

ORDINANCE NO. 342

AN ORDINANCE ESTABLISHING UNIFORM PERSONNEL RULES AND REGULATIONS FOR EMPLOYEES OF THE CITY OF WATHENA: AND INCORPORATING BY REFERENCE THE DOCUMENT ENTITLED "UNIFORM PERSONNEL RULES AND REGULATIONS FOR THE CITY OF WATHENA"


NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Wathena:

SECTION 1. It is hereby deemed necessary and proper to establish uniform rules and regulations for all personnel employed by the City of Wathena.

SECTION 2. There is hereby incorporated by reference for the purpose of establishing employee personnel rules and regulations the document entitled "UNIFORM PERSONNEL RULES AND REGULATIONS FOR THE CITY OF WATHENA" not less than three (3) copies of said documents shall be marked or stamped OFFICIAL COPY AS ADOPTED BY ORDINANCE NO. 342 and to which shall be attached a copy of this ordinance. Said official copies shall be filed with the city clerk and shall be open to inspection and available to the public at all reasonable hours. All departments of the city shall be supplied with copies of such rules and regulations as may be deemed necessary.

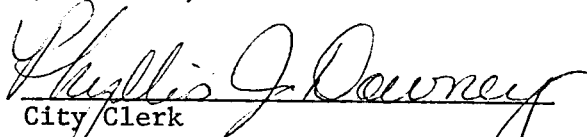
SECTION 3. This ordinance shall be in force and take effect from and after its publication in the official city paper.

PASSED by the Council and APPROVED by the Mayor on this 5th day of July, 1978.


Mayor, City of Wathena, Kansas

ATTEST:

(CITY SEAL)


City Clerk

Article I
INTRODUCTION

I-1. Rules Established

The following rules, regulations and other administrative provisions for personnel administration are established to:

- (a) Provide fair and equal opportunity to all qualified citizens to enter city employment in all occupations on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection without regard to race, color, sex, handicap, religion, national origin or ancestry.

I-2. Administrative Responsibility

The personnel program consists of the sum total of all policies and procedures related to personnel administration in the service of the city and shall be administered by the City Clerk under the direction of the Mayor. The policies and procedures of the personnel program shall apply to all employees in the service of the city except elected officials.

Article II
RECRUITMENT, SELECTION, AND PLACEMENT

II-1. Definitions

- (a) Full-time employee is one who works a normal 40-hour work week on a regular and continuing basis.
- (b) Part-time employee is one who works less than a normal work week on a regular and continuing basis.
- (c) Permanent employee is a full-time or part-time employee who has satisfactorily completed a three months probationary period.
- (d) Temporary employee is one who works on an irregular and/or nonpermanent basis.
- (e) Seasonal employee is one who works on a regular and/or recurring basis during a specific "season" or portion of a year.

II-2. Probation

- (a) Each employee, following initial employment, shall satisfactorily complete a three months probationary period before being granted permanent employee status. Any employee terminated during the probationary period shall be considered a termination for cause.
- (b) Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a three months probationary period before being granted permanent status in his new classification. Any employee who fails to satisfactorily complete such probationary period shall

be returned to the pay and position he held immediately prior to his promotion or to a position with equal pay and responsibility.

Article III
COMPENSATION

III-1. Performance Evaluation Required

Each employee shall be evaluated at least once each 12 months and not oftener than once in each six-month period. A probationary employee shall be evaluated at the completion of his probationary period to determine his eligibility to be granted permanent status.

III-2. Pay Days

Employees shall be paid twice each month, the 1st and 16th of each month being designated as paydays. When a payday falls on a Saturday, Sunday, or a holiday, employees may be paid on the preceding Friday.

III-3. Pay on Termination

- (a) An employee who is terminated normally will receive his final pay check on the first regularly scheduled pay day following his termination. Employees discharged for cause will receive their final pay check not later than the close of the final day of work or as soon thereafter as is practicable.
- (b) Employees discharged for cause or those who voluntarily terminate without giving a minimum of two weeks notice shall not be eligible to receive pay for any accrued benefits other than unused vacation.

III-4. Overtime Work

Overtime work shall be paid at one and one-half times the employee's regular rate of pay. Overtime work shall be paid not later than the first pay day following the pay period in which it was earned.

III-5. Pay Records

The City Clerk shall keep adequate records of all persons employed, their pay scale, time worked accrued vacation and sick leave, all absences for vacation and sick leave and accrued overtime. Such records shall be available at all reasonable times for inspection.

Article IV
ATTENDANCE AND LEAVES

IV-1. Hours of Work

- (a) The normal work week shall be (40) hours consisting of (8) hour work days, from 8:00 AM - 5:00 PM. No employee shall

be permitted to work in excess of (40) hours per week except when an emergency exists or overtime work is necessary to carry out normal and essential services of the city as assigned by his or her immediate supervisor.

