

RESOLUTION 2012-011

A RESOLUTION AMENDING AND ADOPTING THE PERSONNEL MANUAL, EFFECTIVE JANUARY 1, 2013

WHEREAS, Section 105.270 of the Code of the City of Paola, Kansas provides for the preparation, revision, and amendment of a Personnel Manual; and,

WHEREAS, the City Manager has submitted a proposed and revised Personnel Manual to the Governing Body as follows:

Section 4.13 of the Personnel Manual is hereby amended to read as follows:

4.13 Pay at Termination. All employees who terminate their employment with the City, voluntarily or involuntarily, will be paid on the next regular payday. Checks will be mailed unless other arrangements are requested and agreed to by both the City and exiting employee

Section 6.8 of the Personnel Manual is hereby amended to read as follows:

6.8 Personal Leave. An employee may take 8 hours of personal leave per calendar year with pay. Personal leave is subject to the schedule of the supervisor. If personal leave is not used during the year, it shall be forfeited at the end of the year without any payment due to the employee. Personal time may be taken in one hour increments.

Bonus personal time shall be rewarded to employees not using sick leave as prescribed by the following schedule:

<u>Hours of Sick Leave Used</u>	<u>Personal Hours Awarded</u>
0 - 3	24
3.5 - 8	16
8.5 -16	8
16.5 or more	0

To qualify for bonus personal time, an employee must have been employed by the City for the entire calendar year. Bonus personal time will be awarded no later than the fourth pay period of the calendar year and must be used prior to the end of the calendar year that it is awarded or it shall be cancelled without any payment due to the employee. Bonus personal time may be taken in 1 hour increments.

NOW THEREFORE BE IT RESOLVED by the governing Body of the City of Paola, Kansas that said proposed Personnel Manual be hereby adopted as the official policy of the City of Paola, Kansas effective on January 1, 2013.

BE IT FURTHER RESOLVED that this Personnel Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 13th day of November, 2012.

Artie Stuteville, Mayor

[Seal]

ATTEST:

Daniel G. Droste, City Clerk