

EMPLOYEE HANDBOOK





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Confirmation of At-Will Employment



City of Great Bend Employee Handbook

Welcome Message

We are pleased to welcome you to the City of Great Bend. We hope this handbook provides answers to many of your questions and helps you understand what it means to be part of our organization.

We strive to employ individuals whose integrity, teamwork, loyalty, and productivity support the City's mission and values. We are proud of the work we do and hope you will share that pride.

Public employment carries a responsibility to provide prompt, efficient, and courteous service to the community. Please remember that your work and conduct—both on and off duty—are subject to public scrutiny and play a key role in the City's reputation.

If you have any questions regarding this handbook or any personnel matters, please speak with your Department Head or the Director of Human Resources.

Introduction

1. Purpose of This Handbook

This Employee Handbook outlines the personnel policies, procedures, and guidelines of the City of Great Bend. These policies are intended to support both the operational needs of the City and the personal needs of employees by providing clear direction, consistency, and continuity in the performance of assigned job responsibilities.

Employees are expected to read this handbook thoroughly to become familiar with the City's policies and with their roles and responsibilities.

2. Employment-at-Will Statement

Nothing in this handbook constitutes a contract of employment, either expressed or implied. Employment with the City of Great Bend is voluntary and "at-will," meaning that either the employee or the City may terminate the employment relationship at any time, with or without cause or notice.

3. Policy Changes and Updates

The policies and information contained in this handbook may be modified, updated, or amended at any time by the City, without prior notice. Authorized revisions will be distributed to employees electronically or in printed form. Employees will be required to sign an acknowledgment of receipt for each updated version.

4. Distribution and Availability

This handbook will be provided to all new employees during orientation and distributed to existing employees whenever revisions occur. A copy of the handbook will always be available with each Department Secretary as well as Human Resources for employee reference and discussion.

5. Responsibilities of Employees and Departments

5.1 Employee Responsibilities

Employees are responsible for:

1. Understanding and complying with the policies, procedures, and guidelines in this handbook.
2. Becoming aware of any updates or changes to the handbook.
3. Following any additional departmental policies that apply to their area of work.

5.2 Department Head and Supervisor Responsibilities

Department Heads and supervisors are responsible for:

1. Being knowledgeable about the policies contained in this handbook.
2. Communicating policies clearly to staff.
3. Ensuring consistent and fair application of policies within their departments.

Some departments may have additional policies specific to their operations. These policies supplement—but do not replace—the contents of this handbook.

6. Interpretation of Policies

Questions regarding policy interpretation, required procedures, or other personnel matters should first be directed to the employee's Department Head. If additional clarification is needed, the matter may be referred to the Director of Human Resources for review.

The City Administrator maintains ultimate authority over the formulation, interpretation, and implementation of this handbook and may wave any provision when deemed necessary.

Section A

Introduction

A-1 Rules Established

The following rules, regulations, and other provisions for personnel administration in the City of Great Bend, hereinafter referred to as City, are established to:

- (a) Promote fair and equal opportunity to all employees and applicants for City employment through reasonable methods of selection without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, sexual orientation, gender identity, or expression.
- (b) Promote a program of recruitment, retention, and advancement, which will make service to the City attractive as a career and assure equitable treatment of all employees and persons seeking such a career.
- (c) Promote a uniform plan of evaluation and compensation based upon the duties and responsibilities of positions in service to the City, to assure a fair and equitable wage or salary to all employees.
- (d) Promote high morale by providing good working relationships, uniform personnel policies, and equitable opportunity for advancement.
- (e) Promote and increase efficiency and economy in service to the City.
- (f) These policies and guidelines do not create contractual employment rights. All employees are considered to be “at-will” employees for the purposes of City employment.

A-2 Application of Policies

These policies and guidelines shall apply to all non-elected officers and employees of the City except as provided hereinafter. To the extent an employee has a written contract with the City, the terms of the contract prevail over the provision of these policies. Except for Section B, this Handbook does not apply to appointed members of the city boards, authorities, committees, or commissions, or to employees hired, supervised, and paid by any city boards, authorities, committees, or commissions. The employment of such employees shall be governed by policies and rules established by the hiring board, authority, committee, or commission, in accordance with applicable law.

A-3 Administrative Responsibility

- (a) The City of Great Bend Employee Handbook is administered by the Director of Human Resources under the direction of the City Administrator.
- (b) Personnel Records. The Director of Human Resources, with assistance from department heads, shall keep adequate accurate records of all employees of the City. The records shall include pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick, or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under appropriate state or federal law. An employee may inspect their personnel records during regular office hours with 24 hours of advance notice to Human Resources.

A-4 Department Regulations

The head of any department may formulate in writing reasonable administrative regulations for the conduct of the department, which is available to all departmental employees. However, no department is authorized to adopt regulations in violation of, or in conflict with, these or any other personnel regulations approved by the City Administrator and Governing Body.

A-5 Great Bend City Government

- (a) The City of Great Bend is a Mayor-Council City of the Second Class. The Mayor and City Council acting together are the Governing Body. The Mayor is elected at large. Two Council Members are elected from each ward of the City. The Governing Body adopts all ordinances and resolutions and determines the general goals and policies of the City.
- (b) The Mayor, with the approval of the City Council, appoints the City Administrator and Department Heads. The City Administrator is directly responsible to the Mayor and City Council for coordinating departmental activities and fulfilling the day-to-day responsibilities of the City.
- (c) An employee may discuss anything that affects or concerns them as a private citizen of Great Bend with the Mayor, City Council, or City Administrator. However, in matters related to employment, employees shall follow the Grievances and Procedures outlined in Section I of this manual.

A-6 Residency

- A. It is the policy of the City to employ its residents whenever possible; however, the City recognizes that employment of people outside its geographic boundaries is sometimes necessary to find the most qualified people for openings. Except where residency within the City is required by state law, employees may reside outside the City except as provided below.
- B. All appointed administrative officers must be qualified electors of Barton County, Kansas.
- C. The following requirements apply to certain positions in Public Safety:
 - a. In the Police Department, the following positions must reside within 15 minutes of the City:
 - i. **Chief, Captain, Detectives and Lieutenants.**
 - b. In the Fire Department, the following positions must reside within 15 minutes of the City:
 - i. **Chief.**
- D. Public safety employees promoted or hired to a position listed above will have a period of 6 months from their date of promotion to meet the residency requirements in (c).

A-7 Definitions

As used in this handbook:

- (a) **Immediate family** means the spouse, son/stepson, daughter/stepdaughter, mother/stepmother, father/stepfather, brother/stepbrother, sister/stepsister, grandparents, or grandchildren of the employee or the employee's spouse.
- (b) An **exempt employee** is one who is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- (c) A **non-exempt employee** is one who, under the provisions of the Fair Labor Standards Act (FLSA), must be paid overtime (time and one-half) for time worked more than forty (40) hours in a calendar week. Non-exempt firefighters who work a 24-hour shift must be paid overtime for time worked more than two hundred twelve (212) hours per twenty-eight (28) day cycle.
- (d) A **regular employee** is one who has satisfactorily completed the initial 6-month training period established for their position.
- (e) A **probationary employee** is an employee who, because of unacceptable performance, has been placed on probation to determine if the employee can improve his / her performance to an acceptable level.
- (f) A **full-time employee** is one who fills a position classified as full-time and in which the employee is entitled to the City's employee benefit package.
- (g) A **part-time employee** is one who fills a position classified as part-time and in which the employee is not entitled to the City's employee benefit package.
- (h) A **seasonal employee** is one who works for a pre-determined brief period. For example, lifeguards who start in May and finish in August.
- (i) A **volunteer firefighter** is one who is not employed on a scheduled full or part time basis. Rather, a volunteer firefighter is one who might be called to work in the event additional help is needed.
- (j) **Governing Body** refers to the Mayor and City Council.
- (k) **Job-related injury** is an accidental injury arising out of, and in the course of employment for which the employee is entitled to draw compensation under the worker's compensation law of the State of Kansas.

A-8 Amendment of Policies

These policies may be amended at any time in the same manner as they were adopted.

A-9 Hiring and Termination.

The Governing Body shall establish all employee positions for the City. When the Governing Body establishes a new position, they shall set a base salary for that position. The Department Head, with the help of the Human Resource Director shall write a job description for each position established by the Governing Body. The City Administrator must be consulted prior to any termination of City employees.

Section B Ethics Policy

B-1 Scope and Definitions

- (a) This Ethics Policy shall apply to all city employees and appointed officers. For purposes of this Section B, all references in this Ethics Policy to “Public Officers and Employees” includes all appointed members of the city boards, authorities, committees, or commissions. That term does not include elected officials.
- (b) The term “Direct Financial Benefit” means any monetary or material compensation or reward that is directly received by, or provided to, an individual covered by the Ethics Policy.

B-2 Policy

The City of Great Bend has established a Code of Ethics to guide its employees in the performance of their duties on behalf of the citizens of Great Bend. The City’s organizational values, by which all employees are encouraged to measure their professional conduct, are as follows:

A. ORGANIZATIONAL VALUES

1. **Professionalism:**
 - We will display a high level of skill, competence, and pride while striving for excellence in all endeavors.
2. **Responsibility & Accountability**
 - We will take ownership in achieving results and will hold ourselves accountable for our actions.
3. **Innovation & Teamwork**
 - We will foster ideas that positively impact our community, and implement them through the selfless, coordinated efforts of individuals working together for the common good.
4. **Diversity & Engagement**
 - We will recognize and value all viewpoints, experiences and approaches and will engage with the community to seek help in achieving our goals.
5. **Ethics & Integrity**
 - We will firmly adhere to a strict moral and ethical code; consistently and transparently doing what merits trust.

B. GUIDELINES FOR ETHICAL BEHAVIOR: The following guidelines for ethical behavior are intended to reinforce the preceding ethical principles:

1. CONFLICTS OF INTEREST:

Legal Standards pertaining to Conflicts of Interests

- a. During the performance of their official duties and responsibilities, City Employees should not participate in any matter:

i. In violation of either K.S.A. 75-4304 or K.S.A. 75-4305, which are the Kansas Statutes dealing with Conflicts of Interest, (all Employees shall make themselves aware of the provisions of these statutes); or

ii. When the Employee determines factors exist, related to the Employee, which would prevent him or her from acting in the best interests of the community or organization, as a whole, and instead would tend to cause the Employee to act in his or her own self-interest or the special interests of others to the detriment of the community or organization.

Promoting Fairness and Transparency/Higher Standards of Conduct above Legal Conflicts

- b. Even if an Employee's actions are in compliance with the provisions of Section B.1.a., the Employee shall disclose to his or her supervisor any factors related to the Employee in connection with any matter in which the Employee is involved in his or her official capacity, relevant to the concept of fairness and transparency in dealing with public business, before participating in such matter.
- c. It is the Employee's responsibility to determine the relevant factors necessary to make the decisions set forth in Sections B.1. and B. 2. Employees are encouraged to seek clarification and/or assistance from their supervisors, peers, the City Administrator, or any other person the Employee deems appropriate in reaching their decision. In determining such relevant factors, the Employee shall consider all factors a reasonable person in the community would consider.

2. ACCEPTANCE OF GIFTS, GRATUITIES, OR BENEFITS:

- a. City Employees must not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the City Employee primarily because of their official position, if ANY of the following apply:
 - i. A reasonable person would believe it is intended or is likely, to cause the Employee to act in a preferential manner towards the donor; or
 - iii. The item consists of cash, or anything easily convertible to cash, such as, but not limited to, entertainment tickets, regardless of the amount or value; or
 - iv. The value of the gift exceeds \$25, or the accumulation of the value of gifts from a single donor to the Employee exceeds \$50 in a 12-month period.
- b. For the purposes of this section, the terms gift, benefit, and gratuity mean the transfer of cash, goods, or services without reasonable and valuable consideration.
- c. In evaluating what a reasonable person in the community would believe in connection with this section, Employees are encouraged to seek assistance from their supervisors, peers, the City Administrator, or any other person the employee deems appropriate, in reaching their decision.

- d. If after consideration of the circumstances surrounding the potential acceptance of any gift or gratuity, an Employee determines it is reasonable to accept the gift or gratuity, he or she shall disclose the nature of the gift or gratuity and all the relevant circumstances to his or her supervisor.

3. CONTRACTING WITH FORMER EMPLOYEES OR THEIR PRINCIPLES

- a. All City Employees are reminded that, for a period of one year after the effective date of their termination from City employment, they cannot directly participate in entering into a contract with the City or any similar arrangement for goods or services, either for themselves or on behalf of another entity, if they have participated significantly in negotiating the terms of contract or agreements, or regulating that entity.
- b. When necessary, the City Administrator will determine if this guideline should result in the City refusing to participate in a contract or similar arrangement for goods or services with the former employee or the entity that they represent.

B-3 Ethics Policy Guidelines

All City public officers and employees shall observe the following guidelines:

- (a) Avoid any appearance of impropriety.
- (b) Refrain from voting, advocating, or taking action on a City contract, transaction, or regulatory action which will result in direct financial benefit to the public officer or employee. Public officers or employees should not use their public position for private gain. (City contract bids under the City purchasing policy are excluded.)
- (c) Uphold the constitution, laws and regulations of the United States of America, the State of Kansas, and the City of Great Bend.
- (d) Refrain from making any promise, private in nature, which would compromise the integrity of their position as a public officer and employee.
- (e) Refrain from engaging in any business with the City which is inconsistent with the conscientious performance of their governmental duties.
- (f) Refrain from using any confidential information obtained in the performance of governmental duties as a means for making a private profit or gaining benefit.
- (g) Refrain from revealing any information made known through their public office or employment which is by law confidential, or by custom, is a protected right of privacy.
- (h) Refrain from misleading or allowing others to mislead the public or other governmental officials.
- (i) Disclose or report to appropriate officials any corruption whenever discovered.
- (j) Stand as a representative of the government and the public trust and never intentionally act outside the scope of their authority.
- (k) Refrain from assisting and representing the private interests of another before any City commission, board, or agency.
- (l) Abstain from participation in the decision-making process, including discussion and voting, as necessary to avoid conflict with these guidelines.

- (m) Refrain from using one's position as a public officer or employee to influence others for personal gain. (For example, no public officer or employee should use their position to influence anyone to dismiss traffic tickets or criminal charges, interfere with investigations, etc.)

B-4 Sanctions

- (a) Violation of this Ethics Policy by a city employee is punishable under the provisions of Section H of the City Employee Handbook.

B-5 Whistleblower Protection Policy

- (a) **Reporting Credible Information.** Employees are encouraged to report information relating to illegal practices or violations of policies of the City, that such person in good faith has reasonable cause to believe is credible. Information may be reported to any of the following: any Department Head, the Human Resource Director, City Administrator, Governing Body Member, law enforcement officer or agent or any person or entity with authority to rectify the problem. If individuals are uncomfortable discussing concerns with the above-mentioned individuals, the City has engaged Safe Hotline to be its third-party ethics and compliance hotline provider to collect allegations anonymously. Reports can be made 24 hours a day/7 day a week. You can call or text 1-855-662-SAFE or report online at www.safehotline.com. The City's City ID number is 6142604412.

Anyone reporting a violation must act in good faith and not for a corrupt motive like malice, spite, jealousy, or personal gain, and must have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. Individuals reporting false information are subject to disciplinary actions up to termination.

- (b) **Investigating Information.** The Human Resource Director shall promptly investigate each such report and prepare a report for the City Attorney. If the City Administrator, Human Resources Director, or any member of the governing body is the subject of the complaint, the City shall hire an independent third-party investigator to investigate the complaint. The third-party investigator shall provide the report to the City Attorney. The City Attorney shall review the report and discuss it with necessary parties.
- (c) **Protection from Retaliation.** No supervisor, department head or officer of the city may prohibit any of the following or take any disciplinary action against an employee because such employee, acting in good faith and with reasonable grounds:
 - (1) Discussed the operations of the City or other matters of public concern, including matters relating to public health, safety, and welfare either specifically or, with any member of the governing body or any auditing agency.
 - (2) reported a violation of state or federal law, municipal resolution or ordinance or any rules and regulations adopted pursuant such law, resolution or ordinance to any person, agency or organization;

- (3) failed to give notice prior to making any report described in subparagraph (2); or
- (4) disclosed malfeasance or other misappropriation of money held by such municipality to any person, agency, or organization.

