



The Torch

The official newsletter for Indiana state employees

Register for the 2017 Run The State 5K & Hike Series before spots fill

Registration is open for the [Run The State 5K and Hike Series](#), hosted by Invest In Your Health in partnership with the Department of Natural Resources and Go365. This year, there are five 5Ks and four hikes scheduled all over the state. Employees and their families are invited to attend these morning events and spend the rest of the day enjoying the parks.

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The Torch is published monthly by the Indiana State Personnel Department and is available online at www.in.gov/spd.


Got a story?

Submit your story ideas to: spdcommunications@spd.in.gov

We're on social media

 Like Invest In Your Health

 Follow @INSPD and @INSPDBenefits

 Follow Invest In Your Health

2 DAYS LEFT: Complete your Go365 Health Assessment for an additional 250 points!

See page 5

Sign up for the state employee Pre-Retirement Seminar

If you are serious about retiring from state employment, register now for the upcoming Pre-Retirement Seminar, sponsored by the Indiana State Personnel Department (SPD). The day-long workshop is from 8:30 a.m. to 4:30 p.m. on April 12 in the IGC-South Auditorium. An hour break for lunch is included. The second and final session is planned for October, if you cannot attend in April.

This program is designed to assist state employees in making informed decisions for advance retirement planning. A sound retirement requires careful planning of numerous interrelated topics, including:

- Social Security information and options
 - Insurance—options for both life and health insurance
 - Benefits obtainable through Social Security and Medicare
 - Hoosier S.T.A.R.T. – pros and cons of different types of investments for future retirement security.
 - Key elements in estate planning, including: last will and testament, living will, health care authorization, durable power of attorney and death taxes.
 - The Indiana Long-Term Care Program as an element of retirement planning.
- This workshop is free of charge.

Employees may attend the seminar on state time; however, your supervisor's approval is required to attend. PeopleSoft automatically sends an e-mail to supervisors, asking them to approve your enrollment in this seminar. Travel time and cost is the employee's responsibility. A registration guide can be [found on our website](#).

Your spouse is welcome to attend, but registration is not necessary if he/she is not a state employee. You must register in order to attend and seating is limited. Reserve your seat today. Please note: your spot is not reserved until your supervisor approves. **Please register by April 5.** Questions may be directed to spdtraining@spd.in.gov.



Indiana State Personnel Department

We've updated our logo!

The Indiana State Personnel Department has rebranded a bit in 2017. Our new agency logo is pictured left. Look for this logo going forward in INSPD publications and online.

INPRS Scott Davis named to IBJ's "Forty Under 40"



Congratulations to INPRS Chief Investment Officer Scott Davis for being named to the Indianapolis Business Journal's (IBJ) "2017 Forty Under 40."

The IBJ's annual list spotlights "this year's rising stars" and their accomplishments at work and in the community.

You can read Scott's profile on IBJ.com, [here](#).

Thank you to Scott for his continued hard work for INPRS members and employers and commitment to public service.



The Torch

Genealogy for Night Owls

On May 17, the Indiana State Library hosts "Genealogy for Night Owls." This free event is scheduled from 4:30 p.m. to 8:30 p.m. Sessions are available with experts from the Daughters of the American Revolution, the Indiana Chapter of Palatines to America, professional genealogist Betty Warren, the Genealogical Society of Marion County, the Indiana African American Genealogy Group and the Central Indiana DNA Interest Group.



Register online by May 16 at www.in.gov/library/events.htm.

Lt. Governor Crouch, Treasurer Mitchell & Indiana Arts Commission Launch 2017 Hoosier Women Artists Contest

[Lt. Governor Suzanne Crouch](#) along with [Treasurer Kelly Mitchell](#), and the [Indiana Arts Commission](#) (IAC), announced details for the [2017 Hoosier Women Artists](#) contest. The annual competition was established in 2008 as a way to celebrate the importance of the arts in Indiana's communities and showcase the work of talented female artists throughout the state.

The contest celebrates a wide variety of visual arts including drawing, painting, and photography. Past entries have included – but are not limited to – portraits, landscapes, still lifes, animals, buildings, interdisciplinary arts, and abstracts. The artwork is judged by a panel that includes Lt. Governor Crouch, Treasurer Mitchell, and peer artists coordinated by the IAC.

Winners of the Hoosier Women Artists contest will have their artwork displayed in the Lt. Governor's and Treasurer's offices at the Statehouse for one year to be enjoyed by the thousands of school groups, visitors, and staff who explore the Statehouse annually.

