BOARD OF SANITARY COMMISSIONERS

MUNCIE SANITARY DISTRICT

RESOLUTION NO. 2023-08

A RESOLUTION AMENDING CHAPTER 2 OF THE MUNCIE SANITARY DISTRICT PERSONNEL POLICIES HANDBOOK

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 hiring and 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, as stated herein.

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:

"2.1   RECRUITMENT

When a vacancy occurs in a department the District Administrator (or designee) shall be notified.

Authorization to recruit and hire to fill a vacancy in an existing or newly created position rests solely with the Board of Sanitary Commissioners' President. 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.

The District will interview any MUNCIE SANITARY DISTRICT full-time or part-time employee that applies.

Employees, who are in a probationary status, may not apply for vacant positions while on leave or in such status.

The criteria for basing an award of the job for vacant job openings are qualifications, including skill and ability to perform the job, with any prior experience considered, as well as being an employee in good standing. If qualifications are equal, length of service will apply.

A full-time District employee who has applied for and received a position transfer shall not request another transfer for at least six (6) months, unless approved by the District Administrator.

Newspaper, trade journal, and website advertising may be used in recruiting employees. Advertisements shall describe the position, basic qualifications, and state that the District is 'An Equal Opportunity Employer.'

Basic qualifications of formal education, background, and experience shall be determined before recruiting begins and shall be based upon job requirements as well as dictates of applicable federal, state, and local laws."

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-_08_ is hereby approved by the Board of Sanitary Commissioners of the Muncie Sanitary District on this, the _1_ day of November, 2023.

MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS

Stephen Brand, President

Adam Leach, Vice-President

David Smith, Board Member

Tim Overton, Board Member