

ORDINANCE NO. 202

**AN ORDINANCE ADOPTING A REVISED PERSONNEL HANDBOOK FOR THE
CITY OF LINN VALLEY, KANSAS**

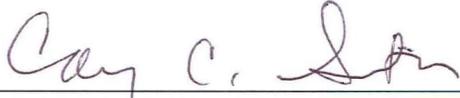
IT IS HEREBY ORDAINED BY THE GOVERNING BODY OF LINN VALLEY, KANSAS:

Section 1. The City of Linn Valley, Kansas hereby adopts a revised personnel handbook entitled Personnel Handbook Revision 2019. A copy of which is attached and which shall be available for public inspection in the City Clerk's office at all reasonable hours.

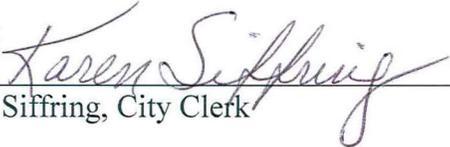
Section 2. Ordinance No. 143 is hereby repealed.

Section 3. This ordinance shall take effect and be in force from and after the publication of its summary in the Linn County News and the publication of the entire ordinance on the City's official web site for one week following the aforesaid newspaper publication.

PASSED AND APPROVED THIS ELEVENTH DAY OF MARCH, 2019.



Cindy Smith, Mayor

Attest: 

Karen Siffring, City Clerk



Employee Handbook

March 2019 Edition

TABLE OF CONTENTS

| | Page |
|---|-----------|
| MISSION STATEMENT | 1 |
| STATEMENT OF INTENTIONS | 1 |
| EMPLOYMENT POLICIES | 1 |
| Introduction | 1 |
| Employment at Will | 1 |
| Governing Body | 2 |
| Management Rights | 2 |
| Administrative Responsibilities | 3 |
| Citizenship | 3 |
| Request for Amendments | 3 |
| EMPLOYEE CONDUCT | 3 |
| General Expectations | 3 |
| Dress Code | 4 |
| Smoking Policy | 4 |
| Drug and Alcohol Policy | 4 |
| PERSONNEL RECORDS | 5 |
| POSITION CLASSIFICATIONS | 5 |
| CONDITIONS OF EMPLOYMENT | 5 |
| Employees Subject to Call | 5 |
| Employment of Relatives | 6 |
| Employee Classification Policy | 6 |
| Exit Procedures | 7 |
| COMPENSATION | 7 |
| Pay Periods | 7 |
| Payroll Deductions | 7 |
| Pay Administration | 8 |
| Holiday Pay | 8 |
| Pay on Termination | 9 |
| Overtime | 10 |
| Call Back Pay | 10 |
| Time Card / Time Sheet Signature | 10 |
| Merit and Performance Evaluations | 10 |
| ATTENDANCE AND LEAVE | 11 |
| Hours of Work | 11 |
| Breaks | 11 |
| Vacation | 11 |
| Sick Leave | 12 |
| Injury Leave | 13 |
| Bereavement Leave | 14 |
| Military Leave | 14 |
| Civil Leave | 14 |

| | |
|--|-----------|
| Maternity Leave | 14 |
| Family and Medical Leave Act | 15 |
| Time Off Request | 15 |
| EMPLOYMENT BENEFITS | 15 |
| Social Security | 15 |
| Retirement | 15 |
| Health Care Coverage | 15 |
| Workman’s Compensation | 16 |
| OPERATIONAL POLICIES | 16 |
| City Vehicle and Equipment Usage | 16 |
| Uniform Policy | 17 |
| Probationary Period | 17 |
| Communications Systems and Computers | 18 |
| Email, Computer and Office Privacy Policy | 18 |
| UNLAWFUL DISCRIMINATION POLICY | 19 |
| Equal Employment Opportunity | 19 |
| Harassment | 19 |
| Procedure for Investigation of Unlawful Discrimination | 20 |
| PRIVACY POLICY | 20 |
| Expectation of Privacy | 20 |
| POLITICAL ACTIVITY AND GIFT POLICY | 21 |
| Political Activity | 21 |
| Gift Policy | 22 |
| EMPLOYMENT ACTION | 22 |
| Official Reprimand | 22 |
| Suspension | 22 |
| Demotion | 22 |
| Discharge | 22 |
| EMPLOYEE GRIEVANCES | 23 |
| SOCIAL MEDIA | 24 |
| CODE OF ETHICS AND CONDUCT – Addendum A | 25 |
| DRUG AND ALCOHOL POLICY – Addendum B | 26 |
| GRIEVANCE AND HEARING PROCEDURE AND FORM – Addendum C | 30 |
| CREDIT CARD USE POLICY – Addendum D | 32 |
| SOCIAL MEDIA POLICY – Addendum E | 33 |
| ACKNOWLEDGEMENT | 35 |

MISSION STATEMENT

The City of Linn Valley, its Mayor, Council, and City Staff are committed to excellence in Public Service through partnership with the people of the community and surrounding area. We will strive to be the best and to serve the public fairly, honestly and openly by working together at all times. Our ultimate goal will be to provide local government of unquestioned integrity with a conservative tone in our future fiscal planning while providing first class service and community facilities.

STATEMENT OF INTENTIONS

The policies and procedures contained in this handbook are intended to provide for reasonable and consistent management of the City of Linn Valley and its employees. Failure to comply with these policies may be grounds for discipline or dismissal. However, they do not form the sole grounds for discipline or dismissal; nor do they constitute an employment contract.

ARTICLE ONE- EMPLOYMENT POLICIES

1-A INTRODUCTION

This Employee Handbook has been created as a guide to provide for employees answers to many questions regarding personnel practices and policies. It cannot, however, be expected to provide for every situation. In instances where the handbook is inapplicable, any decision relating to city personnel as made by the City Council is final. Each employee will receive a copy of the Employee Handbook and will be responsible for its maintenance. Every city employee will be required to sign a receipt acknowledging that the employee has received an Employee Handbook and that the employee has become familiar with the policies and practices outlined therein. As revisions are made to said policies and practices, new pages will be distributed to employees and each employee is responsible for keeping his/her handbook current. Upon separation from service to the City, the employee is required to check the employee's handbook in to the City Clerk along with all other City property.

1-B EMPLOYMENT AT WILL

This handbook is prepared for informational purposes only and does not constitute a contract between the City and its employees, and should not be construed as such. The handbook contains employment policies and practices in effect at the time of publication and supersedes all previously issued handbooks, flyers or policy statements. Employment with the City of Linn Valley is employment "at will". This means that employment may be terminated with or without notice and with or without cause at any time by either the employee or the City. Nothing in this handbook or in any other document or statement by the City or by any representative thereof shall limit the right

of the City to terminate any employee at any time, with or without cause or notice, or to make changes in the employee's position, title, job responsibilities or level or compensation. No employee has the authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than "at will" employment. No agreement for employment other than "at will" employment shall be effective unless approved by the City Council, entered into in writing, and signed by the Mayor and the employee. Nothing in this handbook, or other documents, including any benefit statements, creates or intends to create a promise or representation that employment will continue for a set period of time for any employee or that employment will be terminated only under particular circumstances. The City reserves the right to terminate the employment relationship, or change wages, benefits or other terms and conditions of employment with or without cause and with or without notice or prior consultation or agreement with any employee.

1-C GOVERNING BODY

1-C-1: The City is governed by a Mayor and five Council Members. They form the governing body and by law they are responsible for management of City government. All official business is conducted at regularly scheduled meetings or duly called special meetings.

