

**EMPLOYEE**

**HANDBOOK**

**CITY GOVERNMENT**

The City of Udall is a city of the third class under the laws of Kansas and is governed by the Mayor/City council form of government. The Mayor and City Council acting together are the governing body. The governing body adopts all ordinances and resolutions and determines general goals and policies of the city. In order to carry out its decisions, the mayor with the approval of the City Council may appoint certain tasks to various department heads to administer the affairs and carry out the day-to-day activities of the City in accordance with the policies set forth by the City Council.

It is only through working as a team that we may effectively serve the citizens of Udall by providing the best governmental services, at the most economical cost. For the team to function, a mutual cooperation and trust must exist among all levels of the city’s governmental structure. For this purpose, a procedure is hereby established for communicating, handling and dealing with all employee matters, in a fair and equal manner.

This manual may be changed at any time by decision of the Council and Mayor without prior notice. This manual will provide each employee with knowledge of the rules, regulations, privileges and responsibilities of his/her position as an employee of the City of Udall. This manual is a statement of general management policy and is not a grant of specific rights to any employee. The language, policies and procedures in this manual are not intended and cannot be construed to create an express or implied contract between the City and anyone or all of its employees. The City recognizes that an employee has the right to terminate employment at its will and in its sole discretion. This City right cannot be waived or lost based upon actions or statement by any department head or any other City employee.

**RESPONSIBILITIES OF PUBLIC OFFICE**

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the constitution of the United States and the constitution of this State and to impartially carry out the laws of the Nations, State and municipality, and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office, regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both official and private affairs should be above reproach.

**DEDICATED SERVICE**

All officials and employees of the municipality should be loyal to the objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees.

**CODE OF ETHICS**

The Requirements set forth herein shall constitute a code of ethics establishing reasonable standards and guidelines for the ethical conduct of public officers and employees of the City of Udall.

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**PUBLIC RELATIONS**

You may be the only contact a citizen has with the city. The impression you make will be the one that the citizen remembers.

**FAIR AND EQUAL TREATMENT**

No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen, other than those established by Council as Employee Fringe Benefits.

**SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature where:

1. Submission to such conduct is made or implied as a condition of an individual’s employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any City employee who has sexually harassed another City employee shall be subject to disciplinary action, including loss of pay or termination. Failure to report any incident will result in disciplinary action.

**RULES AND REGULATIONS**

This manual has been adopted by the governing body, which governs all employee matters, and must be followed by all City employees.

**EMPLOYEE MATTER**

Any concern, question, idea, suggestion, problem, complaint, etc., that may affect any City employee or group of City employees, whether specifically covered or not in this manual. Where any employee matter is concerned, you are expected and encouraged to discuss this matter with your supervisor-or the mayor.

**EMPLOYEE**

Any person employed by the City of Udall on a full-time basis, regardless of title or position. Part-time, temporary, seasonal and reserve employees as well as elected officials are not considered employees and do not qualify for benefits.

**DEPARTMENT HEAD**

Any person who is authorized and responsible for making decisions for the City and has the authority to recommend or to discipline, direct, assign or suspend an employee, and with whom any employee may discuss employee matters.

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**APPLICATION INFORMATION**

Any person seeking employment with the City of Udall should apply at the office of the City Clerk or on the city website www.cityofudall.com.

**EXAMINATIONS**

Applicants may be required to have a physical examination at the expense of the City of Udall to meet the requirements of the job for which they applied.

**DRUG TESTING**

Applicants will be required to have a drug screen, at the expense of the City of Udall, at the time of hire. A condition of employment is that those hired agree to submit to random drug testing as requested. Drug testing will be required for all vehicles accidents and/or injuries to employees. Refusal of a drug test could be grounds for termination.

**EQUAL EMPLOYMENT OPPORTUNITY**

The governing body of Udall hereby declares it to be the policy of the City of Udall that everyone has an equal opportunity for employment and advancement. Employment practices will be administered without regard to race, color, religion, sex, age, national origin or handicap. This policy of no discrimination will prevail throughout every aspect of employment practices including, but not limited to, the following:

1. Recruit, hire and promote in all jobs without regard to race, color, religion, sex, age, or national origin, except where sex or age is a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual’s qualifications for the position being filled.
3. All other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, City sponsored training, educational, social and recreational programs, will be administered without regard to race, color, religion, sex, age, national origin or handicap.
4. It is the intent of the governing body that a violation of this policy shall be grounds for disciplinary action, including demotion or discharge.

