



Administration and Human Services
Committee
Standing Committee Meeting Agenda
Monday, June 16, 2014
5:30 PM

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

<u>Name</u>	<u>Absent</u>
<input type="text" value="Commissioner Angela Markley, Chair"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Hal Walker, Co-Chair"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Tarence Maddox"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Mike Kane"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Jane Philbrook"/>	<input type="checkbox"/>

I. **Call to Order / Roll Call**

II. **Approval of standing committee minutes from April 21, 2014.**

III. **Committee Agenda**

Item No. 1 - PROPOSED HR POLICY CHANGES

Synopsis:

Proposed HR policy changes, submitted by Renee Ramirez, Human Resources Director.

- 2.5 Smoke-Free Workplace
- 2.9 Probationary Period
- 3.2 Performance Review
- 6.1 Workers' Comp
- 6.2 Driver Safety, Accident Reporting, and Vehicle Use

Tracking #: 140214

Item No. 2 - REQUEST: REMOVE USER LOGIN REQUIREMENT

Synopsis:

Communication recommending removal of the user login requirement for owner name search and display of real estate information on the UG website, submitted by Chrisitan Cooley, DOTS-GSS.

Tracking #: 140190

IV. Outcomes

Item No. 1 - Outcomes

Synopsis:

Overview/discussion of the next phase.

AHS's outcomes presented at the following standing committee meetings:

Aug. 12, 2013

- 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

Sept. 16, 2013

- a. Workforce development update, presented by Sharon McMillan, Commissioners' Liaison
- b. Future tracking of goals and objectives for presentation and discussion

Jan. 13, 2014

- a. Create searchable centralized online compilation of employment and educational recourses by September 15, 2014.
- b. Foster stronger relationships with Wyandotte County school districts by meeting with those districts at least twice a year beginning in 2014, and offering the same opportunities and partnerships to each school district. Commissioners representing areas within each school district should be invited to at least one of the two meetings.
- c. Work with Board of Regents' personnel, school districts, and KCKCC to improve processes and increase the number of students signed up to use the SB155 Program by 10% per district by Fall 2015.
- d. Research and identify our community's ten standout education and workforce

development attributes to market to businesses as "star programs." Provide information about those programs on the centralized database and in our economic development materials by Fall 2015.

Mar. 24, 2014

Public Data Access

- a. A brief discussion about the data and information.
- b. A tour of a handful of UG web applications that allow public data access.
DOTMAPS www.wycokck.org/dotmaps
LANDSWEB www.wycokck.org/landswweb
APPRAISER PARCEL SEARCH www.wycokck.org/appraisal/publicaccess/
NRC E-LINK maui.wycokck.org/citizenaccess/
SPOTCRIME spotcrime.com/
- c. A discussion about barriers to data use and strategies to overcome those barriers.

Tracking #: 120153

V. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, April 21, 2014**

The meeting of the Administration and Human Services Standing Committee was held on April 21, 2014, at 5:36 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Walker, Maddox, Kane, and Philbrook.

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

Committee Agenda:

Item No. 1 –140073...PLAN: REGIONAL HAZARD MITIGATION

Synopsis: Request approval of the Regional Hazard Mitigation Plan for Wyandotte, Leavenworth, and Johnson counties, submitted by Mike Baughman, Emergency Management Director. FEMA has approved the plan pending adoption of the various jurisdictions impacted.

Mike Baughman, Emergency Management Director, said I have some additional materials here. This is the plan, as you'd rather not read 918 pages. I have a two page summary, executive summary. **Commissioner Philbrook** said thank you very much for that consolidation. **Mr. Baughman** said the full plan is also on these USB drives. You have access to the whole thing. **Chairman Markley** said awesome. **Mr. Baughman** said the Regional Hazard Mitigation Plan, the state of Kansas went to a regional planning system. Wyandotte, Johnson and Leavenworth counties are under Kansas' division of things part what they call Region L or more commonly the metro region. We were the first ones to volunteer to try this out. Johnson County's Hazard Mitigation Plan, every county had one. Johnson County's expired in May this year. We went ahead and got a plan together. We met and because of the size of the groups in western Kansas, they would have met all together as one group but here we met by county because of the number of entities that we had to meet.

There are a number of goals here that are listed that are part of the plan, it's FEMA's organization and FEMA's way of doing things. The whole plan was put together by a person in the Kansas Department of Emergency Management. She typed this and did all this. There's some editorial things that probably need fine-tuning. Basically, the plan has the goals and analyzes all of the different possible disasters. If you see on the next page, we've given them all a rating of 0 to 4. The only hazards that were left out were volcanoes and tsunamis.

We assigned a series of numbers. They all pretty much agree between the between the three different counties, the write up is the same across the three different counties. One is a little higher because they use past events as one of the criteria. Johnson County had tornados more recently than we did, so they got a higher rating slightly on that than Wyandotte County. How much weight in this weighting scalet that is built in to the FEMA system is all part of how it's designed and the way they do this across the country?

So you can see our highest rate according to this is from tornados, we move on down from flood and so on. The entire plan is here. You have a summary and you have the full plan on those USB drives. We're just asking for the commission's approval.

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

Item No. 2 – 140116...GRANT APPLICATION: WYANDOTTE RIVER TRAILS PROJECT

Synopsis: Request approval to submit a grant application to the Health Care Foundation of Greater Kansas City for a Wyandotte River Trails Project, submitted by Joe Connor, Public Health Director. The goal is to communicate the importance/benefits of physical activity.

Chairman Markley asked, Mr. Connor, are you still presenting or have you passed the baton? **Joe Connor, Public Health Director,** said I have passed the baton. Terry Brecheisen is going to present the items from the Health Department. He was just recently named as the Deputy Director and has taken over the day-to-day responsibilities of the Health Department.

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Chairman Markley said congratulation and welcome. **Terry Brecheisen, Health Department Deputy Director**, said this grant is an educational grant. It'd be to drum up business for the trails and drum up business for outside exercise and to get people enthused about doing it. This grant will hire a regional planning consultant. Somebody who will come in and do health education kind of activities to get people excited about their health, specifically along the levee system. **Chairman Markley** asked is there a match for this grant. **Mr. Brecheisen** said no. This won't cost us anything. We do have staff time devoted to it in the grant. 20% of Wesley McKain's time will be devoted to help the consultant but there won't be a match for this.

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

Item No. 3 – 140117... GRANT APPLICATION: HEALTHY LIVING

Synopsis: Request approval to submit a grant application to the Kansas Health Foundation for a Healthy Living grant, submitted by Joe Connor, Public Health Director. The goal is to ensure individuals who access services at the health department receive healthy eating and active living interventions when appropriate to decrease obesity.

Terry Brecheisen, Health Department Deputy Director, said if we get this grant then we will be reducing obesity and diabetes of Wyandotte County residents who are Health Department clients. We don't want to lose any of our clients that are coming to the Health Department as far as giving them an opportunity to access healthy lifestyle behaviors. We're partnering with the Y on that. We will be doing what's the buzz words are called motivational interviewing of our clients to see if they really want to do something as far as physical activity goes or if they kind of want to do something. There are programs for both of those at the Y. We will train staff. We'll upgrade our insight so we can determine the class that would like to be helped. **Chairman Markley** said I have the same question. Is there a match on this one? **Mr. Brecheisen** said there is no match for this. **Commissioner Kane** asked we're not out any money, correct. **Mr. Brecheisen** said there is no money involved for the UG on this.

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

Item No. 4 – 140123... GRANT APPLICATION: 2014 – 15 ENROLL WYANDOTTE PROJECT

Synopsis: Request approval to submit a grant application to the Kansas Health Foundation for the 2014–15 Enroll Wyandotte Project, submitted by Joe Connor, Public Health Director. The project is aimed at educating and enrolling Wyandotte County citizens into the Health Insurance Marketplace.

Terry Brecheisen, Health Department Deputy Director, said there is no match for this. **Chairman Markley** said great. **Commissioner Philbrook** said you are learning so fast. Thank you very much. **Mr. Brecheisen** said this will give us someone to provide the coordination for our enrollment in the Affordable Care Act. We had Health Department staff doing that this year and this will provide someone to follow that through to do education and coordination of the volunteers this time. We hope we get this.

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

Item No. 5 – 140118... GRANT APPLICATION: DOCUMENT IMAGING PROGRAM

Synopsis: Request approval to submit a grant application to the Sunflower Foundation for a Document Imaging program, submitted by Joe Connor, Public Health Director. This would allow replacement of outdated client data storage and retrieval system to include document interface with the current electronic health record system.

Terry Brecheisen, Health Department Deputy Director, said this is a \$21,750.00 grant. It does have a 10% cash match. For \$2,100 more or less we need to upgrade our software. Insight

is our medical records application. We need to get that upgraded with a data imaging program. That is what we want to buy with this money.

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

Item No. 6 – 140125... DISCUSSION: SIGN ORDINANCE AMENDMENTS

Synopsis: Discussion and possible approval of recommended amendments to the sign ordinance to allow and regulate digital billboards, submitted by Commissioner Hal Walker.

Chairman Markley said Commissioner Walker worked fairly extensively on this. I think he will certainly have some comments for us. We have staff here to discuss the legal and practical aspects as well. Commissioner Walker, would you like to start or would you like staff to go first?

