

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. The Town of Munster is aware that the Federal Government recently enacted the Federal Families First Coronavirus Response Act, 2020 H.R. 6201, which will take effect on April 1, 2020.
2. The Town of Munster will incorporate the requirements of the Federal Families First Coronavirus Response Act, 2020 H.R. 6201, into its Employment Policies and will comply with applicable provisions of that Act.
3. In addition to the benefits conferred upon employees of the Town of Munster pursuant to the Federal Families First Coronavirus Response Act, 2020 H.R. 6201, employees of the Town of Munster shall also be entitled to the following additional benefits:
 - A. All full-time employees will be allowed to use sick time if showing symptoms or diagnosed with the Coronavirus (COVID 19), or to act as a caregiver for someone showing symptoms or diagnosed with the Coronavirus (COVID 19);
 - B. The employee sick leave balance will be allowed to go into the negative to a maximum of ten (10) days;
 - C. All full-time employees will be allowed to use vacation or compensatory time to act as a caregiver to a dependent minor that is home due to a school closure;
 - D. The employee vacation leave balance will be allowed to go into the negative to a maximum of five (5) days;
 - E. 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; 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
4. 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.

5. 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.
6. All full-time employees will self-report and self-quarantine if showing symptoms or diagnosed with the Coronavirus (COVID-19).
7. Any abuse of this policy will be grounds for immediate termination.
8. 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:

Wendy Mis, Clerk-Treasurer