5555.001
5555.023

ORDINANCE NO. 203

AN ORDINANCE FOR EMPLOYEE BENEFITS:

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS;

Section 1 - ANNUAL LEAVE - Annual Leave shall be earned pursuant to the following schedules. Employees shall use annual leave in the year it is earned. The total numbered hours shall be computed when possible, upon an annual projection of monthly hours worked using a standard monthly work schedule or upon the previous years total number of hours worked.

Schedule A - All non-police hourly paid employees;

1. Vacation Benefits shall be determined by the total number of hours worked per year pursuant to the following schedule. One (1) day shall be defined as eight (8) hours;

   0-0520 hours - No Vacation
   520-1040 hours - 1/4 day per month
   1040-1560 hours - 1/2 day per month
   1560-2080 hours - 1 day per month

Schedule B - All Salaried Employees:

1. Vacation benefits shall be determined by the employees seniority pursuant to the following schedule;

   0-4 years - No Vacation
   5-9 years - 1 week
   10+ years - 2 weeks

The weekly benefit shall be computed by the employees annual salary by 52.

Schedule C - All Hourly Paid Police Officers:

1. A $100 annual uniform allowance shall be paid to each officer working over 150 hours per year.

Section 2 - SICK LEAVE - All hourly paid employees working over 1560 hours per year shall earn one (1) day per month.

1. Accumulation of sick leave - sick leave may be accumulated to a maximum of 60 days.

2. Use of Sick Leave - An employee shall be entitled to sick leave with pay for absences resulting from illness, injury, accidents, or physical incapacitation occurring either on or off the job pursuant to the conditions herein after stated.

   a) Sick leave shall be used in one hour increments.

   b) Doctors Certificate;

1. After the use of 10 days sick leave days per year, the department head and/or governing body, at their discretion, may require an employee to submit a doctor's certification for the additional use of sick leave with pay.

2. After three (3) scheduled work days are consecutively taken on sick leave, the department head and/or governing body may, at their discretion require an employee to submit a doctor's certification for the use of additional sick leave with pay.

c) Notification;
To be eligible for paid sick leave, an employee has a responsibility to notify his immediate supervisor one-half (1/2) hour prior to the beginning of their working hours of the reason for the absence. Failure to report within one (1) hour after the beginning of the working period constitutes absence without leave and may result in disciplinary action including loss of pay or dismissal.

d) Abuse;
An employee who improperly claims sick leave will be subject to disciplinary action including loss of pay or dismissal.

e) Record of Accrued Time;
Accrued sick leave shall be maintained by the city clerk for all non-police department employees and by the Chief of Police or his/her designee for all police department employees. Upon request by the governing body, the city clerk and Chief of Police shall submit a listing of all employee accrued sick leave.

f) Termination Compensation;
Upon termination an employee shall not be compensated or accumulated unused sick leave.

Section 3 - DEFERRED COMPENSATION PLAN - All employees employed by the City of Basehor, shall be entitled to enroll, at their option, in a Deferred Compensation Plan, offered by Aetna Life Insurance & Annuity Company, or such other insurance company as may offer a plan approved by the Kansas Legislature pursuant to K.S.A. 75-5522 et seq. and K.S.A. 75-5529a et seq. For an employee who is employed at least 1560 hours per year, the City shall contribute to the plan an amount equal to 7.15% of the employee's annual adjusted gross income up to the maximum amount as specified according to the current maximum contribution to old age social security benefits.

Section 4 - UNEMPLOYMENT COMPENSATION - All employees employed by the City of Basehor, Kansas shall be covered by unemployment compensation insurance paid in full by the city.

Section 5 - LEGAL HOLIDAYS - The following days are declared to be legal public holidays and are to be observed as such:

New Years Day, January 1
Martin Luther Kings Jr. Birthday - 3rd Mon. in Jan.
Presidents Day - 3rd Mon. in Feb.
Memorial Day - last Mon. in May
Independence Day - July 4th
Labor Day - 1st Mon. in Sept.
Veterans Day - Nov. 11th
Thanksgiving Day - 4th Thurs. in Nov.
Christmas Day - Dec. 25th

1. All hourly paid employees normally scheduled to work on a day that a legal holiday falls upon shall receive that day off with pay at the employees regular rate or pay for the number of hours normally worked that day.

Section 6 - SEPARABILITY CLAUSE - The provision of this ordinance are declared to be separable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not effect the validity of the remaining sections, sentences, clause or phrases of this ordinance that they will remain in effect, it being the legislative intent that this ordinance shall stand, notwithstanding the invalidity of any part.

Section 7 - EFFECTIVE DATE - This ordinance shall take effect upon enactment by the City Council of the City of Basehor, Kansas and its publication in the official city newspaper.

Passed by the City Council of the City of Basehor, Kansas this 7th day of October, 1986.

Approved by the Mayor this 7 day of October, 1986.

Anna Mary Landauer, Mayor
Anna Mary Landauer, Mayor

ATTEST

Mary A. Mogle
Mary A. Mogle, City Clerk