

## RESOLUTION NO. 2010-03

### A Resolution providing for certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District adopted March 9, 2010

**WHEREAS**, the Board of Sanitary Commissioners has heretofore adopted by Resolution No. 2010-01 the Personnel Policies Handbook of the Muncie Sanitary District, adopted and dated March 9, 2010 ( the "Personnel Policies Handbook" ); and

**WHEREAS**, the Board of Sanitary Commissioners wishes to enact certain amendments to the Personnel Policies Handbook to clarify changes made from the prior personnel policies of the Muncie Sanitary District, and

**WHEREAS**, the Board intends that this Resolution and the amendments contained herein to the Personnel Policies Handbook will become effective on and after passage of this Resolution.

**BE IT THEREFORE RESOLVED**, that the Board of Sanitary Commissioners does hereby adopt the following amendments to the Personnel Policies Handbook:

1) Chapter 2, Employment Policies, Section 2.1, Recruitment, paragraph two, shall be amended to read as follows: "Whenever vacancies occur or new positions are created, job information shall be first posted within the Department facilities for seven (7) calendar days to encourage internal promotion. If **the** position is not filled within seven (7) calendar days, **the** job information shall be posted **District wide** within District facilities for seven (7) calendar days. **Thereafter, the job position may be posted and advertised outside of the District.**"

*(Please note that the words in the amended language which are bold and underlined are meant to represent the changed language. The bold script and underlining are not intended to be a part of the change.)*

2) Chapter 3, Salary Administration, Section 3.14, Overtime Compensation and Compensatory Time, Sub-Section 3.14.1, Overtime, the last sentence of paragraph one shall be amended to read as follows: "Overtime monetary reimbursement is based on actual hours worked: except that time off for vacation, holiday pay, personal/**sick** leave, jury duty, court leave and funeral leave which shall count as hours worked for purposes of calculating overtime compensation."

*(Please note that the words in the amended language which are bold and underlined are meant to represent the changed language. The bold script and underlining are not intended to be a part of the change.)*

3) Chapter 3, Salary Administration, Section 3.14, Overtime Compensation and Compensatory Time, Subsection 3.14.2, Compensatory Time, the second and unnumbered paragraph of that subsection shall be amended to read as follows: "Calculating compensatory time is based on actual hours worked; except that time off for vacation, holiday pay, personal/sick leave, jury duty, court leave and funeral leave which shall count as hours worked for purposes of calculating overtime compensation."

*(Please note that the words in the amended language which are bold and underlined are meant to represent the changed language. The bold script and underlining are not intended to be a part of the change.)*

4) Chapter 4, Employee Benefits, Section 4.1, Vacation Leave, shall be amended by adding a new paragraph to the end of the section which shall read as follows: "No person who is employed by the District as of the date of the adoption of the new vacation policy shall be penalized by having their current number of vacation days reduced. Additionally, any employee who is employed by the District as of the date of the adoption of the new vacation policy who may earn more vacation days on or before December 31, 2010 under the prior vacation policy than is allowed by the new vacation policy shall be given those days even though they are in excess of the days provided for by the new policy. After December 31, 2010 all additional vacation days earned by all employees of the District shall be in conformity with the new policy. For purposes of reference the prior policy is set forth at length herein below.

YEARS OF SERVICE	VACATION TIME OFF
After 6 months	5 working days*
After 1 year	10 working days**
After 5 years	15 working days**
After 10 days	20 working days**
After 20 years	25 working days**

\*Must be used within the following six (6) month period **, each year thereafter the five (5) working days must be used within the following the following twelve (12) month period after they are accrued**

\*\*Must be used within the following twelve (12) month period "

*(Please note that the table, including the foot notes to the table, are intended to be a part of the added language.)*

5) Chapter 4, Employee Benefits, Section 4.1, Vacation Leave, the first footnote to the schedule for earning vacation leave shall be changed to read as follows: "\* Must be used within the following six (6) month period, **, each year thereafter the five (5) working days must be used within the following the following twelve (12) month period after they are accrued.**"



*(Please note that the words in the amended language which are bold and underlined are meant to represent the changed language. The bold script and underlining are not intended to be a part of the change.)*

6) Chapter 4, Employee Benefits, Section 4.4, Sick Leave, after the fifth unnumbered paragraph in that Section which reads "Sick leave may be accrued up to a maximum of seven hundred twenty (720) hours." the section shall be amended by adding to that paragraph the following: **"Any employee of the district who has accrued more than that number of hours as of the date of the adoption of the new Sick Leave Bank Policy shall be entitled to keep their hours but may not accrue any additional Sick Leave Bank hours until their total number of accrued hours has fallen below seven hundred twenty (720) hours. Thereafter they may not accrue more than seven hundred twenty (720) hours."**

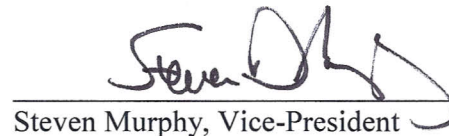
*(Please note that the words in the amended language which are bold and underlined are meant to represent the changed language. The bold script and underlining are not intended to be a part of the change.)*

This Resolution shall become effective on and after its passage and shall remain in full force and effect until amended or repealed by this Board.

**THIS RESOLUTION APPROVED** this 20th day of April, 2010 by the Board of Sanitary Commissioners of the Muncie Sanitary District.

BOARD OF SANITARY COMMISSIONERS:

  
Tom Bennington, President

  
Steven Murphy, Vice-President

  
Teresa L. Ford, Secretary