

**ORDINANCE 1796**

**AMENDMENT #3 TO THE 2020 SALARY ORDINANCE.**

**WHEREAS,** The COVID-19 virus has been declared a pandemic by the World Health Organization; and

**WHEREAS,** The Centers for Disease Control and Prevention has outlined safety measures to slow or contain the spread of the virus; and

**WHEREAS,** The Centers for Disease Control and Prevention has stated those infected or showing symptoms of illness should stay home except to get medical care; and

**WHEREAS,** The Town Council places a priority on the health and well-being of its residents and employees; and now, therefore, be it

**WHEREAS,** The Town Council of the Town of Munster, Lake County, Indiana, adopted the 2020 Salary Ordinance on December 23, 2019; now, therefore, be it

**ORDAINED,** By the Town Council of the Town of Munster, Lake County, Indiana, that the following policy will be followed during this pandemic.

1. All full-time employees will self-report and self-quarantine if showing symptoms or diagnosed with the Coronavirus (COVID-19), and
2. All full-time employees will be allowed to use sick time for this illness, either their own or to act as a caregiver, and
3. If there is an insufficient balance of sick leave hours available, and the employee has more than forty (40) hours of vacation leave, the employee shall use vacation time in excess of forty (40) hours, and
4. If the vacation balance is less than forty (40) hours, the employee sick leave balance will be allowed to go into the negative to a maximum of ten (10) days, and
5. If an employee reaches negative ten (10) sick days, the employee may use vacation time and be allowed to go into the negative to a maximum of five (5) vacation days, and
6. Once an employee has had a negative ten (10) sick and a negative five (5) vacation days, the Town Manager will determine if further leave time will be granted, and
7. If an employee sick and/or vacation leave balance becomes negative, the hours will be earned back over subsequent pay periods once the employee returns to work, and
8. If an employee sick and/or vacation leave balance becomes negative and the employee leaves the employment of the Town prior to earning sufficient sick and/or vacation leave hours, that deficit will be repaid to the Town by reducing the final paycheck by the deficit amount.
9. In order to protect each employee's potential need for leave time, the Emergency Leave provisions of Employee Manual Chapter 3.3, Sections 5D and 5E will be suspended as long as this ordinance is in effect.
10. Any abuse of this policy will be grounds for immediate termination.
11. This policy is effective March 16, 2020 and will remain in effect through December 31, 2020 or until the Town Council adopts an ordinance changing it.

**ADOPTED AND PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2020, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL OF THE TOWN OF MUNSTER, LAKE  
COUNTY INDIANA**

\_\_\_\_\_  
**Lee Ann Mellon, President**

**ATTEST:**

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**Wendy Mis, Clerk-Treasurer**