**NEPOTISM**

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the supervisor or department head is a member of their immediate family. “Immediate Family” is defined to include only an employee’s parents, stepparents, spouse, children, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law or sister-in-law. In addition to the above, no person shall be employed in a position in any department if that person is a member of the immediate family of another employee within that department. Members of immediate families may be employed within the same department marry or otherwise obtain a relationship whereby, they become members of each other’s immediate family, one of the employees shall be transferred to another department, if possible, without loss of pay or other benefits.

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**POSITION CLASSIFICATIONS**

Each position in the City Government shall, on the basis of the duties, responsibilities, skill, experience, education, and training required of the position, be allocated to an appropriate class which may include either a single position or two or more positions.

**JOB DESCRIPTIONS**

Each class shall have a specification that includes a concise descriptive title, a description of the duties and responsibilities of positions in the class and a statement of the qualifications for filling such positions. Such specifications shall be approved by the governing body and shall be kept on file in the office of the City Clerk and shall be open to inspection by any interested party during regular office hours. Job descriptions can be added to or changed by the Mayor and City Council. Employees will be expected to perform duties outside of their job description when requested by department heads and/or Mayor. (**SEE APPENDIX FOR JOB DESCRIPTIONS/PAY SCALE “Maintenance, Police, City Office”**)

**JOB CLASSIFICATIONS**

Each job classification shall be assigned to an appropriate range of pay plan which has been approved by the governing body.

**PROBATION**

Each employee, following initial employment, shall satisfactorily complete a three (3) month (90 days) probationary period before being granted permanent employee status. Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a six-month probationary period before being granted permanent status in his/her new classification. Any employee who fails to satisfactorily complete such probationary period shall be returned to the pay and position he/she held immediately prior to his/her promotion or to a position with equal pay and responsibility, to that of his/her prior position. After the 90 days’ probation and upon approval by the Mayor and City Council, the employee may receive a raise. After completing any prior-approved educational training, or certifications that the employee needs to perform their job, and upon approval by the Mayor and City Council, the employee may receive an additional raise; refresher courses are not included.

**PROMOTION**

Whenever, in the judgement of the Department Head, and where necessary to more efficiently conduct the business of the City, a promotion within a City Department is indicated, the head of the City Department involved shall recommend such promotion to the Governing Body. Upon the majority of the Governing Body voting, the promotion contemplated shall become effective.

**NEW EMPLOYEE**

New employees will enter employment at a rate of pay designated by the Governing Body.

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**FULL-TIME EMPLOYEE**

Full-time employees are those who have been appointed to regular City employment on a full-time basis and are eligible for all employee benefits. These are as follows:

* City Clerk (40 hours per week)
* Assistant City Clerk/Court Clerk (40 hours per week)
* Police Chief (40 hours per week)
* Officers (40 hours per week)
* Maintenance Supervisor (40 hours per week)
* Maintenance Personnel (40 hours per week)

**PART-TIME EMPLOYEE**

Is an employee who normally works less than 40 hours per week on a regular and continuing basis and works less than 1000 hours per year and is not listed above as a full-time employee.

**TEMPORARY EMPLOYEE**

Is an employee who works on an irregular and/or non-permanent basis.

**SEASONAL EMPLOYEE**

Is an employee who works on a regular and/or recurring basis during a specified “season” or portion of the year.

**RESERVE EMPLOYEE**

An employee who volunteers a minimum of 12 hours each month, typically assigned to the Police Department, in a non-paid status.

**EMERGENCY PLAN**

The purpose of the “emergency plan” is to enable City Officials to fulfill their duties and responsibilities to the citizens of Udall, in case of an emergency. The plan may be put into effect by the Mayor or Council president. In the event of an emergency, it shall be the duty and responsibility of each employee of the City, as soon as possible, to report to the operations center. The “coordinator” is in complete charge of all operations and will assign all manpower and equipment to any area needed. It is suggested that all communications with the “operation center” be handled by radio, to free phone lines for emergency calls.

