Core Values

**Safety** – together, we endeavor to provide a safe and secure workplace and community.

**Honesty, Integrity & Respect** – Together, we work honestly and with integrity, while respecting the rights of others.

**Ongoing Improvement** – Together we value progress, growth & new possibilities by providing and preparing for the community’s future.

**Working Towards Excellence** – Together, we strive to achieve high performance and service standards set by us and expected by the community.

Core Purpose

*WE ARE DODGE CITY*

Together we serve - to make Dodge City the best place to be.

*WE ARE DODGE CITY*

Mission Statement

Together, we promote open communications with our community members - improve quality of life - preserve our heritage - foster a better future.

We are Dodge City
EMPLOYEE ACKNOWLEDGEMENT OF PERSONNEL POLICY MANUAL AND AT-WILL STATUS

I acknowledge that I have been made aware of the City of Dodge City Personnel Policy Manual as well as my responsibility to read and acquaint myself with this manual. I understand I can access the manual through my department, the City intranet and the Human Resource Office. I understand this manual describes the personnel policies of the City of Dodge City, and this manual is intended to be an information book only. If I have questions regarding the contents of this manual, I will contact my supervisor or the Human Resource Office. **I understand and agree that I am an “employee-at-will.” As an employee-at-will, either the City of Dodge City or I may terminate our employment relationship at any time, either with or without cause, and also with or without advance notice. I understand and agree the information contained in this manual does not constitute an employment contract between the City of Dodge City and myself and the City has the right to amend this manual or any statement made in this manual, at will and at any time. I understand that abiding by the policies in this manual is a condition of continued employment with the City of Dodge City.**

__________________________________________
Employee Name (Printed)

__________________________________________
Employee Signature

__________________________________________
Date
CITY GOVERNMENT AND ORGANIZATION OF THE CITY OF DODGE CITY

The City of Dodge City operates under a Commission – Manager form of government. This form of government provides for a five (5) member City Commission and a City Manager.

The City Commission is responsible for developing policy and giving general direction to the government. The City Commission selects the Mayor from among its members on an annual basis. The City Commission also selects a Vice-mayor, who shall serve as Mayor in the Mayor’s absence. Elections to the City Commission are held on even years and members are elected at large for overlapping terms, two or four years. Elections are nonpartisan. City Commission meetings are held the first and third Monday of each month at 7:00 PM at City Hall or other designated sites.

The City Manager, a full-time professional administrator, is appointed by the City Commission. The City Manager is the Chief Executive Officer of the City and therefore responsible for overseeing the general administration of all City business. He insures the Commission’s policies are implemented and carried out. The City Manager is responsible for all recruitment, selection, appointment, assignments, discipline and termination of all City employees. The City Manager is responsible to the City Commission, which is responsible to the public for the conduct of the City’s affairs.

In order to accomplish these tasks, the City Manager appoints Department Heads, who in turn recommend appointments of all other departmental employees. Authority and responsibility for keeping the City’s services and activities operating is delegated by the City Manager to each Department Head, each superintendent, each supervisor and ultimately to each employee whose individual job duties contribute to the provision of service to the citizens.

Each of us needs to remember our jobs exist for the sole purpose of serving the public. As employees and representatives of the City, we should always be concerned with the impression our activities may create.
# TABLE OF CONTENTS

**DEFINITIONS** *(revised 10/1/2013)* ................................................................. 9

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – General Personnel Policy</td>
<td>12</td>
</tr>
<tr>
<td>Section 2 – Purpose of the Manual</td>
<td>12</td>
</tr>
<tr>
<td>Section 3 – Scope of Policies, Procedures and Provisions</td>
<td>12</td>
</tr>
<tr>
<td>Section 4 – Administration of the Personnel Program <em>(revised 10/31/2014)</em></td>
<td>13</td>
</tr>
<tr>
<td>Section 5 – Equal Employment Opportunity (EEO)</td>
<td>14</td>
</tr>
<tr>
<td>Section 6 – Departmental Policies and Regulations</td>
<td>14</td>
</tr>
<tr>
<td>Section 7 – Revisions and/or Additions to the Manual</td>
<td>15</td>
</tr>
<tr>
<td>Section 8 – Distribution of Manual</td>
<td>15</td>
</tr>
</tbody>
</table>

**CHAPTER 2 - POSITION CLASSIFICATION PLAN** ............................................. 16

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Definitions</td>
<td>16</td>
</tr>
<tr>
<td>Section 2 – Uses of a Classification Plan</td>
<td>16</td>
</tr>
<tr>
<td>Section 3 – Administration of the Classification Plan</td>
<td>16</td>
</tr>
<tr>
<td>Section 4 – Classification Appeals</td>
<td>16</td>
</tr>
<tr>
<td>Section 5 – Interpretation of Position Descriptions</td>
<td>17</td>
</tr>
</tbody>
</table>

**CHAPTER 3 - PAY PLAN** ............................................................................. 18

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Composition and Maintenance</td>
<td>18</td>
</tr>
<tr>
<td>Section 2 – Overtime</td>
<td>18</td>
</tr>
<tr>
<td>Section 3 – Pay Periods</td>
<td>18</td>
</tr>
<tr>
<td>Section 4 – Pay on Termination</td>
<td>18</td>
</tr>
<tr>
<td>Section 5 – Bonus Pay</td>
<td>19</td>
</tr>
<tr>
<td>Section 6 – Year End Bonus <em>(revised 12/19/2012)</em></td>
<td>19</td>
</tr>
<tr>
<td>Section 7 – Employee Recognition Program</td>
<td>19</td>
</tr>
<tr>
<td>Section 8 – Maintenance of Pay Records</td>
<td>19</td>
</tr>
</tbody>
</table>

**CHAPTER 4 - APPLICATIONS** ................................................................. 20

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Announcement of Vacant Positions</td>
<td>20</td>
</tr>
<tr>
<td>Section 2 – Application Forms</td>
<td>20</td>
</tr>
<tr>
<td>Section 3 – Employment Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Section 4 – Nepotism</td>
<td>20</td>
</tr>
<tr>
<td>Section 5 - Emergency Appointment</td>
<td>21</td>
</tr>
</tbody>
</table>

**CHAPTER 5 - APPOINTMENTS** .............................................................. 22

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 - Types of Appointments</td>
<td>22</td>
</tr>
<tr>
<td>Section 2 – Promotional Appointments</td>
<td>22</td>
</tr>
<tr>
<td>Section 3 – Appointing Authority</td>
<td>22</td>
</tr>
<tr>
<td>Section 4 – Political or Partisan Endorsement Prohibited</td>
<td>22</td>
</tr>
<tr>
<td>Section 5 – Certification of Health <em>(revised 1/15/15)</em></td>
<td>22</td>
</tr>
<tr>
<td>Section 6 – Employee Requested Transfer</td>
<td>23</td>
</tr>
<tr>
<td>Section 7 – Outside Employment</td>
<td>23</td>
</tr>
</tbody>
</table>

**CHAPTER 6 - INTRODUCTORY PERIOD** .................................................. 24

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Introductory Period Objective</td>
<td>24</td>
</tr>
<tr>
<td>Section 2 – Duration</td>
<td>24</td>
</tr>
<tr>
<td>Section 3 – Extension</td>
<td>24</td>
</tr>
<tr>
<td>Section 4 – Interruption of Introductory Period</td>
<td>24</td>
</tr>
<tr>
<td>Section 5 – Promotional or Transfer Introductory Period</td>
<td>25</td>
</tr>
<tr>
<td>Section 6 – Introductory Period Reports</td>
<td>25</td>
</tr>
</tbody>
</table>

*Revised 11/01/2016*
Section 4 – On-Call and Emergency Call Back Procedures .............................................. 44
Section 5 – Attendance Records .................................................................................. 44

CHAPTER 13 - LEAVE................................................................................................. 45
Section 1 – Purpose and Scope .................................................................................. 45
Section 2 – Vacation ................................................................................................. 45
Section 3 – Holiday Pay ............................................................................................ 46
Section 4 – Illness Income Protection (revised 10/31/12, 1/15/15) ......................... 47
Section 5 – Leave Without Pay ................................................................................ 49
Section 6 - Family and Medical Leave (revised 10/31/2013 & 11/06/2015) ........... 49

Key News...................................................................................................................... 50
Section 7 – Military Leave (revised 10/31/2013) ....................................................... 52
Section 8 – Civil Leave ............................................................................................. 53
Section 9 – Workers Compensation Act and Injury Leave (revised 1/15/15) .......... 54
Section 10 – Bereavement Leave with Pay (revised 11/1/16) .................................. 55
Section 11 – Violent Crime Victim Leave ................................................................. 55
Section 12 - Special Leave ....................................................................................... 55
Section 13 – City Facility Closure Due to Power Outage, Inclement Weather or Disaster: 56
Section 14 – Temporary Limited Duty Assignments: ............................................. 56

CHAPTER 14 - EMPLOYEE ASSISTANCE PROGRAM............................................. 57
Section 1 – General Policy Statement ...................................................................... 57
Section 2 – Scope ...................................................................................................... 57
Section 3 – Designated Provider ............................................................................. 58
Section 4 – Coordination ......................................................................................... 58
Section 5 – Confidentiality Statement ...................................................................... 58
Section 6 – Referral Procedure ................................................................................ 58
Section 6 – Employee Participation .......................................................................... 60

CHAPTER 15 - EMPLOYEE BENEFITS....................................................................... 61
Section 1 – Retirement Program .............................................................................. 61
Section 2 – Social Security ....................................................................................... 61
Section 3 – Health/Dental/Life Insurance (revised 10/1/2013) ................................ 61
Section 4 – Worker’s Compensation ....................................................................... 62
Section 5 – 457 Deferred Compensation .................................................................. 62
Section 6 – Section 125 Spending Accounts ............................................................. 62
Section 7 – Health Savings Account ......................................................................... 62
Section 8 – Supplemental Insurance Coverage ....................................................... 62
Section 9 – Relocation and Moving Expenses ......................................................... 62
Section 10 – Professional Meetings and Memberships ............................................ 63
Section 11 – Tuition Reimbursement ...................................................................... 63

CHAPTER 16 - COMMUNICATIONS.......................................................................... 65
Section 1 – City Business (revised 10/31/11) ............................................................. 65
Section 2 – Records .................................................................................................. 65
Section 3 – Telephone Usage (revised 10/31/11) ....................................................... 66
Section 4 – Cell Phone Policy (revised 10/31/11) ....................................................... 66
Section 5 - Computers................................................................................................ 69
Section 6 – Internet/Email Policy (revised 10/31/11) ................................................ 69
Section 7 – Social Media Policy (revised 10/31/11) ................................................... 71

Revised 11/01/2016 7
DEFINITIONS (revised 10/1/2013)

Administrative Working Days – any day of business between working hours of 8:00 a.m. and 5:00 p.m., excluding Saturday, Sunday and City of Dodge City observed holidays.

Position Classification Plan - the City of Dodge City’s official system of grouping job titles into appropriate classes.

Position Classification - a system of identifying and describing the different kinds of work in an organization and then grouping together under common job descriptions those positions which are basically similar with respect to nature of work, level of difficulty, responsibility, training and experience and assigning those job titles to a particular classification.

Regular Full-Time – An appointment to a position within the City that calls for the employee to work full time, a minimum of forty (40) hours per a seven (7) day pay period, for an unspecified period of time. Appointments to full time positions shall include an introductory period as specified for the position. Employment under this type of appointment is eligible for receipt of all City benefits.

Temporary Full-Time – An appointment made in an emergency situation or in the event a regular full-time employee is off work for a prolonged period of time and the position is integral to the operations of the City. The maximum duration for this type of position shall not typically exceed six (6) months, unless to fill a position due to an approved leave. Employment under this type of appointment may be eligible for City benefits. Should this type of appointment lead to a regular full-time appointment, anniversary date shall be calculated from the date of the regular full-time appointment except for KPERS membership where the date of the initial appointment shall be considered the anniversary date.

Regular Part-Time I (Working 20 – 29 Hours Weekly) – An appointment made for an unspecified duration to a position which requires regular attendance for a minimum of twenty (20) hours within a seven (7) day pay period but less than thirty (30) working hours for a seven (7) day pay period. Appointments to regular part-time positions shall include an introductory period as specified for the position. This type of appointment shall be subject to KPERS membership. Employment under this type of appointment is eligible for receipt of City benefits on a limited basis. Benefits include single health, dental, and life insurance, accrual of vacation, illness income protection and holiday leave on a pro-rated basis.

Regular Part-Time II (Working 30 or More Hours Weekly) – An appointment made for an unspecified duration to a position which requires regular attendance for a minimum of thirty (30)
hours within a seven (7) day pay period, but less than forty (40) working hours for a seven (7) day pay period. Appointments to regular part-time positions shall include an introductory period as specified for the position. This type of appointment shall be subject to KPERS membership. Employment under this type of appointment is eligible for receipt of City benefits, which include: family health, dental and life insurance, accrual of vacation, illness income protection leave and holiday leave on a pro-rated basis.

**Temporary Part-Time** – An appointment made to fill a position when the work of the City requires the services of the employees on a flexible, irregular and/or intermittent basis, typically not to exceed 1000 hours within a calendar year without prior approval from the Human Resource Office or typically not to exceed 1560 hours within a calendar year without prior approval from the City Manager’s office. This type of appointment is not eligible for City benefits.

**Seasonal** – An appointment made to fill a temporary position which may consist of forty (40) hours of work within a seven (7) day work period or less usually associated with a specific program or purpose and for a finite period of time (such as holidays, vacations, seasonal activities, etc.). This type of appointment typically will not exceed 1000 hours within a calendar year without prior approval from the Human Resource Office or typically will not exceed 1,560 hours within a calendar year without prior approval from the City Manager’s office. This type of appointment is not eligible for City benefits.
CHAPTER 1 - GENERAL PROVISIONS

Section 1 – General Personnel Policy

The City of Dodge City bases its personnel program on the merit system of employment. This means all employees are selected, retained, and advanced on the basis of their ability to demonstrate the City’s core values and excellence of job performance. It also means equal employment opportunity is provided to all individuals without regard to race, sex, disability, religion, age, national origin or ancestry, genetic information, or any other factors that cannot be lawfully used as a basis for employment decision.

The contents of this manual are not a contract of employment between the City of Dodge City and any employee, and should not be considered as such. Personnel policies are intended as a guide and information for all employees. They do not create a vested right to any particular benefit for any particular employee.

These personnel policies, or any part thereof, are subject to change, amendment, modification or deletion at any time by action of the City Manager and without prior notice to the employees. The City administrative staff will attempt to notify employees of such changes in policy as they occur, but such changes shall be effective on the date of adoption by the City Manager or on such date as otherwise provided in the policy and shall be affective as to all employees regardless of whether the employee receives the actual notice of any change.

Section 2 – Purpose of the Manual

It is the purpose of this manual to establish and maintain a uniform system of policies and procedures to be followed by the City of Dodge City, Kansas, in the administration of its personnel program. The policies and procedures established herein are intended to provide an efficient, equitable and functional system of personnel administration based on organizational core values which govern the appointment, promotion, transfer, layoff, dismissal and other related conditions of employment, as well as job performance. The manual and its provisions are designed to serve only as a guide to the City’s policy and procedures and not as a contract of employment or warranty of benefits.

Section 3 – Scope of Policies, Procedures and Provisions

The policies, procedures and provisions set forth in this manual shall apply in their entirety to all employees in the service of the City, except the following:

Mayor
City Commission Members
City Manager
City Attorney
Municipal Court Judge
Members of Appointed Boards and Commissions
Persons employed under contract to supply professional or technical services for the City
Unpaid appointees and volunteers
Members of an employee unit as certified by the Public Employee Relations Board of the State of Kansas, only in the event of a conflict with specific terms and conditions contained herein and in an adopted memorandum negotiated between the City and the recognized employee unit.

Those persons listed above may be subject to some of the policies, procedures and provisions set forth in this manual and should address any questions regarding such policies, procedures and provisions to the Human Resource Office.

Section 4 – Administration of the Personnel Program (revised 10/31/2014)

All personnel policies and procedures for the City of Dodge City shall be administered by the City Manager.

Human Resource Office. The Human Resource Office is appointed and authorized by the City Manager to administer the personnel program of the City consisting of all policies, procedures, classification plans and pay plans that are related to personnel in the service of the City, and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of state and federal employment laws and regulations as well as these policies and procedures. These responsibilities shall include, but are not limited to, the following:

1. Interpreting, applying and enforcing personnel policies, procedures and provisions as delineated in the Personnel Policies Manual and other administrative policies and regulations.
2. Recommending amendments and revisions to these policies and procedures at such times as are necessary or warranted by any change in city, state or federal law regarding employment practices.
3. Recommending revised job descriptions, wage and salary schedules, benefit plans and programs, recruitment and testing procedures, and performance evaluation systems as necessary.
4. Compliance with all applicable state and federal employment laws and their resultant effect upon personnel policies, procedures and practices.
5. Endeavoring to provide a fair and equitable system of policy interpretation, compensation and discipline throughout the city organization.

Department Heads and Supervisors. Department Heads, and all other supervisors, are expected to give efficient and effective supervision to their employees and are responsible, along with the City Manager and the Human Resource Office, for implementing the provisions of the personnel
program within their individual departments, divisions and work units. These responsibilities include, but are not limited to, the following:

1. Providing employees under their direction with information regarding City personnel policies.
2. Responding to employee grievances.
3. Recommending pay actions, promotion, demotion, dismissal and transfer.
4. Evaluating the job performance of employees.
5. Recognizing and rewarding employee performance.
6. Disciplining employees when necessary.
7. Providing guidance, training and instruction to employees.

Section 5 – Equal Employment Opportunity (EEO).

Equal employment opportunity will be assured in the personnel system. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, transfer, reassignment, discipline, or any other aspect of personnel administration, because of religious affiliation, race, color, sex, age, disability, genetic information, or national origin is prohibited, except where sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient job performance.

The City of Dodge City does not discriminate on the basis of disability in its hiring or other employment practices. The City will not ask a job applicant about the existence, nature or severity of a disability or medical condition. Applicants may be asked about their ability to perform specific job functions. Requests for medical examinations or inquiries regarding medical conditions may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. The City will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request by the qualified applicant or employee unless the accommodation would cause an undue hardship on the operation of the City’s business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, the criteria will be job-related and consistent with business necessity. Employees’ medical information will be maintained separately from personnel files and protected by confidentiality except when allowed and/or mandated by statute or regulation.

Section 6 – Departmental Policies and Regulations

The head of any City department or division may develop, implement and revise as necessary written policies and procedures to meet the unique operation requirements of their individual departments, division, and work units. Such policies, procedures and regulations must be approved by the Human Resource Office and the City Manager or his/her designee prior to implementation. Upon approval, such departmental/divisional policies and procedures shall be in effect and disciplinary action may be imposed for violations of the same. A current copy of the approved departmental/divisional policies and procedures shall be on file in the Human Resource
Office. The final decision shall rest with the City Manager in any situation in which conflict exist between the City Personnel Policies Manual and departmental policies and procedures.

Section 7 – Revisions and/or Additions to the Manual

The policies and procedures of this manual are issued by the authority of the City Manager. Revisions and additions to these policies and procedures are subject to change at the City’s discretion in order to maintain their legal compliance, occupational effectiveness and the general scope of desired workplace conditions. Upon amendment of any part of this manual, the City will endeavor to use normal communication channels to apprise employees in a timely fashion of such changes and their effect, if any. The Human Resource Office will provide updates to all Department Heads but will not assume responsibility for providing updates to each individual employee in possession of a Personnel Policies Manual.

Section 8 – Distribution of Manual

Copies of this manual will be maintained in locations easily accessible to all employees as well as being posted on the City of Dodge City Employee Intranet. It shall be the responsibility of every Department Head to ensure all employees under their supervision have access to a Personnel Policies Manual. Department Heads shall also be responsible for inserting revisions and additions as they are issued and keeping their department’s copy of the manual up-to-date. Any employee who desires a copy of the complete Personnel Policies Manual may obtain one from the Human Resource Office.
CHAPTER 2 - POSITION CLASSIFICATION PLAN

Section 1 – Definitions

For definitions of Position Classification Plan and Position Classification refer to the Definitions section at the front of the Personnel Policies Manual.

Section 2 – Uses of a Classification Plan

The City of Dodge City uses a position classification plan. Each position classification was developed by analyzing the nature, degree of difficulty and degree of responsibility of the qualifications required of an individual for successful performance of the job. The logical grouping of similar positions under meaningful job titles provides a common language for everyone concerned with planning and budgeting.

The structure created by a classification plan allows management to, when necessary, revise the organizational structure, clarify lines of authority, and judge the need for new positions. If a new job title needs to be established, there is a framework into which it can be inserted. The classification plan does not reflect the manner in which duties are being performed nor an individual employee’s competence, efficiency, capability, length of service, or experience. The classification plan addresses jobs, not the people doing the jobs.

Section 3 – Administration of the Classification Plan

The Human Resource Office shall work with the City Manager to insure the position classification plan is maintained and updated as needed. The Human Resource Office will maintain position descriptions for all positions authorized and approved by the City Manager. The City Manager will allocate all authorized and budgeted positions to one of the job titles in the classification plan. The Human Resource Office shall maintain an official copy of the Position Classification Plan which shall be available for inspection by appointment during regular business hours.

Section 4 – Classification Appeals

If an employee has information that indicates his or her position is improperly classified, he or she may request a review of the classification by the Human Resource Office and that employee’s Department Head (or City Manager if the employee is a Department Head). Such request shall be submitted in writing and shall contain a detailed explanation of why the employee believes the position is improperly classified.
Section 5 – Interpretation of Position Descriptions

Position descriptions are descriptive of the position but not restrictive as to what duties may be performed and/or required. An employee shall not use a position description as a reason to refuse to perform tasks requested of them. If an employee believes they are consistently being expected to perform tasks of greater difficulty and responsibility than those delineated in the position description for their position, and consistently spend a substantial amount of their working time in the performance of those tasks, they may request a review of their position classification as explained in Section 4.
CHAPTER 3 - PAY PLAN

Section 1 – Composition and Maintenance

The City has established pay plans including the minimum and maximum rate of pay for each position in the Position Classification Plan. These pay plans are intended to provide fair compensation for all positions in the Position Classification Plan. Generally, each regular position title is assigned a classification, which establishes that position’s pay range. The pay plans are maintained in the Human Resource Office and can be viewed by appointment during regular business hours.

Section 2 – Overtime

Those employees classified as nonexempt from overtime compensation are limited to working forty (40) hours for a seven (7) day work period. Fire Department firefighting personnel will work a one-hundred and fourteen (114) hour, fifteen (15) day work period. Sworn Police Department personnel may work one hundred seventy-one hours in a twenty-eight (28) day work period. Employees will receive one and one-half (1 ½) time their regular rate of pay for those hours actually worked which exceed those specified in their respective work period. Overtime compensation shall be calculated based on time actually worked. Paid leave is not considered to be time worked. Overtime compensation must be approved by the Department Head.

Some positions will be classified as exempt from overtime in accordance with the provisions of the Fair Labor Standards Act. Any declaration of exemption from overtime shall be subject to approval by the City Manager or his/her designee based on the position’s established duties and the manner in which those duties correspond to requirements for exempt status set forth and specified in the Fair Labor Standards Act.

Section 3 – Pay Periods

Employees shall be paid every two (2) weeks.

Section 4 – Pay on Termination

An employee who resigns or is dismissed from a position with the City will receive his/her final paycheck on the first regular scheduled payday following the resignation or dismissal unless otherwise approved by the City Manager or his/her designee.
Section 5 – Bonus Pay

The City Manager has the discretion, under special circumstances, to provide bonus pay to employees who perform above and beyond the established responsibilities for their position.

Section 6 – Year End Bonus (revised 12/19/2012)

The City Commission may, by resolution, annually award a special bonus to regular full-time and regular part-time employees who have a minimum of one (1) year’s continuous service as of the date designated by the City Commission for the year in which payment is being made. No person whose employment is terminated for any reason prior to that date shall accrue this benefit. With the exception that qualified persons who retire from City service within the year may receive a bonus for that year.

Section 7 – Employee Recognition Program

The City provides an Employee Recognition Program by which employees are recognized upon five (5) year increment anniversaries of employment by receipt of selected awards and/or gifts.

Section 8 – Maintenance of Pay Records

The City Clerk/Finance Director shall maintain records of all persons employed with the City, including pay scale, time worked, accrued vacation and sick leave, all absences of vacation, sick leave, and accrued overtime as submitted to payroll.
CHAPTER 4 - APPLICATIONS

Section 1 – Announcement of Vacant Positions

Position vacancies may be advertised in newspapers, technical and professional periodicals, employment websites, at job fairs and/or by any other means as the Human Resource Office deems appropriate. Announcements of openings may be posted to all City Departments and be available at City Hall if no employment list is available for use. The announcements shall specify title, closing date of acceptance of applications, and any other pertinent information deemed necessary. All advertisements shall indicate the City of Dodge City is an Equal Opportunity Employer. The Human Resource Office shall have the discretion to solicit applications for vacant positions from outside the city organization, regardless of the nature or number of internal candidates.

Section 2 – Application Forms

Application shall be made on standard forms provided by the City. Such forms shall require information covering training, experience and other pertinent information. All applications shall be signed and dated by the applicant.

Section 3 – Employment Requirements

All positions shall be open only to persons who meet or can readily obtain the desirable and/or necessary requirements as listed in the position descriptions with or without reasonable accommodation. Requirements may include but shall not be limited to the following factors: knowledge, skills, abilities, education, training and experience. An applicant, at the time of hire, will be required to produce documentation of their right to work in the United States as specified on the I-9 Form of the Immigration and Naturalization Service.

Section 4 – Nepotism

Members of an employee’s immediate family will be considered for employment on the basis of the applicant’s qualifications. However, an immediate family member will not be eligible for employment if such employment would:

a. Create a supervisor/subordinate relationship with an immediate family member.
b. Create either a conflict of interest or the appearance of a conflict of interest.
c. Create an employment situation within a department or the City Organization, where an immediate family relationship exists between employees with one employee having budgetary authority or the ability to unduly influence employment relationships across departments or divisions.
This policy will also be considered when assigning, transferring, or promoting an employee. Immediate family, as used herein, includes any parent, spouse, child, stepchild, grandchild, sister, brother, or mother/father/sister/brother/son/daughter-in-law. It may also, as used herein, include other relatives if the other relatives live or have lived in the same household. Current employees who become immediate family members through marriage may continue employment as long as such does not result in any of the above described employment relationships. If conditions a. b. or c. as set out above should occur through marriage or promotion, attempts will be made to find a comparable available position within the City to which one of the employees will transfer. Failing such transfer, the matter will be referred to the City Manager or his/her designee for disposition which may include mandatory reassignment or termination of the employment relationship.