"I am excited to invite all Hoosier women from across the state, and across every walk of life, to submit their artwork. There is no better way to tell the story of our great state than through the eyes and artistic expression of Indiana's women, their unique perspectives, interests, and personal experiences," said

Lt. Governor Crouch. "I want to personally reach out and include women whose experiences may include the challenges of a disability, domestic violence, addiction, incarceration, or homelessness...this competition welcomes all Hoosier women with open arms."

In addition to the inclusion of the Indiana Arts Commission, new for this year, pieces of art will also be selected by First Lady Janet Holcomb, Secretary Connie



Lawson, Auditor Tera Klutz, and Superintendent of Public Instruction Jennifer McCormick to display in their respective offices in the Indiana Statehouse.

"We are pleased that the other female statewide elected officials will join the Lt. Governor and myself to provide this opportunity to female artists around the state. I enjoyed showcasing beautiful art from last year's competition in my office," added Treasurer Mitchell. "As women, it is important that we work together to encourage other women on their path to success."

Submissions may be made on the Indiana Art Commission's [Online Application System](#) through April 19, 2017. Applicants will need to create a username and password and select Hoosier Women Artists as the program name.

Requirements include:

- Framed wall art only
- Maximum dimensions (including frame): 42"x 60"
- Maximum weight: 60 lbs
- Must be installation ready, including frame and hanging wires
 - Submit one entry per artist to be considered

A reception will be held on May 19, 2017 from 11:00 am to 12:00 p.m. EST at the Indiana Statehouse to honor the selected artists.

2016 Hoosier Women Artists are able to pick up their artwork in the Lt. Governor's office from May 8 - 19, 2017, unless

otherwise arranged.

2017 HWA time frame:

- March 22 - competition formally announced ([online submission portal](#) opened)
- April 19 - deadline for submissions
- May 5 - artists notified of selection
- May 19 - 2017 Hoosier Women Artists celebration at the Indiana Statehouse
- [HWA 2017 color.JPG](#)

Tech careers attractive to state employees



Adam Stetzel and family

The State of Indiana employs more than 28,000 Hoosiers throughout all 92 counties. With any workforce of that size, efficiency is key. That is why the fastest growing careers in government, as in the private sector, are in information technology (IT).

WGU Indiana student Adam Stetzel earned an associate degree in computer networking from Ivy Tech before enrolling at WGU Indiana to pursue a bachelor's degree in information technology. Today, Adam is an Apple-certified Mac repair technician working for the Plymouth Community School Corporation while he studies for his master's degree in IT management. The convenience of

WGU Indiana's competency-based model allows Adam to continue working full time while meeting his goals in higher education.

"I am earning my master's degree with the dream to become a network or systems administrator," said Stetzel. "With WGU's flexibility, I have even managed to coach my son's football and baseball team, while working full time, and going to school."

Returning to school and earning a degree in IT is even easier for state employees. All Indiana state employees receive a five percent tuition discount for up to four academic terms because of Indiana's

corporate partnership with WGU. Annual tuition through WGU Indiana is less than \$6,000 and has not increased since the university's establishment in 2010. Whether you're looking to finish a bachelor's degree or begin a new graduate program, online competency-based education is a perfect fit for state employees.

"As Indiana's tech economy continues to grow, thousands of new high-wage jobs will be available to Hoosiers with software development skills," said WGU Indiana Chancellor Allison Barber. "Fortunately, the best online degree available in the field is convenient and affordable for Indiana residents through WGU."

WGU's bachelor degree program in software development was [recognized as the best in its field for 2017 by College Choice](#). This online publication uses metrics like job placement, cost, and student satisfaction to determine objective rankings for colleges and universities. Job growth in the tech sector is growing rapidly throughout the state. Per the TechPoint 2015 Tech Workforce Survey, Indiana saw a 17 percent growth in tech jobs from 2009-14 compared with eight percent growth in all occupations.

If you're interested in transitioning to a career in information technology or software development, you can find jobs through the [Indiana State Personnel Department's career website](#). If you are interested in learning more about WGU Indiana and the degrees they offer in business, teaching, or healthcare, please visit indiana.wgu.edu.



WGU INDIANA

250 BONUS POINTS when you complete your Go365 Health Assessment by April 5

You have two more days to earn a 250 point bonus for completing your Health Assessment in Go365! You must complete the Health Assessment before 11:59 p.m. on April 5 to receive the bonus.

