

2026 EMPLOYEE HANDBOOK

***PERSONNEL POLICIES AND GUIDELINES
for the City of Towanda, Kansas***

CITY OF TOWANDA, KANSAS

110 S. 3RD, TOWANDA, KS 67144, 316-536-2243, WWW.CITYOFTOWANDA.COM

RESOLUTION NO. _____

A RESOLUTION TO ESTABLISH VERSION 07.08.2026 OF THE EMPLOYEE HANDBOOK AS THE PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF TOWANDA, KANSAS.

BE IT ORDAINED by the Governing Body of the City of Towanda, Kansas.

Section 1. Establishment and Modifications of the Personnel Policies and Guidelines of the City of Towanda, KS.

- (a) Version 07.08.2026 of the Employee Handbook Shall be Established as the Personnel Policies and Guidelines of the City of Towanda, KS.
- (b) These personnel policies and guidelines repeal and replace *Version 04.08.2026 of the Employee Handbook: Personnel Policies, and Guidelines.*
- (c) Modifications to these personnel policies and guidelines shall only be made by ordinance of the Governing Body of the City of Towanda, Kansas.

Section 2. Availability

- (a) Copies of the Employee Handbook: *Personnel and Policies Guidelines Version 07.08.2026* and all its subsequent modifications shall be kept on file at the offices of the City Attorney.
- (b) Copies of any version of the Employee Handbook: *Personnel Policies and Guidelines* shall be made available at City Hall upon request.

Passed the Governing Body of the City of Towanda this 8th day of July, 2026.

Mike Hayes, Mayor

ATTEST:

Sarah Gooding, City Clerk

Index

[Article A. General](#)

- A-1. Policies Established
- A-2. Application of Policies
- A-3. Departmental Guidelines
- A-4. Personnel Records
- A-5. Amendment of Policies
- A-6. Appointment
- A-7. Employees
- A-8. Removal
- A-9. Disability Accommodations Policy

[Article B. Position Classifications](#)

- B-1. Objectives and Purpose
- B-2. Job Descriptions
- B-3. Pay Range Plan
- B-4. Maintenance of the Classification Plan

[Article C. Recruitment and Promotion](#)

- C-1. Employment Definitions
- C-2. Recruitment
- C-3. Qualifications for Employment
- C-4. Promotion
- C-5. Employment-Eligibility Verification
- C-6. Advertisement of Job Openings

[Article D. Employee Designations, Timekeeping, Payroll & Compensation](#)

- D-1. Exempt and Non-Exempt Designations
- D-2. Non-Exempt Employee Provisions
- D-3. On-Call and Called Out Policy
- D-4. Pay Periods, Paydays
- D-5. Official Pay Plan
- D-6. Pay Increases
- D-7. Performance Evaluations
- D-8. Pay on Termination

[Article E. Attendance and Leave](#)

- E-1. Attendance
- E-2. Alternative Work Schedule
- E-3. Holidays
- E-4. Request for Leave
- E-5. Vacation Leave
- E-6. Sick Leave
- E-7. Maternity Leave
- E-8. Breast Feeding
- E-9. Funeral Leave

- E-10. Injury Leave
- E-11. Military Leave
- E-12. Civil Leave
- E-13. Family and Medical Leave
- E-14. Domestic Violence and Sexual Assault Leave
- E-15. Credits for Paid Leave
- E-16. Shared Sick Leave

Article F. Other Employee Benefits

- F-1. Retirement – OASDI Benefits
- F-2. Retirement – KPERS Benefits
- F-3. Retirement Date
- F-4. Workers’ Compensation Benefits
- F-5. KPERS Death and Disability Benefits
- F-6. Unemployment Compensation
- F-7. Life Insurance
- F-8. Health Care Program
- F-9. Uniforms & Employee Dress Code
- F10. Continuing Education Policy
- F-11. Gym Membership

Article G. Voluntary Separation

- G-1. Resignation
- G-2. Reinstatement

Article H. Sexual and Workplace Harassment Policy

- H-1. Definitions
- H-2. General Policy
- H-3. Duty to Report
- H-4. Investigation
- H-5. Appeal of the Decision
- H-6. Record of a Harassment Complaint
- H-7. Non-retaliation

