Call to Order / Roll Call

Approval of standing committee minutes from September 16, 2013.

Committee Agenda

Item No. 1 - REVISION TO HUMAN RESOURCES GUIDE

Synopsis:
A communication requesting approval of revisions to the Human Resources Guide, submitted by Gary Ortiz, Assistant County Administrator.

- 1.2 Definitions
- 2.10 Attendance
- 3.3 Separation from Employment
- 5.1 Sick leave
- 5.2 Vacation

Tracking #: 130347
IV. Goals and Objectives

Item No. 1 - GOALD AND OBJECTIVES

Synopsis:
The Unified Government Commission conducted a strategic planning process resulting in specific goals and objectives adopted by the commission on May 17, 2012. Commission has directed that the goals and objectives appear monthly on respective standing committee agendas to assure follow-up and action toward implementation.

a. Education/Workforce Development. Maintain a collaborative working relationship with the various educational institutions and the business community to maximize community resources and enhance learning, college readiness, and career pathway opportunities in our community
b. Healthy communities/recreation
c. Tax sales and local residence preference
d. Customer service
e. UGTV
f. Customer service

Tracking #: 120153

V. Adjourn
The meeting of the Administration and Human Services Standing Committee was held on Monday, September 16, 2013, at 6:05 p.m., in the 6th Floor Human Resources Training Room of the Municipal Office Building. The following members were present: Markley, Chairman; Walker, Co-Chair; Commissioners Philbrook, Kane, and Maddox.

**Chairman Markley** called the meeting to order. Roll call was taken and all members were present as shown above.

**Chairman Markley** said we have a blue sheet item under V, a new item regarding “Doing Real Work” funding.

Approval of standing committee minutes for August 12, 2013. **On motion of Commissioner Kane, seconded by Commissioner Walker, the minutes were approved.** Motion carried unanimously.

Public Agenda:

**Item No. 1 – 130319…** Appearance of Scott Murray regarding the probable illegal use of a house in his neighborhood.

**Action:** No action. No appearance by Scott Murray.

Goals and Objectives:

**Item No. 1 – 120153…**

- Workforce development update, presented by Sharon McMillan, Director of Workforce Development
- Future tracking of goals and objectives for presentation and discussion
Sharon McMillan, Director of Workforce Development, said thank you for having me to update you on the goal of education and workforce. We were not in the business of education. We certainly have a vested interest in developing a workforce that is conducive to the many jobs that we have available and will be available here in the future.

As many of you know, and some of you may not know, we’ve had a student internship program with USD 500 for about three years. The Unified Government partnered with them back in 2011. We started out with two students; expanded that to thirteen students last year. This year we have two students at the NRC. The reason that’s reduced so much is, when we had the reconstruction and relocation of the NRC, it really wasn’t conducive to have the students out there at that time. So, we are hoping next semester that we’ll increase the number of students that will be serving as interns here at the Unified Government.

Also, I provided each of you a memo, I think, last week. We are once again, Unified Government, once again co-sponsoring a huge job fair. That’s going to be tomorrow. It’s one of the largest and most successful job fairs that we have in the metropolitan area. We will be having probably around 74 employers that will be participating. Usually we have close to 1,000 job seekers that attend. We start out from 9:00 to 10:00 am, and that’s exclusively for veterans, military veterans, and then we open it up to the public at 10:00 am and it runs until 1:00 pm. We also partner with Workforce Partnership and they did keep track of the resumes and they do recruit off the resumes that they receive at the job fair.

Also, in the area of education and the career pathway programs, we have a lot going on. Some of you may know we have Cerner Scholars. That’s a hands-on work based learning experience where the students earn high school credit while they are interning at Cerner. They have assigned variety of tasks and duties that they perform in the area of information technology and marketing and business with Cerner. The benefits of the program; it exposes the students to careers available in the IT area and health care. Kansas City, Kansas, has been part of the Cerner Scholars Program for about three years and since 2010, we’ve sent about 21 students through the Scholars Program. Currently, we have five students that are attending the program.
Schalgle, Harmon, Piper, Northwest Middle School, West Middle School, and Wyandotte participate in a project, Lead the Way Program. It is a rigorous program that focuses on stem related subjects such as science, technology, engineering, and math. A lot of students kind of back away from that. Project Lead the Way is a program that tries to motivate students in that area because there are so many jobs that are available and are going to become available and we just don’t have the qualified workforce to fill those positions. So, all of our public schools are involved in that, and all of the superintendents are involved and support that project.

Some of the other areas of opportunities will be to continue to encourage the students’ involvement in the Cerner Scholars Program. The other area is the medical coding and billing programs. There are some jobs that are offered through Cerner out at the new campus here in Kansas City, Kansas. A bachelor’s degree is not necessary, but the experience and successful completion of certification is definitely encouraged to help develop these programs. Kansas City Kansas Community College, I believe, does focus their students in that area. I have a guest here that will be speaking to you about what the community college has to offer.

Some of the other collaboratives we’ve been working on through the Unified Government is the Kansas City Stem Alliance. It’s a network of educators, business partners, and affiliates that inspire the student interest in the Stem programs to generate more of the workforce, also, the Kansas City Chamber Bioscience Committee. The name of the committee is somewhat misleading. It started out back in 2008. Basically it was developed to educate the community about the bioscience industry. Since things have developed in various areas, not only in the health care industry, but also in trades and construction, we’ve kind of changed gears a little bit, our direction, but we haven’t changed the name of our committee yet, so they are working on that.

To collaborate and develop ways to introduce students to different career opportunities in the bioscience industry, we work with the K through 14 educational institutions. Right now KU Med Center—and I don’t know if any of you all are familiar with Liz Wenske or not—anyway, KU Med Center is pursuing a three year grant to develop a bioscience training program facility within their KU incubator that they have on campus. It can be used by all five school districts, not just USD 500. It would be used by all five school districts and would kind of be like a
central hub, if you will, of where the students and teachers would be taught the basic skills. Once those skills are taught by the companies within the incubator, then the companies could then hire the students as paid interns.

There are three of the K through 12 school districts that are on board to participate in that. We just need to see if that application for the grant will go through. It also helps to outreach within the community. It would include the bio-manufacturing courses, high school student biotech training, research technician training, college credit from community colleges and certification, associate degrees and four year college, and career developments.

The committee is also focusing on construction and trades. There are many possibilities and opportunities for the students with the opening of the new tec center. We’ve got a natural partner there that can help provide the education and also move these people into career opportunities.

As far as the tec center, I’m going to let Rich Piper, who’s here; he is the Director of the Technical Education Center. He knows the details about how the Tec Center is set up and the success that we’ve already been experiencing on it. There are over 20 hands on technical skill training programs that are taking place out at the center.

**Rich Piper, Director of the Technical Education Center**, said I’m just going to pass these around real quick. One is a brochure on our fulltime day programs and one of our evening programs that we’re offering.

How do I start? First of all, I know we’re running late as it is—so we can get everybody out of here, let me start on the manufacturing sector. First of all, 80% of all the old manufacturing positions have been eliminated due to technology. You know we’ve talked about we’ve sent all these jobs overseas, we’ve sent them south, and we’ve sent them all over the world. Bottom line is, my question is, how much has technology as far as positions replaced? Here’s what I’m asking and here’s what I’m sharing. A machine tech in our welding program—our welding program is full during the day and we started a night program. It’s starting to become full. Our welders have four to seven job offers when they come out.

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Our machine tech program—if you ever get a chance, through our Department of Labor grant, we’ve got a brand new $500,000 CNC (Computer Numeric Control) laser. If you went down to any manufacturing down off Chrysler Avenue, you would see a small shop with five of these lasers. My point being is the training that is necessary, commissioners, if you had a $1.3 million piece of equipment that needed to be operated, you’re not going to pull somebody off the streets and say, hey, let’s go ahead and have at it because you need that machine working 24/7, which they do. That’s the type of skill training that we’re offering. Also, our K through 12 had to follow the funding stream and the funding stream was, everybody’s going to college. Well, right now the average welder is 63 years old. Now we must have some guys out there 300 years old that are still welding. Williston, North Dakota, everybody’s familiar with the Shell oil fields up there. Good pipe welders are making $110,000 to $130,000 a year. Now they are busting their tail.