The Health Assessment is a simple step you can take to evaluate your overall health habits, is confidential, and helps identify health risks - giving members the opportunity to create a plan to address potential risks.

Completing the Health Assessment in Go365 can earn up to 1,250 points – a substantial number of points toward

achieving an Earned Status of Silver to qualify for the 2018 Wellness Consumer Driven Health Plan (CDHP). But more importantly, your Health Assessment, along with a biometric screening, are used to calculate your Go365 age, which determines if you are living older or younger than your actual age based on a variety of factors. This information offers insight into your current lifestyle habits and is helpful in reaching your health and wellness goals.

More information about the Health Assessment can be found at Go365.com or on the Go365 mobile app.

Join the State of Indiana 500 Festival team!

If you haven't signed up, don't forget to join the State of Indiana team for the OneAmerica 500 Festival Mini-Marathon or Finish Line 500 Festival 5K! This year, events take place May 6. Be sure to log in with your state email to receive a discounted Mini-Marathon entry for \$65, or a Finish Line 500 5K entry for \$30 from now until May 1.

If you've already registered for either the Mini-Marathon or the 5K, but did not join the State of Indiana team, email bpawelak@500festival.com to be added to the team and refunded the difference in price.

For those who already signed up, or plan to by the May 1 deadline, you can pick up a custom State of Indiana Team t-shirt to wear during the race! Pick up your shirt from 8:30 a.m. to 4 p.m. on Wednesday, Thursday, and Friday before the race (May 3, 4 and 5) at the

Indiana State Personnel Department main office, located in Indiana Government Center South, Room W161, 402 W. Washington Street, Indianapolis, 46204.

NOTE: You must be registered as a member of the State of Indiana Team to receive a t-shirt. Size selection is not guaranteed

The State of Indiana Team consists of both runners and walkers, and we'd love for you to join the team! Register for either one of the runs/walks here, and more information about the race can be found here.

BONUS: Take a photo of yourself at the finish or of your race bib to submit to Go365. You can earn 500 points for completing the Mini-Marathon, and 250 points for completing the 5K!

Hoosier Youth Challenge Academy 5K

The Hoosier Youth Challenge Academy (HYCA), a program run by the Adjutant General's Office through a partnership with the National Guard for at risk youth, is hosting a 5K on April 30 in Knightstown, Indiana at the Academy grounds (the former Soldiers and Sailor's Home).

The 5K starts at 1 p.m. and the event lasts until 5 p.m. Registration is \$25. If you register before April 20, the price includes a t-shirt. T-shirts are not included for those who register after April 20, but are available for purchase the day of, if interested.

There is also a silent auction, bake sale, Color Guard presentation and an opportunity to meet HYCA Cadets to learn more about the program.

For more information, contact Abbey Smith at 765-345-1007.



Artwork by Jerry Williams

Run The State 5K & Hike Series information (continued from page 1)

Each Go365 member participating in a 5K or hike earns 250 Go365 points. These points help you achieve an Earned Status of Silver. Not a runner? No worries! Everyone is encouraged to participate at their own pace. Run, walk, stroll or hike your way to the finish line. Join fellow state employees who are making the commitment to get out, and get moving together!

Get involved with the series:

- [Register](#) for a 5K
- [Register](#) for a Hike
- [Sign up](#) to receive email updates about the event series

Check out the schedule of events:

- **April 22** – 5K at Indiana Dunes State Park – Paved race route that includes several turns and small hills. Course is stroller friendly. [Learn more.](#)
- **May 20** – Hike at Harmonie State Park – Hikers will walk on Trail 4. This trail passes through several picnic areas and includes steep hills. Course is not stroller friendly. [Learn more.](#)
- **June 3** – 5K at Patoka Lake – Combined paved and trail race route features moderate elevation changes and possibly uneven ground. Course is stroller friendly. [Learn more.](#)
- **June 17** – Hike at Clifty Falls State Park – This trail includes some inclines. Hikers will see two 60-foot-tall waterfalls. Course is not stroller friendly. [Learn more.](#)
- **July 8** – 5K at Whitewater Memorial State Park – This course is completely paved and is stroller friendly. [Learn more.](#)
- **July 15** – 5K at Prophetstown State Park – The race route is paved and connects all facilities at the state park. Course is stroller friendly. [Learn more.](#)
- **July 22** – Hike at Turkey Run State Park – Both trails are moderate/rugged. Trail 1 is known as the big tree trail and includes a covered bridge. Trail 4 passes a quarry and coal mine on the way to the Historic Lusk Home. Course is not stroller friendly. [Learn more.](#)
- **July 29** – Hike at Pokagon State Park – Hikers will walk on Trail 3. This trail is considered moderate in difficulty and leads through the Potawatomi Nature Preserve. Course is not stroller friendly. [Learn more.](#)
- **August 12** – 5K at Fort Harrison State Park – The paved race route will include moderate elevation changes. Course is stroller friendly. [Learn more.](#)

