

RESOLUTION 2011-014

A RESOLUTION AMENDING AND ADOPTING THE PERSONNEL MANUAL, EFFECTIVE JANUARY 1, 2012

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 2.7(d) of the Personnel Manual is hereby amended to read as follows:

- (d) **Overnight Travel Expenses:** Any employee who travels overnight on City business is required to submit an approved Travel Request Form showing date, destination and purpose of the trip.

The City has a per diem policy for meals associated with overnight travel. Per diem rates are based upon the government approved per diem rate for the city to which you are traveling. The per diem applies to all full travel days associated with an approved overnight stay. Meals provided through seminar or meeting registrations will be deducted from per diem daily allowance. Any meal expenditures over the per diem rate will not be reimbursed by the City. Any restaurant tipping is included in the per diem rate and will not be reimbursed by the City.

The City has an accountable reimbursement policy for all other associated overnight travel expenses. The employee may pay cash or charge the expenses to a City credit card. The employee must attach detailed receipts for transportation, lodging and other travel expenses to the Travel Request Form previously approved by the City Manager for reimbursement. Cash expenses not documented with a detailed receipt will not be reimbursed and credit card expenses not documented with a detailed receipt must be paid by the employee. All expenses will be reimbursed pursuant to Section 2.8 where applicable.

Same Day Travel Expense: Any employee who travels on City business is required to submit an approved Travel Request Form showing date, destination and purpose of the trip.

The City has an accountable reimbursement policy for same day travel. The employee may pay cash or charge the expenses to a City credit card. The employee must attach detailed receipts for transportation, meals and other travel expenses to the Travel Request Form previously approved by the City Manager for reimbursement. Cash expenses not documented with a detailed receipt will not be reimbursed and credit card expenses not documented with a detailed receipt must be paid by the employee. All expenses will be reimbursed pursuant to Section 2.8 where applicable.

Section 2.7(f) of the Personnel Manual is hereby amended to read as follows:

- (f) **Cell Phones:** The City provides cell phones to some employees for the convenience of the City. Personal use of these cell phones is discouraged; however, the City recognizes that it is impractical to fully monitor personal use of these phones.

Section 4.11 a. of the Personnel Manual is hereby amended to read as follows:

4.11 a. Stand-By Status. This stand-by status policy does not apply to exempt employees as defined in Section 4.8. If an employee is scheduled for stand-by status, the employee shall be compensated with four (4) hours of compensatory time for each week of stand-by status served. If an employee is scheduled for stand-by status on a City designated and/or actual holiday and is not called back for duty, the employee shall be paid for two (2) hours at employee's regular rate of pay.

Section 6.2 d. of the Personnel Manual is hereby amended to read as follows:

(d) Employees on any type of unpaid leave for more than three (3) working days in a pay period shall not be eligible for earning of vacation for that pay period.

Section 6.3 b. of the Personnel Manual is hereby amended to read as follows:

(b) **Accrual of Sick Leave** Full-time employees shall earn 3.10 hours of sick leave per bi-weekly pay period. Employees on any type of unpaid leave for more than three (3) working days in a pay period shall not be eligible for earning of sick leave for that pay period.

A new Section 2.4 b. is hereby added and shall read as follows:

2.4 b Social Media and Social Networking. The City takes no position on an employee's decision to start or maintain a blog or participate in other social media activities while not "on duty". However, it is the right and duty of the City to protect itself from unauthorized disclosure of information.

Social media is defined as "any web-based applications that allow information to be broadcast to an entire network". The network may be "user defined" such as Facebook, or open, like You Tube. Social media differ from e-mail and websites which are addressed by the City's Electronic Mail, Internet and Intranet Use policy (Section 2.4). Examples of social media sites include: LinkedIn, Facebook, Twitter, You Tube and various web logs, or blogs.

Only employees of the City whose job duties require the use of such social media—and others who have received permission from the City Manager or applicable Department Head—are authorized to use those systems while on duty.

Employer Monitoring. City employees have no reasonable expectation of privacy while using the Internet or while using computer or technology equipment, including phones, computers, radios, and text messaging devices for any purpose, including authorized blogging. Your postings can be reviewed by anyone, including the City. The City reserves the right to use content management tools to monitor, review or block content on City blogs that violate City blogging rules and guidelines.

Reporting Violations. The City requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers or the HR Department. Violations include, but are not limited to, discussing proprietary information and any unlawful activity related to blogging or social networking.

Employees should remember they are always a representative of the City. Employees who utilize such social media outlets while on their own time or on City time, if applicable, should always exercise good judgment in what they post. Following are principles for the social media posting.

- a) Personal blogs should have clear disclaimers that the view expressed by the author in the blog is the author's alone and does not represent the view(s) of the City. Such disclaimer may read like "the views expressed are mine alone and are not to be interpreted as the view(s) of the City of Paola."
- b) Information published by you should comply with the City's and Department's confidentiality policies.
- c) Be respectful to the City, Mayor, Council, other employees and taxpayers.
- d) Your online presence reflects on the City. Be aware that your actions captured via images, posts, or comments may be considered a direct reflection.
- e) Postings should not include the City logo unless permission is asked for and granted by the City Manager pursuant to City policy.
- f) Employees should neither claim nor imply they are speaking on behalf of the City.
- g) Internet postings must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
- h) Personal social media activities should not interfere with your work commitments.

The above list is not intended to be inclusive and the absence or lack of explicit principle does not limit the application of this policy.

Personal Blogs. The City respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. An employee is expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

The City respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers are personally responsible for their commentary on blogs and social networking sites. Bloggers can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the City. Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with the City.

Disciplinary Action. Employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and criminal prosecution, if appropriate.

If an employee has any questions relating to this policy, the employee's personal blog or social networking, the employee should ask his or her immediate manager or supervisor.

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, 2012.

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 December, 2011.

Artie Stuteville, Mayor

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ATTEST:

Daniel G. Droste, City Clerk