

RESOLUTION NO. 2011-3

**A RESOLUTION ADOPTING UPDATED
PERSONNEL POLICY NUMBER 108 AND
PERSONNEL POLICY NUMBER 405
FOR KIOWA COUNTY, KANSAS**

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Kiowa County, Kansas:

POLICY NUMBER 108: OUTSIDE EMPLOYMENT

The current personnel policy shall be removed and replaced with the following:

POLICY NUMBER 108

TITLE: Outside Employment

A full-time employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Kiowa County, and as long as he or she has presented a written request on a County approved form to his or her department head prior to accepting outside employment. Such outside employment will be considered secondary to his or her position with Kiowa County.

Employee's shall not transact any business by phone, computer or mail while also being paid (ie. "on the clock") by Kiowa County for performance of their duties for Kiowa County nor shall they use any of Kiowa County's resources for the benefit of their outside employment.

All employees will be judged by the same performance standards and will be subject to Kiowa County scheduling demands, regardless of any existing outside work. If Kiowa County determines that an employee's outside work interferes with performance or the ability to meet the requirements of Kiowa County as they are modified from time to time, the employee may be asked to terminate or modify the outside employment if he or she wishes to remain an employee of Kiowa County.

Outside employment will present a conflict of interest if it has an adverse impact on Kiowa County.

POLICY 405: EMPLOYMENT TERMINATION

POLICY NUMBER 405

TITLE: Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation- voluntary employment termination initiated by the employee.
- Discharge- involuntary employment termination initiated by the employer.
- Layoff- involuntary employment termination initiated by the employer for non-disciplinary reasons.
- Retirement- voluntary employment termination initiated by the employee meeting age, length or service, and any other criteria for retirement from the organization.


An exit interview may be scheduled with the County Clerk's office at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Kiowa County, or the return of Kiowa County owned property. Suggestions, complaints and questions can also be voiced.

Since employment with Kiowa County is based on mutual consent, both the employee and Kiowa County have the right to terminated employment at will, with or without cause, at any time. Employees will receive their final paycheck on the first regularly scheduled payday following their termination.

Employee benefits will be affected by employment termination in the following manner. Accrued, vested benefits that are due and payable at termination will be paid. Vacation leave and unused sick leave will be calculated at the employee's rate of pay at the time of separation subject to any maximum limitations. Some benefits may be continued at the employee's expense if the employee so chooses. Explanation of these benefits will be given to the employee at the time of the exit interview.

Passed and adopted this 21 day of February, 2011

KIOWA COUNTY
BOARD OF COMMISSIONERS



Don Richards, Commissioner




Ronald Freeman, Commissioner



John Unruh, Commissioner

ATTEST:



Carmen Renfrow, Kiowa County Clerk