1-C-2: It is the responsibility of the Mayor and Council Members to establish all City policies, including those policies outlined in this Handbook.

1-C-3: The Mayor will be responsible for the day-to-day operations of the City. The City Clerk and other Department Heads will report to the Mayor. Department Heads are defined as employees that have responsibility for all aspects of their respective department to include supervision of one or more City employee, departmental budgets, and reporting to the City Council.

1-D MANAGEMENT RIGHTS

The Mayor, among other inherent rights, shall have the right to:

1. Direct the work of the City's employees.
2. Recommend hires, promotions, demotions, transfers, and assignments for Council approval.
3. Suspend, recommend for discharge, and otherwise discipline employees.
4. Maintain the efficiency of governmental operations.
5. Take action necessary to carry the mission of the City in emergencies.

This listing of rights, powers and authority is not intended to be exclusive, but merely illustrative of the type of supervisory role the Mayor shall have under the authority and direction of the City Council.

1-E ADMINISTRATIVE RESPONSIBILITIES

The employee handbook consists of policies and procedures related to personnel administration in the service of the City and shall be administered by the City Clerk or assigned agent thereof. The policies and procedures of the employee handbook shall apply to all employees in the service of the City.

1-F CITIZENSHIP

The City of Linn Valley intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. Upon demand, employees or prospective employees must provide documentation required by the City to validate citizenship or authorization to work in the United States, and copies of said documentation will be retained by the City in the employee's personnel file.

1-G REQUEST FOR AMENDMENTS

Suggestions for changes to this manual are welcome from any employee. These suggestions should be submitted to the City Clerk in writing, and will be researched by the Clerk, who will submit said requests to the Council at the appropriate time.

ARTICLE TWO- EMPLOYEE CONDUCT

2-A GENERAL EXPECTATIONS

2-A-1: Employees of City of Linn Valley are expected to conduct themselves in a manner that will reflect credit upon themselves and the City. City employees shall strive to maintain and increase individual efficiency and quality of service according to City Code of Ethics.

2-A-2: Employees are expected to project a positive image and perception to the general public and to fellow employees by being punctual, pleasant, polite, courteous, and at all times honest.

2-A-3: Employees are expected to work every normally scheduled work period. Employees are required to report to work on time and may be required, at the City's discretion, to utilize time clocks. Time cards and time sheets are the only valid record of time worked. Any gap or error in recording time worked must be approved and initialed by the Department Head prior to the end of the payroll cycle. It is the employee's responsibility to check his/her time card at the time of signing to assure all entries are accurate and accounted for. Any discrepancies will be carried over to the next pay cycle. Employees are required to report for every regular scheduled work period, and to work the full shift assigned, performing all assigned duties. If

circumstances make it impossible for an employee to report to work as scheduled, the employee is expected to notify the Department Head as soon as possible and to arrange for a replacement where applicable. In any case, notice must be given within one hour of the scheduled work time. Employees should not rely on friends, relatives, or fellow employees to inform the Department Head of delay or inability to work. Contact of this nature must be made directly with the Department Head in person or by phone.

2-A-4: Excessive absenteeism or tardiness, as determined by the Department Head or repeated failure to properly notify the Department Head of intended absences or tardiness will not be tolerated. Failure to report to work without notification for two consecutive days will be considered a voluntary resignation.

2-B DRESS CODE

2-B-1: Employees are expected to maintain a good personal appearance and to give consideration to neatness and cleanliness. Clothing should always be in keeping with customary acceptable attire for the place and type of work. Tattered jeans, cutoff short, sweat shirts or T-shirts with language or graphics which may be seen as vulgar, sexually explicit, or otherwise offensive are unacceptable. Attire which is revealing or provocative, i.e., bare midriffs, tank tops, sports bras, halter tops, tights or clothing of a spandex type material, see-through shirts or blouses and similar attire are not proper working attire for any City employee, with a limited exception for appropriate attire for swimming pool employees and Lake Patrol.

2-B-2: If an employee is provided a uniform, it is expected that the employee will wear the uniform as required.

2-C SMOKING POLICY

Smoking is permitted only in designated smoking areas. Smoking areas outside City facilities may be designated by the Council. No smoking is allowed inside any building owned or operated by the City. Smoking is not permitted in City vehicles or City owned equipment with cab enclosures.

2-D DRUG AND ALCOHOL POLICY

2-D-1: The illegal transfer, sale, or distribution of controlled substances while on the job or on City property is strictly prohibited. The use of controlled substances without a prescription while on the job or on City property, is prohibited.

2-D-2: Employees are subject to random testing for drug and alcohol use under any adopted drug and alcohol testing policies of the City of Linn Valley. Employees should refer to the current policy in effect, which is available in the City Clerk's office.

ARTICLE THREE- RECORDS

3-A PERSONNEL RECORDS

3-A-1: The City Clerk or Clerk's designee shall keep official employment records of City employees. The records shall include the pay records, time worked, vacation, sick leave, and overtime records. An employee's personnel files shall be made available during office hours for inspection by that employee. No employee shall be allowed to remove any information from a personnel file. Employees will be required to sign a request form each time the employee is given access to his/her personnel file. An employee may request that the custodian of records add items to the personnel file. Once items are added to the file, they cannot be removed. All requests for records must follow the rules and regulations outlined in the Kansas Open Records Act. The City Clerk shall be notified when such requests are received.

3-A-2: All employees are required to record time worked for payroll purposes. Each employee is responsible for his/her time record at the start and end of the work day. At the end of each pay period, each employee will turn in to the Department Head the employee's time sheet with the period's activities and hours entered. Department Head will review all time sheets and submit them to the Payroll Clerk in time for inclusion in the pay period's payroll. Entering another employee's time, allowing another employee to record your time, or altering time records is strictly prohibited. Any time punch or time sheet entry omitted must be initialed by the Department Head. Payment may be withheld on any disputed time entry and may be paid in a later pay period if the dispute is resolved.

ARTICLE FOUR- POSITION CLASSIFICATIONS

ARTICLE FIVE- CONDITIONS OF EMPLOYMENT

5-A EMPLOYEES SUBJECT TO CALL

5-A-1: All officers and employees who have a responsibility subject to "call back", i.e., Police Officers, Utility workers, animal control officers, etc., including, where applicable, part-time employees, may be asked to be "on call" from time to time. Time on call is non-working, non-compensable time requiring only that the employee carry a radio, cell phone, or pager, or leave a phone number where the employee can be reached. An employee who is called into service while on call should record the hours of work from the time the employee responds to the call until the completion of the work assignment. This time will be added to the employee's time record for the week, with overtime compensation noted if the total hours exceed forty in a work week for all employees other than police officers, and if the total hours exceed 43 hours in any two-

week pay period for police officers.

5-A-2: Nonexempt employees, except for police officers, normally will be granted a minimum of one hour of time for any occasion when they are called back to work after regular working hours. Police officers will be granted a minimum of two hours of time for any occasion when they are called out, subject to all other applicable policies.

5-B EMPLOYMENT OF RELATIVES

5-B-1: It is goal of the City of Linn Valley to avoid creating even the appearance of favoritism or conflict of interest. Therefore, the City has a standard policy on the employment of relatives. Two or more members of the same family, as defined below, will not be employed as full time employees in positions where one directly supervises the other or where they share a supervisor. They may, however, be employed in different divisions of the same department, so long as they have different immediate supervisors, and they may be employed in different departments.