Section 5 - Emergency Appointment

In emergency situations, the City Manager or his/her designee shall have the discretion to forego the formal application procedure set out in this chapter.
CHAPTER 5 - APPOINTMENTS

Section 1 - Types of Appointments

When a person is initially employed by the City, he or she shall be given one of the following types of original appointments. Refer to the Definitions section at the front of the Personnel Policies Manual for additional information on each type of appointment.

- Regular Full-Time
- Temporary Full-Time
- Regular Part-Time
- Temporary Part-Time
- Seasonal

Section 2 – Promotional Appointments

Promotional appointments shall be open to all employees who meet the desirable values, education, training and experience requirements included in the position description. Positions will be filled on the basis of the ability to demonstrate the City’s core values and excellence of job performance. Examinations, interviews and other methods may be utilized to determine qualification of applicants.

Section 3 – Appointing Authority

The City Manager or his/her designee shall be the appointing authority for all positions.

Section 4 – Political or Partisan Endorsement Prohibited

No consideration shall be given to political or partisan endorsement for appointments or promotions to positions in the City’s service; only merit and fitness for duty shall be considered.

Section 5 – Certification of Health (revised 1/15/15)

An appropriate physical examination will generally be required of persons (1) entering regular full-time and regular part-time employment with the City of Dodge City, (2) being reappointed to a previously held regular full-time or part-time position, or (3) being reinstated to full
duty after an injury or serious illness requiring medical or workers compensation leave. A physical examination may include, but is not limited to, review of previous medical history, medical tests which determine the ability of the individual to perform the essential functions of the position to which they are being appointed, drug screens, functional capacity examinations and any other medical and/or psychological test which may assist in determining or evaluating fitness for duty.

Section 6 – Employee Requested Transfer

All employee requested transfers shall be approved by the City Manager or his/her designee. Interdepartmental transfers shall entail the following steps:

a) A request for transfer must be completed by the interested employee and returned to the Human Resource Office. Forms for this purpose are available at the Human Resource Office.

b) The request for transfer is reviewed. Participation in the selection process will be granted to those applicants who are considered qualified. Nothing in this process restricts the City from also considering applicants from outside the city organization.

c) Each employee, if granted an interview or participation in a selection process, is responsible for making time arrangements with their current supervisor.

d) After completion of the selection process the employee will be notified if they have obtained the transfer. If the transfer is granted, the date the transfer takes effect will be coordinated by the employee’s current Department Head, receiving Department Head and the Human Resource Office.

Section 7 – Outside Employment

Outside employment constitutes a City employee holding a job with another employer. Outside employment by a regular full time employee is considered a privilege and is granted only when such outside employment:

a) Does not interfere with the performance of duties for the City

b) Does not impair the efficiency or physical wellbeing of the employee

c) No legal, financial or ethical conflict of interest, or appearance thereof, results from such employment

Employees holding a regular full time or regular part-time appointment with the City must provide written notification to their Department Head of any secondary outside employment.
CHAPTER 6 - INTRODUCTORY PERIOD

Section 1 – Introductory Period Objective

The introductory period shall be regarded as an integral part of the selection process and shall be utilized for observing the employee’s work, for securing the most effective adjustment of an employee to his or her position and for rejecting any employee whose performance falls below minimum standards for the position, or is otherwise unacceptable. **Introductory employees are not eligible to utilize the grievance procedure outlined in Chapter 10 of this manual or the disciplinary appeal procedure outlined in Chapter 8 of this manual.**

Section 2 – Duration

The duration of an introductory period is determined by the position as shown below:

* Entry level Firefighter – One (1) year during which time the employee shall successfully complete the proper public safety certifications and training required.

* Entry level Police Officer – refer to the Memorandum of Understanding between the City of Dodge City and Fraternal Order of Police Lodge#49

* Any supervisory position – Two (2) years

* All other regular full time positions – One (1) year.

Section 3 – Extension

The appropriate Department Head may extend the duration of an employee’s introductory period with the approval of the City Manager or his/her designee or the Human Resource Office. Reasons for the extension shall be provided in writing and filed with the Human Resource Office.

Section 4 – Interruption of Introductory Period

If an employee voluntarily resigns in good standing during the introductory period and is re-appointed to the same position within six (6) months and providing his/her previous services have been satisfactory, he/she may be given credit for the completed portion of the introductory period with Department Head approval.
Other interruptions of the introductory period such as layoff, unpaid leave, etc. may qualify for credit towards completion of the introductory period provided the employee’s service has been satisfactory and upon Department Head and Human Resource Office approval.

Section 5 – Promotional or Transfer Introductory Period

An employee promoted or transferred to a different position will complete an introductory period of the same length as a newly hired employee in the same type of position before being granted regular full time status in the new position. An employee who fails to satisfactorily complete such introductory period may, at the City Manager’s or his/her designee’s discretion;

a) Be terminated if circumstances dictate;

b) Be returned to the pay and position held immediately prior to the promotion or transfer, provided the position is available; or

c) If the position is unavailable, the employee may be placed in a position with similar pay and responsibilities provided a vacancy is available.

Section 6 – Introductory Period Reports

At the completion of an employee’s introductory period, the employee should receive an evaluation of their performance and be advised that they have completed the introductory period or that the introductory period is being extended.
CHAPTER 7 - EMPLOYEE PERFORMANCE EVALUATION

Section 1 – Objective

The City will maintain a system for evaluating the work performance of all employees in the City’s service. The primary purpose of the employee performance evaluation is to inform employees of how well they are performing their work and how they can improve their performance. The performance evaluation shall also be used in determining pay adjustments; as a factor in determining order of layoff; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as set forth in these regulations.

Section 2 – Period of Evaluation

Performance evaluations shall be prepared at least once per year by the immediate supervisor of each employee. The performance evaluation will be reviewed by the Department Head and by the City Manager or his/her designee.

Section 3 – Review with Employees

The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with any statement in an evaluation, the employee may submit, within ten (10) administrative working days following the discussion, a written statement which shall be attached to the evaluation form.

Section 4 – Performance Evaluations Confidential

An employee’s performance evaluations shall be confidential and shall be made available to the employee evaluated, his or her supervisor, the appropriate Department Head, the Human Resource Office, the Assistant City Manager and City Manager. Performance evaluations may also be made available to other supervisors within the City who have a legitimate work related interest. Certain circumstances may require the City to release performance evaluations.

Section 5 – Changes in Evaluation

If, for any reason, a supervisor shall request an alteration of the performance evaluation form of an employee after it has been submitted to the Human Resource Office, such request shall be in...
writing and shall set forth the reasons for the request. A copy of the request shall be provided to the employee involved.
CHAPTER 8 - DISCIPLINE

This chapter is in place to provide guidelines for conducting discipline. It does not create a vested employee right or contractual obligation to continued employment.

Section 1 – General

The purpose of discipline is to improve performance, efficiency and morale of city employees. Supervisors are expected to be expedient with disciplinary actions. However, it should be understood by all employees, that past or previous allegations of misconduct may be investigated and considered as part of a current disciplinary action. Any employee whose conduct or performance is unsatisfactory or unacceptable under City policy, or who fails to demonstrate the City’s core values, is subject to disciplinary action. Any action or failure to act which brings discredit upon the City of Dodge City or causes a hindrance to the effective performance of a departmental or city function is considered a basis for disciplinary action.

Section 2 – Applicability

This policy applies to all employees except;
A) Introductory employees.
B) Members of an employee unit as certified by the Public Employee Relations Board of the State of Kansas, only in the event of a conflict with specific terms and conditions contained herein and in an adopted memorandum negotiated between the City and the recognized employee unit.
C) All employees who are classified as temporary part-time or seasonal.

Section 3 – Criteria for Application of Discipline

The primary objective of the disciplinary policy is to correct disciplinary problems with fairness and consistency. The following criteria are to be considered, as appropriate, in determining actions to be taken under the disciplinary policy.

a) Severity and type of offense(s).
b) Impact of the offense(s) on other employees and/or operations in the City.
c) Employee’s length of service and work record.
d) Period of time since previous coaching or discipline.
e) Past discipline actions taken by the City for similar offense(s).
f) Circumstances at the time the action occurred.
Section 4 – Reporting Disciplinary Actions

All disciplinary actions shall be recorded in writing on a form either provided or approved by the Human Resource Office and signed by the supervisor and the employee. The employee’s signature acknowledges receipt of the notice of discipline, not that the employee agrees with the discipline. The written document shall include the policy violation and describe the action or behavior which resulted in the disciplinary action. All recorded disciplinary actions shall be made a part of the employee’s personnel file to be maintained in the Human Resource Office. The employee may, within five (5) administrative working days of the receipt of the disciplinary action, file a written response to be included in the employee’s personnel file.

Section 5 – Authority to Issue Disciplinary Actions

Disciplinary actions may be administered by regular or acting supervisors, Department Heads and the City Manager or his/her designee. All actions taken by regular supervisors and acting supervisors will be reported through supervisory channels to the Department Head. No employee will be suspended without pay, demoted, or removed from a promotion/eligibility list without authorization from the Department Head. No employee will be terminated without authorization from the City Manager or his/her designee.

Section 6 – Coaching

Coaching is an everyday activity performed by supervisors to teach and show employees how to perform their jobs properly. Recognizing employees for work well done is a valuable feature of coaching. Supervisors may also use coaching when an employee exhibits a performance, conduct, or attendance problem. Coaching is not a form of discipline. However, discipline may be imposed for the same conduct about which an employee was coached. A policy or procedure violation may simultaneously be the subject of both coaching and imposition of discipline. The objective of coaching is to recognize employees for work well done and to help employees with poor performance recognize that a problem exist and develop effective solutions to solve it.

Section 7 – Forms of Disciplinary Action

When an employee’s performance does not improve after coaching, or an incident occurs which warrants disciplinary action regardless of whether prior coaching has occurred or not, the supervisor may discipline the employee utilizing any form of action outlined below. The form of discipline imposed shall be conditional upon the severity of the conduct or behavior for which the discipline is being imposed.

A. Oral Reprimand
1. The employee and supervisor discuss the problem. The employee is reminded of the importance of commitment to meeting the City of Dodge City’s performance standards and to exhibiting the City’s core values. In this problem solving discussion, the employee is informed this is a disciplinary action and the employee is responsible for immediately improving and maintaining a satisfactory work record in regard to the immediate problem and all other aspects of employment.

2. The occurrence of an oral reprimand will be documented in writing and a copy of the written documentation shall be forwarded through supervisory channels to the Department Head and to the Human Resource Office. Forms are available from the Human Resource Office which supervisors may use in documenting an oral reprimand.

B. Written Reprimand

1. A written reprimand consists of a written record of a violation of a rule, regulation, policy or procedure. The employee and supervisor discuss the problem. The employee is reminded of the importance of commitment to meeting the City of Dodge City’s performance standards and to exhibiting the City’s core values. In the problem solving discussion, the employee is informed this is a disciplinary action and what further levels of discipline may follow if total performance requirements are not met. Forms are available from the Human Resource Office which supervisors may use in preparing a written reprimand.

2. A copy of all written reprimands shall be forwarded through supervisory channels to the Department Head and to the Human Resource Office.

C. Suspension with Pay/Administrative Suspension:

1. When an employee’s behavior, or alleged behavior, warrants immediate removal from the workplace the employee will be placed on paid suspension and required to leave City property immediately. Use of paid suspension is limited to situations in which the presence of the employee will hamper the investigation, create a safety or security issue, or serious issues relevant to the employee’s suitability to perform their job are raised. The supervisor advises the employee he/she is being placed on paid suspension pending investigation and that he/she will report to the appropriate Department Head at a time specified. An employee on paid suspension will remain available for call back to the work place between the hours of 8:00 a.m. and 5:00 p.m., on any day of business, excluding Saturday, Sunday and City of Dodge City observed holidays.

D. Demotion or Removal from Promotion/Eligibility List:

1. Demotion or removal from a promotion/eligibility list may be administered by a Department Head.

E. Suspension without Pay:

1. A forced unpaid leave of absence imposed upon an employee whose conduct or performance is unsatisfactory or unacceptable under City policy, or who fails to demonstrate the City’s core values,

2. Suspension without pay may be administered by the Department Head or the City Manager or his/her designee.
F. Dismissal/Discharge:

1. Dismissal/Discharge is an involuntary separation from employment.
2. The Department Head may recommend this action with final approval to be given by the City Manager or his/her designee.

Other disciplinary actions not listed above may be taken by the Department Head after consultation with the Human Resource Director with final approval by the City Manager.

Section 8 – Reasons for Disciplinary Action (revised 02/01/2014 & 11/1/2016)

Listed below are reasons for disciplinary action. Disciplinary action is not limited to the offenses listed:

a. Being convicted of a felony or misdemeanor;
b. Excessive absenteeism or tardiness;
c. Being absent without leave;
d. Abuse of illness income protection policies;
e. Inefficiency or ineffectiveness;
f. Neglect, damage to, theft of, abuse, or misuse of City property;
g. Willfully giving false statement(s) or information to a supervisor, City official, member of the public, or the City Commission;
h. Violation of Departmental or City policy, rules and/or regulations;
i. Being under the influence of, or in possession of, or impaired by the use of drugs, alcohol or intoxicants while on duty. Failure to pass a drug screening examination or refusing to take a drug screen when required. Tampering with, hindering, or influencing a drug and/or alcohol test in an attempt to falsify the test result;
j. False statements in an application, which had not been detected previously;
k. Acceptance of gratuities, gifts, or favors from persons or agencies for the performance of duties as a City employee;
l. Refusal to be examined by a City designated physician;
m. Political activity in conflict with the City’s policies;
n. Insubordination;
o. Personal use of City equipment without permission;
p. Conduct on or off the job unbecoming to a City employee or which brings discredit to the City or compromises the employee’s ability to perform job functions and responsibilities;
q. Neglect, abandonment or dereliction of Departmental or City duties;
r. Failure to cooperate with fellow employees or supervisory personnel;
s. Unauthorized disclosure of official or confidential information;
t. Retaliation against an employee for utilizing the grievance procedure consistent with Chapter 10 of this manual or the disciplinary appeal process consistent with Chapter 8 of this manual;
u. Subjecting any citizen or fellow employee to vulgar, abusive or profane
language or sexual, racial or cultural slurs or harassment;
v. Illegal possession or use of weapons or contraband while on the job or on City property;
w. Assault, threatening assault, or fighting on City property;
x. Theft;
y. Failure to maintain a valid motor vehicle operator’s license and/or remain insurable under City insurance coverage, if required by the job description.
z. Knowingly violating safety rules;

aa. Failure to cooperate in an investigation when directed to do so;
bb. Using an official position, uniform, or identification card for personal benefit;
cc. Failing to utilize proper supervisory channels regarding submission of grievances or complaints;

dd. Behavior which has an adverse effect on the confidence of the public in the integrity of City government;
e. Being absent from a work site or station and/or manipulating work assignments, schedules and/or time-off provisions in order to enable overtime assignment for oneself or to another employee.

Repeated violations of City of Dodge City or departmental policies and procedures, or any other course of conduct indicating an employee’s disregard for his/her obligations as an employee of the City shall be cause for dismissal. This shall apply regardless of the severity of the offenses and regardless of whether the violations are of the same type.

Section 9 – Disciplinary Conference (revised 10/31/2014)

A non-introductory, regular employee shall be afforded the opportunity for a disciplinary conference if a supervisor is considering imposing discipline consisting of unpaid suspension, demotion or dismissal. The purpose of a disciplinary conference is to provide an opportunity for the employee to present any information that may have a bearing on the disciplinary decision. Since a disciplinary conference is an internal administrative process/proceeding, legal counsel or other representation shall not be present during any such conference, however, the employee may request to have a representative from the Human Resource Office present during the conference. A time and date for the conference will be set by the Department Head imposing the discipline. If the employee fails to attend the disciplinary conference, the opportunity for further administrative review of the disciplinary action through the Disciplinary Appeal Process is forfeited.

The steps of a disciplinary conference are;
1. The employee receiving the discipline shall be notified in writing of the time and date of the disciplinary conference. This notice shall include a summation of the reasons for the proposed discipline, including the policy violations, and a statement that discipline up to and including dismissal from employment may be imposed.
2. The disciplinary conference is held. The employee has the opportunity to present evidence of any mitigating factors or of any information which may be incorrect or incomplete.
3. If information raised at the disciplinary conference reveals further investigation is required, the employee will be given written notice that a decision is being delayed pending further investigation and providing an estimated date by which the employee will be advised of the decision.

4. If no further investigation is required, within two (2) administrative working days of the Disciplinary Conference, the employee will be given a disciplinary action form listing the policy violations leading to the disciplinary action and informing him/her of the disciplinary action being imposed, if any. The time and date the employee receives this document shall be recorded. If the disciplinary action imposed involves unpaid suspension, demotion or dismissal, the disciplinary action form shall also inform the employee as to their opportunity to request in writing within five (5) administrative working days of the receipt of the disciplinary action form, a final administrative resolution of the disciplinary action through the Disciplinary Appeal Process.

The process set forth above shall not prohibit the City Manager or his/her designee from directly disciplining an employee, using the above procedure. In this situation, the Human Resource Office shall hold the disciplinary conference and there is no further appeal.

Section 10 - Disciplinary Appeal Process (revised 10/31/2014)

An appeal may not be filed concerning any disciplinary action consisting solely of a written or verbal reprimand or for any disciplinary action which was administered directly by the City Manager or designee. Only Regular Full-Time and Regular Part-Time employees, who have completed any introductory period of employment and any extensions thereof and who have received discipline involving unpaid suspension, demotion or dismissal may utilize the disciplinary appeal process.

1. All Disciplinary Appeals must be filed with the Human Resource Office on a form obtained from the Human Resource Office. Disciplinary appeals must be filed within five (5) administrative working days of the employee receiving the disciplinary action form. If the disciplinary action form is mailed to the employee, the disciplinary appeal must be filed within seven (7) administrative working days of the date the form was mailed. The Human Resource Officer will aid any employee who requests assistance in completing the appeal form. A representative from the Human Resource Office will also accompany the employee to the Disciplinary Appeal Board and/or final administrative review if the employee so desires.

2. The Disciplinary Appeal Board shall be comprised of three (3) City employees (two (2) supervisory employees and one (1) line employee) to be appointed by the City Manager or his/her designee. The Disciplinary Appeal Board members will be appointed each year in July and they will each serve one (1) year terms. If a Board member is directly or indirectly involved in the disciplinary appeal process that is pending before them, the City Manager or his/her designee will appoint an alternate board member to serve in their place.

3. Within ten (10) administrative working days of receiving the appeal, the Disciplinary Appeal Board shall meet with the employee, Department Head, lower level supervisors and any other involved parties they believe have relevant information to offer. The Disciplinary Appeal Board will issue a written response to the appeal and their decision as to appropriate disciplinary action
if any. A copy of this document shall be provided to both the employee and the Department Head and both will sign the document to indicate it was received.

4. Within five (5) administrative working days of receiving the Disciplinary Appeal Board decision, either the employee or the Department Head may request a final administrative review of the disciplinary action by the City Manager or designee. The employee or Department Head will submit this request in writing to the Human Resource Office.

5. Upon receipt of a request for a final administrative review, the Human Resource Office will submit the review along with all relevant documents to the City Manager or his/her designee. The City Manager or his/her designee, within ten (10) administrative working days of receipt of the request, will state in writing a final determination of a disciplinary review. A copy of the decision will be provided to the employee and the Department Head. It is the City Manager’s or designee’s prerogative whether he/she will meet with the employee or any other parties in person prior to rendering a decision.

A copy of the disciplinary appeal, a copy of the Disciplinary Appeal Board decision and a copy of the final determination of a disciplinary review, if one exists, shall be filed with the Human Resource Office with copies included in the employee’s personnel record.

Section 11 – Removal of Disciplinary Actions from Employee Personnel Files

Documentation of disciplinary actions shall not be removed from an employee’s personnel file except at the direction of the City Manager.
CHAPTER 9 - SEPARATIONS

Any employee may be separated from the service of the City by any methods described in Section 1 through Section 8.

Section 1 – Resignations

An employee who resigns his/her employment with the City shall be deemed to be separated in good standing if he/she gives reasonable notice in writing to the Department Head of his/her intention to resign and if other circumstances of the separation are such so as to justify good standing. Reasonable notice shall be considered to be two (2) weeks, not to include any vacation days, unless extenuating circumstances exist. The Department Head will in turn notify the City Manager and the Human Resource Office of the employee’s resignation.

Section 2 – Compulsory Resignation

All employees of the City shall be on duty at the time indicated by the rules and under the conditions of their employment. An employee who is absent without approved leave, shall be deemed to have resigned the position. Such resignation is not in good standing, and the employee shall not be eligible for re-employment.

Section 3 – Dismissal

An employee may be dismissed for any circumstance/situation set forth in, but not limited to Chapter 8, Section 13.

Section 4 – Death

In the event of a current employee’s death, the employee’s legal beneficiary shall be eligible to receive payment for his or her accumulated benefits within a reasonable period of time.

Section 5 – Retirement

Retirement from City Service is usually a voluntary separation occurring when an employee attains the appropriate years of service and age to qualify them for benefits under the Kansas Public Employees Retirement System (KPERS) or Kansas Police and Fire Retirement System (KP&F). Employees with questions regarding the retirement system should contact the City’s Designated Agent.
Section 6 – Abolition of Position and Reduction in Labor Force

The City Manager may require the abolition of any position or reduction in labor force. Competition for retention is limited to employees in good standing holding similar positions and selection will be based on performance. Decisions regarding reduction in force are at the discretion of the City Manager.

Section 7 – Separation for Medical or Psychological Reasons

An employee’s employment may be terminated based upon the advice of an appointed physician or psychologist, when it is determined the employee’s performance of the essential functions of the position, with or without reasonable accommodation, is unsatisfactory because of physical or mental impairment.

Section 8 – Loss of Job Requirements

Any employee who is unable to perform his or her job adequately because of loss of, or failure to obtain, a necessary license or other requirement, may be dismissed.

Section 9 – City Owned Equipment and Employment Separation

Upon separation, any employee who has City owned property shall return the property to the appropriate department immediately. Failure to return City owned equipment may result in criminal prosecution.
CHAPTER 10 - GRIEVANCES

It is the intent of this chapter to provide guidelines for processing and reviewing an employee grievance. It does not create a vested employee right or contractual obligation to continued employment.

Section 1 – Policy

Effectively accomplishing the work of the City requires prompt consideration and equitable resolution of employee complaints. Both supervisory and non-supervisory employees shall make every effort to resolve problems informally as they arise. However, it is recognized there may be situations which will only be resolved by a formal grievance process.

Section 2 – Grievance Definition

A grievance is defined as a written expression of dissatisfaction by an employee related to the terms and conditions of employment. Complaints arising from the following actions will not be accepted or processed under this procedure:

1. The selection or hiring of an applicant;
2. Claims of Sexual Harassment, Hostile Work Environment, or Discrimination (See Chapter 21 of this manual);
3. Disciplinary actions (See Chapter 8 of this manual);
4. Layoffs due to reduction in force or abolition of position;
5. Management’s prerogative to assign reasonable duties and responsibilities to employees;
6. Wage/compensation issues pertaining to the validity of established salary ranges of the City pay plan or an employee’s placement within the plan (See Chapter 2, Section 4 of this manual); or
7. Departmental/divisional reorganizations.

Section 3 – General Provisions

- Grievances must be submitted in writing on a form provided by the Human Resource Office. All responses and appeals must also be in writing.
- Only Regular Full-Time and Regular Part-Time employees, who have completed any introductory period of employment and any extensions thereof, may utilize the Grievance Procedure.
- Grievances may be initiated only by the employee concerned.
- Repeated filing of grievances concerning an issue which has already been addressed by the grievance procedure will not be considered.
- Should a number of employees file separate grievances concerning the same matter, those grievances may be consolidated. A final determination on a consolidated grievance shall be binding on all grievants.
- Due to the on-going nature of some issues and the fact that employees are encouraged to attempt to resolve issues with their immediate supervisors, there is no set time limit on how long an employee has to request a grievance for a particular issue. However, employees should submit the request for grievance within a reasonable amount of time, normally a few weeks, of becoming aware of the issue and being unable to resolve it with lower level supervisors. Grievances relating to issues which are considered unreasonably far in the past may be rejected.
- All grievances will be handled upward through supervisory channels. No employee will seek resolution to any grievance outside the procedure set forth herein. Taking any issue directly to the City Manager or a member of the City Commission is prohibited under most circumstances and may be grounds for disciplinary action.
- Any supervisory personnel involved in the grievance procedure may meet with City staff and other witnesses without the aggrieved employee present to determine facts related to the grievance.
- The grievance procedure is an internal administrative review of a contested situation and as such legal counsel or other representation shall not be present during any phase of the grievance process. Findings made during the grievance process are not subject to public release.

Section 4 – Formal Grievance Procedure

The Human Resource Office will assist any employee in interpreting the grievance procedure and/or in completing paperwork relating to the grievance procedure.

In the event a grievance cannot be resolved informally by the employee’s lower level supervisors, an eligible employee may initiate the formal grievance procedure. The grievance procedure will begin at the Department Head level. If the time limit for responding to a Department Head recommendation is not met by an employee, the Department Head’s recommendation to resolve the dispute shall become the final resolution to the grievance and further proceedings shall be deemed waived or forfeited. If the Department Head fails to respond to the grievance within ten (10) administrative working days, the failure shall be deemed a denial and the employee may proceed to Level 2 of the grievance process. Either the Department Head or the City Manager may extend the ten (10) administrative working day response time if conditions do not allow a complete investigation of the grievance within the time period allowed. The employee will be notified that an extension will occur as well as the length of the extension. All grievance resolutions shall be forwarded to the Human Resource Office. A step-by-step breakdown of the process follows.
LEVEL 1.
Step 1: An employee with a grievance shall submit the grievance in writing on a form provided by the Human Resource Office to the Human Resource Office. The Human Resource Office will forward the grievance to the Department Head.
Step 2: Within ten (10) administrative working days of receiving the grievance the Department Head will;
1. Investigate the grievance and may meet with the employee and lower level supervisors. The Department Head will document his/her response to the grievance in writing. This response will include whether a resolution was or was not reached, along with the attempt at resolution. A copy of this document shall be provided to the employee and the employee will sign the document to indicate it was received. The employee will state on the document whether they accept or reject the recommended resolution. If the employee rejects the resolution they may proceed to Level 2; or
2. If the Department Head is not able to adequately investigate the grievance within the ten (10) administrative working days he/she may request an extension in writing from Human Resources; or
3. If the Department Head fails to request an extension or to respond to the grievance within ten (10) days of receiving the grievance, the employee may proceed to Level 2.