There is no cost to register for a 5K or hike, but participants are required to pay \$7 per vehicle (or \$8 at Prophetstown State Park) at the gate for park entrance. This fee allows entrance for the entire day. All races begin at 8:30 a.m. local time. T-shirt pick up and race check-in are from 7:15 a.m. to 8:15 a.m. local time the day of the race. For hike events, t-shirt pick up and check-in starts 30 minutes before the beginning of the scheduled hike.



94 spots available at Indiana Dunes State Park

Our first Run The State 5K & Hike event is scheduled for Saturday, April 22, and we've hit the ground running! As you know, we're hosting nine events this year – five 5Ks and four hikes – and registration is already filling up fast. Our first event at Indiana Dunes State Park on April 22 still has 94 spots available. If you're interested in attending, [register now!](#)

These events are a great way to get outdoors and explore our state parks, but we're also hoping you use them as a way to connect with your colleagues and families outside of work. We encourage you to plan ahead and explore what each location has to offer, and make a full day out of each event.

[Check out the 2016 recap video.](#)

Indiana State Department of Health teams up with Indiana Cancer Consortium for National Cancer Control Month

The Indiana State Department of Health (ISDH) is teaming up with Indiana Cancer Consortium (ICC) to promote National Cancer Control Month this April and recognize the tremendous opportunities that all Hoosiers have to make an impact on cancer in Indiana.

Cancer remains the second leading cause of death in both the United States and Indiana. Approximately 2.4 million Indiana residents, or two out of every five people now living in the state, will eventually develop cancer. Every day, more than 37 people die of cancer in Indiana.

Anyone can get cancer at any age, although middle and older aged people are most likely to develop cancer. In Indiana, breast cancer is the most common among women, while prostate and lung cancers are the most common among men. The four highest-burden cancers in the state are breast, colorectal, lung and prostate.

Everyone can take steps to prevent and reduce their risks for cancer by eliminating tobacco use, eating well,

staying active, maintaining a healthy weight, avoiding excessive sun and infectious disease exposures, and getting recommended cancer screenings and vaccines, according to the [Indiana Cancer Facts & Figures 2015](#) report.

Many cancers can be prevented or identified at an early stage if people obtain early detection screenings as recommended by the United States Preventive Services Task Force (USPSTF). In Indiana, during 2014, 78 percent of women aged 21 to 65 had a Pap test within the past three years, 72.4 percent of women aged 50 to 74 had a mammogram within the past two years, and 61.6 percent of people aged 50 or older met the USPSTF recommendations for colorectal cancer screening.

For state employees with state-provided medical benefits, preventive care services are completely covered, including cancer screenings, with no deductible at in-network providers. Free resources and services for help with quitting smoking can be found at [Quit Now Indiana](#) or 1-800-QUITNOW.

Rising up to reduce the burden of cancer are comprehensive cancer control coalitions, such as the ICC. Nationally, these coalitions have been hailed as the “engines of change” for important cancer control progress throughout the country. The ICC, in conjunction with ISDH, works to prevent, control and reduce the cancer burden throughout the state. By bringing together Indiana’s cancer community, this partnership can help identify the challenges facing state and local communities, and develop evidence-based solutions, and tackle the barriers to reducing Indiana’s cancer burden.

The ICC is holding its annual meeting, *Cancer Health Disparities: A Vision for the Future*, April 26 in Indianapolis as part of National Cancer Control Awareness Month. Register for the meeting and become a member [here](#).

For additional resources, visit the [ISDH](#), [American Cancer Society](#), [Centers for Disease Control and Prevention](#), and the [National Cancer Institute](#).

Thank you to the [Indiana State Department of Health](#) for this submission.

Elements Financial talks “vehicles” during April seminars

Used vehicles are in high demand and may increase in value this year. If you have one you want to sell or trade against a new or another used vehicle, how do you determine what your current vehicle is worth? Members Auto Source (MAS), the credit union’s preferred auto buying experts, can help.