5-B-2: This restriction shall be taken into consideration when making decisions concerning assignment, transfer, or promotion of an employee.

5-B-3: For the purpose of this policy, a “family member” shall refer to a spouse, child, step-child, sibling, step-sibling, parent, or step-parent.

5-B-4: This policy also applies to two individuals who marry each other while in the City’s employ. If two employees of the City marry, and, as a result come to be in violation of this policy, the City will attempt to find a suitable position to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be given the opportunity to agree as to which employee shall resign. If the City does not receive a resignation within ten working days of notice to the employees of this policy, one of the employees will be discharged or transferred at the City’s discretion.

5-C EMPLOYEE CLASSIFICATION POLICY

Employees shall be classified in the following three categories:

1. Full Time- any employee working an average of 32 or more hours per week on a year around schedule.
2. Part Time- any employee working a year round or “permanent” schedule but working an average of less than 32 hours per week.
3. Seasonal Part Time- any employee hired for only portions of the year for seasonal work, including but not limited to mowing, swimming pool work, etc.,

regardless of the number of hours per week the employee averages, so long as that employee works fewer than a total of 1500 hours in a calendar year.

4. Volunteer- any person that performs city duties without promise, expectation or receipt of compensation for services rendered.

5-D EXIT PROCEDURES

5-D-1: An exit interview shall be conducted for anyone who leaves the employment of the City. In this interview, employee will be provided information on insurance benefits if they are available to the employee.

5-D-2: At the time of separation and prior to receiving a final pay check, an employee shall return all city owned tools, communication devices, uniforms and any other City property issued to him/her in the course of employment. No final pay check shall be issued until such City property is returned and accounted for and the City has been reimbursed for any lost or damaged city property or for any personal expenses the employee has incurred, such as personal cell phone usage.

ARTICLE SIX- COMPENSATION

6-A PAY PERIODS

Employees are paid semi-monthly on the 1st and 15th of each month, with a total of 24 pay periods per year. Period paid on the 1st of the month will begin the 11th of the month through the following 25th day. Period paid on the 15th will begin on the 26th of the month through the 10th of the same month. If pay dates are on a holiday or weekend, checks will be distributed the following business day.

6-B PAYROLL DEDUCTIONS

6-B-1: The following legally required deductions will be made from the employee's paycheck:

- Federal Income Tax
- State Income Tax
- Social Security and Medicare (FICA)
- KPERS and KP&F for those employees eligible for retirement benefits
- Any court ordered deductions

6-B-2: Voluntary deductions may be requested for programs that have been approved by the City Council. The employee must notify the payroll clerk of any changes, including the initiation or termination of any voluntary deduction before the end of the first pay period of the month in order for the change to be effective the first pay period

of the following month.

6-C PAY ADMINISTRATION

6-C-1: No salary advances will be authorized.

6-C-2: Vacation pay will be paid on the regular pay schedule.

6-C-3: All employees will be paid at the rates prescribed for the position in which they are employed.

6-D HOLIDAY PAY

6-D-1: All full time employees and all part-time employees averaging in excess of 20 hours per week in their regular schedule shall be allowed a day off work with full, straight-time pay, for each designated holiday established by the City for its employees, subject to the restrictions in Section 2. This pay shall be known as "Holiday Pay". For pay purposes, a holiday is defined as an 8 hour day. If such an employee is required to work on a designated holiday, the employee shall be paid for the time worked at the employee's straight-time rate (or at the employee's overtime rate, if the hours worked on the designated holiday would qualify the employee for overtime when considering time actually worked during the week or other applicable accounting period) in addition to the Holiday Pay due to the employee.

6-D-2: With the exception of employees on Authorized Leave, all employees must work the last scheduled work day before the designated holiday and the first scheduled work day after the holiday to qualify for Holiday Pay. An employee who takes a sick day on either of the days addressed in this section may be required to present a doctor's excuse covering the day(s) in question, detailing the nature of the employee's illness for the absence to be considered an Authorized Leave.

6-D-3: The following days shall be "Designated Holidays" for City Employees. The City offices will be closed on these days and all non-essential workers will be allowed the day off work at their regular rate of pay, subject to Section 1 and 2 above.

- New Year's Day, January 1
- Memorial Day
- Independence Day, July 4
- Labor Day
- Veterans' Day, November 11
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day, December 25
- Personal Day

6-D-4: When a Designated Holiday falls on a weekend or on another day on which the City Offices are otherwise closed, the City Council shall determine and announce to employees what day is to be considered the Designated Holiday.

6-E PAY ON TERMINATION

6-E-1: An employee whose employment is terminated will receive his/her final paycheck at the next regular pay date following the end of the pay period during which the employment ends. The final pay check will be retained until all City property in the employee's possession or care is returned to the City and properly accounted for.

6-E-2: Health care benefits may be extended under the terms of a Cobra Election. Said Election is administrated through the office of the City Clerk, and the employee should direct questions about such coverage to that office.

6-E-3: Retirement benefits may be transferred or withdrawn in accord with the rules and regulations of KPERs and KP&F.

6-F OVERTIME

6-F-1: The policy of the City is for its employees to work a minimum amount of overtime.

6-F-2: All overtime hours are to be submitted along with regular hours worked at the end of the pay period in which those hours are worked.

6-F-3: Overtime compensation will be computed at a rate of one and one-half times the employee's regular straight time rate of pay.

6-F-4: Employees other than police officers shall be eligible to receive overtime compensation for all hours worked in excess of 40 hours per week. Police officers shall be eligible for overtime compensation for all hours worked in excess of 43 hours, per week, in any two-week pay period. Hours worked shall be defined as hours physically on the job. Leave will not be counted as hours worked for the purpose of computing overtime.

6-F-5: All overtime work must have prior approval by the Department Head. In the event of a sudden, unforeseen emergency, or if, in the opinion of the City Clerk, the Department Head or the Mayor, such overtime is necessary the City may require an employee to work overtime. An employee who refuses to work overtime or who fails to appear when scheduled to work overtime may be subject to employment action. The Police Chief may adjust the schedule in his department as he sees fit to limit overtime.

6-F-6: Scheduled overtime occurs when an employee is assigned to return to work with advance notice given prior to the end of the work shift. Hours worked when given this advance notice will not be subject to Call Back pay.

6-F-7: Full time employees working approved overtime may receive compensatory time off at the discretion of the employee and upon approval of the supervisor or department head. Compensatory time is granted in lieu of overtime pay. Compensatory time will be at a rate of one and one half hours for each hour of overtime worked.

6-G CALL BACK PAY

6-G-1: When an employee is called back to work after leaving for the day, the minimum payment for non-police employees shall be for one hour. For police officers, the minimum payment shall be two hours. If the call-back time results in the employee working more than 40 hours in the week, the time worked shall be paid at the overtime rate; if not, the time worked shall be paid at the regular rate.

6-G-2: When an employee is called back more than one time within the minimum time, the additional call back will be considered a continuation of the original call back.

6-G-3: When an employee is called back while on holiday leave, the hours will be calculated using holiday pay for the hours actually worked and for call back time, with the employee to receive the greater of the two amounts. An employee will receive holiday pay or call back pay, but not both.

6-H TIME CARD/TIME SHEET SIGNATURE

Employees shall sign their time cards/time sheets, verifying that the hours shown are the actual hours worked by the employee in the pay period. Time sheets or time card shall be completed and turned in to the Department Head daily. The Department Head shall review the time sheet or card and turn it in to the Payroll Clerk daily.