We are going to open up another Shell oil field right on the Kansas, Oklahoma border and they are going to need all kinds of pipe welders; not enough pipe welders in our country to fulfill that need. So if you want to go make a good living and you like working with these (hands), that’s what we do at the Tec. We have folks that can work magic with these. They’ve got great minds and then they can make it happen from here to here. Our students are students that have families and they want to get retrained; get in and out. They don’t have to take English 101, they don’t have to take English 102, they use college algebra; our machine tech students use trigonometry every single day but they want to get retrained, get back out there, go make a good living.

Our professional cooking program is exploding thanks to the Legends. We have our students being hired by the five star restaurants here in the metro area because of the curriculum and what those young adults have produced. I shouldn’t say young adults; our average student is 30, but, when you’re 54, someone who’s 30 years old is young.

The PTA program (Physical Therapy Assistant), they start at $45,000 a year, an eleven month program. I want to share this with you too. College debt is now larger than our mortgage debt, which is ridiculous. In our programs, we are a start. Where those folks who love to work with these (hands), go out and make a good living.

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Our electrical students are making their way into the unions meaning we are a pre-apprenticeship program. We understand those apprenticeship programs are sacred ground for our local unions. We’re not saying we’re ever going to ever replace them. Our goal is to create a fundamental base so when they go on to the unions, they at least have a general idea of what they are doing as compared to starting from scratch. That’s our goal and that’s what George Crump, our electrical teacher, is doing.

We have a tremendous amount of success stories. We just had one of our young men who came back, 20 years old, now he’s back up in Williston. He showed me his 1040; he needs to get some tax deductions, EZ form, $137,000 last year as a pipe welder. Nine months of training. Not four years, not five years, not six years, nine months. Those kinds of stories are happening all over the country thanks to tec ed centers.

One more quick note, actually two, and I’m sure the Commissioners are aware of this and the people on this committee. I think the college really stepped up when they bought those three properties. We’ll be known as the old Walmart facility until all those folks who never went to Walmart at that facility pass away, which will be about 50 years at least; and then the old Laird Noller and Randy Curnow. My question, mid-town. How long would those properties have sat idle if the college didn’t step up and buy those properties and build a new tec center, which we are very excited about.

We have one more program that supports all of these. It’s called FLEET and it stands for Financial Literacy, Essential Employability Skills, Entrepreneurship Training. Our goal is to have our students coming out being more financially literate. It’s easy to make money, tougher to keep and our job is to teach them how to do that.

Essential employability skills are soft skills, always critical. How to play nice in the sandbox. Some of us forgot how to do that, especially with these bad boys. I can bully anybody from anywhere and text anything and not be man enough or woman enough to go face-to-face. Entrepreneurship has always been the backbone of this great nation in developing young entrepreneurs.
Chairman Markley said Commissioner Murguia has been appointed to the Board of Regents and one thing that she learned very quickly is that they have Senate Bill 155 Program where high school students can get their tuition paid to do these certain programs at the community college level. Can you talk a little bit about that, and is there anything that we can do to help our high schools kind of plug into that program?

Mr. Piper answered, absolutely; great question and great comment. The governor wants our young adults to be able to go to work, and the goal is to work through the college so you don’t have so much dag-gone debt when you come out; or you go to school one or two years and we know what the statistics are that freshman year and how many leave after that freshman year. You better have something to fall back on.

At the technical center, we are partners with all of our school districts in this great county and also Leavenworth County. That is our serving area. We’ve always had dual enrolled students. We have almost 500 students and about 150 of those are dual enrolled. Those are high school students. That’s the college terminology. They don’t want to say high school students; they say they’re dual enrolled…proper, you know, politically correct. We have served our high schools, since AVTS, ATS and now TEC and hopefully we’ll have the initials TEC for quite a while.

Ms. McMillan said while they’re dual enrolled, they’re not charged tuition. Mr. Piper said no, and they come out with—the governor is like, let’s go back to welding. It’s not the Board of Regents certificate A that the governor wants them to have, it’s the AWS’s (American Welding Society). In other words, I can go in and say I can master this in steel or aluminum. Those little certificates tell the industry that I have mastered that. Now you still have to go out and prove that you can weld but those certificates get you in the door. Our two welding instructors are CWI’s, which are certified welding inspectors, which they can make those wonderful stamp of approvals.

Electrical technology, the goal is going back to the unions so they can pass that. It’s not just the unions, but they’ve got to be able to pass that electrical test before they can even get started.
I could go through all the third party testing for each of the programs that we had in place and the governor is just doing a nice job along with the citizens of this great state to support that to make sure our young adults have some marketable skills when they come out.

**Commissioner Kane** said, echo, I love everything you said. When they get to the unions, the opportunity for those guys to go to work will be a lot faster than those that come in empty handed and they’ll make scale faster that way. **Mr. Piper** said right.

**Commissioner Maddox** asked, Mr. Piper, why not DECKA anymore? He was my DECKA teacher. **Mr. Piper** said, boy I was. Eighteen years of Washington High School was a tremendous experience as a teacher, as a coach, and a DECKA advisor. My teaching friends said I went to the dark side and became an administrator. **Commissioner Maddox** said, you are still doing very good with marketing. **Mr. Piper** said, thank you sir.

**Commissioner Philbrook** said, I have a technical question. Let’s say a young person wants to go into this program. What are the steps? How does that happen? Does it start with somebody at the high school or how do they find out about this? **Mr. Piper,** asked, are you talking for a high school student to become dual enrolled? **Commissioner Philbrook** said yes; correct. **Mr. Piper** said the counselors do a great job of educating. Let me back up. Some of those welders; those are possible positions. A welder will start off at $12 to $17 an hour but a good tig welder now, because it is such an art, after a year I’ve heard our local manufacturer say, I’ll have to pay them $22 to $24 an hour just to keep them. Now you have to understand when I think, it was the wonderful police officer that was here for the first meeting—anytime you mention high school to me after 18 years as a high school teacher and coach, that’s a very soft spot. All I ask of our community and our educators is share all the careers, the certificate programs which are at the tec, the two year programs, and the four year programs. How they get started is the counselors educate them. We also come to the local high schools and talk to any student who’s interested. Scott Smith, our admission’s counselor, then walks them through the process. Our high school partners do a great job of those students who are interested in getting involved in those programs. Again, we had to change from vocational training to technical training because vocational has that stigma, people with vocational training are not as smart.
Ms. McMillan asked, don’t you have a program where once they complete their certificate you help them in job placement? Mr. Piper answered, absolutely, absolutely. Again, I go back to our grant and our welding instructor. At the end of the year or in April, he has employers come in and really act as if they are testing them, seeing how they weld, but they’re all employers, every single one of them. Most of our students, if you can lay a decent bead or lay a decent weld, they’re getting a job offer. Back to the process. It starts with the high school counselor and I’ll be honest, it starts with mom and dad. I wish I could take every mom and dad, grandma and grandpa, auntie and uncle into our local manufacturers and it’s not that old oil everywhere. They are clean. They take care of their employees and it is an incredible process. With all the lasers now it looks like Star Wars in there. This is why many of the jobs that were in China are coming back to here.

Commissioners, I know you know about that $600,000,000 project that GM is building with lean manufacturing. Whatever small companies, and there are going to be several to support that, they’re going to need to have that inventory, whatever is needed, by that whole process to GM in a matter of minutes.