LEVEL 2.
Step 1: If the Department Head fails to respond to the grievance within the allotted time, or the recommended resolution is not acceptable to the employee, the employee may, within five (5) administrative working days, appeal the Department Head’s decision to the City Manager for final administrative review. The employee will submit this request in writing to the Human Resource Office along with copies of all the documentation relating to lower level attempts to resolve the issue.

Step 2: Upon receipt of a request for a final administrative resolution, the Human Resource Office will submit the request, along with all relevant documents and attempts at resolution to the City Manager or his/her designee. The City Manager or his/her designee, within ten (10) administrative working days, will state in writing a final resolution to the grievance. A copy of the decision will be provided to the employee and the Department Head. It is the City Manager’s or designee’s prerogative whether he/she will meet with the employee in person prior to rendering a decision.

A copy of the grievance, and a copy of the decision shall be filed with the Human Resource Office with copies included in the employee’s personnel record.

Section 5 – No Prejudice Clause

The filing of a legitimate grievance by an employee pursuant to these rules shall in no way jeopardize the employee with regard to his/her employment with the City. Retaliation against an employee for filing a legitimate grievance is strictly prohibited.
CHAPTER 11 - RECORDS AND REPORTS

Section 1 – Employee Records Confidentiality Philosophy

It is the City’s intent to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the City will only collect personal information required to pursue its operations and comply with government reporting and disclosure requirements. Personal information collected by the City includes, but is not limited to, employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and education or certification credentials.

Personal employee information will be considered confidential and as such will be shared only as required by law and with those who have a need to have access to such information. Participants in benefit plans should be aware personal information will be shared with plan providers as required for their claim handling or record keeping needs.

City assigned information, which may include organizational charts, staff rosters, job titles, budgets, coding and recording systems, telephone directories, e-mail listings and similar materials, is considered by the City to be proprietary City information. The City maintains the right to communicate and distribute such information as it deems necessary to conduct operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of his/her personal information, the employee should immediately report the incident to the Human Resource Office. The Human Resource Office has the responsibility to investigate the incident and take corrective action, if necessary. Examples of the release of personal employee information that will not be considered a breach include, but are not limited to, the following:

* Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared to allow recognition of employees on their birthdates.

* Personal phone numbers and addresses may be distributed to facilitate work schedules, emergency notifications, and City operations.

* Employment anniversaries and service recognition information.

*Employee and dependent information may be distributed in accordance with enrollment processes for benefit plans or periodic benefit statement updates.

*Salary, but only upon receipt of an open records request or appropriate release.
Section 2 – Personnel Transactions

All appointments, separations and other personnel transactions shall be made on standard forms designated or approved by the Human Resource Office. The information contained in a personnel file is the property of the City of Dodge City. A file shall be prepared and maintained for each employee and information may be maintained in its original form or in any other duplicate form the Human Resource Office deems appropriate.

Section 3 – Public Inspection

All personnel records of employees covered under these policies and all other records and materials relating to the administration of personnel policies shall be considered confidential and the property of the City of Dodge City. Information which is obtained in the course of official duties shall not be released by anyone except the City Manager, Assistant City Manager, City Clerk or Human Resource Office staff.

The following information relative to employees and former employees is available for public inspection at reasonable times and in accordance with such procedures as the Human Resource Office may prescribe: name, class, title, employment dates, eligibility for rehire and salary. Other records including selection records, performance evaluations, and disciplinary records are accessible only to the City Manager, Assistant City Manager, Human Resource Office, appropriate supervisors and the employee involved.

Section 4 – Employee Inspection

Employees who wish to inspect their personnel file may do so by appointment during regular office hours of City Hall. Inspection of an employee’s personnel file by that employee shall be in the Human Resource Office. An employee may not remove documents from the Human Resource Office. An employee may not duplicate information found in their files except with the consent and authorization of the Human Resource Office. The Human Resource Office shall have the discretion to determine what information may be duplicated.

Section 5 – Reference Checks

Upon receiving a written request from a prospective employer and signed authorization by the employee, the City of Dodge City may respond to the prospective employer regarding the reasons for an employee’s separation from the City and written employee evaluations received by the employee. Otherwise, only the information outlined in Section 3 of this chapter shall be released.

All requests for reference checks shall be treated as confidential and will be referred to the Human Resource Office. Only the Human Resource Office shall provide such information.
Violation of this policy may result in disciplinary action up to and including dismissal from employment.

Section 6 – Release of Medical Records

Employee medical records shall not be released by the City of Dodge City under any circumstances absent a signed authorization by the employee or a valid court order. Employees may request release of employment related medical records from the Designated Physician or the Worker’s Compensation Administrator.

Section 7 – Retention of Files

Employee service records shall be retained following termination of employment. Such information may be kept in the original form or in any duplicate form the Human Resource Office deems appropriate.
CHAPTER 12 - ATTENDANCE

Section 1 – Hours of Work Prior to Overtime

Work periods and maximum hours of work prior to overtime being paid are established by the Fair Labor Standards Act (FLSA) and have been adopted by the City Commission through resolution. The currently established work periods and maximum hours of work prior to overtime are defined in the following table for the specified positions. Under certain circumstances involving Fire Department personnel only, half time may be paid.

<table>
<thead>
<tr>
<th>WORK PERIOD IN DAYS</th>
<th>HOURS WORKED PRIOR TO OVERTIME</th>
<th>POSITIONS IN SPECIFIC WORK PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>114</td>
<td>Partially exempt Fire Personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Partially exempt Sworn Law Enforcement</td>
</tr>
<tr>
<td>28</td>
<td>171</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>40</td>
<td>All other positions</td>
</tr>
</tbody>
</table>

The City reserves the right to change the above work periods or hours worked. Employees shall only exceed the specified hours worked when overtime work is necessary to carry out the essential services of the City. The authorization and control of overtime work is the direct responsibility of the Department Head.

Section 2 – Attendance

Scheduling employees for work shall be the responsibility of the department in which the employee is employed. All employees shall be at their work when scheduled in accordance with general and departmental regulations and policies. In the event an employee will be late for work it is the responsibility of the employee to notify his/her supervisor as soon as possible.

Section 3 – Fitness for Duty

Employees shall report for work in condition, mentally and physically, to perform the work to which they are assigned. If an employee reports for work in an impaired condition, due to
consumption of alcohol or use of a controlled substance, the employee shall be subject to disciplinary action up to and including dismissal.

Section 4 – On-Call and Emergency Call Back Procedures

Certain departments and divisions will routinely require some employees to be assigned On-Call status for response to situations occurring outside regular duty hours. Employees assigned on-call status must remain prepared to respond. They are required to remain fit for duty while on-call and must respond within the time constraints specified. On-call employees receive a base compensation for being on-call plus their regular rate of pay for a physical response if called. Hours worked in an on-call situation may be eligible for overtime payment if the employee actually works more than the specified hours in the work period during which the on-call duties occurred. Duties and compensation of on-call employees will vary by department and division. Employees should refer to their department/division policies and procedures for more information.

Emergency call-back occurs when unplanned circumstances result in the need for selected City employees to report for work. Employee response in a call back situation is on a voluntary basis. Employees are not restricted in their movement or use of off-duty hours due to the possibility of emergency call-back. Employees who respond to emergency call-back shall be compensated at their regular rate of pay except that the employee will be paid for no less than two (2) hours of work even if the call back work period is less than two (2) hours in length. However, if the employee is called back again within an eight (8) hour period of completing an emergency call-back they will be paid for actual time worked and the two (2) hour minimum shall not apply to the additional call-back. Hours worked in a call-back situation may be eligible for overtime payment if the employee actually works more than the specified hours in the work period during which the call-back occurred. Employees shall, in the event of a response to an emergency call-back, be subject to all personnel policy provisions including, but not limited to, fitness for duty requirements. If an employee is not fit for duty, they will not respond to an emergency call-back and no supervisor will order or encourage the employee to respond.

Incidental calls to a City employee for information or assistance which can be resolved by telephone without a physical response will not be compensated under either on-call or emergency call-back policies and/or procedures.

Section 5 – Attendance Records

Records of employee attendance at work shall be maintained by each department. Records shall indicate the days an employee works, type of leave taken, etc. Exempt employee records shall designate days of leave taken only in half day (four (4) hour increments) or greater. Nonexempt employee records shall indicate hours of leave and hours of work per day in no less than fifteen (15) minute increments.
CHAPTER 13 - LEAVE

Section 1 – Purpose and Scope

The purpose of a leave policy is to provide for paid and unpaid time off from employment and to provide a system for requesting time off. All requests for leave must be made to the requesting employee’s appropriate supervisor in accordance with City, departmental or divisional procedures.

All regular full-time employees are eligible for leave under the provisions in this chapter. Regular part-time and temporary full-time are eligible on a limited basis. Temporary part-time and seasonal employees are not eligible for leave.

Section 2 – Vacation

Vacations are important to mental and physical health. All employees are encouraged to utilize their vacation time. No employee shall receive pay in lieu of vacation except upon retirement or separation from service or in limited circumstances where forfeiture of vacation is in the best interest of the City as deemed appropriate by the City Manager or his/her designee and upon recommendation of the employee’s Department Head.

Vacation Accrual – Vacation leave will accrue from the date of employment. Accrual occurs on a bi-weekly basis. The following rate of accrual for vacation leave applies to all full-time employees except Fire Department personnel. Regular part-time employees will accrue leave on a pro-rated basis dependent upon hours worked. No employee shall accrue vacation leave while on an unpaid leave of absence.

A) From the date of employment, the employee shall accrue 3.077 hours of vacation leave per pay period per year.
B) After 182 pay periods of continuous service with the City, the employee shall accrue 4.615 hours of vacation leave per pay period per year.
C) After 390 pay periods of continuous service with the City, the employee shall accrue 6.154 hours of vacation leave per pay period per year.

Partially exempt Fire Department personnel shall accrue:
A) From date of employment, 4.66 hours of vacation leave per pay period per year.
B) After 182 pay periods of continuous employment with the City, 7.00 hours of vacation leave per pay period per year.
C) After 390 pay periods of continuous service with the City, 9.33 hours of vacation leave per pay period per year.

If an employee leaves city service, accepts their final paycheck and is later rehired, their accrual rate will be based on their new date of employment and previous service will not be considered unless authorized by the City Manager.

Vacation leave not used during the year in which it is earned may accrue to a maximum of:
   A) one hundred and sixty (160) hours for those accruing 3.077 hours of vacation leave per pay period.
   B) two hundred (200) hours for those accruing 4.615 hours of vacation leave per pay period.
   C) two hundred and forty (240) hours for those accruing 6.154 hours of vacation leave per pay period.

If, at any time, earned leave is in excess of the specified maximum all amounts earned in excess of the specified maximum shall be forfeited.

**Vacation Utilization** – Request for vacation leave must be submitted by the employee to the appropriate supervisor in accordance with departmental directives. Vacation may be taken only after approval by the appropriate Department Head or his/her designee. Vacation approval may be denied or revoked based on Departmental needs. No employee shall be permitted to use vacation leave for any periods spent on unauthorized leave or for participation in any unlawful work stoppage.

Holidays falling within an employee’s scheduled vacation will not be charged as part of the employee’s vacation time but will be charged as holidays with pay. If an employee becomes ill during scheduled vacation, the time will continue to be charged as vacation time and not sick leave. Employees must work or be on approved leave their regularly scheduled work days directly prior to and following vacation to be eligible for paid vacation leave.

**Pay for Vacation Leave Accrued** – An employee leaving City employment in good standing shall be compensated for vacation leave accrued and unused. This compensation shall be paid at the employee’s base rate of pay at the time of termination. Good standing will normally be defined as the employee separating voluntarily and giving no less than two (2) weeks notice. However, individual circumstances outside the employee’s control will be considered in determining if the separation was in good standing. Employees who are dismissed for misconduct for any circumstance/situation set forth in, but not limited to, Chapter 8, Section 8 shall not be compensated for vacation leave accrued and unused.

**Section 3 – Holiday Pay**

The following days are designated as official paid holidays for all regular full-time employees in City Service:
If one of these holidays falls on a Saturday, the preceding Friday shall be designated as the official holiday. If one of these holidays fall on a Sunday, the following Monday shall be designated as the official holiday. Exceptions to this rule may be granted by the City Manager insofar as the rule is uniformly applied.

Regular full-time employees receive eight (8) hours pay for holidays, with four (4) hours pay for the two (2) half-day holidays. Partially exempt Fire Department personnel receive 11.2 hours pay for holidays. Regular part-time employees are paid for holidays on a prorated basis depending upon hours worked. For employees to receive holiday pay, they must work their regularly scheduled days before and after the holiday or be on approved leave.

With the exception of the Fire Department, departments that are required to maintain operations on designated City holidays shall award employees who work on those holidays floating holidays in lieu of extra compensation for the holiday. Police employees, classified as partially exempt under Section 207 (k) of the Fair Labor Standards Act (FLSA), shall have all City designated holidays classified as floating holidays. Floating holidays shall be utilized within the same or following pay period if reasonably possible. Departmental policies shall be followed when scheduling floating holidays. Floating holidays may be scheduled prior to the actual holiday occurring but may not be taken prior to the calendar year in which the holiday occurs. In the event an employee terminates after utilizing the benefit of a floating holiday and prior to the actual holiday occurring, pay for accrued vacation shall be reduced by an amount equal to that paid for the floating holiday. If there is insufficient vacation leave accrued, the amount shall be deducted from the employee’s final pay for hours worked.

Holidays which occur during vacation or sick leave shall not be charged against vacation or sick leave.

**Section 4 – Illness Income Protection** *(revised 10/31/12, 1/15/15)*

The purpose of Illness Income Protection (IIP) is to protect the welfare of employees by allowing them to receive a full paycheck when medical conditions of themselves or their family prevent them working their normal hours. IIP is only to be utilized in those situation authorized by City policy. An employee may not perform work for a secondary employer while receiving IIP.
Misuse of IIP can result in disciplinary action as outlined in Chapter 8 of this manual. IIP shall be granted to an eligible employee for the following:

A) In the case of actual sickness or disability of the employee or for medical, dental, or eye examinations or treatments for which arrangements cannot be made outside working hours. In the case of medical appointments, only that time required for the actual appointment and travel to and from may be utilized as IIP.

B) When the employee is required to care for a sick or injured Family Member. An employee shall report instances of this nature requiring absence from work, prior to his or her scheduled work time. Failure to fulfill these requirements may result in a denial of IIP.

NOTE: Family Member shall mean the employee’s spouse, children, stepchildren, parents, and any legal dependent residing in the employee’s home.

**Accrual** - All regular full-time, temporary full-time and regular part-time employees shall be entitled to accrue IIP. A regular or temporary full-time City employee shall accrue IIP at the rate of 3.692 hours per pay period (twelve 12 days per year). Regular part-time employees accrue IIP on a pro-rated basis dependent upon hours worked. Partially exempt Fire Department personnel not on forty (40) hours per week work schedule accrue 5.169 hours of IIP per pay period. IIP for partially exempt Fire Department personnel not on forty (40) hours per week work schedule may not accrue IIP in excess of 1344 hours. All other employees may not accrue IIP in excess of 960 hours.

**Certification by Physician** – A Department Head or the City Manager may require an employee to provide a medical certificate signed by a licensed physician or health care provider to substantiate any use of IIP and/or verify the ability of the employee to adequately perform their duties prior to being allowed to return to work. Any use of IIP consisting of three (3) or more consecutive work days will normally require the employee to present a medical certificate prior to a return to work.

**Exhaustion of IIP** – Any employee who is sick or temporarily disabled and who has exhausted IIP, vacation leave, and any available floating holidays may request additional IIP. Requests must be made in writing and are subject to approval by the Department Head and City Manager or his/her designee. Factors to be considered in approval will include, but are not limited to, the employee’s length and quality of past service and patterns of past IIP usage. Upon approval, the employee may be granted additional IIP up to two hundred and forty (240) hours. The employee will be required to repay this loan from his/her accrued IIP and vacation time upon return to full-time employment.

An Employee IIP Bank is available for catastrophic illnesses and disabilities which do not yet qualify for Long Term Disability Coverage through KPERS/KP&F. The bank may be petitioned for a grant of IIP after the employee has exhausted all paid leave due to illness or disability and has received and exhausted a two hundred and forty (240) hour loan of IIP. Decisions on granting IIP from the bank are made by committee and factors to be considered in approval will include, but are not limited to, the employee’s length and quality of past service and patterns of past IIP usage. Employees may contact the Finance Director for additional information and restrictions.
**Resignations and IIP** – Employees separating from employment with the City in good standing who have a minimum of one (1) year continuous service on the date of separation shall be compensated for twenty-five percent (25%) of their IIP accrued and not used. This compensation shall be paid at the employee’s base rate of pay at the time of termination. Good standing will normally be defined as the employee separating voluntarily and giving no less than two (2) weeks notice. However, individual circumstances outside of the employee’s control will be considered in determining if the separation was in good standing. Employees who resign after having been advised of a disciplinary conference and employees who are dismissed for misconduct for any circumstance/situation set forth in, but not limited to, those found in Chapter 8, Section 13, shall not be compensated for accrued and unused IIP.

**Section 5 – Leave Without Pay**

In some circumstances it may be appropriate for an employee to take leave without pay. With the exception of Military Leave, an employee shall not utilize leave without pay until the employee’s accrued vacation leave, floating holiday leave, and, dependent upon the reason for leave, IIP have been exhausted. All instances of leave without pay are subject to approval by the City Manager or his/her designee prior to occurrence. The following shall be applied to any employee utilizing leave without pay:

1) Paid leave shall not accrue.
2) Payments typically paid by payroll deduction are the employee’s responsibility for payment.
3) If in effect, employer paid health, dental, and life insurance shall be continued during this leave, provided any employee contribution obligations are made unless dictated by the applicable policy.
4) Flexible spending account annual election will be reduced by the biweekly contribution amount for which no withholding is made. If an employee has exhausted their spending account prior to being authorized leave without pay, the City reserves the right to either recalculate the biweekly election amount based on the remaining pay periods in the benefit year after the employee returns to work, or require the employee to reimburse the flexible spending account fund the contribution amount for which no withholding was made, prior to the employee returning to work.
5) For the purpose of Cafeteria benefits, unpaid leave, if for a qualifying event, will be considered a change in family status with all rights associated with a change in family status applying, discontinuing of coverage, interruption of contribution to flexible spending accounts, election changes, etc. Should an employee elect to discontinue contributions to the Flexible spending account, expenses incurred during the unpaid leave shall not be eligible for reimbursement.

**Section 6 - Family and Medical Leave** *(revised 10/31/2013 & 11/06/2015)*

If an employee has questions or needs assistance regarding the Family and Medical Leave Act of 1993(FMLA) or FMLA Leave, the Human Resource Office should be contacted.
Definitions of family members, serious health conditions, and other terms as utilized in this policy can be obtained from the Human Resource Office. Applicable forms for requesting FMLA Leave and certification of serious health condition are available through the Human Resource Office.

The City will provide for FMLA Leave for eligible employees consistent with the FMLA. All eligible employees shall be granted up to twelve (12) work weeks of FMLA Leave during a rolling twelve (12) month period measured backwards from the date any qualifying FMLA Leave is taken, and continuing with each additional leave day taken under this policy. FMLA Leave may be paid, unpaid, or a combination of paid and unpaid leave, depending upon the circumstances of the leave and as specified in this policy. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Key News

The U.S. Department of Labor’s Wage and Hour Division has announced a Final Rule to revise the definition of spouse under the Family and Medical Leave Act of 1993 (FMLA) in light of the United States Supreme Court’s decision in United States v. Windsor, which found section 3 of the Defense of Marriage Act (DOMA) to be unconstitutional. The Final Rule amends the definition of spouse so that eligible employees in legal same-sex marriages will be able to take FMLA leave to care for their spouse or family member, regardless of where they live.

An eligible employee who is the spouse, child, parent, or next of kin of a covered military servicemember who is recovering from a serious illness or injury sustained or aggravated in the line of duty or of a veteran being treated for, recuperating from or receiving therapy for any serious injuries or illnesses which occurred within the preceding five (5) years and was caused or aggravated by military service shall be granted up to twenty-six (26) work-weeks of unpaid FMLA Leave during a rolling twelve (12) month period measured backwards from the date any qualifying FMLA Leave is taken and continuing with each additional leave day taken under this policy to provide care for that servicemember. This military caregiver leave is available during a single twelve (12) month period and the eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA Leave.

FMLA Leave taken in conjunction with the birth or placement of a child must be taken in one continuous period of time and concluded within one (1) year of the birth or placement of a son or
daughter, to bond with a newborn or newly placed son or daughter, or to care for a son or daughter
with a serious health condition. FMLA Leave taken for an employee’s or family member’s serious
health condition may be taken on an intermittent or reduced schedule when medically necessary. If
such intermittent or reduced schedule leave is medically necessary, a medical certification is
required outlining such need. Military Caregiver leave may be taken on an intermittent or reduced
schedule when approved by the department head. Intermittent or reduced schedule leave must be
scheduled with supervisor/department head prior knowledge and schedule approval. The City may
transfer an employee to an available alternative position with equivalent pay and benefits if the
alternative position would better accommodate the intermittent or reduced schedule.
Employees, upon request of FMLA Leave for a serious health condition of themselves or a family
member, shall provide certification of the serious health condition prior to the beginning of leave.
This certification shall be completed and signed by a licensed health care provider. If the
certification is for the employee’s own serious health condition it must state that the employee
cannot perform the functions of his/her job and give an estimated return-to-work date. If the
certification is for a family member, it must state the employee is needed to assist in the patient’s
care and give an estimate of the amount of time the employee will be needed. If the City questions
the validity of the certification, the City may contact the health care provider for clarification and/or
require a medical opinion from a second health care provider chosen and paid for by the City. If the
second opinion is different from the first, the City may require the opinion of a third provider paid
for by the City. The opinion of the third provider will be binding. A serious health condition is
defined as a condition that requires inpatient care at a hospital, hospice or residential medical care
facility, including any period of incapacity or any subsequent treatment in connection with such
inpatient care or a condition that requires continuing care by a licensed health care provider. This
policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences.
Generally, a chronic or long-term health condition, which, if left untreated, would result in a period
of incapacity of more than three (3) days, would be considered a serious health condition.
Employees with questions regarding what illnesses are covered under this FMLA Leave policy are
encouraged to consult with the Human Resource Office.

An employee’s twelve (12) week FMLA Leave entitlement will run concurrently with any
employee absence resulting from a worker’s compensation claim.

**General Provisions of Family Medical Leave** - Employees are eligible for FMLA Leave if
they have worked for the City of Dodge City a minimum of twelve (12) months, which need not be
consecutive, and have worked at least 1,250 hours during the twelve (12) month period immediately
preceding the date when the FMLA Leave is requested to commence. Paid or unpaid leave taken
during the preceding twelve (12) months does not count towards the 1,250 hours.

At the City’s option, certain kinds of paid leave may be combined or substituted for unpaid
leave. If this occurs, the total amount of leave utilized may not exceed twelve (12) weeks or twenty-
six (26) weeks in the case of Military Caregiver leave. Should an employee not return to work after
unpaid FMLA Leave is utilized, the City has the right to recover the cost of the health and dental
insurance premiums paid on the employee’s behalf during the duration of the unpaid leave, unless
the failure to return is due to continuation of a serious health condition or for reasons outside the
employee’s control. Other payments normally made by the employee through payroll deduction
will be managed as explained in Section 5 of this chapter if an employee elects to take unpaid FMLA Leave.

Spouses who both work for the City may receive up to twelve (12) weeks total FMLA Leave combined between them for the birth or placement of a child. Employees are required, whenever possible, to give thirty (30) days advance notice to their supervisor before taking FMLA Leave. If thirty (30) days notice is not possible, the employee must notify their supervisor as soon as practicable. Failure to comply with this requirement may result in the time off work being considered an absence without leave and subsequent disciplinary action up to and including termination of employment.

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. Key employees are defined as those employees in the highest paid ten percent (10%) of the City’s employees or employees occupying a position in which a prolonged absence would cause substantial and grievous economic injury to operations. Key employees may be denied job restoration after FMLA Leave.

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to the FMLA. The U.S. Department of Labor Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.

**Fitness for Duty** - The City may require an employee who has taken leave of more than ten (10) working days or whose healthcare provider recommends a light duty status for a period exceeding ten (10) working days, to provide a return to work, or “fitness–for-duty certification” from the employee’s health care provider. This certification must state that the employee is able to resume work. The City may request a fitness-for-duty certification only with regard to the particular health condition that caused the employee’s need for FMLA Leave. An employee’s return to work may be delayed until the fitness-for-duty certification is provided and evaluated by the City’s designated medical provider.

The City follows all current FMLA regulations and any FMLA regulation change that may occur prior to a change being made in the City’s Personnel Policy Manual.

**Section 7 – Military Leave** *(revised 10/31/2013)*

Any full time employee who is a member of the National Guard or an organized military reserve of the United States shall be granted military leave for a tour of active duty or field training encampment. Leave of absence shall be approved only upon presentation of orders pursuant to such training and with the consent of the Department Head and the City Manager or his/her designee.

**Military leave for periods of thirty (30) days or less.** Military leave with pay shall be granted for the purpose of allowing an employee to engage in military training or duty of short term
duration. Military leave with pay is only available to employees who will be on military leave for 30 days or less. An employee must report back to the City at the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, if duration of military service was 1-30 days. If, due to no fault of the employee, and timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible after the expiration of an 8-hour rest period. During military leave with pay for 30 days or less, the City will continue to provide all benefits the employee was receiving prior to being on military leave with pay, including paying the employer portion of health insurance.

The employee may choose one of the following options with regard to pay received during military leave with pay:

A. Present re-numeration to City Clerk received for such period from the military and receive full pay from the City.
B. Use accumulated annual leave or holiday leave and retain re-numeration received from the military.
C. Take leave without pay and retain military remuneration.