Commissioner Walker said I’ll start. I prepared an ordinance that was somewhat more extensive than the one that came back in that it also addressed some other aspects. What was important to me and before I go on I’ll make full disclosure. Prior to me being a commissioner I did have a legal matter hired by CBS and Viacom in which I’ve learned to my dismay that these type of digital signboards are not legal in Kansas City, KS. I am not an advocate for more billboards. I want to be clear about that. I do personally prefer digital sign boards to static face, single or double faced billboards. In looking at it, a number of years ago we had some litigation when we imposed a tax on signboards. We were involved primarily with Lamar/CBS Viacom. There may have been another signboard company involved at that time. Ultimately, it drug on so long that they basically couldn’t not afford or didn’t want to continue funding the lawyers so they kind of gave up and went away.

On the table at that time was a deal. We couldn’t get everybody to agree to it. The deal was that for every digital sign that was approved a company would agree to remove some factor. It has been drafted here tonight equal to; I think it should at least be twice as much. With the

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intent being if you look on most of the signboards in the community, especially in the urban core, the smaller derelicts that are in a once in a while somebody will put something up on them, they are blight. They need to go. They're never going to go because they don't have to do anything to maintain it. They simply, when they can sell a few hundred bucks of advertising they do it. With this ordinance, the intent is, you want a digital board and it meets all the requirements for the location, the highway beautification act and whatnot; then you need to take down a certain number of square foot of other boards. At the time there was also the debate of well, who gets to choose. I don't really want to get involved in that. Most of them are in the first, second, third and maybe a few in the sixth district. Mostly out west, they're not that small but still those could come down as well where opportunity presented itself to do so.

To me, Bonner has them, Edwardsville has them, Merriam has them and Shawnee has them. Just about everybody around has got them but us. I think they're a lot more aesthetically pleasing than others and I can't think of any other way to get rid of these small billboards except through condemnation and paying out large sums of money. I had requested a provision in here that if they didn't have any boards to trade that we would assess a certain amount of money. I don't care what that amount is. I don't know what economically makes sense. I had suggested \$100,000. That may be too high. **Chairman Markley** said I think whatever amount we need to fund the future sign ordinance study would be a great amount to start. **Commissioner Walker** said that or my hope would have been that we dedicate that money. We're not very good at keeping our dedications of money the way they're dedicated, but that we would use that money to acquire and take down other derelict billboards throughout the community. I'm sure there was a time when these small billboards and when the city limits ended at 38th Street and there were no interstates, these were great advertising mediums but I think anybody in the business would tell you, nobody builds these anymore. That's why this part of my proposal is before you tonight.

We're going to do a sign study but I didn't want my billboard issue to get tangled up in what could be a year long process.

Mr. Richardson said Ken, Patrick and I have been working on this together and I thought I'd start out tonight with a little bit of statistical data just related to the signs. This came off our GIS

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system. I haven't had a chance to verify all of it with Phil Henderson based on our current license to occupation tax receipts.

We have about 23 very small boards. Those would be 72 sq. ft. and under. Those are real small and that's less than a couple sheets of plywood. That total square footage of those signs would be about 1,700 sq. ft. approximately. If you have a 14 x 48 that's about 600 sq. ft., you know if you did three of those if Lamar or CBS choose to do three, then that would eliminate pretty much all of those boards if we use that two times or even a single square footage factor. Lamar and CBS own together about 94 or 95 signs in our community. They own all but one of what I would consider the small signs.

We also have another 44 signs that are 300 sq. ft or less. Those would be the half size signs. I don't know if those are really the ones that are an issue or not, possibly they are. Sometimes there's a couple of little ones stacked together. Locationally all of those smaller boards 300 sq. ft and under are kind of inside the 635 loop so to speak. There might be more of those out there if you take those 44 that are the 300 sq. ft.; most of them are 300 sq. ft. It would take a little bit longer to get through those to replace them. If we're going to prioritize, the little bitty ones are the ones that really never have anything on them. As they get bigger, they get a little bit more attention because it's worthwhile for somebody to do this.

That's kind of where we came up with the issue we can't really trade because we do have about 13 other companies that own boards that don't have small boards to trade. We could probably figure out what a market rate per square foot of sign cost is. I don't know, obviously the per sq. ft., the little ones aren't worth nearly what the big ones are or they would be leased a lot. I don't know which one we should use to offset that. Quite frankly, Ad Trend, which is a local KC company has three signs. Martin Outdoor, which is a large national company has four signs. Eleven others have one or two that they control. Quite frankly, those 11 might be controlled by Lamar or CBS. I just couldn't find documentation of that and I didn't call the companies to find out.

We might have a workable situation there. We have to come up with a fee and what you think is reasonable on a per square foot if they don't have one to put in the actual code. Patrick and Ken may have commentary on how we make that happen. In Commissioners Walker's original document he also addressed the issue of the church electronic message centers, those signs. Quite frankly our code has unconstitutional issues in it and that would add to it because it

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speaks to a specific type of speech. That's one of things the courts have said are unconstitutional. It may be no worse than what we have now but if it's not a pressing issue, we would rather wait and consider that with the rest of the sign code amendment.

Commissioner Walker said the intent there was if we said non-for-profit. Non-for-profit isn't necessarily a 501c3. I wanted to differentiate if they were exempt under the internal revenue service code which clearly is done by the federal government, they should be eligible for the monument sign. Maybe that requires further investigation as to how broad that would be. My idea was that the public library at Strong Avenue ought to be able to have a monument sign. Churches with a message of their activities during the week should be able to have them. That's just my opinion. Schools, some do but some have static. My impression is, it is quite an ordeal to go through for these organizations to get the approval to ultimately do that. Maybe there's a reason that I'm not understanding. I just think a public library ought to be able to have a message board that says what authors are there and what events are there. They shouldn't have to come up here and spend \$3,000 for lawyers, fees, and go through the whole planning process in order to do that.

That's another issue for the billboard. The billboard issue, my fellow commissioners can speak on whatever you want when—if these things are economically driven, my target is the small boards. If you make it twice the size, then a company that has two static faced boards, what we would all think of is a regular billboard along the side of the road, you're going to have to decide whether the economics of keeping those two boards is outweighed by the economics of the digital board. I don't have that knowledge, but if you want a digital board, then take down two of your big signs. I'm not particularly concerned about where they take them down. I think my intent is they are going to give up the ones that don't make any money first but if it gets to the point—the idea is if you take twice as much, every time they put up one of those things, you're taking down two billboards of equal size to replace it.

Yes, they get six messages a minute but those things cost a quarter million dollars still Rob, or are they cheaper now? **Mr. Richardson** said I don't know. I'm sure they are cheaper now. When they first went up they were pushing a million and they were apparently still making money with that. **Commissioner Walker** said from a money angle, there has to be a lot of money in being able to do six adds a minute for them to put up a million dollars. I think it's

cheaper now but still, let's say it's a half million, that's a lot of investment. How much do they—you know more about the market rates than I do on a static single faced board. I can think of locations where I'd rather have one of those digital boards sitting on a hill looking over I-35 or 18th St. than what's there right now.

Commissioner Kane said you know we just took down the Woodland's sign. If you're coming across from the Missouri side heading to the Legends, you see this big nothing. This statue of nothing and yet it still took forever to get it taken down and it was frustrating on my part. Commissioner Walker, this is like a two phase thing. This is the first phase that we're going through right now, with the second phase where they've got to clean it up and tell us how much it would cost and what the expense would be to the other folks. Is that correct? **Commissioner Walker** said well, I think if you don't have a board to trade then you pay to play. I don't know what the right number is because I'm sure they're going to cry at \$100,000 but I can't imagine how long it takes to make \$100,000 off of six big name ads every minute, 24-hours a day for 30 days. I don't know.

Chairman Markley said I think maybe what you're getting to is the idea is we would deal with this piece of the ordinance but then, Rob, I think secondarily after we get through with this discussion is going to ask about doing a full site immense review about all of the different signs and that's what would cost of money.

Commissioner Philbrook said Commissioner Walker, as this is presented right now, is this what you want, this particular—**Commissioner Walker** said I would like for it to have twice the square footage of removal and I would like for those that have no small boards to give up or cry that they can't give up any boards that there be a reasonable fee. Now, I don't know that \$100,000 is reasonable but—**Commissioner Philbrook** asked can we add those amendments to this and make that suggestion. **Commissioner Walker** said we need to determine the amount of money on all our fees, commissioner, I believe by administration. Each year the administration sets the cost of a permit at the park, a boat slip or whatever it might be. It would be my assumption that in the absence of us at this time having any specific knowledge that would be a market driven determination. **Commissioner Philbrook** said so we can include your suggestions

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along with this and move forward with this. **Commissioner Walker** said I would like to move forward. **Mr. Richardson** said this goes to the Planning Commission before it comes back to you. We wanted to make sure we had a good draft before we went to the Planning Commission. That's why this is on the agenda tonight as a discussion because I don't think you all—we're obviously listening to you but I don't think you need to take a vote on this tonight. **Commissioner Philbrook** said okay, but he does have those recommendations that we would like for you to listen to.