Give you a case in point real quick. When Ford up in Claycomo started a new line, Magnum Body looked in KCK. Loved some of the properties. Here was the key when Magnum Body—they do the chassis work for that new vehicle that’s going in—that chassis had to be on that line in 13 minutes. I don’t care how good our interstate system is here from KCK to Claycomo, they couldn’t get it there consistently in 13 minutes so they had to locate here. So, my point being is, when that facility at GM gets finished, there’s going to be a lot of small companies who support that, that are going to be looking at Kansas City, Kansas, because of that lean manufacturing and just in time inventory and getting that on the line in time.

Doug Bach, Deputy County Administrator, said I would just like to compliment Rich. I think publicly last week our team had a presentation for a project that we are working on to bring here. Rich and a colleague of his both presented at that presentation and did an outstanding job. I will say one of the key strengths to our presentation was our ability to come in with such a strong workforce development program, and show them how we could turnover thousands of people of maybe unskilled labor and make them skilled labor in a short time and made us a contender to
move forward in that process. Without them, I’m confident we would not have advanced in the running for that.

You guys did an excellent job. You’re right on about the manufacturing industry. That is our strength in the United States today because we have reliable power where China does not. We have skilled labor to be able to run the robotics and the equipment that can come into it, and it’s our skills set that sets us apart.

Ms. McMillan said, one thing I might add and this is the last step. There really is a lot going on in the way of employment; so much so that it’s really hard to get your hands around it. A group of us are talking about how we can have like a central comprehensive resource website or some type of like a monthly event. There are job fairs going on all the time, there are training resources going on, and we want to try to put that all together in a comprehensive venue, if you will. We’re just trying to figure out how to do that and how to keep it up to date. It’s going to take a person or two to make sure that, that’s kept up to date almost on a daily basis. That’s one of the things we’re working on because a lot of people don’t know about the different opportunities that are out there. Short of knocking on their door and telling them about it, it’s been difficult to get the word out.

Chairman Markley said, well you’ll be happy to know I just added that to the list of goals since you’re doing it anyway.

Commissioner Kane asked, can we bring him for 10 minutes, a 12 - 15 minute deal because the other commissioners need to hear this? Ms. McMillan said, I agree. Commissioner Kane said, what’s going on is you and I know this. I’m actually a retired auto worker from General Motors and I worked down there for a short amount of time, only 35 years. I think that when some of the other commissioners hear it—in fact, I was at the ribbon cutting ceremony at the old Walmart the other day, which is a great facility I guess, but they need to know and I think we need to let Ann know because the pipeline you’re talking about in southwestern Kansas, a lot of the guys that work for the union I work for now, Labors 1290, work on that pipeline.
It’s hard to find people to work on those pipelines even at $100 and some odd thousand dollars. I think we need to say hey, you know what, some of the kids that don’t want to go to college or some of the people that did something until they turned 30 decided they want to do something else, here’s a golden opportunity, in short order, to find a good job. One of the things that you didn’t say, but it’s huge, is it’s not just the money, it’s the benefits that go along with the money. I’d like to see that Sharon, if that’s okay. Ms. McMillan said I will certainly bring that up and try to get that scheduled.

Chairman Markley said our other goal I will say, since we’re on our goals and we’ll be done with that, our other goal in this committee is the social services goal. I think that’s probably the hardest goal out of all of them just because it’s sort of on those fuzzy edges of what’s considered a core service at all within our government. That’s another goal that we need to be working with staff to come up with some more specific goals on. Really, staff has done nothing and it’s not their fault. We haven’t given them any direction on what should happen under that social services objective. If you have any ideas between now and strategic planning, please email them to me because we need to come up with something more specific to give staff. If we can’t come up with something more specific, I think that’s a sign that it shouldn’t be one of our eight core goals at all. That’s just me talking. I mean if we can’t come up with a specific goal for that objective, then I’m not sure that we should still have it in our strategic plan. Roll that around in your mind a little bit and let me know if you have any thoughts.

Action: No action required.

Committee Agenda:

Item No. 1 – 130322… Communication seeking commission agreement with United Missouri Bank (UMB) to provide advanced funding up to $12,500 to “Doing Real Work” prior to 10/4/13, submitted by Lew Levin, Chief Financial Officer. The 2014 budget approved $50,000 in CDBG funding for “Doing Real Work” in 2014, subject to the terms of a contract yet to be finalized.
Doug Bach, Deputy County Administrator, said thank you Commissioner. The “Doing Real Work” item that’s on the agenda this evening is one that comes in relation during the budget process. Reverend Davis came before the commission and we authorized $50,000 from the Community Development Block Grant funding to be allocated to this program in 2014. Reverend Davis in running his program has had some difficulties, I believe, or needs additional funding to get through year end. What we did, we worked out administratively and that’s the issue here. It’s not the funding in 2014 that it’s laid out, but, it is that we worked with UMB Bank. We worked it so he could get an advanced payment of a share of that so it’s different money and ultimately it would come out of our cash reserves probably from that format. He would receive the money this year, could work through the end of the year and then he would only receive $37,500 in 2014 from the Community Development money. Currently, we’re thinking it’s set up so he doesn’t get the last $12,500 until he’s repaid so I guess he’ll get the full $50,000, but he is to repay this full $12,500 back to us before he would get the full $50,000 in 2014.

Chairman Markley asked, so if he doesn’t pay back the $12,500… Mr. Bach answered, then we’d stop at $37,500. Commissioner Walker said then he probably wouldn’t get any more money. If he wants to be refunded, he’d better pay the money back.

Commissioner Maddox said this is not advocate—why wouldn’t he pay the money instead of us just taking it off of what we would give him in 2014 and just give him the rest left? Mr. Bach answered, because the funding was allocated from the Community Development Block Grant money. The money we will be giving him from this year will come from our General Fund dollars. It would be anticipated that we would get those General Fund dollars back so that would just drop to our bottom line for what would be saved for that year, then this money would come out of CDBG money in 2014. It cannot be a direct reimbursement for one. His expenses for 2013 will not be—he can’t bring those forward in 2014 and get reimbursed from that CD money. He has indicated he has ways he’ll earn money by the way his program comes and then be able to pay that back and then we’ll just drop that back into the General Fund dollars and then spend the money from the CDBG money.
Chairman Markley said, it’s a matter of which bucket the money is coming out of and that’s why Commissioner Walker said yes CDBG money can’t be - we can’t say okay, we’ll just hold your last $12,500 and flip it over to the General Fund because then that would be on us then pay it back. We’ve got an extra $12,500 to spend in the CDBG and he’ll be done with city money.

Commissioner Maddox said, my other question is, according to the CDBG criteria, when is an awardee able to receive the funding starting in 2014. This same issue is shared by the CDF Freedom School which has preliminary programs that they fund before the summertime. I guess that’s my question. After 2014 hits, when is the awardee able to receive funds? Is it January 1? Mr. Bach answered, I believe, and Gordon correct me if I’m wrong, but I believe the CDBG money is anticipated to be reimbursed for actual expenses that occurred during the calendar year. I’ll check and make sure I’m not wrong, but if he incurred $50,000 worth of expenses for actual things that happened, in January he could get it then. I’m assuming it takes over some time period. It starts immediately, but they have to be actual expenses that occur in that calendar year. You can’t carry an invoice from December that you had an expense, and then you’re paying the bill in January. It has to be actual work that happens during 2014.

Commissioner Philbrook asked, so basically he understands that this is a separate situation where he’s getting the $12,500 and we expect it back? Mr. Bach answered, that is the deal, the structure that we put together with him. It will be finalized unless there is disagreement from this committee. Commissioner Philbrook said, well, I don’t want any confusion around how that money—this is a separate deal from the $50,000. Commissioner Walker said, we are not agreeing to give him $62,500 total. Commissioner Philbrook said, I know. I know you’re not. Mr. Bach said, and that’s where the Administrator was working with this with Lew to say okay, is there a way for us just to go ahead and get him going, stay within the authority or the $50,000 that the commission had authorized, and let’s go to the standing committee to make sure you’re all in agreement with it. If that’s the case, then we’ll proceed forward with this immediately.