**PERSONNAL RECORDS**

A personal record for all City employees is maintained in the City Clerk’s office. All pertinent information during your employment with the city will be kept in this file. Any changes in dependents or marital status should be reported to the office of the City Clerk so that your W-4 form may be kept up to date.

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**DEPARTMENTS**

Upon employment, you will be assigned to one of the departments of the City. Your basis assignment is to one department; however, you may be assigned to one of the other departments when needed. As an employee of the City of Udall, your duty is to serve the public, not a specific department.

**WORK WEEK**

As hours of work vary within different departments, you will be advised of your hours of work by your supervisor. These hours will constitute your regular work period. The normal workweek shall be Monday through Friday, forty (40) hours per week. Hours worked in excess of 40 hours will be counted as overtime and will be paid at time and a half. **For the Police Department** due to the 12 hour shifts 7 days a week, the normal work period will be 80 hours per pay period. Hours worked in excess of 80 hours will be counted as comp time which must be used within that month and must be approved by the Department Head. In addition, the Police Department may have pre-determined service hours that are compensated by other agencies at time and a half.

**PAYPERIOD**

The Clerk’s office, Maintenance Department and Police Department are paid on a bi-weekly pay schedule. The Municipal Judge, City Attorney, City Treasurer, and Zoning Administrator are paid at the end of each month. Attorney invoice services are paid when they are received. Time sheets will be collected by Department Heads and approved then submitted to the City Clerk on Monday of the week when checks are to be distributed on Friday.

**OVERTIME**

Overtime consists of hours worked in excess of the normal forty (40) hours per week. All overtime must be authorized and approved by the Department Head before overtime will be compensated. Compensation for overtime is computed at an hourly rate of one and one-half times the regular rate approved by the governing body. Payment of overtime will be paid at the end of each pay period. No person employed in an administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation. The employee salary range shall be on a per hour basis according to time worked. The Governing Body shall, by Resolution, establish a pay schedule for all employees.

**MEETING COMPENSATION**

The City Clerk, Police Chief, Maintenance Supervisor, and Court Clerk and any employee required to attend will be paid fifty ($50) dollars per court hearing, council meeting or planning meeting that they must attend outside of their normally scheduled work hours.

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**ON-CALL AND CALL BACK**

The city recognizes that situations occur after regular working hours that necessitate call-back of department employees. All employees of the City of Udall are subject to handling situations that occur outside the normal working shift (call back). Some employees will also be required to rotate through an on-call schedule in order to adequately provide call-back coverage for pre-determined functions. When a department deems it is appropriate and advantageous to the city to compensate employees for on-call time, the on-call procedure contained herein will apply. Other agreements may be made by individual departments with the approval of the City Mayor and/or Council and recorded in the Employee Handbook. Additional guidelines regarding call-back and on-call situations may be developed and maintained by individual departments.

**MAINTENANCE DEPARTMENT CALL-BACK/ON-CALL**

1. CALL-BACK
2. When an employee is called back to respond to a work situation after having completed their regularly scheduled workday, then minimum payment for two (2) hours at a rate of one and one-half times the regular rate of pay shall be paid. After two (2) hours of work, additional time shall be added by quarter of an hour and paid at one and one-half times the regular rate of pay.
3. If a call-back is completed within the two-hour time period, only two hours overtime will be paid to the employee.
4. Hours paid for call-back situations will be recorded on the time sheet as overtime hours worked.
5. ON-CALL
6. Some (but not all) employees will be required to rotate on an on-call basis to provide adequate coverage.
7. When an employee that is on-call and called out for a work situation the minimum payment for two (2) hours at a rate of one and one-half times the regular rate of pay shall be paid.
8. If a call-out is completed within the two-hour time period, only two hours overtime will be paid.
9. Selected employees will be on call for a one-week period beginning at 7:00 a.m. Monday to 7:00 a.m. the following Monday.
10. The following represents the compensation for an employee who is on-call:
* On-Call for Monday through Friday at $30.00 a day
* On-Call for Weekends or Holidays at $60.00 a day
* On-Call compensation will be recorded on the time sheet as On-Call hours
1. Failure to reach a designated on-call employee may result in disciplinary action.
2. Once the designated on-call employee is notified that their services are required, they should appropriately and responsibly respond to the call within thirty (30) minutes of the original contact.
3. On-call employees should not engage in activities that would prevent them from making professional decisions, performing their required duties, and/or responding to a situation with the above reference time frame.