Military leave for periods of thirty-one (31) days or more. Any employee who leaves the City service for military duty of thirty-one (31) days or more shall be placed on military leave without pay. The City will provide no benefits to employees on military leave without pay. An employee returning from military leave shall be entitled to restoration to the former position or position of like pay and responsibility, if the employee makes application for reinstatement within ninety (90) days after release from active duty if duration of service was more than 180 days, and fourteen (14) days after release from active duty if duration of service was 31-180 days, provided further, that the employee is physically and mentally capable of performing the duties of the position involved. The City fully complies with the provisions of the Uniformed Services Employment and Reemployment Rights Act. The right to restoration of employment may end after an employee has performed service in the uniformed services for a cumulative period in excess of five (5) years while in an employment relationship with the City of Dodge City. Employees with concerns in this area are encouraged to reference the Department of Labor Uniformed Services Employment and Reemployment Rights Act or contact the Department of Labor, Veterans Employment and Training Service.

**Section 8 – Civil Leave**

It is the civic obligation of each City employee to serve on a jury if he/she is summoned. While on jury duty, or while appearing as a legally required witness, an employee may elect to receive his/her regular salary with payment for such jury or witness duty returned to the City. The employee may be required to produce proof of jury duty or witness subpoena prior to receiving this type of leave with pay. Employees will not receive pay for appearing in court as the subject of a criminal or civil case. Employees appearing in court as witnesses in connection with their city employment shall be considered to be on duty and receive their normal salary.
Section 9 – Workers Compensation Act and Injury Leave (revised 1/15/15)

Employees injured on the job are covered by the Kansas State Workers Compensation Act. This law provides specific benefits. The employee may use IIP and/or accumulated vacation leave for injury leave during the Workers Compensation Benefit waiting period as explained in Section 4 of this Chapter.

In the event, that the employee is removed from regular and/or light duty by the City’s Designated Physician, for a period not to exceed twenty-six (26) weeks, the following procedure will be followed:

A. The supervisor shall report the employee’s hours for those twenty-six (26) weeks as Injury Leave (IL) on the respective time sheet. The employee will continue to receive their current gross pay, excluding overtime from the City.
B. The employee will endorse the Workers Compensation benefit check and return it to the City.
C. If the employee chooses to accept the Workers Compensation benefit check instead of the City compensation, the employee must notify the Human Resources Office immediately.

In the event, that the employee is removed from regular and/or light duty by the City’s Designated Physician, for a period in excess of twenty-six (26) weeks, the employee may use IIP and/or accumulated vacation leave to replace the exhausted injury leave under the following provision:

If the employee’s current gross pay, excluding overtime, is greater than the maximum benefit paid by Workers Compensation, the employee may be eligible, upon written request with the approval of the Department Head and the City Manager or his/her designee, to use sick leave to make up the difference in gross pay. Under no circumstances shall the sum of the Workers Compensation benefit plus the allowed sick leave exceed an employee’s regular gross pay.

Additional provisions of injury leave beyond the twenty-six (26) week period shall include:

A. Paid leave shall not accrue unless the employee works a minimum of forty (40) hours per pay period in a restricted duty capacity.
B. Insurance premiums typically paid by payroll reduction are the employee’s responsibility for payment.
C. Flexible spending account annual election will be reduced by the biweekly contribution amount for which no withholding is made. If the employee has exhausted the spending account prior to being granted leave without pay, the City reserves the right to either recalculate the biweekly election amount based on the remaining pay periods in the benefit year after the employee returns to work, or require the employee to reimburse the flexible spending account fund the contribution amount for which no withholding was made, prior to the employee returning to work.

Employees are reminded that if an injury results from the employee’s deliberate intention to cause such injury; or from the employee’s willful failure to follow proper safety procedures, any compensation in respect to that injury shall be disallowed.
Section 10 – Bereavement Leave with Pay (revised 11/1/16)

Bereavement leave is paid leave granted in the event of the death of an immediate family member of a regular full-time employee for personal matters relating to the death. In the event of the death of an immediate family member, the employee shall be allowed three (3) consecutive calendar days off with pay, one (1) of which shall be the day of the funeral. For purposes of this policy, “immediate family” shall include the employee’s spouse, children, stepchildren, grandchildren, parents, stepparents, grandparents, spouse’s grandparents, brother, sister, parents of spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or relative living in the employee’s home.

In the event of the death of a spouse, child or stepchild the employee shall be allowed five (5) consecutive calendar days off with pay, one of which shall be the day of the funeral.

In the event the employee must travel out of state, the employee shall be allowed (in addition to the bereavement leave period) up to two (2) additional days of leave, chargeable to the employee’s vacation accrual or IIP accrual.

In all cases, the employee will receive paid leave only for those hours within the leave period he/she would have normally been scheduled to work.

Section 11 – Violent Crime Victim Leave

If employee, or relative of an employee, is a victim of violent crime, such as domestic violence, sexual assault, stalking, battery etc., the employee may take up eight (8) days a year of leave for matters arising from the crime(s). Such matters would include, but are not limited to, obtaining an injunction against the perpetrator, obtaining medical or psychological treatment, obtaining services from a victim services organization, making the home secure against the perpetrator, seeking legal services, and appearing in court. The employee may utilize applicable accrued paid leave for this purpose, or be granted unpaid leave if no paid leave is available. The employee shall provide advance notice of the need for leave if feasible and shall provide documentation of the need for the leave within forty-eight (48) hours of returning to work. The City must keep the reason for absence confidential to the extent allowed by law. Any employee who needs to utilize this policy and is hesitant to discuss the need with his/her immediate supervisor should report the need to another member of management or the Human Resource Office.

NOTE: Relative, as applied here, shall be those persons in the immediate family, spouse, children, stepchildren, other dependents residing in the employee’s home and also the parents of the employee.

Section 12 - Special Leave

For certain reasons, special leave, with or without pay, may be granted. The most common example would be a short leave for an employee to attend training which would be of mutual benefit to the employee and the City but which was not approved as City paid training. Any request for Special Leave must be approved by the City Manager or his/her designee and the Department Head.
Section 13 – City Facility Closure Due to Power Outage, Inclement Weather or Disaster:

Certain conditions may occur which result in the closing of some city offices or facilities for the safety of both employees and the public. In the event of such conditions, the City Manager, or his/her designee, shall determine if non-emergency, nonessential staff may leave the workplace. In all cases, employee and public safety will be the primary consideration. In the event of a closure, all non-emergency, non-essential employees advised to leave or not report to work will be paid their normal pay for the day. Emergency and essential personnel will still be required to report to work. Employees who are late or absent due to travel difficulties in cases in which weather may be extreme but city facilities and offices remain open, will not be paid for the time away from work. Annual leave may be substituted for the absence.

Section 14 – Temporary Limited Duty Assignments:

Temporary Limited Duty (TLD) assignments due to non-work related injuries, illnesses or other reasons may be requested. Any employee requesting a TLD assignment for a non-work related injury, illness or other reason must provide a statement from a medical provider documenting the employee’s restrictions and giving an estimated date the employee may return to performing full duties of their normal position. Approval of the TLD will be made by the Department Head and Human Resources Office and will be dependent upon the availability of meaningful work within the employee’s restrictions, the estimated length of the TLD, and the employee’s past work history. The City is under no obligation to provide TLD for non-work related injuries, illnesses or other reasons. Any request for TLD for non-work related injuries, illnesses or other reasons in excess of 90 days in length must be approved by the City Manager or his/her designee. An employee utilizing reduced schedule or intermittent leave under the Family Medical Leave Act (FMLA) may be temporarily assigned to an alternative available position with equivalent pay and benefits, if the alternative position would better accommodate the intermittent or reduced schedule.
CHAPTER 14 - EMPLOYEE ASSISTANCE PROGRAM

The goal of the Employee Assistance Program (EAP) is to assist employees of the City of Dodge City who may experience personal or emotional difficulties, which may affect job performance. The City of Dodge City has contracts with an outside agency to provide this service. The EAP is available to all full and regular part-time employees of the City of Dodge City and their immediate family members.

Section 1 – General Policy Statement

- The City of Dodge City recognizes that personal and emotional difficulties that may include alcohol and drug problems, marital and family difficulties, stress, anxiety, depression, financial issues, and workplace conflicts, may affect any employee.
- The City of Dodge City recognizes personal and emotional difficulties can contribute to deteriorating job performance.
- The City of Dodge City encourages employees to utilize the services available through the EAP. In addition, supervisors may utilize the resources of the EAP as an integral part of an intervention program when personal problems are suspected of causing poor job performance.
- The City of Dodge City acknowledges that use of the EAP does not in any way alter management’s responsibility or authority as an employer.
- Participation in the EAP will not in any way jeopardize future employment or career advancement; however, participation will not protect the employee from disciplinary action for substandard job performance or policy violations.
- The City of Dodge City recognizes and encourages employee to use the EAP on a voluntary basis. The City therefore agrees to help promote the EAP for employees and immediate family members who seek assistance with personal or emotional difficulties. All Departments are expected to support and cooperate with the EAP.

Section 2 – Scope

The EAP covers all Departments and full time or regular part time employees. Employees and immediate family members residing in the same household and/or benefit eligible dependents may use the EAP.
Section 3 – Designated Provider

The EAP Program Administrative Agency reserves the right to name individuals or agencies to serve as designated providers for the EAP. For information regarding designated providers an employee may contact the EAP.

Section 4 – Coordination

An EAP program is coordinated by the Human Resource Office. The Human Resource Office will be the City’s contact with the agency administering the program, and will facilitate the EAP internally. The Human Resource Office will maintain statistical records and will report to management on the operation of the EAP. Only statistical information will be reported to the City, not employee names or specific information about the issues they address with the provider. Any questions about, or problems with, the operation of the EAP should be directed to the Human Resource Office.

Section 5 – Confidentiality Statement

The City of Dodge City recognizes that the success of the EAP will be enhanced by protecting the confidentiality of those employees utilizing the program. The name of any employee who self refers to the EAP will not be revealed by the EAP. Information supplied to the City on employees referred to the EAP by a supervisor will be limited to acknowledgment of failed or kept appointments and acknowledgment of treatment compliance. Additional information, including specific diagnosis or treatment, will not be released unless the employee signs a release specifying the information to be released and to whom. All information regarding an employee’s participation in the EAP is part of the clinical records maintained by the EAP and is subject to all state and federal confidentiality laws governing such medical records.

Section 6 – Referral Procedure

The EAP referral procedure will be coordinated by an external agency. This program will include a toll free telephone number by which the EAP can be contacted directly by the employee or household member. A face-to-face contact with a therapist will be assured within specific time frames according to the level of urgency. The number of visits as provided by agreement with the City will be at no expense to the employee. A visit is described as “per member per problem per year” for the employee and their immediate household members. Expenses incurred for all following visits, whether voluntary or mandatory, will be the responsibility of the employee and their medical insurance provider. The EAP number will be provided to each individual employee. There are two ways an employee may utilize the EAP – self referral and supervisory referral.
Self-Referral – Employees may contact the EAP on their own to make use of EAP services. The EAP provides telephone access to all full time and regular part time employees and immediate family members for use at their own discretion as needed. Crisis intervention, telephone assessment and timely access to ongoing treatment resources, if appropriate, are available. Employees should arrange to contact any face-to-face provider on their own time whenever possible. However, IIP may be used subject to normal medical appointment processes for the employee’s department. Employees need in no way reveal they intend to use the IIP to contact the provider and are not to be asked by supervisors. Contact with the provider will take place away from City facilities.

Supervisors may suggest an employee use the EAP on the employee’s own for help with a personal problem. This is considered a self-referral. It is appropriate when a supervisor feels a problem exists but no significant work performance problems have developed, or when an employee tells the supervisor that he/she is having personal problems.

Supervisory Referral Procedure – Supervisors are to refer an employee to the EAP when significant problems with work performance have developed in which personal problems may have a role. These performance problems must be accurately documented. It is not a supervisor’s role to diagnose an employee’s personal problems. A supervisor shall approach an employee with the documented performance problem(s), acknowledge that perhaps some personal problem(s) may be contributing to the performance problem(s), and formally refer the employee to the provider. The referral may not be used as the basis of any employment action and no record of the referral will be placed in the employee’s files. Supervisors are to ensure the situation is discussed only with those person(s) whose input is needed to handle the matter. Confidentiality is of the utmost importance.

A supervisory referral is not a disciplinary action. The employee’s participation in the EAP is voluntary. Any disciplinary actions taken are to be based on work performance, not on whether the employee participated in the EAP. Disciplinary action can be taken for the same performance problems which prompted an EAP referral. A supervisor is justified in expecting improvement in work performance whether or not the employee chooses to utilize the EAP. The disciplinary procedure outlined in Chapter 8 of this manual will be followed.

For a supervisory referral, the same leave policy as for self-referrals will apply. When a supervisory referral is made, the supervisor is to notify the Human Resource Office. If the employee agrees to utilize the EAP, the supervisor or Human Resources will contact the EAP in advance to advise the EAP of the circumstances of the referral. The employee will be asked to sign the providers Release of Information form. This form, if signed, allows the provider to advise Human Resources if the employee is keeping appointments and following the recommended course of action. No other details regarding the employee may be released.

Supervisors shall contact the Human Resource Office or the provider for advice or if they have questions about the procedure. This can be done prior to any discussion with the employee.
Section 6 – Employee Participation

In case of either self or supervisory referrals, an employee’s participation or non-participation, in and of itself, will have no effect on the employee’s job status, opportunities or other terms of employment. These decisions are to be made on the basis of job performance and work behavior only. The fact that an employee has utilized EAP assistance shall not be reflected in performance appraisals.
CHAPTER 15 - EMPLOYEE BENEFITS

Section 1 – Retirement Program

All eligible full time and regular part time employees shall be members of the Kansas Public Employees Retirement System (KPERS) or the Kansas Police and Fire Retirement System (KP&F) and shall be subject to all laws and supplemental regulations governing such membership. Participation in KPERS or KP&F is mandatory by state statute. Both the employee and the City make contributions to the retirement system, with contribution amounts to the systems being established by statute. Employee contributions are made through payroll deduction. Employees with questions regarding the retirement system should contact the City Designated Agent which is the Finance Director/City Clerk.

Section 2 – Social Security

Social Security is administered by the Federal Government and is made up of joint contributions by the employee and the City, based upon a percentage of the employee’s salary. Complete details of Social Security Benefits are available from the Finance Director/City Clerk.

Section 3 – Health/Dental/Life Insurance (revised 10/1/2013)

Regular full time employees and regular part-time employees working over 30 hours weekly, along with their eligible dependents, upon the employee’s designation, may be enrolled in group life, medical, and dental insurance programs. Regular part time employees working 20-29 hours weekly may be enrolled in single coverage in the same programs. Regular part time employees working 20-29 hours weekly may choose to cover their eligible dependents under the City’s insurance programs through payroll deduction for the difference between the single and family premiums. The effective date of the coverage is on the first day of the month following full-time or regular part time employment. Details of the programs can be obtained from the Human Resource Office. The plan documents are available in the Human Resource Office.

An employee who leaves city service and who has met minimum plan requirements may be eligible to continue medical/dental insurance coverage for a limited time under COBRA or through the Health Insurance Marketplace, or until eligible for Medicare coverage, or until coverage is offered by another employer. The former employee must pay the monthly premiums. For questions regarding continuation of Health Insurance Benefits after retirement or upon leaving city service, contact the Human Resource Office.
Section 4 – Worker’s Compensation

All City employees are insured for injuries resulting from accidents on the job through Worker’s Compensation insurance. See Chapter 19 of this manual for more information.

Section 5 – 457 Deferred Compensation

The City offers participation in 457 deferred compensation plans. Details of the plans are available through the Human Resource Office. Contributions to the plans are made through payroll deduction.

Section 6 – Section 125 Spending Accounts

The City offers participation in a Flexible Spending Accounts plan, whereby employees may elect to have money deducted from their pay on a pretax basis to pay for unreimbursed medical expenses or child care expenses. The amount to be withheld is determined by the employee. The money may be used for eligible expenses incurred during the benefit year only and will be forfeited if unused. Contact the Human Resource Office for more information.

Section 7 – Health Savings Account

Eligible employees may choose to participate in a Health Savings Account (HSA). An HSA is a tax-exempt custodial account established exclusively for the purpose of paying qualified medical expenses. Participating employees may have money deducted from their pay on a pretax basis. Maximum contribution limits are set by the Federal government. Funds in an HSA can accumulate from year to year and can be withdrawn for non-qualified use, subject to the payment of appropriate penalties and taxes.

Section 8 – Supplemental Insurance Coverage

Employees may choose to purchase supplemental insurance coverage through approved vendors by payroll deduction. Further information may be obtained from the Human Resource Office.

Section 9 – Relocation and Moving Expenses

Persons to be employed in certain designated positions may be reimbursed moving expenses incurred in relocating to accept employment with the City. Prior reimbursement approval must be granted by the City Manager or his/her designee in writing before relocating and moving expenses are incurred.
Section 10 – Professional Meetings and Memberships

It is recognized that it is a mutual benefit to the employee and the City to have City employees attend professional meetings, educational seminars and other training sessions which relate to their work and their standing in their profession. As such, the City may provide for payment of professional membership fees and professional conference attendance for certain professional or administrative employees subject to approval of the Department Head and/or City Manager. If an employee chooses to have a spouse accompany them to a professional conference, the employee will be responsible for the cost of all travel, accommodations, meals etc. for the spouse.

Section 11 – Tuition Reimbursement

The purpose of the tuition reimbursement policy is to encourage the development of employees as is mutually beneficial to the employees and the City of Dodge City. Tuition reimbursement may be granted for courses which are directly or reasonably related to the employee’s present job or to a position into which the employee could reasonably progress. Regular full time City employees who have completed their Introductory Period of employment are eligible to request reimbursement of tuition. Only courses offered by North Central Association of Schools and Colleges – Higher Learning Commission (www.ncahlc.org) accredited educational institutions will be considered for reimbursement. Reimbursement covers a portion of tuition and fees only, not textbooks or materials.

Procedures for tuition reimbursement are;

1. A request for reimbursement shall be filed with the Human Resource Office prior to enrolling in the course on the form provided by that office. Final determination regarding whether the course work is reasonably related to the employee’s duties or potential duties with the City and the employee’s eligibility for tuition reimbursement shall be made by the City Manager or his/her designee. The employee’s current and past job performance and demonstrated ability to utilize the education gained to benefit the City in their current or potentially future position will be strongly considered. Employees may be required to submit a proposed career path within the organization prior to approval. Tuition reimbursement shall only be granted in cases in which there is benefit to both the City and the employee. Requests for tuition reimbursement may be rejected based on availability of funds budgeted for the purpose.

2. If approved, upon successful completion of the course (Grade C or better) and evidence of the tuition cost, i.e., bill, canceled check, etc., the City will reimburse the employee up to 70% of the tuition and fees. The City will not reimburse the cost of tuition or fees which are paid by other sources, i.e. scholarships, grants, aid programs or other subsidies. The total amount of tuition assistance an employee may receive within any year will be largely determined by budget restrictions within the department to which the employee is assigned.

3. Requests for payment are to be made to the Human Resource Office.
4. It is permissible for Department Heads to authorize employees to adjust their schedules to attend classes if the Department Head determines such attendance will not disrupt the department’s operations or create any undue hardship for the City.

5. If an employee who has received tuition reimbursement from the City leaves City employment within three (3) years after receiving reimbursement, that employee will be required to repay all or part of reimbursement depending upon amount of service time completed. Amount to be repaid will be calculated on a prorated basis.

6. Occasionally the City may choose to reimburse an employee at a higher rate. This may occur in cases in which the employee has demonstrated exceptional skills and abilities and the education provides a direct benefit to the City either in the employee’s current position or in a position they could potentially move into. In these incidences, the employee may be required to agree to a greater than three (3) year commitment to City employment or be required to repay all or part of the reimbursement if they leave City employment.
CHAPTER 16 - COMMUNICATIONS

Section 1 – City Business *(revised 10/31/11)*

Like other City resources, employees should use City issued personal computers; issued electronic data communication devices (hereinafter referred to as EDCD) such as PDAs, cell phones, wireless mobile devices and pagers; e-mail or the Internet for authorized City business purposes. Limited, occasional personal use that does not infringe upon employees’ productivity, interfere with the performance of job duties, violate any City policy, produce any direct costs or create potential risk to the hardware, software or City information systems or the individual is permitted. (See Cell Phones Policy - Section 6). Abuse or misuse of the City’s resources may be grounds for disciplinary action.

Under no circumstances are employees permitted to use City computers, EDCD or cell phones to access, transmit, post, display, print, forward or otherwise disseminate material that is fraudulent, illegal, harassing, offensive, sexually explicit, obscene, threatening, infringing, defamatory or otherwise objectionable.

Section 2 – Records *(revised 10/31/11)*

1. Employee Work. All employee generated e-mails, letters, computer files, documents, U.S. Mail, and telephonic communications that are made or created with City resources are owned by the City of Dodge City. These materials are not private and are subject to inspections, monitoring and review by management without the employee’s knowledge or consent.

2. Computer Records. All computer generated files or data such as e-mail, word processing, databases, spreadsheets or media files that are created, maintained, or sent by City employees that are accessible on City computer equipment, cell phones or EDCD are the property of the City and are the responsibility of the City. Employees do not have a reasonable expectation of privacy as to any information transmitted, received or stored on the computer system.

3. The City will not read computer documents as a routine matter; however, the City reserves the right to monitor any information transmitted, received or stored in the computer system and to conduct paper/electronic inspections at any time, with or without notice in order to implement and enforce personnel policies. Employees should be aware that even after computer generated documents are deleted from personal computers, they may remain on system backup files indefinitely.

4. Computer records, including e-mails and web browsing history, may be subject to the Kansas Open Records K.S.A. 45-215 et seq. All requests for computer records should be distributed in compliance with Policy Statement PS-15, Open Records.

5. Special Retention. All records relative to matters subject to ongoing or potential litigation or
any investigation must be retained, even if the retention period has been met on the records retention schedule, except as advised by the City Attorney.

Section 3 – Telephone Usage *(revised 10/31/11)*

The City’s telephones are for the purpose of conducting City business. Limited personal use is allowed, however, the use of phones for personal business should not be abused and, under no circumstances, shall long distance calls or calls that result in charges be made for personal use.

Section 4 – Cell Phone Policy *(revised 10/31/11)*

**Demonstrated Need** – Employees in some positions, determined by the City Manager and/or Department Heads, are required to provide their own cell phone in order to fulfill their job requirements. The City will provide those employees with an allowance for the initial purchase and monthly expense of using their personal cell phone for job related City business. The allowance is taxable income to the employee and will be included with the normal payroll process. A list of the employees required to carry a cell phone and a list of their cell phone numbers will be provided to the Human Resource Office for the processing of the cell phone allowance and for keeping a master emergency list of cell phone numbers for key employees. Employees who require the use of a cell phone or wireless mobile device will be required to complete a Cell Phone/Wireless Mobile Device Authorization Form prior to be issued a cell phone, mobile wire device or receiving an allowance. The following criteria should be used to determine whether an employee is eligible for either a cell phone, wireless mobile device or an allowance:

a) Immediate Availability: The employee’s job duties and responsibilities are such that it is important that the City be able to reach them by phone immediately, or that the employee has access to e-mail after hours or when they are out of the office.

b) On-call: The employee is required to be on-call outside of normal business hours.

c) Fixed location: The employee’s job duties and responsibilities are such that they are not working at a fixed location the majority of the time and there is not an alternative mode of communication to use.

d) Field Work: The employee’s job duties and responsibilities are such that they make frequent and/or prolonged work from their primary work site and need to remain in contact with those they serve, their office, or other employees for customer service purposes.

e) Safety: The employee’s job duties and responsibilities are such that they need a portable communication device for their safety or the safety of their employees, customers, or constituents.
**Cell Phone Reimbursement** – The City will reimburse applicable employees a predetermined lump sum upon employment and every two (2) years thereafter, if requested by the employee, for the purchase or replacement of a cell phone. This reimbursement will only be made upon presentation of a valid sales receipt less applicable rebates. The current amount of reimbursement available can be obtained from the Human Resource Department. The City will not pay for the cost of upgrades after initial purchase of a phone. In addition, the City will not pay for the cost of accessories or special features for the phone unless those accessories or special features are deemed to be necessary in the performance of the employee’s job.

The City will also pay applicable employees a monthly allowance, the amount of which is dependent upon an employee’s job related cell phone usage. Employees who feel their monthly allowance is not adequate to cover their job related cell phone expenses may request an increase in their allowance. Any such request must be made in writing and must include the six (6) most recent months’ cell phone bills with all City job related calls identified and having the purpose for the call notated. Any decisions to increase an employee’s cell phone allowance shall be made on a case by case basis and requires the approval of the Department Head, Director of Finance, and the City Manager or his/her designee. On occasion, additional reimbursement may be provided if an employee has extraordinary cell phone usage due to a specific event, such as a weather related emergency, outside the normal operation of day to day business. Employees seeking this additional reimbursement must furnish copies of cell phone bills to substantiate their requests.

The City may, at any time, require an employee to produce copies of their cell phone bills which show an itemized list of city job related calls. Also, all employees receiving the cell phone allowance will be required to have their cell phone turned on and available for City business use as per the directions and/or guidelines of their Department or Division Head. The employee will assume all responsibility for the cell phone contract. This includes lost/broken phone replacements, minute coverage, etc. The City may consider, on a case by case basis, the replacement of an employee’s required personal cell phone that is destroyed in the performance of the employee’s job.

Employees who fail to meet all requirements to acquire and maintain a cell phone, and to abide by this policy and procedure while receiving an allowance, may face disciplinary action up to and including separation.

**City Furnished Phones/Mobile Wireless Devices** – The City may provide some cell phones or EDCD which are not assigned to individuals. An example would be a cell phone assigned to a vehicle or an office for specific purposes and used by rotational shift employees. Personal calls on these city owned phones are not allowed other than in rare situations when an employee needs to inform others of a change of plans caused by unexpected work requirements. Violation of this policy will require the employee to reimburse the City for any personal call expenses and may result in disciplinary action.

**Connecting to City Equipment** - No employee may connect, dock or otherwise synchronize any cellular telephone or other EDCD, whether owned personally by the employee or provided by the City, with any City computer, laptop, server, system or network, without the
prior consent of the Information Technology Department. Employees who utilize the City’s e-mail server through their personal cell phone or wireless mobile device shall sign a personal device agreement that gives consent for the Information Technology Department to access their personal device if necessary.

Separation/Resignation/Termination - In the event an employee is separated, resigns or is terminated, the Information Technology Department will disable all email accounts and system access.