Action: Commissioner Kane made a motion, seconded by Commissioner Maddox, to approve. Roll call was taken and there were five “Ayes” Philbrook, Kane, Maddox, Walker, Markley.

September 16 2013
Adjourn:

Chairman Markley adjourned the meeting at 6:40 pm

cm
Changes Recommended By Standing Committee (New Action Form required with signatures)

Publication Required

Budget Impact: (if applicable)

Amount: $

Source:

- Included In Budget
- Other (explain) Positive long-term budget impact.
In response to the fiscal environment and in conformance with the Commission’s desire to create an employment environment that is more equitable to all employees yet effective in recruiting and retaining high-quality employees, the Human Resources Department has proposed changes to several of its employment policies. The changes were made following a survey of employee leave and accrual practices of 10 local municipalities. The changes are intended to achieve the following objectives:

- Treat all employees the same;
- Provide employees access to earned annual leave time sooner, which should help in recruiting most qualified individuals;
- Reduce vacation accruals (all will earn the same at each increment) controlling costs for the tax-paying public;
- Reduce sick leave accruals;
- Reduce payouts for sick leave and vacation upon separation; and
- Provide supervisors with tools to reduce abuse of policies.

Changes in the following policies are proposed:

**Definitions 1.2:**

- Modify the definition of Unified Government employee for future employees hired after January 1, 2014 for which benefits more closely align with market offerings.

**Attendance 2.10:**

- Language modification to provide supervisors with tools to reduce abuse of absences from work.

**Separation from Employment 3.3:**

- No changes to existing employees and lower payouts for new employees beginning in 2014
- Employee sick leave balances continue to have no maximum accumulation providing coverage similar to short term disability

**Sick Leave 5.1:**

- Reduced accruals for future employees from 1.25 days to 1 day per month beginning in 2014
- Future employees beginning in 2014 will be paid out 50% of their sick leave banks not to exceed 60 days upon retirement or death.
- Future employees beginning in 2014 who voluntary separate with 10 years of service, will be paid out 25% of sick leave banks not to exceed 30 days

**Vacation 5.2:**

- All future employees will be treated the same for vacation accruals
- Beginning in 2014, overall days of vacation accrual have been reduced by one day
- Employees will be awarded vacation earlier rather than waiting a full year.
- Carryover amounts for vacation have been reduced by X when the future employee retires.

Identical language will be proposed for 2014 union negotiations for future employees. All union contracts are subject to negotiations and union contracts will control for employees governed by MOU’s.
DEFINITIONS

I. Definitions: Unless otherwise indicated, the following definitions apply to this guide:

**Absence, Occasions of:** A continuous period of absence from work; it may be a portion of a day, a day, or a number of days.

**COBRA:** The Consolidated Omnibus Budget Reconciliation Act (COBRA), Public Law No. 99-272 and amendments thereto.

**Command Officers:** Sworn personnel in the Fire, Police and Sheriff Departments whose rank is above that of those employees who are recognized as members of the bargaining unit.

**Comp-Time:** Compensatory time; time off given instead of pay for overtime work.

**County Administrator:** The chief administrative officer of the Unified Government; directs and supervises the administration of all offices and all appointive officers and employees of the Unified Government; serves at the pleasure of the Unified Board of Commissioners; referred to as the Administrator.

**Date of Hire:** The day the employee began work. Also, the most recent employment date.

**Date of Separation:** The final day an employee is on the payroll.

**Dependents:** Unless otherwise indicated, includes spouse (lawful spouse, including any common law spouse) and children (natural child, stepchild, foster child, any child who has been placed with the employee for adoption or any other child who lives with the employee in a parent-child relationship or for whom the employee provides financial support).

**Discharged or Dismissal (fired):** Involuntary separation from employment—initiated by the department.

**Employee:** An individual appointed to a job or position with the Unified Government for which he/she is paid on a full-time, part-time or temporary basis. Does not include any individual contracted for.

**Category 1:** Employee hired on or before December 31, 2013.

**Category 2:** Employee hired on or after January 1, 2014.

**FICA:** Federal Insurance Contributions Act

**FMLA:** Family and Medical Leave Act

**FLSA:** Fair Labor Standards Act

**Full-time Employee (FT):** An employee who works a 40-hour week year round.

**Grant Funded Position** – a position which salaries and benefits are paid from a grant fund. Duration of employment is contingent upon length of grant fund.
Human Resources Director: The Director of the Unified Government Human Resources Department or his or her designated representative.

Memorandum of Understanding: A legal agreement between the Unified Government as employer and a recognized organization representing a group of employees, such as a union; also referred to as a Memorandum of Agreement.

Minimum Month: Amount of time an employee must work in a month to accrue benefits. Applies to accruing sick leave and vacation time: full-time regular employees, 12 working days (96 hours) per calendar month; part-time A employees, 12 four-hour working days or (48 hours) per calendar month; Command Officers of the Fire Department who do not work eight-hours per day, 144 working hours per calendar month.

Part-Time A Employee: Works 20-39 hours in a given work week. Eligible to participate in health, dental, retirement and supplemental insurance programs as well as receive leave benefits at half the rate of a full-time employee.

Part-Time B Employee: Not eligible for benefits.

Recall: Reappointment to any Unified Government position, after a layoff, within a year.

Reclassification: The official determination by the Administrator that a position be assigned to a class different from the one to which it was previously classified.

Rehire: The reappointment of a former employee whose break in employment resulted from a voluntary separation or discharge; also the reappointment of an employee laid off for longer than a year.

Resignation: Voluntary separation from employment initiated by the employee for any reason.

Retirement: Separation from employment when age, length of service, and/or disability requirements have been met for retirement benefits from Kansas Public Employees Retirement System (KPERS), Kansas Police and Firemen's Retirement System (KP&F), and/or Social Security benefits.

Seasonal Position: Appointed to a position for a specific period of time, not eligible for benefits.

Supervisor: The person to whom the employee reports on a day-to-day basis; the first-line manager or above.

Temporary: Appointed to a position for less than 12 months, not eligible for benefits.

Voluntary Separation: Indicates that the separation from employment was initiated by the employee; a resignation.

Unified Board of Commissioners: The governing body of the Unified Government of Wyandotte County/Kansas City, Kansas.
Workweek: The usual workweek is 40 hours; however, Fire Department employees assigned to a 24-hour shift have a workweek of 53.1 hours.
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ATTENDANCE

I. General: All employees of the Unified Government must report to work their scheduled hours and required overtime unless excused.

II. Policy

A. Reporting:
   1. Department heads shall inform employees, upon hire, of the department procedures for reporting absences and tardiness.
   2. Unscheduled Absences
      a. The employee must report unscheduled absences to his or her supervisor or appropriate personnel no later than one-half hour before the beginning time of the employee’s shift. Departments may establish an earlier notification time if it is necessary to assure adequate staffing.
      b. The employee must call in each day for an unscheduled absence.
      c. The employee must meet the sick leave guidelines for sick leave usage documentation requirements as specified in 5.1 Sick Leave. (H.B.2)
      d. Absence for three consecutive working days without notifying the supervisor is considered voluntary job abandonment.
   3. Use and Scheduling of Planned Leave - See related policies below.

B. Unexcused Absences—An unexcused absence is:
   1. any absence that is taken after a supervisor has denied the request
   2. any absence that is taken when medical documentation requested by the supervisor has not been provided, or
   3. an absence which is taken without prior or subsequent authorization.

