

RESOLUTION 2021-2
Adopting an Employee Personnel Hiring Policy
For the Town of Westport Indiana

Department heads will identify and communicate staffing needs to the Town Council and Clerk/Treasurer.

Council and Clerk Treasurer will evaluate the request, needs and budgetary concerns.

Upon Council approval the Department head will provide a job description with the preferred skills, experience, and education level.

The Department Head will then work together with the Clerk Treasurer to advertise/post the opening.

Length of time and type of advertisement/posting will follow any minimum State and Federal guidelines. The length or type of advertisement/posting is not limited to the minimum guidelines and can be extended based on the Department Head and/or Clerk Treasurer's discretion.

Upon completion of the advertisement/posting the Department Head will review the submitted applications/resumes and interview the most qualified candidates. Should the Department Manager determine there were no qualified applicants and advertisement/posting can be re-opened before moving to the next step in the hiring process. (Candidates for the Police Department may be required to perform Physical Testing to Indiana Law Enforcement Academy requirements and Written Testing prior to the next step in the hiring process.)

The Department Manager will then perform background check(s) and pre-employment drug screen(s) to the candidates passing the Department Head's interview portion of the process, at least 1 but no more than 3 will move forward to this step in the process.

The Department Manager will evaluate the background check(s) and pre-employment drug screen(s) and select one candidate to bring to the Council for approval.

The Department Manager will then present the suggested candidate to the Council for approval.

Upon Council approval the Department Manager will work together with the Clerk Treasurer to complete any necessary employment paperwork and set a start date for the new employee.

Adopted this 8th day of February, 2021.



