

**Resolution 2017-07
Muncie Sanitary District
Board of Sanitary Commissioners**

A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on December 10, 2015 concerning Sections – 3.16, Employee Termination and 4.2, Personal/Sick Leave.

WHEREAS, the Board of Sanitary Commissioners (the “Board”) wishes to modify Sections – 3.16, Employee Termination and 4.2, Personal/Sick Leave.

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 amend the following Sections – 3.16, Employee Termination and 4.2, Personal/Sick Leave

3.16 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: Voluntary employment termination initiated by the employee. Although advance notice is not required, Muncie Sanitary District requests at least a two (2) week notice from the employee. The department head shall determine whether the employee may work out his/her notice.

Discharge/Termination: Involuntary employment termination initiated by the District.

Retirement: Voluntary employment termination initiated by the employee meeting established state and/or District retirement criteria, such as age and length of service. Muncie Sanitary District requests more than a two (2) week notice from the employee. Employees will receive their final pay in accordance with applicable state law.

All accrued, vested benefits that are due and payable at termination will be paid.

4.2 PERSONAL/SICK LEAVE

Full-time employees are eligible for personal/sick days. New hires shall receive one (1) sick day at the time of hire that must be used within the first year of full-time employment. After six (6) months of full-time employment two (2) additional sick days and three (3) personal days will be received, and must be used within the following six (6) months. In the following and subsequent years, each full-time employee shall be provided six (6) personal and six (6) sick days on their anniversary date.

Notwithstanding anything in this policy to the contrary, the Board of Commissioners

may immediately grant personal day benefits to new hires for managerial and professional positions during the first year of employment.

Personal/sick days will not be accumulated from year-to-year. However, unused sick/personal leave days shall be added to an employee's Sick Leave Bank on the employee's anniversary date.

Use of personal/sick leave must be approved by the department head. Employees must seek approval, when possible, at least twenty-four (24) hours in advance of taking personal/sick leave. Approval for use of personal/sick leave is subject to the operational demands of the department.

Personal/sick days are payable at the employee's regular rate of pay at the time of leave and must be taken in minimum of half (1/2) day increments.

However, personal/sick leave may be used in one (1) hour increments when it is being substituted and used for a Family and Medical Leave Act qualifying reason. Employees do not accrue personal/sick leave benefits during layoff. Employees accrue personal/sick leave benefits during all other paid leaves of absence and unpaid leaves of absence of less than thirty (30) calendar days.

Upon termination, pay for unused days will be included in the employee's last regular pay.

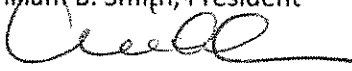
This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by this Board.

THIS RESOLUTION APPROVED this 7th day of June, 2017, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

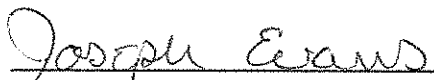
**MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS**



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