C. Disciplinary Action—Unexcused absences may be grounds for disciplinary action.

RELATED POLICIES: 3.4 Overtime/Compensatory Time
                      5.1 Sick Leave
                      5.2 Vacation
                      5.4 Personal Leave
                      5.5 Bereavement Leave
                      5.6 Family and Medical Leave
                      5.7 Military Leave
                      5.11 Leaves of Absence Without Pay

RELATED FORM(S): Overtime Worked/Comp Time Used
                  Leave Request Form
SEPARATION FROM EMPLOYMENT

I. General: The Unified Government has adopted a standardized process to be followed when an employee leaves Unified Government employment for any reason.

II. Policy

A. The separation process in brief:

1. The decision to end employment is made, either by the employee or the director of the department.

2. If resigning the employee presents a letter of resignation at least two weeks before separating to the director of the department.

3. Prior to discharging an employee, the director of the department shall consult with the director of Human Resources. Once the decision has been made to discharge the employee, the director of the department shall meet with the employee. (If the employee refuses to meet, fails to cooperate in scheduling a meeting, or fails to attend a scheduled meeting or if circumstances counsel against a meeting, the department head should contact the Legal Department before proceeding to discharge the employee.) At the meeting, the department head shall inform the employee that he or she is being discharged and the reasons for the action and give the employee the opportunity to respond orally. Unless the employee’s response warrants reconsideration of the decision to discharge the employee, the director of the department may then proceed to terminate his or her employment.

4. Department staff completes Personnel Action Notice suspending the employee and forwards the PAN together with supporting documentation to Human Resources. The Department Head submits a letter recommending termination to the County Administrator or designee.

5. Upon approval by the County Administrator or designee, the Department staff completes a Personnel Action Notice separating the employee and forwards the PAN and approval letter to Human Resources.

6. Human Resources will send official notification of termination to all involuntary separations.

7. Prior to the final day of work, the separating employee is requested to complete an exit interview form and submit it to the Human Resources Director.

8. The employee must turn in all Unified Government property to their supervisor. Items to be turned in include, but are not limited to: credit cards, purchasing cards, keys, tools, equipment, identification badge, security card, parking decal and pass card.

9. Human Resources list the separation on the Personnel Action Communication (PAC) and sends it to the appropriate locations.
10. Human Resources contacts the employee about his/her group health care coverage. For information about employee contributions, contact Human Resources.

11. The employee picks up his/her final paycheck at normal paytime or, at the discretion of the director of Human Resources, the check is mailed to the employee via certified mail, return receipt requested, at the employee’s address of record.

B. The date of separation shall be the final day of work unless with approval of the department head the employee chooses to utilize accrued vacation to extend the date of separation. (See below).

C. The effects of the separation on benefits

1. General:

   Payments for accrued and used time shall be based upon the employee’s rate of pay on the date of separation and shall be paid in lump sum. Employee’s receiving out of class pay at the time of separation will be paid at their regular rate of pay and not the out-of-class rate of pay.

2. Vacation:

   The employee whose employment ends after completing at least one year of service:

   a. may elect with the approval of the department head to use up to 80 hours of vacation, not including pro-rated vacation for the current year, or

   b. shall be paid in lump sum for the accrued and unused hours as follows:

      1) the accrued and unused hours awarded him/her on January 1 of the current calendar year, and

      2) any accrued and unused hours carried over on January 1 of the current year (Except for the frozen excess vacation bank, under no circumstances will an employee be paid for unused vacation hours which exceed twice the number of hours allotted to an employee on January 1 of the current year.), and

      3) hours accrued during each minimum month that the employee has worked or been on paid status during the current year, and

      4) the number of hours in the frozen excess vacation bank.

3. Comp time: Payout at separation from employment and phase-out program

   a. Non-exempt employees will be paid for all accumulated comp time upon separation from employment.
b. Exempt employees will not be paid out for any accumulated comp time except as follows:

1) Former KCK employees who have comp time which was “frozen” on January 1, 1998 will be paid out upon retirement for the number of “frozen” hours.

2) Former KCK employees who separate before retirement shall not be paid out for both frozen comp time and sick leave. The employee may choose to receive one or the other.

4. Sick Leave: See 5.1 Sick Leave.

a. Sick leave or personal leave shall not be used for the purpose of extending the length of employment beyond the final day of work except in the case when an employee is awaiting approval of KPERS/KP&F disability retirement.

b. Upon separation, an eligible employee will be paid in an amount equal to his/her accumulated sick leave based on the employee’s fixed salary at the time of separation. Maximum payout based on years of service is as follows:*:

1) Voluntary separation for Category 1 Employees:
   - 0–4 years service – 0 days
   - 5–9 years service – 40 days
   - 10 or more years of service – 60 days

2) Category 2 Employees are not eligible for payout for voluntary separation:

3) Full Retirement or Death for Category 1 Employees:
   - Non-sworn personnel – up to 90 days
   - Sworn personnel – up to 120 days

4) Full Retirement or Death for Category 2 Employees:
   - Non-sworn personnel – up to 60 days
   - Sworn personnel – up to 60 days

2) Retirement or death with at least 10 years service:
   - Non-sworn personnel – 90 days
   - Sworn personnel – 120 days
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e. Ineligible for payment for sick leave are:
   1) the employee who is terminated from employment as a result of a disciplinary action, and
   2) the employee who resigns and fails to give two weeks' written notice of separation.
   3) the employee who fails to work the entire two weeks after giving notice unless prior approval for using comp time or vacation has been granted.
   4) Category 2 Employees who voluntarily separate.

d. Accumulated sick leave is computed by exchanging one sick day for one calendar day and prorating at 1/30 of a month for each sick day.

*Exempt former KCK employees eligible for comp time payout shall not be paid out for both sick leave and frozen comp time except when retiring. The employee who separates before retirement may chose either a sick leave or a comp time payout.

54. Medical insurance:
a. Unified Government-provided group coverage ends on the last day of the month in which the employee separates.
b. The Unified Government complies with the federal COBRA law. Human Resources will send notices about how to continue coverage to the separated employee's home address.

65. Retirement system:

See the booklet provided by the applicable retirement program or contact the Payroll Department.

D. The effect of an employee's death on benefits.

1. The severance paycheck will be made out to the employee but distributed only after a determination by the Legal Department. It may include amounts for comp time, vacation, and sick leave, as described above.

2. Medical insurance: The Unified Government provides at no cost to the employee's surviving dependents, two years health care coverage (from the date of death), provided they were covered as dependents of the employee under the Unified Government health care plan at the time of the employee's death.

3. Retirement system: See the booklet provided by the applicable retirement program or contact the Payroll Department.

E. Reduction in Force: A layoff is processed as any other Separation. (See also 2.12—Layoff/Recall.)
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RELATED POLICIES:
2.12 Layoff/Recall
3.4 Overtime/Compensatory Time
4.1 Health Care Benefits
5.1 Sick Leave
5.2 Vacation
5.4 Personal Leave

RELATED FORM(S):
Personnel Action Notice.
Exit Interview Form
SICK LEAVE

I. General: It is the policy of the Unified Government to allow full-time and part-time A employees to accrue and use sick leave in order to protect them from a loss of pay due to illness.

II. Policy

A. Accruing sick leave

1. Accruing by Categories

   a. Category 1 Employees:

      (1) Full-time employees accrue sick leave time at the rate of 1 1/4 days (10 hours) for each minimum month of service.

      (2) Part-time A employees accrue sick leave time at the rate of one-half the full-time rate (5 hours) for each minimum month of service.

      (3) Part-time B, temporary, and summer employees do not accrue sick leave.

   b. Category 2 Employees:

      (1) Full-time employees accrue sick leave time at the rate of 1 day (8 hours) for each minimum month of service.

      (2) Part-time A employees accrue sick leave time at the rate of one-half the full-time rate (4 hours) for each minimum month of service.

      (3) Part-time B, temporary, and summer employees do not accrue sick leave.

2. Accumulating sick leave

   a. Sick leave is accrued on a monthly basis with no maximum on total accumulation.

   b. Employees who are recalled to Unified Government employment will be credited with any accrued, unused and unpaid sick leave which existed on the Date of Separation. Only recalled employees are eligible for such reinstatement of sick leave. (See 2.11—Breaks in Employment.)