Patrick Waters, Legal Department, said we can consider this a working draft but we wanted to get your feedback tonight. There was one other issue that I thought of. The issue of how long the term on the special use permits would be is an issue that we wanted to discuss. We've heard various terms thrown out and if there was any feedback from the commission—**Mr. Richardson** said or if they even need a new special use permit. If it's an existing special use sign with an existing special use permit, do we want to go through the brain damage again. You all know where the planning staff is going to be when we come forward on these things. **Commissioner Walker** said yes we do. **Mr. Richardson** said and I don't know that any of us want to go through that necessarily if we don't have to. **Commissioner Kane** said I don't think it would be fair to them if we changed it midstream. **Commissioner Walker** said obviously if it's a new location they've got to go through the whole process anyway. I don't feel like we should ever give a billboard permit for less than ten years, personally. Others may think differently but every two years is an absurd burden on the cost of doing business. **Chairman Markley** said my only question to Hal on that is, what is the lifespan of that type of billboard. My concern was the lifespan of the billboard is only five years and then it's going to start looking ratty, then I don't want to give them a ten year permit and risk having them after five years stop maintaining it. I don't know if there's a way to answer that question but for me personally, I agree with Hal that two years is too short but I want to know how long does the board last because to me those things should align in some way so that we don't end up with the ratty billboard that we can't get rid of for five more years. **Mr. Richardson** said I've heard that there's on like the ones the churches do there's like a five year warranty but I think that once they put up an additional billboard, if it's successful enough that they're going to keep paying the electric bill on it, they will maintain that. We have some research that shows that a sign in another community that

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might have made \$300,000 in a year and when they went digital made \$3M in a year. I mean, that's a huge increase in the—I don't what the cost to them are but the revenue side is a lot better. I don't know how to balance that but I think the other thing is if technology changes in ten years and you can do it with half of the electricity and it works better and it's more efficient, I mean they're going to update those as it comes along.

The first board that went up in Kansas City I think was at 103rd & I-435. There's a church there on the south side and it went as a really tall board, just because it was set in the valley and they had to get up to the interstate level. That board's has been up and operational and it's had issues but they've kept it going. There hasn't been any maintenance issue with it and I think Lamar & CBS are big enough, they're going to maintain those. If you've got some—if one of us owned a board and had problems and it wasn't our revenue stream I might worry about that but with the big four here that comprise 90% of the boards, I don't think that would be an issue. **Mr. Waters** said we have maintenance standards already in the code. We could maybe tweak those a little bit just to clarify that those apply to the digitals as well.

Commissioner Walker asked am I correct, I don't want to get us too far off of what will be, if I own a billboard and I want to replace the pole, if I read our ordinance, I've got to get a new special use permit to replace the pole. It's confusing enough, Rob, that I can point to you right now off of Minnesota Avenue a board that needs a new pole that they will not do because they will not get a special use permit renewed for that location. They know that that pole is bad. They read, and I do too, that to do that they've got to get a special use permit. I'm having a hard time between what's defined in that for future reference as routine maintenance and something greater. **Mr. Richardson** said the way that's typically gone is that the little boards are a whole different animal. The big boards they've gone through the trouble to put in, get a permit and put a single pole in. They used to have eight I-Beams, then there were six I-Beams, four I-Beams and now there're a single pole. I think all of the big billboards except a couple along I-35 have gone to single pole. I know CBS had one that got hit by something and it bent one of the stanchions. Well, it didn't take out all of it and they just went back in and repaired it. I'll have to do more research on that because I really don't know with a billboard on Minnesota Avenue, what their real replacement is and what they're doing. A lot of them are just stuck on the side of a building. **Commissioner Walker** said well, in that particular case, the issue is the sign face

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would not be changed but the structural support would be. **Mr. Richardson** said some of that goes into nonconformities and it gets really technical zoning. It's almost a case by case evaluation. We can do that if you'd like, but I think if we come up with a system where they're going to go ahead and we think that they'll take advantage and remove those then that might be a better solution than—**Commissioner Walker** said and when you take this input from the commissioners to the Planning Commission will you notify in some way all the billboard companies of the proposal. I don't know the smaller ones but obviously CBS and Lamar are huge and they're almost on every billboard. **Mr. Richardson** said I think that I would probably use our license tax database for that because it's the most current. If anybody had a billboard I could use that. Like I said, it may be that they're just four. There aren't many singletons out there in the billboard industry anymore unless a guy had a deal with the Chevy dealer for 20 years and they put that up. **Commissioner Walker** said I think they're a few companies that build them, get them permitted, find locations and then flip them to Lamar. **Mr. Richardson** said or to CBS. That's very common. **Commissioner Walker** said they've come in and got the permit over the years and not too long after that it's a Lamar board.

Chairman Markley asked are there other questions specifically about the digital part and then we'll turn it over to Rob to talk more about the general.

Commissioner Maddox said I don't have questions about the general part. My question was centered more around if I'm a billboard owner or if there is a person that owns a billboard, what's in place that makes them stay in compliance. Is there a code in place that says if your board looks like this, you're fined. Is there anything like that that's in place that they have to comply with? **Mr. Waters** said yes, commissioner, that's found under 27-737(f) and it does have maintenance requirements. It states if it's not reasonably maintained for a period of three months then it's essentially considered abandoned and we can start taking actions against the property owner. That applies to the static billboards. That would apply to any possible future digital billboards as well. **Mr. Richardson** that applies not just to billboards. That applies to all signs. When we go to enforce that, we have to do that uniformly, equitably and equally across the community which is a huge issue. **Commissioner Maddox** said didn't I hear you say that they put something up for a little two months just to be in compliance so they don't have to take

it down. **Commissioner Walker** said no, if you look at them it's hard to imagine what they've done in the last three months to make sure it's maintained. 18th & Minnesota is a perfect example there at the corner. It's a God awful ugly board. **Commissioner Maddox** said that's a concern. I agree about that board too. That's a concern for me because across my district I have various boards that are outdated and I don't know if someone owns them or have they been left to sit. I too appreciate you actually putting this ordinance together that somehow will help us get into compliance with the boards in the city.

Commissioner Walker said one of the problems I foresee is if somebody owns it, it's almost like taking someone's home. With the sense that you have, they aren't going to take it down voluntarily because there's a cost to it. We don't want to take it down because we don't have the funds of resource revenue stream that will pay for them to take it down so we sit in limbo until there is some kind of project in that area that justifies the conclusion of the removal as part of the project. **Commissioner Maddox** said well have some art students in my area and they like to use spray paint cans. It'll make it look real nice if we don't do something about it.

Commissioner Philbrook said you're not suggesting that we start a land bank of signs are you. **Commissioner Walker** said no. **Chairman Markley** said Rob, can you talk about—let's bring that part to a conclusion. Are we sending forward—**Commissioner Walker** said I think so. **Chairman Markley** asked are we sending forward to the Planning Commission with this commission's recommendations the proposal for the digital billboards and then Mr. Richardson please talk to us about an overall of the sign ordinance and what that would look like.

Mr. Richardson said well, most of our zoning codes, sign ordinance included were adopted at some point in the 1970s and some of them were relics from before that. We updated some parts of it. In 2004 we updated our administrative section of that, kind of the how-to part of the zoning code and how to proceed through the zoning process. We've done some minor amendments. The overlay zone was also done in the 2004 timeframe for the design standards. The laws particularly related to signs, not so much related to the rest of how we administer the zoning code, but particularly related to signs; there has been a lot of action in the Supreme Court since the time those were adopted. I think it's fair to say most of that revolves around

distinguishing between different types of speech. Commercial speech, non-commercial speech and political speech. We've haven't had anybody really challenge us on the way we do this.

We're fair in how we administer the codes and I don't think anybody has come to us with a real problem with it. There's some good examples like the blue highway boards that tells you McDonald's—5x10 board that says McDonald's, Wendy's and whoever else is at the next exit. Conoco, BP, Motel 6, those boards. The state of Kansas authorizes a company to use their right-of-way for that. It's not the state of Kansas. Those are technically probably offsite advertising signs that are not legal under our code but that company has no permits and has no permission to put those into our community. Not that they're bad, but we don't address that. We don't address this issue between not-for-profits.

If you say not-for-profits could have this, I don't know if that separates commercial or non-commercial speech to an extent that would be a constitutional violation. There are several companies around the country that do sign codes. They have written them, they have been tested and they kind of know how people use the sign code and how that would best work for us once they sit down and talk to us. I would propose that we would do an RFP, request proposals for folks to work on our sign code, develop a new sign code that would be constitutional, serve the needs of our community, possibly be shorter, easier to understand and look at our fee structure for signs.

We don't have any sign permits that is over \$100. Some of them take more staff time than that. One thought I had to help the not-for-profits part of this would be that you could recommend to the Administrator that the not-for-profits not be charged a sign fee in our community. That way that would help reduce that either for a special use permit or you could say no zoning fees for them for that matter. That would get them out of the special use permit cost and sign fee cost. There might be other issues related to that but that is one way that we could in the next budget cycle help that part of our community. It's not just signs. The Green Markets have to pay \$350 special use permit fee too because that's what they fall under. There're several issues like that around.

I really think that it's not something that we should try to fix this piece, or that piece of the sign code. I think our basic district regulations are probably okay but it's the special types of signs and things like that, that really get us into deeper issues. Patrick has worked with the sign code a little bit as well. I don't know if you have any other commentary on that or not.