Harry Pray III, President

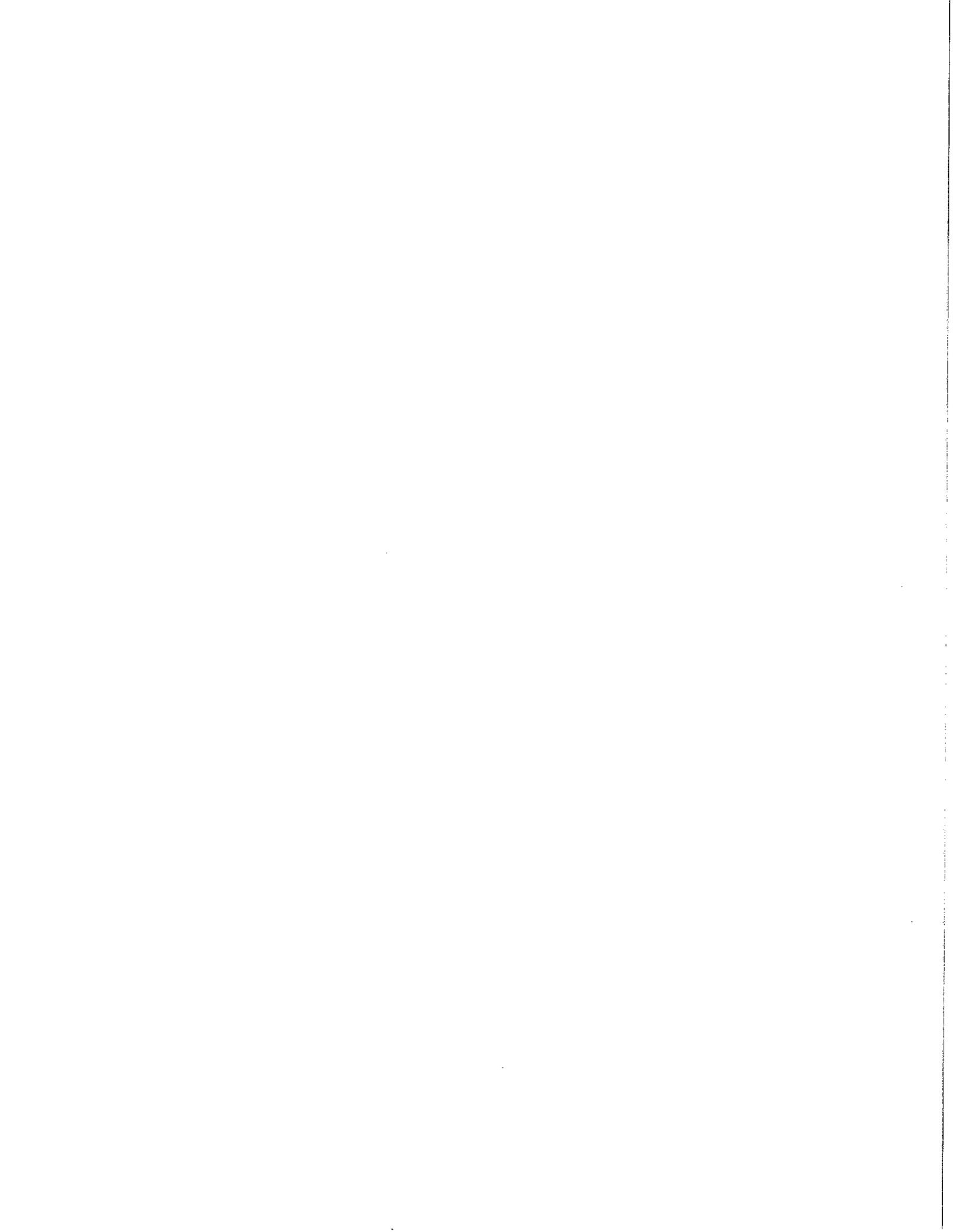


John Organist, Vice President



Joyce Brindley, Councilwoman





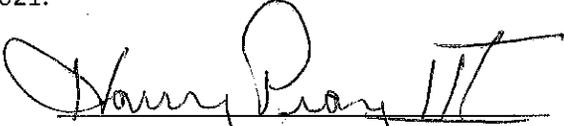
- First use up to two weeks of paid Covid Leave defined as the following: A maximum of 80 hours or approximately two weeks of paid mandatory leave determined by the Town of Westport Department Heads or Westport Town Council.
 - Second use sick time (Police Employees will first use Compensatory time first, then sick time)
 - Third use Vacation time up to 7 days or no more than 56 hours (only if the employee has more than 7 days of Vacation time). Employees without available Vacation will not accrue Vacation, they will proceed to step 4.
 - Fourth use Paid Administrative Leave (only after leave (as prescribe above) has been exhausted. Paid administrative leave is defined as paid leave while an employee is mandated to stay home by the Town of Westport and must be pre-approved by the Westport Town Council.
- 8) Since appropriate equipment is available during this time Public Works employees will each use a separate vehicle. The Superintendent will make those necessary assignments.
 - 9) The Town Hall will remain closed to the public while state advisory levels are coded orange or red.
 - 10) Westport Police Department will continue business as usual using precautions outlined by the CDC. The Chief of Police will be charged with monitoring the ongoing situation and making adjustments to operations as necessary. For safety and security reasons any changes or modifications, deemed necessary by the Chief of Police, of daily operations will be disseminated only to authorized law enforcement personnel unless there is a serious health risk to the public.

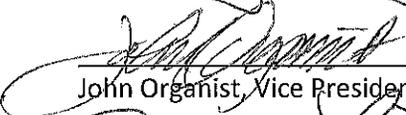
Should an employee fall ill they will report to and advise of their condition (as able) to their supervisor in the event they may need to take action to prevent any possible serious health risk to the public and/or the other employees. Employees mandated to quarantine by their department head will be expected to follow employer recommendations.

Failure to follow these procedures will result in disciplinary action up to and including unpaid suspension and/or termination.

