

RESOLUTION 2022-006

A RESOLUTION AMENDING THE CITY OF PAOLA PERSONNEL MANUAL, EFFECTIVE MAY 11, 2022

WHEREAS, Section 1-307 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 4.9 of the Personnel Manual is hereby amended to read as follows:

4.9 Overtime and Compensatory Time. This overtime and compensatory time policy does not apply to exempt employees as defined in Section 4.8. Employees may be asked to work overtime by their respective supervisors. Overtime must be approved and authorized by the employee's supervisor prior to performance of the work. Failure to obtain approval can result in disciplinary action.

Overtime compensation shall be paid to all seven (7) day non-exempt employees who work more than forty (40) hours in a work period. Compensation for overtime work shall be at the rate of one and one-half times the employee's regular pay.

When calculating overtime, the employee's regular hourly rate will not include: (1) payments made for periods when no work is performed such as Stand-By Status, vacation, illness, insufficient work, compensatory time or other cause; (2) reasonable payments for traveling expenses, or other expenses, incurred by an employee in the furtherance of the City's interests and reimbursable by the City; and (3) other similar payments to an employee which are not made as compensation for his hours of employment. Overtime on Holidays will be paid pursuant to Section 6.1.

At the discretion of the respective Department Heads and the City Manager, employees who qualify for overtime pay may be given compensatory time off in lieu of cash payments for the overtime worked. Compensatory time will be calculated by multiplying the hours of overtime worked by one and one-half. An agreement or understanding between the City and the employee to use compensatory time off in lieu of overtime pay will be presumed to exist with respect to any employee who fails to express to the City an unwillingness to accept compensatory time off in lieu of overtime pay.

Employees will be urged to take compensatory time off at the earliest time convenient to both the employee and the City. The City will have the option of paying wages in the amount equal to the compensatory time accrued or of continuing to carry forward the compensatory time. No employee shall be allowed to accrue more than sixty (60) hours of compensatory time, representing forty (40) hours of actual overtime worked. Compensatory time may not be "cashed in" except accrued compensatory time will be paid to the employee or heirs, whichever the case may be, upon the employee's separation from employment with the City, at the final regular rate earned by the employee.

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.

Employees who resign in good standing and give written notice with a minimum of two (2) weeks will receive payment of twenty-five (25) percent of accrued, unused sick hours. Terminating employees in good standing will receive accrued benefits including vacation, personal and accumulated compensatory time.

Employees who fail to resign in good standing, discharged for cause, or who voluntarily terminate City employment without giving a minimum of two (2) weeks notice, shall not receive pay for any accrued benefits other than unused vacation, personal leave and any accumulated compensatory time.

*Employees will not be granted sick leave once a resignation has been submitted and accepted. However, the City Manager will have the authority to grant sick leave after resignation based upon extenuating circumstances. *

Employees who are being laid-off and work through their last scheduled work day will be paid for unused vacation time, personal time, and compensatory time; and twenty-five (25) percent of accrued, unused sick hours. If an employee is reinstated within ninety (90) days after a lay-off and had received twenty-five (25) percent of his/her sick leave at the time of the lay-off, seventy-five (75) percent of the sick leave balance will be reinstated.

Section 5.1 of the Personnel Manual is hereby amended to read as follows:

5.1 Hours of Work. The hours of work are established:

The normal workweek for non-exempt employees shall be forty (40) hours in a seven (7) day work period. Department Heads may determine working hours and shift differentials with the permission and approval of the City Manager.

These hours of work do not apply to the City Fire Department.

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

6.2 Vacation.

- (a) Full-time employees are entitled to paid vacation leave time according to one of the following schedules:

Full-time employees hired prior to January 1, 1992:

The employee shall be credited with ninety-six (96) hours for each year for up to ten (10) years. Employees with more than ten (10) years of service shall be entitled to eight (8) additional hours for each year of service longer than ten (10) years.

Vacation leave not taken within one (1) year after it is earned shall be cancelled. In the event of extenuating circumstances, the employee or department head may request permission to carry over said vacation leave. All requests shall be in writing and presented to the Human Resources Director. If the requested carry over is more than two (2) weeks, the City Manager must give written approval of said leave carry over.

Full-time employees hired after January 1, 1992:

Years of Continuous Employment:	0 to 5	5 to 10	10 to 15	Over 15
Hours Earned Per Bi-weekly Pay Period:	3.6923	4.6153	5.5384	6.4615
Hours Earned Per Year	95.9998	119.9978	143.9984	167.999

- (b) New employees shall be awarded vacation time beginning on the first day of the month following thirty (30) days of employment.

- (c) Employees may accumulate vacation leave time up to a maximum of two hundred (200) hours. An employee shall not earn additional vacation leave during any time period that the employee maintains the two hundred (200) hour maximum accumulation.
- (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.
- (e) Vacation schedules are established by the Department Heads. Vacation time shall be reported as prescribed by the Human Resources Director and shall be taken as follows:

Employees who work 8 hour days	Increments of four (4) hours
Employees who work 10 hour days	Increments of five (5) hours
Employees who work 12 hour days	Increments of six (6) hours

NOW THEREFORE BE IT RESOLVED by the governing Body of the City of Paola, Kansas that said Sections of the Personnel Manual be hereby amended and adopted as the official policy of the City of Paola, Kansas effective on May 11, 2022.

BE IT FURTHER RESOLVED that this Amended 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 10th day of May, 2022.



ATTEST: [seal]


Stephanie Marler, City Clerk


Leigh House, Mayor