3. The effect of absence on accruing sick leave

   a. Sick leave days are not accrued for a calendar month in which the employee:

      1. Is on unpaid leave of absence.

      2. Does not work a minimum month.
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3. Is being “docked” (not paid) because of insufficient accumulated sick leave.
4. Is on an unpaid suspension.

b. Sick leave continues to be accrued at the usual rate during paid absences, i.e. vacation, sick leave, jury service, or being off work due to a bona fide job-related injury.

4. Effect of change in employee status on accruing sick leave

a. An employee who transfers to part-time B or to temporary or summer employment will not accrue sick leave as of the date of transfer. The employee will not lose previously accrued and unused sick leave.

b. The part-time B, temporary or summer employee who transfers to full-time or part-time A status will begin to accrue sick leave as of the date of transfer.

c. An employee who transfers positions or employee status during employment will remain in the same category as the original hire date. Therefore, the employee hired as Category 1 will remain as Category 1 with the exception of Summer/Seasonal employees and Temporary employees.

d. An employee who was re-hired after a break in employment will be considered a new hire in Category 2.

5. Sick leave apportionment earned for a given month shall be credited as of the last calendar day of the month of which it was earned. There shall be no advancement of sick leave credit. The Unified Government does not allow the use of sick leave before it is accrued.

B. Using sick leave

1. Sick leave uses:

a. Accrued and accumulated sick leave time may be used by employees for:

(1) personal disability, personal illness, or physical incapacity of the employee or his or her dependents who require his or her personal care and attention;

(2) appointments for medical and dental care for the employee or his or her dependents who and members of the employee’s household that require the employee’s personal care and attention;

(3) serious illness or physical incapacity of a member of the employee’s household that requires the employee’s personal care and attention. (See 5.6 Family and Medical Leave);
(4-3) enforced quarantine of the employee in accordance with health regulations;

(5) birth of a child, or for the placement of a child for adoption or foster care (See 5.6—Family and Medical Leave); and

(6-4) all or part of the 12-week or 26 week (service member care) entitlement under the Family and Medical Leave Act.

(7-5) An addition to Funeral Leave, for death of immediate family member, at department head’s discretion.

b. Sick leave may be used in increments of one-fourth hour.

c. Sick Leave as Personal Leave (See 5.4—Personal Leave)

(1) Regular full-time employees may convert up to 24 hours (part-time A employees, 12 hours) of sick leave to personal leave per calendar year; such leave must be approved by the department in advance, except in cases of emergencies. Personal leave should be recorded and subtracted from sick leave balances. Unused personal leave continues to accrue in the form of sick leave.

(2) Sworn Police, Sheriff and Fire Command

a. Category 1 Sworn Police, Sheriff and Fire Department Command Officers may at the Chief’s/Sheriff’s discretion take a personal leave with pay. This personal leave shall not exceed five days and will be charged to the individual officer’s accumulated sick leave.

b. Category 2 Sworn Police, Sheriff and Fire Department Command Officers may at the Chief’s/Sheriff’s discretion take a personal leave with pay. This personal leave shall not exceed three days and will be charged to the individual officer’s accumulated sick leave.

d. Sick leave or personal leave shall not be used for the purpose of extending the length of employment beyond the final day of work except in the case when an employee is awaiting approval of KPERS/KP&F disability retirement. Refer to 3.3—Separation from Employment.

e. Absence due to job-related illness or injuries sustained in the line of duty shall not be charged against the employee’s accrued sick leave until after Injury Leave payments and any applicable Workers’ Compensation benefits have been exhausted.

f. Employees on an unpaid leave of absence sick leave, injury leave, or FMLA for their own serious illness are prohibited from being gainfully
employed by an employer other than the Unified Government or being self-employed.

2. Documentation of sick leave use

   a. As a general rule, the employee who has taken sick leave of three days or more due to illness or injury that is not job-related may will be required to furnish to the director of his/her department a statement from a duly-licensed health practitioner, stating

      (1) the nature of the illness or injury treated, and

      (2) defining the period of time the patient was or is unable to work. If it is necessary for the employee to remain off work, the health practitioner is to state the probable length of time involved.

   b. Failure to provide documentation may result in the employee being sent home without pay until the receipt of such documentation.

   c. Documentation of sick leave use while on FMLA must follow section 5.6 – Family & Medical Leave.

   d. Nothing in this section shall prevent the department head from requiring a health practitioner's statement for two days or more of sick leave, or even one day when abuse of sick leave is suspected.

      Abuse of sick leave is defined as using sick leave for any other purpose other than defined in II.B.1. of this policy.

   e. In addition to any medical examination secured by the employee, the department head has the authority to require the employee to submit to examination, at Unified Government expense, by a second health practitioner as a condition of receiving or continuing to receive sick leave. An employee who refuses to submit to such examination and diagnostic tests shall forfeit all rights to sick leave.

   f. All medical information should be filed separately from the employee's personnel file.

   g. Long-term uses of sick leave: medical reports to the department may be required every 30 days.

   h. Payroll is authorized to keep computerized sick leave records for all departments and Human Resources shall be responsible to the Administrator for developing statistical information on absenteeism.

   i. Payroll is to be notified when an employee is using sick leave for a disability, in order that KPERS can be notified.

3. The granting of sick leave
Providing the above conditions are met, the department head is authorized to grant use of sick leave. In a situation where sick leave has been exhausted, department heads have the discretion to allow employees to use other paid time (vacation, comp time, etc.) for sick leave; this paid time shall still be counted as an occasion of sick leave use. If no other paid time exists, employees will be docked and this will count as an occasion of sick leave use.

C. Excessive sick leave

1. Excessive sick leave is defined as:
   a. having had seven or more occasions of absence sick leave use (three or more occasions for Part-time A), utilizing sick leave, during any 12-consecutive-month-period; or
   b. having used had three or more occasions of absence of sick leave use, utilizing sick leave, immediately before or immediately after his or her regular days off, vacation days, holidays, or any paid leave of absence, including personal leave; during any 12-consecutive-month-period; or
   c. When the full-time employee is absent from work for four hours or less and Part-Time A is absent from work for two hours or less for a prearranged doctor’s appointment, it shall not be considered an occasion of sick leave for the purpose of identifying excessive users provided the physician’s statement satisfactorily verifies the employee’s attendance at the appointment.
   d. having failed to submit required documentation of sick leave use on more than one (1) occasion in a 12-month period.

2. An occasion of sick leave use is defined as a continuous period of absence from work for a permissible sick leave use. It may be a portion of a day, a day, or a number of days.

3. When the full time employee is absent from work for four (4) hours or less (part-time A is absent from work for two (2) hours or less) for a prearranged doctor’s appointment, it shall not be considered an occasion of sick leave use for the purpose of identifying excessive users.

2. An occasion of absence is defined as a continuous period of absence from work. It may be a portion of a day, a day, or a number of days.

3.4. Rules concerning employees placed in the excessive sick leave user category:
   a. The employee is placed in the excessive sick leave user category effective the date of the occasion of sick leave that triggered his or her being categorized as an excessive user.
   b. During the 12-consecutive-month period following the date the employee was placed in the excessive sick leave user category, the employee shall
must furnish a statement from a physician to his/her supervisor on each occasion the employee uses sick leave. The statement shall contain:

(1) the physician’s report as to the cause for the employee’s absence; and the treatment being provided,

(2) the probable length of time of the necessary sick leave, and

(3) the physician’s statement that the employee was unable to work the day that he/ or she was absent.

c. If the employee does not furnish a physician’s statement as provided, he/ or she shall receive the following discipline:

(1) Non-exempt

1st offense—one work day suspension without pay

2nd offense—three work days suspension without pay

3rd offense—termination

(2) Exempt

1st offense—one week suspension without pay

2nd offense—termination

d. The “excessive user” employee may be subject to termination if he/ or she:

(1) Uses sick leave (or other paid time off or docked time in lieu of sick leave) on five or more occasions, or

(2) Uses two or more sick leaves (or other paid time off or docked time in lieu of sick leave) immediately before or immediately after his regular days off, vacation days, holidays, or any paid leave of absence.

e. Physician statements do not excuse absences, and the absence will still count towards an occasion.

ef. Occasions of sick leave that qualify under the Family and Medical Leave Act and are certified by a health care provider as an FMLA qualifying event shall not be considered for the purpose of identifying excessive users.