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Mr. Waters said no, I think it's a good recommendation. Actually, it's going to be a topic at our next city attorney's meeting so it's something on the mind of many municipalities. I think the time is right to be addressed. **Mr. Richardson** said it will be at the National Planning Conference. There will be several sessions on signs. There's two sign groups. There's the billboard companies and there's people that hate billboards. They all have data out there. It's a matter of sifting through it. Some people do their sign code based on how fast the traffic is. If you allow somebody to have a sign of a certain size but the traffic is 50 mph, you can't read it and it becomes dangerous because you have to focus on it longer to see it. There're some sign codes that are based on the speed of the traffic which I actually think is a good. It would be miserable to administer and it would be confusing, but it would be a better end result for us. Those are the things I think we ought to look for when we move into doing a sign code. As you know, when I talked to you all before there were many other issues related to planning & zoning that were on the list, master planning in different parts of the community as well as the sign code. I guess I am hearing from this group that the sign code might be at the top of your list for those revisions to be made. I haven't had any direction from anybody. **Commissioner Walker** asked do you have a timeframe. If we tonight as a committee approve a motion directing administration to proceed forth with an RFP for this, we don't need to go to the Planning Commission to do this. **Mr. Richardson** said not to do the sign code, no. The RFP process would eventually go through them because it's a part of the zoning code but to do that no. If this is an \$80,000, \$100,000, \$120,000 effort, well I don't have a budget for that at this moment either. That's another issue with that. **Commissioner Walker** said well, I mean, yes right. We're building the budget now. I would like to see this done before my term's up. I mean you know. **Mr. Richardson** said yes. **Commissioner Walker** said it's simply a matter of we bog a lot of things down in process. Moving this forward because clearly the things you've identified have been problems for a long time. Banner signs have been illegal for years but there was no will or political capital to make everyone take down their banner sign on their bar, restaurant, or liquor store and is it a good thing that we do that or is it a bad thing. It doesn't bother me but it bothers some people. Banner signs on churches, would they come down. I would like to see us move forward on this. Give him some direction and have something come up to the next

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commission meeting that we do something so that we're not sitting here a year from now waiting to get a report.

Chairman Markley said that's my question. Does this need a motion here to go to the commission meeting or is it going to come to us in budget for our budgeting purposes. Are you looking to do the RFP now and budget it for 2015 or is that all going to happen in the same package? **Mr. Richardson** said I think it would have to be budgeted, either a revision to the 2014 budget which would take effect in August or something new on the 2015 budget. Once we do the RFP that process usually takes six–eight weeks, so a couple of months. I think that the process for doing the sign code itself would probably six, nine, ten months somewhere in there. Probably more on the nine–ten month range to get it done. We will want to go out and talk to talk to all of our community groups. We have several business related community groups, the NBRs and we have other community groups that might have discussion about how we—I think one of the big things is transition. Are we going to create new nonconformities? Are we going to say the people that have the illegal stuff up now, you have a certain amount of time to take it down. Those are some issues that I think need a broader community discussion to give policymakers some idea of what the community out there is really thinking and would go for in that. I know in some communities and we may do this by overlay zone in different parts of the community. The Minnesota Avenue, Central Avenue is different than Village West and probably should be administered differently. We may need to look into those kind of issues. It's going to take us a while to get to that process. You've got three years left. Is that right? **Commissioner Walker** said God willing, yes. **Mr. Richardson** said well you can be reelected too. Before your first term is up that should be done. **Commissioner Walker** said well I'm glad you're sure about that. **Commissioner Philbrook** said that doesn't give you permission to wait for eight years. **Mr. Richardson** said I understand that but what I'm saying is that if this process, even it started in 2015—I wasn't sure when your term ended. That may have been—**Commissioner Walker** said oh, I understand. I've seen a lot of things. I wouldn't say that you've done this, Jody or Ken. Staff can kill a project because I killed a few in my day by just letting them just sit there and do nothing. **Mr. Richardson** said this is one that we've wanted to do. **Commissioner Walker** said this is something we want to do and you want to do it. We

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need to help you find the money or figure out when we're going to do it but when we start it I don't want a belabored process.

Chairman Markley said I don't know if my question got answered. Do you need us to do something for you tonight or should we just expect to see this in the budget? **Mr. Richardson** said I will talk with administration about the budget part. I think it needs to be budgeted. I don't think there's money right now for that. I think it needs to come through the budget process. I think we've got clear direction now that this standing committee wants to see that as part of the budget. I guess one question would be a revision of 2014 or 2015 while we're having a conversation about this. The more direction we get, the better off we off. **Chairman Markley** said I don't personally have a preference.

Action: **Commissioner Walker made a motion, seconded by Commissioner Kane, to direct administration to proceed with the sign revision RFP with all due speed and when funds are made available either by commission action or administration action.** Roll call was taken on the motion and there were five "Ayes," Philbrook, Kane, Maddox, Walker, Markley.

Commissioner Walker said what you have now is at least the endorsement of the committee that we want this thing done. Now, what we need is for administration to come back and say we don't have any money until 2015 and here's when we'll start or we can do it this August but there's no mistaking that we want it done.

Chairman Markley adjourned the meeting at 6:24 p.m.

tp



Staff Request for Commission Action

Tracking No. 140214

- Revised
- On Going

Type: Standard

Committee: Administration and Human Services Committee

Date of Standing Committee Action: 6/16/2014

(If none, please explain):

Proposed for the following Full Commission Meeting Date:

Confirmed Date: 6/19/2014

6/19/2014

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

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Ref:</u>	<u>Department / Division:</u>
6/4/2014	Renee Ramirez	573-5665	rramirez@wycokck.org	II	Human Resources

Item Description:

The Director of Human Resources is submitting 5 Human Resource Guide revised policies with revisions for review and consideration for approval. A summary of the policy changes along with the individual policies are attached to this RFA. Human Resources and Legal Department staff are reviewing and updating these and other policies to reflect current ordinance and organizational practices.

Action Requested:

For approval.

Publication Required

Budget Impact: (if applicable)

Amount: \$

Source:

- Included In Budget
- Other (explain) Policy action by Commission.

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Human Resources Guide Summary of Revisions 2014

Human Resources Department has proposed changes to the following policies:

- 2.5 Smoke Free Workplace
- 2.9 Probationary Period
- 3.2 Performance Evaluation
- 6.1 Workers' Compensation and Injury Leave
- 6.2 Driver Safety, Accident Reporting, and Vehicle Use

Further amendments to HRG policies are forthcoming to include:

- 7.4 and 7.4A Substance Abuse
- 5.6 Family and Medical Leave
- 6.3 Violence in the Workplace
- 7.1 Rules and Discipline

Changes in the following policies are proposed:

Smoke Free Workplace 2.5

- Included language from City Ordinance 17-133 prohibiting any kind of cigarette, from being used in UG buildings and anywhere smoking is prohibited.

Probationary Period 2.9

- Probationary review will be completed for employees hired and transferred that are not subject to an MOU. This does include Police, Fire and Sheriff Command Staff

Performance Review 3.2

- Performance Evaluation System being changed to Performance Review system since no overall rating is assigned and will not reflect merit increases
- Will provide management with a tool to engage in effective conversations with employees
- Motivate desired employee behaviors that have lasting organizational impact
- Provides a review system that is easy to use yet still effective
- Performance reviews for non-union personnel rating period commenced June 1, 2014. Union personnel performance reviews will commence on January 1, 2015.

Workers' Compensation and Injury Leave 6.1

- Provided steps on how an injured employee should report an on the job injury
- Detailed when an employee must seek medical treatment
- Clarifies the responsibility of the supervisor

Driver Safety, Accident Reporting, and Vehicle Use 6.2

- Added language for all UG employees required to maintain a CDL must present a Medical Self Certification form to the State of Kansas
- Added language for winter driving
- Removed point system to an incident matrix system
- Added language that a review of MVR records for potential employees will cover a three year period for driving infractions to reduce liability for major infractions



Unified Government Human Resources Guide

Effective [07-01-14](#)04-01-05

SMOKE FREE WORKPLACE

- I. General: It is the policy of the Unified Government to comply with all applicable federal, state, and local regulations regarding smoking in the workplace as well as provide a safe and healthful environment for its employees. [Smoking is defined as carrying or holding of any lighted, heated, or burning pipe, cigar, or cigarette of any kind, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette or electronic cigarette of any kind.](#)
- II. Policy
 - A. Smoking is not permitted inside any part of any Unified Government workplace or building except for designated smoking areas.
 - B. Employees are not permitted to smoke while operating or riding as a passenger in a Unified Government vehicle.
 - C. Employees are permitted to smoke outside Unified Government buildings while on authorized breaks. Smoking is banned, however, near air intakes, regularly-used external doors and regularly-opened windows.
 - D. Any employee found in violation of this policy may be subject to discipline.
 - E. All supervisors are responsible for the enforcement of this policy in the same manner as other Unified Government policies and rules.
 - F. To assist employees who wish to stop smoking, the Unified Government will provide smoking cessation workshop information and seminars if sufficient demand exists.