6-I MERIT AND PERFORMANCE EVALUATIONS

6-I-1: All employees of the City are expected to work as a team. Employees are hired to work for the City, not just to do a specific job. At times employees will be asked to assist in areas other than regularly assigned duties. Cheerful cooperation is expected from all employees.

6-I-2: Each employee's job performance may be evaluated by the Mayor in consultation with the Department Head in the first quarter after the end of each calendar year. Additional formal written evaluations shall be scheduled approximately every twelve months during employment.

6-I-3: Employee's review will be based on such factors as the quality of the work done during the past year, knowledge of the job, initiative, attendance, personal conduct record, and attitude toward the job and other employees.

6-I-4: The City's performance reviews give the employee an opportunity to have a face-to-face discussion with the Mayor in regard to work standards, areas for improvement, and possible merit pay increases. In addition to the regular written evaluations addressed above, special written evaluations may be conducted by the Mayor at any time to advise the employee of the existence of performance or disciplinary problems.

ARTICLE SEVEN- ATTENDANCE AND LEAVE

7-A HOURS OF WORK

Hours of work will be scheduled by the Department Head or the Mayor.

7-B BREAKS

7-B-1: Lunch breaks will be unpaid unless otherwise scheduled.

7-B-2: Scheduling and duration of breaks shall be under the direction of the Department Head. Breaks shall be taken at the job site away from the view of the general public. Employees must request and receive approval prior to leaving for a break. The front utility desk and phone must be covered at all times.

7-C VACATION

7-C-1: Full time employees will be granted paid vacation (annual leave) according the schedule below. No paid annual leave may be taken during the first six months of employment, although vacation days shall accrue from the employee's hire date. Vacation leave will be awarded on the anniversary of the employee's hire date.

Employees other than sworn police officers:

| | | | | |
|----------------------------------|-----|------|-------|-----|
| Years of Continuous Employment- | 1-5 | 6-10 | 11-15 | 16+ |
| Hours of Leave Granted per Year- | 80 | 96 | 120 | 160 |

Full time sworn police officers:

| | | | | |
|----------------------------------|------|------|-------|--------|
| Years of Continuous Employment- | 1-5 | 6-10 | 11-15 | 16+ |
| Hours of Leave Granted per Year- | 82.5 | 99 | 132 | 156.75 |

Permanent part-time employees who average a regular schedule of over 20 hours per

week shall accrue vacation at ½ the above rates for full-time employees.

7-C-2: No employee shall be permitted to use vacation leave for any period spent on unauthorized leave.

7-C-3: An employee, other than a police officer, may carry over no more than ten days (80 hours) of vacation leave from one employment year to the next. Police officers may carry over no more than 85.5 hours of vacation from one employment year to the next. Exceptions must be approved by the City Council.

7-C-4: Employees will not be given payment in lieu of taking vacation except by action of the City Council.

7-C-5: Scheduling of vacation time must be approved by the Mayor or Department Head well in advance to ensure the orderly operation of the City's services, and the City reserves the right to refuse to grant a specific request of time off if granting such request would hinder those operations.

7-C-6: City holidays which occur during the employee's vacation leave will be counted as holidays, not vacation days.

7-C-7: Vacation leave will normally be granted in one day or one full shift increments. The Mayor may approve exceptions, but in no case will vacation leave be granted in less than one-half day or one-half shift increments.

7-C-8: Upon termination, employees will be compensated for unused vacation leave. Payment will be included in employee's final pay check.

7-D SICK LEAVE

7-D-1: Employees must have completed ninety days of service with the City to be eligible for sick leave. Sick leave may be granted for personal illness, bodily injury or disease, exposure to contagious disease and the employee's personal appointments with doctors or dentists. The City Council may establish a minimum time of advance notice to request sick leave. Sick leave will not be granted until a request is made by the employee. Failure to make such a request may result in the absence being without authorization.

7-D-2: Employees must give notice to the Department Head or Mayor on each day of absence under the sick leave provisions, unless the absence is anticipated to be of more than three days duration. In the case of an expected absence of more than three days, the employee shall notify the Department Head or Mayor of the expected date of return, and shall make further notice if the date of return changes.

7-D-3: No employee shall be permitted to use sick leave for any period spent on unauthorized leave.

7-D-4: Employee absence due to a serious illness or serious injury to an employee's spouse, child, parent, sibling, grandparent or grandchild which requires hospitalization or which, if verified by a doctor's statement, is of such a serious nature as to require employee's presence, may be charged to sick leave.

7-D-5: A full time employee, other than a police officer, will accrue sick leave at a rate of 8 hours per month to a maximum of 720 hours. Full time police officers shall accrue sick leave at a rate of 8.25 hours per month to a maximum of 900 hours. Permanent – Part time Employees shall accrue sick leave at a rate of 4 hours per month, to a maximum of 360 hours. Sick leave will be awarded as of the first day of each month of service, beginning with the fourth month of employment.

7-D-6: Sick leave will not accrue during an unpaid leave of absence.

7-D-7: Sick leave will be charged in increments of not less than one hour.

7-D-8: The Department Head or Mayor may require a signed statement from a physician, dentist or other licensed medical provider verifying the employee's inability to perform his/her assigned duties due to illness or injury lasting in excess of 3 days.

7-D-9: A doctor's certificate may be required prior to returning to work when an off-duty injury or illness has resulted in loss of work time.

7-D-10: Abuse of sick leave will not be tolerated and may lead to disciplinary action.

7-E INJURY LEAVE

7-E-1: In the event an employee is injured on the job, he may be eligible for injury leave under the terms of this section, provided that the injury is compensable under applicable Workman's Compensation laws.

7-E-2: Injury leave, when applicable, provides for full salary payment for the normally scheduled work days (not to exceed one work week) immediately following an injury covered by the Kansas Workman's Compensation Act. If the employee is compensated by Workman's Compensation for that week, the employee shall reimburse the City for the payment.

7-E-3: To be eligible for injury leave, employees must report any injury occurring on the job as soon as practicable but in no case later than 24 hours after the injury. The report must be made to the Department Head and to the City Clerk. All injuries, regardless of how minor, should be reported in order to ensure immediate treatment and to provide

for proper administration of benefits and reports that may be required by the City's insurance carriers.

7-E-4: To be eligible for Workman's Compensation, any employee injured on the job must complete a Medical Authorization Request Form, which may be obtained from the City Clerk. This form must be faxed to the City after treatment and before a return to duty may be considered by the Mayor.

7-F BEREAVEMENT LEAVE

In the case of the death of an employee's spouse, child, parent, sibling, grandparent, grandchild, or spouse's parent the employee may be granted up to three days leave with pay. Under certain circumstances, additional leave days may be authorized by the Mayor.

7-G MILITARY LEAVE

7-G-1: Any employee who is a member of any reserve component of the United States armed forces or National Guard shall be granted military leave, without pay, for a short tour of active duty field training encampment. Vacation leave may be taken jointly with military leave.

7-G-2: Extended military leave will be granted to an employee to serve in the uniformed services of the United States for a period of time specified by law and under the Uniformed Services Employment and Reemployment Act. Persons who perform and return from military service will retain certain rights with respect to reinstatement, seniority, layoffs, compensation and other benefits as provided by law. Employees who wish to serve in the military and take military leave should contact the City Clerk for applicable information regarding the employee's rights before and after such leave.