Article I. Political Activity

- I-1. Political Activity

Article J. Outside Employment

- J-1. Outside Employment

Article K. Workplace Safety

- K-1. General Safety
- K-2. Workplace Violence
- K-3. Substance Abuse Policy
- K-4. Weapons

Article L. Telecommunications

- L-1. Telecommunications Policy
- L-2. Social Media Policy

[Article M. Travel](#)

- M-1. Travel Policy

[Article N. City Issued Credit Card](#)

- N-1. Credit Cards

[Article O. Residency](#)

- O-1. Residency

[Article P. Conflict of Interest](#)

- P-1. Conflict of Interest

[Article Q. Infectious Disease Policy](#)

- Q-1. Purpose
- Q-2. Infectious Disease Defined
- Q-3. Remote Work Locations
- Q-4. Infectious Control Measures
- Q-5. Employee Leave and Pay
- Q-6. Business Travel

[Article R. Employee Conduct and Discipline](#)

- Q-1. Purpose
- Q-2. Standards of Conduct
- Q-3. Disciplinary Procedures and Termination

[Appendix A. Forms](#)

- Confirmation of At-Will Employment
- Oath/Affirmation Form
- Gym Membership Reimbursement Request Form

[Appendix B. Veteran's Benefit Act](#)

[Appendix C. Information](#)

- Ethics Policy from City Code
- Code of Procedures for Towanda

[Appendix D. Resolutions](#)

- Resolution No. 2006-16 Recognizing Employees for Certain Employment Periods

PERSONNEL POLICIES AND GUIDELINES, CITY OF TOWANDA, KANSAS

ARTICLE A. GENERAL

A-1. Policies Established. The following policies, guidelines, and other provisions for Personnel Administration in the City of Towanda, Kansas, hereinafter referred to as City, are established to:

- (a) Promote and increase the efficiency and effectiveness of City service.
- (b) Develop a program of recruitment, advancement, and tenure that will make City service attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among City employees by providing good working relationships, uniform personnel policies, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, or sexual orientation.
- (e) Establish City employment and personnel policies. These policies and guidelines do not create contractual employment rights. *All employees are considered to be at-will employees for the purposes of City employment.*

A-2. Application of Policies. These policies and guidelines shall apply to all employees in the service of the City except elected officials.

A-3. Departmental Guidelines. The City Administrator or head of any City department may formulate in writing reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Governing Body.

A-4. Personnel Records. The City shall keep adequate records of all persons employed. The records shall include each employee's pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick, or other leave, paid overtime; and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's records and personnel file shall be available during office hours for inspection by that employee.

A-5. Amendment of Policies. These policies may be amended from time to time in the same manner as they were adopted.

A-6. Appointment. At the first regular meeting in May of each year, the mayor, by and with the consent of the council, may appoint a city administrator/clerk, city treasurer, municipal judge, chief of police, and such other employees and officers as may be deemed necessary for the best interest of the city.

All such appointments shall be entered in the journal of proceedings of the council. The duties and salary ranges of all appointed employees and officers shall be fixed by resolution.

A-7. Employees. The mayor, city administrator, or designee shall have the authority to hire all other employees of the City who are not appointed under the provisions of Section A-6, or such authority may be delegated to the respective department heads.

A-8. Removal. Removal of any employee will be guided by the process outlined in City Code.

- (a) A majority of all members-elect of the governing body may remove any appointed officer.
- (b) For good cause, the mayor may suspend any appointed officer, and such officer may be removed with consent of the Council in accordance with subsection (d).
- (c) Employees, other than appointed officers, may be suspended by the mayor upon recommendation of the respective department heads and may be removed in accordance with subsection (d).
- (d) No officer or employee shall be removed for any reason until he or she has been given notice and afforded the opportunity for a hearing.

A-9. Disability Accommodations Policy. The City complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and employment practices. The City is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide reasonable accommodation to disabled applicants and employees provide the reasonable accommodation that would allow the individual to perform the essential functions of the job unless doing so would create an undue hardship.