Unified Government Human Resources Guide

Effective 07-14-05 06-0-14

PROBATIONARY PERIOD

- I. General: ~~It is the policy of the Unified Government that all~~ **All** employees new to any position ~~be subject to~~ **must serve** a probationary period of six months as the final step in the selection process.
- II. Policy
 - A. This policy covers only employees not subject to a Memorandum of Understanding or other contractual agreement between the Unified Government and a represented group of employees, **unless otherwise agreed upon by a bargaining unit. This policy also covers Police, Fire, and Sheriff command staffs.**
 - B. This policy does not apply to employees who have been appointed to ~~either~~ seasonal/, temporary, or summer ~~status~~ **positions.**
 - C. The probationary period is defined as the initial six months of any new position, whether the employee is a new Unified Government employee or an employee who has been transferred to a new position.
 - D. Probationary period review
 1. The supervisor shall discuss the expected performance standards with the employee at the start of the probationary period.
 2. Employees hired **or transferred from** January 1 through June 30:
 - a. will undergo probationary review **at the conclusion of six months;**
 - b. ~~will be expected to meet goals set by supervisor~~ **have goals set at the start of their employment as part of the annual performance review process;**
 - c. will participate in the annual performance ~~evaluation~~ **review** process **in the same calendar year they are hired or transferred.**
 - d. ~~may be eligible for merit pay according to the merit increase guidelines during the annual performance evaluation and merit process.~~
 3. Employees hired or **transferred from** July 1 through December 31:
 - a. will undergo probationary review **at the conclusion of six months;**
 - b. ~~may be eligible for merit pay according to the merit increase guidelines at the conclusion of the probationary period based on the probationary review rating.~~ **will have goals set and participate in the annual performance review process in the calendar year following their hire or transfer date.**
 - E. At the conclusion of the six-month probationary period, the employee's supervisor ~~shall~~ **will** meet with the employee to evaluate his/ **or** her performance and advise the employee on the skills he/ **or** she needs to improve. **The supervisor may extend the employee's probationary period for up to three months, if he or she deems it advisable to do so.**



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Effective ~~07-14-05~~ 06-0-14

- F. Newly hired probationary employees are eligible to receive one-half of their annual vacation allotment on the first day of the month following the successful completion of the six-month probationary period as outlined in Section 5.2 Vacation. If the employee's probationary period is extended, the employee's vacation credit will be delayed until the probationary period is successfully completed. In that case, the vacation hours equivalent to the employee's months of service will be credited at the first of the month following the completion of the probationary period.
- FG. The Grievance Procedure is not available to the new employee during the initial probationary period, but it is available to the employee who has been transferred to a new position.
- GH. ~~Grievances~~ **Complaints** involving of discrimination or harassment in the workplace will be allowed by all employees, whether probationary or not.

RELATED POLICY: 3.2 Performance Evaluations
5.2 Vacation

RELATED FORM(S): Probationary Review Form



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PERFORMANCE EVALUATION **REVIEW**

- I. General: The Unified Government ~~shall~~ **will** utilize a systematic method of ~~identifying, assessing and rewarding the~~ **employee job** performance ~~of an employee with respect to his/her job duties.~~
- II. Policy
 - A. ~~This policy does not apply to employees subject to a memorandum of understanding or other contractual agreements between the Unified Government and a represented group of employees.~~
 - A. B. Human Resources responsibilities:
 1. Inform department representatives of guidelines ~~related to~~ **for** the performance appraisal **review** process.
 2. Design the appraisal **performance review** forms and offer training in the ~~area of~~ evaluating performance.
 3. Conduct periodic audits of the appraisal **performance review** process to promote fair and consistent practices as well as the effectiveness of the system.
 - B. C. Departmental responsibilities:
 1. Ensure that all supervisors participating in the performance appraisal **review** process have received appropriate training offered through Human Resources.
 2. Ensure that all performance appraisals **reviews** and other corresponding forms are completed and submitted to Human Resources **within** the specified time frame.
 3. Make a good faith effort to evaluate all employees in a fair and consistent manner.
 4. **Ensure that supervisors communicate performance expectations to employees at the beginning of the review period, as well as provide meaningful feedback, communication, and documentation throughout the review period.**
 - D. The Performance Appraisal **Review** Process:
 - Step 1. **Department heads meet with the responsible Assistant County Administrator (or County Administrator where appropriate) to establish departmental goals and priorities for the review period.**
 - Step ~~1~~ 2. **At the beginning of the review period, The the immediate supervisor discusses standards of achievement and sets goals with each employee utilizing Section 1 of the Performance Review Form and obtains signatures in Section 1 under "Goal-Setting Acknowledgment". (See Goal-Setting Form)**
 - Step 2. ~~Supervisor submits completed Goal Setting Form to Division Head and Department Head for approval.~~



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- Step 3. ~~The Supervisor~~ supervisor meets periodically with the employee throughout the ~~evaluation~~ review period to discuss performance and progress towards completing the established goals. Goals may be revised as necessary. ~~The Supervisor~~ supervisor may documents work performance and may using use the Performance Log as a tracking system.
- Step 4. Near the end of the evaluation period, the employee completes a self-evaluation form.
- Step 5. ~~After reviewing the Employee Self-Evaluation at the end of the rating period, the Supervisor~~ supervisor completes the “Goal-Attainment Review” portion for each goal under Section 1 and rates the employee’s performance in Section 2 of the Performance Evaluation Review Form after reviewing the employee’s Self-Evaluation Form.
- Step 6. ~~The Supervisor~~ supervisor submits the completed Performance Evaluation Review Form, as well as the employee’s self-evaluation, to the ~~Division Head~~ division head and ~~Department Head~~ department head for review and input. ~~Department Head will submit a summary report of the performance evaluation ratings to the County Administrator or designee.~~
- Step 7. The department head submits the Departmental Summary of Performance Reviews to the responsible Assistant County Administrator (or County Administrator where appropriate) and ensures that any employee who did not achieve multiple goals or a significant goal or who was frequently rated below 3 on Section 2 receives a performance improvement plan.
- Step 78. ~~The Supervisor~~ supervisor conducts the performance ~~evaluation~~ review discussion with the employee.
- ~~Step 8. Employee is allowed to review the draft Performance Evaluation form and make comments on the appropriate section of the form. Employee must sign an acknowledgement indicating that they have reviewed the form and return the form by the end of the next working day.~~
- ~~Step 9. Upon receipt of the employee’s comments, the supervisor submits the completed Performance Evaluation Form to the Division Head and Department Head for final approval and signatures. The performance rating may be revised by this chain of command before final approval is obtained. Any changes made are reported to the supervisor and the employee. Any changes made are reported to the supervisor and employee, and an amended summary report will be given to the County Administrator or designee.~~
- Step 109. The completed Performance Evaluation Review Forms along with the Departmental Summary of Reviews are is submitted to Human Resources within the specified time frame.



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E. Employee Responsibilities:

1. Employees are responsible for performing at the expected levels and must communicate any barriers to achieving expected performance levels and goals to their supervisors.
2. The performance review cannot be grieved. Major disagreements with statements or ratings may be discussed with ascending levels of management.

EF. ~~The Probationary Employee~~ employees may go through the annual performance review process based on their hire or transfer dates (See 2.9— Probationary Period).

RELATED POLICIES: 2.9 Probationary Period
 3.1 Classification and Compensation

RELATED FORM(S): ~~Goal Setting Form~~
 Performance Log
 Employee Self-Evaluation Form
 Performance Evaluation **Review** Form
 Performance Improvement Plan
 Summary of Performance ~~Evaluation Ratings~~ **Reviews**



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WORKERS' COMPENSATION AND INJURY LEAVE

- I. General: The covered employee who is injured on the job receives medical treatment and partial wage protection, as well as physical and vocational rehabilitation, if reasonably necessary.
- II. Policy
 - A. It is the responsibility of each employee to read, become familiar with, and comply with the rules and regulations set forth in the **Unified Government Safety Manual Section (6-2) Employee Safety Manual**. A copy is distributed to each new employee during employee orientation. -Additional copies are available in **Risk Management Human Resources**.
 - B. Unified Government employees (excluding those covered by the International Association of Firefighters (IAFF), Local #64) are covered by the "Workers' Compensation Act," which is contained in Articles 5 and 5a of Chapter 44 of Kansas Statutes Annotated. -On-the-job injuries of employees covered by the IAFF are handled under the Unified Government's group medical care coverage plan.
 - C. Within this policy, "on-the-job injuries" ~~shall~~ include occupational diseases, which are diseases or illnesses arising out of and in the course of employment resulting from the nature of the employment, all as defined in K.S.A. 44-5a01.
 - D. The Unified Government's Workers' Compensation program is administered by **Human Resources Risk Management**. -Questions about Workers' Compensation may be directed to the ~~Risk Manager~~ **Workers' Compensation Coordinator or Safety Officer**.
 - E. **Reporting an on-the-job injury**
 1. An employee ~~shall~~ **must** immediately report to his/ or her supervisor; all injuries incurred while on the job, regardless of the extent of the injury.
 2. Supervisors will immediately notify the Workers' Compensation Coordinator or Safety Officer of all on-the-job injuries.
 3. ~~Supervisors will direct~~ **Human Resources will authorize** an injured employee to receive medical treatment, if required, at the Unified Government's designated treatment facilities.
 4. Supervisors will complete the Unified Government's Injury Report and submit it along with any witness statements and other applicable documentation to the Worker's Compensation Coordinator or Safety Officer within 24 hours of being notified of the injury.



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(F)E- Types of benefits

1. Medical treatment

- a. K.S.A. 44-510 gives an employer the right to designate a treating physician and hospital. ~~Authorized sources of treatment for on-the-job injuries are listed in APPENDIX I. However, in an emergency the nearest hospital should be used. The Workers' Compensation Coordinator or Safety Officer~~ ~~Risk Manager~~ or a designee of the Unified Government's third party administrator has the authority to approve other treatment sources if the required care is not otherwise available.

NOTE: ~~The authorized sources of treatment for on-the-job injuries may be different than the health care providers authorized by an employee's particular health care plan. The employee should keep this in mind if there is doubt that injuries are compensable under the Workers' Compensation Act.~~

- b. The Unified Government will pay all costs of necessary treatment by a health care practitioner designated by the Unified Government. ~~An employee has the right to consult a health care practitioner of his/ or her choice, but under the Workers' Compensation Act, the Unified Government must pay a maximum of \$500.00 for the charges of a non-authorized health care practitioner. The employee must pay all amounts over \$500.00.~~
- c. Every on-the-job injury must be reported to the employee's supervisor and to the ~~Workers' Compensation Coordinator or Safety Officer~~ ~~Risk Manager~~ even if the employee does not plan to seek medical treatment because:
 - (1) the employee's right to Workers' Compensation benefits may be jeopardized if complications should later occur; and
 - (2) the Workers' Compensation Act allows for a penalty against an employer (the Unified Government) who has knowledge of an on-the-job injury and does not submit a timely report to the state. (Timely is considered to be within 28 days.)



