervisors only)	<i>Expectations: Employee identifies with and assumes the tasks and responsibilities associated with supervision. Employee is effective at mentoring and motivating subordinates to achieve maximum morale and productivity.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			

CITY GOALS

EMPLOYEE ENGAGEMENT	<i>Expectations: Employee takes an active role City activities or in assisting in the development and planning of our processes.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
ENHANCED INFRASTRUCTURE	<i>Expectations: Employee actively pursues the preservation of our City infrastructure and looks for ways to improve items or processes that will assist in the long term preservation of City infrastructure.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
SAFE CITY	<i>Expectations: Employee is aware of City safety protocols and helps to promote a safe live, work and play environment.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
FISCAL RESPONSIBILITY	<i>Expectations: Employee recognizes opportunities of waste and does all within his/her power to provide solutions that stimulate and foster a culture of fiscal responsibility.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			
EXCELLENCE IN CUSTOMER RELATIONS	<i>Expectations: Employee is aware of the need for maintaining good relations with residents, visitors, business owners and others. Employee promotes the City of Westfield.</i>		
Meets Expectations ☐	Exceeds Expectations ☐	Needs Improvement ☐	Unacceptable ☐
<i>Comments (required for anything other than Meets Expectations):</i>			



AREAS FOR DEVELOPMENT

Specific areas for improvement:

Recommendations for training or professional development:

ACHIEVEMENTS AND GOALS

Notable achievements in past 12 months:

List two goals for next 12 months (goals should be specific, measureable and achievable):

OTHER COMMENTS

<i>Additional supervisor comments (optional):</i>
<i>Employee feedback (optional):</i>

ACKNOWLEDGEMENTS

Supervisor Acknowledgement: I attest that I have discussed the contents of this performance evaluation with the employee, and addressed the employee's strengths, weaknesses, achievements and goals.

Next evaluation recommended: Annual ☐ Three Months for Performance Improvement Plan ☐

Supervisor Signature

Date

Employee Acknowledgement:

I attest that I have had an opportunity to:

- 1) Provide input regarding my performance prior to my performance evaluation, a copy of which is attached;
- 2) Discuss the contents of this performance evaluation with an immediate supervisor and/or member of my department's management staff; and
- 3) Provide verbal and written feedback regarding the content of the performance evaluation. (Employee may attach additional written response within 10 calendar days after the evaluation interview, not to exceed 1 page in length, which will be filed with the performance evaluation form.)

Signature does not necessarily indicate agreement with the contents of the performance evaluation, but acknowledges receipt of the performance evaluation.

Employee Signature

Date

Management Acknowledgement:

I attest that I have reviewed and approved this performance evaluation and all attachments thereto.

Department Director Signature

Date

Manager of Human Resources Signature

Appendix V

Annual Manager Feedback Form (COMPLETE IN PHASE II)

To be completed by employees: Please mark the answer that most closely reflects your response, and enter comments to provide more understanding:

- a. I receive frequent, on-going, timely feedback about my performance:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- b. I have the necessary tools and resources to perform my job :

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- c. I have the necessary information to perform my job accurately:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- d. I am given opportunities to grow and learn new skills:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- e. I understand how what I do on a daily basis contributes toward the goals and objectives of my department and the City/Town:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

- f. Conflicts and differences of opinion are resolved respectfully in our department:

Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐

Provide comments to clarify your answer:

Employee Signature: _____ Department: _____

Manager/Supervisor Signature: _____ Date: _____

Appendix VI

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or have access to an electronic version of the City of Westfield's Personnel Policies, Procedures, and Benefits Manual ("the Manual").
2. I will familiarize myself with the provisions of the Manual and read its provisions carefully.
3. Unless otherwise provided for in a collective bargaining agreement, a written employment contract signed by me and the Chief Administrative Officer or Mayor of the City, or by law, I understand that my employment relationship with the City is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment.

Employee Signature

Employee Name (Printed)

Date of Signature



Chatham Hills PUD Amendment
Location Map



Chatham Hills PUD Amendment
Location Map



Chatham Hills PUD Amendment
Location Map



Chatham Hills PUD Amendment
Location Map