Initial Connection - The Information Technology Department may assist with the initial connection of employee owned devices which meet prescribed specifications. Employees required to have email access, must use a device compatible with the City’s computer system. Information Technology may provide support for E-mail, Calendaring and Contacts.

Problem Support - Employees with connectivity issues must allow Information Technology staff access to their personal equipment and software. Some device software may be incompatible and in this situation, the Information Technology Department may contact the employee about options available to them, including wiping the device for compatibility. If the Information Technology Department cannot connect the equipment, it will be up to the employee to wipe the device, obtain new equipment, or surrender their allowance.

Wireless Mobile Device Security - The Information Technology Department may take the appropriate security actions, if necessary, to screen lock the device and may require a pin to access the mobile device.

Non-Required Cell Phones – Permission for an employee to use and/or carry non-required personal cell phones or other communication devices during the workday, rests with the Department/Division Head, the City Manager, and designated supervisory personnel. Criteria for granting such permission will be based upon such factors as the employee’s statement of need, safety of the employee and coworkers, interruption or disruption of production, the enhancement of productivity, or any other factor deemed by supervision to affect working conditions.

The City assumes no responsibility for an employee’s non required personal cell phone or other similar device that is lost or damaged as a result of the employee’s job.

Required Behavior Regarding Cell Phones and Communication Devices – The following pertains to all on-the-job cell phone and communication device use:

1. Placing or receiving personal communications has the potential of reducing an employee’s productivity. Thus, as a general rule, personal communications should be kept to a minimum and ideally only made during the employee’s breaks or lunch period.
2. Cell phones and other devices should be set to vibrate or silent mode during meetings or other times when audible ringers may be disruptive.
3. Employees should allow incoming communications to “roll” to their voice mail if answering the communication would be disruptive to the work environment or would create a safety hazard.

4. Supervisory personnel may disallow employees to carry personal cell phones and similar devices and/or may impose disciplinary actions on employees, up to and including termination, when the employee is not following the rules contained within this policy, or when, in the judgment of supervisory personnel, it is deemed contrary to a safe and productive work environment.

5. Employees are responsible for the safe operation of their vehicle, motorized equipment, power tools, and other equipment. Using a cell phone, or other communication device, while operating a vehicle or equipment creates an unsafe distraction for the driver/operator and/or others and is strictly prohibited, except that employees may operate city issued radios and hands free cellular devices. Employees are specifically prohibited from texting or making use of electronic mail functions while a vehicle is in motion. This prohibition includes the time waiting for a traffic signal to change.

6. In the event of an emergency, management may waive the rules of this policy and procedure.

Section 5 - Computers (revised 10/31/11)

The City has provided an e-mail system and network to enhance communication between employees and outside parties. E-mail is often used as a means for communication with all City employees. Following are guidelines for use:

1. Employees should not install any hardware or software on computers without prior approval of the Information Technology Director or his/her designee.

2. Employees who use data files generated by sources other than City equipment should make sure that the files are free of viruses prior to using them. Assistance with this is available through the Information Technology Department.

3. Each employee will be assigned a confidential password to allow access to City computers and electronic devices. Employees should not disclose their personal password to anyone other than the IT Department.

4. Non-exempt employees who are required by their supervisor to have Internet e-mail access should submit for compensation any time authorized and spent using the Internet for City business while off duty. The minimum amount of compensable time for use of the Internet for City business while off duty shall be 15 minutes per day.

Section 6 – Internet/Email Policy (revised 10/31/11)

General Provisions – The City provides Internet access to employees to assist them in the effective and efficient performance of their duties. This access is intended for business related purposes including, but not limited to, expediting normal business communications,
researching relevant topics and obtaining useful business information. Limited personal use of the Internet is allowed, however, employees are reminded any and all City property is primarily intended for the purpose of City business. Any personal use of the Internet is expected to be on the employee’s own time and is not to interfere with the employee’s job responsibilities. City time should be spent conducting City business.

All existing laws, City policies and City procedures apply to employee conduct when accessing the Internet on City owned devices and networks, including but not limited to those which deal with intellectual property protection, privacy, misuse of City resources, data security, confidentiality, harassment, discrimination, offensive conduct, political activity, or inappropriate behavior. Employees are prohibited from using the Internet for any unethical purpose, including but not limited to, pornography, violence, gambling, racism, harassment, or any illegal activity. Employee users are forbidden from using profanity or vulgarity when posting email. When determining whether an employee’s use of the Internet is appropriate, one may ask “If I were doing this same activity in some other way (e.g. telephone, library, in person, by written document), would this activity be considered appropriate while working?”

**Detailed Internet Policy Provisions** – The City provides employees access to the vast information resources of the Internet with the intention of increasing productivity. While Internet access has the potential to assist employees in performing their jobs, there is justifiable concern that it can be misused. Such misuse can interfere with the performance of job responsibilities and can violate laws, policies and procedures. The following detailed provisions are to help employees understand the expectations for the use of this resource.

1. City Internet access is provided to employees for the purpose of study, research, public service and other activities, which, with the exception of occasional *de minimis* personal use, must be in the conduct of official business or in support of the City’s mission. Employees are prohibited from using City information technology resources for any other business or profit-making activities.

2. Only City employees are to utilize City information technology resources. City employees shall not allow family members, friends, unauthorized coworkers, or others to utilize City information technology resources.

3. Each City employee using the City’s Internet access for work shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities.

4. City Internet facilities and computing resources must not be used to knowingly violate the laws and regulations of the United States or any nation, or the laws and regulations of any state, city, province, or local jurisdiction in any material way.

5. Employees have no right to ownership or expectation of personal privacy as to their City Internet usage. It is possible to monitor internet usage and the City reserves the right to inspect any and all network traffic and files stored on City resources. Any information included in email communications becomes the property of the City. The City reserves the right, without notice, to limit or restrict any employee’s Internet usage.

6. Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using City network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity,
racial slurs, gender specific comments, or any content which can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status. Any content which may be interpreted as libelous, defamatory or slanderous is prohibited, the only exception being departments that are required to view such offensive content as part of their normal job, and during the normal course of particular job duties, such as Police, IT or Human Resource Departments.

7. Nothing in this policy shall be construed as requiring the City to provide any technical resources or assistance in support of any Internet use which is not directly related to the conduct of official City business.

8. No employee may use City resources to download or distribute pirated software or data. Any software or files may be used only in ways consistent with their licenses and copyrights.

9. No employee may use City resources or facilities to monitor use of City computing or network resources by any other individual, or perform any probing, scanning, “sniffing” or vulnerability testing, except as otherwise provided by City policies or law.

10. No employee may use the City’s Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network or to circumvent any system intended to protect the privacy or security of another user.

11. No employee may install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures the City may have in place, except as otherwise provided by City policies.

12. Employees shall not assume that any data or databases are automatically subject to public inspection under law. City data may not be forwarded, uploaded, or otherwise transmitted to non-City entities without appropriate approvals.

Section 7 – Social Media Policy (revised 10/31/11)

Purpose – This policy is intended to provide employees with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly missteps online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

Scope – This policy applies to all employees’ use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City’s electronic equipment or other property.

Social Media Defined – The rapid speed at which technology evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social
media may include: (1) social-networking sites (i.e. Facebook, MySpace, LinkedIn); (2) blogs and micro-blogs (i.e. Twitter, Blogger); (3) content-sharing sites (i.e. Scribd, SlideShare); and (4) image-sharing sites (i.e. Flicker, YouTube). This list is for illustrative purposes only, however, and all online activity is governed by this Policy.

**Application of Other Policies** – All of the City’s employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees’ online conduct must comply with the City’s Sexual Harassment, Hostile Work Environment, Discrimination, and Respectful Workplace policy.

**Association with the City** – Employees who identify themselves online as being associated with the City must comply with the rules set forth in this section.

Federal law requires that, when endorsing or promoting his or her employer, an employee must disclose his or her affiliation with (i.e. employment by), the City. Thus, although the City appreciates the loyalty and enthusiasm of its employees, employees must disclose their employment if they endorse the City online.

If you disclose your affiliation or relationship with the City, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the City. An example of an appropriate disclaimer follows:

*The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the author’s employer.*

To insure continuity of the City’s message, employees may not represent themselves to be speaking on behalf of the City unless expressly authorized to do so.

**Prohibited Conduct** – Employees are prohibited from engaging in any of the following in their online activities and posts:

1. Disparaging the City’s services, clients, customers, citizens, executive leadership, employees, strategies or philosophies.
2. Making any false or misleading statements.
3. Promoting or endorsing violence.
4. Promoting illegal activity, including the use of illegal drugs.
5. Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristic protected by law.
6. Disclosing any confidential or propriety information belonging to the City or obtained by the employee as a result of his/her employment with the City.
7. Posting, uploading or sharing any recording or images (including audio, pictures and videos) taken in the workplace or at any City-sponsored event without express advance authorization.
8. Use of social media sites should not occur during working hours, nor on City owned computers or EDCD’s, and such use could be cause for disciplinary action as outlined in the City of Dodge City Personnel Policy Manual, the only exception being departments that are required to use or view such City sites as part of their normal job, and during the normal course of particular job duties, such as Police, IT, CVB, PIO, Recreation or Human Resource Departments.

**Duty to Report** – Employees have an ongoing duty to report any violations of this policy by other employees. The City considers the duty to report to be a critical component of its efforts to ensure the safety of its employees and to preserve the City’s reputation and goodwill in the community. Therefore, any employee who fails to report any conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure.

**Questions About This Policy** – Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person before posting or otherwise engaging online. When in doubt, employees always should ask for guidance first because, once the information is online, it can never be deleted.

Nothing in this Policy is intended to or will be applied in a manner that limits employees’ rights to engage in protected concerted activity as prescribed by federal law.

**Section 8 – Video Camera Policy** *(added 11/06/2015)*

The City of Dodge City maintains its administrative offices and Municipal Courtroom at the City Hall building at 806 Second Ave, Dodge City, Kansas. City Hall also serves as the meeting location for the City Commission. Individuals from the general public enter these spaces on a daily basis. The City strives to offer a welcoming, open atmosphere and provide a safe environment where people can work, attend meetings and conduct other activities at all of its buildings and grounds.

Video cameras are used where needed to provide peace of mind for staff and public, to assist in preventing disturbances on City property, and to assist law enforcement in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video cameras, as well as the access and retrieval of recorded video images at all City buildings.

**Procedures**

- Cameras may be installed at entrances, hallways, lobbies, the courtroom, and other locations on an as-needed basis, both inside and outside City buildings.
- Signs will be posted at building entrances informing the public and employees that cameras are in use.
• Cameras may be placed in both indoor and outdoor areas where security staff and designated staff can randomly monitor activity.
• Access to the archived video is restricted to designated staff: I.T., City Manager, and Director of Administration. The City Manager or his/her designee will designate additional staff for limited and specific access.
• Access to real-time monitors will be viewed on desktop monitors placed in secure areas to ensure private access. Such access is available to designated staff.
• Video records will not be maintained for any designated period of time, provided no criminal activity or incident has occurred that necessitates a specific request to maintain a segment of video record.
• Questions from the public regarding this policy may be directed to the City Attorney.

Guidelines

• Because cameras are not constantly monitored, City staff and the public should take appropriate precautions for their safety and for the security of personal property. The City of Dodge City is not responsible for loss of property or personal injury.
• Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas such as: entrances, hallways, the lobby, the court room, and parking areas.
• Cameras will not be installed in areas where individuals have a reasonable expectation of privacy.
• Cameras will not be installed for the purpose of monitoring staff performance, but may be reviewed in instances of inquiries regarding a specific staff interaction.
• A copy of this policy may be shared with members of the public upon request. The policy is also posted on the City of Dodge City’s official website.
CHAPTER 17 – MISCELLANEOUS PROVISIONS

Section 1 – Uniforms

Any City employee who is required to wear a uniform in the performance of his/her duties shall be provided with such uniform at the expense of the City. Replacement schedules for uniforms will be determined by the City Manager and Department Heads. Under most circumstances, City issued uniforms shall be worn only while at work and off duty wear of uniforms is prohibited.

City personnel who wear a uniform that may be directly associated with the City are not allowed to patronize any drinking establishment, liquor store, or any establishment or event which would bring discredit to the City while in uniform, unless their presence is required by the official performance of their duties. Employees may take their meal break in a restaurant which also serves alcohol but shall not consume alcohol nor sit with anyone who is consuming alcohol.

Section 2 – Identification Cards

The City may issue employee identification cards to employees for whom it is deemed necessary. The identification card is given to the employee for the purpose of personal identification and to illustrate his/her relationship with the City. Misuse of the card as for personal gain or fraudulent purposes or any display of the card which brings discredit to the City will be reason for disciplinary action up to and including termination of employment. If an identification card is lost, it shall be reported immediately to the Department Head or supervisor. The identification card is the property of the City and must be surrendered immediately upon termination of employment.

Section 3 – Residency (revised 7/1/16)

Employees are not required to maintain residency within the city limits. However, employees subject to frequent call-back or on-call duty are expected to reside within a thirty (30) mile radius of the city limits. Residency outside the thirty (30) mile radius must be approved by the City Manager or his/her designee.

Section 4 – Training Activities

The City shall, when possible, encourage training opportunities for employees. Attendance at training activities must be authorized in advance by the Department Head. Under most circumstances, training time is considered time at work for pay purposes. The
Federal Labor Standards Act (FLSA) sets regulations concerning reimbursement for travel time and time spent away from the employee’s home. Employees who are unclear about pay while attending training should consult with the Human Resource Office. If a dispute arises involving pay in association with training, the City Manager or his/her designee will be the deciding authority. College course work taken for credit hours is not considered as a training activity.

**Section 5 – Travel**

Employees are expected to use good judgment in requesting reimbursement of travel expenses. The following are general guidelines for travel by City employees.

1. Any registration fees, accommodation requests, travel expenses etc. will be designated on the training/travel request form and submitted to the Department Head for approval. All travel arrangements will be made in advance following Departmental procedures and Department Head authorization.

2. Only reasonable expenses will be reimbursed. Reasonable expenses normally include travel, lodging at a reasonably priced hotel/motel, meals within per diem amount, one five (5) minute phone call home daily, and tips as prudent. The City will not reimburse for purchase of alcoholic beverages which may be part of or independent of a meal.

3. City owned vehicles will be used whenever possible. If it is necessary to use a privately owned vehicle, the mileage will be reimbursed at the current rate paid to Kansas State government employees.

4. In all cases possible, costs associated with travel will be billed to the City through prior arrangement or charged to a City purchase card issued to the employee. The employee shall obtain a receipt for all expenditures on the purchase card. Cash advances will not be provided to employees for travel. If an employee is required to make reimbursable expenditure(s) utilizing their own funds, they must submit the receipt(s) and an itemized request for reimbursement to the City Finance Director/City Clerk. Expenditures without a receipt or itemization will not be reimbursed. Forms for travel expense reimbursement are available in the Finance Director/City Clerk’s Office.

5. All travel expenses are subject to review and authorization at the discretion of the City Manager.

**Section 6 – City Purchase Cards**

Designated employees, whose duties require it, will be issued a purchase card to be used for the purchase of goods and services in support of the City. Cardholders will: a) make reasonable efforts to keep the card and card number secure;
b) ensure the card is only used for legitimate City purposes;
c) ensure only the card holder uses the card;
d) obtain all sales slips and register receipts;
e) advise all vendors accepting the card that the City is a tax exempt organization and sales tax should not be applied to purchases;
f) report any lost or stolen card immediately to the Director of Finance and/or program administrator;
g) maintain all records and documentation required by the City.

Cardholders are responsible for following up with vendors regarding any erroneous charges, disputed items, or returns. If the cardholder is unable to resolve the issue with the vendor, the matter should be referred to the Director of Finance or his/her designee. Vendors should issue a credit to the card for any items returned. **Under no circumstance should a cardholder accept cash in lieu of a credit to the purchase card account.**

Any use of a purchase card outside the cardholders expressed authority is considered misuse or abuse. Misuse and abuse of a card includes, but is not limited to:

a) using the card for personal or unauthorized purposes;
b) using the card to obtain a cash advance or cash in lieu of a credit to the purchase card account;
c) using the card to purchase alcoholic beverages or any substance, material, or service which violates any policy or regulation of the City.
d) splitting a purchase or using another cardholder’s card to circumvent the purchasing limit of the card;
e) failing to properly document purchases by obtaining receipts and maintaining records as required;
f) failing to prove, when requested, information regarding a specific purchase(s);
g) failing to adhere to all City Purchase Card policies and procedures.

Misuse or abuse of a City Purchase card can result in suspension of card use and purchasing authority; and disciplinary action up to and including termination.

**Section 7 – Release of City Information to the Media**

No City employee is to provide any information about, or make any statements regarding, city operations, business matters, etc., unless authorized to do so by their supervisor or by the Public Information Officer (PIO) or City Manager.

**Section 8 – Smoke-Free Workplace Policy**

The City of Dodge City is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of employees. As required by Kansas State law and also motivated by our desire to provide a healthy work environment for our employees, the
following smoking policy has been adopted and shall apply to all property of the City of Dodge City (hereinafter “City”).

Smoking is prohibited in all City facilities. Kansas law defines smoking as possession of a lighted cigarette, cigar, pipe or burning tobacco in any other form or device designed for the use of tobacco.

This smoke-free workplace policy applies to:
- All areas of buildings owned and/or operated by the City.
- All City sponsored off-site activities.
- All vehicles owned or leased by the City.
- All members of the public while in City facilities.
- All City employees, including seasonal and part-time employees.

Smoking is permitted in:
- Outdoor areas no less than ten (10) feet from any doorway, open window or air intake to any building.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

No employee, applicant for employment or member of the public will be discharged, barred from employment or in any way retaliated against because they report or attempt to prosecute a violation of the provisions of this policy or K.S.A 21-4009 through 21-4014 and amendments thereto.
CHAPTER 18 - EMPLOYEE TRANSPORTATION/EQUIPMENT USAGE

Section 1 – Use of City Owned Vehicles

A City owned vehicle is to be used for official City business only. **Personal use of City vehicles is prohibited.** No City employee is allowed to operate any City vehicle or equipment unless they possess a current and valid Kansas motor vehicle operator’s license for the type of vehicle or equipment operated. Employees operating City vehicles and equipment are required to fully observe all traffic laws, safety procedures, and the dictates of common sense. **Employees shall notify their supervisor immediately if their motor vehicle operator's license is suspended, revoked or restricted in any fashion. Reference Chapter 9, Section 8, Loss of Job Requirements.**

Only personnel properly authorized by the City Manager are allowed “take home” vehicles. Use of City vehicles to transport non city business related passengers (i.e. dependents, family members, friends) is strictly prohibited, except in circumstances specifically authorized by the City Manager or his/her designee. Employees should be aware that authorized personal use of a City owned vehicle is considered a taxable benefit in many situations and is subject to applicable tax laws. Employees shall submit proper documentation of personal use as required.

Section 2 – Use of Private Vehicles

If an employee is required to use his/her private vehicle in the performance of official duties for the City, the employee will receive a monthly car allowance or be paid for the use of the vehicle on official City business at the current mileage rate for actual miles driven. Driving to and from a job site from the employee’s residence is not considered performance of official duties. The City Manager or his/her designee will authorize the payment of any and all monthly car allowances paid to employees.

Section 3 – Use of City Equipment

No equipment owned by the City is to be used for anything other than City work. Using City equipment for personal gain during working or non-working hours is prohibited. Under any circumstances, operation of City equipment is restricted to City employees. Failure to adhere to this policy may result in disciplinary action up to and including separation of employment.
Section 4 – Accidents Involving City Owned Vehicles/Equipment

If, while operating a City owned vehicle or other equipment, an employee is involved in a traffic accident resulting in injuries to any person(s) or damage to any property, the employee is required to:

- Summon medical assistance if appropriate for anyone involved in the accident.
- Notify the appropriate law enforcement agency immediately.
- Insist that all parties and property concerned remain at the scene of the accident until law enforcement officers arrive.
- Report the accident, no matter how minor, to the Department Head.
- Discuss the accident with no one except the investigating law enforcement officers and City officials.
- Be available for post-accident drug and alcohol testing if requested.
- If the employee is injured in the accident it must be immediately reported to their supervisor. This situation may be a Workers Compensation Accident and employees should refer to Chapter 19 of this manual for further instruction.
CHAPTER 19 - SAFETY, WORKER’S COMPENSATION & RELATED PROGRAMS

Section 1 – General Statement

Safety is a Core Value of the City of Dodge City and as such the City shall make every reasonable effort to promote standards of safety and good health among employees. To those ends the City has developed an Employee Safety Handbook (Addendum #1). Employees are expected to abide by the provisions and guidelines in the handbook. Failure to do so may result in disciplinary action up to and including dismissal from employment.

An employee who is aware of an unsafe or dangerous condition should report it immediately to his/her supervisor. If the supervisor is not available or responsive, the employee should immediately report the condition to the Department Head, Human Resource Office, Safety Director or City Manager.

Section 2 – Worker’s Compensation

All City employees are insured against injuries occurring on the job and job related illnesses through Worker’s Compensation insurance regulated by the Kansas State Worker’s Compensation Act. This law provides specific benefits, the amounts of which are dependent upon the seriousness of the injury or illness. Injury or illness incurred from on the job activities will entitle the employee to the benefits of Worker’s Compensation and injury leave in accordance with the Worker’s Compensation Act and the injury leave policy of the City as discussed in Chapter 13, Section 9 of this manual.

Any on the job injury, regardless of extent, should be reported immediately to the supervisor to insure utilization of the benefits of Worker’s Compensation if appropriate. Failure to report a work related injury or accident in a timely manner may result in inability to receive Worker’s Compensation benefits. The following procedure is established:

1. The employee shall immediately report any injury or work related illness, regardless of extent, to his/her immediate supervisor.

2. The immediate supervisor shall ensure first aid is provided and, if necessary, the injured employee is transported to the City’s Designated Physician or designated medical treatment facility. If the injury/illness does not require immediate medical attention, an appointment shall be made with the City’s Designated Physician or designated medical treatment facility for the employee. If the employee receives medical treatment from the City’s Designated Physician or designated medical treatment facility an Authorization for Work Comp Medical Treatment form must be taken with the employee for the medical provider to complete.
3. The Supervisor will insure a **Supervisor’s Report of Injury** form is immediately completed documenting the circumstances related to the injury. This form must be completed whether medical attention is provided or not.

4. The Supervisor shall insure the Department Head and the Human Resource Office are notified of the incident by the next administrative working day.

   Employees are reminded to follow the guidelines established in the Employee Safety Handbook, and that the City will not accept responsibility for accidents or injuries which result because of failure by the employee to follow proper safety procedures.

**Section 3 – Designated Physician Program**

The City of Dodge City utilizes a designated physician to treat all work related injuries. In the event this physician is not available, these services may be performed by another medical professional designated by the City. If the situation is an emergency requiring the employee be transported to Western Plains Regional Hospital Emergency Room, hospital staff must be notified it is a Worker’s Compensation Injury and the identity of the City’s designated physician.

For work related injuries, employees are instructed that seeking medical attention without first notifying the City may result in medical expenses which are not covered by Worker’s Compensation Medical Insurance or by the City of Dodge City. The designated physician must be seen first and can make subsequent referrals. In the event an employee chooses to go to another medical provider, this is considered unauthorized medical expenses and any expenses incurred in excess of $500 may become the responsibility of the employee. Employee group medical and dental insurance will not cover work related injuries and illnesses. Unauthorized medical care shall be used only if the employee requests a second opinion and further coverage under workers compensation will only occur if the City is administratively ordered to accept a different physician of record.

**Section 4 – Restricted Work Assignments**

If an employee is seen by a medical provider for a worker’s compensation injury/illness the employee will be released from medical care to:

a. return to work with no restrictions;
b. return to work with restrictions; or
c. not to return to work until a future date

In the event an employee is to return to work with restrictions for a period of seven (7) days or less, the supervisors will assign work within the restrictions. If the period covered by restrictions is in excess of seven (7) days, the supervisors and the Human Resource Office will determine a temporary limited duty (TLD) work assignment, if such is available. Under this approach, the injured employee can be assigned to another position
or department. The employee will continue to receive his/her pre-injury salary and benefits. These provisions shall apply for employees who temporarily lose the ability to perform the essential functions of the position to which they are appointed, due to a work related injury. In the event of a permanent loss of the ability to perform essential functions of a position, the employee will receive a final disability rating which restricts the duties and type of work he/she may perform and the provisions set forth in the Americans with Disabilities Act (ADA), including those related to reasonable accommodation and undue hardship shall apply.

Section 5 – Temporarily Unable to Return to Work

In the event that the employee is removed from regular or light duty by the City’s Designated Physician, for a period not to exceed twenty-six (26) weeks, the following procedure will be followed:

A. The supervisor shall report the employee’s hours for those twenty-six (26) weeks as Injury Leave (IL) on the respective time sheet. The employee will continue to receive their current gross pay, excluding overtime from the City.
B. The employee will endorse the Worker’s compensation benefit check and return it to the City.
C. If the employee chooses to accept the Worker’s compensation benefit check instead of the City compensation, the employee must notify the Human Resources Office immediately.

In the event, that the employee is removed from regular or light duty by the City’s Designated Physician, for a period in excess of twenty-six (26) weeks, the employee, may use IIP and/or accumulated vacation leave to replace the exhausted City injury leave under the following provision:

If the employee’s current gross pay, excluding overtime, is greater than the maximum benefit paid by Worker’s Compensation an employee may be eligible, upon written request with approval from the Department Head and City Manager or his/her designee, to use sick leave to make up the difference in gross pay. Under no circumstances shall the sum of the Worker’s Compensation benefit plus the allowed sick leave exceed an employee’s regular gross pay.

Additional provisions of injury leave beyond the twenty-six (26) week period shall include:

A. Paid leave shall not accrue unless the employee works a minimum of forty hours per pay period in a restricted duty capacity.
B. Insurance premiums typically paid by payroll reduction are the employee’s responsibility for payment.
C. Flexible spending account annual election will be reduced by the biweekly contribution amount for which no withholding is made. If the employee has exhausted the spending account prior to being authorized leave without pay, the City reserves the right to either recalculate the biweekly election amount based on the remaining pay periods in the benefit year after the employee returns to work, or require the employee to reimburse the flexible spending account fund the
contribution amount for which no withholding was made, prior to the employee returning to work.
CHAPTER 20 - SUBSTANCE ABUSE

Section 1 – General Policy – Drug/Alcohol Free Workplace

The City of Dodge City recognizes alcohol and drug abuse as a potential source of health, safety, productivity and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other substances which impair the judgment or functioning of employees. Compliance with this substance abuse policy is made a condition of employment.

