

To: President and Members of the Munster Town Council
From: Wendy Mis, Clerk-Treasurer *Wmis*
Copy to: Dustin Anderson, Town Manager
Date: March 16, 2020
Re: Ordinance 1796: Amendment to 2020 Salary Ordinance

Staff has been meeting to discuss how the organization will address the current Coronavirus (COVID-19) pandemic. The Centers for Disease Control and Prevention (CDC) have provided guidelines for slowing the spread of the disease and measures to protect oneself and the community. One of their primary recommendations is for people to self-quarantine if they are experiencing symptoms.

Employees are encouraged to follow the guidelines of the CDC and stay home if ill. Sick time can be used in this situation so that employees do not receive a reduction in pay. Regular, full-time employees earn sick time at the rate of one day per month. A balance of six months is allowed to be carried.

There are a number of employees who do not have an adequate sick leave balance to support an extended sick leave. Employees are not allowed to take paid sick time if they have not earned it. In other words, if their balance is too low, they must use vacation time, compensatory time or go unpaid.

Staff wants to encourage employees to stay home if they have the virus to ensure their own recovery and prevent further spread of disease. As such, the recommendation is to make a temporary change in the rules surrounding sick leave.

Ordinance 1796 has been drafted to allow employees to run their sick leave and vacation leave banks into the negative in certain situations. Once the employee is healthy and returns to work, the leave bank(s) will begin to accrue and, essentially, pay back the time. If an employee quits or is terminated prior to earning back any negative leave bank, the balance paid will be reduced from the final paycheck.

Since the drafting of this ordinance, new Federal regulations have been adopted. Implementation guidelines are expected in the coming weeks. Once the guidelines are adopted, Ordinance 1796 will be amended as needed to comply.

RECOMMENDED ACTION:

By motion and roll call vote, hear proposed Ordinance 1796 on first reading as presented and schedule second reading for the next regular meeting.