

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** April 19, 2021

**Re:** Ordinance 1825: Amendment #2 to 2021 Salary Ordinance

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At the April 6, 2020 meeting, the Council adopted Ordinance 1796 in response to the Coronavirus pandemic. The ordinance made a temporary change to the rules surrounding sick leave. Specifically, employees are allowed to run their sick and vacation leave banks 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. Ordinance 1814 extended the policy through March 31, 2021.

There have been employees with multiple exposures and related quarantines. In these situations, the federal leave has been exhausted and employee leave banks used. The current trend of the pandemic makes it likely that more Town employees will be facing quarantine or isolation. In this scenario, more employees will likely run out of both leave time.

Staff recommends the policy be extended into through the second quarter of 2021. Ordinance 1825 has been drafted for this purpose.

**RECOMMENDED ACTION:**

By motion and roll call vote, suspend the rules, waive the readings, and adopt Ordinance 1825 on first reading as presented.