A. No City employee is to be under the influence of, using, possessing, concealing, transporting, promoting or selling illegal drugs, controlled substances or unauthorized alcoholic beverages on the job, while performing City business, or while operating City vehicles or equipment. As applies to enforcement of City policies and procedures, the City reserves the right to establish what will constitute a definition of under the influence on a case by case basis. Any consumption or ingestion of intoxicants while off duty, to the extent that evidence of consumption or ingestion is apparent when reporting for duty, or to the extent that an employee’s job performance is impaired will be considered as being under the influence.

No employee shall operate any city vehicle or equipment or perform any critical safety function under the impairment of alcohol. A test result of 0.02 or higher blood alcohol concentration (BAC) will be considered as positive for impairment.

If an employee has consumed any alcohol within four hours of reporting for duty, they can assume their blood alcohol concentration may be in excess of 0.02. The time required for alcohol to clear a person’s body is dependent upon the person and the amount consumed and may be in excess of four hours. It is an employee’s responsibility to report for duty ready and able to work.

If an employee is requested to report for work at a previously unscheduled time, he/she must advise their supervisor if they may have a blood alcohol concentration exceeding 0.02. No supervisor shall request an employee to operate a vehicle or equipment or perform any critical safety function if they may have alcohol in their system.

B. All employees are required to report to their jobs in appropriate mental and physical condition and ready to work. If an employee may be impaired as a result of taking medication according to a doctor’s prescription or an over-the-counter medication, they will discuss the situation with their supervisor before commencing work.

C. Any employee who is convicted of any violation of any criminal drug statute (including misdemeanors for a violation occurring on City property or during working time) shall notify the Human Resource Office within five (5) working days of the date of conviction.
A conviction includes any finding of guilty (including one agreed to by the employee for diversion) or plea of no contest and/or any imposition of a fine, jail sentence or other penalty.

D. Any violation of this substance abuse policy shall result in disciplinary action, up to and including dismissal from city service.

E. Employees who have an alcohol and/or drug problem are strongly encouraged to use the Employee Assistance Program. (refer to Chapter 14 of this manual). However, use of this or any other program does not preclude the City from taking disciplinary action involving the employee. The City of Dodge City retains full and final discretion as to whether, when, and under what conditions an employee may be re-employed if terminated for issues relating to substance abuse.

Employees of the City of Dodge City shall be subject to substance abuse testing as set forth in Chapter 24 of this manual.
CHAPTER 21 - SEXUAL HARASSMENT, HOSTILE WORK ENVIRONMENT, DISCRIMINATION, RESPECTFUL WORKPLACE

Section 1 – Purpose

The City of Dodge City prohibits unlawful harassment and discrimination in all forms. The City seeks to promote a diverse and productive work environment and will not tolerate conduct by any employee which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile work environment based upon an individual’s race, gender, religion, age, disability, sexual orientation, ancestry, family status or national origin. Treatment of employees shall be based on job performance and job requirements. This policy applies to all applicants and employees, whether related to conduct engaged in by a fellow employee or someone not directly connected to the City (e.g. an outside vendor, consultant or customer). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business related social events. Harassment which occurs off-duty and off City premises but effects the work environment is also prohibited. This is the case even if the offending employee did not mean to be offensive. Lack of intent does not negate conduct from being found offensive.

Section 2 - Definitions

**Sexual Harassment** - Sexual harassment is defined as any form of unwelcome conduct of a sexual nature which is directed at or affects an individual of either sex and which has an adverse effect on the individual. Examples of conduct that, if unwelcome and resulting in an adverse effect, may constitute sexual harassment include but are not limited to:

a. Sexual advances, propositions or flirtations;

b. Requests or pressure for any kind of sexual favors, activities, or contact (to include but not limited to, a supervisor or other person with authority to affect an employee’s working conditions promising favorable treatment or threatening unfavorable treatment based upon the employee’s response to sexual demands);

c. Sexually explicit, graphic, abusive, degrading, intimidating, or offensive language, conversations or jokes;

d. Physical contact or touching of a sexual nature, including physical or sexual assault;

e. Display, circulation, or communication of any sexually suggestive, explicit, graphic, or offensive objects, pictures, or materials of any kind;
f. “Sexist” comments or behavior (defined as conduct which demeans other individuals because of their sex, even if it is not vulgar, lewd, or sexually provocative).

**Other Forms of Harassment** - Harassment and discrimination based on race, color, gender, religion, age, disability, sexual orientation, ancestry, family status, genetic information, or national origin are also prohibited. Under this policy, harassment is any conduct that denigrates or shows hostility or aversion toward an individual based on any protected characteristic of that person or of his/her relatives, friends, or associates, and that:

a. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;

b. Has the purpose or effect of unreasonably interfering with an individual’s work performance;

c. Otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward any individual or group.

*Special note about religion* – It is not a violation of this policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. Religious practices which interfere with job performance, excessive “preaching” that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered harassment within the meaning of this policy.

**Section 3 – Hostile Work Environment Policy**

The City prohibits the creation of a hostile work environment. A hostile work environment is created through harassment so pervasive in nature as to interfere with the ability of a normal person to effectively perform the functions of their position. Any city employee engaging in this type of behavior is subject to disciplinary action up to and including dismissal from employment.

**Section 4 – Discrimination Policy**

No city employee or applicant shall be subjected to discriminatory practices in violation of the City’s Equal Employment Opportunity Policy. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, transfer, reassignment, discipline, or any other aspect of personnel administration, because of race, color, gender,
religion, age, disability, sexual orientation, ancestry, family status, national origin, genetic information, or any other non-merit factors, is prohibited. An exception will be made in cases where gender or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient job performance. Any city employee engaging in a prohibited discriminatory practice is subject to disciplinary action up to and including dismissal from employment.

Section 5 – Employee Responsibilities

Every employee of the City is responsible for assisting with the prevention of harassment and discrimination through the following:

a. Refraining from participation in, or encouragement of, actions which could be perceived as prohibited conduct;

b. Reporting acts of prohibited conduct, whether toward a city employee or citizen to a supervisor;

c. Encouraging any employee, who confides he/she is the subject of prohibited conduct, to report the incident(s) to a supervisor;

d. Failure to take action to stop a known act of prohibited conduct shall be grounds for disciplinary action.

Section 6 – Supervisor Responsibilities

Each supervisor shall be responsible for the prevention of prohibited conduct, including but not limited to, the following:

a. Consistently monitoring the work environment for indications of prohibited conduct and immediately stopping any acts that may be considered prohibited by taking appropriate steps to intervene, whether or not the employee(s) involved is under his/her supervision;

b. Counseling all employees regarding types of prohibited conduct and City procedures for reporting and resolving complaints of prohibited conduct;

c. Assisting any City employee, when approached by the employee with a complaint of prohibited conduct, by documenting and filing a complaint with the Department Head;

d. Ensuring all subordinates and new hires have access to a physical or electronic copy of the City Policy Manual including the Chapter covering Harassment, Discrimination, and Hostile Work Environment;
e. Discussing the policy with employees and ensuring they are aware they are entitled to work in an environment free of prohibited conduct;

f. Taking immediate action to limit the contact at work between two employees following a complaint of prohibited conduct and pending investigation of the same;

g. Informing all employees of the complaint process, including the employees’ right to bypass an offending staff member and report the prohibited conduct directly to the Department Head or the Human Resource Office;

h. Immediately reporting any complaints, observations or concerns of prohibited conduct;

i. When receiving a complaint of prohibited conduct, supervisors shall instruct the employee initiating the complaint that anything he/she says will be reported to the City’s Human Resource Office. Supervisors will report complaints of prohibited conduct even if the reporting employee requests them not to;

j. Maintain appropriate confidentiality regarding any complaints of prohibited conduct.

k. Failure to implement any of the foregoing actions shall be grounds for discipline against the supervisor.

Section 7 – Complaint Procedure (revised 10/31/2014)

Should any employee feel they have been the subject of prohibited conduct, or have witnessed or have knowledge of any prohibited conduct; the employee shall proceed as follows;

a. Report the incident to the employee’s supervisor immediately;

b. If the employee’s immediate supervisor is the source of the prohibited conduct, the employee shall report the problem to the supervisor’s superior or the Department Head. Employees may also report the problem directly to the Human Resource Office if they feel uncomfortable reporting it within their Department;

c. The supervisor or Human Resource Office shall promptly notify the Department Head of the complaint;

In some cases an employee may be able to stop the prohibited behavior by advising the offending person they find the behavior inappropriate and requesting the offender cease the behavior. Employees are encouraged to attempt this in lieu of reporting a complaint if they feel it may be effective; however no employee is obligated to confront an offending person.
Section 8 – Investigation Procedure (revised 10/31/2014)

a. The Human Resources Department shall be responsible for the investigation of any complaints of prohibited conduct. All complaints shall be completely and fully investigated. Allegations of prohibited conduct concerning a Department Head or Human Resource Office shall be referred to the City Manager’s Office.

b. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action.

c. Misconduct constituting harassment or discrimination will be dealt with appropriately. Responsive action may include, but is not limited to; discipline, up to and including termination, verbal counseling, training, and reassignment.

d. The appropriate law enforcement agency shall be notified immediately of any evidence of criminal activity such as battery, criminal threat, or sexual assault which has occurred in relation to a complaint.

e. False or malicious complaints of harassment or discrimination, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of disciplinary action.

f. Documentation regarding the nature of complaint, results of investigation and resolution of the complaint shall be forwarded to the Human Resource Office.

Section 9 – Retaliation

Retaliation against any employee for filing a prohibited conduct complaint, or assisting, testifying, or participating in the investigation of such complaint is strictly prohibited and will not be tolerated. Disciplinary action, up to and including separation will be taken against any employee committing retaliation.

Section 10 – Respectful Workplace

The City of Dodge City strives to maintain a workplace which fosters the core values of honesty, integrity and respect and promotes harmonious, productive working relationships. The City believes in going beyond what is required by law and expects city employees to treat each other in a manner in which they would like to be treated and to give each other the respect that is due to every individual whether it is a fellow employee, member of management, customer, vendor, or visitor to city premises. Therefore, the City of Dodge City prohibits any behavior which is discourteous or demeaning to other employees. Disrespectful behavior may include, but is not limited to, the following:
- Jokes which demean another individual or group of individuals;
- Name calling or nicknames which may be offensive;
- Taking credit for another individual’s work or ideas;
- Refusing to communicate or speak with another individual;
- Engaging in behaviors which are barriers to communication, such as those regarding voice intonations, expression, response or lack of response;
- Offensive verbal, visual, or physical contact;
- Repeated negative comments about others, either orally or in writing;
- Threatening another individual;
- Invading another’s privacy;
- Knowingly blaming another individual for a mistake they did not make;
- Purposely invading another’s personal space;
- Creating or spreading malicious or defamatory rumors about another individual;
- Any type of “bullying” behavior.

The City of Dodge City expects all employees will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior, the employee should report the conduct to his/her immediate supervisor, his/her Department Head, or the Human Resource Office within three (3) administrative working days of the offense. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of management. All employees should notify a member of management regarding any disrespectful behavior they witness or are told another person received.

The City of Dodge City reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the organization and to take appropriate disciplinary action against the employee engaging in the behavior, up to and including dismissal from employment.
CHAPTER 22 – SAFE WORK ENVIRONMENT (added 2/01/14, revised 11/6/15 & 11/1/16)

This chapter is in place to provide guidelines for fostering and encouraging a safe work environment, and for reducing the potential for violence in and around the workplace. It also serves to outline the procedures to be followed when a threatening or violent incident occurs in the workplace.

Section 1 – General (revised 11/06/15 & 11/01/16)

The City of Dodge City is committed to providing, in so far as reasonable within available resources, a safe environment for working and conducting business. All employees are responsible for helping to promote a safe working environment, maintaining a violence free workplace, and refraining from acts of violence. To that end, each employee is required to govern themselves accordingly. In addition, any employee experiencing an act or threat of violence, whether from another employee or from an individual outside the organization, is asked to report such act or threat to their immediate supervisor or another manager. The City intends to use legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect its employees and members of the public. Any violent act(s) committed by an employee will be subject to disciplinary action, up to and/or including termination, as well as criminal prosecution as appropriate.

Law enforcement officers or other City employees authorized to carry weapons within the scope of their employment, are the only City employees authorized to use deadly force while acting for and on behalf of the City of Dodge City. Under no circumstances will the use of deadly force by any other City employee be considered as a function of said employee’s job with the City.

Section 2 – Definitions

A. Dangerous Weapons: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under circumstances and at a time and place, that manifests an intent to harm or intimidate another person or that warrants alarm for the safety of another person. These may include items which obviously may cause harm, such as, but not limited to, firearms, knives (other than pocket) and explosives. They may also include items which are not obvious to cause harm but could, depending on the way the item is manipulated, such as throwing a chair, chemicals, stapler, drinking glass, etc.

B. Workplace violence as referred to in this Policy includes, but is not limited to, an act or behavior that:

1. Is physically assaultive;
2. Consists of a communicated or reasonably perceived threat to harm or endanger another individual or destroy property;

3. Would be interpreted by a reasonable person as carrying potential for physical harm to the individual or a reasonable person would perceive as menacing; or,

4. Involves carrying (other than what is authorized in Section 3) or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.

Section 3 – Possession and/or Use of Dangerous Weapons by Employees
(revised 11/06/15 & 11/1/16)

A. In the interest of maintaining a workplace that is safe and free of violence, the possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle which is used for City business, except as provided in Subsection B:

B. Exceptions to Dangerous Weapons Prohibition:

1. Employees of the City of Dodge City may carry knives and/or concealed handguns on their person as authorized by K.S.A.2015 Supp. 75-7C10, amended by HB 2502, noting that the carrying of a concealed handgun may not be within some employees’ course and scope of employment. The following shall apply to any City employee choosing to carry a concealed handgun while on the job in an employed position with the City of Dodge City:

   (a) Any injury while working that is caused by the employee choosing to carry a concealed handgun will not be considered for workers compensation;
   (b) Any liability associated with the employee’s decision to conceal carry will not be defended by the City and will be of a personal nature since the carrying of a concealed handgun may not be part of some employee’s duties.
   (c) Employees are prohibited from leaving a handgun in plain view or unattended.
   (d) Employees should abide by all laws related to conceal carry, such as not entering any building, private or public, prohibiting conceal carry.
   (e) Employees are prohibited from storing firearms in a city-owned vehicle, with the exception of law enforcement employees.
   (f) The election by an employee to conceal carry should not interfere with the employee’s ability to perform any duties and should not obstruct any required safety equipment.

2. Employees of the City of Dodge City may possess a firearm on City property if:

   a) They are engaged in military or law enforcement activities;
b) They are required to carry a handgun or other weapon in the course of their work duties for the City of Dodge City; or

c) They adhere to City policies and procedures regarding concealed handguns, license requirements and posted building prohibitions.

Section 4 – Procedure (revised 11/06/15)

A. If a workplace violence act or altercation occurs and constitutes an emergency, a witness should:
   1. Contact 911;
   2. Inform an immediate supervisor and the appropriate Department Head;
   3. Request parties to separate without becoming physically involved.

B. In instances that do not constitute an emergency, contact the immediate supervisor who will in turn inform the appropriate Department Head, then the Director of Human Resources, who will in turn inform the City Manager or his/her designee. A supervisor should notify his/her Department Head as soon as possible. The immediate supervisor or Department Head is responsible for documenting the incident or threat. Documentation should be in written form and include: 1) summary of incident or threat; 2) the names of the persons involved; 3) date, time, location of threat or incident; 4) names of witnesses; 5) who was informed; 6) summary of action taken, if any.

C. The Department Head, or in his/her absence the supervisor, will contact the Human Resource Office as soon as possible who, together with appropriate law enforcement authority, will take responsibility for coordinating any further response to the incident, including assessment and investigation.

Section 5 – Training (revised 11/06/15 & 11/1/16)

The Human Resource Office, in conjunction with the Director of Administration, shall be responsible for implementing this Policy, disseminating it to employees (supervisory and non-supervisory) and conducting/arranging training with respect to City employees’ roles and responsibilities.
CHAPTER 23 - COMMISSION RELATIONS AND POLITICAL ACTIVITIES

Employees are expected to exercise their rights as citizens. It is the duty and right of every employee to join political organizations and vote on political issues. Employees are permitted to join political organizations, civic associations or civic betterment groups. Employees are not permitted to:

a. Depict themselves as representing the City of Dodge City in an effort to solicit support or circulate petitions concerning public issues;

b. Be a candidate for, and/or hold the office of City Commissioner for the City of Dodge City;

c. Publicly make individual and/or personal endorsements of a candidate for the office of City Commissioner;

d. Solicit or handle political contributions for the election of a candidate for the office of City Commissioner;

e. Engage in political activity which interferes with job attendance or performance, or use City facilities, equipment, or uniforms in political activities;

f. Wear political badges or buttons on their person while on-duty, or display political signs on City property;

g. Be members of Councils or Boards which are advisory in regard to policy or administrative to the City of Dodge City, except as authorized by the City Manager;

h. Require or advise their employees to make political contributions for any election;

i. Use political influence in connection with their employment status; or

j. Distribute campaign materials while on-duty or at the work site.

In addition, City employees should pay particular attention to their relationship to members of the City Commission. The City Manager is the only employee who is directly responsible to the Commission and the only city employee with authorized direct access to the Commission members. Under no circumstances shall an employee contact the City Commission or City Commissioners on job related problems or grievances without the explicit approval of the City Manager. Violation of this rule may result in dismissal from employment.

Employees may, as citizens of Dodge City, approach members of the City Commission on citizen issues (e.g. improvements, zoning, etc.) not related to their employment.
CHAPTER 24 - DRUG AND ALCOHOL TESTING

Section 1 – Purpose

The City of Dodge City is committed to maintaining the highest standards for employee safety and health. The use of controlled substances and the misuse of alcohol are contrary to these high standards and the City’s Core Values. The purpose of this policy is to reduce accidents promote employee health; and maintain productivity. The presence of controlled substances in the body as well as the use or possession of controlled substances and/or alcoholic beverages while on city property, in any city vehicle, or while on duty, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited. Failure to comply with this policy may lead to disciplinary action up to and including separation from employment.

Those employees who perform “safety-sensitive” functions as determined by the FTA (49 CFR Part 655.4) are subject to additional testing requirements and should reference Addendum 2 of this manual for those testing requirements. “Safety sensitive” functions are performed by those who:

a. Operate revenue service vehicles including when not in revenue service.
b. Operate non-revenue service vehicles which require drivers to hold a CDL.
c. Dispatch or control revenue service vehicles.
d. Perform maintenance functions including repairing, overhauling, and rebuilding revenue service vehicles or equipment used in revenue service.
e. Provide security and carry a firearm.
f. These categories include supervisors who perform these functions.
   Supervisors of employees in these categories, who do not themselves perform these functions, are excluded.
g. A list of safety-sensitive city positions that perform one of the aforementioned duties is found in Appendix C of Addendum 2.

Section 2 – Testing Conditions (revised 11/06/2015)

The following conditions establish who may be tested and under what circumstances the drug and alcohol testing may occur: All testing will comply with 49 CFR Part 40 and Part 655.

All applicants for employment in a safety sensitive position with City of Dodge City will undergo urine drug testing immediately following the offer of employment. All current employees who are requesting transfer to a position covered in this policy are also subject to this policy. This policy covers applicants for, or requests for transfer to, full-time, part-time employment and applicants for regular or temporary employment.
**Pre-Employment:** An individual offered employment in a full-time or regular part-time position shall be required to take and pass a drug screening test as a condition of employment. Any applicant, who receives a confirmed positive result or the equivalent, shall have the offer of employment withdrawn and shall be subject to disqualification from application for City employment for a period of two (2) years from the date the test results were received by the City. The applicant must then show proof of completion of a qualified drug and alcohol treatment program before being considered for hire.

**Reasonable Suspicion:** An employee may be required to submit to a drug/alcohol screening test by the Human Resource Office, or its designee, based on reasonable suspicion of drug/alcohol use by the employee as reported by a supervisor. All supervisory employees are required to notify the Human Resource Office or City Management staff when reasonable suspicion exists.

Reasonable suspicion involves a judgment made regarding the employee’s behavior, appearance, speech or body odor, or evidence found or reported and may be based on, among other circumstances, any of the following:

- a. Direct observation of certain contemporaneous, articulable behaviors exhibited by the employee which may impair the employee’s ability to perform his/her job or pose a threat to the safety or health of others;

- b. Actual observation of drug/alcohol use by the employee while on-the-job;

- c. Documented deterioration in the employee’s job performance which is likely to be attributable to drug/alcohol use by the employee;

- d. An on-the-job incident or occurrence where it may be alleged that the incident or occurrence was in whole or in part the result of the employee’s actions or inactions and/or the employee exhibited behavior indicating illegal drug or alcohol use.

The City has the right to request an employee submit to a drug/alcohol screening test under the circumstances of reasonable suspicion as a condition of employment. Refusal may be grounds for termination. Any employee requested to provide a drug/alcohol screening test under the auspices of reasonable suspicion will be transported to the collection site and will be paid for the time spent in obtaining the specimen. Under no circumstance will the employee be permitted to operate any City vehicle or equipment. An alcohol test should be administered within two (2) hours of the time in which the determination of reasonable suspicion was made. If for any reason it is not possible to administer the alcohol test within that time frame, the reasons for not be able to procure the test will be documented in writing. If it is not possible to procure an alcohol test within eight (8) hours, attempts to have the employee tested shall cease. The employee will be removed from the workplace and may not return to work until twenty-four (24) hours have passed or a blood alcohol concentration test is conducted with a result of less than 0.02 BAC. A drug test will be procured as soon as possible and not more than thirty-
two (32) hours following the determination of reasonable suspicion. The employee will be placed on paid suspension until the results of the drug test are received by the City.

**Random Testing:** The City of Dodge City reserves the right to implement a random testing procedure for non FTA “safety sensitive” positions and non CDL positions should the need arise. Employees in CDL and ‘safety sensitive” positions should refer to Addendum #2, for random testing policy and procedures applying to their positions.

**Return to Duty and Follow-Up:** Any employee who refuses to take or who fails a drug/alcohol test is subject to disciplinary action, up to and including separation. If the employee is allowed to maintain employment with the City of Dodge City, he/she may not return to duty until he/she passes a drug/alcohol test administered under this policy. And the Medical Review Officer (MRO)/Substance Abuse Professional (SAP) or Designated Physician, have determined the employee may return to duty. Any such employee will be subject to a minimum of six (6) unannounced drug/alcohol tests within the next year and a program of unannounced drug/alcohol tests for up to five (5) years after returning to duty. The unannounced tests will be scheduled by the MRO/SAP.

**Post-Accident:** Drug/alcohol testing may be required following an accident involving on-duty employee(s). Employees in CDL and “safety sensitive” positions should refer to the Anti-Drug and Alcohol Misuse Prevention Policy, for post-accident testing policy and procedures. Post-accident testing for non CDL and non “safety sensitive” employees will be conducted in the event of any accident resulting in the loss of human life or in which a person suffers injuries which may result in loss of life or serious bodily injury. In such cases, the City will require testing of every employee who was operating any vehicle or equipment involved. The City may also require testing of any other employee whose performance or actions may be alleged to have contributed to said accident.

Post-accident drug/alcohol tests must be performed as soon as possible. Drug tests must be performed as soon as possible but no later than thirty-two (32) hours following the accident. Alcohol tests must be performed as soon as possible, within two (2) hours following the accident. If an alcohol test cannot be obtained within two (2) hours, the reason for the delay will be documented in writing. Attempts to obtain a test will continue until eight (8) hours following the accident, at which time attempts will cease and the reasons a test could not be obtained will be documented in writing.

Any employee involved in an accident shall remain readily available for testing and shall not consume any alcohol until released by a supervisor. Failure to remain available for testing and/or consumption of alcohol will be considered a refusal of the test. If an employee has been incapacitated and is unable to consent to drug/alcohol testing, the medical facility where the employee is being treated is to be advised to collect and retain samples for testing. When the employee has recovered sufficiently to give informed consent, the samples can be sent in for testing or destroyed if testing is refused.
Section 3 – Testing Procedures

Substances Tested For: The City of Dodge City will test for the presence of alcohol, marijuana, cocaine, opiates, phencyclidine and amphetamines. A blood alcohol concentration level of 0.02 or greater shall be considered a positive test for the presence of alcohol. No employee should report for duty in or remain on duty in any position in which they will be operating vehicles, equipment, or performing a critical safety function, if they have a blood alcohol concentration in excess of 0.02. A blood alcohol concentration of 0.04 or greater will be considered failure of the test.

If an employee has consumed any alcohol within four (4) hours of reporting for duty, they shall assume their blood alcohol concentration is in excess of 0.02. The time required for alcohol to clear a person’s body is dependent upon the person and the amount consumed and may be excess of four (4) hours. It is the employee’s responsibility to report for duty ready and able to work. If an employee is requested to report for work at a previously unscheduled time, he/she must advise their supervisor if they have consumed alcohol. No supervisor shall request an employee to operate a vehicle or equipment or perform any critical safety function if they have alcohol in their system. Any employee has a blood alcohol concentration of 0.04 or above is considered impaired and shall not report to work in any position.

Refusal to Submit to Testing: Refusal to submit to a drug/alcohol test will be considered a failure of the test and will result in disciplinary action, up to and including separation from employment. Behavior which constitutes a refusal to test will include:

- Refusing to provide a specimen. This includes failing to supply a sufficient volume of urine or sufficient deep lung air when tested by evidential breath testing device, unless there is a documented medical explanation.
- Tampering with, adulterating, or substituting a specimen.
- Failing to appear for testing at the specified time when instructed to do so
- Leaving the scene of an accident without just cause prior to submitting to a test or being released by a supervisor.
- Leaving the collection facility prior to test completion
- Failing to permit an observed or monitored collection when required
- Failing to take a second test when required
- Failing to cooperate with any part of the testing process
- Once test is underway, failing to remain at site and provide a specimen
- Failing to undergo a medical examination when required

Medical Review Officer (MRO): Dr. R.C. Trotter of Family Practice Associates is the City’s designated MRO. All drug test results, whether positive or negative, will be reviewed by the MRO or his designee. In the event of a positive result, the MRO will contact the person whose specimen was tested to determine if any medications or other reasons could have resulted in a positive result. The MRO, based on his review of the information, will make the
final determination of confirmed positive or negative. It is only after the MRO review that the Human Resource Office will be notified of the results of the test.