If you believe that you need an accommodation because of your disability, please contact the City Administrator, who will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations.

If your disability or need for accommodation is not obvious, the City may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the City may require that you see a healthcare professional of the City's choosing, at the City's expense. In those cases, if you fail to provide the requested information or see the designated healthcare professional, your request for a reasonable accommodation may be denied.

The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting accommodation in good faith.

ARTICLE B. POSITION CLASSIFICATIONS

B-1. Objectives and Purpose. Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and

compensation. Each City position shall, on the basis of the duties, responsibilities, skills, experience, education, and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

B-2. Job Descriptions. Each position shall have a concise descriptive title, a description of the essential and marginal functions and tasks of the position, and a statement of the qualifications for filling such positions. The Governing Body shall approve the descriptions and the City shall keep the descriptions on file in the office of the City Clerk to be available for inspection by any interested party during regular office hours.

B-3. Pay Range Plan. The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of position. The Governing Body shall periodically review and revise the pay ranges assigned to each class of positions.

B-4. Maintenance of the Classification Plan. It shall be the duty of each department head to report to the City Administrator, any and all organizational changes significantly altering or affecting changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and pay ranges for such positions.

ARTICLE C. RECRUITMENT AND PROMOTION

C-1. Employment Definitions

- (a) **Full-Time Employee:** one employed to work a normal week of at least 36 hours and up to 40 hours on a regular and continuing basis. The work week shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday. Employees shall, with the approval of their supervisor, designate their regular work schedule. Employees classified as full-time who work less than 36 hours per week without using approved leave will still be considered full-time, but will forfeit leave accrual and be responsible for part or all of their cost of City-paid insurance benefits.
- (b) **Part-Time Employee:** one employed to work less than 30 hours per week on a regular and continuing basis.
- (c) **Seasonal Employee:** one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
- (d) **Volunteer:** a non-paid individual in the position he or she holds. When acting as a volunteer, an individual is not an employee regardless of other City employment.
- (e) **Termination:** the removal of an employee from City employment.

C-2. Recruitment. It shall be the policy of the City to provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, or sexual orientation.

C-3. Qualifications for Employment. All applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. The City may require applicants to satisfactorily complete a background check or be eligible to be bonded. All information obtained as a result of a background check will be used solely for employment purposes. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. Where required, the offer of employment is contingent upon the applicant passing the required tests. At the start of employment, each employee shall take an oath of office consistent with the requirements in K.S.A. 75-4308.

C-4. Promotion. It is the policy of the City to fill vacancies for supervisory, skilled, and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class in which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of a promotion is contingent upon the applicant passing required tests, when deemed necessary by the City Administrator.

C-5. Employment-Eligibility Verification. All employees hired for any position with the City shall complete an employment-eligibility verification statement in compliance with the federal Immigration Reform and Control Act of 1986.

C-6. Advertisement of Job Openings.

- (a) When a job position is to be filled, the position may be advertised to the general public and, if deemed necessary, shall be advertised for a minimum of two weeks. In an emergency situation, the Mayor or Administrator may appoint someone on a temporary basis during the advertising period.
- (b) If the position is not an at-will position, or if the City creates a property interest through personnel policies, the City shall give a veteran preference for initial employment and first promotion if the veteran is competent to perform such services. If the veteran is not hired, the City, within 30 days of filing the position, shall send a notification of the rejection by certified mail or personal services. This notice shall inform the veteran of any administrative appeals available. [See Appendix B for an explanation of Veteran Preference]

ARTICLE D. EMPLOYEE DESIGNATIONS, TIMEKEEPING, PAYROLL & COMPENSATION

Purpose: It is the intent and policy of the City to comply with the provisions of the FLSA, as it applies to local governments, in its overtime and compensatory time provisions and pay practices for City employees. In the event that the City's personnel policy should differ from the FLSA, the FLSA controls.

