

ORDINANCE NO. 2012- 6

CLARK COUNTY BOARD OF COMMISSIONERS

AN ORDINANCE AMENDING THE COUNTY OF CLARK, INDIANA  
PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Clark, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Clark County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations,

WHEREAS the County of Clark, Indiana provides Clark County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF CLARK, INDIANA BOARD OF COMMISSIONERS THAT:

The County of Clark, Indiana Personnel Policies Handbook adopted on \_\_\_\_\_, 20\_\_ is amended this 1<sup>st</sup> day of March, 2012 as specified below. The attached section and replacement page are hereby adopted and shall be in full force and effect on and after adoption; and shall supersede existing oral or written personnel policies and procedures.

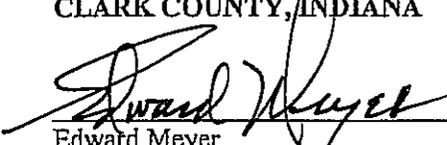
1.9 E-VERIFY

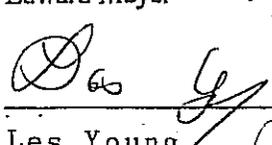
The Auditor's office shall administer the e-verify enrollment of all County new-hires; and shall ensure that appropriate forms are properly completed and retained as required by law.

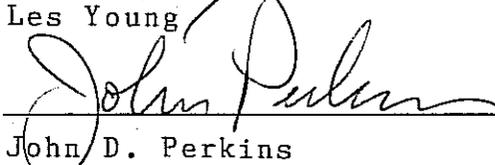
1.10 ELIGIBILITY FOR LOCAL PUBLIC BENEFITS

All County employees shall complete a Verification of Eligibility for Local Public Benefits Form to ensure entitlement to a Federal public benefit as defined by IC 12-32-1-2 and State or Local public benefits as defined by IC 12-32-1-3. This form shall be administered and retained by the Auditor's office as required by law.

BOARD OF COMMISSIONERS  
CLARK COUNTY, INDIANA

  
Edward Meyer

  
Les Young

  
John D. Perkins

ATTEST:

  
R. Monty Snelling, Auditor

**1.8 AUTHORIZED ALIEN STATUS AND CITIZENSHIP**

Clark County is obligated to comply with Immigration Reform and Control Act of 1986, as amended

Therefore, job applicants must supply the documentation necessary to prove they are American citizens or are authorized to work in this country. Applicants who refuse to supply the required documentation will not be considered for employment.

The Auditor shall ensure that the I-9 Form is properly completed and retained as required by law. The Auditor of Clark County cannot process payroll claims for any employee unless the appropriate forms have been obtained by the hiring authority and filed with the Auditor prior to submission of a payroll claim.

**1.9 E-VERIFY**

The Auditor's office shall administer the **e-verify enrollment** of all County new-hires; and shall ensure that appropriate forms are properly completed and retained as require by law.

**1.10 ELIGIBILITY FOR LOCAL PUBLIC BENEFITS**

All County employees shall complete a **Verification of Eligibility for Local Public Benefits Form** to ensure entitlement to a Federal public benefit as defined by I.C. 12-32-1-2 and State or Local public benefits as defined by I.C. 12-32-1-3. This form shall be administered and retained by the Auditor's office as required by law.