This policy does not:

- (1) Prohibit a supervisor, department head or officer from requiring that an employee inform the supervisor, department head or officer regarding governing body or auditing agency requests for information submitted to such municipality or the substance of testimony made, or to be made, by the employee to members of the governing body or the auditing agency on behalf of such municipality;
- (2) permit an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to employee leave unless the employee is requested by a member of the governing body of such municipality to appear before such governing body or by an auditing agency to appear at a meeting with officials of the auditing agency;
- (3) authorize an employee to represent the employee's individual opinions as the opinions of such municipality; or
- (4) prohibit disciplinary action of an employee who discloses information that:
 - (A) The employee knows to be false or that the employee discloses with reckless disregard for the truth or falsity of such information;
 - (B) the employee knows to be exempt from required disclosure under the open records act;
 - (C) is confidential or privileged under state or federal law or court rule; or
 - (D) is disclosed due to a corrupt motive rather than a good faith concern for a wrongful activity.

- (d) Appeal of disciplinary action. Any employee who believes they have been subjected to disciplinary action in violation of this policy may appeal the disciplinary action for adjudication pursuant to this section.
 - (1) Any such appeal must be made in writing within 90 days of the alleged disciplinary action.
 - (2) The appeal must be filed with the City Clerk and identify the disciplinary action, the supervisor, department head, or officer imposing the disciplinary action, the date of the disciplinary action. The clerk will notify the Mayor, any supervisor, department head, or officer named in the appeal and the department head of the department in which the employee is employed.
 - (3) Within 5 business days of being notified of the appeal, the supervisor, department head, or officer named in the appeal will provide the Mayor and the appealing employee with a written response stating the reason for the disciplinary action and attaching documentation in support of the disciplinary action.
 - (4) Within 5 business days of being notified of the appeal the Mayor will select two people, who together with the Mayor will constitute the hearing panel to hear and adjudicate the appeal. The people selected for the panel will preferably be council members, department heads, officers or of the city, but may be disinterested citizens of the city, when no suitable department head, officer or council member is willing and able to serve.
 - (5) The people selected to hear and adjudicate the appeal will:

- (a) Not be in the direct chain of command of either the appealing employee or the supervisor, department head, or officer whose action is being appealed.
- (b) Not have been involved in or directly affected by the alleged whistleblowing or disciplinary action.
- (6) The hearing will be held within 30 days of the date the appeal was filed.
- (7) The parties may be represented by an attorney and will have the opportunity to present relevant evidence, and witnesses and cross-examine the witnesses and evidence presented by the other party.
- (8) Any employee of the city with relevant information will be made available for the hearing at the request of either party and no such employee will be subject to restraint, interference or retaliation for testimony provided in good faith at the hearing.
- (9) Within 10 business days after the conclusion of the hearing, the panel will serve a written decision as agreed to by a majority of the panel. The decision will be based upon the evidence presented at the hearing.
- (10) If the panel finds that the disciplinary action was in violation of this policy, the panel's decision may order reinstatement of employment or any pay or benefits lost because of the disciplinary action and any amendment to the employment file required to effect the decision.
- (11) If the appealing employee is aggrieved by the panel's final order, the employee may appeal the order to the Barton County District Court in accordance with K.S.A. 60-2101(d).

Section C

Position Classification

C-1 Objectives and Purpose

Position classification is a system of identifying and describing various kinds of work in the organization to permit equal treatment in employment practices and compensation. Each position shall, based on the duties, responsibilities, skills, experience, education, and training required of the position, be assigned to an appropriate class.

C-2 Job Descriptions

Each position shall have a job description that includes a description of the duties and responsibilities of the position, and a statement of the essential and marginal functions and tasks of the position and a statement of the qualifications for the position. Job descriptions are approved by the City Administrator and kept on file digitally and in the office of the Human Resource Director. They are open to inspection by any interested party during regular office hours.

C-3 Pay Plan

The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay ranges assigned to each class of positions are periodically reviewed and revised by the Governing Body.

C-4 Maintenance of the Position Classification Plan

The position classification plan is the responsibility of the Director of Human Resources in conjunction with Department Heads, which will include the reclassifying, reassignment, or transfer of any employee when such action is deemed essential or desirable for the improvement of City operations or the benefit of the employee. From time-to-time, the plan should be reviewed to provide for changes in classification brought about by adjustments to organizational structure, improved methods, or new or revised service programs. The City Administrator shall approve all new or revised job descriptions.

Section D Recruitment, Selection, and Placement

D-1 Employment Applications

A person seeking employment with the City of Great Bend may apply through the Human Resource Director by using an approved application form or may also apply electronically through the City website or any other digital format where current openings may be posted.

D-2 Recruitment

It is the policy of the City to provide fair and equal opportunity to all qualified persons to obtain City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, sexual orientation, gender identity or expression.

D-3 Qualifications for Employment

To be considered for a position with the City, all applicants must meet the minimum qualifications for the position as set forth in the job description. Each applicant must complete an application form and may also submit a resume. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that such exams or testing are required of all such applicants who are offered employment in similar positions or classifications. Where required, the offer of employment is contingent upon applicants passing required tests.

D-4 Employment Process

- (a) It is the policy of the City to follow an employment process which will result in the hiring of the best available employees and provide an equitable employment opportunity for all applicants. The City's employment process will be as follows unless the City Administrator approves an exception.
- (b) Currently open positions are posted internally to allow interested candidates an opportunity to apply, and to provide a significant pool of candidates from which to choose. The internal posting of current openings is located with each department secretary and in the Human Resource office.

- (c) The City reserves the right to publicize any open position outside of the organization in an effort to hire the best available candidate.
- (d) To be considered for employment, each candidate for a non-exempt position must submit a completed application form to the Director of Human Resources. A candidate for an exempt position may submit a resume in lieu of an application.
- (e) Evaluation of applicants for employment will be based upon the duties of the vacant position. No applicant will be hired until:
 - (1) All applications have been considered, and
 - (2) Appropriate interviews have been conducted, and
 - (3) Appropriate testing (if required) has been completed.
- (f) It is the policy of the City to provide entrance drug screening and physical capacity testing after a conditional offer of employment, when the exam has been determined to be a bona fide occupational qualification (BFOQ) of the position. In some cases, the City may also require psychological profiles. Should any of these exams determine the inability of the individual to perform essential functions of the job with reasonable accommodation, the individual will be ineligible for that position, and the conditional offer of employment will be rescinded. Exams will be conducted at City expense by qualified individuals approved and assigned by the City.
- (g) The goal of the City's employment policy is to obtain the best available employees while observing all applicable statutes and regulations which govern the hiring process.

D-5 Promotion

- (a) It is the policy of the City to fill vacancies for supervisory, skilled, or upper-level positions with current employees whenever possible; however, the City reserves the right to seek candidates from outside of the organization to ensure the hiring of the most qualified candidate. Employees seeking promotion are expected to meet the minimum qualifications for the position.
- (b) City employees may apply for any vacant position that is on the current job posting list.

D-6 Transfers

- (a) Employees may request a transfer to another department at any time a vacancy exists for which the employee desires consideration.
- (b) Supervisors and/or Department Heads will give deliberate and impartial consideration to each request. However, the City reserves the right to seek candidates from outside of the organization to ensure the hiring of the most qualified candidate. Employees seeking a transfer are expected to meet the qualifications for the position.
- (c) City employees may apply for any vacant position and request a transfer during the period when the position has been posted, as outlined in Section D-4 (b).

D-7 Training Period

- (a) Specialized Training
 - (1) Specialized on-the-job training is the responsibility of each department. General and formal training may be necessary as dictated by position requirements.
 - (2) Training sessions on topics relevant to all Department Heads will be offered periodically by the Human Resource Director as deemed relevant.
 - (3) All outside training must be approved in advance by the Department Head.
 - (4) Determining whether training time qualifies for hours worked will be managed according to the regulations established under the Fair Labor Standards Act (FLSA).

D-8 Nepotism

The City is an equal opportunity employer and hires individuals based solely on their qualifications and ability to do the job to be filled.

- (a) The City will consider a member of an employee's immediate family for employment if the applicant possesses all the qualifications required for the open position. Members of the same family will not be permanently assigned to the same shift. This would in no way diminish the City's ability to temporarily reassign any and all employees to fill short-term staffing needs. An immediate family member may not be hired, however, if the employment would:
 - 1) Create either a direct or indirect supervisor/subordinate relationship with a family member. Occasional supervision to meet staffing requirements or other temporary needs is not considered direct supervision. Supervision means the authority to recommend or approve the individual's hire, transfer, promotion, salary, evaluation, termination, or other similar personnel actions.
 - 2) Create an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring, or promoting an employee.
- (b) Employees who start to date or marry or become members of the same household may continue employment if there is not:
 - 1) A direct or indirect supervisor/subordinate relationship between the employees. Occasional supervision to meet staffing requirements or other temporary needs is not considered direct supervision. Supervision means the authority to recommend or approve the individual's hire, transfer, promotion, salary, evaluation, termination, or other similar personnel action.
 - 2) An actual conflict of interest and, members of the same family are not permanently assigned to the same shift. This would in no way diminish the City's ability to temporarily reassign any and all employees to fill short-term staffing needs. Should one of the above situations occur, the City will attempt to find a suitable position within the city to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the City will determine which of the affected employees will lose their employment.
- (c) At no time may members of the same family serve in positions on the Executive Team which include the following positions: City Administrator, Assistant City Administrator, City Attorney, Finance Director/City Clerk, Police Chief, Fire Chief, Director of Public Lands, Director of Public Works, Director of Utilities, Public Relations Director, CVB/Events Center Director, Director of Human Resources and Director of I.T.

- (d) The City Administrator will make the final determination on any questions or issues that arise from this policy.

D-9 Employment-Eligibility Verification (I-9)

All employees hired for any position with the City shall complete an employment-eligibility verification statement (I-9) and/or any other forms required for compliance with the state and federal Immigration law.

Section E Compensation

E-1 Pay Plan

The City's pay practices shall adhere to the following provisions:

- a) All employees are paid rates that fall within the salary range assigned to the position in which they are employed. Any exceptions must be approved by the City Administrator or, in the case of the City Administrator, the Governing Body.
- b) The City Administrator may adjust individual compensation on a case-by-case basis in response to factors such as increased workload, changes in job responsibilities requiring additional duties, or shifts in market wages that place the City at a competitive disadvantage. In instances of a voluntary or involuntary transfer, the employee's wages will be re-evaluated to reflect the new position's responsibilities and the employee's related experience.
- c) The promotion of an employee to a position with a higher salary range will include an increase in the employee's salary to at least the minimum for the new position, if the employee's current salary is below such minimum. If the employee is already at or above the minimum for their new position, they will receive a 4% pay increase due to the promotion.
- d) In the event an employee's position is reclassified to a lower grade, or the employee is demoted, the employee's salary may be reduced to any amount in the pay range of the lower classification. However, due to the overlap in salary ranges, in no event shall the employee's salary be fixed at an amount greater than what they were earning immediately prior to the change.

E-2 Salary Range for New Employees

A new employee will enter employment at the minimum rate of pay for the position in which the employee is employed. Any exception to this policy must first be approved by the City Administrator or the Governing Body.

E-3 Pay Increases

Pay increases are not routine or automatic and are subject to approval by the Governing Body. City employees may be eligible to receive pay increases as follows:

- (a) All full-time employees who have been employed with the city for longer than six months are eligible for a pay increase according to the score on the employee's annual evaluation. Pay increases will take effect in the second pay period of February. If the full-time employee is at the top of the pay range for the employee's position, and a pay raise is determined to be warranted based on the employee's annual review, the employee will receive a lump sum payment equal to the percentage of the pay increases, to be paid the second pay period of February.
- (b) New hires, upon reaching 6 months of employment, are eligible for a merit increase up to an amount which will be determined annually based on current market and financial conditions. New hires will not be eligible for an annual increase if they are in their 6-month provisional period. New full-time uniformed employees employed in the Police Department will be evaluated during the normal annual evaluation period and not at 6 months. Uniformed Officers will be eligible for a pay adjustment upon graduation from KLETC and receiving a promotion to Police Officer II.
- (c) New full-time Firefighters are eligible for a pay increase upon successfully completing the list of requirements for their 6 months of employment.
- (d) Part-time employees who work year-round are eligible for a pay increase according to the score on the employee's annual evaluation.
- (e) Employees whose performance has been deemed to be unacceptable, as reflected in their evaluation, will not be eligible for a pay increase.
- (f) Employees on suspension, or who have been demoted within the past year are not eligible for a salary increase.
- (g) Current employees who move laterally from one job classification to another, whether within their current department or to another department, shall not receive a raise at the time of the transfer.
- (h) Employees promoted to a higher job classification shall receive at minimum a raise to the bottom of the new range. Wages higher than the minimum for that pay level must be approved by the City Administrator.

E-4 Cost-of-Living Pay Scale Adjustment

Each year the Finance and Human Resource Directors review factors related to the cost of living and present this information to the Governing Body. The Governing Body reviews the information during budget work sessions and may agree to adjust the salary ranges for City positions. If adjustments are made that year, the salary resolution reflecting those changes will be presented and passed at a council meeting following adoption of the budget, to take effect on the second pay period in February of the upcoming year or sooner if approved by the Governing Body.

For any existing staff who fall below the new minimum range for their current position, they will be raised to the new minimum when the new Pay Scale takes effect. For all other staff members who do not fall below the new minimum wage for their position, any COLA increase will take effect with the annual merit increases on the second pay period in February.

E-5 Performance Evaluations

As discussed in Sections E-1, & E-3, employee performance evaluations will be considered in determining the following employment matters: salary increases and decreases within the limits established in the pay plan, promotions, demotions, order of layoffs, transfers, and terminations. Performance evaluations will be conducted as follows:

- (a) Performance evaluations will be completed during the fourth quarter each year for all employees. Performance evaluations must be completed, signed by all parties, and turned into Human Resources as instructed for the current evaluation period.
- (b) All departments shall use the approved form for employee evaluations.
- (c) Each employee is evaluated by their immediate supervisor/Department Head. Indirect supervisors shall also review the evaluation and make comments as appropriate. Evaluations will be discussed with the employee following approval by the appropriate immediate supervisor and/or Department Head.
- (d) The City Administrator's evaluation will be completed by the Governing Body.

E-6 Pay Periods

All City employees are paid on a bi-weekly basis. Bi-weekly pay periods end every other Saturday, and paychecks are distributed the following Friday.

E-7 Pay on Termination

- (a) Final regular wages will be paid on the next regularly scheduled payday.
- (b) The final regular wages of an employee who is terminated for cause will not include accrued sick and personal leave but will include accrued vacation pay.
- (c) The final pay of an employee who resigns voluntarily or who retires, in good standing as defined in Section J-1, shall include pay for all accrued vacation and personal leave time, 25% accrued but unused sick leave, for employees terminating in good standing who currently, or within the previous twelve months, have attained and maintained a maximum accumulation of sick leave benefits,
- (d) Sick leave will not be paid during the notice period once an employee has given their 2 weeks' notice of resignation. Sick leave payout will follow City policy after the employee finishes their employment as stated above. This policy does not apply to employees who are retiring and give advance notice of their pending retirement.
- (e) Employees may choose to use accrued vacation during their notice period. Vacation may not be used to extend the employees "employment" past the date they list as their last physical day at work.

E-8 Overtime

- (a) Overtime compensation will be paid to non-exempt employees at 1½ times the employee's regular rate of pay. The City does not allow compensatory time (comp time) for non-exempt employees.
- (b) No person employed who is exempt as defined by the federal Fair Labor Standards Act (FLSA), is eligible for overtime pay.

- (c) Overtime hours are hours worked in excess of the normal city work week (as defined in F-1), except for full-time fire fighters. Hours worked only includes hours actually worked and does not include paid sick leave, vacation time, bereavement leave, personal leave, holiday pay, injury leave, and unpaid leave.
- (d) Fire fighters will be eligible for overtime compensation only for work hours in a work period that exceeds 212 hours in 28 days. For firefighters, hours worked include paid vacation and personal leave.
- (e) All overtime work must have prior authorization by the employee's Department Head and or immediate supervisor. The Department Head shall maintain records of any overtime worked.