D. Sick leave buy back

1. Subject to annual funding of the sick leave buy back program, the Unified Government may offer a sick leave buy back program allowing eligible employees the opportunity to purchase a limited portion of the employee’s accumulated sick leave balance based on the number of sick days used in a 12-
month period from November 1 of the previous year through October 31 of the current year. (See chart below.)

2. The determination of whether to offer the sick leave buy back program and the maximum number of days to be purchased will be made annually by the Commission. Sick leave buy back is only available in the amount approved annually by the Commission. The sick leave buy back program shall be uniformly applicable to all employees covered by this policy. Individual departments may not grant this benefit to employees unless the program has been approved for all Unified Government employees.

3. Compensation for the buy back shall be at the employee's rate of pay on December 1st of that year and shall be paid in the first pay period of December.

4. Partial days taken shall be calculated according to the chart below.

**Full-Time Employees:**

<table>
<thead>
<tr>
<th># Sick Days Used</th>
<th>Maximum Days Sold to Unified Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (0 hours)</td>
<td>5</td>
</tr>
<tr>
<td>1 (0.25 – 8.0 hours)</td>
<td>4</td>
</tr>
<tr>
<td>2 (8.25 – 16.0 hours)</td>
<td>3</td>
</tr>
<tr>
<td>3 (16.25 – 24.0 hours)</td>
<td>2</td>
</tr>
<tr>
<td>4 (24.25 – 32.0 hours)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Part-Time A Employees:**

<table>
<thead>
<tr>
<th># Sick Hours Used</th>
<th>Maximum Days Sold to Unified Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours</td>
<td>2.5</td>
</tr>
<tr>
<td>0.25 - 4.0 hours</td>
<td>2.0</td>
</tr>
<tr>
<td>4.25 - 8.0 hours</td>
<td>1.5</td>
</tr>
<tr>
<td>8.25 - 12.0 hours</td>
<td>1.0</td>
</tr>
<tr>
<td>12.25 - 16.0 hours</td>
<td>0.5</td>
</tr>
</tbody>
</table>

5. **Eligibility**

   a. Employees must have at least 240 hours of banked sick leave in order to be eligible for the buy back program.

   b. New hires in their probationary periods are not eligible for the buy back program.
c. Employees who have taken personal leave are still eligible for the buy back program.

d. Employees who have taken more sick leave hours than the number of days approved by the Commission for the sick leave buy back program, including sick leave taken under FMLA, are not eligible for the buy back program.

E. Donated Sick Leave

1. An employee may donate up to 40 hours per calendar year of sick leave to employees who have a catastrophic or life threatening illness and have exhausted all paid leave time. The donating employee must have at least 100 hours of sick leave accrual remaining after the donation.

2. Donated sick leave will not be converted into any other compensation and will not be paid out upon separation. Donated sick leave will be distributed on a first come, first serve basis depending upon the date the request for donated hours is received. If no sick leave hours are available, a request will be sent to Unified Government employees asking for donations. If sufficient number of hours is not donated, the requesting employee may apply for unpaid leave of absence. (See Human Resources Guide Policy 5.11 Leaves of Absence Without Pay).

3. Employees on workers’ compensation injury leave are not eligible for donated sick leave. The employee requesting sick leave must not have been suspended or placed in the “excessive use of sick leave” category for violation of the sick leave policy in the previous twelve (12) months. The employee requesting sick leave must show a historical pattern of prudent use of sick leave by having accumulated at least 120 hours of sick leave in his/her sick leave bank prior to his/her illness.

4. The employee receiving sick leave donations must have been employed by the Unified Government for a minimum of five years prior to being eligible for sick leave donations.

5. Donations and requests should be made on forms completed and signed by the donor or requesting employee and turned into Human Resources. Human Resources staff will administer the program and determine eligibility based upon the criteria stated in this policy. Human Resources staff will consult with the employee’s department head regarding the request and grant the number of hours needed each payroll period to those eligible employees. All rules and regulations requiring privacy of personal health information will be followed per HIPPA.

6. Employees may receive donated sick leave for up to six (6) months. Additional time may be granted at the discretion of the department head and County Administrator.

F. Separation from employment
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1. Upon voluntary separation, retirement, or death, the employee shall an eligible employee will be paid in an amount equal to his or her accumulated sick leave based on the employee’s fixed salary at the time of separation. Maximum payout based on years of service is as follows:
   a. Voluntary separation for Category 1 employees:
      0 - 4 years service - 0 days
      5 - 9 years service - 40 days
      10 or more years service - 60 days
   b. Category 2 employees with at least 10 years of service are eligible to be paid out 25% of unused sick leave with a maximum payout of 30 days.
   c. Category 1 employees: Full retirement or death with at least 10 years of service:
      Non-sworn personnel - 90 days
      Sworn personnel - 120 days
   d. Category 2 employees at full retirement or death are eligible to be paid out 50% of unused sick leave with a maximum payout of 60 days.

The amount paid to the employee is computed by taking 1/30 of the employee’s monthly compensation and multiplying that amount by the number of accumulated sick leave days to which the employee is entitled to be paid under this policy.

2. Former exempt KCK employees will not be eligible for any sick leave payout upon separation until he/she has completed the comp time phase out program. See 3.4—Overtime/Compensatory Time.

3. Ineligible for payment for sick leave are:
   a. the employee who is terminated from employment as a result of a disciplinary action, and
   b. the employee who resigns and fails to give two weeks notice of separation.

4. Former KCK exempt employees shall not be paid out upon separation for both comp time and sick leave except at retirement or death.

5. Under no circumstances will an employee be paid more than the maximum payout stated.

RELATED FORM(S): Leave Request Form (non-FMLA)
                  Sick Leave Buy Back Request
Sick Leave Buy Back Summary
I. General: It is the policy of the Unified Government to provide paid vacation for full-time regular and part-time A employees.

II. Policy

A. Eligibility:

1. Category 1 Employees

   a. Full-time regular and part-time A employees shall accrue and accumulate vacation time for each minimum month worked, but shall not be eligible to use the accrued time until completing at least one continuous year of service. (See minimum month in 1.2—Definitions.)

   b. Part-time A employees are eligible to accrue one-half the number of hours accrued by full-time regular employees.

   c. Part-time B, temporary, and summer employees are not eligible to accrue vacation time. They may request that the supervisor arrange for them to have unpaid time off.

2. Category 2 Employees

   a. Full-time regular and part-time A employees shall accrue and accumulate vacation time for each minimum month worked, but shall not be eligible to use the accrued time until successful completion of the probationary period. (See minimum month in 1.2—Definitions.)

   b. Part-time A employees are eligible to accrue one-half the number of hours accrued by full-time regular employees.

   c. Part-time B, temporary, and summer employees are not eligible to accrue vacation time. They may request that the supervisor arrange for them to have unpaid time off.

B. Computing the first vacation: When the first full year of employment has been completed, the employee is awarded the amount of paid vacation hours scheduled below, providing the employee was on paid status for the minimum month. Vacation will be accrued on a monthly basis provided the employee has worked the required minimum month. Full time employees, 12 working days (96 hours) per calendar month; part-time A employees, 12 four-hour working days or (48 hours) per calendar month. Vacation will be applied to the vacation bank on the first day of the following month.
C. Computing vacations after the initial year

1. Vacation time is accrued during each calendar year, from January 1 through December 31. However, it is not available for use until January 1 of the following year.

