

RESOLUTION 2023-014

A RESOLUTION AMENDING THE CITY OF PAOLA PERSONNEL MANUAL, EFFECTIVE JUNE 14, 2023

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 4.11a 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. An employee on Stand-By-Status must be directly contactable by telephone and/or email. Employees are not required to restrict their activities but must remain free of the influence of alcohol or drugs that would adversely affect their job duties. Employees must remain within a reasonable response time depending on the urgency of the call for service. 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 4.11c of the Personnel Manual is hereby ADDED to read as follows:

4.11 c. Detective Mobile Phone On-Call Status. This on call status policy does not apply to exempt employees as defined in Section 4.8. Employees may be assigned a City owned phone and scheduled to respond to essential phone calls regarding departmental policies, questions or guidance. Employees must be directly contactable by telephone and/or email. Employees are not required to restrict their activities but must remain free of the influence of alcohol or drugs that would adversely affect their job duties. Employees must remain within a reasonable response time depending on the urgency of the call for service. Detectives assigned mobile phone duties shall be compensated four (4) hours for each week of mobile phone on call status served. If the phone call(s) requires a return to duty or exceeds more than four (4) hours collectively, the employee will receive pay based upon City policy and FLSA requirements.

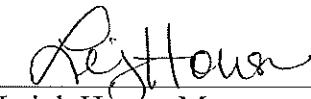
NOW THEREFORE BE IT RESOLVED by the governing Body of the City of Paola, Kansas that said Sections of the Personnel Manual be hereby amended and adopted as the official policy of the City of Paola, Kansas effective on June 14, 2023.

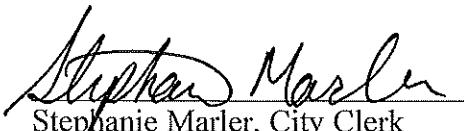
BE IT FURTHER RESOLVED that this Amended Personnel Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2023.



ATTEST: [Redacted]


Leigh House, Mayor


Stephanie Marler, City Clerk