D-1. Exempt and Non-Exempt Designations. The City designates each employee as either exempt or nonexempt in compliance with applicable federal, state, and local law. Exempt employees are paid a fixed salary and are not entitled to minimum wage and overtime under the Fair Labor Standards Act. No person employed in an administrative, executive, or professional position, as defined by the federal Fair

EMPLOYEE HANDBOOK, *PERSONNEL POLICIES, AND GUIDELINES.* VERSION 7.8.2026

Labor Standards Act (FLSA), and who meets the salary threshold test of the FLSA, shall be eligible for overtime pay. These positions are defined as "FLSA - Exempt".

D-2. Non-Exempt Employee Provisions

- (a) **Time Tracking:** The City uses a timeclock for time tracking of all non-exempt employees. Employees are expected to fulfill their agreed-upon schedule.
- (b) **Pay.** For hourly employees, the pay received shall be based strictly on actual time worked. There shall be no rounding or adjustment of time when calculating hours worked.
- (c) **Meal Breaks and Rest Breaks.** All nonexempt employees working more than four hours in a day may take an unpaid meal break of at least 30 and no more than 60 minutes. Employees also may take a paid rest break of 15 minutes for every four hours of work. The time of the rest break, usually midmorning and mid-afternoon, shall be determined by the employee's immediate supervisor. Rest breaks may not be combined and substituted for the meal break.
- (d) **Overtime.** All "FLSA - Non-Exempt" employees shall be eligible to receive overtime compensation for all hours worked in excess of the normal City work week of up to 40 hours. Non-exempt employees shall not work more than 40 hours without written authorization by the City Administrator. The department head shall maintain records of any overtime worked. Unauthorized overtime work must be paid, but may result in progressive disciplinary action.
- (e) **Overtime Compensation.** Compensation for overtime work shall be at the rate of one and one-half times the employee's regular rate of pay.

D-3. On-Call and Called-Out Policy. To best serve residents and respond to emergencies, Public Works staff are assigned "OnCall" shifts outside of regular working hours. If you are hourly, the pay schedule will be:

On-Call Time: Straight time just for being on-call

1 hr Monday through Friday

2 hrs Saturday

2 hrs Sunday

All straight time and does not create any overtime

Called-Out Time: If an employee is on-call and *does* get called out, the time actually worked becomes "Called-Out Time." Called-Out Time **can** become overtime, subject to total hours worked that week.

Called-Out to Help Time: If an employee is not on call but gets called out to assist, that person will receive a minimum of two (2) hours of work time. This **can** become overtime, if called out time and all other hours worked exceed 40 hours total (on call time is not included).

***Example 1:** The employee has worked 40 hours, and is On-Call for Friday through Sunday but did not get called out:*

Total Straight Time hours for the week = 45

Example 2: The employee has worked 40 hours, is On-Call for both weekend days, and gets Called-Out for an emergency that takes 3 hours:

Total Straight Time hours for the week = 44

Overtime Hours = 3

Example 3: The employee has worked 40 hours; is NOT On-Call for the weekend but did get called out to help with an emergency that took 1 hour:

Total Straight Time hours for the week = 40

Total Overtime Hours = 2

D-4. Pay periods, Paydays. The City shall pay all employees bi-weekly on the Thursday following the last day of the previous pay period. The City provides payroll via direct deposit, but may issue payroll by check, upon request. Employees should review their paychecks and the accompanying information for errors. If you find a possible error, report it to the City Administrator immediately. The City will correct any errors, including any under or overpayment, as soon as possible.

D-5. Official Pay Plan

- (a) **Salary Resolution.** The salary of each City employee shall be set annually by simple resolution at an amount within the pay range of the position class in which the employee is assigned.
- (b) **Entry Level Wage/Salary.** A new employee with no experience will normally enter employment at the minimum wage/salary established for the position. Employees with prior similar experience will be given credit for their years of service, in a manner consistent with how it is provided to existing employees during pay studies. Department directors may present justification for exceptions to the City Administrator for consideration.
- (c) **Pay Plan Maintenance.** The City Administrator will maintain the pay plan, including an inventory by number of all positions in the service of the City and a pay matrix establishing the minimum and maximum compensation for each authorized position within the City workforce.

D-6. Pay Increases.