2. Each anniversary after the first is considered to fall on January 1 of each succeeding year.

3. Vacation hours are awarded according to the employee’s number of continuous years of service. Refer to Vacation Table below for number of hours accrued annually. (Contact Human Resources for current year table.)

### Vacation Table: Category 1

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>INITIAL YEAR**</th>
<th>YR 2</th>
<th>YR 3</th>
<th>YR 4</th>
<th>YR 5</th>
<th>YR 6</th>
<th>YR 7</th>
<th>YR 8</th>
<th>YR 9</th>
<th>YR 10</th>
<th>YR 11</th>
<th>YR 12</th>
<th>YR 13</th>
<th>YR 14</th>
<th>YR 15</th>
<th>YR 16</th>
<th>YR 17</th>
<th>YR 18</th>
<th>YR 19</th>
<th>YR 20+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time A</td>
<td>Prorated</td>
<td>44</td>
<td>44</td>
<td>44</td>
<td>68</td>
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<td>112</td>
</tr>
<tr>
<td>Police Command</td>
<td>Prorated</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
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<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>240</td>
</tr>
<tr>
<td>Fire Command (24)</td>
<td>240</td>
<td>240</td>
<td>240</td>
<td>240</td>
<td>240</td>
<td>240</td>
<td>240</td>
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<td>288</td>
<td>288</td>
<td>288</td>
<td>288</td>
<td>289</td>
</tr>
<tr>
<td>Fire Command (40)</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>160</td>
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<td>160</td>
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<td>216</td>
<td>216</td>
<td>216</td>
<td>216</td>
<td>240</td>
</tr>
</tbody>
</table>

** Category 1 employees hired in 2013 will receive the pro-rated amount of vacation on the first day of the month following the successful completion of their probationary period.
Employee vacation banks will be credited monthly on a pro-rated basis provided the employee works the minimum month.

**Vacation Table: Category 2**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>6 MOS**</th>
<th>YR 2</th>
<th>YR 3</th>
<th>YR 4</th>
<th>YR 5</th>
<th>YR 6</th>
<th>YR 7</th>
<th>YR 8</th>
<th>YR 9</th>
<th>YR 10</th>
<th>YR 11</th>
<th>YR 12</th>
<th>YR 13</th>
<th>YR 14</th>
<th>YR 15</th>
<th>YR 16</th>
<th>YR 17</th>
<th>YR 18</th>
<th>YR 19</th>
<th>YR 20+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time regular*</td>
<td>Prorated</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
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<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
</tr>
<tr>
<td>Part-time A</td>
<td>Prorated</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
<td>0012</td>
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<td>0012</td>
<td>0012</td>
</tr>
<tr>
<td>Police Command</td>
<td>Prorated</td>
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<td>0012</td>
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<td>0012</td>
<td>0012</td>
<td>0012</td>
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<td>0012</td>
<td>0012</td>
<td>0012</td>
</tr>
<tr>
<td>Fire-Command (24)</td>
<td></td>
<td>216</td>
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<td>216</td>
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<tr>
<td>Full-time (24 hours)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire-Command (40)</td>
<td></td>
<td>412</td>
<td>412</td>
<td>412</td>
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<td>412</td>
<td>412</td>
<td>412</td>
</tr>
</tbody>
</table>

*Police Command and Fire Command (40 hours) are included in Full-time regular.

**When the successful probationary period has been completed, the employee is awarded a pro-rated vacation amount for each minimum month completed.

Employee vacation banks will be credited monthly on a pro-rated basis provided the employee works the minimum month.

Vacation may be awarded before the completion of the probationary period, at the discretion of the County Administrator.

**D.C.** The effect of absence, breaks in employment, transfers on accruing vacation time

1. Absence
   a. Paid absence: Vacation continues to be accrued at the regular rate.
   b. Military Leave: Vacation continues to be accrued at the regular rate.
   c. Unpaid leave for minimum month: Vacation time not accrued.

2. A break in employment
   a. Recall: The layoff shall be ignored in determining the vacation seniority date; however no vacation hours accrue during the period of a layoff.
   b. Reemployment after being laid off for more than a year: Employee is treated as a new Category 2 employee.
   c. Reemployment after being separated from employment: Employee is treated as a new Category 2 employee.
   d. Military leave: Vacation continues to accrue during the period of military leave.
extraordinary circumstances. Any excess vacation permitted by the Administrator to be carried over must be used within 90 days. No employee will be entitled to compensation for such carried over excess vacation at the time of separation or retirement.

3.4. The Payroll Department will delete excess vacation from each employee’s time bank effective January 1 of each year.

G.F. Effect of Transfer/Separation on vacation payout:

1. Transfer: upon approval of the Administrator, accrued and unused vacation may be:
   a. transferred along with the employee to the new department, or
   b. paid out in lump sum. (This is the responsibility of the former department)

2. Except for the frozen vacation bank, no vacation balances will be transferred for an employee who is transferring to a sworn position in the Fire or Police Department. The former department is responsible for paying the employee at the time of transfer for all unused accrued vacation, including hours accrued in the current year.

3. Separation from employment: The employee whose employment ends after he or she has completed at least one year of service:
   a. may elect with the approval of the department head to use the number of vacation hours he or she has accumulated as of the date of separation, not including pro-rated vacation for the current year, or
   b. shall be paid in lump sum for the accrued and unused hours as follows:
      1. the accrued and unused hours awarded him/her on January 1 of the current calendar year, and
      2.(1) any accrued and unused hours carried over on January 1 of the current year (Except for the frozen excess vacation bank, under no circumstances will an employee be paid for any excess vacation.); and
      3.(2) hours accrued during each minimum month that the employee has worked or been on paid status during the current year; and
      4.(3) The number of hours in the frozen excess vacation bank.

RELATED POLICIES: 1.2 Definitions
2.6 Selection/Transfer of Employees
3.3 Separation from Employment

5.2 Vacation
3. A transfer: The full-time regular or part-time A employee who transfers to part-time B, temporary or summer status, after having completed at least 12 calendar months of service, shall not lose any accrued and unused vacation hours.
   a. An employee who transfers positions or employee status during employment will remain in the same Category as the original hire date.

E.D. Using Vacation leave:

1. Scheduling: Vacation must be requested in advance by the employee and approved by the department head. The department head shall schedule vacations, taking into consideration seniority within each classification for first choice of dates.

2. Vacation may be used in increments of one-fourth hour.

3. Vacation leave as FMLA leave: Accrued vacation leave may be used as all or part of the 12-week entitlement under the Family and Medical Leave Act of 1993. (See 5.6—Family and Medical Leave.)

F.E. Vacation carryover

1. Category 1 Employees: With the department head's approval, An employee may carryover two years of accrued vacation and unused vacation, plus any vacation accrued in the current year, so that on a given December 31, he or she may have available a maximum of two times the amount being accrued in the current calendar year.

2. Category 2 Employees: An employee may carryover one year of accrued and unused vacation, so that on a given December 31, he or she may have available a maximum of one time the amount being accrued in the current calendar year.

2. Excess vacation is any accumulation of vacation hours more than twice an employee’s annual vacation allotment existing permissible vacation carryover as of December 31.
   a. Any employee having excess vacation as of December 31, 2001, was permitted to place that time into a frozen bank for payout at separation. The bank is known as the “frozen excess vacation bank”.
   b. If an employee uses any hours in the frozen excess vacation bank, the hours may not be replenished.
   c. Except as provided in this subsection D, no excess vacation may be carried over to any following year. Excess vacation will be forfeited on each January 1.
   d. No supervisor or department head shall grant permission to an employee to carry over excess vacation. The County Administrator has the authority to grant permission to an employee to carry over excess vacation only in
5.6 Family and Medical Leave

RELATED FORM(S): Leave Request Form