7-H CIVIL LEAVE

7-H-1: An employee shall be given time off without loss of pay when performing jury duty or when appearing in court as a witness in answer to a subpoena if said subpoena is the result of employee's acts in his/her official capacity as an employee of the City.

7-H-2: If an employee is involved in court in a personal case as plaintiff or defendant in a matter not resulting from the employee's duties with the City, or if an employee is serving as a witness in a court case, under subpoena or not, when the employee is not acting in an official capacity in connection with the City, the employee may be granted leave without pay, unless the employee elects to utilize vacation leave.

7-H-3: If an employee who is an eligible voter does not have sufficient time outside of working hours to vote, the employee may be allowed a reasonable amount of time to

vote without loss of pay. Time off for this purpose must be requested in advance. The request should be made to the Department Head.

7-I MATERNITY LEAVE

Any employee of the city who becomes pregnant may, by request, be allowed to use accrued sick leave or vacation leave as maternity leave. In addition, unpaid leave may be taken as maternity leave. The provisions of the Family and Medical Leave Act may apply in some cases.

7-J FAMILY AND MEDICAL LEAVE ACT

The City of Linn Valley will comply with the provisions of the Family and Medical Leave Act (FMLA).

7-K TIME OFF REQUEST

Any employee, who desires time off, either compensated or unpaid, must put such request in writing and submit it to the Department Head or Mayor. Written requests should indicate whether the time off is to be charged to vacation time. All requests will be treated equally. The City's primary concern is to assure that essential services are not interrupted by the absence of an employee.

ARTICLE EIGHT- EMPLOYEE BENEFITS

8-A SOCIAL SECURITY

All eligible employees of the City are under the federal social security system, and receive the benefits thereof in accordance with federal laws and regulations. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.

8-B RETIREMENT

8-B-1: The City's retirement program is provided through the Kansas Public Employees Retirement System (KPERs). This is a state-administered, defined benefit plan for employees of state and local governments. Employees, other than police officers and firefighters who are compensated for at least 1000 hours of work per year are covered by KPERs. Police officers and firefighters who are compensated for at least 1000 hours of work per year are covered by KP&F. Coverage begins after twelve months of continuous city service unless the employee transfers from another member agency. Both the employee and the employer make contributions as required by Kansas law.

8-B-3: Retirement dates shall be as defined by the State of Kansas, KPERs.

8-C HEALTH CARE COVERAGE

8-C-1: After 30 days of full time employment, full time employees may be provided health care insurance coverage if the employee so elects. The effective date of coverage is the first day of the month following 30 days of employment, unless amended by the City Council.

8-C-2: In any case where an employee is required to pay premiums due to participation in the City's health care coverage, those premiums shall be deducted from the employee's pay check on the pay date for each pay period.

8-C-3: Health care coverage may be extended for a temporarily disabled employee drawing workman's compensation. Any employee share of the cost shall be paid by the employee.

8-C-4: No employee shall be entitled to payment of any kind in lieu of receiving health care coverage described herein.

8-C-5: If a covered employee separates from City employment, or if work hours are reduced such that the employee is no longer a full time employee, the employee may no longer be eligible to participate in the City's health care coverage. In this situation, the employee and eligible dependents may have the right to continue to participate for a period of time as determined by the City's insurance carrier and applicable law. In this event, the City Clerk will contact the employee concerning the options available.

8-C-6: If an employee becomes divorced or legally separated, or if one of the employee's dependents ceases to be eligible for coverage, the employee and/or dependents are responsible for contacting the City Clerk to discuss continuation or conversion of health care coverage.

8-C-7: If an employee or dependents continue or convert health care coverage under the terms of this section, such coverage may end if any of the following events occurs:

1. Failure to make timely payments of all premiums.
2. Termination of the City's group health plan.
3. Employee becomes eligible for Medicare.
4. Covered dependent divorces from a covered employee and subsequently remarries and is covered under new spouse's group health plan.
5. Covered former employee becomes an employee covered under another group health plan under which the participants are not subject to limitations or elimination of coverage due to pre-existing conditions.

8-E WORKMAN'S COMPENSATION

All employees of the City receive the benefits of the Kansas Workman's Compensation

Act, in accordance with all applicable laws and regulations.

ARTICLE NINE-OPERATIONAL POLICIES

9-A CITY VEHICLE AND EQUIPMENT USAGE

9-A-1: City vehicles and equipment are provided for official City use only. Use of City vehicles or equipment for personal or outside business is not authorized. Operator is responsible for checking all fluid levels before using any vehicle and for reporting in writing any equipment deficiencies or safety hazard to the City offices immediately. All safety equipment must be used in operation including vehicle seat belt and any other safety gear required. The City has a mandatory seat belt policy which reflects current state law. Employees shall comply with all Federal, State and local laws in use of City vehicles and equipment.

9-A-2: No smoking is allowed in City vehicles.

9-A-3: City vehicles may be kept overnight by employees, other than police officers on call, who live within the City limits of Linn Valley, if the employee is assigned to essential utilities services duty or is assigned to be on call for other emergency services required by the City Council, Mayor or Department Head. Police officers on call, who live within the City, may keep vehicles overnight at the request of the Police Chief.

9-A-4: City vehicles and equipment are entrusted to employees by the citizens of Linn Valley. Each employee is responsible for maintaining the vehicle and equipment, and for making sure the unit is clean and presentable. All trash and dirt should be cleaned from the inside and the vehicle should be washed as needed. All repairs must be approved by the department head prior to obtaining them and must be recorded and logged into records, including the Police Department Daily Log. Employees are expected to report to the Department Head or the Mayor any unsafe conditions observed while on the job.

9-A-5: Employee suggestions and ideas for improving methods and making conditions safer are earnestly sought. The acceptance and fulfillment of these responsibilities is a condition of employment.

9-A-6: City fuel cards and charges are for City business equipment and vehicles only. All charges must be signed by the employee legibly, with radio call number, unit description and number, and mileage at the time of filling is to be listed on the charge ticket. A copy of the completed ticket must be promptly submitted to the City Clerk.

9-B UNIFORM POLICY

The City may elect to provide partial uniform benefits to employees from time to time at the discretion of the City Council. Police officers may be allowed a modest replacement allowance at the discretion of the Department Head.

9-C PROBATIONARY PERIOD

New City employees will be subject to a three month probationary period. Some benefits and conditions outlined in this handbook may not be applicable until this probationary period is completed. The City Council may, from time to time, extend the probationary period in specific cases.

9-D COMMUNICATION SYSTEMS AND COMPUTERS

9-D-1: All City communications services and equipment, including the messages transmitted and stored by them, are the sole property of the City. The City may access or monitor employee communications and files as it considers appropriate. Communications equipment and services may include mail, e-mail, courier services, facsimiles, telephone systems, radios, personal computers, internet connections, pagers, cellular phones, and bulletin boards.

9-D-2: Improper use of City communication services and equipment may result in discipline, up to and including suspension or termination by the Mayor and City Council. Improper use includes harassing, offensive, demeaning, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

9-D-3: Employees may be required to use cell phones and pagers provided by the City for the efficiency of the City operations. All rules regarding their use shall be followed by all employees and employees shall attempt to answer all communications made by employer at all times. Loss or damage of any such equipment shall be reported immediately to the City Clerk. Proper language tone, conduct and frequency are expected of all employees when using City communication devices. The City may require reimbursement by the employee of any charges for such devices exceeding the basic plan charge.