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**POLICE DEPARTMENT ON-CALL**

1. Selected employees will be on call for a one-week period beginning at 7:00 a.m. Monday to 7:00 a.m. the following Monday.
2. The following represents the compensation for an employee who is on-call:
* On-Call for Monday through Friday at $30.00 a day
* On-Call for Weekends or Holidays at $60.00 a day
* On-Call compensation will be recorded on the time sheets as On Call hours
1. Failure to reach a designated on-call employee may result in disciplinary action.
2. Once the designated on-call employee is notified that their services are required, they should appropriately and responsibly respond to the call within thirty (30) minutes of the original contact.
3. On-call employees should not engage in activities that would prevent them from making professional decisions, performing their required duties, and/or responding to a situation with the above reference time frame.

**POLICE DEPARTMENT DUTY HOURS**

Certain City employees will be assigned “duty hours”. These employees will be “on call” for an assigned number of days each week and they will be expected to be able to be contacted by phone or radio, in case of an emergency. Employees required to work “duty hours” on an observed holiday or weekend shall be compensated with overtime pay and employees required to work “on call” on an observed holiday or weekend will be compensated with the appropriate on call pay.

**ADVANCE PAY**

Employees will be paid on a bi-weekly pay schedule; No advanced checks will be issued.

**PAYROLL DEDUCTIONS**

Federal withholding, State withholding and Social Security taxes are withheld as required by law. The employees’ portion of KPRES retirement plan will be withheld immediately upon hire. When payday falls on a Holiday, employees will be paid on the day before the Holiday.

**UNIFORMS**

The City of Udall will provide funds to purchase uniforms for the Police Department and Maintenance Department as deemed necessary as a condition of employment by the Mayor and City Council. The uniforms are not intended to be worn or adaptable to generous usage as ordinary clothing. The uniforms are specifically required as a condition of employment, they help to readily identify personnel as city employees and help them to perform their duties in a safer environment.

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**KANSAS PUBLIC EMPLOYEE RETIREMENT**

All employees who meet the hour and age qualifications are covered under the Kansas Public Retirement System (KPERS). Participation is mandatory and will be taken out starting on your first pay period. The employee has six (6) percent deducted from his/her gross salary for this purpose. Upon termination from the City, not followed by employment with another participating employer, the employee may apply for and withdraw all his/her qualifying accumulated contributions.

**INSURANCE**

Medical and Dental Insurance is available to all full-time employees from the first day of employment. The city pays the full percentage of medical and dental coverage for the employees and a portion for their families. The portion amount is determined by the Council on a yearly basis. Information and forms may be obtained from the City Clerk. No employee shall be entitled to a cash payment of any kind in lieu of medical and dental insurance coverage.

**OPTIONAL GROUP LIFE INSURANCE**

All full-time employees may apply for optional group life insurance when they become members of the KPERS program (must apply within two weeks of membership). The premium for this policy will be paid by the employee.

**ANNUAL PERFORMANCE EVALUATION**

Each employee will be evaluated twice a year in the months of (May and November. The first evaluation will be turned in by June 1st, and the second evaluation hand in by December 1st. Employee evaluations will be in writing and made by the Department Heads or Supervisor. The mayor will evaluate Department Heads or Supervisors, and the City Council will review and approve these evaluations. All evaluations must be signed by the employee and supervisor, and a copy given to the employee. A probationary employee shall be evaluated upon the completion of his/her probationary period to determine his/her eligibility to be granted permanent status.

**NOTIFICATION OF SICK LEAVE USE**

To be eligible for paid sick leave, an employee shall notify his/her immediate supervisor of the reason for his/her absence prior to or at the start of the first workday for which sick leave is taken, unless an emergency situation arises. Department Heads will notify the clerk’s office by 10 a.m. of the same day if the employee is on the first shift and 10 a.m. of the following day if the employee is on second or third shift.