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- (d) An employee must seek medical treatment in the following cases:
- (1) ~~if~~ If the injured employee states they cannot finish the remainder of ~~their~~ his or her shift; or
 - (2) ~~or~~ if the injured employee will place ~~their self~~ himself or herself or others in danger if ~~they~~ he or she ~~were to~~ continues working.

- (e) ~~d.~~ ~~The supervisor should report~~ ~~Extremely~~ ~~e~~Extremely serious injuries ~~should be reported~~ ~~should be reported~~ to the Workers' Compensation Coordinator or Safety Officer ~~Risk Manager~~ immediately ~~by the supervisor~~ by ~~the supervisor~~ by telephone.

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- (f) e- Treatment for on-the-job injuries
- (1) All major injuries ~~shall will~~ be treated at the hospital(s) listed in APPENDIX I. ~~-A major injury is one that is incapacitating and requires transportation by ambulance. -If in the opinion of the ambulance technicians the injured employee is in need of immediate medical attention, the nearest hospital should be used.~~
 - (2) During business hours, all minor injuries ~~shall will~~ be treated by the non-hospital health care provider(s) listed in APPENDIX I. ~~-A minor injury is one that leaves the employee able to walk, with assistance if necessary.~~
 - (3) After business hours, minor injuries will be treated in a hospital emergency room. ~~-(See APPENDIX I for authorized hospital(s).)~~

2. Physical and vocational rehabilitation

These are available if reasonably necessary to restore the injured employee to substantial and gainful employment.

3. Partial wage protection

- a. Benefits are available for employees who are totally and permanently disabled by on-the-job accidental injuries, or if the employee dies as the direct result of such injuries.
- b. The employee who is temporarily totally disabled because of an accidental on-the-job injury will receive weekly benefits. ~~-Temporary total disability is defined in K.S.A. 44-510c as "when the employee, on account of the injury, has been rendered completely and temporarily incapable of engaging in any type of substantial and gainful employment." -Workers' Compensation wage benefits begin with the second week the employee is~~



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disabled. -Pay for the first week of disability is covered by Section II.E.4. Injury Leave below.

4. Injury Leave

a. The employee injured on the job may be eligible for paid Injury Leave. Pay for such leave is in addition to any Workers' Compensation benefits, except for members of the Firemen's Relief Association, who are not covered by the Workers' Compensation policy. -This Section II. ~~DE~~.4 "Injury Leave" covers all employees unless a union contract contains a conflicting provision, in which case, the contract provision governs those employees covered by the contract.

b. To initiate Injury Leave pay, the department must inform the ~~Risk Manager~~ **Workers' Compensation Coordinator or Safety Officer** that the employee has been placed on ~~total~~-temporary **total** disability by the attending health care practitioner.- Otherwise, the days off will be subtracted from the employee's accumulated sick leave.

~~c.~~ **Injury Leave shall will run concurrently with FMLA leave available to the injured employee. Leave taken under Workers' Compensation or other injury benefits programs will be designated as FMLA leave and counted as part or all of the employee's FMLA 12 week entitlement. -See 5.6—Family and Medical Leave.**

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~~d.e.d.~~ Fire Department command officers: -Absence due to job-related injuries ~~shall will~~ not be charged against the employee's accrued sick leave. -Such a job-related absence is considered to be an "on-duty injury leave," and the employee's pay continues at the normal rate. -An on-duty injury leave for any one injury is limited to an accumulated maximum time of 12 months. At the conclusion of 12 months, the employee must either return to work or make application for a disability pension. -However, ~~such the~~ employee may **request to** use his/ **or** her accumulated sick leave days ~~prior to before~~ **his/her** ~~returning~~ to work or ~~prior to before~~ making application for disability pension. -(See also 4.1—Health Care Benefits and 5.1—Sick Leave.)

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~~d.e.~~ Employees who are not covered by the IAFF: -The amount of Injury Leave pay is the difference between the Workers' Compensation wage protection benefit payment and the employee's average gross weekly wage **for the 26 weeks prior to the date of injury.** -The Unified Government

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continues paying the employee's regular wages or salary during the first week he/ or she is off under this policy. -If the claim is approved, effective with the second week, the employee will receive two checks: one for statutory Workers' Compensation wage benefits and one for Injury Leave pay.

f.e.f. General limitations

- (1) A temporary or summer employee ~~shall neither be eligible for nor receive~~ is not eligible for and will not be paid Injury Leave beyond the date his or her employment would have ended had he/ or she not been injured.
- (2) An employee who is injured after giving notice of retirement or resignation, or after receiving notice he/ or she is to be discharged or laid off, ~~shall will~~ not be eligible for paid Injury Leave beyond the announced date of separation from employment.

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f.g. Limitations for those employees who are not covered by the IAFF:

- (1) Except where a union agreement provides otherwise, paid Injury Leave ~~shall will~~ be a maximum of 12 ~~calendar~~ weeks per injury.
 - (a) In no event ~~shall will~~ paid Injury Leave continue after weekly Workers' Compensation wage protection benefits have ceased.
 - (b) A return to work for a period of at least 30 calendar days is necessary before the employee is entitled to another period of benefits.
- (2) All disability benefits received by the injured employee from any source in addition to Workers' Compensation benefits shall offset the amount of Injury Leave pay to which the employee is otherwise entitled. This includes, but is not limited to, KPERs, KP&F, and Social Security benefits.
- (3) An employee whose injuries are being compensated from another Workers' Compensation program ~~shall not be is in~~-eligible for paid Injury Leave.

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g.h. Sick leave and vacation time

- (1) Sick leave and vacation time continue to be accrued and accumulated while the employee is off work on paid Injury Leave.

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(2) An employee who is denied paid Injury Leave, or has used up such benefits, may request permission to take his~~/~~ or her accrued and accumulated sick and vacation leaves before returning to work.

~~h.i.~~ Subsequent aggravation or re-injury traceable to a specific time or event is considered a new injury and is handled as such.

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~~h.j.~~ Injury Leave and Injury Leave pay cease upon the resignation, retirement, discharge, or death of the employee.

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F. The Unified Government may require that the injured employee be reexamined by an authorized health care practitioner even after the employee has been to his~~/~~ or her own health care practitioner. ~~However, K.S.A. 44-515(a) provides that "the employee shall not be required to submit to an examination more often than twice in any one month, unless required to do so in accordance with such orders as may be made by the (state) director." An injured employee who refuses to submit to a physical examination and/or diagnostic tests required by the Unified Government shall will~~ forfeit all rights to Injury Leave and Injury Leave pay and may prejudice or lose Workers' Compensation benefits.

G. An employee ~~shall will~~ forfeit all rights to Injury Leave and Injury Leave pay and may lose all or part of his~~/~~ or her Workers' Compensation benefits, and ~~his or her~~ employment may be terminated, if he~~/~~ or she:

1. ~~engages Engages~~ in work, either part-time or full-time and either for pay or as a volunteer, for or on behalf of himself~~/~~ or herself or any other person, firm, or corporation, while on Injury Leave;

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2. ~~fails Fails~~ or refuses to comply with or follow, or disregards or violates, the treating health care practitioner's instructions or advice regarding treatment of the injured condition;

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3. ~~falsifies Falsifies~~ or misrepresents his~~/~~ or her injured condition or physical capacity or disability as worse than it in fact is while receiving Injury Leave pay; or

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4. ~~refuses Refuses~~ to return to work after he~~/~~ or she has been released for duty, including light duty, by the treating health care practitioner.

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H. The total amount the employee is entitled to receive in Workers' Compensation and Injury Leave benefits shall not exceed the amount of his~~/~~ or her regular pay. ~~Any overpayment to the employee or payment made to an employee who is not entitled to it must be refunded to the Unified Government.~~

I. Electing to continue the pay of an employee by payment of Workers' Compensation and Injury Leave benefits does not commit the Unified Government to accept the claim as one that is eligible for payment. ~~Investigation may result in the conclusion that the~~



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incident is not compensable under Kansas Workers' Compensation law. ~~If~~ the state director and the administrator of the Unified Government's Workers' Compensation program make such a determination, the Unified Government will charge any days off to the employee's accumulated sick leave.

- J. For the purposes of this policy, a return to full-time work with temporarily limited activities, upon the attending health care practitioner's release, is considered to be a return to regular work. ~~Such~~ a return suspends the employee's right to the payment of temporary total disability compensation and Injury Leave pay; however, it does not affect any right the worker may have to compensation for any permanent partial disability.
- K. If an employee is injured on the job and it is determined by a court of law that the injury resulted from the negligence of a third party, then the Unified Government is to be paid back for any amount paid to such employee as Workers' Compensation benefits and Injury Leave pay, if the employee receives a monetary award or other financial settlement from the third party. ~~This~~ includes any out-of-court settlement ~~which was~~ obtained as the result of such on-the-job injury.