E-9 On Call and Call-Back Duty

- (a) Call-back duty is a part of the job requirement of each position. Call-back time is that time when the City Administrator, a Department Head, or a supervisor calls an employee to perform functions necessary or related to the operations of the City or to meet minimum staffing requirements at times other than regularly scheduled work hours. Things such as scheduled meetings or training are not "call back time." At the discretion of the City administrator or Department Head, the employee may be given alternative time off to help cut the potential for overtime due to being called back to work.
- (b) An on-call employee is an employee designated by the City Administrator, department head or the employee's supervisor to be available for call-back duty during specified times outside of regularly scheduled work hours. On-call employees will receive a minimum of 1½ hours when being called out. For employees who may be called back but are not required to come to work when called, no additional compensation will be paid other than their clocked hours. Any employee who is "on call" and does not report when called may be subject to disciplinary action up to and including termination. If an employee is scheduled in a call rotation and has scheduling conflicts, they may trade on call time with another employee, but this must be approved by the Department Head. It is the responsibility of any employee who is contacted to report for call-back duty to notify their supervisor if they are mentally or physically impaired in such a way that reporting for duty might present a safety hazard to the employee or others. Examples of such impairment would be consumption of alcohol, the taking of medication that induces drowsiness or fatigue. The supervisor making the contact will decide whether to require an employee to report when the employee has reported an impairment.
- (c) All employees will be paid 1 ½ times their regular rate of pay for any "call-back" or minimum staffing hours worked in the pay period the hours occurred. Call-back time does not include interrupted breaks during regularly scheduled work times.

E-10 Reimbursable Travel Expenses

- (a) It is the policy of the City to reimburse employees for the expense of travel, including the cost of transportation, meals, and lodging, provided such travel occurs while conducting city business.

- (b) Activities that justify the reimbursement of travel expenses include attendance at meetings, conventions and seminars or other educational functions related to the employee's job. Prior approval of such travel must always be obtained from the employee's Department Head. Travel by a Department Head must be approved by the City Administrator.
- (c) The employee must use a City vehicle, if available, for trips requiring driving. If a City vehicle is available and the employee chooses to drive their personal vehicle, the City will pay for the cost of fuel, but the employee will not be reimbursed for mileage. If a City vehicle is not available requiring the employee to use their own vehicle while traveling on City business, the employee shall receive a mileage allowance at the standard rate allowed by the IRS which will be communicated at the start of each year from the Finance Director. The mileage allowance covers all transportation costs except parking fees or turnpike tolls.
- (d) The City has a "KTAG" which can be picked up in the Human Resource Director's office and then the expenses for that trip will be billed to the appropriate department.
- (e) Arrangements for air travel should be made utilizing the most economical plan available.
- (f) Lodging will be paid at the single occupancy rate. A cash advance for the expenses of approved travel may be obtained by submitting a request form to the Finance Department. Upon completion of travel, the employee will fill out an expense reimbursement request and attach appropriate receipts. Requests for reimbursement without all appropriate receipts attached will not be approved, except meals that will be reimbursed at the current approved rate per meal which is determined by the City Administrator and Finance Director.
- (g) When an employee is required to travel away from home overnight for city business, the meals will be paid for by the City. Meals will be reimbursed at the current approved meal rate as determined by the City Administrator. Meal allowances will not apply where luncheons or banquets are provided (i.e., meals provided as part of a training class or seminar) unless the meal is brought in as a courtesy, so the meeting can continue through lunch, and is not part of the registration fee. In this case, the meal will be reimbursed at actual cost.
- (h) Meals will be reimbursed at the current approved rate. Any meals that are reimbursed will be reported as taxable income and must pass through the payroll system as per IRS regulations except in the circumstances listed below:
 - (1) Meals associated with overnight travel.
 - (2) Meals that are related to a business meeting where the main purpose is the active conduct of business.
 - (3) Meals that are provided on an infrequent basis such as an occasional employee party or employee picnic.
 - (4) Occasional meals that are provided for overtime work exceed the normal work schedule.
- (i) The amounts claimed, less any cash advance, must be approved by the Department Head before being submitted to the Finance Department for payment. Expenses claimed by a Department Head must be approved by the City Administrator. Reimbursement requests should be submitted within five (5) business days of returning to work. Reimbursement of expenses for lodging and transportation will not be approved if they are obviously unreasonable, as determined by the Director of Finance.

E-11 Direct Deposit for Payroll

The City of Great Bend provides direct deposit for payroll into the checking or savings account of your choice. This program is strictly voluntary. If you do not choose direct deposit, you will receive a paycheck directly instead of having your pay deposited into your account.

Section F: Attendance and Leave

F-1 Hours of Work

- (a) Employees other than first responders. The normal work week for employees, other than first responders, is 40 hours. Due to differing shifts and work requirements, each department will establish regular working hours for its employees and notify its employees of those hours. The work week begins on Sunday and ends on Saturday except as otherwise provided.
- (b) Firefighters. Firefighters working a 24-hour shift will be assigned to a two hundred twelve (212) hour schedule within a twenty-eight (28) day work period.
- (c) Police Officers. Police Officers working 12 hours shifts normally work 36 hours one week and 48 hours the next week. Detectives and clerical staff in the Police Department normally work 8-hour shifts, 40 hours per week.
- (d) Normal Work Hours. No non-exempt employee is permitted to work more than their normal work week except when so directed by the employee's Department Head, or City Administrator.
- (e) Flex Time. Department Heads can adjust an individual's normal work hours on a weekly basis, based on the needs of their department. All employees will still be required to work the minimum required hours for their position each week.
- (f) Employees and Department Heads must follow timekeeping procedures established by the Director of Finance.

F-2 Daylight Saving Time Pay Practice

The City will pay employees actual time worked in the spring and fall on the dates when a change in time from or to Daylight Saving Time occurs. Vacation and sick time taken on the dates of such time change will be paid based on scheduled hours.

F-3 Breastfeeding

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided with reasonable break times to express breast milk for their baby. The City will designate a private location at each City facility for this purpose. Please check with your Department Head for this information. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Nursing employees wishing to use this room must request/reserve the room by contacting the Department Secretary. Additional rules for use of the room and refrigerator storage may be posted in the room. Employees who work offsite or in other locations will be accommodated in a private area as necessary. One break of up to 20 minutes in each 4 hours worked will be paid. All other break time needed for expressing milk or breastfeeding will be unpaid. The employee should indicate any unpaid break time taken on their time record.

F-4 Holidays

- (a) The following days are observed holidays:

New Year's Day	January 1 st
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in Sept.
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in Nov.
Day after Thanksgiving	Friday after Thanksgiving
December 24 th	December 24 th
December 25 th	December 25 th
Floating Holiday	Employee's choice – Must be approved by Department Head based on staffing needs.

- (b) If a paid holiday falls on a Saturday, it will be observed on the preceding Friday. If a paid holiday falls on a Sunday, it will be observed on the following Monday. To be eligible to receive pay for an observed holiday, an employee must not have been on "leave without pay" status on any part of the workday prior to or following the holiday.
- (c) The City Administrator may designate any other day as an official holiday and grant a day off with pay for City employees.
- (d) Full-time non-exempt employees, other than firefighters, scheduled to work on an observed holiday shall receive eight (8) hours of holiday pay (at the regular rate of pay), plus regular pay for the hours they work on the City designated holiday. Firefighters will receive twelve (12) hours of holiday pay at their regular rate, plus regular pay for the hours they work on the City designated holiday.
- (e) Holiday pay will not count as time worked for the purpose of calculating overtime.
- (f) Part-time employees shall not receive paid holidays. If required to work, they shall receive their regular hourly wage, or overtime if applicable under Fair Labor Standards Act (FLSA) standards.

F-5 Vacation

- (a) Full-time employees shall earn vacation leave as follows for each full month of continuous service:

Full-time Employees Except 24-Hour Shift Employees

0-4 years of service	8 hours per month	(96 hrs.)
5-9 years of service	10 hours per month	(120 hrs.)
10-14 years of service	11.50 hours per month	(138hrs.)
15-19 years of service	13.50 hours per month	(162 hrs.)
20 + years of service	16 hours per month	(192hrs.)

24-Hour Shift Employees

0-4 years of service	12 hours per month	(144 hrs.)
5-9 years of service	15 hours per month	(180 hrs.)
10 -14 years of service	17 hours per month	(204 hrs.)
15-19 years of service	20 hours per month	(240 hrs.)
20 + years of service	24 hours per month	(288 hrs.)

- (b) Part-time employees who work at least twenty (20) hours or more per week or one thousand forty (1040) hours per year shall earn vacation credit at the rate of four (4) hours for each month of employment. Seasonal employees shall not earn vacation leave.
- (c) Vacation leave is accrued and posted from the date of employment, but it may not be used until the employee completes three (3) months of service. Employees who begin work on or after the 16th of any month shall not accrue vacation for that first month. Employees who are employed on the 16th of each month and beyond will accrue a full month's benefits for vacation. Any employee who terminates prior to the 16th of the month will not receive vacation accrual for that month.
- (d) The maximum accrual for full-time employees, other than 24-hour shift employees, will be 240 hours. The maximum accrual for full-time 24-hour shift employees will be 360 hours.
- (e) Vacation leave must be scheduled with the approval of the employee's supervisor and Department Head.
- (f) FLSA non-exempt employees may be permitted to use vacation leave in units of less than one day with prior approval of the Department Head and/or immediate supervisor, vacation leave may be used in ½ hour increments.
- (g) FLSA exempt employees will use vacation in 8-hour increments.
- (h) Holidays occurring during the use of an employee's authorized vacation leave, will not be counted as a day of vacation (except for firefighters, police officers and zoo employees).
- (i) Upon termination after three months of employment, an employee will be compensated for all earned but unused vacation leave at their final rate of pay.
- (j) Vacation time will not count as time worked for the purpose of calculating overtime except for the Fire Department. Final accrued vacation hours payout will not count towards overtime.
- (k) Substitution of Sick Leave. After providing substantiation of illness from a licensed medical provider, sick leave may be substituted for scheduled vacation leave if an employee becomes sick while on vacation leave.

- (l) Scheduling. In cases where the requested vacation leave of two or more employees' conflicts with the efficient operation of the City, said leave will be granted based on who requested the time off first.
- (m) Vacation buy-back: Any full-time employee who has between 200-240 hours of accrued vacation leave or 300-360 hours for Fire Department shift employees, is eligible to participate in the Vacation buy-back. Employees who are eligible will meet with their Department Secretary at the City's annual Open Enrollment meeting held in late October and complete the "Annual Vacation Buy-back" form. Employees may only buy back up to 40 hours of vacation or up to 60 hours for Fire Department shift employees. Vacation buy-back hours will be paid in November.

F-6 Sick Leave

Full-time employees are entitled to use accrued sick leave for absences resulting from illness, injuries, accidents, or other physical incapacity occurring off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. The provisions of the Family and Medical Leave Act may apply in some circumstances, please see F-15 below.

- (a) Amount of Sick Leave. Full-time employees, other than Fire Department shift employees, shall accrue sick leave at the rate of eight (8) hours per calendar month of service. Fire Department shift employees who work 24-hour shift duty shall accrue twelve (12) hours of sick leave per calendar month of service. Sick leave begins accruing with the completion of each full month of continuous service. Other than for new hires in the first three months, accruals will be credited and available to employees on the first day of the month following a completed month of service. Employees who are employed on the 16th of each month and beyond will accrue a full month's sick leave on the last day of that month. Employees who begin work on or after the 16th of any month shall not accrue sick leave for that first month. Any employee who terminates prior to the 16th of the month will not receive sick leave accrual for that month.
- (b) Accumulation of Sick Leave. Full-time employees, other than firefighters, may accrue 480 hours of paid sick leave. Fire Department shift may accrue a maximum of 720 hours of paid sick leave.
- (c) Sick leave may be used in ½ hour increments.
- (d) If an employee is off work 3 days or longer, medical documentation from a health care provider is required verifying the employee's inability to perform their assigned duties because of illness or injury.
- (e) The City reserves the right to require a physical capacity test to ensure the employees' ability to perform their essential job functions after extended absences due to illness.
- (f) Use of Sick Leave. No employee is allowed to use the employee's accumulated sick leave until he or she has completed three (3) months of employment. New hires in their first three (3) months are also not allowed to use any donated time from fellow employees.
- (g) Employees may use accrued sick leave for appointments with a licensed medical provider with reasonable notice to their immediate supervisor. Employees may also use accrued sick leave for the illness of an immediate family member when the presence of the employee is considered essential to their care. If an employee has used all their available sick leave in conjunction with an injury leave, he or she may use available vacation leave to similarly supplement their temporary disability.

- (h) Notification. To be eligible for paid sick leave, an employee, or their representative, shall notify their immediate supervisor, and give the reason for the absence no later than the beginning of the first workday in which sick leave is taken. This notification requirement may be waived by the employee's supervisor in extraordinary circumstances.
- (i) When employees, except firefighters and police officers, are sick or on scheduled sick leave at the time of a holiday on which they are scheduled to work, sick leave will be charged only for that part of their work schedule (if any) which exceeds the holiday benefit of 8 hours. No employee, except firefighters and police officers, may receive holiday pay and sick leave at the same time.
- (j) An extended absence from duty, due to a qualifying FMLA illness or event, once FMLA time has been exhausted may be grounds to request a special leave of absence, with or without pay based on the employees' benefit accrual balance, not to exceed sixty (60) calendar days. Such leave of absence, if approved, shall begin at the end of the 12-week FMLA period. The City Administrator along with the Department Head and Human Resource Director will make the final determination if the extended absence leave will be approved. No such request will be approved if the employee has been suspended due to disciplinary action in the 12 months leading up to the absence request.
- (k) Abuse of Sick Leave. An employee who abuses sick leave is subject to disciplinary action, up to and including termination. Actions that may lead to determination of abuse include, but are not limited to, falsifying illness or reasons for using sick leave, unsubstantiated excessive use, and/or not complying with reporting requirements.

F-7 Leave Without Pay

Employees who are absent from work because of illness or an off-the-job accident, but who do not have accrued sick leave available may, upon recommendation of their supervisor or Department Head and upon approval of the City Administrator, be granted leave without pay. Before leave without pay may be granted, the employee must first have exhausted all his/her accrued benefit time.

F-8 Personal Leave

- (a) When an employee reaches and maintains the maximum accumulation of sick leave hours, accrual will be converted to personal leave.
- (b) Conversion shall occur at the rate of four (4) hours personal leave for each eight (8) hours of sick leave for all employees, except firefighters. Conversion for firefighters shall occur at the rate of six (6) hours personal leave for each twelve (12) hours of sick leave.
- (c) The maximum accumulation of personal leave is forty-eight (48) hours for employees other than firefighters, and seventy-two (72) hours for firefighters.
- (d) For FLSA non-exempt employees, personal leave may be taken in half hour increments.
- (e) Personal leave may be taken only upon approval of the Department Head and will be paid upon termination if the employee leaves in good standing.

F-9 Pregnant Workers Accommodations

An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by contacting their Department Head or the Human Resource Director, preferably in writing. If the Department Head is notified first, they should immediately notify the Human Resource Director. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation as soon as the need for accommodation arises.

Upon receipt of a request for accommodation, the Human Resource Director will contact the employee or applicant to discuss the request and determine if accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodation includes allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer parking.
- Receive appropriately sized uniforms and safety apparel if normally provided.
- Receive additional break time to use the bathroom, eat, and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as reasonable accommodation under this policy; however, the City of Great Bend will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City of Great Bend prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

F-10. Bereavement Leave

In the event of the death of an immediate family member, Shift Fire Department Employees may be granted paid leave not to exceed two (2) consecutive working days to cover scheduled shifts. All other employees may be granted paid leave not to exceed three (3) consecutive working days. Bereavement time will not be paid to any employee who is not scheduled during the needed days off. Additional time above what is listed here will be considered vacation or personal time as requested by the employee. In situations where the funeral/memorial service is postponed to a later date, the employee may work with their Department Head to coordinate the use of Bereavement Leave. Total Bereavement Leave time taken may not exceed what is listed in this policy.