**SICK LEAVE FOR EMPLOYEES**

All full-time employees shall be entitled to sick leave with pay as defined herein, from day one of employment. Each employee shall earn sick leave at the rate of 3.077 hours per pay period and/or ten (10) days per calendar year of service from the date of employment. The maximum amount of accumulated sick leave for any employee shall be limited to two hundred forty (240) hours. At the end of the calendar year, no more than (240) hours may be carried over to the next calendar year, and all remaining sick leave over (240) hours will be lost and not be paid. Illnesses requiring absences of more than three (3) days or instances of reoccurring illness will require a statement to return to work from the attending physician. This statement should be turned in to the City Clerk upon returning to work. 12

**VACATION**

All full-time employees shall be entitled to vacation leave with pay and will have the option to take the full amount earned that calendar year. Vacation leave will be credited to each employee’s personnel record, maintained on file in the office of the City Clerk. Under no circumstances may an employee take pay in lieu of vacation time. Vacation is earned in the following manner:

1. If employed between January 1st and June 30th, employees get ten (10) days 80 hours starting on their day of hire.
2. If employed between July 1st and December 31st, employees get five (5) days 40 hours starting on their day of hire.
3. Then on January 1st, employees will receive ten (10) days 80 hours of vacation.
4. After an employee is here 6 years, he/she will start accruing one (1) day 8 hours per calendar year until ten (10) years is achieved to equal fifteen (15) days 120 hours of vacation.
5. When an employee hits their twenty (20) year anniversary on the 1st of January that calendar year he/she will receive twenty (20) days 160 hours of vacation.
6. Vacation schedules shall be established by the Department Heads. In case of conflict, vacation leave shall be granted on the basis of seniority.
7. Holidays that fall within a vacation leave shall not be counted as regular vacation days.
8. An employee must complete and turn in a vacation request form to his/her supervisor before vacation will be granted.
9. For one day off, the vacation request form needs to be completed two days prior, for more than two days off, the vacation request form needs to be completed two weeks prior.
10. In case of death of the employee, compensation for accumulated unused vacation leave shall be paid to the surviving spouse or to the employee’s estate.
11. Employees will be permitted to use vacation leave in hourly increments, subject to approval of their supervisor.
12. No employee shall take more than four (4) weeks 120 hours of continuous vacation in any one calendar year, with or without pay.
13. Forty (40) hours of the employee’s accrued vacation leave may be carried over from one year to the next.

**HOLIDAY**

Nine Holidays and one personal day are observed by City Employee’s. Holidays observed are:

* New Year’s Day
* Good Friday
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day and the day after
* Christmas Eve and Christmas Day
* One Personal Day

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When a Holiday falls on a Saturday the preceding Friday shall be declared a holiday and a Holiday falling on a Sunday the following Monday shall be declared a Holiday. Employees required to work an observed Holiday shall be granted overtime. Seasonal and temporary employees shall not receive Holiday pay. Police Department if your schedule day off falls on a Holiday, you will be paid 12 hours straight time.

**BREAKS**

Scheduled breaks for full-time employees working the first shift are from 10:00 a.m. to 10:10 a.m. and 3:00 p.m. to 3:10 p.m. daily.

**FUNERAL LEAVE**

In case of the death of a member of the employee’s immediate family (spouse, son, daughter, mother, father, stepmother, stepfather, brother, sister, or grandparents of the employee or employee’s spouse) the employee may be granted paid funeral leave not to exceed three (3) working days. Funeral leave in excess of three days will be determined for each individual case and must be approved by the City Council.

**PARENT LEAVE**

An employee who gives birth to or adopts a child or whose spouse gives birth to or adopts a child may be granted maternity/paternity leave without pay. The employee may elect to utilize any accrued sick leave or vacation leave to the extent that such leave is available. All privileges and benefits shall apply in the case of parent leave without pay as with any other employee on sick leave without pay status. An employee normally will be expected to return to work within twelve weeks following birth or adoption. When complications develop, the employee shall be expected to return to work as soon as permitted by a signed release from the employee’s physician.

**ABSENT WITHOUT LEAVE**

Any employee who is absent “NO CALL - NO SHOW” without approved leave for three (3) working days will be considered to have abandoned his/her job and will be terminated.

**MILITARY LEAVE**

Employees who are enlisted in the Armed Force Reserves or National Guard will be given leave to spend time in camp. Employees called to duty shall receive their regular salary minus any money received from the services for the time spent.