**Testing Procedures:** All drug tests for non-safety-sensitive positions as will be performed using the same procedures and standards as utilized for pre-employment drug screens. Procedures for employees in “safety-sensitive” functions as determined by the FTA (49 CFR Part 655.4) are stated in Addendum 2 of the manual.

Alcohol testing will be conducted at the Dodge City Police Department utilizing an evidential breath testing device operated by a certified operator.

**Consequences of Failing or Refusing a Test:** Compliance with the City’s Drug and Alcohol policy is a condition of employment. Refusal to take a test or failure of a test will result in disciplinary action up to and including termination. Employees who perform “safety-sensitive” functions as determined by the FTA (49 CFR Part 655.4) will not be able to perform covered functions of their positions and should refer to Addendum #2 of this manual for additional information.

An employee may, at the City’s discretion, be given an opportunity to retain City employment provided they first do the following:

1. Have been evaluated by a Substance Abuse Professional (SAP)
2. Have completed the recommendations of a City approved SAP on the appropriate evaluation/rehabilitation program.
3. Pass a return to duty drug/alcohol test.

The employee will be relieved of his/her duties while fulfilling these requirements. The employee may utilize paid leave during this time if he/she has such leave available. Otherwise, the employee will be placed on unpaid leave.

**If an employee refuses to report for assessment, evaluation, and/or referral for treatment with a SAP, he/she will be terminated.**

**If an employee, after assessment, is referred for rehabilitation and the employee refuses to enter or successfully complete such a rehabilitation assessment program, he/she will be terminated.**

**All cost associated with the evaluation and rehabilitation program are the responsibility of the employee. Employees should consult their insurance policy for extent of nervous, mental and substance abuse coverage.**

**Any on duty use or possession of drugs/alcohol on City time or on City premises which has occurred will result in termination of employment.**
A second positive drug/alcohol test or the equivalent will result in immediate termination of employment.

A refusal to provide any subsequent test or cooperate completely with requests for subsequent tests will result in immediate termination.

The City’s decision as to whether the employee will be given the opportunity to maintain employment will be based on, but not limited to, the following factors:

- If the employee was involved in an accident or incident caused in any part by the use of drugs/alcohol and if any injury or property damage occurred.
- Past history of disciplinary or job performance problems.
- Employee’s continuing ability to perform the duties of their position.
- If any use or possession of drugs/alcohol occurred on duty or on City time or City premises.
- If loss of public trust or confidence has occurred in regards to the employee’s ability to perform his/her duties.
**EMPLOYEE SAFETY HANDBOOK**

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>General Statement</td>
<td>105</td>
</tr>
<tr>
<td>Section 2</td>
<td>Safety Statement</td>
<td>105</td>
</tr>
<tr>
<td>Section 3</td>
<td>If There is an Accident</td>
<td>106</td>
</tr>
<tr>
<td>Section 4</td>
<td>Introduction</td>
<td>106</td>
</tr>
<tr>
<td>Section 5</td>
<td>Safety Responsibility</td>
<td>107</td>
</tr>
<tr>
<td>Section 6</td>
<td>Drug/Alcohol Free Workplace</td>
<td>109</td>
</tr>
<tr>
<td>Section 7</td>
<td>Designated Physician Program</td>
<td>111</td>
</tr>
<tr>
<td>Section 8</td>
<td>Safety Committee’s Review of Accidents</td>
<td>112</td>
</tr>
<tr>
<td>Section 9</td>
<td>Working in Cold Weather</td>
<td>113</td>
</tr>
<tr>
<td>Section 10</td>
<td>Specific Safety Practices</td>
<td>113</td>
</tr>
</tbody>
</table>
EMPLOYEE SAFETY HANDBOOK

SECTION 1 – GENERAL STATEMENT

The City of Dodge City shall make reasonable efforts to promote standards of safety and good health among employees and in the departments and has developed an Employee Safety Handbook. Employees are expected to abide by the guidelines of the Employee Safety Handbook. Failure to do so may result in disciplinary action up to and including dismissal.

The goal of the City of Dodge City is to experience zero accidents in departmental operations. This cannot be achieved without the enthusiastic and dedicated cooperation of all employees. Each employee is expected to:

- Read and comply with prescribed job procedures, instructions of supervisors, and the City of Dodge City Employee Safety Handbook.
- Conscientiously seek to identify situations affecting safety and to make suggestions for improvement.
- Know emergency procedures for respective work situations.
- Report all accidents and injuries immediately.

Effective management and sound leadership will prevent accidents. The safety of employees, the public, and City services are most important.

- Safety is to take precedence over expediency or short cuts.
- All employees must take all possible actions to reduce the occurrence of accidents.
- All employees are to show good faith in complying with all safety guidelines and regulations.

The City of Dodge City is committed to providing the safest and healthiest possible working conditions for all of our employees. To accomplish this, all City employees will strive for a safe work place by complying with the safety regulations as outlined in this safety handbook.
REMEMBER: ACCIDENT PREVENTION IS A PART OF EVERY EMPLOYEE’S JOB.

SECTION 2 – SAFETY STATEMENT

You are a valuable asset to your department and your community and we do not want you injured in an on-the-job accident. The City wants to provide you with a place of employment that is relatively free of recognized hazards that could cause accidents and injuries and expects you to perform your job in the safest manner possible.

The City of Dodge City Employee Safety Handbook contains safety guidelines and regulations developed to help in the reduction of accidents. While many guidelines are detailed, others dealing with your specific job responsibilities will be given to you by your supervisor or at department safety meetings. These guidelines have been designed to assist you in avoiding accidents and injuries. Recommendations for improvement of this handbook are solicited. If you have a suggestion to reduce accidents and make your place of employment safer, pass it along to your supervisor or to the City of Dodge City Safety Committee.

SECTION 3 – IF THERE IS AN ACCIDENT

a. Summon medical assistance if appropriate for anyone involved in the accident.
b. Notify the appropriate law enforcement agency immediately.
c. Insist that all parties and property concerned remain at the scene of the accident until law enforcement officers arrive.
d. Perform first aid and CPR in an emergency, and then only until properly trained medical help arrives.
e. Immediately report the accident, no matter how minor, to your supervisor and/or department head.
f. The supervisor or first available person shall arrange for emergency transportation, if required (EMS), and if necessary shall accompany the injured employee.
g. Discuss the accident with no one except the investigating law enforcement officers and city officials.
h. The supervisor shall ensure that the official accident report forms are completed accurately and routed to the Safety Director and/or Human Resource Office.

SECTION 4 – INTRODUCTION

The City of Dodge City Employee Safety Handbook is designed to give you a broad look at the safest methods of performing your job.

To be safe is to be secure from the threat of danger, harm, or loss. Ninety-eight percent of all accidents are the result of unsafe conditions and unsafe acts or practices. Many accidents are caused by use of unsafe equipment, use of equipment or tools in an unsafe manner, or failure to follow safe work methods.

Careful inspection and monitoring of equipment is necessary if employees are to reduce hazards that contribute to accidents and injuries. Study and know this handbook and remember
that no hazard is too small for the attention of someone who can have it corrected before anyone is hurt.

Correct and/or report to your supervisor all unsafe conditions and unsafe practices you observe. If a reported condition is not corrected, notify the Safety Director. All injuries and accidents must be reported immediately.

If you have an accident prevention suggestion to make the workplace safer for yourself and others, pass it to your supervisor. Additional accident prevention information will be issued from time to time by your supervisor and the Safety Director.

While this handbook contains general safety rules, it is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents and to assist each department in the development of safety guidelines.

Violation of a safety guideline or practice could result in severe disciplinary action and/or painful consequences. Compliance with the safety guidelines contained in this handbook is a condition of employment. Each department may develop safety guidelines and policies that may exceed these general safety guidelines.

Questions and requests for additional information relative to the contents of this handbook should be directed to the Safety Director.

Regardless of what section of this handbook any rule or regulation may appear, each and every rule or regulation shall apply to any work condition, work area, or office in which a potential hazard may exist.

YOU ARE RESPONSIBLE FOR SAFETY!

SECTION 5 – SAFETY RESPONSIBILITY

A. SAFETY DIRECTOR’S RESPONSIBILITIES:

The Safety Director is responsible for the development, organization, coordination, and implementation of safety programs and safety education. His or her responsibilities also include: 1) work-site inspections; 2) hazard reduction and/or elimination; and 3) accident/injury investigation, reporting, and management. Other assignments and responsibilities related to disaster response and risk management complete the role of the Safety Director.

The Safety Director will advise the City Manager, department heads, supervisors and employees of unsafe conditions, problems related to accident prevention, and will make recommendations for loss control. Having a Safety Director does not fulfill the obligations of administrators or supervisors to provide safe work environments, necessary equipment, and training and inspections in the interest of accident prevention.

B. DEPARTMENT HEAD’S RESPONSIBILITIES:
Each department head is responsible for ensuring the fulfillment of departmental goals and objectives as well as preserving the health and welfare of each employee in the department. In the safety policy, the highest priority has been placed on employee safety which becomes the responsibility of the department head. It is normal practice for supervisors to delegate authority to execute policy in their department. The protection of employees in performance of their assignments cannot be transferred.

Management is responsible for providing a place of employment that is reasonably free from recognized hazards that could result in injury or accidents. Each department shall assume responsibility for an effective employee safety program. To be effective, this program shall incorporate the following:

1. Leadership and direction.
2. Initiation and evaluation of safety program (with assistance from the Office of the Safety Director).
3. Cooperation with the Safety Director on all programs.
5. Periodic inspections.
6. Assurances that prompt preventive and corrective action is taken on unsafe conditions/practices.
7. Assurance that all accidents are investigated and reported.
8. Review of reports of accidents and recommendations of corrective actions.

C. SUPERVISOR’S RESPONSIBILITIES:
1. Promote safety awareness and encourage proper safety by example.
2. Train all employees in the safe way to do their jobs and point out where hazards exist. Analyze work in advance to determine the safest procedure and physical protection necessary to perform each operation.
3. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used. Prohibit use of equipment if its condition poses a hazard to any employee.
4. Conduct safety inspections of all work areas and operations in order to improve housekeeping, eliminate unsafe conditions, and encourage safe work methods.
5. Take corrective action whenever unsafe conditions and unsafe practices are observed.
6. Investigate and report all accidents as required.
7. Check work change practices and newly purchased equipment to ensure that safety requirements are met.
8. Instruct employees regarding disciplinary policy for violations of safety guidelines contained in this handbook as part of the employee department’s safety program.

D. EMPLOYEE’S RESPONSIBILITIES:
1. Follow instruction of supervisors and comply with provisions of this handbook and of the department’s safety program.
2. Report unsafe conditions to supervisor.
3. Keep work areas clean and orderly at all times.
4. Use all safety equipment for your job – WITHOUT FAIL.
5. Operate only equipment you have been authorized and instructed to safely use.
6. Learn to lift and handle material properly, using your legs and not your back, grasping each load firmly, and keeping your back as straight as possible while lifting.
7. Use the correct tool or piece of equipment to accomplish a job assignment – DO NOT SUBSTITUTE.
8. Ask for help when lifting heavy or large items.
9. Know the locations of firefighting equipment.
11. REMEMBER – all horseplay is strictly prohibited.

E. SEASONAL AND PART-TIME EMPLOYEE’S SAFETY AND DRIVING REQUIREMENTS.

All of the procedures and policies set forth in this handbook apply to all employees of the City regardless of the number of hours worked. However, in order to facilitate a smooth orientation and procedural checklist, the following special considerations for seasonal and part-time employees should be noted:

1. No part-time employee shall operate a city-owned vehicle without authorization from the department head and/or supervisor.
2. Part-time employees hired to do heavy physical labor may receive a pre-employment physical, including spinal X-rays. The Human Resource Office, in consultation with department heads, will determine which positions will require such physical examinations.
3. All part-time employees filling laborer positions are required to wear the appropriate safety equipment as defined by this Safety Handbook and department safety policy. The obligation for ensuring compliance rests in the department in which the employee is working.
4. In addition to other orientation matters, part-time employees will receive instruction in the following areas:
   a. What to do if injured or ill on the job.
   b. Clothing requirements (including shoes).
   c. Availability of safety and protective equipment.
   d. Unauthorized operation of municipal vehicles or other equipment.
   e. Availability of training or instruction of unfamiliar equipment or jobs.
   f. How to report an unsafe condition or incident involving injury to a citizen or damage to private property.
   g. Riding in vehicles – ‘do’s and don’ts’ of riding in city vehicles of all types.

SECTION 6 – DRUG/ALCOHOL FREE WORKPLACE
(Chapter 20 of the Personnel Policy Manual)
The City of Dodge City recognizes alcohol and drug abuse as a potential source of health, safety, productivity and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other substances which impair the judgment or functioning of employees. Compliance with this substance abuse policy is made a condition of employment.

No City employee is to be under the influence of, using, possessing, concealing, transporting, promoting or selling illegal drugs, controlled substances or unauthorized alcoholic beverages on the job, while performing City business, or while operating City vehicles or equipment. As applies to enforcement of City policies and procedures, the City reserves the right to establish what will constitute a definition of under the influence on a case by case basis. Any consumption or ingestion of intoxicants while off duty, to the extent that evidence of consumption or ingestion is apparent when reporting for duty, or to the extent that an employee’s job performance is impaired, will be considered as being under the influence.

No employee shall operate any city vehicle or equipment or perform any critical safety function under the impairment of alcohol. A test result of 0.02 or higher blood alcohol concentration (BAC) will be considered as positive for impairment.

If an employee has consumed any alcohol within four hours of reporting for duty, they can assume their blood alcohol concentration may be in excess of 0.02. The time required for alcohol to clear a person’s body is dependent upon the person and the amount consumed and may be in excess of four hours. It is an employee’s responsibility to report for duty ready and able to work.

If an employee is requested to report for work at a previously unscheduled time, he/she must advise their supervisor if they may have a blood alcohol concentration exceeding 0.02. No supervisor shall request an employee to operate a vehicle or equipment or perform any critical safety function if they may have alcohol in their system.

All employees are required to report to their jobs in appropriate mental and physical condition and ready to work. If an employee may be impaired as a result of taking medication according to a doctor’s prescription or an over-the-counter medication, they will discuss the situation with their supervisor before commencing work.

Any employee who is convicted of any violation of any criminal drug statute (including misdemeanors for a violation occurring on City property or during working time) shall notify the Human Resource Office within five (5) working days of the date of conviction. A conviction includes any finding of guilty (including one agreed to by the employee for diversion) or plea of no contest and/or any imposition of a fine, jail sentence or other penalty.

Any violation of this substance abuse policy shall result in disciplinary action, up to and including dismissal from city service.

Employees who have an alcohol and/or drug problem are strongly encouraged to use the Employee Assistance Program (refer to Chapter 14 of the Personnel Policies Manual).
However, use of this or any other program does not preclude the City from taking disciplinary action involving the employee. The City of Dodge City retains full and final discretion as to whether, when, and under what conditions an employee may be re-employed if terminated for issues relating to substance abuse.

SECTION 7 – DESIGNATED PHYSICIAN PROGRAM
(Chapter 19, Section 3 of the Personnel Policy Manual).

The City of Dodge City utilizes a designated physician to treat all work related injuries. In the event this physician is not available, these services may be performed by another medical professional designated by the City. If the situation is an emergency requiring the employee be transported to Western Plains Medical Complex emergency room, hospital staff must be notified it is a worker’s compensation injury and the identity of the City’s designated physician.

For work related injuries, employees are instructed that seeking medical attention without first notifying the City may result in medical expenses which are not covered by worker’s compensation, medical insurance, or by the City of Dodge City. The designated physician must be seen first and can make subsequent referrals. In the event an employee chooses to go to another medical provider, this is considered unauthorized medical expenses and any expenses incurred in excess of $400 may become the responsibility of the employee. Employee group medical and dental insurance will not cover work related injuries and illnesses. Unauthorized medical care shall be used only if the employee requests a second opinion and further coverage under worker’s compensation will only occur if the City is administratively ordered to accept a different physician of record.

The City of Dodge City will utilize a designated physician to treat all work related injuries. The physician named is Dr. Trotter, and/or Family Practice Associates, 120 Ross Blvd., 225-6120. Dr. Trotter and/or Family Practice Associates will also perform all employment physicals. The City is implementing this designated physicians program to reduce costs and to develop some conformity in records.

The process shall be as follows:

A. Non-emergency injuries or accidents where simple first aid will not suffice:

1. Inform Human Resource Office and/or Safety Director of the accident and transport to the physician.
2. The Human Resource Office or Safety Director will then notify Family Practice Associates (Dr. Trotter) of the situation.
3. Doctor will then treat employee.
4. Employee will then be released by physician to:
   i. Return to work
      a. With restrictions
      b. With no restrictions
   ii. Recommend a date when the employee may return to work.
5. Accident shall be investigated and reported formally to the Safety Director using the appropriate documentation.

B. Emergency
1. Transport to Western Plains Medical Complex and inform staff that this is a worker’s compensation injury and that Dr. Trotter, and/or Family Practice Associates, is the City’s designated physician.

2. Notify the Human Resource Office or Safety Director as soon as possible of situation.

3. Investigate accident and report as above.

The following are the supervisor’s responsibilities in all injury/accident situations:

A. TRANSPORT.

B. INFORM the Human Resource Office or Safety Director of: a) what happened, and b) probable injury.

C. INVESTIGATE AND REPORT incident to the Safety Director and/or Human Resource Office.

The supervisor and human resources shall then develop the light duty assignment if such is available.

In all situations, consult with the Human Resource Office if there are employment restrictions issued by the physician for a period of time in excess of three days. We will need to determine if a light duty assignment needs to be made. Under this approach, an employee who is injured need not be an employee of that department for light duty assignment. Light duty should be used for work related injuries only. Assigning employees injured while off-the-job only increases the risk to the City regarding re-injury of the employee.

SECTION 8 - SAFETY COMMITTEE’S REVIEW OF ACCIDENTS

A good safety committee is a critical component of any effort to reduce accidents and the associated costs. The City has developed general safety standards, job procedures and work site standards. Because accidents do happen and we need to set standards on how all accidents are investigated and policies enforced, the Safety Committee has been authorized by the City Manager to review all accidents, both injury and property accidents, which will include exposure incidents (blood or hazardous waste).

In the event an accident occurs, the supervisor along with the employee, shall complete an accident form in detail, including all aspects associated with the accident, and submit it to the supervisor who will then sign and submit the form to the Safety Director within 24 hours of the accident. This documentation will be routed by the Safety Director to the Safety Committee for their review. After the Safety Committee has reviewed the accident/property damage, the Committee will determine whether the accident was avoidable, unavoidable or undetermined. The Safety Director will review the findings with the Department Heads and/or supervisors. The Department Head and/or supervisor will then document any action and return to the Safety Director for the file.

All accidents shall be reviewed by the Safety Committee as determined by the Human Resource Office, Safety Director, and Department Head.

SECTION 9 – WORKING IN COLD WEATHER
Wind chill factors were developed by the military to determine the effects of combining wind and temperature as they affect exposed skin surfaces. Wind chill effect does not cause liquids to freeze when the air temperature is above the freezing point. However, when the air temperature is below freezing, wind effect will speed up the freezing process. Your supervisor will determine if non-vital services should continue to be performed during periods of extremely cold weather. Appropriate clothing should be worn when working in cold weather. In most instances, cold weather outer wear is issued to employees with the expectation that the clothing will be worn when necessary.

SECTION 10 – SPECIFIC SAFETY PRACTICES

I. GENERAL GUIDELINES FOR CITY EMPLOYEES. You shall:

1. Be familiar with and observe the safe methods of doing your job.
2. Maintain good housekeeping (clean and orderly work areas and equipment). It is fundamental to accident and fire prevention.
3. Not drink, buy, or keep intoxicating liquor or alcoholic beverages of any kind; nor shall you use, buy, or keep any illegal drugs while at work or on City property. If you take prescription medication for chronic diseases, i.e., diabetes, etc., you shall notify your supervisor of that information.
5. Not operate equipment you are unfamiliar with or have not been assigned to, except under direct supervision.
6. Not smoke in areas where there is danger to equipment, material, building, or employees. (Smoking is permitted in designated areas only).
7. Know the location of firefighting equipment and know how to use it.
8. Know the location of first aid kits which are provided in certain work areas for your protection. You may use them only until adequate medical attention can be obtained.
9. Report all accidents, hazardous conditions, hazardous actions, and/or practices to your supervisor.
10. Report all allergies to insect stings or bites to your supervisor so precautionary measures may be initiated.
11. Not keep or bring any firearm onto or through any City property, unless you are a commissioned law enforcement officer.
12. All employees shall wear approved safety vests when working in the right-of-way.

II. GUIDELINES FOR PERSONAL PROTECTIVE EQUIPMENT

A. EYE PROTECTION
   1. You shall wear suitable safety glasses, goggles, or face shields when the work may result in hazardous exposure to your eyes.
   2. Some work examples where proper eye protection must be worn includes exposure to:
a. Relatively large flying particles (chipping, grinding, demolition, etc.) or dust and small flying particles (woodworking, grinding, using power tools, etc.)
b. Splashing liquid (bubbling, transfer of chemicals, etc.)
c. Injurious gases, fumes, and mists (spraying, use chemicals, etc.)
d. Injurious radiant energy (welding, furnace tending, etc.)
The above includes using air pneumatic or electric driven power tools such as grinders, drills, jack hammers, saws, and compressed air condition; and shall replace it or cause it to be replaced when it becomes warped, scratched, or pitted. (The City shall provide safety goggles to those employees working in areas requiring eye protection.)

B. BODY PROTECTION

1. Hard hats shall be worn by City personnel in the following situations:
   a. You shall wear hard hats approved by the Safety Director and supervisors.
   b. All construction sites where hard hat signs are posted.
   c. All water, sewer, street, sanitation and construction operations where there is potential of head injury.
   d. Underground levels where personnel are working above other workers.
   e. Any site where other potential of head injury exists.
   f. All forestry operations.
   g. Park department operations similar to that of #b, c or d above.
   h. Working near high-voltage electrical hazards.
   i. All supervisors and department heads involved in any of the activities listed above shall also wear hard hats. Department heads and supervisors shall set a good example and follow safety policies as outlined in this Safety Handbook.

2. Supervisors shall ensure that onlookers at work sites stay a prescribed safe distance away or wear protective equipment (goggles, gloves, hard hats, etc.). You shall:
   a. Wear shoes or boots suitable to the type of work to be done or suitable for the work area conditions at all times. High heel shoes or sandals shall not be worn in work areas where their use is hazardous to the wearer.
   b. Not wear loose clothing while working around or near moving machinery or equipment.
   c. Avoid wearing clothing soiled by oil or chemicals to prevent skin irritations.
   d. Wear gloves and long sleeves when handling cement and concrete to keep it off your skin. After handling cement, you shall wash thoroughly to prevent rashes and cement poisoning.
   e. Protect your hands with gloves when using hot asphalt or oil for surfacing.
   f. Wear sturdy shoes and heavy trousers with close fitting cuffs to protect against splashes when using hot asphalt or oil for surfacing.

III. GUIDELINES FOR LADDERS AND SCAFFOLDS. You shall:

1. Use only portable straight and extension ladders of the approved industrial grade type.
2. Set up ladders so the distance from the base of the support to the foot of the ladder shall be such that the ladder is at a safe and comfortable climbing angle. (As a rule of thumb, this distance is usually recommended as being $\frac{1}{4}$ the length of the ladder.)

3. Set portable straight ladders used for access to a roof so that they extend above the roof edge at least three feet.

4. Not work higher than the third rung from the top of a straight ladder nor the second step from the top of a step ladder.

5. Always face the ladder and grip side rails or rungs securely when climbing or descending.

6. Do not use metal ladders near electrical wires or equipment.

7. Examine ladders for broken rungs, steps or rails. You shall not use any ladder with broken rungs, steps or rails. You shall have defects repaired immediately or you shall tag and discard the ladder according to your supervisor’s instructions after reporting the defect to the supervisor. A supervisor shall obtain a safe ladder for use.

8. Do not place a ladder in front of a closed door unless the door is locked or someone is guarding it.

9. Set straight ladders on a firm, dry base at the proper angle and where necessary, lash it securely at the top and block it at the bottom.

10. Provide warning signs and barricades below any ladder. Under no circumstances should foot traffic be allowed under ladders.

11. Use ladders when climbing; you shall not use boxes, chairs, or other substitutes. You shall beware of setting up ladders within the arc of swinging doors, or near blind corners. If necessary, you shall block doors, provide warning signs or post a guard.

12. Not try to overreach when on a ladder. You shall relocate the ladder as necessary.

13. Make sure that scaffolds are solidly braced and tied off. You shall not construct makeshift scaffolds.

14. Build and use scaffolds as prescribed in accepted construction safety regulations or adopted state standards, whichever provides for the highest degree of safety. State standards parallel those of the Occupational Safety and Health Administration (OSHA).

IV. GUIDELINES FOR EXCAVATIONS; You shall:

1. Have the sides of trenches and other excavations supported by adequate sheeting, shoring, or bracing whenever the depth of the excavation exceeds four (4) feet.

2. Not store, move, or place within four (4) feet of any open trench or excavation any materials, soil, debris or equipment.

3. Not work in any excavation in the immediate area where power digging equipment, such as a back hoe, is in operation.

4. Not drop or toss materials or tools into the excavation near where people are working; such material, etc., shall be carried down or passed to the workers below.
5. Not get out of an excavation without first looking to make sure there is no danger of being struck by moving traffic.
6. Wear a hard hat if you work in trenches or excavations.
7. Ladders, ramps or other safe means of access and egress shall be used to enter and exit excavations.
8. Follow any new guidelines learned through updated training.

V. GUIDELINES FOR BARRICADES. You shall:

1. Ensure that the work area is adequately protected with signs, barricades, cones, or warning lights when excavations are made or manhole covers removed.
2. Ensure that all barricades and warning signs are posted in accordance with the Kansas Department of Transportation Standard Specifications for State Road and Bridge Construction, (MUTCD) most recent edition.