F-11 Injury Leave

- (a) Full-time employees shall accrue injury leave/qualified extended leave at the rate of 8 hours per calendar month for all employees, except 24-hour shift employees, who shall accrue 12 hours per calendar month,
- (b) Maximum accumulation is 480 hours for all full-time employees except 24-hour shift employees, and 720 hours for 24-hour shift employees.
- (c) An employee who is unable to work due to a job-related injury is entitled to use injury leave at full pay unless they become eligible for Worker's Compensation disability benefits.
- (d) In the event the employee becomes eligible for Worker's Compensation disability payments, the employee shall be entitled to use injury leave as "Difference Pay" and the hours will be deducted from accrued injury leave. It is the employee's responsibility to work with their Department Secretary and Human Resources when needing to submit "Difference Pay" and this must be submitted by the Friday before payday.
- (e) "Difference Pay" is the difference between the employee's normal net pay and the amount the employee receives in Worker's Compensation benefits.
- (f) Injury leave may be used for time away from work to receive necessary treatment or examinations regarding job-related injuries. Time away from work must be authorized by the employee's immediate supervisor and by the treating physician.
- (g) Vacation and sick leave benefits will continue to accrue while an employee is on job-related injury leave.
- (h) Injury leave will be deducted hour for hour as needed for all employees collecting either full pay or difference pay due to a job-related injury.
- (i) After an employee's accumulated injury leave has been exhausted, the employee may opt to use their accrued sick leave and/or vacation leave to continue receiving difference pay. Sick leave and/or vacation leave will be subtracted from the employee's accumulated leave for each day of continued difference pay at an hour-for-hour rate.
- (j) The employee must promptly report all job-related accidents to their Department Head or supervisor. An official accident report must be completed and submitted to the Human Resource Director within 48 hours of the accident.
- (k) To qualify for injury leave, the employee shall furnish their Department Head or supervisor a current work restrictions document signed by a licensed doctor. This document should provide supporting documentation that the employee's accidental disability is of such a nature and extent as to prevent the employee from performing the duties of their job. The work restrictions document must be promptly filed with the Human Resource Director and promptly updated by the medical provider if the injury restrictions continue.
- (l) The Human Resource Director may, for good cause, waive the filing of a medical work restrictions document or extend the time of its filing.
- (m) No employee who has sustained a job-related injury will be permitted to return to work until he/she has furnished their Department Head a release from a licensed doctor. The release should state that the employee is able and capable of returning to work, state any restrictions and the date when work may be resumed.
- (n) In some instances, the City may be able to accommodate work restrictions, but this will be determined on a case-by-case basis and in compliance with the Americans With Disabilities Act and the Kansas Act Against Discrimination.

- (o) Employees will be expected to follow the required procedures in reporting accidents to their supervisor, completing the necessary paperwork, seeking diagnosis and treatment from a designated health care provider, obtaining prescriptions from a designated provider, arriving on time for appointments and participating fully in the treatment of the injury or illness.

F-12 Military Leave

The City recognizes and adheres to all applicable state and federal laws regarding leaves for uniformed service to the State of Kansas as well as the United States. Any employee who needs time off for uniformed service is to immediately notify their supervisor and the City Administrator, both of whom will provide a detailed explanation to the employee of their reemployment rights under K.S.A. 48-517 (governing members of the Kansas national guard, Kansas air national guard, and the Kansas state guard that are 'called or ordered to duty') and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301 et seq., covering persons performing duty, voluntarily and/or involuntarily in the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and Public Health Service commissioned corps.

Any employee, including full and part-time, who notifies the City that he or she intends to return to employment once military service is completed is eligible for military-leave benefits including:

- (a) Reinstatement of the veteran to the position he or she would have held if their employment had not been interrupted by military service provided one of the exceptions in 38 U.S.C. §4312(d)(1) have not been triggered.
- (b) Retention and accrual of benefits tied to seniority.
- (c) If full-time, continued health care coverage at the employee's expense; and
- (d) If full-time, continued participation in insurance and other benefits not determined by seniority to the same extent as employees granted other types of leave.
- (e) For military reservists, the City will allow access to accrued vacation and sick leave for missed shifts, when the employee is called to monthly and annual training. Employees must request accrued benefit time to be paid.

F-13 Civil Leave

- (a) Civil Leave with pay. An employee will be given necessary time off without loss of pay under the following circumstances:
 - (1) When performing jury duty.
 - (2) When appearing in court as a witness in answer to a subpoena when the City is a party to the case being tried.
- (b) For the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work. Any compensation received while on jury duty must be returned to the City. City employees are required to return to work if they are on duty once they have fulfilled their civil duties for that day.
- (c) Civil Leave without pay. If an employee is involved in a case either as plaintiff, defendant, or witness in a legal proceeding not resulting from their duties with the City, the employee will need to use available vacation and/or personal leave to cover this absence.

F-14 Absence Due to Inclement Weather or Disaster

- (a) If the City offices are closed due to inclement weather, a day with pay will be provided for non-essential staff. If the offices are not closed, those employees unable to attend work will need to use vacation or personal time to cover the day's absence.
- (b) All essential staff, including Police, Fire and Public Works and Public Lands, will need to contact their Department Head for instructions.
- (c) Employees can check the City Website, Great Bend Tribune, and Great Bend Post for any closure information.

F-15 Family and Medical Leave Act

- (a) Upon request, any qualifying employee will be granted up to 12 weeks of unpaid family and medical leave during a 12-month period **measured forward from the date of the employee's first FMLA leave usage**. Such leave will be available as the result of the birth, adoption, or placement of a child for foster care; to care for a spouse, child, or parent with a serious health condition; or due to an employee's disabling illness; or because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. Where possible, employees are required to provide at least 30 days' notice before beginning to take leave. The City will require any accrued paid vacation, sick, or personal leave of the employee to be used during the 12 weeks of leave provided under this law.
- (b) Upon request, any employee will be granted up to 26 weeks of unpaid military care giver leave during a single 12-month period to care for the serious injury or illness of a son, daughter, spouse, parent or next of kin who is a member or veteran of the Armed Forces as defined in 29 CFR 825.122.
- (c) **Eligibility.** An employee must have worked for the City for at least 12 months and for a minimum of 1,250 hours during the previous year. Where two married people work for the City, the total number of weeks' leave in which both are entitled will be limited to 12 weeks measured forward from the date an employee's first FMLA leave. Where leave is requested because of serious health conditions, the employee shall provide the City with a certification statement issued by a healthcare provider. Should there be a question of validity of the certification provided by the employee, the City may, at its own expense, require an opinion from a second healthcare provider. Where there is a conflict between the two opinions, the City may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and employer.
- (d) **Restoration.** An employee returning from family medical leave will be entitled to return to their position or to a position with equivalent benefits, pay, and other terms and conditions of employment.
- (e) **Vacation and Sick Leave.** Employees who have exhausted their benefit accrual and are on unpaid family medical leave will not accrue any seniority, vacation, or sick leave benefits. If the employee receives donated vacation time per the City's policy, they may accrue benefit time on that donated leave.
- (f) **Health Insurance Coverage.** The City will continue to provide healthcare coverage under the same provisions as prior to the leave. Where the employee fails to return from leave upon the exhaustion of such leave, the City can recover the premium(s) paid on behalf of the employee to maintain healthcare coverage.

If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control, the employee will not be liable for healthcare premiums paid while on family leave. In such cases, a certification issued by a healthcare provider will be required.

- (g) **Outside Employment or Moonlighting.** An employee on family medical leave may not perform any type of outside employment with another employer.

F-16 Meetings and Seminar Leave

- (a) Any employee may be granted leave with pay to attend meetings, seminars, and conventions related to the employee's work when such attendance is authorized by the employee's Department Head. Such leave by a Department Head must be approved in advance by the City Administrator. Such leave by the City Administrator must be approved in advance by the City Council.
- (b) Whenever an employee participates in, or attends, a recreational activity such as a golf tournament or a baseball game that coincides with a conference/meeting, vacation leave must be taken for this time if the activity falls during the employees' normally scheduled work time and is not scheduled as part of the actual conference or meeting.

F-17 Domestic Violence and Sexual Assault Leave

The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence.

The employee must give advance notice when feasible. Employees must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

F-18 Request for Leave

Except as provided under the City's sick leave and FMLA policies, all leave requests must follow department guidelines which may vary by department.

F-19 Benefit Accrual

- (a) An employee while on paid sick leave, vacation leave, or other leave with pay shall continue to accrue sick and vacation leave.
- (b) An employee shall accrue no vacation, sickness, injury, or personal leave hours while on leave without pay.

- (c) Any full-time employee who resigns and is later rehired into a full-time position, or any full-time employee who transitions to part-time status and later returns to a full-time position, will restart benefit hour accrual at the beginning of the accrual schedule. However, the City reserves the right to negotiate benefit hour accrual rates for executive leadership positions based on prior experience, qualifications, and years of service.

F-20 Donation of Accrued Vacation and Sick Leave

- (a) The purpose of this policy is to allow employees to donate a portion of their accrued vacation and sick leave to another employee who is absent from work due to extraordinary circumstances. Extraordinary circumstances are defined as, but not limited to, critical illness, injury or lengthy hospitalization of the employee or an immediate family member.
- (b) Employees will be allowed to donate accrued vacation leave to a designated employee whenever extraordinary circumstances require the designated employee to be absent from work for a lengthy period, and when the employee has exhausted all their personal accrued vacation and sick leave.
- (c) Employees may not donate more than 24 hours of sick leave in a calendar year.
- (d) If employees choose to donate time, they should complete a form available from their Department Secretary or in the Human Resource office. This form will require both Department Head and City Administrator approval.
- (e) The donation of accrued vacation leave must be made as a free and voluntary act, and no duress or coercion will be placed upon an employee to make such donation of their paid leave time.
- (f) Department Secretaries will collect the completed forms and submit them to the Human Resource office who will then deliver them to the Deputy City Clerk's office. Department Secretaries will be expected to date each form in the order it is received. Donated time will be deducted from the records of the donor and credited to the absent employee in the order in which the forms are received/dated.
- (g) Donated time will be paid at the current rate of the employee receiving the donated time.
- (h) Department Secretaries will monitor benefit time of employees out of work and notify their Department Head when that employee's benefit time is nearly exhausted. The Department Head shall have the ability to talk with department staff about donations of vacation and sick hours.

The Department Secretary will immediately notify Human Resources of the employee's return to work or of any major change in the employee's physical condition or employment status. In the event of excess donations received but not used, the Deputy City Clerk's office will notify the department secretary of the donation forms to be voided, and the time will be returned to the donating employees.

F-21 General Breaks

(a) Rest Breaks

Non-Exempt Employees may be provided with one (1) paid rest break of up to 15 minutes for every four (4) hours worked. Breaks should be scheduled as close to the midpoint of the work period as practical. Rest breaks are considered paid time, and employees must remain on City premises unless otherwise approved by a supervisor. Breaks may not be accumulated or used to shorten the workday.

(b) Meal Periods (Lunch Breaks)

- Employees working six (6) or more consecutive hours should be provided with an unpaid meal period of at least 30 minutes.
- During unpaid meal periods, employees must be fully relieved of work duties. If an employee handles any City responsibility during their unpaid meal break, they must be paid for the entire break period. This would not be considered call-back pay.
- Meal periods should be scheduled in coordination with supervisors to maintain departmental operations.
- Employees may leave the worksite during unpaid meal periods.

Department supervisors are responsible for scheduling breaks and meal periods in a manner that maintains service levels while complying with this policy.

Employees are responsible for taking their assigned breaks and returning to work on time.

Any missed or interrupted break must be reported to a supervisor immediately.

(d) Scheduling

- Supervisors must maintain accurate records of hours worked and meal periods for all employees, particularly minors.

Section G Employee Benefits

G-1 Social Security Benefits

All eligible employees of the City are covered under the federal OASDI, "Social Security" system and receive the benefits 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 a payroll deduction.

G-2 Worker's Compensation Benefits

All employees of the City receive the benefits of the Kansas Workers' Compensation Act, in accordance with its laws and guidelines. The cost of this benefit is paid entirely by the City.

Employees will be given instructions at the time of new employee orientation that outline the steps to be followed if a work-related accident occurs. New employees will be required to sign an acknowledgment form regarding these guidelines that will be placed in their personnel file.

G-3 Mandatory Retirement Plan (401a)

- (a) All full-time employees are required to join the City's 401(a) plan after one (1) full year of continuous service.
- (b) This program requires joint contributions from the employee and the City. Except for uniformed Public Safety employees, each eligible employee must contribute 4.5% of their base salary into the 401(a) plan. Uniformed Public Safety employees are required to contribute 7.15% of their base salary. The City will make contributions as designated by the City Council. Employees returning from active military duty may receive any employer contributions missed during their absence upon their return if they choose to "make up" their contributions missed during their military leave. We will follow USERRA guidelines that allow employees to make up their missed contributions if they desire.
- (c) The employee's contribution will be handled through a pre-tax payroll deduction and begin automatically when the employee becomes eligible after 1 year of employment.
- (d) Vesting in the employer's contribution to the plan is as follows:
 - 25% after two years of service,
 - 50% after three years,
 - 75% after four years,
 - 100% after five years.
- (e) Employee contributions to the plan are always 100% vested.
- (f) This program is offered through Mission Square Retirement.
- (g) Eligible employees are allowed to determine their own investment strategy and manage their investment decisions. For retirement plan purposes only, retirement age is 55.
- (h) When an employee leaves the service of the City, their account balance will consist of their contributions plus interest as well as their vested portion of City contribution. Their investments will stay exactly how the employee has their account set up and will not change unless the employee makes changes online or through Mission Square or opts to cash out their account or roll their money into a retirement account with a different company.
- (i) Participation in the plan begins on the first of the month after one (1) full year of employment. A part-time employee who becomes a full-time employee will be eligible for the 401(a) Plan under the guidelines established in Section G-17.

G-4 Voluntary Retirement Plan (457)

- (a) The City also offers a 457 Retirement Plan. Participation is voluntary.
- (b) All full-time employees are eligible to participate in this plan from the first day of employment. A part-time employee who becomes a full-time employee will be eligible for the 457 Plan under the guidelines established in Section G-17.
- (c) There is no contribution from the City unless authorized by the Mayor.
- (d) The employee's contribution can be made with a pre- or post-tax payroll deduction and begins upon election when the employee becomes eligible.
- (e) The employee is always 100% vested in their contributions plus interest.
- (f) The program is offered through Mission Square Retirement.
- (g) Eligible employees are allowed to determine their own investment strategy and manage their investment decisions.
- (h) Contribution amounts are limited as required by Federal law.

G-5 Uniformed First Responder Profit Sharing Plan

- (a) Employees serving as uniformed first responders are eligible to participate in the Uniformed First Responder Profit Sharing Plan beginning the first day of the quarter following their hire date.
- (b) Contributions from the City are made semi-monthly. The amount of contributions are determined each quarter and will be based on sales tax revenue receipts that fund this program and the total base salaries of uniformed Police and Fire employees.
- (c) There is a 10-year vesting schedule with zero vesting in years 1-4. Starting in year 5, the employee is 50% vested and an additional 10% vesting applies each year for up to 10 years when the employee becomes fully vested.
- (d) The Police Chief, Police Captain, Fire Chief and Deputy Fire chief are 100% vested immediately upon entering the plan.

G-6 Health Insurance

- (a) Group health insurance is available to all eligible employees.
- (b) Full-time employees are eligible to participate in this program. Part-time employees who become full-time employees will be eligible for group health insurance under the guidelines established in Section G-17.
- (c) Coverage under this plan becomes effective the first of the month following 30 days of employment for full-time employees. If an employee fails to enroll at their first opportunity as a new hire, they will only be able to sign up for group health coverage during the annual open enrollment period.
- (d) The Governing Body annually determines the plans to be offered, and the City's contribution toward coverage.
- (e) The employee shall continue to pay all the normal employee costs toward health care insurance during any period the employee is on leave without pay, is on suspension without pay, or is on unauthorized leave.
- (f) No employee will be entitled to a cash payment in lieu of health care insurance coverage.
- (g) The City complies with the provisions of the Federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of Vac plan coverage upon resignation/termination of employment.

State law provides for the extension of employer-sponsored group coverage to any employee who retires with at least 10 years of service with any state agency. This coverage is available until age 65 solely at the retiree's expense. The City of Great Bend will make continued group health coverage available to any full-time employee and/or their spouse (to age 65) and covered dependents (to age 26) who have been covered under the City's group health plan. This coverage will apply only if the employee retires with at least 10 years of service with any state agency. If the spouse of the employee is not yet 65 when the employee retires and drops off the group plan, the City will continue to allow/carry coverage for the spouse until they reach age 65, subject to the current plan year premiums. If the covered dependent/s are not yet 26 at the time the employee retires, the City will allow/carry coverage until the dependent turns 26, subject to the current plan year premiums.

