

## RESOLUTION 2025-007

### A RESOLUTION AMENDING THE CITY OF PAOLA PERSONNEL MANUAL, EFFECTIVE APRIL 9, 2025.

**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 4.13 of the Personnel Manual is hereby amended and reads 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 currently enrolled in direct deposit will have their final payment processed as usual.

Employees must resign in good standing and give a minimum of two weeks notice to receive payment for unused vacation time, personal time, and compensatory time; and twenty-five (25) percent of accrued, unused sick hours time. Part-time employees are not eligible for unused vacation time payout.

\*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 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 and any accumulated compensatory time.

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 their sick leave at the time of the lay-off, seventy-five (75) percent of the sick leave balance will be reinstated.

Employees released during their initial training period without specific cause shall receive payment for unused vacation time, compensatory time, and twenty-five (25) percent of their accrued sick leave.

**Section 6.2 of the Personnel Manual is hereby amended and reads as follows:**

**6.2 Vacation.**

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

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

(f) Pay at termination. Full-time employees shall receive payment for unused vacation time upon voluntary or involuntary termination of employment.

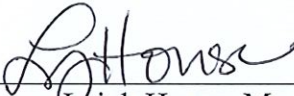
(g) Part Time Vacation. For employees working in a KPERS covered part time position they shall receive paid vacation days at the beginning of each calendar year based on the number of years of continuous employment. Paid vacation is calculated from the employee's previous year's average weekly hours worked. Part-time vacation hours expire on December 31<sup>st</sup> of each calendar year and are not eligible for payout upon termination.

0-5 years	1 work week based on average weekly hours worked
6-10 years	2 work weeks based on average weekly hours worked
11+ years	3 work weeks based on average weekly hours worked.

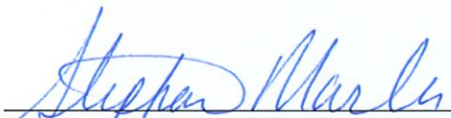
**NOW THEREFORE BE IT RESOLVED** by the governing Body of the City of Paola, Kansas that said Section of the Personnel Manual be hereby amended and adopted as the official policy of the City of Paola, Kansas effective on April 9, 2025.

**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 8th day of April, 2025.

  
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Leigh House, Mayor

ATTEST: 

  
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Stephanie Marler, City Clerk