9-D-4: Because of the nature of the City's public oriented business, employees are expected to present a professional image to the public. In the interest of maintaining a proper environment and preventing interference with work and inconvenience to others, no computer games are allowed on City computers, including games downloaded from the internet. Violation of this policy will result in disciplinary action, up to and including the possibility of suspension or termination.

9-E E-MAIL, COMPUTER AND OFFICE PRIVACY POLICY

9-E-1: The e-mail system, internet, fax, telephone and computer networks are to be used for business purposes only. They should not be used to send messages or to access sites for personal reasons. Individuals shall not use vulgarities, obscenities, sarcasm, or exaggeration in the use of the systems. Nor shall employees access sites on the internet considered vulgar or obscene. The use of the city's electronic communications systems for the purposes of harassing, intimidating, espousing discriminatory viewpoints, threatening violence or other such activities will not be tolerated. E-mail messages should be transmitted only to those individuals who have a business need to receive them. Distribution lists should be contracted and used carefully. E-mail distribution lists should be kept current and updated regularly to reflect changes in responsibility or employment status.

9-E-2: City of Linn Valley employees should have no expectations of privacy in e-mail messages, use of the internet through a city computer, telephone, fax, or computer network. The employer shall have the right to access, monitor and disclose the contents of any e-mail message on a city computer, telephone, or fax and to determine the use of the internet by employees.

9-E-3: Personal business shall be conducted on personal time, outside of the office. Employees are prohibited from "locking" or "password protecting" any document on the employer's computer network or computers unless required by state or federal law, and with the authorization of the Mayor. The employer reserves the right to access and disclose and/or delete any documents it deems necessary and employees waive any right to privacy in documents contained on the city's computer network or computers and consent to the access and disclosure of such documents by authorized employees.

ARTICLE TEN UNLAWFUL DISCRIMINATION POLICY

10-A EQUAL EMPLOYMENT OPPORTUNITY

10-A-1 The City of Linn Valley maintains a policy of nondiscrimination with employees. No aspect of employment with the City of Linn Valley will be influenced in any manner by race, color, religion, sex, age, national origin, disability or any other basis prohibited by law. Nothing herein is meant to limit or expand the obligation of the City of Linn Valley pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

10-A-2: The City of Linn Valley will make reasonable accommodations for the known disability of an otherwise qualified employee to perform the essential functions of the

job, unless undue hardship would result. Any individual who requires accommodation in order to perform the essential functions of the job should contact the supervisor. The City will investigate and make reasonable accommodations, where required, that will not impose undue hardship.

10-B HARASSMENT:

10-B-1 It is the policy of the City to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any person who is the subject of such a harassing incident from any employee or elected official of the City of Linn Valley should follow the procedure contained in this policy.

10-B-2 Prohibited harassment includes, but is not limited to, the following:

1. Verbal conduct such as epithets, derogatory jokes, comments, or slurs or unwanted sexual advances, invitations or comments.
2. Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures.
3. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures and/or sexually oriented material.
4. Physical conduct such as assault, battery, unwanted touching, kissing, blocking normal movements or interfering with work.
5. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
6. Retaliation for having reported or threatened to report harassment.

10-B-3: No employee, whether supervisory or non-supervisory or elected official, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Making unwelcome advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a term or condition of employment.
2. Basing employment decisions on whether an individual submits to or rejects such conduct;
3. Creating an intimidating or hostile working environment by such conduct.

10-C PROCEDURE FOR INVESTIGATION OF UNLAWFUL DISCRIMINATION

10-C-1: Any employee who believes the actions or comments of another employee or supervisor or elected official constitutes unwelcome sexual harassment or who has been subjected to any form of unlawful discrimination should report the situation to the Mayor or City Attorney in writing. In its efforts to prevent discrimination or harassment of any kind, the City of Linn Valley will maintain an open-door policy. The written report should include the details of the incident, names of the individuals involved, and names of any witnesses. All complaints will be promptly investigated. The

complaining employee will be advised of the result of the investigation. The City of Linn Valley will not retaliate against the employee for filing a complaint hereunder.

10-C-2: Any employee, supervisory or non-supervisory or any elected official found to have engaged in unlawful harassment or unlawful discrimination toward another employee will be the subject of effective remedial action commensurate with the severity of the offense. Remedial action taken is wholly at the discretion of the City Council. Nothing in these guidelines should be taken in any way as a limitation on the powers of the City to decide what remedial action is appropriate under given circumstances.

ARTICLE ELEVEN PRIVACY POLICY

11-A EXPECTATION OF PRIVACY

11-A-1: The employee has no expectation of privacy in the use of any office, desk, cubicle, vehicle or other equipment or space provided by the City of Linn Valley for use by the employee except for restrooms and change facilities. Except for restrooms and change facilities, the City has the right to inspect, enter or survey all areas. All areas, including restrooms and change areas, are subject to search by the employer without notice to the employee.

11-A-2: Confidentiality: In the course of working for the City an employee may have access to confidential information regarding the City, patrons, and even fellow employees. It is the responsibility of the employee to protect this information and keep it confidential. The employee may not reveal, divulge or disclose any such information unless it is necessary in the performance of duty. Access to confidential information should be on a "need to know" basis and must be authorized by a supervisor. Any breach of this policy will not be tolerated. Confidentiality Agreements may be used at the discretion of the Mayor or City Council.

ARTICLE TWELVE -POLITICAL ACTIVITY AND GIFT POLICY

12-A POLITICAL ACTIVITY

12-A-1: Any employee paid in whole or in part by loans or grants made by the United States or any Federal agency must comply with the limitations of Federal law regarding political activity.

12-A-2: No such employee may use his or her official authority or influence for the purpose of interfering with an election or nomination for office affecting the result thereof.

12-A-3: No such employee shall directly or indirectly coerce, attempt to coerce, command, or advise any other such employee to pay, lend, or contribute any part of his or her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.

12-A-4: No such employee shall take any active part in political management or in political campaigns.

12-A-5: All employees shall retain the right to vote as they may choose and to express opinions on all political subjects and candidates.

12-A-6: Should any employee have any questions concerning whether they are an employee covered by these limitations or an interpretation of these limitations, the employee should consult the City Clerk or City Attorney's office.

12-B GIFT POLICY

No city employee shall accept, or agree to accept any economic opportunity, gift, loan, gratuity, special discount, favor or service having an aggregate value of \$50.00 or more in any calendar year from any one person whose major purpose is to influence such employee in the performance of the official duties or prospective official duties of the employee.

ARTICLE THIRTEEN-EMPLOYMENT ACTION

13-A OFFICIAL REPRIMAND

When the Mayor or Department Head finds it necessary to correct an employee for acts of misconduct or errors in judgment; he may elect to do so by officially reprimanding the employee in writing in accordance with the disciplinary action form. Such reprimand may detail the offense(s) committed, the circumstances thereof and the corrective action(s) to be taken within a specified time period. Official reprimands are to be made part of the employee's personnel record.

13-B SUSPENSION

When the Mayor or Department Head finds it necessary to recommend suspension, demotion or discharge he has the authority to place the employee on immediate suspension without pay until the next regularly scheduled or special meeting of the Governing Body of the City of Linn Valley, but in all cases said issue shall be dealt with by the Council within 10 work days. Upon recommendation by the Mayor in accordance with any disciplinary procedures, an employee may be suspended for up to 30 calendar days. The City Council will consider employee suspensions and their decision will be

final.

