

**Resolution 2016-02
Muncie Sanitary District
Board of Commissioners**

A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on December 10, 2015 concerning Section 6.2, Attendance and Punctuality.

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 December 10, 2015.

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 6.2, Attendance and Punctuality with the following bolded and underlined verbiage:

To maintain a safe and productive work environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he/she shall notify their department head at least one (1) hour in advance of the anticipated tardiness or absence, or as soon as possible in the event of an emergency (such as illness to self or family member, traffic accident or a vehicle malfunction.) **Emergencies are NOT to be abused and will be permitted at the discretion of the Department Head. Reporting a false emergency as an excuse and any notification after the start of the employee's shift will result in disciplinary action with time off.**

Employees should abide by the punctuality of their scheduled shift time.

An unexcused absence is defined as an absence for which the employee does not have any available accrued leave time to charge the absence against, or where applicable, the employee does not have the approval of the department head.


Employees who are absent for two (2) consecutive workdays without notifying their department head shall be considered to have voluntarily resigned their position.

District employees violating any part of this policy shall be subject to disciplinary action, up to and including termination.


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 4th day of February, 2016, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

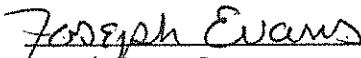
MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS



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