

PLAINFIELD TOWN COUNCIL

RESOLUTION NO. 2020-15

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PLAINFIELD, INDIANA AMENDING THE TOWN CODE
AND TOWN OF PLAINFIELD EMPLOYEE HANDBOOK**

WHEREAS, the Town of Plainfield, Indiana (“Town”) has adopted the Plainfield Town Code (“Town Code”); and

WHEREAS, the Town Code incorporates the Town of Plainfield Employee Handbook;
and

WHEREAS, the laws of the State of Indiana provide for the amendment of Town Code;
and

WHEREAS, the Plainfield Town Council has determined that it is in the best interest of the Town to amend certain provisions of the Town Code relating to the incorporated Town of Plainfield Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Plainfield, Hendricks County, Indiana the following sections of the Town Code has it incorporates the Town of Plainfield Handbook be approved to replace in its entirety the current section of the Town Code and incorporated Town of Plainfield Employee Handbook:

510 EMERGENCY WORK INTERRUPTIONS

At times, emergencies occur that result in work interruptions. Such interruptions include, but are not limited to, severe weather, fires, power failures, earthquakes, tornados, floods, epidemics, pandemic or other national, regional or local emergencies and may disrupt the Town of Plainfield operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours the Town of Plainfield will notify employees of the closing via text message, phone, email or social media.

When the decision to close is made AFTER the workday has begun, all full-time employees will receive official notification from their Department Head. In these situations, time off will be covered for scheduled employees through granted PTO to cover missed work hours. When the decision to close is made at least 24 hours BEFORE the workday has begun, time off from scheduled work will be unpaid unless otherwise directed by town management. However, with a Department Heads approval, employees may use available paid time off to cover the absence. Refer to Policy #303 — Paid Time Off (PTO) and Sick Bank for additional information.

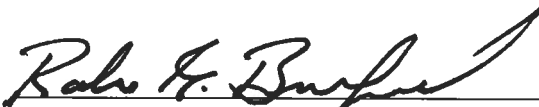
Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will be paid in accordance with employee status and overtime policies and/or double time may be authorized in some cases including holidays.

The Amendment set forth above supersedes any inconsistent provisions in the Town Code. All other portions of the Town Code and Town of Plainfield Employee Handbook shall remain in full force and effect.

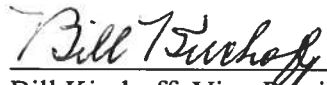
This Amendment shall take effect immediately upon its adoption.

ADOPTED by the Town Council of the Town of Plainfield, Indiana, this 17th day of
March, 2020.

TOWN COUNCIL, TOWN OF PLAINFIELD
HENDRICKS COUNTY, INDIANA



Robin G. Brandgard, President



Bill Kirchoff, Vice-President



Kent McPhail




Dan Bridget



Lance K. Angle

Attested by:



Mark J. Todisco, Clerk-Treasurer
of the Town of Plainfield