

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Copy to: Dustin Anderson, Town Manager

Date: April 6, 2020

Re: Ordinance 1796: Amendment to 2020 Salary Ordinance

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

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. 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.

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.

Under Ordinance 1796, employees will be allowed to run their sick and vacation leave bank into the negative and continue to get paid. Once the employee is healthy and returns to work, the sick and vacation leave bank will begin to accrue and, essentially, pay back the time. If an employee quits or is terminated prior to earning back the sick and vacation time, the balance paid will be reduced from the final paycheck.

While this situation could create a serious disruption in services to the community, Staff believes it is more important to lead by example and do what can be done to slow the spread of disease among our employees and our residents.

RECOMMENDED ACTION:

By motion and roll call vote, adopt proposed Ordinance 1796 on second reading as presented.