**LEAVE OF ABSENCE**

An employee, upon written request and with the approval of his/her Department head, may be granted a leave of absence without pay for a period of up to ninety (90) days, subject to prior approval by the City Council. Employees must be in good standing, have no unexcused absences, and have no incidents that were written up in the previous twelve (12) months.

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**JURY DUTY**

Employees called to jury duty shall receive their regular salary minus any money received from the court for the time spent. An employee who is summoned as a witness to appear on behalf of any city, state or federal government shall be granted court leave and receive his/her regular salary minus witness fees paid, in addition to mileage reimbursement outside of the city limits.

**VOLUNTEER EMERGENCY SERVICE LEAVE**

Volunteer Emergency Service Leave with pay is provided for eligible staff employees engaged in certain short-term activities such as volunteer Fire, Police, or medical departments. Eligible employees must make their supervisors aware of their commitment to this activity in advance, notify their supervisor each time they are called to duty, and submit to their supervisor’s proof of hours worked. Employees during their volunteer call-out only receive time for normal working hours. Volunteer employee that has to return to work after normal working hours will not receive overtime pay, until the hours missed by volunteering are made up for that day, then overtime at one and one-half times the regular rate of pay shall be paid.

**MEETINGS AND SEMINARS**

Any full-time employee may be granted leave with pay to attend meetings, seminars and conventions, or professional and technical organizations when such attendance is authorized in advance, by the Department Head and/or City Council.

**RESIGNATION**

An employee who terminates his/her employment voluntarily shall be terminated in good standing, providing he/she gives the minimum of two weeks’ notice to his/her Department Head, unless a shorter period of notice is presented and approved by the City Council. An employee who voluntarily terminates shall receive pay for all accrued vacation and sick leave credit.

* 0 – 10 years of service you receive vacation accrued
* 11 – 19 years of service you receive vacation accrued plus 50% sick accrued
* 20 years plus of service you receive vacation accrued plus sickness accrued.

**REIMBURSABLE TRAVEL EXPENSES**

In order to be reimbursed for authorized travel expenses, an employee must fill out a travel reimbursement form which must be approved by the Department Head. An employee will be reimbursed for use of his private vehicle on authorized travel at the current Internal Revenue Service mileage rate per mile. Transportation, meals, parking and toll fees, registration fees and lodging are reimbursable. Receipts for transportation, lodging and registration shall be submitted with the travel reimbursement statement if reimbursement is to be made.

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**WORKERS COMPENSATION**

All employees of the City who are unable to work due to a work-related injury shall be entitled to injury leave. An injury-related accident is an injury for which the employee would be entitled to draw.

compensation under the workman’s compensation law of the state of Kansas. An employee with a work-related injury shall be entitled to full pay. No injury leave shall be granted unless the employee files an accident report with the City Clerk’s office at the time of the injury, or within 24 hours after injury. Failure to report an injury within 48 hours can result in failure to receive a worker’s compensation. Any employee who has sustained an accidental injury shall not be permitted to return to work, until such employee has furnished to the City Clerk’s office a certificate of release from the physician attending. It must state the date that the employee is able to return to his/her duties. Each day if any employee is away from work on injury leave, not covered by the workman’s compensation, time shall be deducted from his/her accumulated sick leave. When an employee receives compensation under the workman’s compensation act, the pay he/she receives from the city shall be the difference between his/her regular Rate of pay and the amount he/she receives from workman’s compensation. After any and all injuries and/or accidents, a drug test will be required.

**REMOVAL FOR CAUSE AND DESCIPLINARY ACTION**

A permanent employee may be removed for cause. Removal for cause is justified for, but not limited to the following reason:

1. Incompetence or gross neglect of duty
2. Absence without leave.
3. Insubordination or serious breach of discipline
4. Use of liquor, narcotic, hypnotic or stimulating drugs, or medications which impair the employee’s ability to perform their job during work hours.
5. Willful damage or misuse of public property
6. Falsification of employment application
7. Giving or accepting a bribe
8. Conviction of a felony crime
9. Sexual harassment
10. Misuse of public property (i.e., cell phones, computers, vehicles, etc.)
11. Misuse of purchasing authority
12. Falsification of employee time sheets

**AUTHORITY TO DISCIPLINE**

Department Heads and Mayor shall have authority to discipline personnel.