13-C DEMOTION

Demotion is the reassignment of pay grade or responsibility and is possible disciplinary action accordance with the disciplinary procedures and at the recommendation of the Mayor. The City Council will consider employee demotions and their decision will be final.

13-D DISCHARGE

Discharge is the separation of an employee from employment with the City pursuant to disciplinary action and the City Councils decision will be final. At the request of the Mayor or Department Head, the City Council may place an employee on probation and implement a Correction Plan. Such an employee may continue to work, but is on notice that the Council, the Mayor or the Department Head may evaluate the employee's performance in light of said Correction Plan and may recommend discharge at any time if the employee fails to make adequate progress on the Correction Plan.

ARTICLE FOURTEEN EMPLOYEE GRIEVANCES

14-A EMPLOYEE GRIEVANCE PROCEDURE

14-A-1: The City of Linn Valley wishes to allow an opportunity for employees to be heard when any employee feels aggrieved by an employment action. Therefore, the City of Linn Valley's Grievance and Complaint Resolution and Procedure should be followed.

14-A-2: A copy of the Grievance and Hearing Procedure is attached to this document for employee's acknowledgment and review.

14-A-3: A copy of the City of Linn Valley's Grievance Problem and Resolution Complaint form is attached to this document.

14-A-4: Employment by the City is "at will", not for a definite term. Employment may be terminated by the City or by the employee at any time, with or without cause. Nothing in the City of Linn Valley's Grievance Policy shall be interpreted as creating any agreement for employment for any specified period of time or requiring the termination of any employee for cause only.

ARTICLE FIFTEEN-CREDIT CARD AND PURCHASING

15-A CREDIT CARD USE

Credit cards may be issued to employees at the discretion of the City Council. Cards are to be used as a tool for purchasing materials and services for the City where it is not possible or is inconvenient to use the City's normal payment systems. A City issued card may only be used for the purchase of goods or services for official business of the City in compliance to all applicable policies. Employees using a city issued credit card must submit receipts that include documentation detailing the goods or services purchased and cost of the purchases. Such documentation must be submitted in a timely manner to the City Clerk. Failure to present documentation for the expenditures may result in the employee being responsible for the expense and/or loss of use of credit card privileges. The credit card may not be used for person use. An employee misuse of the credit card will be subject to disciplinary action up to termination. The card must be immediately surrendered upon termination of employment.

ARTICLE SIXTEEN-SOCIAL MEDIA

16-A SOCIAL MEDIA FOR PERSONNEL

In general, the City views social media positively and respects the right of employees to access and utilize social media as a means of self-expression on their own time. When posting information on line, an employee should not speak on behalf of the City or represent himself or herself as a City spokesperson without express permission from the Mayor or Council. City employees must honor the privacy and confidentiality of all current employees and not release information concerning confidential business, violations of the law, contract negotiations or other confidential business of the City. Each employee is responsible for ensuring postings do not violate City policies.

ADDENDUM A

CODE OF ETHICS AND CONDUCT – CITY EMPLOYEES

The City of Linn Valley adopts this Code of Ethics and Conduct to insure that all City employees conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Linn Valley government.

Each employee of the City of Linn Valley has a duty to:

1. Respect and adhere to the letter and spirit of the laws of the nation, the State of Kansas and the City of Linn Valley in the performance of their duties.
2. Represent and work for the common good of the City and not for any private interest.
3. Demonstrate a commitment to serve the City and conduct yourselves with integrity both professionally and personally.
4. Project a positive image to the general public and to fellow employees by being punctual, courteous, and honest.
5. Observe scheduled work hours and comply with City policies and Personnel Manual.
6. Be respectful of coworkers, supervisors and the chain of authority.
7. Demonstrate excellence, integrity and responsibility in their work and faithfully perform all responsibilities of their employment position.
8. Refrain from disclosing any information received confidentially concerning the business of the City.
9. Refrain from verbal and physical actions that could be viewed as threatening, intimidating, obscene or discriminating in nature in relation to fellow employees, council members, the mayor, and the general public.
10. Practice good citizenship thereby setting an example for the entire community.

I acknowledge and commit myself to upholding each of the statements above and fulfilling each responsibility described therein.

Employee Signature

Date

ADDENDUM B

2-D DRUG AND ALCOHOL POLICY

2-D-1: The City of Linn Valley is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily. Employees of the City of Linn Valley may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on duty or while conducting any business-related activity away from the City of Linn Valley. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

2-D-2: Violation of this policy may lead to disciplinary action, up to and including immediate termination of your employment. The City may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

2-D-3: Any questions about this policy or issues related to drug or alcohol use at work may be raised with your supervisor or the Mayor without fear of reprisal.

2-D-4: In keeping with the goals established by this policy, employees and job applicants may be asked to provide body substance samples (e.g. blood or urine) to determine the illicit use of drugs. The City of Linn Valley will attempt to protect the confidentiality of all drug test results.

2-D-5: Employees, their possessions, and the City of Linn Valley issued equipment and containers under employee control are subject to search and surveillance at all times while on any property in the City of Linn Valley or while conducting City business. Employees believed to be under the influence of drugs, narcotics or alcohol will be sent home from work.

2-D-6: PROCEDURES REGARDING DRUG USE

2-D-6-(a); Employees: Notify your immediate supervisor of any prescribed drugs or narcotics which may affect work related job performance or behavior. You must provide acceptable medical documentation.

2-D-6-(b): Supervisors: Report to the Mayor any employee demonstrating unusual behavior. If the Mayor is unavailable, determine whether the employee should be required to submit to a drug test according to the procedures set forth below.

2-D-6-(c): City Council: Provide supervisors with training and/or guidelines in the

recognition of symptoms of and behavior indicating drug and alcohol use. Review the facts of the situation and determine if employees should be examined by a physician or clinic and/or tested for drugs and alcohol. Consult with appropriate medical personnel to determine if prescribed drug use will impact employee's ability to perform work safely and properly. Arrange transportation for employees believed to be under the influence of drugs, narcotics or alcohol. Maintain confidentiality of all test results and retain records in a separate file.

2-D-7: Types of Drug Testing -Drug tests may be conducted in any of the following situations:

2-D-7-(a): Pre-Employment Testing – As a pre-qualification to assuming any position, prospective employees are required to provide a body substance sample (urine) for drug testing. This may occur in connection with a pre-employment medical examination, when required.

2-D-7-(b): Hazardous Equipment Operators – Any employee that is required to operate hazardous or dangerous equipment (e.g. trucks, backhoes, large mowers, etc.) is subject to random testing.

2-D-7-(c): Post-Accident Testing – Any current employee who is involved in a serious accident or accident while on duty, whether on or off the employer's premises, will be asked to provide a body substance sample.

2-D-7-(d): Fitness-for-duty or Reasonable Suspicion Testing – This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of being under the influence of drugs and/or alcohol. A fitness-for-duty evaluation may include the testing of a body substance sample.

2-D-8: Testing Procedures

2-D-8-(a): Whenever a supervisor reasonably suspects that an employee is under the influence of drugs or alcohol and is unfit for duty, the supervisor also should contact the Mayor for further guidance. In the event the Mayor is unavailable, the supervisor should document the surrounding circumstances and specific observable behavior/performance. If both supervisors concur that a drug/alcohol test is appropriate, arrangements must be made to transport the employee to the collection facility. Following the test, arrangements should be made to transport the employee home.