Premiums must be paid the first Friday of the month prior to coverage. If the former employee or their spouse or dependent fails to make the required monthly payment to The City of Great Bend, their group coverage will end, and they will be eligible for COBRA coverage.

Information on insurance premium costs can be obtained from Human Resources.

G-7 Dental and Vision Insurance

- (a) All full-time employees are eligible to participate in the group vision and dental insurance programs.
- (b) The cost to participate in this program is paid by the employee. Premium costs will be handled through a payroll deduction.
- (c) Eligibility for this program begins on the first of the month following 30 days of employment. A part-time employee who becomes a full-time employee will be eligible for the dental insurance plan under the guidelines established in Section G-17.
- (d) Information on insurance premium costs can be obtained from Human Resources.

G-8 Life Insurance

- (a) All full-time employees are eligible to participate in the City's Group Life Insurance Policy which becomes effective the first of the month following 30 days of employment. A part-time employee who becomes a full-time employee will be eligible for the life insurance plan under the guidelines established in Section G-17.
- (b) The cost of this coverage is paid for by equal contributions from the City and the employee. The employee's share of the premium cost is handled through a payroll deduction. The amount of life insurance coverage available is equivalent to two times the employee's annual salary rounded to the nearest \$1000.
- (c) Per IRS regulations, any group life insurance over \$50,000 is considered taxable and the Finance Department will figure that amount which is based on age and the amount of premiums the employee paid throughout the year. Any taxable amount due will be taken out of the payrolls in November and December.

G-9 Unemployment Compensation

All employees receive the benefits of the Kansas Employment Security Act (unemployment compensation), in accordance with such law and guidelines. The employer pays the cost of this benefit entirely.

G-10 Flexible Benefits Plan

- (a) The City of Great Bend offers a Flexible Benefit Plan (also called a Section 125 Plan) to all full-time employees.
- (b) The Flexible Benefits Plan allows participating employees the opportunity to pay their share of insurance premiums and certain out-of-pocket expenses on a pre-tax basis.
- (c) Expenses payable on a pre-tax basis include the following:
 - (1) The employee's share of employer provided insurance premium expenses for health, dental, vision, cancer, accident, and life insurance.
 - (2) Medical, dental, vision, and hearing expenses not covered by insurance, including deductibles and co-payments. These expenses are referred to as medical reimbursement expenses.
 - (3) Child/dependent care expenses. These expenses are referred to as dependent care expenses.
- (d) Participation in the program is strictly voluntary. Deductions for these expenses are handled through an automatic payroll deduction based upon employee elections. Except for Short and Long-Term Disability premiums and ROTH contributions, all other benefit deductions will be taken on a pre-tax basis.
- (e) To be eligible for the flexible benefits plan, you must be 18 years of age, and you must work no less than 30 hours per week. If you meet these requirements, you will be eligible to participate on the first day of the month following 30 days of service.

G-11 Health Club Membership

All employees and their dependents may enroll in a voluntary membership at Club 1 Fitness at discounted rates if premiums are taken through payroll deduction. Employees are responsible for any fees and enrollment costs due Club 1 for the period prior to their official effective date as a City employee. New employees may enroll as a new hire at their first opportunity. Existing staff may enroll or drop their current enrollment only at Open Enrollment in October each year with changes to take effect January 1 of the coming year.

G-12 Education and Training

- (a) Full-time employees may be asked or required to take individual courses or follow a course of study related to their specific job and the needs of that position. These courses required by the city will be paid for at the City's expense.

G-13 Employee Assistance Program

- (a) The City of Great Bend offers an Employee Assistance Program, (EAP) for City employees, partnering with Lucet Employee Assistance Program.
- (b) Employees may call 800-624-5544 or may go to eap.lucethealth.com for more information on the services offered. Our city code is: greatbendks.
- (c) Counseling services available through this program offer help for everyday life that includes, but are not limited to, alcohol and drug counseling, stress management, divorce, marital problems, grieving, anxiety, etc.
- (d) The number of sessions allowed per instance will vary based on the situation. If additional sessions are required, they may be covered by the City's insurance plan under the terms of the contract.
- (e) Contact the Human Resource Director or the Department Secretary for details about this program or assistance in scheduling an appointment.

G-14 Additional Benefits

- (a) The City provides supplemental insurance programs for short and long-term disability, cancer, and accident insurance.
- (b) The cost to participate in these programs is paid solely by the employee. Premium costs will be handled through a payroll deduction. For some benefits, employees may elect to pay their share of insurance premiums through a pre-tax deduction for benefits as outlined in Section G-10.
- (c) Uniformed First Responders are covered under a Long-Term Disability plan paid by the City. Employees are eligible for this coverage on the first of the month after 30 days of employment.
- (d) Eligibility for these programs begins at the first of the month after 30 days of full-time employment. A part-time employee who becomes a full-time employee will be eligible for these plans under the guidelines established in Section G-17.
- (e) Information on these plans can be obtained from Human Resources or the Department Secretary.
- (f) Employees will be informed of the availability of these plans during the new employee orientation. New employees will be required to sign an acknowledgment form regarding the availability of these plans that will be placed in their personnel file.

G-15 Funeral Memorials/Flowers

- (a) In the event of the death of a current City employee, their spouse/significant other or child, the City will make a memorial contribution in the amount of \$50. A memorial contribution will be made to charities listed in the obituary in the following order: education funds, local or national charities. Human Resources has the option of dividing the memorial equally if more than one local charity is listed. If no memorial is listed, the City will send a \$50 floral arrangement to the funeral home.

- (b) The Human Resource Director is responsible for overseeing this process. Department Heads are responsible for notifying Human Resources if a memorial gift or flowers need to be sent in the event of the death of an employee, employee's spouse/significant other or child.

G-16 General Disclaimer

- (a) In the event of a conflict between the terms of our benefits as outlined in this policy manual and the terms as outlined under any formal plan documents, the terms of the formal plan documents will prevail.
- (b) The City of Great Bend reserves the right to modify its benefit plans at any time, with or without notice to employees.

G-17. Employee Transitioning to Full-Time Employment

Part-time employees moving into full-time positions have the same waiting period for benefits as new hires. Benefits will be effective from the first of the month after 30 days of full-time employment.

G-18 Annual Longevity Pay

At the discretion of the City Administrator, the City may give longevity pay to full-time employees who have been employed with the city for the past 5 consecutive years in a full-time capacity. Human Resources will provide this information to the Finance Department, who will then process longevity pay checks in July at their discretion. Anyone who has given their notice of resignation and is working through their notice period at the time of payment of longevity pay will not receive a check.

Employees who were full-time and then move into a part-time position will not receive longevity pay but will be able to qualify again once they come back full-time and have completed 5 years of continuous service in a full-time capacity.

G-19 Service Award Pay

Each year in December, the City recognizes employees celebrating milestone anniversaries starting with 5 years of service. The city will go off the employee's hire date or, for those employees who were previously employed and have returned, the City will go off their most recent hire date.

Section H Disciplinary Action

H-1 Authority to Discipline

Authority is delegated by the City Administrator to Department Heads to discipline personnel in their departments for the violation of City personnel policies and department regulations.

The City has a progressive discipline policy but recognizes that this is not always possible and each situation that may need disciplinary action depends upon its own factual evidence. Certain serious infractions or misconduct may justify skipping one or more steps, including moving to immediate termination.

If steps are to be skipped, there will be consultation with the Human Resource Director and/or the City Attorney first. Department Heads shall exercise good judgment and discretion in taking or recommending disciplinary action.

H-2 General Policy

It is the goal of the City to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. It is the duty of employees to make a conscientious effort to work in accordance with the values, service standards, policies, and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does to help the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for their Department Head or supervisor to consider disciplinary action to correct the problem.

An employee is subject to disciplinary action if:

- (a) The employee violates these personnel policies and guidelines, or any other written guidelines or procedures applicable to the department in which the employee works.
- (b) The employee's conduct reflects unfavorably on the City or hinders the effectiveness or efficiency of City operations.
- (c) The employee fails to satisfactorily fulfill the requirements of their job.

H-3 Disciplinary Actions

The Governing Body recognizes the following types of disciplinary actions, although there is no obligation to follow them in this order:

- (a) **Counseling/Coaching.** Counseling is an opportunity to visit with the employee regarding concerns and to clarify any expectations that need to be met.
- (b) **Verbal Warning.** A verbal warning is an oral reprimand given to an employee by their supervisor or Department Head. A written record of the verbal warning will be placed in the employee's file. The employee is also entitled to a copy.
- (c) **Written Warning.** A written warning is a written censure to an employee by their supervisor or Department Head. A written warning shall state all pertinent information related to reasons for the reprimand, corrective action to be taken by all parties involved, and future consequences of repeating the action. A copy of the warning will be placed in the employee's file. The employee is also entitled to a copy.
- (d) **Probation.** Probation is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on-the-job behavior. Failure to meet probationary requirements may result in further disciplinary action.

- (e) **Salary Reduction.** A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (f) **Denial or Delay of Annual Increase.** A supervisor or Department Head may deny or delay an annual increase to an employee as part of their disciplinary action.
- (g) **Demotion.** A demotion is the placement of an employee into a position of a lower pay range.
- (h) **Suspension.** A suspension is the removal of an employee from service without pay for a specified period. In the case of both suspension and demotion, an employee will be given notice in writing stating the date of occurrence, cause, length of time, and other pertinent information. A suspension without pay shall not exceed ten (10) business days for any given offense except an employee who is under criminal investigation for an offense not related to their job. In this case, the employee may be suspended without pay pending the full investigation. Following the completion of such an investigation and depending on the outcome, the employee may be reinstated with the approval of the City Administrator.
- (i) **Termination.** Termination is the removal of an employee from City employment. An employee being involuntarily terminated will be given written notice of the reason for discharge from employment.

H-4 Procedure for Disciplinary Action

Whenever the misconduct of an employee justifies the application of disciplinary action, the supervisor or Department Head shall:

- (a) Document the misconduct in writing. Describe what happened, when, where, etc. If appropriate, include written statements from any witnesses.
- (b) Following an investigation involving all necessary parties to determine the facts, determine the appropriate disciplinary action to correct the problem. If the action involves anything more serious than a verbal warning, the supervisor and/or Department Head shall consult with the Human Resource Director and/or the City Attorney before meeting with the employee.
- (c) Meet with the employee to review the disciplinary action. The meeting should be held privately and include only the employee, supervisor, and/or Department Head. The Human Resource Director and/or other people may be requested to be present by the supervisor and/or Department Head.
- (d) Provide the employee with an opportunity to dispute the facts or argue against the disciplinary action by submitting comments in writing to be attached to the record of the disciplinary action.
- (e) The original discipline documentation shall be provided to the Human Resource Director for insertion in the employee's personnel file. Documentation for all forms of disciplinary action should include the employee's signature. This does not imply that the employee agrees with the documentation but ensures that the employee is aware of the contents of the documentation. In the event the employee refuses to sign the documentation, a notation to that effect shall be witnessed by a third party and become part of the record.

H-5 Misconduct Subject to Disciplinary Action

- (a) The following is a list of misconduct that may subject an employee to disciplinary action. **This list is not exclusive; it is only representative of the types of misconduct that may subject an employee to disciplinary action.** Nothing in this list is intended to, or should be construed to, limit an employee's right to engage in protected free speech or freedom of association under the 1st Amendment or to exercise their rights under the Americans with Disabilities Act.
- (1) Conviction of a violation of any state or federal criminal law.
 - (2) Conviction of a violation of any City law.
 - (3) Failure to follow prescribed safety procedures including failure to notify his or her supervisor of unsafe working conditions.
 - (4) Violation of personnel policies and guidelines or departmental policies and guidelines.
 - (5) Inattention to duty, carelessness, breakage, or loss of public property or funds.
 - (6) Failure to provide satisfactory service, incompetency, or inefficiency in the performance of the duties of the employee's position.
 - (7) Insubordination or other breach of discipline.
 - (8) Discourteous or disruptive conduct or other offensive behavior in public, to other employees of the City, or to any member of the public while in the course and scope of City business.
 - (9) Abuse of leave, excessive absenteeism including leave without accrued benefit time, and tardiness.
 - (10) Temporarily leaving the workplace without the approval of their supervisor.
 - (11) Failure to give proper notice of absence.
 - (12) Sleeping on the job except for the Fire Department.
 - (13) Use of alcohol or drugs while on duty.
 - (14) Use of alcohol or drugs, off the job, if such impairs job performance or effectiveness as a City employee.
 - (15) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order or regulation.
 - (16) The open carrying of a firearm, if not authorized by the City.
- (b) In the case of acts of violence or other flagrant misconduct, serious safety violations, or criminal offense, any employee may be suspended immediately, without pay, pending an investigation and review of the matter. An employee may be suspended without pay or terminated when he or she has been charged with a crime and is awaiting legal adjudication. An employee may be suspended without pay when he or she has been charged with misconduct while on the job and an internal investigation is being conducted.

H-6 Causes for Termination

Serious, willful or repeated misconduct, as determined by the Department Head or City Administrator, may result in immediate termination.

H-7 Discipline Retention

All disciplinary actions will remain permanently in the employee's personnel file. However, verbal warnings more than one year old and written warnings, suspensions, and demotions more than 2 years old will not impact the employee's ability to receive pay increases or promotions based on performance. For this policy, the term "discipline" refers to verbal warnings, written warnings, suspensions, and demotions.

H-8 Duty to Cooperate

It is sometimes necessary to interview employees in the context of a workplace investigation relating to a variety of issues, such as alleged discrimination, workplace injuries, or policy violations. Employees may be required to participate in such an investigation. Failure to cooperate with such an investigation is grounds for disciplinary action, up to and including termination.

Section I Grievances

I-1 General Policy

An employee may present a complaint or grievance concerning their job, working conditions, salary, relationship between employees and co-workers, supervisor, or Department Head, or other inner office dynamics. Grievances should be considered issues related to non-disciplinary matters. If an employee feels he or she is facing harassment in the workplace, the employee should follow the steps outlined K-16, K-17, and K-18 of this policy rather than proceeding with a Grievance Complaint under this Section.

I-2 Grievance Procedure

An employee who has a concern related to any of the above reasons must first meet with their immediate supervisor (or their Department Head in the supervisor's absence), as referenced by the City's Organizational Chart, to resolve any issue before resorting to the grievance procedure.

If the grievance is against the immediate supervisor or Department Head, the employee must meet with the Department Head or the Human Resource Director. If the meeting does not resolve the concern, an official grievance may be filed in writing with the Human Resource Director within five (5) calendar days of the meeting. The Human Resource Director shall review the complaint and provide a copy to the employee's supervisor and Department Head.

A written answer to the grievance must be provided by the employee's supervisor to the Human Resource Director within five (5) calendar days of the notice being filed with the Human Resources Director. The Human Resource Director will review the response with the employee.

If the employee disagrees with the decision of the supervisor, the employee may request that the written complaint or grievance and answer be reviewed by their Department Head.

Such a request must be made within five (5) calendar days after review of the response. The Human Resource Director will provide the grievance and supervisor's answer to the Department Head who must provide a written response to the employee and the Human Resource Director in writing within five (5) calendar days of receiving the complaint.

If the employee disagrees with the decision of the Department Head, the employee may request that the written complaint or grievance be reviewed by the City Administrator or their designee. Such a request must be made to the Human Resource Director within five (5) calendar days of receipt of the Department Head's response. The Human Resource Director will forward the grievance, answer, and response to the City Administrator. The City Administrator or their designee shall provide a final written determination within 30 days.

Section J Separation

J-1 Resignation

- (a) An employee resigning from their position is considered to be in good standing if he/she submits a written resignation and delivers it to their Department Head at least two weeks prior to the effective date of the resignation, giving a reason for their planned departure and the final date worked. In some instances, the Department Head may waive the two-week notice at their discretion.
- (b) For Department Head and City Administrator positions, 30 days' notice must be given.

J-2 Reduction in Work Force

- (a) There may be times when it is necessary for the City to reduce its workforce. The reduction in work force may come about due to lack of work, lack of funds, a move to become more efficient, or a move to save money. If properly qualified, employees may be offered other work and placed in another department of the City, however, this cannot be guaranteed.
- (b) In most cases of a reduction in work force, the employee may be given two weeks' notice before being laid off. If the employee chooses to cease working immediately upon notice of these final two weeks, a final check will be issued for all accrued vacation leave, personal leave, and applicable sick leave on the next regular payroll date. See policy E-7, Pay on Termination. If the Department Head wishes to terminate the services of that employee immediately, working with the Human Resource Director, they will first obtain the approval of the City Administrator and then the employee will be paid for two weeks of severance pay.
- (c) If a reduction in work force is necessary, the vacant positions will not be filled until conditions require these vacancies to be filled. Former employees that are qualified may be given an opportunity for re-employment as these positions become available.