Join them for a seminar that focuses on maximizing your trade and finding your

next great vehicle. Consider this your masters’ class in trades, compliments of Elements Financial and Members Auto Source.

All sessions take place in IGC-South Conference Room 16. RSVP for the date and time that best fits your schedule:

- [April 19 from noon to 1 p.m.](#)
- [April 26 from noon to 1 p.m.](#)
- [April 26 from 1:15 p.m. to 2 p.m.](#)

Remember, if you cannot attend in person, Elements Financial offers their Lunch and Learn sessions online.

Visit the [Elements Financial Education Center](#) to learn more about online sessions. Earn 35 Go365 points per month by attending Elements Financial seminars in person or online.



April is Sexual Assault Awareness Month

April is Sexual Assault Awareness Month (SAAM) in the United States, during which organizations raise awareness about sexual violence and how to prevent it. While one month is not enough to solve the serious and widespread issue of sexual violence, the attention this observance generates is an opportunity to energize and expand prevention efforts.

Sexual violence occurs in both men and women regardless of race, ethnicity, sexual orientation, gender identity or socioeconomic status. It can impact survivors, loved ones and communities emotionally, physically and financially. Research suggests that one in two women will experience rape at some point in their lives. Nationally, 12.3 percent of women were age 10 or younger at the time of their first victimization, and 30 percent were between the ages of 11 and 17. In Indiana, 16.4 percent of females in grades 9-12 report forced intercourse. Though these numbers are striking, it is widely believed that they are significantly underreported.

In 1994, Congress passed the Violence Against Women Act, which established the Rape Prevention and Education (RPE) program at the Centers for Disease Control and Prevention (CDC). The goal of the RPE program is to strengthen sexual violence primary prevention efforts at the national, state and local level. In Indiana, the RPE program is housed in the Office of Women's Health (OWH) at the Indiana State Department of Health.

Primary prevention is the cornerstone

of the RPE program. [Indiana's RPE program](#) activities are guided by a set of prevention principles that include:

- Preventing first-time perpetration and victimization;
- Reducing modifiable risk factors while enhancing protective factors associated with sexual violence perpetration and victimization;
- Using the best available evidence when planning, implementing and evaluating prevention programs;
- Incorporating behavior and social change theories into prevention programs;
- Using population-based surveillance to inform program decisions and monitor trends; and
- Evaluating prevention efforts and using the results to improve future program plans (CDC, 2013).

Many resources are available to help end sexual violence or assist survivors. Indiana has a new sexual assault coalition, the [Indiana Coalition to End Sexual Assault](#) (ICESA). ICESA's mission is to empower Indiana communities to prevent sexual assault and serve those impacted by it through comprehensive training, advocacy, increased public awareness and coordinated sexual assault services. Many Indiana communities have local assistance for prevention and support services for sexual violence. ICESA provides a [comprehensive listing of sexual violence resources in Indiana](#). OWH also provides a listing of [sexual violence primary prevention strategies and practice resources](#).

Nationally, the Rape, Abuse & Incest National Network (RAINN) offers an [online hotline to support survivors](#), as well as a telephone hotline - 1-800-656-HOPE (4673). [Notalone.gov](#) also offers many national and local resources for those seeking resources and services.

References

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Thank you to the [Indiana State Department of Health](#) for this submission.

Holcomb, McCormick Announce New Competition to Recognize Indiana's Elite STEM Students

Gov. Eric. J. Holcomb and Superintendent of Public Instruction Dr. Jennifer McCormick recently unveiled a new program to highlight Indiana's elite high school students for their work in science, technology, engineering and math (STEM): The Governor's STEM Team.

"Indiana is well known for its love of sports, but we must also be a state that uplifts its rock star students—especially in the STEM subjects that are fueling the innovation and entrepreneurship to build our economic future," Holcomb said. "The Governor's STEM Team will recognize our state's best and brightest young people with an honor that elevates their status, just as our society does for its finest athletes."

The program honors four outstanding high school students for their

exemplary performance in one of the STEM subjects. Winning students receive \$1,000 college scholarships and letterman jackets identifying them as members of the Governor's STEM Team. The submission period for the competition opens today, and applications and nominations may be submitted online at the following link: <https://secure.in.gov/apps/govstemawards/>. The deadline for nominations is 11:59 p.m. EDT on April 9, 2017.

