

RESOLUTION NO. 2010- 19
A RESOLUTION ADOPTING UPDATED
PERSONNEL POLICY NUMBER 301
PERSONNEL POLICY NUMBER 304
PERSONNEL POLICY NUMBER 401
PERSONNEL POLICY NUMBER 402
FOR KIOWA COUNTY, KANSAS

WHEREAS, K.S.A. 19-101a, as amended, provides that the Board of County Commissioners shall have home rule authority; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Kiowa County, Kansas the current Personnel Policy Numbered 301, 304, 401 and 402 shall be removed and replaced with the following:

POLICY NUMBER 301: VACATION BENEFITS

POLICY NUMBER 301

TITLE: VACATION BENEFITS

Kiowa County provides, and employees are encouraged, to use available paid vacation for rest, relaxation and personal pursuits. Full time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year is dependent upon their length of employment as shown in the following schedule:

<u>Length of Employment</u>	<u>Days of Paid Vacation Per Year</u>
After one year	Five normal department work days
After two years	Ten normal department work days
After ten years	Fifteen normal department work days
After twenty years	Twenty normal department work days

The length of eligible service is calculated on the basis of a "benefit year." This is the twelve month period that begins on the first day of full-time employment. Before vacation time is earned or can be used, a waiting period of 365 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Vacation pay is based on the employee's base at the time the vacation pay is taken. It does not include overtime or any special forms of compensation such as shift differentials, etc. Full time employees that work less than the normal hours in their department shall be paid for vacation based on their average

weekly hours. For example, a thirty hour per week employee will receive six hours of pay for each vacation day.

Vacation time may be used in minimum increments of ½ hour. Employees shall request and receive advance approval from their department head or supervisor prior to receiving paid vacation time. Requests will be reviewed based on a number of factors, including but not limited to, departmental needs and staffing requirements.

In the event available vacation time is not used by the end of the benefit year, employees may carry up to three working days of unused time forward to the next benefit year, unless additional days are approved by the employee's department head or supervisor. Vacation time carried forward must be used before the full time employee's next employment anniversary date. Exceptions shall be allowed only by the employee's department head or supervisor and must be approved by the Commission. Upon termination of employment, employees shall be paid for unused vacation time that has been earned through the last day of employment. Recognized county holidays which occur during an employee's vacation leave time are not counted as a day of paid vacation time.

POLICY NUMBER 304: SICK LEAVE BENEFITS

POLICY NUMBER 304

TITLE: SICK LEAVE BENEFITS

Kiowa County provides paid sick leave benefits to all eligible full time employees for periods of temporary absence due to illnesses or injuries. Full time employees will accrue sick leave at the rate of one average work day per full month of employment, not to exceed 720 hours total. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the maximum limit.

Employees with over five normal work days of accrued sick leave may voluntarily and confidentially transfer sick leave time over five normal work days worth of sick leave to another employee. Employees are required to keep at least five normal work days of accrued sick leave for their own use.

Sick leave benefits will be paid based upon the rate of pay for one average work day. "Average work day" is determined by taking the number of hours an employee was scheduled to work during the preceding pay period and dividing that number by the number of days the employee was scheduled to work during the preceding pay period.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation, disability, etc.. Sick leave benefits will be used to supplement any payments the employee is eligible to receive from state disability insurance, workers' compensation or Kiowa County provided disability insurance programs. The combination of any such payments and sick leave benefits cannot exceed the employee's regular weekly earnings.

Paid sick leave shall be used in minimum increments of ½ of an hour. Eligible employees may also use sick leave in the event of sickness in the employee's immediate family. "Immediate family" is defined as parents, spouse, spouse's parents, grandparents, brothers, sisters, children, grandchildren, stepparents and stepchildren.

Employees who are unable to report to work due to illness or injury shall notify their direct supervisor as soon as possible before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected end dates. Such verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence, the employee's department head or supervisor may require an employee to provide a physician's verification the employee may safely return to work.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. It is the desire of Kiowa County to encourage full time employees to use sick leave only when it is needed. As an incentive, upon termination of employment, employees shall be paid for accumulated unused sick leave up to 720 hours maximum, and not including any hours transferred to an employee by other employees, as follows:

<u>Length of Employment</u>	<u>Percentage of Hours Paid</u>
Two – Five years	15% of accumulated hours
Six - Nine years	40% of accumulated hours
Ten – Fourteen years	50% of accumulated hours
Fifteen – Nineteen years	75% of accumulated hours
Twenty or more years	100% of accumulated hours to the maximum of 720 hours

POLICY NUMBER 401: TIMEKEEPING

POLICY NUMBER 401

TITLE: TIMEKEEPING

An accurate record of time worked is the responsibility of every exempt and non-exempt employee with the exception of elected officials. Federal and State laws require Kiowa County keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

The County provides software for timekeeping purposes. All employees are to check in and out using this software. At the end of the pay period, the time sheets must be reviewed and signed by the employee and the department head or supervisor prior to its submission to the county's payroll department. Signed

and verified time sheets shall be brought to the County Clerk's office payroll department on the date provided by the payroll clerk in the pay date schedule.

It is the employee's responsibility to sign their time sheets to certify the accuracy of all time recorded. The department head or supervisor will review and then sign the time record before submitting it for payroll processing. If manual corrections or modifications are made to the printed time sheet, the department head or supervisor must verify the accuracy of the changes by initialing the time sheet.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

All non-exempt employees should accurately record daily the time they work, time used for sick leave, vacation time, compensatory time (earned & used) and holidays. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed

Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay no more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

POLICY NUMBER 402: PAYDAYS

POLICY NUMBER 402

TITLE: PAYDAYS


Until December 31, 2010, all employees are paid on the last business day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

As of January 1, 2011, all employees are paid on the 15th and last business day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a holiday or weekend, employees will receive pay on the last day of work before the regularly scheduled payday.

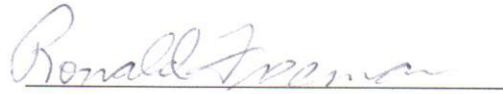
All employees are required to make arrangements to have their paychecks electronically deposited into an account designated by the employee.

Passed and Adopted this 6th day of December, 2010.

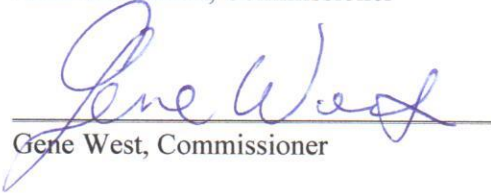
KIOWA COUNTY
BOARD OF COMMISSIONERS



Don Richards, Commissioner




Ronald Freeman, Commissioner



Gene West, Commissioner

ATTEST:


Carmen Renfrow, Kiowa County Clerk