



Unified Government Human Resources Guide

Effective 04-01-05

RESIDENCY REQUIREMENT

I. General: It is the policy of the Unified Government that all employees be required to reside within the geographical limits of Wyandotte County, Kansas.

II. Policy

A. All employees of the Unified Government shall establish and maintain their permanent residence within the geographical limits of the County throughout their period of employment.

B. This policy does not apply to County employees who as of October 12, 1989 (Health Department employees, January 1, 1991) had established permanent residence outside Wyandotte County, unless specified otherwise by an employment contract. However, if at any time such employee changes permanent residence, said employee must establish and maintain permanent residency in Wyandotte County, Kansas.

C. New employees who are not already permanent residents of the County at the inception of their employment shall have a period of 12 months to establish permanent residency in Wyandotte County. At the end of the 12 month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established residence within the County shall be terminated. The County Administrator has the authority to allow extensions of the 12 month period if in his opinion the employee has shown substantial evidence of progress toward meeting the residency requirement.

The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.

D. Definitions

1. Permanent residence means “domicile,” that is, a residence which is intended to be permanent rather than temporary, and which is the place where a Unified Government employee is most intimately connected.

2. An employee is any person employed by the Unified Government under the jurisdiction of the Administrator or the Chief Executive/Mayor.

E. Indicators for determining residency include:

1. Employee’s driver’s license address

2. Auto registration address

3. Voter’s registration address



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4. Addresses of bank accounts and credit cards
 5. School enrollment of children
 6. Phone number and address at which an off-duty employee can be routinely reached at 3:00 a.m. in case of an emergency
- F. Human Resources shall maintain a record of the resident address and residency status of every Unified Government employee.
1. Applicants
Each applicant for a position in the Unified Government service must sign a statement found on the application that he/she must be a resident of Wyandotte County or willing to relocate within 12 months of the date of hire.
 2. New Employees
 - a. As a condition of employment, new employees shall provide a sworn or affirmed statement (Affidavit of Residency for New Employee) that the employee understands the residency requirement for Unified Government employees, and stating his/her current address and whether he/she is or is not a resident of the county, as defined above.
 - b. If the person is not a resident at the time of hiring, the new employee must establish Wyandotte County residency within 12 months and sign a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency within the County within 30 days of the change of residency, and provide proof of the new residency. (See 4. Proof of Residency below.)
 3. Current employees
Employees in the Unified Government service shall be required to maintain their current resident address on file with Human Resources. They shall notify their department within 30 workdays of any change in address by signing a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency within the County and providing proof of such residency. The department shall forward the original form to the Human Resources Department.
 4. Proof of residency
Any employee who changes residency must provide general evidence of residency including, but not limited to:
 - a. Driver's license
 - b. Auto registration
 - c. Voter registration



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- d. Address on bank or credit card statement
- e. Copy of school enrollment of children
- G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.
- H. Any employee violating any of the provisions of this section shall be subject to discharge.

RELATED FORM(S): Affidavit of Residency for New Employee
 Affidavit of Change of Residency
 Affidavit of Residency for New Temporary/Summer Employee