- (b) Employees may take two (2) fifteen minute breaks each day at 10:00 AM and 3:00 PM. Please note, this is a total of 15 minutes including travel time, etc.
- (c) Lunch break will be from 12:00 to 1:00 PM for all street and utility workers. City Clerk will determine lunch breaks for employees in that office.

IV-2. Holidays

- (a) The following days shall be holidays for all city employees:

New Year's Day, January 1
Lincoln's Birthday, February 12
Washington's Birthday, third Monday in February
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Columbus Day, second Monday in October
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
Christmas Day, December 25

From time to time, on special occasions, the governing body may designate other days as special holidays.

- (b) When any regular holiday shall fall on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday.
- (c) Employees required to work on an observed holiday shall be given their choice of receiving pay at time & one-half or be given another day as their Holiday.
- (d) Regular, part-time employees shall be paid for observed holidays which fall on days for which they would otherwise be scheduled for work in an amount equal to the wages they would have earned according to the number of hours for which they would be scheduled to work on that day. Seasonal and temporary help shall not receive paid holidays.
- (e) To be eligible to receive pay for an observed holiday an employee must not have been absent without leave either on the workday before or after the holiday.

IV-3 Vacation

Vacation leave shall be earned and accrued from the most recent day of employment under the conditions hereinafter stated, but no vacation leave shall be granted until an employee has gained permanent status.

- (a) Full-Time Employees. Each full time employee with one (1) -

five (5) years of service shall earn five (5) working days of vacation. Employees with five (5) - ten (10) years of service shall earn 10 (ten) working days of vacation. Employees with over ten (10) years of service shall earn fifteen (15) working days of vacation.

- (b) Vacation may be taken in segments of from 1-15 days, with exception of City Clerk who must take a minimum of one week.
- (c) Five days notice to City Clerk must be given prior to vacation.
- (d) Holiday During Vacation. Paid holidays which occur during a vacation leave are not counted as a day of vacation.
- (e) Termination. Upon termination an employee shall be compensated for all accumulated unused vacation leave.

IV-4. Sick Leave.

All employees who work full-time shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other physical incapacitation, occurring either on or off the job.

- (a) Amount of Sick Leave. Full-time employees shall earn six days per year.
- (b) Accumulation of Sick Leave. No employee may accrue more than 12 days of sick leave.
- (c) Doctor's Certificate. For sick leave in excess of three days, a department head may require a signed statement from a physician or dentist verifying the employee's inability to perform his assigned duties because of such illness.
- (d) Notification. To be eligible for paid sick leave an employee shall notify his immediate supervisor the reason for his absence no later than one hour after the beginning of the first work day for which sick leave is taken.
- (e) Termination of Employment. An employee shall not be paid for any unused sick leave upon termination of his employment with the city.
- (f) Abuse of Sick Leave. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

IV-5. Other Leave - Personal

One (1) day per year will be allowed for personal leave, to accumulate to two (2) days.

Article V
DISCIPLINE

V-1. Authority to Discipline.

The Mayor & department heads shall have authority to discipline personnel for the willful and repeated violation of personnel regulations and/or departmental regulations.

Article VI
SEPARATION

VI-1. Removal for Cause.

A permanent employee may be removed for cause. Removal for cause is justified for, but not limited to, the following reasons; Incompetence or gross neglect of duty; absent without leave; insubordination or serious breach of discipline; habitual use of intoxicating liquor, narcotic, hypnotic or stimulating drugs; conviction of a felony or crime involving moral turpitude; negligent or willful damage to or misuse of public property; falsification of employment applicant form and giving or accepting a bribe.

VI-2 Resignation.

An employee who terminates his employment voluntarily shall be terminated in good standing, providing he gives a minimum of two week's notice to his immediate supervisor or department head, unless a shorter period of notice is approved by his department head.

VI-3 Retirement

All eligible employees of the city shall be members of the Kansas Public Employees Retirement System and shall be subject to all laws and supplemental regulations governing such membership. (NOTE: One year of service before eligible.)

Article VII
RESIDENCY & INSURANCE

VII-1 Insurance

- (a) All full-time employees shall be eligible for group medical insurance as of the date of beginning employment.
- (b) The city shall pay the full premium for individual medical and hospital insurance coverage. The Employee shall pay for family coverage if desired.

VII-2 Residency

While employees are not required to maintain residency within the city, employees subject to frequent call-out for emergency

Services are expected to reside within a reasonable distance of their place of employment. Reasonableness shall be formally established by the Mayor for employees of the various departments of the city.

VII-3 Amendment of Rules

These rules may be amended from time to time as deemed necessary by the Mayor.