J-3 Reinstatement of Benefits

- (a) Benefits accrued from length of service are forfeited when an employee voluntarily leaves City employment. If an employee is re-employed at a later date, length of service rights begins to accrue from the employee's re-hire date.
- (b) Employee leave for military service is addressed under Section F-12 of this policy.

J-4 Exit Interviews

The Human Resource Director will attempt to conduct an exit interview with all terminating employees, either voluntary or involuntary, whenever possible.

Section K Other Policies

K-1 Vehicle and Equipment Usage

- (a) At the discretion of the City Administrator or Department Heads, certain employees may be assigned a City Vehicle to ensure a quicker response to incidents when their specific skills may be needed to complete a task.
- (b) City vehicles and equipment must be operated only in the performance of City business and only by those authorized personnel qualified to do so. City personnel are the only authorized passengers in City vehicles or equipment except for those non-City individuals who may be assisting with a City project or on authorized City business. Due to the need for some City employees to be available on call 24 hours a day, some positions may require a take-home City vehicle. If a city employee's job requires he or she to be available 24 hours a day, the employee will not be considered in violation of KSA 8-301 when the city vehicle is used for incidental personal use. The primary purpose of the take-home vehicle is to keep the employee accessible and responsive to the city's demands around the clock.
- (c) It is the responsibility of the respective Department Head and/or supervisor to ensure that their employees are legally licensed to operate City-owned vehicles and equipment.
- (d) Any City employee whose position requires them to drive a City vehicle on public roads is required to have a valid Kansas driver's license and to be insurable under the City's vehicle insurance policy.
- (e) Any employee found to be responsible for damage or loss of City property or equipment through negligence, carelessness, or abuse will be subject to disciplinary action and may be required to reimburse the City for such damage or loss.
- (f) No equipment, material or supply belonging to the City of Great Bend can be removed from its location or used without proper authorization from the Supervisor, Department Head, or City Administrator.
- (g) Vehicles and other equipment assigned to individual personnel will be used only as authorized by the Department Head, City Administrator, and/or Governing Body for City business. No city vehicle can be used for personal business other than what is listed in this policy.

- (h) No City employee shall operate a motor vehicle upon a public highway while using a mobile telephone while the vehicle is in motion. The only exception to this policy is if the employee is using a hands-free device while engaging in a telephone call.

K-2 Political Activity

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups, and to become involved in political activities subject to the restrictions of this policy.

- (a) As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employee's City employment. Any employee choosing to become a candidate for any elective office shall first inform their Department Head and/or the City Administrator. Any employee filing a declaration of candidacy for a public office that is incompatible with City employment and has not already arranged to take an unpaid leave of absence, automatically resigns from their city employment at the time of such filing. If the employee arranges to take an unpaid leave of absence, and is unsuccessful in seeking such elective office, he/she will be returned to employment on the same terms and conditions as any other employee who has taken a leave of absence without pay.
- (b) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections or wear or display political badges, buttons, or signs on their person or on City property while working for the city.
- (c) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- (d) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City's service based on their political affiliations or activities.

K-3 Outside Employment

- (a) Outside employment constitutes a City employee holding a second job with another employer.
- (b) Outside employment by a full-time employee is permitted only when such outside employment:
 - (1) Is considered secondary to employment with the City.
 - (2) Does not interfere with the performance of duties for the City.
 - (3) Does not create legal, financial, or ethical conflict of interest because of such employment.
- (c) No employee should conduct, or in any way engage in outside employment, another occupation or field of endeavor while on duty with the City.

K-4 Worker Safety

- (a) All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City's Employee Safety Manual and/or departmental policy.
- (b) Failure to comply with safety policies may result in disciplinary action up to and including termination. Every employee will be provided with an Employee Safety Manual at the time they are hired.
- (c) Employees shall exercise good judgement and take appropriate precautions in the performance of their work.
- (d) Prompt action should be taken to repair faulty equipment and correct hazardous conditions in work areas.

K-5 References

General inquiries that are received either by telephone or in writing regarding a present or past employee must be referred to the Human Resource Director. The City will provide verification of employment, dates of employment, the employee's title, or position, and whether they are eligible for rehire.

Only when an employee or former employee submits a request in writing will additional information be released related to their pay level, wage history, and reason(s) for separation.

K-6 Solicitation

- (a) Solicitation on City premises by individuals not associated with the City is prohibited.

K-7 Use of Official Badge or Credentials

- (a) Officials or employees who wear a badge or other official insignia or who bear credentials as evidence of their authority and/or identity, shall not permit such badge or insignia to be used or worn by any other person, or to otherwise leave their possession.
- (b) The Department Head shall permit the use of City badges, official insignia, or credentials only by people regularly and formally appointed to the position designated by the badge, insignia, or credentials.
- (c) Official badges, insignia, or credentials shall not be used by any employee for personal gain.

K-8 Outside Activities

- (a) Employees are encouraged to participate in civic organizations, business and professional organizations, and charitable organizations in our community; however, if these activities involve considerable time away from the employee's City responsibilities, the employee must first obtain approval of their Department Head or the City Administrator.

- (b) Supplies, materials, or any property belonging to the City should not be used in more than an incidental way in the performance of these activities unless the employee's position at the City requires the employee's participation, or the City benefits from the employee's involvement.

K-9 Personal Appearance

- (a) City employees are expected to maintain a neat, clean, and professional appearance that reflects positively on the City.
- (b) Dress and grooming should be conservative and appropriate for the work environment. Highly casual or unkempt appearances are not acceptable. The Department Head has final authority to determine appropriateness.
- (c) Supervisors and Department Heads are responsible for enforcing this policy.
- (d) Employees must comply with all departmental requirements related to apparel, personal appearance, hygiene, and safety.

K-10 Telecommunications Policy

The City's e-mail, computer, internet, and voicemail systems are City property. These systems are in place to facilitate the employee's ability to do their job efficiently and productively.

To that end, these systems are solely for City purposes, and abuse of these systems for personal use is prohibited. The City may intercept, monitor, copy, review, and download any communications or files employees create, maintain or access on the systems. When using the internet, exercise discretion. Sending materials of a sensitive nature or materials constituting "confidential information" is prohibited unless the information is properly encrypted to prevent interception by third parties. Employees have no expectation of privacy while using City-owned equipment.

Employee communications and use of City e-mail, computers, internet, and voicemail systems will be held to the same standard as all other business communications, including compliance with anti-discrimination and anti-harassment policies. It is expected that employees will use good judgment in the use of the City's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Any City business performed on an employee's personal device may be subject to the Kansas Open Records Act. If the information requested is on an employee's personal device, the employee agrees to participate in fulfilling the records request. If the employee refuses to provide the requested data, the employee may be subject to discipline up to and including termination.

Employee consent and compliance with e-mail, computer, internet, acceptable use, and voicemail policies is a term and condition of employment. Failure to abide by these rules, or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files, is grounds for discipline, up to and including termination.

K-11 Acceptable Use Policy

1. Objective
 - a. This document establishes a policy regarding the acceptable use of network resources at any of the City of Great Bend facilities. The City of Great Bend wishes to protect the confidentiality and integrity of its data assets and the privacy of its users. The City of Great Bend also wants to ensure that electronic communications comply with state and federal laws.
2. Scope
 - a. This policy applies to all devices and networks owned or operated by the City of Great Bend. Anybody who uses a computing resource owned by the City of Great Bend is subject to the terms of this AUP and will henceforth be identified as a "user." Computing resources include all organization-owned hardware, software, data or information, accounts, and utilization of the network. Users include employees, contractors, representatives, volunteers, guests, and visitors.
3. Policy
 - a. User Privacy
 - i. Users have no expectation of privacy when using devices, systems or networks owned by the City of Great Bend.
 - ii. Users should be aware that any activity on devices, systems or networks owned by the City of Great Bend is subject to monitoring, logging, and review.
 - b. Users must:
 - i. Comply with all city policies.
 - ii. Only use resources for which they have authorization.
 - iii. Be responsible and accountable for the data on their computers and other devices.
 - iv. Control and secure, to the best of their abilities, physical and network access to any city-controlled resource they are entrusted with. For example, locking devices in a desk when not in use.
 - v. Properly log out of sessions.
 - vi. Monitor access to their accounts.
 - vii. Only use approved applications on city-owned devices.
 - viii. Abide by the password policy.
 - ix. Use accounts only for their authorized purpose.
 - x. Use only legal versions of copyrighted software.
 - c. Users must not:
 - i. Share access codes or passwords.
 - ii. Send or receive sensitive information without ensuring proper security measures are in place.
 - iii. Store sensitive data on unauthorized external media.
 1. Including but not limited to flash drives, CDs, DVDs, external hard drives, and external SSDs.
 2. Sensitive data may be stored on these mediums with the approval of the I.T. department.

- iv. Perform unauthorized or illegal actions, including but not limited to fraud, hacking, buying, or selling illegal goods.
- v. Use accounts or resources for unauthorized purposes, including but not limited to visiting potentially dangerous websites, downloading, or uploading obscene/offensive/illegal material.
- vi. Tamper with, modify, or remove any restrictions placed by the City of Great Bend.
- vii. Physically or digitally damage any city resources.
- viii. Utilize city resources to commit copyright infringement or piracy, including but not limited to:
 - 1. Downloading movies, music, or other copyrighted software without a license.
 - 2. Uploading movies, music, or other copyrighted software.
- ix. Utilize city resources for commercial purposes unrelated to the City of Great Bend.
- x. Utilize city resources to propagate malware or malicious emails.
- xi. Intercept transmissions made by other users, except as allowed by this policy.
- xii. Attempt to degrade the performance of the network.
- xiii. Engage in activities that violate state or federal law.
- xiv. Connect networking devices to the network, including but not limited to switches, routers, hubs, or wireless access points.

4. Reserved Rights

- a. The City of Great Bend reserves the right to access, monitor, and review the contents and activities of user accounts, devices, and computers as well as personal accounts, devices and computers used to conduct city business.
- b. The City of Great Bend does not assume any responsibility in the event of the infection of an employee's personal device or the compromise of personal data due to misuse.
- c. The City of Great Bend does not assume any responsibility for any damage caused to a device due to user negligence or other outside factors. Users may be held responsible for damage rendered to devices with which they have been entrusted.

5. Consequences of Misuse

- a. Users must report all suspected or confirmed illegal or inappropriate activities to the system administration team at their earliest convenience, including but not limited to theft, fraud, piracy, hacking, etc.
- b. Misuse of city resources will result in an incident review and could result in disciplinary action including but not limited to suspension, termination, civil penalties, or criminal sanctions.

K-12 Artificial Intelligence Use Policy

1. Objective

(a) This policy provides guidelines for the appropriate use and training of Artificial Intelligence (AI) technologies within the City of Great Bend departments. This document is not intended to be comprehensive in covering all aspects of AI use but instead provides guiding principles and policy statements to assist employees in the responsible use of AI technologies. This policy may be modified as new technologies, questions, and situations arise.

(b) Artificial Intelligence technologies, including products utilizing natural language processing and self-learning software, are increasingly used in the workplace for drafting documents, answering questions, editing content, and other operational tasks. This policy establishes standards for the acceptable use of AI products by City employees.

2. Scope

(a) This policy applies to all employees, contractors, representatives, volunteers, and any other individuals using Artificial Intelligence technologies in connection with City of Great Bend business or operations.

3. Policy

(a) Users must:

- i. Comply with all City policies relating to the use of Artificial Intelligence technologies.
- ii. Exercise caution and professional judgment when reviewing AI-generated output due to the potential for inaccurate, incomplete, biased, or irrelevant information.
- iii. Review and verify the accuracy and validity of AI-generated content before relying upon or distributing the information.
- iv. Obtain consent from customers before entering customer information into an Artificial Intelligence product.
- v. Obtain consent from vendors before entering vendor information into an Artificial Intelligence product.
- vi. Obtain consent from partners before entering partner information into an Artificial Intelligence product.
- vii. Participate in periodic Artificial Intelligence training covering appropriate and inappropriate use of AI technologies.
- viii. Participate in training regarding how to identify inaccurate, inappropriate, or extraneous AI-generated output.
- ix. Disclose when information shared with the public or citizens of the City of Great Bend was generated or assisted by Artificial Intelligence technologies.

(b) Users must not:

- i. Enter sensitive City of Great Bend data or information into Artificial Intelligence products unless specifically authorized.
- ii. Enter Personally Identifiable Information (PII), including employee, coworker, customer, or citizen PII, into Artificial Intelligence products unless specifically authorized and protected by appropriate safeguards.
- iii. Use Artificial Intelligence products without first reviewing applicable City policies governing AI use.

- iv. Accept or utilize password suggestions generated by Artificial Intelligence products.
- v. Copy and paste Artificial Intelligence-generated output and represent it as entirely original work without review, attribution, or authorization where applicable.
- vi. Fail to review and validate the accuracy, appropriateness, and relevance of Artificial Intelligence-generated output before use.
- vii. Use Artificial Intelligence technologies in a manner that violates City policy, cybersecurity standards, or applicable state or federal laws.

4. Training and Awareness

- (a) Artificial Intelligence training should be conducted periodically and include guidance on:
 - i. Appropriate and inappropriate information that may be entered into AI products.
 - ii. Identification of inaccurate, misleading, biased, or inappropriate AI-generated outputs.
 - iii. Security and privacy risks associated with Artificial Intelligence technologies.
 - iv. Responsible and ethical use of AI technologies within City operations.

5. Reserved Rights

- a. The City of Great Bend reserves the right to monitor, review, restrict, or prohibit the use of Artificial Intelligence technologies used in connection with City business.
- b. The City of Great Bend may modify this policy as technologies, operational needs, legal requirements, and cybersecurity risks evolve.

6. Consequences of Misuse

- a. Employees must immediately report any activity that violates this policy to their supervisor, department head, or the City Administrator.
- b. Violations of this policy may result in disciplinary action, including but not limited to suspension, termination, civil penalties, or criminal sanctions.

7. Employee Rights

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the US National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

K-13 Social Media Policy – Public Relations & Employee Use

(a) Purpose

For purposes of this policy, social media includes blogs, photo and video sharing sites, wikis, microblogs, podcasts, message boards, chatrooms, electronic newsletters, online forums, social networking sites, and other platforms that allow users to share information.

The City must use social media strategically to ensure information remains accurate, timely, and consistent with City policies and values.

The City Administrator determines which social media platforms may be used by the City and its departments. Departments requesting a social media presence must submit a written request to the City Administrator.

Once approved, the Department Head will collaborate with the Director of Public Relations to establish the account. The Director of Public Relations must be listed as an administrator or have access credentials for all City social media accounts.

(b) Definitions

(1) Social Media

Online platforms that enable users to communicate, share information, and interact quickly and informally.

(2) Social Networking

Any interaction with social media platforms designated by the City, including but not limited to Facebook, Instagram, GovLoop, LinkedIn, Parler, Twitter, Snapchat, and YouTube. Interaction includes accessing sites or exchanging electronic communications through them.

(3) Official

Any social media account or communication created or maintained by the City, its employees, agents, or contractors to distribute City information or engage the public.

(4) Comments

Any content posted through social media, including text, images, video, or other communications. Also referred to as posts or postings.

(c) Policy for Public Relations on City Pages

1. Official City social media accounts are considered an extension of the City's information systems and are governed by the Telecommunications Policy (K-10).
2. Departments using social media must comply with all applicable federal, state, and local laws, including laws related to copyright, records retention, FOIA, the Kansas Open Meetings Act, the First Amendment, privacy, and information security.
3. When appropriate, social media posts should direct users to the City's official website for additional information, forms, or services.
4. Employees representing the City on social media must always conduct themselves professionally. Violations may result in disciplinary action under the Employee Handbook or Telecommunications Policy.

