

BOARD OF SANITARY COMMISSIONERS

MUNCIE SANITARY DISTRICT

RESOLUTION NO. 2023- 06

WHEREAS, the Board of Sanitary Commissioners, as the governing body of the Muncie Sanitary District (the "District"), has heretofore adopted by prior resolution the Personnel Policies Handbook of the Muncie Sanitary District, adopted and dated March 9, 2010 (the "Personnel Policies Handbook"), as amended from time to time; and

WHEREAS, the Board of Sanitary Commissioners now desires to amend the Personnel Policies Handbook to alter the previous employment policies of the District as those policies pertain to recruitment, and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Sanitary Commissioners of the Muncie Sanitary District, Delaware County, State of Indiana, that:

1. Chapter 2, Section 2.1 of the Personnel Policies Handbook of the Muncie Sanitary District shall be amended to state as follows:


"Whenever a vacancy occurs or a new position is created, a list of current District personnel shall be examined to determine whether an existing District employee is already performing essentially the same or similar duties that will be required to be performed by the individual filling the vacant or newly created position. If so, the existing District employee may be considered for a direct appointment to fill the vacant or newly created position. If no such situation exists, then 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."

2. Except as expressly stated herein, all other provisions of the Personnel Policies Handbook shall not be affected by the adoption of this Resolution.

3. This Resolution shall be in full force and effect upon its adoption and publication as required by law.

The foregoing Resolution No. 2023- 04 is hereby approved by the Board of Sanitary Commissioners of the Muncie Sanitary District on this, the 4 day of September, 2023.

**MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS**




Stephen Brand, President



Adam Leach, Vice-President



Michael Wolfe, Secretary



David Smith, Board Member

Tim Overton, Board Member