



**RESOLUTION NO. \_\_\_\_\_**  
**Modification of Human Resources Policies and Procedures Handbook**  
**Emergency Closings**

WHEREAS, the Lake County Solid Waste Management District, hereinafter “DISTRICT”, was created pursuant to and has the powers outlined in Indiana Code 13-21-1-1 et. seq.; and

WHEREAS, the District has adopted a Human Resource Policies and Procedures Handbook, hereinafter “HANDBOOK”; and

WHEREAS, under Chapter 1 General, Section 110 General Provisions, the District Board may amend that Handbook; and

WHEREAS, the entire country has been immensely affected by the COVID-19 pandemic which has impacted the operations of governmental entities, businesses, and personal lives; and

WHEREAS, there is a need to amend the Handbook to more clearly address the effect of such emergencies and resulting circumstances.

THEREFORE, BE IT RESOLVED, that the Handbook is amended as follows:

**Section 590 EMERGENCY CLOSINGS**

(A) Under certain circumstances it may be necessary to close one or more District facilities due to natural hazards, catastrophes, health emergencies, or other such emergencies or circumstances. If a facility is closed, employees will be notified via telephone by their Supervisor.

(B) When a facility is closed, and an employee was scheduled to work that day, the employee is excused from work and will be paid their regular rate of pay for that day if he/she were scheduled to work. In the event that the employee is required to report for work during an emergency closing, the employee is not entitled to additional compensation.

All of which is resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by a vote of \_\_\_ in favor and \_\_\_ against.

Lake County Solid Waste Management District

Attest:

\_\_\_\_\_  
Christine Cid, Chairwoman  
Lake County Solid Waste Management District

\_\_\_\_\_  
John Petalas  
Controller