MEANS OF DISCIPLINE: The following reason may be, but are not necessarily limited thereby, as grounds for demotion, dismissal or suspension without pay:

1. Employee who violates city personnel rules and/or departmental regulations
2. Three written reprimands within a twelve-month period will result in termination.

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1. An employee who repeatedly continues to violate personnel rules and/or department regulations may be terminated.
2. Drinking on the job, appearing for work intoxicated, assault, and willful refusal to obey a lawful order or offenses of like nature shall be reason for immediate dismissal.
3. An employee charged with a criminal offense not related to his job may be suspended without pay pending a full investigation. Following such investigation, the employee may be reinstated at the discretion of the City Council
4. Use of un-prescribed drugs prohibited by law or arriving at work under the influence of said drugs shall be reason for immediate dismissal for cause.
5. Failure to follow the lawful orders of superiors are grounds for dismissal.
6. Being late, tardy or having an unexcused absence more than 3 times in a 6-month period
7. Failure to perform the duties of one’s position properly.
8. Negligent or willful damage to city property
9. Inability to get along with fellow employees.
10. Conduct unbecoming a city employee.
11. Asking or accepting any special consideration or benefits for personal gain on the basis of employment
12. Operating a city vehicle without a valid operator’s license
13. Falsification of employee time sheet
14. Failure to follow the procedures set forth in this manual for employee matters.

An employee removed for cause shall be entitled to a reason for his/her termination and the opportunity for a hearing before the City Council. The employee, if he/she so desires may voluntarily waive such a hearing.

**PURCHASING AND PROCUREMENT**

Purchasing Authority: The ultimate responsibility for all purchases for the City of Udall is held by the City Council, which approves invoices for payment from the City Clerk at their regular meetings. The Council also approves purchase orders for anticipated needs prior to actual purchase. The City Council shall establish the rules for the purchases of all goods and services.

Council Authorization: The following goods and services must be approved by the City Council prior to purchasing the items.

1. Services that may be considered complex or technical in nature.
2. All capital outlay or improvement projects
3. Contracts that will represent the City of Udall
4. Insurance
5. Other items consistent with policy and/or practice of the City Council
6. Non-budgeted items over $200.00
7. Telecommunications, computers and technology
8. Items which will be partially or fully charged to a department under the responsibility of another Department Head

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Budget Limitations: Department Heads have the responsibility of not overspending annual budget limitations. The City Clerk will update Department Heads on their budget status on a monthly basis.

Emergency Situations: The City Clerk and/or Department Heads may authorize emergency purchases if necessary. Employees who have an emergency and need to purchase an item and/or service should contact the City Clerk, Department Head or Mayor as soon as possible.

Purchase Orders: Purchase orders will be obtained from the Department Heads. All items over $200.00 require a purchase order to be submitted to the City Council prior to being purchased. Exceptions would include repair parts ordered by electric, water or sewer departments as outlined above. These items would facilitate repair of uninterrupted city services and frequently are more expensive than the $200.00 limit.

Timelines: To avoid finance charges and late fees, paperwork for all purchased items shall be provided on a weekly basis. Falsification, misrepresentation, or withholding of received invoices could constitute grounds for termination.

**PECUNIARY INTERESTS**

No Officer or Employee of the City shall have any financial interest in or profit from any contract, services or other work performed by the City. Nor shall he/she personally profit, directly or indirectly from any contract, purchase, sale or service between the City and person or company. No Officer or Employee shall except any fees or preferred services, benefits or concessions from his municipal employment.

**ACCIDENT REPORTS**

In the event of an on-the-job injury or accident, employees are required to take the following action:

1. If a City-Owned vehicle is involved in any accident whatsoever, notify the Sheriff’s Department for an investigation before the vehicle is moved.
2. Report any and all injuries immediately to your Department Head and the City Clerk.
3. Submit to a drug test.