VI. GUIDELINES FOR SHOP MACHINES – GENERAL. You shall:

1. Be thoroughly familiar with the safe operation of any machinery (i.e., grinder, saws, etc.) used.
2. Have all safety guards in place before operating machinery.
3. Keep the floor around machines clean and keep items on the floor organized to prevent slipping hazards.
4. Not leave machines running while unattended.
5. Not wear loose clothing around moving machinery or equipment.
6. Not place the tool work rest more than 1/8 inch from the wheel surface.
7. Wear an approved type respirator while spray painting.
8. Keep hoists out of the immediate work area when not in use.
9. Access to fire extinguishers, exits, and electrical switches and panels shall be kept free of all stored materials, equipment, etc.
10. Keep floors and workbenches free of debris, oils and oily rags.
11. Stop and lockout all machinery before making repairs.
12. Report any defective equipment to the supervisor. Use only approved grounded safety extension cords.
13. Store and transport all compressed gas cylinders in an upright position, lashed or chained in place.

VII. GUIDELINES FOR POWER MOWERS. You shall:

Read operating instructions carefully. You shall know the controls so you can stop motor or disengage clutch quickly in an emergency.

1. Know the capacity and limitations of the equipment.
2. Plan each job thoroughly, anticipate hazards, and plan emergency action.
3. Wear safety goggles and ear protection when necessary.
4. Stand clear when starting mower engine. You shall have firm footing and keep hands and feet clear.
5. Disengage clutch before starting engine.
6. Shut off power, wait for machine to stop, and lock out starting switch (disconnect electrical plug or spark plug wire) before making adjustments or clearing jammed objects.
7. Not operate mowing machines without guards. You shall replace guards immediately after removing to adjust, clean, or grease unit and keep guards adjusted and in good working condition.
8. Not leave operating equipment unattended.
9. Not over speed engine. You shall operate an engine at the slowest speed needed for effective operation.
10. Inspect equipment periodically for loose connections, broken or badly worn parts, and make sure cutting knives or blades are tight, sharp, and in good condition. (GOOD MAINTENANCE IS ESSENTIAL).
11. Not refuel a running or hot engine. You shall: a) fuel outdoors; b) use only safety cans to carry or store gasoline; c) store fuel in a safe place and avoid spillage; d) not smoke when refueling.
12. Keep children and pets away from mechanized equipment.
13. When operating power mowers:
   a. Mow only when there is sufficient daylight.
   b. Inspect the lawn ahead of mower and remove stones, branches, etc.
   c. Wear safety shoes or high top shoes.
   d. Keep in step with machine for perfect control.
   e. Do not lift a running mower.
   f. Shut off power when going from one level to another.
   g. Be sure of your footing, balance, and control of the unit on slopes.
   h. Do not pull a mower toward you.
   i. Use extreme caution to avoid overturning on steep slopes and when making turns you shall not permit others to ride with you on riding units and right-of-way mowers.
   j. Watch out for low hanging branches and wires and avoid them.
14. When engaged in right-of-way mowing:
   a. Wear hard hats and high visibility vests.
   b. Utilize emergency flashers on tractor or mower.

VIII. GUIDELINES FOR WELDING OPERATIONS. You shall:

1. Wear clothing (preferably woolen) which will protect all the body from the rays of the arc and from metal sparks.
2. Wear shoes that extend above the ankle or wear spats and wear trousers that extend below the tops of your shoes. You shall not wear trousers that have cuffs or are frayed.
3. Have your hood in place before you strike an arc and at all times while welding. You shall wear hardened filter lens goggles under the hood.
4. Ensure that welder’s helpers are protected in the same manner as the welder when in the immediate work area.
5. Ensure that shields are in place to protect other employees from the rays of the arc. Supervisors shall warn other employees and keep them away.
6. Ensure that an appropriate fire extinguisher is near the welding operation at all times.
7. Not drop rod stubs on the floor in a container; rather, they shall be deposited in a suitable container. (They may cause a slipping hazard).
8. Store and transport all compressed gas cylinders in a vertical upright position, lashed or chained so they cannot topple over.
9. Keep caps on all cylinders when not in use. You shall keep all compressed gas cylinders shut off at the cylinder valve and not at the regulator. (A regulator is not a shut off valve).
10. Plainly mark empty cylinders EMPTY OR MT and close the valves. You shall return the cylinders to pickup point as soon as practical.
11. Wear suitable eye and face protection if welding or cutting is required. Use shields to protect passerby whenever necessary. Protect or move flammable materials and be sure a fire-watch person with extinguisher is at hand before starting work in hazardous areas.
12. Wear leather welder’s work gloves, apron, and sleeves in all welding operations.
13. Wear welder’s gloves when handling hot material that has been welded by electric arc or cut with an oxygen acetylene or electric cutting process.

IX. GUIDELINES FOR HAND TOOLS. You shall:
1. Use hand tools only for the purpose for which they are designed. They will be inspected regularly.
2. Not use tools with burrs, cracks, mushroomed heads, broken, loose, or splintered handles. You shall turn them in for repair or replacement.
3. Return tools to tool boxes and not leave tools lying around (they may be tripped over).
4. Not leave tools on overhead work areas (they may fall and strike someone below).
5. Not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.
6. Not use wrenches as hammers. You shall not use wrenches on moving objects or machinery.
7. Keep screwdrivers in good condition to avoid slipping. You shall not use a screwdriver as a punch, pry or a chisel.
8. Use shovels, mauls, pitchforks, etc. that have strong, smooth handles. You shall not leave them lying around (they may be tripped over).
9. Not leave long handled tools leaning up against a wall, either lay them down out of the way or store them in racks.
11. Be sure the ax handle is firmly seated in the eye.
12. Keep a firm grip on the handle; do not let the ax fly from your hands.
13. Carry the ax at your side and not carry an ax over your shoulder.
14. Keep the edge of single blade ax down.
15. If possible, protect blade with a sheath.
16. Carry tools in a tool box; avoid scattering them around the floor.

X. GUIDELINES FOR PORTABLE POWER TOOLS. You shall:
1. Not use portable electric equipment unless you know it is in good condition. You shall always report defects or minor shocks on any piece of equipment.
(Questionable items shall be inspected and tested by qualified maintenance personnel).

2. Use only portable power tools which have been provided with a suitable grounding device; that being either a connection from the frame of the tool to a spring clip for attachment to a ground or a three-wire cord and polarized plug. (When spring clip is used, the ground is to be attached before the tool is plugged in). You shall check grounding of receptacles to determine effectiveness. (Double insulated portable power tools are acceptable alternates. There are instances where this type would be more appropriate, more convenient, and perhaps safer than the grounded-type tool).

3. Wear rubber boots and gloves or stand on a good insulating mat or platform in wet locations. You shall use only low voltage equipment in such locations whenever possible.

4. Not use or try to repair unfamiliar power equipment.

5. Protect electric cords from damage by oil and not leave cords in aisles (they may be run over by trucks or other equipment or cause a tripping hazard).

6. Carry tools in a tool box and not leave tools lying around.

7. Shut off any sparking motors or overheating equipment and report the condition at once.

8. Guard electric cords against damage from heat, oil, or sharp objects and inspect cords for damage before use.

XI. GUIDELINES FOR MATERIALS HANDLING AND STORAGE. You shall:

1. Lift heavy objects by keeping your back as straight as possible, bending the knees, and lifting with the leg muscles. (THE MOTION SHOULD BE SMOOTH AND STEADY).

2. Not attempt to lift objects which you believe are too heavy for safe handling. You shall get help or divide the load.

3. Carry long material, such as pipe or a ladder, so that the front end is high enough to clear obstructions. Watch out for overhead wires and obstructions.

4. Use portable cranes, hand trucks, skids, hoists, or forklifts to move heavy objects.

5. Wear work gloves when handling heavy or rough objects. You shall wear foot protection where there may be a hazard to the feet.

6. Push rather than pull whenever possible when moving materials on hand trucks or dollies.

7. Not stand under loads which are suspended by ropes, chains, or cables.

8. The following shall apply when power equipment is being used to raise or lower materials: one person in clear view of the operator shall give standard hand signals and the operator shall accept these signals only. A wire rope shall be used with material which may sway.


10. Pile securely, using cross tier or pyramid method and dunnage when it is needed.

11. Not use damaged containers in a pile, repack before stacking.
12. Keep all loose nails, boards, etc. off floors (they may present a tripping hazard). You shall keep floors, and especially aisles, clear at all times.
13. Bend over or remove all protruding nails, etc., as soon as possible.
14. Stack materials in a neat and orderly manner. You shall clearly mark aisles in the storage area with paint lines where possible.
15. Not allow rubbish or flammable materials to accumulate.
16. Provide adequate lighting for all work areas.
17. Keep your hands as dry as possible and keep clothing buttoned when handling powdered chemicals which can cause skin, nose and throat irritation upon contact or inhalation. You shall not wipe your face with your hands. You shall not dump the material in a manner that raises a cloud of dust. You shall wash thoroughly immediately after contact.
18. Follow the manufacturer’s directions closely and wear the personal protective equipment recommended or provided when using weed or insecticide sprays or other chemicals.
19. Wear safety goggles and rubber gloves when handling chemicals.
20. Have two persons present when handling acid or other hazardous chemicals.
21. Wash chemical splashes immediately with water and obtain medical care as soon as possible. See Section 3 - IF THERE IS AN ACCIDENT.
22. Refer to Section XIX regarding the use, storage and disposal of chemicals and empty chemical containers.

XII. GUIDELINES FOR FORKLIFTS. You shall:

1. Not operate forklifts unless you are trained and authorized to do so.
2. Look in the direction of travel and be observant of all things in the area during operation.
3. Neutralize the controls, shut off the power, set the brakes and place forks in the ‘down’ position when leaving a forklift unattended.
4. Not refuel with the motor running.
5. Operate in a well-ventilated area.
6. Not ride on a forklift unless you are the operator.
7. Not pull your arms or legs between the uprights of the mast or outside the running lines of the truck when you are operating a forklift.
8. Drive fork lifts downgrade with the load following, and upgrade with the load ahead.
9. Not operate any forklift if it is not equipped with overhead guards whenever you are exposed to the possibility of the load falling (the guards shall be installed in conformance with accepted standards).
10. Observe posted warning signs; use caution when entering an unfamiliar area.
11. Wear a hard hat and a seat belt at all times when operating a forklift.

XIII. GUIDELINES FOR CITY MOTOR VEHICLE OPERATION.

A city owned vehicle is to be used for official city business only. Personal use of city vehicles is prohibited. You shall:

1. Adhere to the guidelines set forth in the fleet management policy if you have job requirements which necessitate operation of city-owned vehicles/equipment.
2. Not permit any person not employed by the City to operate city-owned vehicles/equipment nor allow underage drivers.
3. Have a valid Kansas driver’s license, operator, or commercial license as required for the city vehicle/equipment operated. (A new employee licensed in another state shall obtain a Kansas driver’s license within ninety (90) days of the date of employment with the city).
4. Obey all Kansas traffic laws and regulations.
5. Concentrate on driving.
7. Always limit vehicle speed so that there is clear space and time for an emergency stop. (Remember that at high speed, drivers have less time to think and act in an emergency and a far greater distance is required to stop).
8. Slow down in dense traffic or populated areas.
9. Adjust speed for adverse visibility and weather.
10. Slow down at intersections or curves. Use appropriate signals well in advance of any actions.
11. Be alert for mistakes or unexpected actions of others. Drive more slowly and keep alert for pedestrian and cross traffic.
12. Plan ahead, signal early, and slow down gradually to give drivers following a chance to react and therefore prevent accidents. You shall not back up unless necessary. You shall always check the rear and sides of your vehicle by walking around it and observing if there is proper clearance to back safely and use a spotter, if available, whenever you are driving a truck.
13. Avoid ‘tailgating’ and use safe following distance.
14. Use extra caution and slow the vehicle when approaching children at play or passing through school zones.
15. Keep alert at railroad crossings. Make sure you have clear view of the tracks and do not stop on the railroad tracks.
16. Avoid looking into the headlights of oncoming vehicles and use low beams, when appropriate, when driving at night.
17. Drive at speeds which permit stopping within visibility range of your headlights.
18. Use low beams to reduce the reflected glare caused by fog, rain or wet pavement.
19. Park your city vehicle off the traveled way where it will not interfere with the normal flow of traffic and will not obstruct the view of other drivers.
20. When parking, put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb or chock at least one rear wheel, if parked on a hill, and remove the ignition key.
21. Shut off the engine when parking or leaving the vehicle and lock the doors.
22. Not operate any city vehicle unless all persons inside use safety belts.
23. Make a daily check of the following equipment. Report defective items to supervisor immediately:
   a. Directional signals
   b. Lights and warning reflectors
c. Safety belts
d. Tires, including spare
e. Windshield wipers
f. Windshield
g. Heater and defroster
h. Horn
i. Fire extinguisher
j. Rear view mirrors
k. Safety equipment, flares, flags, chock blocks, chains, if provided
l. Brakes and related equipment
m. First aid kit
n. Steering mechanism
o. Muffler and exhaust system
p. Serviceable mud flaps

24. Always consider proper loading and proper load distribution as factors in safe driving.

25. Store articles, tools, equipment, etc., in cars or truck cabs in such manner as not to interfere with vision or in any way interfere with the proper operation of the vehicle. Secure or tie down any equipment or materials being transported in the bed of trucks. Cover with a tarp all loose materials (such as sand, gravel, or asphalt) as determined by supervisor. Remove all trash and ensure the cab is clean.


27. Watch footing to avoid slipping or falling when boarding or alighting from vehicles. Not board or alight when the vehicle is moving.

28. Hitch trailers, tool boxes, and trailer mounted machinery to a towing truck with safety chains, in addition to the hitch fastening.

29. Not allow any person to ride in or on trailer mounted equipment while it is being towed.

30. Tow any trailer mounted equipment at a speed reasonable under the conditions and with due regard for the safety of all.

31. Use slow moving signs on tractors and other slow moving vehicles and equipment.

32. Not operate a vehicle or a piece of equipment that is defective.

33. Report all vehicle accidents as required by law.

34. Notify your supervisor immediately if involved in an accident. Report as required by safety & loss prevention policy. Report any citation received by you to your supervisor immediately and your supervisor shall report that fact to the Human Resource Department.

35. In case of an accident, whether involved or not, you shall not attempt anything beyond making the injured comfortable and providing emergency first aid and you shall send or call someone for medical help.

36. Obtain necessary information and facts about the accident, including names of witnesses, if any.

37. Not take drugs, or strong medications before driving (if prescribed by physician are necessary, notify the supervisor). (Remember that drugs, illness, or extreme
fatigue may affect your ability to judge distances, speed, and driving conditions and slows your reaction time).

38. Not wear headset type radios, cassette players, CDs, radio earphones, etc. while operating any city vehicle. Additional information regarding this subject is contained in Section 10, XX, of this handbook.

39. Not hang any item from the rear view mirror of any city vehicle, other than parking permits.

40. Wear ear protection if you are a heavy equipment operator and when there is noise hazard to the ear.

41. Use emergency/hazard warning lights when city vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.

42. Not operate, nor instruct other employees to operate, an unsafe vehicle or equipment.

43. Using a cell phone or other communication device, while operating a vehicle or equipment, creates an unsafe distraction for the driver/operator and/or others and is strictly prohibited, except that employees may operate city issued radios and hands free cellular devices. Employees are specifically prohibited from texting or making use of electronic mail functions while a vehicle is in motion. This prohibition includes the time waiting for a traffic signal to change. (If necessary, pull over when it is safe to use cell phone).

XIV. GUIDELINES FOR HEAVY EQUIPMENT. You shall:

1. Not attempt to operate any power equipment, such as cranes, sweepers, rollers, graders, or bulldozers without proper instruction and authorization. Not operate heavy equipment unless backup alarms are provided and are in operating condition.

2. Keep clear of power equipment, especially when you are at the rear where operator cannot see you. You shall not get caught in a position where you can be struck without warning and not work under a suspended load under any circumstances.

3. Not overload trucks so that materials can fall off into streets. Make sure loads are properly secured, covered, and do not project out where they can strike other vehicles or persons.

4. Not operate a truck unless it is equipped with serviceable mud flaps.

5. Not ride on trucks or other equipment unless they are designated for this purpose and you are specifically authorized to do so by your supervisor.

6. Use barricades and warning signals to protect your work area.

7. Keep a close watch on approaching traffic and give clear signals to stop (arm and flag horizontal) or to proceed (motion without flag) if assigned duty as flag person. Keep clear of traffic lane. Wear a fluorescent safety vest and a hard hat when you are a flag person.

8. Set out warning signs to slow down traffic when painting crosswalk markings on pavement (a flag person is desirable on heavily traveled roads).

XV. GUIDELINES FOR VEHICLE MAINTENANCE GARAGES/REPAIR SHOPS. You shall:
1. Keep floors in all shops free of grease and oil spots, drop lights, air hoses, and parts to prevent injury from slipping or stumbling and prevent fires.

2. Not keep gasoline for cleaning hands or parts. Label all containers.

3. Prevent skin irritations by washing your hands with soap and water or hand solvents and not with gasoline.

4. Use a safety solvent provided for cleaning parts. Not use carbon tetrachloride, gasoline, or other hazardous materials for this purpose.

5. Dispose of or store oily rags and other debris in covered metal containers.

6. Assure access to all fire extinguisher stations and electrical control panels at all times.

7. Not smoke except in designated areas.

8. Stop all vehicles at the doors before entering or leaving shop area.

9. Not depend on hydraulic jacks or hoists only, block the vehicle up.

10. Use metal vehicle stands when working under a raised vehicle to prevent it from falling on you.

11. Properly ground all electric tools, grinders, sanders, etc. Wear safety glasses when operating this equipment. Use only grounded safety extension cords.

12. Use substantial wooden blocking when working in or under heavy equipment.

13. Use a bar, not your hands, to guide a cable during installation.

14. Be sure all guards have been replaced before operating any equipment which has been repaired or adjusted.

15. Keep repair shops adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. Move any equipment with engine running to the outside, or attach a hose to the exhaust leading to the outside.

16. Always work with adequate illumination at work benches, lubrication pits, and other areas.

17. Wear personal protective equipment such as goggles, aprons, safety shoes, welders’ masks, etc., where necessary.

18. Be certain that adequate fire protection equipment is available and there are no obstructions which will prevent quick access to it.

19. Not attempt to lift heavy parts by yourself. Ask someone to help you or use a hoist, jack, or other lifting device.

20. Not overload hand operated or electric hoists. Always check capacity before using.

21. Turn your face away from a tire when inflating it. Not hold the tire between your legs. Use a safety cage when inflating tires equipped with lock rings.

22. Drain air compressors of condensation weekly, or as required.

23. Rack and chain to carts, or chain to walls, all compressed gas cylinders. Post signs to prevent them from being accidentally knocked over.

24. Not smoke while fueling any equipment, and not allow anyone to smoke in the area.

25. Carry or store small quantities of gasoline or other flammable solvents only in a safety can.

26. Use safety blocks to secure a dump truck body in raised position when it is necessary to work under the body of a dump truck.
27. Report all defective equipment to your supervisor immediately.

XVI. GUIDELINES FOR FIRE PREVENTION AND EXTINGUISHERS. You shall:

1. Store flammable liquids in accordance with accepted guidelines for each liquid.
2. Have adequate emergency firefighting equipment in appropriate locations, have it adequately marked, and make sure extinguishers are serviced annually.
3. Ensure that any extinguisher that has been used is immediately serviced.
4. Not block fire extinguishers by storage or equipment.
5. Know the location of the fire extinguishers and how to use them, where the hoses are, and how to sound the alarm. Use:
   a. Class A – on ordinary combustibles such as wood, cloth, paper and rubbish.
   b. Class B – on flammable liquid fires
   c. Class C – on electrical fires
   d. Class D – combustible metals
6. In case of fire, you shall:
   a. Not panic or get excited.
   b. Turn in the alarm at once.
   c. Remember your part in organized fire drills and do your job well.
   d. At all times know the exact location of the nearest exit and an alternative exit.
   e. Walk – don’t run – toward the nearest exit. (Above all, don’t crowd or push others).
   f. Not use elevators.
   g. Stay in line and wait your turn if a line forms at the exit you are headed for.
   h. In an emergency, forget your tools and personal belongings. (Your life and the lives of others are more important).
   i. See that your cigarette or cigar butt is completely extinguished if you are smoking in a designated area.
7. Not smoke except in designated areas.
8. Always use ash containers and never toss matches or butts in trash containers.
9. Beware when flammable liquids are used - not cause any open flames, smoking, or electrical spark.
10. Keep your work area clean - not give fire a place to start.
11. Keep fire doors, extinguishers, sprinklers, and exits clear for instant use at all times.
12. Know the procedures for reporting fires, fire escape, and fire extinguishing and be ready for emergencies.

XVII. GUIDELINES FOR OFFICES AND PUBLIC BUILDINGS. You shall:

1. Keep your work area neat and orderly.
2. Not leave desk, cabinet, and file doors open while unattended. Only open one file drawer at a time to prevent cabinet from toppling over.
3. Report all defective equipment such as chairs, worn electrical cords, or inoperative machines.
4. Report any unsafe conditions such as loose floor tiles, stair treads, railings, icy conditions, electrical shorts in machines, improper lighting, etc. to your supervisor.
5. Not leave chairs, wastebaskets, cords, etc. in aisles or where they will create a tripping hazard.
6. Mount all office fans seven ft. high or they shall be guarded with a ½” wire mesh.
7. Not run in hallways or up and down stairs.
8. Use handrails when ascending or descending stairs.
9. Not throw or leave paper clips, matches, rubber bands, etc., on floors, landings, or stairs.
10. Be watchful for other persons when opening or closing doors.
11. Use only ladders or self-locking step stools of an approved design for access to high shelves or files. Not climb on chairs, boxes, or file cabinets.

XVIII. GUIDELINES FOR CUSTODIAL STAFF. You shall:

1. Remember that you are concerned with your own safety and the safety of the public using the building.
2. Not leave mops, brushes, or pails in halls, doorways, or on stairs where someone can trip over them.
3. Clean floors when traffic is light and wet only a small area and then dry mop. Rope off slippery areas. Do one side of a hallway at a time so a dry area is always clear for traffic.
4. Wear gloves to protect your hands when moving furniture or other sharp materials.
5. Keep your hands out of the mixture or wear rubber gloves when mixing or using strong cleaners. Always read warning/caution labels before using or mixing cleaners. Comply with Section XIX of this handbook.
6. Make sure extension cords on sweepers, scrubbers, or polishers, are in good condition and have defects repaired by an electrician.
7. Not let extension cord or vacuum cleaner hose create a tripping hazard in any hallway and keep them near the wall.
8. Empty a wastebasket by turning it upside down. (Broken glass or other sharp materials can cut your hands if you reach into the basket).
9. Pick up broken glass with a brush and pan and not with your bare hands.
10. Not try to carry too many cleaning tools up and down stairs. Keep one hand free for the handrail or use elevator.

XIX. GUIDELINES FOR CHEMICALS. You shall:

1. Store and dispose of excess chemicals and empty containers in accordance with manufacturer’s label instructions and Federal and/or State law.
2. Obtain a safety data sheet from the manufacturer and label the chemical before use if the manufacturer fails to provide sufficient label instructions.
3. Ask your supervisor for instructions if you cannot determine the applicable law regarding any handling of any chemical.
4. Not use chemical containers to store materials of any nature other than the original contents.
XX. GUIDELINES FOR RADIOS, RADIO HEADSETS, EARPHONES, ETC.  You shall:

1. Not use radio headsets and/or earphones unless authorized for use only in those jobs in which their use is required in order to perform the duties assigned.

2. Not wear headset type radios, cassette players, CDs, radio earphones, etc. while operating any city vehicle or heavy equipment.

3. Not use personal radios, or other sound producing devices, in areas other than vehicles and heavy equipment, except with the specific permission of each immediate supervisor as directed/authorized by their departments. However, this permissive use must ensure that the loudness at which the device is played will not prevent any employee from hearing signals or warnings of danger or from performing their work for the city.

XXI. GUIDELINES FOR HEARING PROTECTION.  You shall:

1. Wear ear protection devices under all work conditions that have been determined by the departments and/or the city to exceed the permissible noise levels. (When required, ear protection devices shall be provided by the departments).

XXII. GUIDELINES FOR COMPRESSED GAS CYLINDERS. Note: Compressed gas cylinders are ‘sleeping giants’. If not properly handled and cared for, a cylinder can explode or become an uncontrollable jet-like rocket, destroying everything in its path. You shall:

1. Not store compressed gas cylinders in direct sunlight or in any hot place.

2. Keep compressed gas cylinders in racks or stands or set in an upright position and properly lashed or chained to prevent their being knocked over.

3. Not drop compressed gas cylinders or treat them roughly.

4. Properly ventilate areas in which compressed gases are used. (The type and degree of ventilation depends upon the type of gases being used).

5. Not use or handle compressed gas cylinders until you have been trained in the use and handling of compressed gas cylinders by your supervisor.

XXIII. GUIDELINES FOR VIDEO DISPLAY TERMINALS (VDT’S).

Backache, neck and shoulder discomfort, wrist injury, and eye strain are among the most frequently heard complaints associated with video display terminal use.

Much office work involves not only prolonged sitting, but sitting while using the hands, arms, legs, or eyes to perform tasks that are essentially stationary; thus, using muscles without flexing them or allowing the muscles to relax completely. Therefore a condition known as ‘static loading’ is created.

In this condition, because the muscles are contracted but not rhythmically relaxed, circulation is reduced and waste products like lactic acid are not carried away from the muscle tissue. Too many waste products and too little nourishment combine to produce muscle soreness. Although this can be quite painful, it does not cause true injury to the tissue. Regular exercise helps the blood wash away the waste products and nourishes the muscles.
The major design flaw of the office is the chair and work station. Chairs are bought all too often for their size or coloring, not for the adjustability and support. To help reduce muscle fatigue, back ache, and to improve posture several ergonomic engineers suggest the following guidelines on chairs be followed:

1. The chair must provide height adjustability.
2. The edge of the seat must not press on the underside of the leg.
3. Backrests should provide lumbar support and height adjustability is also desirable.
4. The chair should allow freedom of motion to permit the user to change position easily and frequently without losing good support.
5. The base of the chair should provide stability and protection against tipping over. Chairs with the five star designs have proven to be safer.
6. Armrests are options; however, if armrests are on the chair, they should not interfere with the ability to move the chair under the work stations.

Workstations themselves should be designed to help reduce the risk of stress and strain on the muscles. There is, however, no agreement about what is appropriate. Recommended heights for keyboards and monitors vary greatly, adjustable heights are therefore necessary for many of the workstation components.

Some desired workstation items would be:

a. Height, tilt and swivel, and fore and aft adjustments for the monitor.
b. Sufficient flat area for document preparation.
c. A separate adjustable keyboard platform. Adjustments that should be required are height, and tilt for front-back settings.