5. Employees should not post confidential or nonpublic information on City or personal social media accounts. Employees should also remember that their personal online conduct may reflect on the City.
6. The City may monitor departmental social media accounts to ensure compliance with this policy and maintain consistent messaging and branding.
7. All City social media accounts remain City property, regardless of which employee created them. Employees will be removed from account access upon termination or reassignment.
8. Violations of this policy may result in removal of departmental pages or administrative access.
9. Media inquiries or legal questions arising from social media activity must be referred to the employee's supervisor and the Director of Public Relations.
10. Authorized social media activity on behalf of the City is considered work time and should occur during normal work hours.
11. If online discussions become antagonistic, employees should disengage politely and consult the Director of Public Relations.
12. Employees authorized to manage social media must continue to fulfill all other job duties and avoid personal social media use during work hours.
13. Any department account representing the City must list the Director of Public Relations as an administrator. Employees granted administrative access must sign a Social Media Strategy & Purpose Form.

(d) Policy for Employees Participating in Social Networking

1. Whether posting personally or on behalf of the City, employees should follow the same standards of professionalism online as they would in person.
2. Employees are responsible for their online content and should be mindful of potential legal risks, including defamation, misrepresentation, and copyright infringement.
3. Online conduct that negatively affects job performance, coworkers, workplace relationships, or the City's reputation may result in disciplinary action, up to and including termination.
4. Employees linking to the City's website from personal blogs or social media must identify themselves as City employees.

A. Basic Principles for Social Media Use

i. Know and Follow the Rules

Employees must comply with all City policies, including the Ethics Policy, Disciplinary Policy, Workplace Conduct Policy, and Sexual Harassment Policy. Posts containing discriminatory remarks, harassment, threats, or unlawful conduct are prohibited and may result in disciplinary action.

ii. Be Respectful

Employees should be courteous and professional when discussing coworkers, citizens, vendors, or the public. Workplace concerns should be addressed through appropriate internal channels rather than social media. Content that is malicious, obscene, threatening, or harassing is prohibited.

iii. Be Honest and Accurate

Employees must ensure information they post is accurate. If errors occur, they should be corrected promptly. Employees must not post false statements or rumors about the City, coworkers, citizens, vendors, or the public.

B. Post Only Appropriate Content

1. Employees must clearly state that individual opinions are their own and not those of the City. When discussing City-related matters, employees are encouraged to include a disclaimer such as:

"The views expressed here are my own and do not necessarily reflect the views of the City."

A disclaimer does not prevent disciplinary action if other policies are violated.

2. Employees must not disclose personal contact information or identify private individuals associated with the City without authorization.
3. Employees not authorized by City administration must not claim to speak on behalf of the City or represent their opinions as official City policy.
4. Employees should not provide employment references for current or former City employees through social or professional networking sites.
5. Off duty conduct that disrupts workplace operations, damages working relationships, or harms the City's reputation may result in disciplinary action.
6. Employees may be held accountable for online behavior that violates City policies.
7. Violations of this policy may result in disciplinary action up to and including termination.

K-14 City Work Product Ownership and File Retention Policy

The purpose of this policy is to clarify that all work performed on a city computer, including but not limited to documents, designs, code, emails, reports, presentations, and any other work product, is considered the property of the city, even after an employee's resignation or termination. This policy also prohibits employees from deleting, taking, or removing any files or work products upon their departure.

Policy:

1. Ownership of Work Product: All work performed, created, or produced by an employee on city-owned computers, software, systems, or other resources during their employment is the exclusive property of the city. This includes all digital and physical work products, including but not limited to:

- Documents
- Reports
- Code and software
- Presentations
- Emails and correspondence
- Files and databases

Even after resignation, termination, or end of employment, the city retains full ownership of all work produced during the employment period.

2. **Prohibited Actions Upon Resignation or Termination:** Upon resignation or termination, employees are prohibited from:
 - Deleting or altering any files, documents, or work products stored on city computers or systems.
 - Taking or copying any files or documents related to their work with the city.
 - Retaining any work product created during employment, including on personal devices, storage devices, or cloud storage, without prior authorization.

All work performed or created during employment remains the sole property of the city and must be transferred or made available to the city prior to the employee's departure.

3. **Access to Work Product Upon Departure:** Prior to the employee's departure, the city reserves the right to access, copy, and retain any files or work product that exists on city computers, systems, or devices. The employee must cooperate with any reasonable request for the transfer or retrieval of such work.
4. **Return of City Property:** Upon resignation or termination, employees must return all city property, including computers, software, files, documents, storage devices, and any other resources provided to them during their employment. Employees must ensure that all work-related files are properly transferred and that no city property remains in their possession after departure.
5. **Consequences of Non-Compliance:** Failure to comply with this policy may result in disciplinary action, legal action, or other consequences, including but not limited to civil suits for the unauthorized retention or removal of city property or intellectual property.

This policy aims to protect the intellectual property and data integrity of the city and ensure that all work-related products remain within the city's control, even after an employee departs.

K-15. Smoking Policy

Smoking (as defined by State statute) is prohibited in any indoor workplace. This includes City-owned buildings, including shops, garages, offices, etc. This ban extends to a ten-foot radius outside building access points such as doorways, open windows, and air intakes. Smoking is also prohibited in all City-owned vehicles.

K-16 Workplace Conduct Statement

It is the policy of the City of Great Bend to maintain a work environment free of intimidation, insult, and harassment of its employees without regard to race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. To ensure that this policy is strictly adhered to, the City will not tolerate harassment of any of its employees and will take immediate disciplinary action if such behavior occurs. The specific issue of sexual harassment is expanded upon and addressed in Section K-18.

- (a) Any employee who feels he/she is being subjected to harassment for one of the above reasons should immediately contact one of the people listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:
 - (1) Employee's immediate supervisor.
 - (2) Employees Department Head.
 - (3) Human Resource Director.
 - (4) Other supervisory personnel.
 - (5) City Administrator.
 - (6) City reporting hotline: 1-855-662-SAFE.
- (b) It is the responsibility of the Human Resource Director to coordinate the investigation of harassment complaints according to the same steps outlined in the sexual harassment policy. If the Human Resource Director is the subject of the complaint, the City Administrator shall coordinate the investigation. If the City Administrator is the subject of the complaint, the Mayor shall coordinate the investigation.

K-17 Workplace Violence Statement

- (a) It is the policy of the City to promote a safe environment for its employees. The City is committed to collaborating with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.
- (b) Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action (up to and including termination), criminal penalties, or both.
- (c) We need your cooperation to maintain a safe work environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you experience or observe such behavior by anyone on City premises, whether he/she is a City employee or not, report it immediately to a supervisor or Department Head.

Supervisors and Department Heads who receive such reports should seek advice from the Human Resource Director regarding investigating the incident and initiating appropriate action.

- (d) Threats or assaults that require immediate attention should be immediately reported to the City of Great Bend Police Department.

K-18 Sexual Harassment

- (a) It is the policy of the City to maintain a work environment free of intimidation, insult, and harassment without regard to race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. To ensure this policy is strictly adhered to, the City will not tolerate sexual harassment of any of its employees and will take immediate disciplinary action if such behavior occurs.
- (b) Sexual harassment is defined as:
 - (1) Threatening or insinuating either explicitly or implicitly, that the refusal to submit to sexual advances will adversely affect employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; and
 - (2) Subjecting of an employee, by another employee, to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, to create an intimidating, hostile, or offensive working environment.
 - (3) Sexual harassment includes, but is not limited to:
 - Unwelcome touching, propositions, advances.
 - Abusive and/or vulgar language of a sexual nature.
 - Suggestive jokes or comments about an employee's body or clothing.
 - Displaying sexually graphic or suggestive pictures, photographs, cartoons, etc.
 - The use of Telecommunications to e-mail sexually explicit images, messages, or cartoons.
- (c) Sexual abuse is non-consensual sexual acts or conduct that violates Kansas or federal statutes or City ordinances. These acts are criminal and may cause severe emotional, physical, and psychological harm to victims.
- (d) Molestation is sexual abuse that typically involves inappropriate or illegal sexual contact, with minors, the elderly, disabled, or other vulnerable individuals. It is a form of sexual abuse and constitutes a criminal offense.
- (e) No employee, whether supervisory or non-supervisory, may sexually harass, abuse, or molest another employee or any person with whom they come in contact in the course and scope of their employment with the City.
- (f) If an employee witnesses what he or she believes to be harassment, abuse or molestation in the workplace, the employee should report it to Human Resources.
- (g) Any employee who feels he/she is being subjected to sexual harassment, abuse or molestation should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- (1) Employee's immediate supervisor.
 - (2) Employee's Department Head.
 - (3) Human Resource Director.
 - (4) Other supervisory personnel
 - (5) City Administrator.
- (h) The employee should be prepared to provide the following information:
- (1) Employee's name, department, and position title.
 - (2) Name of the person or persons committing harassment, abuse, or molestation.
 - (3) Date(s) and approximate time(s) of the harassment, abuse, or molestation.
 - (4) The specific nature of the sexual harassment, abuse or molestation, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee because of the conduct, or any other threats made against him/her pertaining to the conduct.
 - (5) Witnesses to the conduct, if any.
 - (6) Names of others who may have been subjected to harassment, abuse, or molestation.
 - (7) Whether the employee has previously reported such harassment, abuse, or molestation and if so, when and to whom.
- (i) After receiving a complaint of harassment, abuse or molestation, the person receiving the complaint shall assist the employee in filing the complaint by documenting the incident in writing. The employee shall sign the written complaint, attesting to the accuracy and truthfulness of the incident. All information disclosed in the complaint procedure will be considered confidential and will be disclosed only on a need-to-know basis to investigate and resolve the matter as required by law.
- (j) It is the responsibility of the Human Resource Director to coordinate and/or conduct the investigation of complaints. If the Human Resource Director is the subject of the complaint, the City Administrator shall coordinate the investigation. If the City Administrator or any member of the governing body is the subject of the complaint, an outside independent third-party investigator will be hired and shall coordinate the investigation.
- (k) The following procedures shall apply to the handling of such complaints:
- (1) The person to whom the complaint is made shall immediately present it to the City's Human Resource Director unless the Human Resources Director is the subject of the Complaint.
 - (2) If the harassment, abuse, or molestation is believed to constitute a crime, it will be reported to the appropriate law enforcement and/or other governmental agency, in accordance with Kansas law.
 - (3) An investigation of the alleged incident shall start promptly.
 - (4) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment was made, and any other person contacted by the investigator in connection with the investigation.

- (5) The investigator shall notify the employee accused of the sexual harassment, abuse, or molestation as promptly as possible of the complaint and the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation).
 - (6) The employee accused of the sexual harassment, abuse or molestation will be given appropriate opportunity to dispute the allegation and present information and/or witnesses on their behalf.
 - (7) Based upon the investigative report, the investigator shall determine whether the conduct of the person against whom a complaint has been made constitutes sexual harassment, abuse, or molestation. In making that determination, the investigator shall look at the record as a whole and the totality of circumstance, including the nature of the conduct in question, and the context in which the conduct, if any, occurred. The determination will be made on a case-by-case basis.
 - (8) If the investigator determines the complaint is founded, he shall recommend to the employee's supervisor that immediate and appropriate disciplinary action be taken against the employee(s) found guilty of sexual harassment. If the investigator concludes that the conduct constitutes or may constitute a crime, it will be reported to law enforcement and/or other appropriate state agency.
 - (9) The disciplinary action must be consistent with the nature and severity of the offense. This shall include whether a supervisory relationship exists, and any other factors the investigator believes relate to fair and efficient administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. The disciplinary action may include demotion and/or suspension, reduction-in-pay, written warning, or termination. A determination of the level of disciplinary action shall also be made on a case-by-case basis.
 - (9) If the investigator determines the complaint of sexual harassment is unfounded, he shall notify the employee accused of sexual harassment of the determination and advise that no disciplinary action is warranted.
 - (10) The employee making the complaint will be notified of the results of the investigation and the discipline, if any, to be administered.
- (c) If the investigator determines after reviewing the investigation report that the complaint was intentionally falsified by the employee filing the complaint, they shall report such action to the employee's supervisor for immediate and appropriate disciplinary action, up to and including termination.
- (d) No employee will be subject to any retaliation from the City, the accused or other employees due to filing a complaint.
- (j) All records concerning a sexual harassment, abuse or molestation complaint will be confidential and kept in a separate locked file except those affected by the Kansas Open Records Act. Access to these records will be given only with the appropriate party's approval to others who have a direct and relevant need-to-know or as required by law.

K-19 Substance Abuse Policy

- (a) The City will not tolerate substance abuse or use, on or off duty, which imperils the health and well-being of its employees or threatens its service to the public. It
 - (1) Reporting to work or performing work for the City while impaired by prescription drugs or under the influence of, illegal drugs or alcohol is prohibited.
 - (2) The illegal use, possession, distribution, manufacture, or sale of a controlled substance by an employee at the work site, during work hours, or while the employee is on duty, official City business, or stand-by duty is prohibited.
 - (3) Violation of such prohibitions by an employee is considered conduct detrimental to City service and will result in disciplinary action.
 - (4) Employees are required by federal law to notify the City within five days of any criminal drug statute conviction where such conviction was due to an occurrence at the work site, during work hours, or while on duty, official business, or stand-by duty. This notice must be given by the employee to the Human Resources Director.
 - A. An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above will be subject to disciplinary action up to and including termination.
 - B. A conviction means a finding of guilt (including a plea of no contest) or the imposition of a sentence by a judge or jury, or both, in any federal or state court.
 - (5) The city receives federal grants and contracts and must report any criminal drug convictions as stated above of its employees, engaged in the performance of a federal grant or contract, to federal agencies from which grants or contracts are received within ten (10) calendar days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
 - (6) Employees must abide by the terms of this policy as a condition of employment and of the consequences of any violation of such policy.
- (b) The City encourages voluntary treatment for substance abuse. Employees wishing to take advantage of the Employee Assistance Plan should make an appointment with the Human Resource Director. Section G-13 addresses more details of our Employee Assistance Program.
- (c) This Substance Abuse Policy applies to all City departments. The term "employees," as used in this policy, means all full-time and part-time City employees. This policy shall not be construed to prohibit or limit a drug-screening program.

K-20 Drug and Alcohol Testing Policy

- (a) The City recognizes that the use and abuse of drugs and alcohol today is a severe problem that has also found its way into the workplace. The City also recognizes the significant threat that a drug-impaired employee working in the transportation industry can pose to the safety of the worker, co-workers, and the public.

To address the safety threat presented by the problem of drug and alcohol abuse in the transportation industry, the Department of Transportation and the Federal Highway Administration have established extensive regulations requiring drug and alcohol testing under certain circumstances. Considering the above, the City has adopted a Drug and Alcohol Testing Policy to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations.

- (b) The City's drug and alcohol testing program has been developed in compliance with existing federal regulations in a manner which ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all our employees.
- (c) The Human Resource Director with help from the Department Secretary for Public Works is responsible for the implementation and conformance with the Drug and Alcohol Testing Policy, and for record keeping and confidentiality of the drug testing process.
- (d) Employees who do not voluntarily come forward but are identified due to obvious impairment in the workplace, poor job performance and/or attendance, or have been involved in a workplace accident may be tested for "cause" and asked by their Department Head or the Director of Human Resources to submit to a drug screening test. (Consult with Human Resources to request and schedule the test)."
- (e) Failure to comply with this policy may lead to disciplinary action, up to and including termination.
- (f) Drug Testing will be allowed as follows:
 - (1) Random. Safety sensitive positions will be randomly drug tested in compliance with federal and state law.

1. City employees, both DOT and non-DOT, are required to submit to testing to determine the presence of illegal drugs or alcohol under the following circumstances:

When the employee is performing their required duties and is involved in a work-related accident in which there is a reasonable basis for concluding that drug or alcohol use could have contributed to the incident or if the accident results in any of the following:

- Injury or death.
- A citation is issued.
- Any damage over \$1000.
- For DOT employees, Compliance One must be contacted at 800-886-1123. They will need to know the time of the accident, if there was an injury or death, if a citation was issued and if both vehicles involved in the accident are functioning and can be driven away.

When an accident occurs, the employee involved in an accident that meets the criteria listed above must contact their immediate Supervisor who will notify the Department Head or their designee. A call must be made to Compliance One at 800-886-1123 who will set up post-accident drug and alcohol testing for employees on the City's DOT roster.

If the accident involves an injury, the employee must be escorted to St. Rose Convenient Care offers hours of Monday through Friday, 7am to 7pm and 9am to 5pm on Saturday and Sunday. The phone number there is 620-792-2511. The address is 3515 Broadway here in Great Bend.