"Engaging students in science, technology, engineering, and mathematics prepares them for life beyond high school," said Dr. Jennifer McCormick, Indiana Superintendent of Public Instruction. "I am excited for the submissions we will receive and look forward to recognizing our students'

creativity and passion for STEM."

The Governor's STEM Team builds on Indiana's Mr. and Ms. Math and Science awards, which were created by Gov. Mitch Daniels in 2008. The Governor's STEM Team program honors the top high school students in STEM classes as well as extracurricular activities, work/research projects, leadership roles and community service. The nominations are reviewed by a panel of STEM experts, including teachers, college and university instructors, and staff from the Indiana Department of Education and the State Board of Education.

Gov. Holcomb and Superintendent McCormick announce the first members of the Governor's STEM Team in May.

Need to revoke your Non-Tobacco Use Agreement? Here's how

During Open Enrollment, employees electing medical benefits were offered the 2017 Non-Tobacco Use Agreement. This incentive is also offered to newly hired employees enrolling in medical benefits and can be accepted or declined. If accepted, this agreement is a year-long contract with the State in which employees abstain from the use of any tobacco products in exchange for a \$35 reduction in their bi-weekly medical premium. If you accepted this agreement and continue to use tobacco products, your job is at risk.

Every employee who accepted the Non-Tobacco Use Agreement agreed to random tobacco testing and could be selected at any point throughout the year. Testing dates and locations are not disclosed in advance and any employee who tests positive could be terminated. Tobacco and nicotine products are

addicting and the habit is very difficult to give up. If you have tried to quit, but continue to use tobacco products, you must immediately revoke your agreement in PeopleSoft. To access the revocation request page, login to PeopleSoft and click Self Service > Benefits > Revoke Non-Tobacco Use Agreement. Then follow the prompts to submit the request to revoke your agreement. Once your revocation request has been submitted, there is no option to cancel. If you need assistance revoking your Non-Tobacco Use Agreement, please contact the State Personnel Department – Benefits Division at (317) 232-1167 or toll-free at (877) 248-0007.

Once your request to revoke the agreement is submitted and approved, an increase of \$35 is applied to your bi-weekly medical insurance premiums.

Also, any previously discounted premiums for the plan year in which you received the \$35 incentive are collected, but your employment is secure. For assistance in becoming tobacco free, you may go through any resource. Here are a few options:

- Indiana Tobacco Quitline at 1-800-QUIT-NOW.
- Go365 also offers an online self-management tool to help you quit smoking. Access Go365 and click Activities > Education > View Details under Calculators > Living Free: Quitting Smoking. Points for any course are awarded only if it is associated with one of your active goals.
- As an employee of the State, you are able to access [Anthem EAP](#) (enter "State of Indiana" to login) or call (800) 223-7723.

2018 State Holiday schedule

New Year's Day	Monday	January 1, 2018
Martin Luther King, Jr. Day	Monday	January 15, 2018
Good Friday	Friday	March 30, 2018
Primary Election Day	Tuesday	May 8, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Columbus Day	Monday	October 8, 2018
General Election Day	Tuesday	November 6, 2018
Veterans Day	Sunday	November 11, 2018**
Veterans Day	Monday	November 12, 2018*
Thanksgiving Day	Thursday	November 22, 2018
Lincoln's Birthday	Friday	November 23, 2018
Washington's Birthday	Monday	December 24, 2018
Christmas Day	Tuesday	December 25, 2018

* Operations regularly scheduled Monday – Friday.

** Operations regularly scheduled on Saturday/Sunday.

All full-time, part-time and hourly employees occupying permanent positions must be compensated for all holidays listed above, in the following circumstances. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed; however, employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Compensation for holidays for eligible active full-time employees is 7.5 hours of compensatory time off or 7.5 multiplied by the employee's base hourly rate. Eligible part-time or hourly employees on permanent appointment will receive holiday pay or compensatory time off calculated as one-tenth of the regular biweekly hours assigned, rounded to the nearest quarter-hour. Eligible employees who are required to work on a holiday will be compensated for the hours worked and may opt to receive holiday pay or compensatory time off. Eligible employees not required to work will receive holiday pay. For this purpose, the term "eligible employees" applies to employees in state civil service except Institutional Teachers at the Indiana School for the Deaf and the Indiana School for the Blind/Visually Impaired, and police officers who have elected a 28-day work period in accordance with 31 IAC 5-7-8(b). Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.



**Help for
my mom
starts here.**

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