

Resolution 2015-15

A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on October 31, 2013 concerning Section 2.16 Outside Employment.

Whereas, the Board of Sanitary Commissioners (the "Board") wishes to modify Section 2.16 of the Personnel Policies Handbook which deals with the Muncie Sanitary District's Outside Employment procedures that were previously enacted on October, 31, 2013.

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

The Board wishes to replace Section 2.16, Outside Employment with the following information:

The District expects employees to conduct business according to ethical standards of conduct. An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the District. Employees are expected to devote their best efforts to the interest of the District. Business dealings that appear to create conflict between the interests of the District and the employee are unacceptable. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements. The District recognizes the right of employees to engage in activities outside their employment that are of a private nature and unrelated to our business. However, an employee must disclose of any possible conflicts so that the District may assess and prevent potential conflicts of interest from arising.

Employees who are provided Family and Medical Leave under the District's FMLA policy for their own serious illness or injury shall not be engaged in outside employment while on FMLA.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with the District. Full-time employees are required to notify their department head of any outside employment. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work which he or she is employed at the District, including overtime assignments;
- Involve organizations that are doing or seek to do business with the District, including actual or potential vendors or customers; or
- Violate provisions of law or the District's policies or rules.

From time to time, District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested or necessary to complete their work assignments. In cases of conflict with any outside activity, the employee's obligations to the District must be given priority. Employees are hired and continue to work with the understanding that the District is their primary employer and

that other employment or commercial involvement, which is in conflict with the business interests of the District, is strictly prohibited.

District employees may not accept financial benefits that would reasonably tend to influence decisions or encourage that employee to disclose confidential District information. Any offers of money, services, benefits, favors, or other possible conflicts shall be immediately reported to supervisors and/or the District Administrator.

Employees are not required to contribute time or money to any person, political party, or political action committee.

Employees are prohibited from engaging in any campaign conduct during work hours. The display and/or wearing of campaign buttons, posters, clothing with campaign slogans, and other political paraphernalia is prohibited during work hours.


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

THIS RESOLUTION APPROVED this 28th day of May, 2015, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

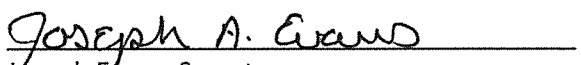
**MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS**



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