2-D-8-(b): The employee should be told immediately by a supervisor that he/she is exhibiting behavior that is affecting or is interfering with the safety of

the employee, coworker, and/or the public. The supervisor should request any employee believed to be under the influence of drugs or alcohol to leave the work area immediately. The supervisor should arrange for the employee to wait in a non-work area until a determination can be made as to whether the employee is fit for duty or whether the employee should be required to submit to a drug test according to the procedures set forth below.

2-D-8-(c): The employee should be given the opportunity to explain his/her behavior.

2-D-8-(d): Alcohol or drug test administered because there is reasonable suspicion of drug use or alcohol abuse will be performed at a company-designated medical facility at the City of Linn Valley expense.

2-D-8-(e): An employee who is tested for reasonable suspicion may be withheld from service until test results are received by the City of Linn Valley. Such time away from work will be paid by the City of Linn Valley unless the employee's tests are confirmed positive.

2-D-9: Refusal to Submit to Drug Testing –Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above is considered insubordination and may result in disciplinary action, up to and including termination of employment.

2-D-10: Consequences of a Positive Drug Test

2-D-10-(a): Current Employees- Before corrective action is imposed; employees will be given the opportunity to explain positive test results.

2-D-10-(b): An employee's statement regarding drug or alcohol use should, whenever practical, be documented prior to initial testing.

2-D-10-(c): An employee who tests positive for drugs and/ or alcohol automatically will be terminated.

2-D-10-(e): Employees with drug or alcohol problems that have not resulted in disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Such unpaid leave may be granted if the employee agrees to abstain from the use of the problem substances, abides by all City of Linn Valley policies, rules and prohibitions relating to conduct in the workplace, and if granting the leave will not cause the City of Linn Valley any undue hardship.

2-D-11: Every Employee of the City of Linn Valley will be given a copy of this Drug and

Alcohol Policy (Section 2-D) annually and shall sign, and have placed in the employee's personnel file, an acknowledgment which shall substantively read as follows:

By my signature below, I acknowledge that I have read the City of Linn Valley Drug and Alcohol policy and will comply with all of its provisions.

Employee Signature: _____ Date: _____

Print Name: _____

Adopted April 9, 2012

ADDENDUM C

GRIEVANCE AND HEARING PROCEDURE

Any employee has the right to present a complaint or grievance concerning his job, working conditions, salary, relationship between employees and co-workers, or relationship with supervisor, and the application of City policies and disciplinary actions.

Any complaint or grievance shall be initially filed in writing by the employee with the City Clerk, unless the City Clerk is the offending party, in which case the initial grievance shall be filed with the Mayor. The City Clerk shall initiate an investigation and shall make a formal written response to the complainant within 10 business days. If the employee is dissatisfied with the response of the City Clerk, the grievance may be filed with the Mayor, who will make a written response within 10 business days. If the employee is not satisfied with the Mayor's response, the grievance may be taken to the City Council, provided the employee has notified the Mayor of his/her intentions and requested a slot on the Council's agenda.

3. The City Council will conduct grievance hearings in accordance with the following procedure:
 - A. The hearing shall be held within 30 days of the filing of a request for hearing with the Council.
 - B. In the hearing all concerned parties shall be given an opportunity to present their positions together with any evidence or witnesses as deemed relevant by the City Council.
 - C. All parties shall have the right to have legal counsel present, at the party's own expense.
 - D. the City Council may call for additional evidence or testimony as it deem necessary.
 - E. the City Council shall not be bound by rules of evidence, and the Council may adjourn the hearing from time to time as it sees fit.
 - F. No City employee shall be subject to any restraint, interference, discrimination or reprisal for serving as a witness in a grievance hearing.
 - G. the City Council shall render a written decision within 10 working days of the conclusion of the hearing. A copy of the decision shall be provided to the employee and a second copy shall be filed in the employee's personnel file.
 - H. The hearing shall not be open to the public unless the employee and the City agree in writing to a public hearing.

GRIEVANCE PROBLEM AND RESOLUTION FORM

Today's Date _____

Your Name _____

Your Mailing Address _____

Your Lot # _____ Telephone # _____

Date(s) of Occurrence _____

Person(s) involved in the Complaint _____

Person's job title _____

Description of the problem

What solution are you seeking?

I certify that the above statement is true and accurate.

Signature _____

ADDENDUM D

CREDIT CARD USE POLICY

The City of Linn Valley credit cards may be issued to employees for use where it is not possible or inconvenient to use the City's normal payment systems. The City Council will determine which employees may be issued a City credit card and authorized for its use.

Cardholder's Responsibilities

1. Use of the credit card is for business purposes only and is to be used in conjunction with the employee's job duties and in compliance with the City's Purchasing Policy.
2. Only authorized employees of the City may use the credit card.
3. A City credit card may be used only for the purchase of goods or services for official business of the City. Department heads may purchase necessary supplies or other items costing up to \$500 unless authorized by the Council.
4. The employee issued the card is responsible for its protection and custody and shall immediately notify the City Clerk if the card is lost or stolen.
5. City credit card users must notify vendors or merchants that the credit card transaction should be exempt from Kansas Sales and Use Taxes
6. The credit card may not be used for cash advances, personal use, and alcohol or liquor of any kind.
7. The employee using the credit card must submit receipts documenting goods or service purchased. Receipts and documentation must be submitted to the City Clerk in a timely manner. If no receipt can be supplied to the City Clerk, then the employee responsible for the credit card purchases made may be held personally accountable for repayment to the City for those purchases. However, occasionally receipts are obtained from vendors but subsequently lost. In the event that no receipt can be presented, the employee shall present to the City Clerk, a written and signed form with explanation and cost of the purchases. Frequent misplacement of receipts by an employee may result in the loss of credit card privileges.
8. Employee's misuse of the credit card may result in disciplinary action up to and including termination of employment.
9. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Adopted February 11, 2019

ADDENDUM E

PERSONAL SOCIAL MEDIA POLICY

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world; however, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own, or someone else's, web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The principles and guidelines found in this policy apply to your activities online. The City respects your 1st Amendment rights; ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct adversely affecting your job performance, the performance of fellow employees or that otherwise adversely affects members of the public, customers, suppliers, and people who work on behalf of the City, may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow employees. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members of the public or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost

everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the City.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, members, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the City.”

Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by your manager or consistent with the City's Equipment Policy. Do not use your City email addresses to register on social networks, blogs or other online tools utilized for personal use.

The City prohibits taking negative action or retaliation of any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees should not speak to the media on the City's behalf. All media inquiries should be directed to the Mayor or the Council.

Adopted February 11, 2019

ACKNOWLEDGMENT

I acknowledge that I have received a complete copy of the City of Linn Valley Employee Handbook and related attachments. I understand and agree that it is my responsibility to review this handbook, to familiarize myself with its contents, and to ask that any issues be clarified by my supervisor or the Mayor.

I recognize that employment with the City is “At Will”. This means employment may be terminated with or without cause and with or without notice at any time by the employee or the City. I realize that nothing in this handbook or in any other related document limits the right of the City to terminate or change an employee’s position at any time.

I agree that it is my duty to keep this handbook up to date as policy changes are made by the City Council and that upon ending my employment with the City it shall be my duty to return this handbook to the City.

Employee Signature

Employee’s Printed Name

Date of Acknowledgment

Witness Signature

Witness’s Printed Name