

ORDINANCE NO. 751

AN ORDINANCE AMENDING ORDINANCE NO. 730 AND 737, THE SAME BEING ORDINANCES AMENDING ORDINANCE NO. 666, AND BEING AN ORDINANCE ESTABLISHING AND CLARIFYING TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, EMPLOYEE- PERSONNEL POLICIES AND ABROGATING ALL OTHER POLICIES, RESOLUTIONS, AND ORDINANCES IN CONFLICT THEREWITH.

WHEREAS, the Board of Trustees of the Town of St. John, Lake County, Indiana, has had varying personnel policies affecting Town employees both formal and informal regulating varying policies with regard to Town personnel; and

WHEREAS, in order to formalize and clarify said Town Policies, the Town Board of Trustees, did, on September 9, 1985, pass Ordinance No. 666, setting forth the formal Town of St. John Personnel Policies; and

WHEREAS, the Town of St. John Board of Trustees revised and modified the foregoing Town Policies by virtue of Ordinance No. 730, which was passed and adopted on February 8, 1988; and further revised and modified the said Ordinance by virtue of Ordinance No. 737, which was passed and adopted on May 9, 1988; and

WHEREAS, it has come to the attention of the Town that it would be in the best interests of the Town and its employees to amend said ordinance in one specific respect, and that Section 1.03 Leaves, Subsection C. Sick Leave should be amended as follows:

1.03. Leaves:

C. Sick Leave. Every full-time employee shall be granted sick leave with full pay at the rate of one (1) day per calendar month of active continuous service after the completion of the initial probationary period. Sick leave shall not be granted in advance and, therefore, must be accumulated prior to approval of request for leave. Employees who suffer job-related illness or injury shall experience no loss of accrued leave time during their injury or illness. Any employee will be able to accumulate no more than twenty (20) days of sick leave. Sick leave shall be used only for the purpose of:

1. illness or injury of employees,
2. avoiding jeopardizing the health of other municipal employees,
3. illness or injury within the immediate family needing the assistance of the employee (as certified by a physician).

In order to qualify for sick leave pay, the employee must comply with the following conditions:

1. Employees shall notify their supervisor of their absence prior to the start of their work shift.
2. Employees shall keep their supervisor informed of their illness and anticipated day of return.
3. Doctor's certification of any illness may be required by the supervisor.
4. No sick leave will be taken in advance of earning the time.
5. After three (3) days, a doctor's certificate is required.
- \* 6. Employees shall be required for any extended illness or injury to obtain and provide a doctor's certificate each thirty days stating specifically the illness or injury, progress made of the employee, a prognosis of the illness or injury, and an estimate as to when the employee will be able to return to work. (This condition shall apply whether or not the employee has qualified for or is receiving sick leave pay during his illness or injury)

\* When an employee has been on sick leave due to personal illness or injury, before returning to work said employee shall present to his supervisor a certificate of release from his attending physician to return to work. If such a release is a "conditional" release, the supervisor shall determine whether or not the same is acceptable in light of the requirements of the employee's job and duties normally performed by the employee. Stated differently, if the employee cannot perform his regular duties, and the supervisor cannot provide the employee "light" duty under the circumstances, then such a "conditional" release shall not be sufficient for the employee to return to work.

NOW THEREFORE, be it ordained by the Board of Trustees of the Town of St. John, Lake County, Indiana, that Ordinance No. 730, being the Personnel Policies of the Town of St. John, more particularly Section 1.03 C. shall be amended and shall read as follows, to-wit:

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5. After three (3) days, a doctor's certificate is required.
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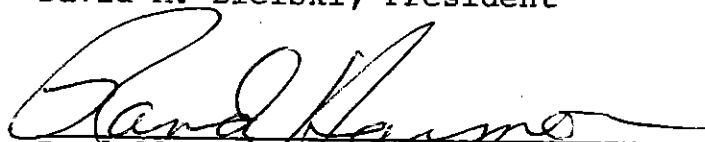
BE IT FURTHER ORDAINED that all other ordinances and resolutions of the Town of St. John that are in conflict with this ordinance are hereby repealed to the extent of such conflict; however, notwithstanding the foregoing, all other

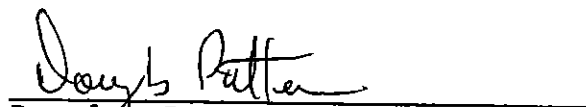
ordinances and resolutions not in conflict herewith shall remain in full force and effect;

BE IT FURTHER ORDAINED that if any part of this ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining part of this ordinance.


Passed by the Board of Trustees of the Town of St. John, Lake County, Indiana this 12<sup>th</sup> day of September, 1988.

  
David M. Bielski, President

  
Randall S. Harmon

  
Douglas Patterson  
BOARD OF TRUSTEES, TOWN OF ST.  
JOHN, INDIANA

ATTEST:

  
Betty L. Siedelmann  
Clerk/Treasurer