RELATED POLICIES: [5.1 -Sick Leave](#)
[5.2- Vacation](#)
[5.6 -Family and Medical Leave](#)
[6.4 – Temporary Alternative Duty](#)

RELATED FORM(S): [Injury Report](#)
[Notice of Limited Liability](#)
[Consent and Acknowledgement of Receipt Form](#)



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APPENDIX I. — Names and addresses of authorized medical treatment centers:

<u>Clinic</u>	<u>Hospitals</u>
<u>Occupational Medicine Associates Clinic</u> <u>4214 Kansas Avenue</u> <u>Kansas City, Kansas 66106</u> <u>Phone: 321-7557</u>	<u>Bethany Medical Center</u> <u>51 North 12th Street</u> <u>Kansas</u> <u>City, Kansas 66102</u> <u>Phone: 281-8400</u>
	<u>Providence St. Margaret Health Center</u> <u>8929 Parallel Parkway</u> <u>Kansas City, Kansas 66112</u> <u>Phone: 596-4000</u>

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APPENDIX I. Names and addresses of authorized medical treatment centers.

<u>Clinic(s)</u>	<u>Hospital</u>
<u>Wyandotte Occupational Health</u> <u>4810 State Avenue</u> <u>Kansas City, KS 66102</u> <u>913-321-4567</u> <u>7:00am - 10:00pm, Monday - Friday</u>	<u>The University of Kansas Hospital</u> <u>3901 Rainbow Blvd.</u> <u>Kansas City, KS 66160</u> <u>913-588-5000</u> <u>913-588-6500 (Emergency Room)</u>
<u>The University of Kansas Occupational Health</u> <u>3901 Rainbow Blvd.</u> <u>Dep G110</u> <u>Kansas City, Kansas 66160</u> <u>Phone: 913-588-6512</u> <u>Hours: 8:00am - 4:30pm, Mon. - Fri.</u>	
<u>KU MedWest Occupational Health</u> <u>7405 Renner Road</u> <u>Shawnee, KS 66217</u> <u>913-588-2200</u> <u>7:30am - 9:00pm, Monday - Friday</u> <u>9:00am - 4:00pm, Saturday - Sunday</u>	

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Clinic Locations and Hospital	
State Avenue Health Care 4810 State Avenue Kansas City, Kansas 66102 Phone: 913.945.9740	The University of Kansas Hospital Emergency Room 3901 Rainbow Blvd Kansas City, KS 66160 Phone: 913.588.6512
KU MedWest Occupational Health 7405 Renner Road Shawnee, Kansas 66217 Phone: 913.588.2200	The University of Kansas Hospital Occupational Health 3901 Rainbow Blvd., G110 Delp Kansas City, KS 66160 Phone: 913.588.2715

[APPENDIX II. Injury Report](#)
[Notice of Limited Liability](#)



Unified Government Human Resources Guide

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DRIVER SAFETY, ACCIDENT REPORTING and VEHICLE USE

- I. General: It is the policy of the Unified Government that all employees who drive on Unified Government business, whether a Unified Government vehicle, a personal vehicle or some other vehicle, and whether they receive a car allowance or not, with the exception of employees who are members of the Fraternal Order of Police Lodge #4, **Fraternal Order of Police Lodge #40** and of the International Association of Firefighters Local #64, be subject to the Driver Safety and Accident Reporting program. Any on-the-job accidents will also be subject to the Unified Government's Drug and Alcohol Testing policy found in the appendix of this policy or in the Human Resources department.
- II. Policy
 - A. Driver's License/Proof of Insurance
 1. Applicants for employment in positions which require the operation of a vehicle will have a valid ~~Kansas~~ driver's license **with their current permanent address**.
 2. All employees who drive on Unified Government business must have a valid ~~Kansas~~ driver's license, **with their current permanent residence listed**, appropriate endorsement for the class of vehicle they are operating, and liability insurance in at least the minimum amount required by Kansas Law.
 3. The driver's license and proof of insurance must be carried with the employee at all times while on duty.
 4. The employee must provide a current copy of his/her driver's license and proof of insurance to his/her department head.
 5. **It is the employee's responsibility to notify their department of any changes to their driver's license within 30 days of the change. This includes suspensions, revocations; name changes, address changes etc.**
 6. **As of January 30, 2014 all Unified Government employees requiring a CDL must present a Medical Self Certification form to the state of Kansas. Employees not in compliance will have their CDL downgraded to a Non-CDL.**
 - B. Motor Vehicle Records
 1. **As a condition of employment** Human Resources will obtain the motor vehicle record (MVR) of each potential employee for job classes that require the operation of a vehicle and will forward it to the hiring department.
 - a. **The MVR for each potential employee will cover the previous three year driving record.**
 - b. **If a potential employee does not meet the MVR criteria listed below, he or she may be excluded from further consideration for employment. If a conditional offer of employment has been made, it may be withdrawn.**



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2. **Human Resources** ~~Department heads, division heads, or their designees~~ will obtain at least annually an MVR on all employees who are regular drivers and will review such records, except that an MVR will be obtained at least twice a year for employees with 2 or ~~more points~~ **more moving violations or more than one major moving violation** on their driving record.

C. Authorized Driving

1. Only employees **cleared by Human Resources and/or DRARC** and those authorized by their department heads, division heads, or their designees will operate vehicles on Unified Government business. Employees will not be authorized to drive on Unified Government business if they have **a poor driving record within the last three years or 36 months. In situations where a driver has a driving record marked as borderline; that driver will meet with DRARC to determine eligibility. Refer to the below chart below to determine the eligibility of a driver.**

Driver Selection Motor Vehicle Reports for Three Years				
Number of Minor Violations	Number of at Fault Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Major Violation	Poor	Poor	Poor	Poor

~~accumulated ten points or more twelve consecutive month on the point system set out below.~~

2. Under no circumstances will an employee drive on Unified Government business if the employee's driver's license has been suspended or revoked, unless a court has modified the suspension to permit driving during the course of employment and the State Division of Vehicles has accepted the modification. No employee will be permitted to drive without the proof of liability insurance in at least the minimum amount required by Kansas Law.
3. Department heads, division heads or their designees will physically inspect the driver's licenses and proof of insurance of all employees who are regular drivers at least twice a year. Copies will be maintained ~~for~~ as part of departmental records.

D. Observance of Law and Payment of Fines



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1. Employees are responsible for knowing and observing all current state and local traffic laws.
 2. Employees are responsible for paying fines for traffic violations, ~~whether~~ **when** such fines arise from the operation of a vehicle on Unified Government business ~~or otherwise~~. The Unified Government will not reimburse employees for such fines.
- E. Inspection and Securing of Vehicle
1. Each day before initial use of any Unified Government vehicle, the driver of the vehicle will visually inspect the vehicle for damage, inoperable lights, loose hardware, under inflated tires, or any noticeable condition which may make the vehicle unsafe to operate.
 2. If any deficiencies are noted, the employee will report them to the supervisor. Failure to report such defect or damage will make the employee responsible for same defect or damage.
 3. No vehicle (either a Unified Government vehicle or any other vehicle operated on Unified Government business) will be operated in an unsafe condition.
 4. Except in emergency situations, Unified Government vehicles which are not stored inside a building or in a secure area will be locked with the ignition key removed.
- F. Seatbelts
1. No Unified Government employee will operate a vehicle nor ride as a passenger while on Unified Government business unless the employee is wearing a safety belt which is properly adjusted and fastened.
 2. The foregoing paragraph will not apply to
 - a. any person who is physically unable to use a safety belt if the inability is certified by a physician; or
 - b. any passenger on a Unified Government bus.
- G. Smoking: **Smoking is prohibited in all vehicles owned or partly owned by the Unified Government.** ~~No Unified Government employee shall smoke while operating a vehicle or riding as a passenger while in a Unified Government vehicle.~~
- H. Accident Reporting
1. Off-duty accidents/incidents
 - a. Employees who drive a vehicle as either part or all of their job duties and/or receive a monthly car allowance must report to their supervisors no later than the first working day after the accident/incident any of the following events involving the employee and occurring off-duty:



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- (1) vehicular accident
 - (2) driving under the influence charge
 - (3) driving under the influence or moving violation conviction, guilty plea, no contest plea, or diversion agreement
 - (4) driver's license suspension or revocation for any reason, including but not limited to failure to maintain liability insurance as required by law.
- b. Supervisors will notify their respective division heads.
 - c. The division will notify the chairman of its respective Driving Records and Accident Review Committee in writing of any of the above-referenced incidents by any employee in the division who drives on Unified Government business.
2. On-duty accidents
- a. Any employee involved in an accident while driving on Unified Government business will report the accident to supervision immediately after the accident. Unless the employee is injured and unable to do so, all forms associated with the accident, including the injury report must be completed prior to leaving the workplace. Employees may be required to submit to a drug and alcohol test as required by the Unified Government's Drug and Alcohol Testing Policy.
 - b. The driver's supervisor will file a written report with his/her division.
 - c. The supervisor will report serious accidents by telephone to the **Safety Officer or Worker's Compensation Coordinator Risk Management Division** immediately. "Serious" is defined as involving either
 - (1) vehicular damage in an amount greater than ~~\$1,000~~, **\$2,000** or
 - (2) any disabling personal injury, whether temporary or permanent **or**
 - (3) **any motor vehicle accident that requires a vehicle involved to be towed from the scene of the accident**
 - d. The division will complete the insurance form (Acord) and forward it to **Legal and Human Resources Risk Management** no later than the next working day following the accident.
 - e. The supervisor will forward a copy of the police report to **Legal and Human Resources Risk Management** as soon as it becomes available.
 - f. The department head has the right to ~~suspend~~ **place an employee on administrative leave** ~~the employee~~ with pay pending the outcome of the department's investigation of the accident.



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- g. When an employee is driving their personal vehicle for business purposes, and is involved in an accident, the employee's insurance will be the primary insurance to pay for any damages. The Unified Government's insurance will cover any losses above the limits of the employees insurance.