**VEHICLE AND EQUIPMENT OPERATION**

1. Authorization for Operation: Only City of Udall personnel qualified to operate City owned vehicles and equipment shall be authorized to operate the same. City vehicles and equipment shall be operated only in the line of City business. City personnel shall be the only authorized passengers in City vehicles or equipment except for non-city employees who may be assisting with a City project or on other authorized City business.
2. Operation Requirement: It shall be the responsibility of the respective Department Head to ensure that their employees are legally licensed to operate City owned vehicles and equipment.

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**RESIDENCY**

Employees who do not reside “within a 30-minute traveling distance” area at the time of their employment shall be expected to establish residency within sixty (60) days. Failure to establish and maintain residency within the 30-minute traveling distance shall be considered cause for termination.

**OUTSIDE EMPLOYMENT**

Employee’s may carry a part-time job if:

1. There is no conflict in working hours.
2. The employees’ efficiency is not reduced.
3. There is no conflict of interest that could cause embarrassment to the city or the Employee.
4. It has to be approved by that Department Head

**IMPROVEMENTS**

City employees should be alert for defaced traffic signs, faulty lights, street hazards, and any problems that might exist with the electric, water or natural gas utilities, or any other items which provide a bad appearance or hazardous condition to the general public. All such defects should be reported to the employee’s Department Head or City Office so the information can be dispatched to the proper department.

**HANDLING GRIEVANCE’S**

It is the desire of the city to address grievances informally and both the department head and the employee are expected to make every effort to resolve problems as they arise. The majority of grievances should be resolved at this level. Any employee who is dissatisfied with the decision of his department head may request a meeting with the mayor. If still dissatisfied, then request a meeting with the department head and the City Council. It will then be the responsibility of the City Council to make the final decision on the grievance. If said grievance involves the mayor, the grievance should first be brought to the employees’ direct supervisor and then to the City Council for consideration.

**SPECIAL FAVORS BY CITY EMPLOYEE’S**

Any work done by City employees for citizens, groups, or individuals within the city or surrounding area must be approved by the mayor. In case of emergency, the mayor should be contacted. If unable to contact the Mayor or Councilmember in charge of his department. The employee should make his own judgement and then report his action to the City Clerk, Mayor, or Councilmember as soon as possible.

**TELEPHONE**

The City’s phones and computers are for the purpose of conducting City business. There is zero tolerance for personal use of city phones and computers. Violation of this policy will result in discipline or be grounds for termination.

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Most of us talk with several different people each day. For many of those citizens, this may be their first and only contact with their City Government. Here are some “telephone tips” to help maintain a courteous and responsive city operation:

1. Answer the phone promptly.
2. Answer with a greeting and identify your office.
3. Speak directly on the phone.
4. Speak pleasantly and naturally.
5. Keep calls as brief as possible.

**HANDLING COMPLAINTS BY THE PUBLIC**

1. Complaint is received using a form that may be obtained at the City Clerk’s office.
2. Complaint is directed to the appropriate city Department Head for evaluation/corrective action.
3. Once the situation is evaluated and corrective action determined, the City Department Head communicates back to Clerk’s Office, the course of action to be followed so complainant can be advised.
4. The Clerk’s Office provides a written response to complainant within 14 days, giving an evaluation of the situation and/or corrective action taken.
5. Record is kept on file for reference and documentation of procedural follow-up.
6. Council will be notified at the next Council meeting.

**APPEARANCE AND ATTITUDE**

To the public, City employees are the City of Udall. The conduct of City business may be judged on the basis of employee relationships or contact with an individual citizen. Employees shall be courteous at all times. Neatness and cleanliness are essential.

**AMENDMENT OF RULES**

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

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**INTRODUCTION**

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The City of Udall Employee Handbook provides basic information to help acquaint you with the City, your rights and responsibilities as an employee and some of the benefits available to you.

We want to make sure you are oriented to the city. This handbook describes general City practices and Administrative Regulations. Unless specifically noted, the information presented in this handbook applies to all employees of the city. These policies, procedures and working conditions provide a work environment in which both the public interests and employee interests are served. The city values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment.

These practices and Administrative Regulations may be amended or deleted at any time. The City will make every effort to notify employees when an official change in an Administrative Regulation or procedure has been made but employees are responsible for their own up-to-date knowledge about City policies, procedures, benefits, and working conditions.

Please review the policies, procedures, working conditions, core values and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this Employee Handbook.