

**BOARD OF SANITARY COMMISSIONERS**

**MUNCIE SANITARY DISTRICT**

**RESOLUTION NO. 2025-03**

**A RESOLUTION AMENDING CHAPTER 2 & 7 OF THE MUNCIE  
SANITARY DISTRICT PERSONNEL POLICIES HANDBOOK**

*WHEREAS*, the Board of Sanitary Commissioners, as the governing body of the Muncie Sanitary District (the “District”), has heretofore adopted by prior resolution the Personnel Policies Handbook of the Muncie Sanitary District, dated October 16, 2024 (the "Personnel Policies Handbook"), as amended from time to time; and

*WHEREAS*, the Board of Sanitary Commissioners now desires to amend the Personnel Policies Handbook to alter the previous employment policies of the District as those policies pertain to Section 2.1 Recruitment: fifth paragraph; and

*WHEREAS*, the Board of Sanitary Commissioners now desires to amend the Personnel Policies Handbook to alter the previous employment policies of the District as those policies pertain to Section 7 Problem Resolutions; and

*WHEREAS*, the Board intends that this Resolution and the amendments contained herein to the Personnel Policies Handbook will become effective on and after the adoption of this Resolution, as stated herein.

*NOW, THEREFORE, BE IT RESOLVED* by the Board of Sanitary Commissioners of the Muncie Sanitary District, Delaware County, State of Indiana, that:

1. Section 2.1 Recruitment, the fifth paragraph of the Personnel Policies Handbook of the Muncie Sanitary District shall be amended to read as follows:

“The criteria for basing an award of the job for a vacant position are qualifications (including skill and ability to perform the job) and past performance and evaluations (for current employees). If all the aforementioned criteria are equal, length of service will apply.”

2. Section 7 Problem Resolution of the Personnel Policies Handbook shall be amended so that Steps 1 through 3 are replaced as follows:

“STEP 1: Department Head (Written complaint or concern)

If a complaint cannot be solved satisfactorily by the employee and department head through discussion, or if the decision is not satisfactory, the employee may reduce the complaint to writing. The employee shall provide the written complaint to the department head. Department heads are encouraged to give a written response to the complaint within five (5) days.

STEP 2: District Administrator or his/her designee (H.R. Director):

If the complaint cannot be solved satisfactorily, either party may forward the written complaint to the District Administrator.

STEP 3: Board of Sanitary Commissioners President or his/her designee (District Administrator):

If the complaint cannot be solved satisfactorily, either party may forward the written complaint to the President of the Board of Sanitary Commissioners.

STEP 4: Board of Sanitary Commissioners President:

If the complaint cannot be solved satisfactorily by the designee, either party may forward the written complaint to the President of the Board of Sanitary Commissioners for a final decision. The President of the Board’s decision will be final and binding on the District and the employee.”

3. Except as expressly stated herein, all other provisions of the Personnel Policies Handbook shall not be affected by the adoption of this Resolution.

4. Upon the adoption, the Personnel Policies Handbook shall be updated to reflect the amendments set forth herein and copies of the updated Personnel Policies Handbook shall be made available to all employees of the District.

5. This Resolution shall be in full force and effect upon its adoption and publication as required by law.

The foregoing Resolution No. 2025-03 is hereby approved by the Board of Sanitary Commissioners of the Muncie Sanitary District on this, the 5th day of March, 2025.

**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS**



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Adam Leach, President

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Tim Overton, Vice-President



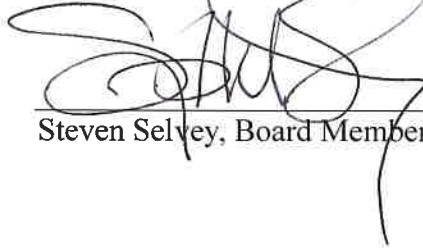
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David Smith, Secretary



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Aaron Clark, Board Member



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Steven Selvey, Board Member