

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Copy to: Dustin Anderson, Town Manager

Date: December 7, 2020

Re: Ordinance 1814: Amendment to 2020 Salary Ordinance

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.

The Federal Families First Coronavirus Response Act grants Emergency Sick Leave to full- and part-time employees without using time in the employee's leave bank. To-date, there are 36 employees who have used the Emergency Sick Leave. The federal provisions are set to expire at year-end.

There have been employees with multiple exposures and related quarantines. In these situations, the federal leave has been exhausted and employee leave banks used. Last week we had the first employee go into the negative on leave time. 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 times.

Ordinance 1796 is set to expire December 31, 2020. If Council does not extend the policy, no action is needed as the policy will expire automatically at year end.

Staff recommends the policy be extended into 2021. Ordinance 1814 has been drafted to extend the policy through the first quarter of 2021. If extended, Staff will bring the matter back to Council in March 2021 to determine if the policy should be extended into the second quarter of 2021.

RECOMMENDED ACTION:

By motion and roll call vote, hear introduced Ordinance 1814 on first reading and set second reading for the next regular meeting.