



Human Resources Department

March 13, 2020

TO: Board of Public Works

FROM: Holly J. Ramon
Human Resources Director

RE: Sick Leave Bank Resolution No. RB-9-20

As the situation involving COVID-19 evolves, the City encourages employees to self-quarantine if they or a member of their same household exhibit symptoms of COVID-19, have come into direct contact with someone with a positive test for COVID-19, or have personally tested positive for COVID-19.

Therefore, during this period of outbreak, it is requested that the Human Resources Director be given the authority to grant Sick Bank hours to affected full-time or part-time city employees who are off from scheduled work for specific absences related to COVID-19.

If Sick Bank hours are granted, it is requested that the employee not have to first use his/her accrued benefit time while off from scheduled work. The Human Resources Director or her designee will enter the approved number of Sick Bank hours on the employee's timesheet for regularly scheduled shifts missed. If the employee is in self-quarantine, but not presenting symptoms, the employee will coordinate with their Department Director regarding the ability to work from home.

Thank you for your consideration during this critical time. Should you have any questions or need additional information, please contact me at 317-776-6360.

Sincerely,

Holly J. Ramon
Human Resources Director

Enclosure

RESOLUTION NO. RB-9-20

**A RESOLUTION BEFORE THE BOARD OF PUBLIC WORKS AND SAFETY
AUTHORIZING EMERGENCY SICK LEAVE BANK APPROVALS FOR THE
CITY OF NOBLESVILLE**

WHEREAS, reports of the COVID-19 virus indicate a rapidly spreading illness that could become a nation-wide and/or world-wide pandemic;

WHEREAS, the Center for Disease Control and local health officials recommend self-quarantine at home for anyone who have symptoms of COVID-19, have come into direct contact with someone with a positive test for COVID-19 or have tested positive for COVID-19 in order to slow or stop the spread of the virus;

WHEREAS, due to the highly contagious nature of COVID-19 City of Noblesville (“City”) employees and their families may become ill with COVID-19;

WHEREAS, City employees may earn sick leave, paid time off, comp time and/or floating holidays (“Accrued Paid Leave”) as a benefit to their employment with the City;

WHEREAS, the City also maintains a sick bank of donated unused sick time for employees that face extraordinary and extenuating circumstances due to illness or injury to themselves or family members or for employees who have failed to accumulate paid sick leave, paid time off, comp time or floating holiday pay (“Sick Bank”);

WHEREAS, due to the time recommendation for home self-quarantine to limit the spread of COVID-19, quarantined employees may use all Accrued Paid Leave before the quarantine period is complete;

WHEREAS, due to the urgent nature of self- quarantine to protect fellow employees and the general public from the spread of COVID-19, the City desires to encourage any employee who has exhibited symptoms of COVID-19, has come into direct contact with someone with a tested positive for COVID-19, has a household member who has come into direct contact with someone who has a tested positive for COVID-19, or has tested positive for COVID-19 themselves, or similar situation as approved by the Director of Human Resources, to self-quarantine at home; and

WHEREAS, the City requests the authority to open the Sick Bank to quarantined employees and allow those quarantined employees to utilize Sick Bank time without requiring the employee to first utilize their Accrued Paid Leave.

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Works & Safety of the City of Noblesville, Hamilton County, Indiana meeting in regular session as follows:

1. Due to the contagious nature of COVID-19, the City wants to encourage any employee who has exhibited symptoms of COVID-19, has been in direct contact with someone who has tested positive for COVID-19, has a household member who has come into direct contact with someone who has tested positive for COVID-19, or has tested positive for COVID-19 themselves, or similar situation as approved by the Director of Human Resources, to self-quarantine at home.
2. The City shall allow those employees who self-quarantine to use time from the City’s Sick Bank in lieu of exhausting their Accrued Paid Leave.
3. The Board authorizes the Director of Human Resources to approve Sick Bank use for those employees who self-quarantine until September 30, 2020.

ALL OF WHICH IS APPROVED by the Board of Public Works and Safety of the City of Noblesville this 13th day of March 2020.

BOARD OF PUBLIC WORKS & SAFETY
CITY OF NOBLESVILLE
HAMILTON COUNTY, INDIANA

JACK MARTIN, PRESIDENT

JOHN DITSLEAR, MEMBER

LAURIE DYER, MEMBER

ROBERT J. ELMER, MEMBER

RICK L. TAYLOR, MEMBER

ATTEST:

EVELYN L. LEES, CLERK
CITY OF NOBLESVILLE, INDIANA

This instrument prepared by: Lindsey M. Bennett, City Attorney, City of Noblesville, Hamilton County, Indiana,
16 S. 10th Street, Noblesville IN 46060

"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law." /s/ Lindsey M. Bennett