

**Resolution 2017-15  
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 Section 3.8, Rounding.**

**WHEREAS**, the Board of Sanitary Commissioners (the "Board") wishes to modify Section 3.8, Rounding.

**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 Section:*

**3.8     ROUNDING**

Time is to be recorded to the quarter hour, using the seven (7) minutes rule (i.e. leeway of seven [7] minutes before your scheduled start time and seven [7] minutes after your scheduled stop time.) This rule does not allow you to start seven (7) minutes after your scheduled start time or stop seven (7) minutes before your scheduled stop time. All employee work commenced more than seven (7) minutes before the start time work hour will be paid on a quarter hour schedule; all the employee work continued more than seven (7) minutes after the end of the last work hour will be paid on a quarter hour schedule.

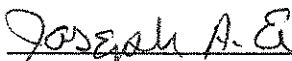
This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by this Board.

**THIS RESOLUTION APPROVED** this 13<sup>th</sup> day of September, 2017, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS**

  
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William B. Smith, President

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Michael R. Cline, Vice-President

  
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Joseph Evans, Secretary