ORDINANCE 1814

AMENDMENT #6 TO THE 2020 SALARY ORDINANCE

WHEREAS, The Town Council adopted Ordinance 1786 which established the 2020 Pay Plan for the Town of Munster; and

WHEREAS, The Town Council adopted Ordinance 1796 which amended the 2020 Pay Plan to allow extended sick and vacation leave benefits to supplement those allowed under the Federal Families First Coronavirus Response Act, 2020 H.R. 6201; and

WHEREAS, It is unknown whether or not the provisions of the Federal Families First Coronavirus Response Act, 2020 H.R. 6201 will be extended or replaced by similar legislation; and

WHEREAS, The provisions of Ordinance 1796 expire on December 31, 2020; and

WHEREAS, The Town Council places a priority on the health and well-being of its residents and employees; and 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. In addition to the benefits conferred upon employees by federal legislation and regulations related to the Coronavirus pandemic, 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
2. 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.
3. 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.
4. All full-time employees will self-report and self-quarantine if showing symptoms or diagnosed with the Coronavirus (COVID-19).
5. Any abuse of this policy will be grounds for immediate termination.
6. This policy is effective January 1, 2021 and will remain in effect through March 31, 2021 or until the Town Council adopts an ordinance changing it.

ADOPTED AND PASSED this 21st day of December 2020, by a vote of 5 in favor and Ø opposed.

TOWN COUNCIL OF THE TOWN OF MUNSTER, LAKE COUNTY INDIANA

Lee Ann Mellon

Lee Ann Mellon, President

ATTEST:

Wendy Mis

Wendy Mis, Clerk-Treasurer