COUNTY OF MARION

STATE OF INDIANA

EXECUTIVE ORDER NO. 15, AS AMENDED, DECEMBER 15, 1992

ESTABLISHMENT OF PERSONNEL POLICIES

AND PROCEDURES FOR APPOINTED POSITIONS

WHEREAS, appointed City officials are expected to be available at any time during the day, seven (7) days a week; and

WHEREAS, appointed City officials are expected to give much of their own time in performing their duties; and

WHEREAS, appointed City officials are responsible for the effective management of City government; and

WHEREAS, appointed City officials are subject to dismissal by the Mayor or a Department Director without cause:

NOW THEREFORE, by virtue of the authority vested in me as Mayor of the City of Indianapolis and as successor at law to the Marion County Commissioners, it is hereby ordered as follows:

1. Appointed City officials - The following positions shall be considered appointed:

GROUP 1

a. Deputy Mayors

b. Chief of Staff

c. City Controller

d. Corporation Counsel

e. Department Directors

f. Director of Media and Communications

g. Director of Enterprise Development

h. Director of Corporate and Governmental Relations

GROUP II

a. Director of Youth and Family Services

b. Deputy Controllers

c. Deputy Corporation Counsels

d. Deputy Directors

e. Executive Assistants

f. Division Administrators (including departmental CFO's)

g. Strategic Planner in Department of Transportation

h. Customer Service Liaison

GROUP III

a. Manager/ Policy Development

b. Manager/ Government and Media Relations

c. Special Assistants to Mayor or Deputy Mayor

d. Resource Development Coordinator

e. Senior Executive Secretarial positions in the Mayor's Office

f. Senior Secretary positions in Mayor's Office

g. Executive Secretary positions in Mayor's Office

h. Department Director's Secretaries

i. Department Director's Administrative Assistants

j. Public Information Specialist in the Mayor's Office

k. Special Events Manager

l. Special Counsel

m. Adjudication Counsel

2. Salary Level - The salary level of all Group I appointed officials shall be established individually by the Mayor within the appropriate ranges as established by the Position Evaluation and Salary Administration Plan. The salary level of Group II and Group III officials shall be established by the Mayor or Department Directors as applicable within the appropriate ranges as established by the Position Evaluation and Salary Administration Plan subject to the Mayor's approval.

3. Vacation Leave - All appointed City officials in Group I and Group II, can take up to three (3) weeks annual vacation leave. In the event any appointed official has worked for the City for more than seven (7) years, the Mayor may grant an additional one (1) week vacation leave to said official. In the event an appointed official has worked for the City for more than fifteen (15) years, the Mayor may grant an additional two (2) weeks vacation leave to said officials. In the event any appointed official does not use all the annual leave in a calendar year, with

the Mayor's approval, the unused time can be carried forward in an amount consistent with ordinance. Group I officials shall schedule vacation leave with the Mayor. Group II and Group III officials shall schedule their vacation leave with Department Directors or Mayor, as applicable.

4. Sick Leave - Sick leave shall be available for appointed city officials as provided by ordinance.

5. Personal Leave - Personal leave shall be available for appointed city officials as provided by ordinance.

6. Death Leave - Death leave shall be available for said official as provided by ordinance.

7. Holidays - Appointed City officials shall observe the regular holidays granted to other City employees by ordinance or Personnel Policy.

8. Compensatory Time - Compensatory Time is not available for appointed City officials.

9. Long term Disability Insurance - Appointed City officials in Group I and Group II shall receive the benefit of a long term disability insurance policy provided by the City.

10. Other Benefits - Health Insurance, Retirement Plans and other employee benefits not previously mentioned, as covered by ordinance or the Personnel Policies and Procedure Manual, shall be available for appointed City officials.

11. Additional Employment - Appointed City officials shall not engage in additional compensated employment without first securing the Mayor's written approval.

12. No Grievance Rights - Appointed City officials do not have access to the City's Grievance Procedure.

13. Resignations - It is expected that an appointed City official in Group I and Group II shall notify the Mayor in writing thirty (30) days in advance of any resignation.

14. This Executive Order shall become effective immediately.

Dated this 11th day of MAY, 1993.

Stephen Goldsmith, Mayor

APPROVED AS TO FORM AND LEGALITY:

Sue A. Beesley
Corporation Counsel