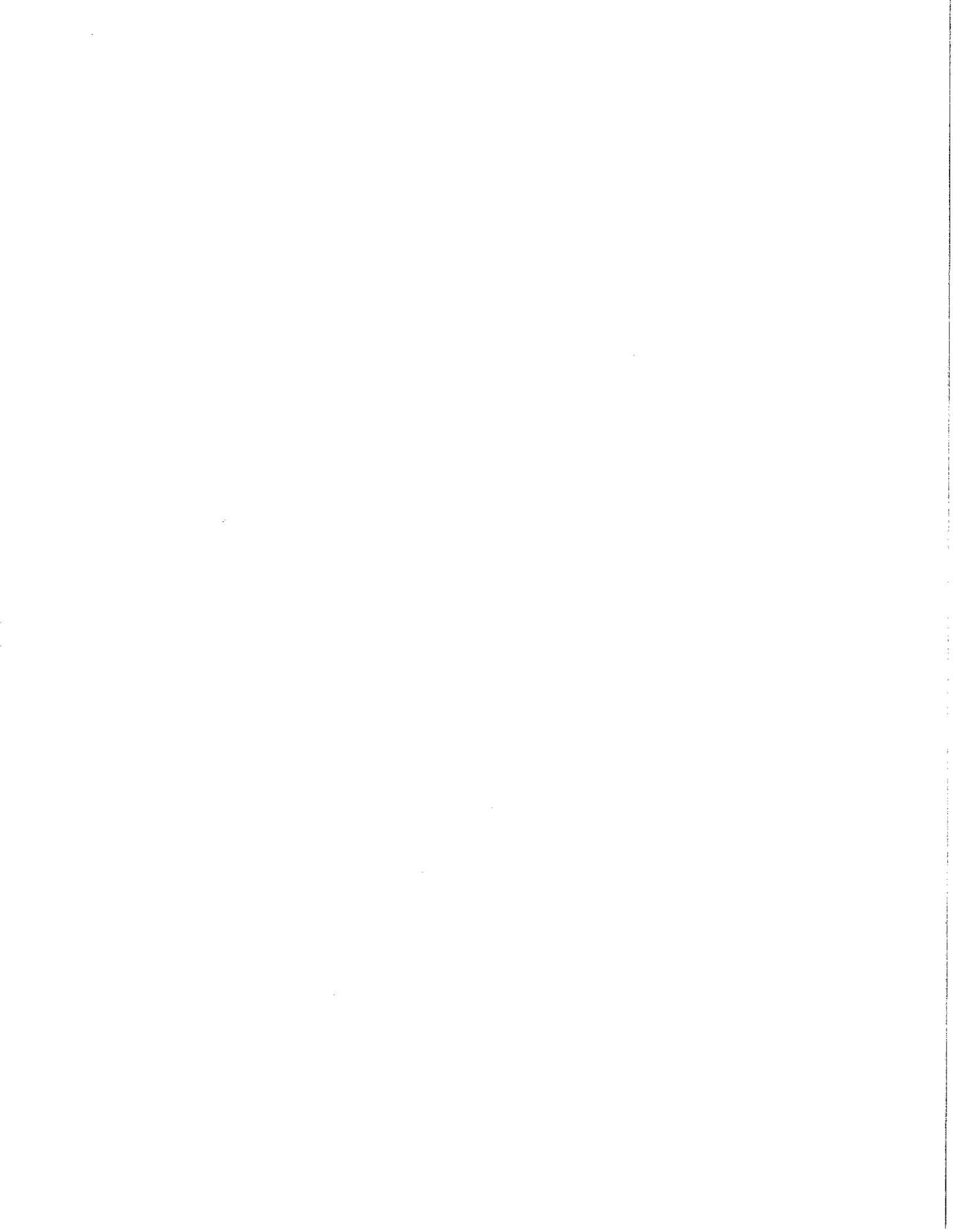
This infectious disease policy supersedes any previous policy for the duration of the health emergency and will apply to any future Federal mandated infectious disease legislation unless otherwise amended.

Adopted this 8th day of March, 2021.


 Harry Pray III, President


 John Organist, Vice President


 Joyce Brindley, Councilwoman



RESOLUTION 2021-1

Adopting an Infectious Disease Employee Personnel Policy

For the Town of Westport Indiana

Enactment Date: March 8th, 2021

This policy will be in effect immediately and will remain a policy to prevent and control infectious disease among Town of Westport Employees.

To maintain a healthy workplace, we are implementing the following time and attendance policy for Town of Westport employees who have been exposed or potentially exposed to an infectious disease, including but not limited to COVID-19.

“Close Contact” will be defined by the Centers for Disease Control and Prevention when referenced in this policy.

- 1) All employees will be required to self-monitor their health condition including taking their temperature prior to reporting to work.
- 2) Employees whether full or part time will not be penalized for extended periods of absence due to illness from an infectious disease or adherence to this policy.
- 3) An employee who experiences symptoms of an infectious disease shall not report to work. This includes but is not limited to a fever. The employee is not eligible to return to work until fever free (without fever-prevention medication) for 24 hours and when permitted by the employee’s department head who will base the decision on current CDC guidelines.
- 4) An employee who lives with another person who experiences symptoms of an infectious disease shall not report to work. This includes but is not limited to a fever. The employee is not eligible to return to work until the person is symptom free (without medication) and the employee has no symptoms of an infectious disease for at least a week (7 days). Employee must be permitted to return to work by department head before returning to employment.
- 5) An employee who has traveled outside the state and has been in close contact with others who showed symptoms of an infectious disease shall not report to work for at least 7 days. This period may be extended, particularly if the employee experiences the same or similar symptoms based on town department heads decision.
- 6) Employees are strongly encouraged to limit personal interactions outside their residence and workplace when infection rates are high and rapidly changing. This includes but is not limited to travel outside Decatur County. Further, employees should practice social distancing (6-12ft) when possible, during work hours. This includes interactions with other employees. It is understood not all employee interactions can be limited to the appropriate social distancing. It is the employee’s responsibility to minimize these encounters.
- 7) An eligible employee who is directed by a department head to stay home (and not working from home), under the above circumstances (paragraph 1 – 3) specifically related to an infectious disease will: