

RESOLUTION NO. 2016-17

**A RESOLUTION APPROVING AMENDMENTS TO THE PERSONNEL
MANUAL FOR THE EMPLOYEES OF THE CITY OF BASEHOR,
LEAVENWORTH COUNTY, KANSAS**

WHEREAS, the Governing Body of the City of Basehor, Kansas, adopted a compilation of written personnel policies, procedures and guidelines for employees of Basehor, Kansas, known as the Personnel Manual and effective August 1, 2010; and

WHEREAS, Section A-8 of the Personnel Manual allows for the amendment of its policies via resolution; and

WHEREAS, the Personnel Manual needs to be updated and amended from time to time; and

WHEREAS, the City Council has determined the amendments attached as Exhibit A to be necessary and appropriate.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
CITY OF BASEHOR, KANSAS:**

Section 1. That the Personnel Manual be amended to read as attached as Exhibit A with the amendments highlighted in red text.

Section 2. That this resolution shall become effective upon passage.

ADOPTED by the Governing Body this 20th day of July, 2016.

SIGNED by the Mayor this 20th day of July, 2016.

SEAL



David K. Breuer

David K. Breuer, Mayor

ATTEST:

Katherine M. Renn

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

A handwritten signature in blue ink, reading "Shannon M. Marcano". The signature is written in a cursive style with a large initial "S" and "M".

Shannon M. Marcano, City Attorney

EXHIBIT A
Personnel Manual (redlined)

If a City employee, acting with discretion and in the interest of City business, purchases a meal for any member of the public, a receipt is also required. Adequate documentation listing the purpose and participants of the setting of the expense should be submitted with the receipt. If such an expense should occur, the amount expended for the guest will not be considered as part of the meal allowance for the employee.

Foregoing a meal does not allow the employee to accumulate eligible meal allowances. For example: if an employee is eligible for breakfast and lunch (\$30.00) but elects not to eat breakfast (\$10.00) the eligible lunch allowance will be (\$20.00).

- (s) The City will not, under any circumstances, pay for or reimburse employees for the purchase of alcoholic beverages or allow alcohol to be purchased with a City credit card.
- (t) Vehicle rental, parking fees, taxi charges, bus or shuttle fares, turnpike expenses, and other similar items will be reimbursed when accompanied by a receipt.
- (u) The City will not be responsible for personal expenses such as personal phone calls, beer/alcoholic beverages, snacks, beverages not associated with meals, laundry services, or in-room movies that are either charged to the room or otherwise incurred.
- (v) All employees traveling on City business should be reminded that they are representing the citizens of Basehor, their departments or divisions, and the City of Basehor as a whole. They should conduct themselves in an appropriate and professional manner at all times so as not to bring discredit upon themselves, their departments or divisions, or the City of Basehor.

F-11. Educational Tuition/Fees Reimbursement and Leave.

- (a) Any **full time** employee **after completing one year of service** wishing to attend college or technical school to enhance overall knowledge, skills, and job performance, and at the same time increase the individual's value to the City as an employee, may submit a written request to their department head for the reimbursement of tuition. The request must be submitted prior to enrolling in the class, include the name of the class, the cost, and verification as to how it will enhance the employee's job performance with the City of Basehor.

If approved by the department head and the City Administrator, the employee will be reimbursed the cost of tuition, **fees and book expenses upon** successful completion of the class, obtaining a "B" grade or better **not to exceed \$2,000 per year. After reimbursement for college course work or technical school certificates**

the employee must continue satisfactory employment for a 12 month period or the reimbursement amount will have to be repaid.

- (b) Employees receiving approval to attend a college or on-going class during work hours will be required to make up any lost work time. Arrangements to do so must be coordinated through the employee's immediate supervisor and approved by the department head and City Administrator.

F-12. Leave of Absence. The City Administrator may, using discretion, grant a leave of absence without pay to an employee for any good cause when it is in the best interest of the City. The City Administrator may grant an employee leave without pay for a specified time not to exceed 6 months. During this leave without pay, the employee may elect to continue health insurance coverage with full premiums paid by the employee. A leave of absence without pay shall not be allowed for any employee to work for another employer, or for self-employment.

Leave of absence shall be subject to the following provisions:

- (a) A request for leave of absence shall be submitted in writing to the City Administrator stating the reasons for the request at least 15 working days prior to the date the leave would begin.
- (b) At the expiration of leave without pay, the employee shall return to the position held prior to the leave.
- (c) PTO shall not be earned during leave without pay.
- (d) A leave without pay shall not constitute a break in service, but time off will not be credited toward longevity pay, service awards, or any benefit based on time in position.
- (e) Failure by an employee to report promptly at the expiration of the leave of absence shall be considered as a resignation by the employee.

F-13. Compensatory Time. Employees will not be allowed to earn compensatory time but shall be paid overtime in accordance with the Fair Labor Standards Act (FLSA).

F-14. Request for Leave. All leave time must be authorized in advance and in writing by the employee's supervisor **prior** to being taken when possible. Written requests for leave that cannot be predicted in advance must be completed upon the employee's return to work.

ARTICLE G. OTHER EMPLOYEE BENEFITS

- G-1. Social Security Benefits.** All eligible employees of the City are under the Federal Social Security System, and receive the benefits thereof in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.
- G-2. Employer Provided Deferred Compensation Benefits.** All eligible employees, with the exception of sworn police officers, are covered under the City's deferred compensation program (401-A). Under this plan, the employer's contribution is 11% of gross wages for all employees hired before 8/1/2011. For employees hired after 8/1/2011 to 8/1/2013, the rate shall be 8% of gross wages. For employees hired after 8/1/2013, the rate shall be 5% of gross wages. For employees hired after 1/1/2017 the first three (3) years of employment the rate shall be 3% of gross wages and will increase to 5% after (3) years of service. The City will begin depositing funds into the 401-A plan for the employee beginning with their first paycheck. There will be a three (3) year vesting period from the date of hire, at which time the employee will be fully vested. The cost of this benefit is paid entirely by the employer.
- G-3. KP&F Benefits.** The City of Basehor elected to become a member of the Kansas Police and Fire Retirement System. All eligible employees receive the benefits thereof in accordance with state laws and guidelines. The employee and employer's share is determined by the State Legislature. All employees who are contributing members of KP&F are eligible for the insured death and disability benefits provided by KPERS which is supplemental to the regular KP&F benefits. The cost of this benefit is paid entirely by the employer.
- G-4. Retirement Age.** The City of Basehor shall abide by the Federal Age Discrimination in Employment Act and therefore has no mandatory retirement age.
- G-5. Workers' Compensation Benefits.** All employees of the City receive the benefits of the Kansas Workers' Compensation Act in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.
- G-6. Unemployment Compensation.** All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.
- G-7. Life Insurance.** In addition to the death benefits provided under Social Security and KPERS, the City makes available to each employee who is a member of KP&F, the option of purchasing group life insurance, administered by KPERS, on a payroll deduction basis. Employees not covered by KP&F may purchase optional group life insurance in the City's other group life plan on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

- G-8. Voluntary Deferred Compensation.** All City employees may participate in the voluntary deferred compensation plans offered by the City. The amount of investment in these programs is determined by the employee, but cannot exceed limits set by federal law. Contributions are made through a payroll deduction basis. The amounts selected are invested for the employee and are not subject to federal income tax until withdrawn.
- G-9. Optional Insurance Programs.** All full-time employees may apply and participate in several optional insurance programs (AFLAC) offered by the City through payroll deduction. The coverage and premiums available vary based on the type of insurance and package selected.
- G-10. Flexible Benefit Plan.** The City of Basehor provides the use of a Flexible Benefit Plan, better known as a "Cafeteria Benefit Plan" under Section 125 of the Internal Revenue Code for its employees. The Cafeteria Benefit Plan allows employees to designate a specified amount of their salary for various optional group insurance programs.
- G-11. Employee Assistance Program.** The City of Basehor provides an Employee Assistance Program (EAP) which is designed to provide a confidential service for our employees whose personal problems are affecting their abilities to function effectively in their work. The Employee Assistance Program is provided to all personnel, recognizing that almost any human problem can be successfully resolved provided it is identified and appropriate intervention is initiated. This applies to situations such as physical illness, mental or emotional upset, financial hardship, marital or family distress, substance abuse or addiction or other circumstances that can detract from employee performance.

The EAP offers short-term counseling on a completely confidential basis to all personnel of the City of Basehor. To the extent possible, visits should be scheduled outside work hours. The City of Basehor will pay the cost for the short-term counseling up to six visits through EAP. If an employee is referred by EAP for more intensive counseling or therapy, the employee will be expected to pay this cost. The program is also available to immediate family (spouse or children) of all employees.

All contacts with the EAP program are completely confidential. The records kept by EAP may not be released either to the City of Basehor or any other person without the express written authorization of the staff member involved, and no one at the City of Basehor will know of your participation unless you discuss it. You can locate contact information for the EAP on their website at www.atlifeap.com (access code 8282) or by calling 1-800-466-8282.

G-12. Health Care Program.

- (a) Full-time employees shall be eligible for the City's group health care insurance program on the first of the month following a waiting period of 60 days which commences with the initial date of employment.

- (b) The Governing Body shall determine, on an annual basis, the amount of the City's financial participation in the group health care insurance plan.
- (c) Currently the City contributes one-hundred percent (100%) of the employee's health care insurance, dental insurance, and vision insurance premium. The City pays a portion of qualified dependent/spouse health care insurance premiums per the Basehor Health Benefit Plan. Permanent part-time employees working 20 or more hours per week shall be eligible to purchase health care insurance at the rate of one-hundred percent (100%) out-of-pocket expense.
- (d) If individual employees are required to contribute to the City's group health care program, the amount of such contribution shall be a payroll deduction.
- (e) All costs of health care insurance shall be paid by the employee during any period the employee: is on a leave without pay; is on suspension without pay; is on unauthorized leave; or is participating in any unlawful work stoppage.
- (f) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- (g) Employees and their dependents that lose group health benefits with the City of Basehor due to a qualifying event as outlined by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), are eligible for continued health insurance coverage for a period of time as established by the Act.
- (h) Any KP&F employee who has at least ten years of service with the City of Basehor and retires from employment with the City shall be able to remain on the City's Health Insurance Program until they: (a) reaches the age of 65; or (b) fails to pay the monthly premium payments. The retiree may elect to have the same members of their family covered as they did during employment with the City. The retiree's monthly premium will be based on the COBRA rate which is established prior to each contract year with the assistance of the Plan Administrator. Coverage for the retiree and their family members (if covered under the plan), will be identical to the coverage experienced by active City employees. When a retired employee terminates their health insurance coverage with the City of Basehor, any covered dependents will have the option to continue coverage, if eligible, under COBRA.

ARTICLE S. RESIDENCY

S-1. Requirements. Residency requirements for City of Basehor employees include the following:

- (a) The City Administrator shall live within the city limits (unless exception granted by Governing Body).
- (b) All employees shall live within 30 miles of the City limits.
- (c) Any City employee whose primary residency does not meet the criteria for the current position as set out above, as of July 1, 2010, is “grandfathered” and not subject to this ordinance until such time as they move.

S-2. Enforcement. Enforcement of violations and penalties will be as follows:

- (a) If an employee moves outside the required residency boundary, such employee shall be considered to have resigned their position with the City.
- (b) Maintaining a mailing address within the required residency boundary shall not be sufficient to meet the residency requirements. Employees shall be required to actually reside within the required boundary.
- (c) Location of residency shall not be an excuse for absences or tardiness and may result in a deduction of pay, disciplinary action and/or discharge.
- (d) It shall be the responsibility of each employee to immediately notify the Administration office of any change in residence address or telephone number.
- (e) The City Administrator shall have the power to promulgate, in writing, rules and regulations which shall be reasonably necessary for the purpose of carrying out the provisions of this policy.