ORDINANCE 2020-02

AN ORDINANCE AMENDING THE WHITESTOWN EMPLOYEE MANUAL WITH RESPECT TO PAID HOLIDAYS

WHEREAS, on June 21, 2017, the Town Council of the Town of Whitestown, Indiana ("Town Council"), adopted Ordinance No. 2017-22, an Ordinance Adopting An Updated Employee Manual ("Manual") for the Town of Whitestown ("Town"), as updated and amended; and

WHEREAS, the Town Council may from time to time amend the Manual; and

WHEREAS, the Town Council now desires to amend the Manual in order to amend Paid Holidays to add a paid holiday for primary election day, as provided in Ind. Code Article 3-10.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Whitestown, Indiana, as follows:

Section 1: The Paid Holidays in "Section 4: Attendance and Time Away From Work Policies" of the Manual is hereby amended and restated as set forth in the attached Exhibit A (additions in underline, deletions in strikethrough).

Section 2: Execution of Amendment. Upon adoption of this Ordinance, the Town Clerk-Treasurer in conjunction with the Town Manager shall make all amendments stated herein to the Manual (including updating the table of contents as needed).

Section 3: Severability. The terms, paragraphs, sentences, words, policies, and procedures of this Ordinance, the Exhibits, and the Manual are separable, and if a court of competent jurisdiction hereof declares any portion of this Ordinance, the Exhibits, or the Manual unconstitutional, invalid, or unenforceable for any reason, such declaration shall not affect the remaining portions thereof.

Section 4: Superseding Clause. The amendments stated herein supersede all prior inconsistent portions of the amended sections and subsections of the Manual, and all prior inconsistent portions of the Manual which do not include the amendments approved herein are similarly superseded by this Ordinance. All other provisions of the Manual remain unchanged.

Section 5: Effective Date. This Ordinance is effective immediately upon passage.

Introduced on February 12, 2020, and adopted by the Town Council of the Town of Whitestown, Indiana, on this _12_ day of _February_, 2020.
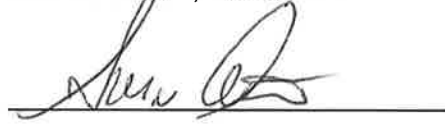
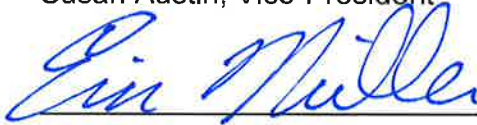|	THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA	YAY/NAY
	_____ Clinton Bohm, President	YAY
	_____ Susan Austin, Vice-President	Yes.
	_____ Eric Miller	Yes
	_____ Jeffrey Wishek	Yes
	_____ Rob Worl	Yes

ATTEST:

_____
Matt Sumner, Clerk-Treasurer
Town of Whitestown, Indiana

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Exhibit A

Paid Holidays

The Town recognizes the following 1~~0~~4 holidays:

1. New Year's Day
2. Martin Luther King's Day
3. Presidents' Day
4. <u>Primary Election Day</u>
~~4.~~5. Memorial Day
~~5.~~6. Independence Day
~~6.~~7. Labor Day
~~7.~~8. General Election Day
~~8.~~9. Veterans Day
~~9.~~10. Thanksgiving Day
~~10.~~11. Day after Thanksgiving
~~11.~~12. Christmas Day
~~12.~~13. Day after Christmas
~~13.~~14. Floating Holiday – date of use chosen by the employee

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom. To be eligible for holiday pay, civilian employees must have worked their regularly scheduled hours the workday before AND the first scheduled workday after the holiday or have been absent for one of the following reasons: (1) the employee was sick on that day (or days) as documented by a note from a licensed physician; (2) the employee was on an approved vacation day; or (3) the employee was on any other pre-approved excused and paid day off under Town policy. If a civilian employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternative day of vacation at a later date.

Part-time employees are eligible for holiday pay when their normally scheduled day or hours of work fall on a Town recognized holiday. Adjustment of schedules to achieve holiday pay will not be allowed, and to be eligible, the part-time civilian employee must have worked his or her regularly scheduled hours the workday before AND the first scheduled workday after the holiday.

Please refer to the department specific supplemental departmental policies, procedures and general orders manual concerning holiday pay.