3. Winter Driving Policy

- a. During inclement winter weather; the following rules will apply to those driving vehicles for Unified Government business.
 - 1. Accidents will still be reported if or when they occur.
 - 2. Post-accident drug testing may be suspended if snow packed; icy road conditions or other weather related phenomenon caused the accident.
 - 3. Post-accident drug testing will be required if the UG employee is involved in an accident in which a citation was issued to the employee, if there is significant damage to the Unified Government vehicle, or if there were any fatalities involved in the accident.

2. ~~On-duty accidents~~

- ~~a. Any employee involved in an accident while driving on Unified Government business shall report the accident to supervision immediately after the accident. Unless the employee is injured and unable to do so, all forms associated with the accident, including the injury report must be completed prior to leaving the workplace. Employees may be required to submit to a drug and alcohol test as required by the Unified Government's Drug and Alcohol Testing Policy.~~
- ~~b. The driver's supervisor shall file a written report with his/her division.~~
- ~~c. The supervisor shall report serious accidents by telephone to the Risk Management Division immediately. "Serious" is defined as involving either
 - (1) vehicular damage in an amount greater than \$1,000, or
 - (2) disabling personal injury, whether temporary or permanent.~~
- ~~d. The division shall complete the insurance form (Acord) and forward it to Risk Management no later than the next working day following the accident.~~
- ~~e. The supervisor shall forward a copy of the police report to Risk Management as soon as it becomes available.~~



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f. ~~The department head has the right to suspend the employee with pay pending the outcome of the department's investigation of the accident.~~

I. ~~Driving Records and Accident Review Committees~~

1. Each department will establish a Driving Records and Accident Review Committee to review employees' driving records and to make recommendations to department heads.
2. The Committee will have the authority to require employees to appear before the Committee and to answer questions.
3. Employees have the right to file a written response or appear in person before the Committee to explain any mitigating circumstances surrounding an accident or an incident being reviewed by the Committee or surrounding an employee's motor vehicle record which may serve as the basis for assessment of points under this policy. The Committee will consider such information and will forward it to the department head in the Committee's report.

4. ~~Duties~~

- a. The Committee will review every accident involving employees' driving on Unified Government business and will make a determination as to whether an accident was ~~preventable~~ **avoidable**.
- b. The Committee will make a written report of its findings containing a recommendation as to corrective action to be taken, if any (e.g., temporary suspension of driving privileges, special training, physical examination), and will send a copy to the department head and to ~~Risk Management~~ **Human Resources**.
- c. ~~At least twice a year~~ **Periodically**, the Committee will review its employees' driving records and will ~~review the Motor Vehicle Report (MVR) and determine if driver's meet the criteria listed above~~ **compute the number of points to be assessed against each employee** and will forward that information to the department head.

J. ~~Point System: The following point system will be used by every committee in its review of employee accidents/incidents and its recommendations for corrective action. Points will be assessed for each item enumerated below, even when more than one item arises out of a single incident.~~

1. ~~On Duty Accidents/Incidents~~

a.	Failure to have a valid driver's license in possession	1 point
b.	Moving violation conviction, guilty plea, or no-contest plea	2 points
e.	Possession of expired license	2 points
d.	Minor accident, preventable	2 points



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e.	Serious accident, preventable	4 points
f.	Failure to report a moving violation to a supervisor	4 points
g.	Failure to report an accident while driving on Unified Government business to a supervisor	6 points
h.	Driving under the influence, conviction, guilty plea, no contest plea or diversion agreement	10 points
i.	Driver's license suspension or revocation	10 points
j.	Vehicular homicide conviction, guilty plea, or no contest plea	10 points
k.	Failure to report a DUI conviction, guilty plea, no contest plea, or diversion agreement or driver's license suspension or revocation	10 points

2. Off Duty Incident

a.	Moving violation conviction, guilty plea, or no contest plea	1 point
b.	Driving with an expired license	1 point
c.	Serious accident, preventable	2 points
d.	Failure to report to a supervisor an off-duty accident or a driving under the influence charge	3 points
e.	Driving under the influence conviction, guilty plea, no contest plea, or diversion agreement	5 points
f.	Vehicular homicide conviction, guilty plea, or no contest plea	5 points
g.	Failure to report to a supervisor an off-duty DUI conviction, guilty plea, no contest plea, or diversion agreement or driver's license suspension or revocation	10 points
h.	Driver's license suspension or revocation	10 points

K. Definitions: For purposes of this policy, the following terms will have the following meanings:

1. **Accident:** Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged, the extent of the damage or injury, the location of the accident, or who was responsible.
2. **Avoidable Preventable accident:** An accident in which the employee driving failed to exercise reasonable precautions to prevent the accident.



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3. **Serious accident:** Any motor vehicle accident involving either: (a) vehicular damage in an amount greater than ~~\$2,000~~ \$1,000, or (b) disabling personal injury, whether temporary or permanent, or (c) requires a vehicle to be towed from the accident.
4. **At fault accident:** Any accident in which it was determined that the driver in question was determined to be the cause of an accident.
5. **Minor accident:** Any motor vehicle accident which is not a serious accident.
- ~~(6)~~ 5. **Moving violation:** Any violation in which the operator of the vehicle is given a citation for violating a traffic law regardless of the jurisdiction the citation occurred. Any violation which is classified a moving violation under state law, except that a conviction for violating the maximum speed limit by not more than ten miles per hour where the speed limit is 55, 65, or 70 miles per hour and a conviction for violating the maximum speed limit by not more than five miles per hour in every other instance shall not be considered a moving violation. For purposes of the assessment of points and the imposition of discipline, a moving violation shall include any DUI charge which results in a diversion agreement. If any diversion agreement is violated resulting in revocation by the court, for purposes of this policy, the matter will be treated as a conviction for the underlying charge unless another finding is made by the court.
- (7) **Minor violation:** Minor moving violations are defined as citations issued for speeding no more than 15 mph above the posted speed limit, failure to yield, failure to obey posted stop sign and illegal turns.
- (8) **Major violation:** Major violations would include speeding in excess of 20 mph of the posted speed limit, reckless driving, driving under the influence of drugs or alcohol, attempting to elude law enforcement and leaving the scene of an accident.
- (9) **Non-owned Vehicles:**
Non-owned vehicles include any personal or rented vehicle that is used for Unified Government business and is not owned in part by the Unified Government.
- (10) **Fleet vehicle:**
A fleet vehicle is any vehicle that is in part owned by the Unified Government.

L. Discipline



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1. ~~After accumulation by an employee of the following number of points within any consecutive twelve-month period, the corresponding discipline shall be imposed by the department head.~~

- ~~2 points ————— Warning letter
 4 points ————— Second warning letter
 5 points ————— Defensive driving course
 7 points ————— Three-day suspension without pay
 and defensive driving course—
 10 points ————— Loss of business driving privilege;
 possible termination~~

An employee will receive the appropriate discipline from their department if they fall into one of the following categories during a consecutive 36 month period.

Discipline for moving violations in a consecutive 36 month period				
Number of Minor Violations	Number of at Fault Accidents			
	0	1	2	3
0	None	Warning Letter	Second Warning Letter	Three-day suspension without pay and defensive driving course
1	Warning Letter	Second Warning Letter	Three-day suspension without pay and defensive driving course	Loss of business driving privilege; possible termination
2	Second Warning Letter	Three-day suspension without pay and defensive driving course	Loss of business driving privilege; possible termination	Loss of business driving privilege; possible termination
3	Three-day suspension without pay and defensive driving course	Loss of business driving privilege; possible termination	Loss of business driving privilege; possible termination	Loss of business driving privilege; possible termination



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Major Violation	Loss of business driving privilege; possible termination			
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2. The foregoing chart will not preclude the imposition of more severe discipline for a particular infraction if circumstances warrant it or if a contrary provision is contained in any contract with a bargaining unit.

M. Vehicle Use: The following section is to apply to all vehicles being used for Unified Government business. This will include Unified Government owned vehicles, non-owned vehicles and rented vehicles. Excluded from this list are unmarked “Take Home Vehicles”.

1. No Rider policy- under no circumstances shall there be outside riders with the exception of emergency vehicles, public transit vehicles, and individuals with a business interest with the Unified Government.
2. Unified Government owned vehicles are to be used for business purposes only. Personal trailers to haul materials or equipment including but not limited to boats, dirt bikes and ATVs is prohibited

Appendix I. Acord Form



Staff Request for Commission Action

Tracking No. 140190

- Revised
 On Going

Type: Standard

Committee: Administration and Human Services Committee

Date of Standing Committee Action: 6/16/2014

(If none, please explain):

Proposed for the following Full Commission Meeting Date:

Confirmed Date: 7/10/2014

7/10/2014

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

Date:	Contact Name:	Contact Phone:	Contact Email:	Ref:	Department / Division:
5/22/2014	Christian Cooley	913-573-8299	ccooley@wycokck.org		DOTS - GSS

Item Description:

The Unified Government displays real estate information on the internet through the LANDSWEB and other web applications. Currently public access to owner information is only allowed if a user has created a login. Staff is recommending that user login requirement be eliminated. The user login requirement is inconsistent with surrounding agencies. The login requirement creates confusion and a barrier to accessing owner name. The login requirement consumes staff time to support. Eliminating the login barrier is a step the UG can take to support open data.

Action Requested:

Discussion and approve removal of login requirement for owner name search and display on UG website.

Publication Required

Budget Impact: (if applicable)

Amount: \$

Source:

- Included In Budget
 Other (explain) Policy discussion.

File Attachment	File Attachment	File Attachment	File Attachment
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