If an accident occurs outside of these hours when an employee must be tested, we utilize D & A Testing Pros by calling 620-603-6107. Great Bend Police will administer a breath alcohol test to determine if alcohol was a factor in the accident. during the hours listed above.

For those employees who are required to have a CDL for their job, the appropriate "Federal" Chain of Custody form must be used, and the Department Head will have this information. Human Resources will make drug test kits available to all Department Heads. At the discretion of the Department Head, the employee may be taken off duty until the results of the Drug/Alcohol testing are received or in some cases, the employee may be placed in a non-operating position pending results.

Any City employee, both DOT or non-DOT, who must have a post-accident drug test must be accompanied to the testing facility by their Supervisor or other member of management.

2. Accidents occurring out of town.

Any employee involved in an accident while out of town on City business must provide their immediate Supervisor with a copy of the police report pertaining to the accident as soon as possible upon their return to Great Bend.

3. Responsibility for enforcement.

When there is a reasonable possibility that drug or alcohol use by the reporting employee was a contributing factor, an employee who refuses to consent and submit to a test when requested will be subject to disciplinary action, up to and including termination, pursuant to the City's discipline policy. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing; failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing; engaging in conduct that clearly obstructs the testing process; and finally, leaving the scene of an on-the-job accident. Positive test results will result in disciplinary action up to and including termination.

K-21 Uniforms and Clothing

- (a) All uniforms provided by The City will be labeled with the department logo in places that are easily seen. The uniform is excludable from wages because it is specifically required as a condition of employment and is not to be worn or adaptable to general usage as ordinary clothing. Any clothing provided by the City is to be used for work purposes only. If this clothing is worn outside of normal working hours, employees may be subject to disciplinary action. All uniforms and clothing provided by the City are considered excludable from wages and must be turned into the respective department when it is taken out of service or when employment ends.

- (b) Clothing (Other Than Uniforms).
 - (1) The City provides sweatshirts, coveralls, t-shirts, pants, polo shirts, jackets, swimsuits, etc. for designated personnel. The “City of Great Bend” name and/or department logo will be placed on all wearing apparel as described above. This apparel is excludable from wages because it is specifically required as a condition of employment and is not to be worn or adaptable to general usage as ordinary clothing. For non-taxable reimbursement, the employee must submit a receipt for the purchase amount of the clothing as well as a receipt for the cost of labeling the clothing with the City logo.
 - (2) Clothing provided to anyone that does not have the City name and/or logo (i.e., clothing for detectives) may be reimbursed according to department policy regarding clothing allowances. Since this clothing can be worn for personal use, the cost of the clothing will be considered taxable income to the employee and must be processed through the payroll system. If an employee pays directly for the clothing, they must submit a receipt to their department secretary for reimbursement.
- (c) Work Boots. The City of Great Bend will provide an allowance for the purchase of work boots to designated employees under department policy regarding clothing allowances. These boots are not considered part of an official uniform. As such, if the department decides to provide reimbursement for boots, employees must submit a claim for reimbursement with the paid receipt showing the cost of the boots. Since these boots can be worn for personal use, this will be considered taxable income to the employee, and it will be processed through the payroll system. Department Heads will be able to verify the current allowance amount for boots as set by the City Administrator.
- (d) Work Pants. The City of Great Bend will provide an allowance for the purchase of work pants to designated employees under department policy regarding clothing allowances. These pants are not considered part of an official uniform. As such, if the department decides to provide reimbursement for pants, employees must submit a claim for reimbursement with the paid receipt showing the cost of the pants. Since these pants can be worn for personal use, this will be considered taxable income to the employee, and it will be processed through the payroll system. Department Heads will be able to verify the current allowance amount for pants as set by the City Administrator.
- (e) Uniforms for part-time employees. No uniform will be provided for part-time staff other than a t-shirt/s as deemed necessary by the Department Head.

K-22 City-Issued Cell Phones/Electronic Device

Department Heads are responsible for determining which employees will be issued a City cell phone or electronic device (“device”). Employees must sign an Employee Cell Phone/Electronic Device Release Form at the time a City device is issued. Employees using a city-issued device have no expectation of privacy.

All information stored, transmitted, or received on a City-issued device — including calls, text messages, emails, photos, applications, internet usage, and documents — is the property of the City of Great Bend. The City reserves the right to monitor, access, or remotely wipe City devices at any time for business, legal, or security purposes.

Non-exempt employees who perform work outside their normal schedule using a City device must accurately record all time worked. All time worked will be compensated as required by law.

Personal Device Stipend Option

The City may authorize designated employees to use a personal device for City business and receive a monthly stipend in lieu of a City-issued device.

Key provisions:

- (a) Stipend amount is based on the current cost of a City-issued cell phone plan.
- (b) Stipends are paid on the first pay period following the previous month's use.
- (c) Employees starting work on or after the 16th of the month will not receive a stipend for that first partial month.
- (d) Stipends will be reported as taxable income.

Employees approved for this option acknowledge:

- (e) Their personal phone number may be made public as part of their official City role.
- (f) City business conducted on their personal device is subject to the Kansas Open Records Act (KORA) and applicable records retention requirements.
- (g) They must cooperate with lawful public records requests involving work-related information on their personal device.
- (h) The City may require installation of security applications (e.g., mobile device management software, MFA tools, or email security controls).
- (i) The City may remotely remove City-related data only if the device is lost, compromised, or upon separation from employment.

Use While Driving

Texting, emailing, or using a handheld electronic device while driving is prohibited for any City employee performing work for or on behalf of the City of Great Bend. Hands-free use is permitted only when it can be done safely and in compliance with traffic laws.

Device Security & Administration

The City's I.T. Director oversees all City-issued devices and may enforce security measures including:

- (a) Passcodes or biometric locks
- (b) Device encryption
- (c) Installation of required applications
- (d) Software updates

Employees must not disable or bypass any security measures. Lost or stolen devices must be reported immediately.

Separation of Employment

Upon separation from employment, employees must:

- (a) Immediately return all City-issued devices and accessories.
- (b) Remove City accounts and data from any personal device used for City business.
- (c) Verify removal of City data if requested.

Failure to comply with these requirements may result in disciplinary action, up to and including termination.

K-23 Use of Personal Cell Phones

It is understood that personal cell phones can be used while at work, but such use should be kept to a minimum. Calls on either personal cell phones or city phones must be managed in such a manner so that they do not interfere with assigned job duties and calls will be managed so that employee safety is not jeopardized at any time. Employees are not permitted to use a cell phone while operating a City vehicle.

So that the City can communicate with employees in the event of an emergency, all City employees are required to provide a cell phone number to be included with the City's emergency notification system.

K-24 Guns or Other Weapons

City employees and officials, who are not otherwise prohibited by state or federal law, may carry a concealed handgun, consistent with the Personal and Family Protection Act, as amended, into City buildings, where the carrying of a concealed handgun is allowed under the provisions of state law.

- (a) Any employee carrying a concealed handgun within a City building pursuant to the provisions of state law must keep the handgun completely concealed, in a proper holster or similar product, with all safety features in place.
- (b) Storage of Concealed/Carry Firearms: It is the sole responsibility of the employee to maintain firearms and ammunition by ensuring that such firearm is on their person and attended at all times.
- (c) No handgun will be left unattended or stored in any city facility or building.
- (d) Employees are also permitted, while on City owned property, to store a firearm within their own vehicle provided that such storage is outside of plain view from the exterior of the vehicle and that the vehicle is locked when the employee is not in the vehicle.
- (e) Any employee who stores a concealed firearm in a vehicle owned by the City, must store the firearm in a locked case and place the case out of plain view from the exterior of the vehicle. The City shall not be responsible for the theft, damage, or other loss of a firearm and/or locked case left in a City owned vehicle.
- (f) Except for certified law enforcement officers carrying a weapon in the course of their duties, if an employee chooses to exercise their statutory right to concealed carry, the City will not be responsible for any attorney fees resulting from the employee's use of their weapon. If the employee chooses to carry a concealed firearm, the firearm must always remain on their person. Any interruption in the employee's work due to their decision to carry a weapon may result in disciplinary action up to and including termination. The City expects the employee to comply with all lawful requests from private property owners regarding his or her firearm. Any injury resulting from the concealed carrying of a firearm is considered outside the employee's course and scope of employment and will not be covered by workers' compensation.
- (g) In the event a City employee or official discharges a firearm while on duty, the Great Bend Police Department shall investigate the discharge and file a report of the investigation with the Department Head of the City department employing the employee. Based on this report, the Department Head will determine whether it constitutes grounds for disciplinary action, up to and including termination, subject to the procedures outlined in this handbook.

- (h) The discharge of a firearm while on duty may also result in criminal charges. The City will not cover any attorney's fees or other costs related to any discharge of an employee's personal weapon.

K-25 City Government Lockdown Procedure – Threat Response

The purpose of this policy is to provide clear, consistent steps for safely responding to a credible threat (e.g., active assailant, bomb threat, violent intruder) within City facilities. It applies to all City employees, elected officials, contractors, and visitors in City-owned or City-operated facilities.

Definitions:

Lockdown: Immediate actions taken to secure people in place and restrict movement due to a credible threat.

1. Threat Identification & Reporting

- a) Any employee, official, or visitor who observes suspicious activity or a potential or credible threat shall immediately call 911.
- b) Do not assume someone else has reported the situation.
- c) Provide the dispatcher with clear information including the location, nature of the activity or threat, descriptions of involved individuals or items, and any immediate dangers.
- d) Notify Security/Facilities (if applicable) and the City Administrator or designee.
- e) Provide: location, nature of threat, description of suspect(s), injuries, and last known movement.

2. Lockdown Activation

- a) Anyone who feels a lockdown is needed should immediately put that in place. If you are calling 911, the lockdown should already have happened.
- b) Announce via PA system, mass notification (text/email), or verbal relay:
 - i. "LOCKDOWN. This is not a drill. Secure immediately."
- c) If systems are unavailable, employees initiate lockdown upon credible threat.

3. Immediate Employee Actions

- a) Get inside the nearest room/office; bring others if safe.
- b) Lock, barricade, and cover doors and windows.
- c) Lights off. Silence phones. Stay out of sight.
- d) Do not open the door to anyone until law enforcement gives an all-clear.
- e) If outside and unable to enter safely, move away from the building and call 911.

4. Supervisor / Manager Actions

- a) Account for staff when safe to do so; do not conduct roll calls that expose locations.
- b) Relay critical information to the IC.
- c) Do not allow movement between rooms unless directed by law enforcement.

5. Facilities / Security Actions (if applicable)

- a) Secure entrances/exits where safe.
- b) Disable badge access as directed.
- c) Provide floor plans, master keys, and camera access to law enforcement.

6. Law Enforcement Coordination

- a) Follow all instructions from responding officers.
- b) Keep hands visible; do not make sudden movements when encountered.
- c) Provide information only when requested.

7. Medical Response

- a) Render first aid only if safe.
- b) Call 911 for injuries; provide exact location.

8. Communication During Lockdown

- a) Use official channels only; avoid rumors.
- b) Do not post details on social media.
- c) Await official updates from the IC or emergency services.

9. All-Clear & Recovery

- a) Lockdown ends only after official all-clear from law enforcement.
- b) Resume operations as directed.
- c) Participate in debriefing and counseling resources as offered.
- d) Report issues, injuries, or property damage.

10. Training & Review

- a) Annual training for all staff.
- b) Drills conducted periodically.
- c) Procedure reviewed after incidents or drills and updated as needed.

K-26 ADA / Disability Accommodations Policy

The City of Great Bend is committed to providing equal employment opportunities to all qualified employees and applicants, including individuals with disabilities. In compliance with the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), and applicable state and local laws, the City will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their positions, participate in the application process, and access the benefits and privileges of employment.

Definitions:

Disability-

A physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment.

Qualified Individual-

An individual who meets the required skill, experience, education, and other job-related requirements of a position and who can perform the essential functions of the job with or without reasonable accommodation.

Reasonable Accommodation-

A modification or adjustment to a job, work environment, or employment process that enables a qualified individual with a disability to perform essential job functions or enjoy equal employment opportunities, without causing an undue hardship to the City.

Undue Hardship-

Accommodation that would cause significant difficulty, expense, or disruption to City operations, considering the City's resources and operational needs.

1.) Requesting Accommodation

Employees who believe they need a workplace accommodation must notify:

Human Resources Department
City of Great Bend
[620-793-4111]

Requests may be made verbally or in writing. Employees are encouraged to submit requests as early as possible.

Applicants requiring accommodation during the hiring or testing process should notify the Human Resources Department when scheduling interviews or assessments.

Any supervisor or Department Head who receives information from an employee indicating that an accommodation may be required must promptly notify Human Resources so that the city may engage in the interactive process.

2. Interactive Process

Upon receiving an accommodation request, the City will engage in a timely, good-faith interactive process with the employee. This may include:

- a) Reviewing the essential functions of the job
- b) Gathering relevant medical or functional information (when necessary)
- c) Discussing potential accommodation options
- d) Assessing possible undue hardship or operational impact

Medical information will be kept confidential and maintained in separate files as required by law

3. Types of Reasonable Accommodations

Accommodations may include, but are not limited to:

- a) Modified work schedules or job restructuring
- b) Modification of workplace policies
- c) Assistive technology or adaptive equipment
- d) Accessible workstations or ergonomic adjustments
- e) Leave as an accommodation when appropriate
- f) Reassignment to a vacant, equivalent position when no other accommodation is feasible

The City will determine the most appropriate accommodation based on individual circumstances and operational needs.

4. Decisions and Implementation

Human Resources will provide written confirmation of the accommodation outcome. The City may:

- a) Approve the accommodation
- b) Propose an alternative effective accommodation

- c) Deny the request if it would create undue hardship or if the employee is not a qualified individual

Employees are expected to cooperate in implementing approved accommodations.

5. Non-Retaliation Policy

The City of Great Bend prohibits retaliation against any employee or applicant who:

- a) Requests for reasonable accommodation
- b) Participates in the ADA interactive process
- c) Files a complaint or assists in an investigation related to disability discrimination

Any suspected retaliation should be reported immediately to Human Resources.

6. Policy Review and Updates

This policy may be amended as needed to remain compliant with federal, state, and local laws. Employees will be notified of any updates.

K-27 Employees Under 16 Years of Age.

(a) Employees under 16 years of age may not work:

- i. During school hours, with the exceptions contained in federal regulations.
- ii. More than 8 hours in a single day, when school is not in session.
- iii. More than 3 hours in one day when school is in session.
- iv. More than 40 hours in a workweek when school is not in session.
- v. More than 18 hours in a workweek when school is in session.
- vi. Before 7:00 a.m. or after 7:00 p.m. except Between June 1 and Labor day. When the evening hour will be 9:00 pm.

(b) Employees under 16 years of age must receive:

- i. A minimum 30-minute uninterrupted meal break for any shift lasting more than 5 consecutive hours.
- ii. At least one 15-minute paid rest break for every 4 hours worked.
- iii. Minor employees must always be supervised by an adult employee or designated supervisor during working hours. Supervisors are responsible for ensuring that minors take all required breaks and do not exceed permitted working hours.

(c) Prohibited Practices

- i. Minor employees may not waive required breaks.
- ii. Minor employees may not work through meal periods.
- iii. Scheduling practices must not interfere with school attendance.

Confirmation of At-Will Employment

I, _____, an employee of The City of Great Bend have read the City's Employee Handbook. I agree that I understand the policies and guidelines.

I also understand that my employment and compensation with The City of Great Bend are at-will and therefore can be terminated with or without cause, at any time without prior notice at my option or the City's option.

This document confirms that no one at The City of Great Bend has made any representation or promise that my job offers guaranteed employment or job security of any kind.

This at-will employment relationship will remain in effect throughout my employment with The City of Great Bend unless it is specifically modified by an express written employment agreement executed by an authorized representative of The City of Great Bend and me.

I also understand that this at-will employment relationship may not be modified by any oral or implied agreement, and that neither the City's personnel policies manual, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.

I acknowledge that I have carefully read the Employee Handbook and this agreement, and that I understand its meaning. I further acknowledge that I have entered into this agreement voluntarily and am returning this document for my personnel file.

Agreed:

Date: _____

By: _____
Employee's Signature

Date: _____

By: _____
Director of Human Resources