- (a) Pay increases shall not be routine or automatic and are subject to approval by the Governing Body.
- (b) Annual cost-of-living pay increases may be given as approved by the Governing Body within the budget process.
- (c) Subject to the approval of the Governing Body, the City Administrator may award a merit-based pay increase to an employee based on an annual performance evaluation submitted by the employee's immediate supervisor.

D-7. Performance Evaluations.

- (a) **Purpose.** Employee performance evaluations will be considered in determining the following employment matters: salary increases and decreases within the limits established in the pay plan, promotions, demotions, orders of layoffs, transfers, and termination.
- (b) **Frequency.** An evaluation of the performance of each Full-time and Part-time employee based on his or her duties and responsibilities shall be prepared by the employee's immediate supervisor at least annually. The evaluation shall be in writing. The supervisor shall evaluate at least quarterly, any employee who has received a poor performance rating in the prior annual evaluation.
- (c) **Retention.** Evaluations, upon review by the supervisor and after the employee has had an opportunity to respond, shall be included in the employee's personnel file.

D-8. Pay on Termination.

- (a) **Timeliness.** An employee who is terminated from City employment, either voluntarily or involuntarily, shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.
- (b) **Restrictions.** Employees leaving employment with the City of Towanda shall not be eligible for payout of any accrued benefits other than unused vacation.

ARTICLE E. ATTENDANCE & LEAVE

E-1. Attendance. The City requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday, or late for work, must notify their supervisor as far in advance as possible but at least one hour before the start of the workday. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

- (a) **General Employees.** The normal work week for general employees, which includes all employees, shall be no less than 36 hours and no more than 40 hours, as agreed to each employee's established Alternative Work Schedule (AWS). Employees are expected to either work their agreed-upon schedules or use leave for time missed. Any flexing of hours is subject to supervisor pre-approval.
- (b) **Normal Work hours.** No employee shall be permitted to work in excess of their normal work week except when so directed by the employee's department head or City Administrator.
- (c) **Timekeeping.** Nonexempt employees are required to record all hours worked, including any hours worked outside of their normal schedule.
- (d) **On Call.** All city employees shall be obligated for the performance of their services at any off-duty time upon an emergency call from heads of departments or the City Administrator and shall be compensated as provided in Article D-3.

E-2. Alternative Work Schedule (AWS). The City of Towanda desires to be a place where employees can thrive and recognizes that a healthy work/life balance is essential. An alternative work schedule

program is available to assist employees in balancing their obligations. This provides employees with the opportunity to request adjustments to their work schedules to assist in meeting their personal work performance goals and family or personal needs.

Standard City work hour schedules are as follows:

City Hall/Office: 8 a.m. to 5 p.m. Monday-Thursday, 8 a.m. to noon Friday

Public Works/Field: 7 a.m. to 4 p.m. Monday-Thursday, 8 a.m. to noon Friday

Employees opting to take a 30-minute lunch may do so and augment standard schedules accordingly.

(a) **Eligibility.** All employees who have completed their 90-day introductory period are eligible to request an alternative work schedule, provided that they maintain a satisfactory or higher performance evaluation score. Alternative work schedule requests must be developed in consideration of role and staff needs and obligations, and are subject to approval or revocation by the City Administrator.

Examples: Alternative work schedules may include the following:

- Starting the workday earlier or later
- Taking or not taking lunch breaks
- Leaving earlier or later
- Hourly employees working a reduced schedule (at least 36 hours will be required to earn leave and benefits. Salaried employee wages are based on a 40-hour assumption.)

(b) **Approval.** Written requests, including a completed Alternative Work Schedule application, must be submitted to the City Administrator for review and approval at least 14 calendar days prior to being implemented.

(c) **Adjustment or Termination.** Alternative work schedules may be adjusted or terminated for a variety of reasons, including changes in needs of the department, changes in the employee's needs, performance or disciplinary issues, or by the determination of the supervisor or City Administrator.

(d) **Requirements.** Employees will be expected to generally adhere to their approved alternative work schedule, with the exception of absences covered by vacation, sick, or other leave banks. Employees may work outside of these established hours for purposes such as emergency response, authorized task completion, regular City or community meetings, or other pre-authorized work. When these occur, employees may coordinate with their supervisor to either offset extra hours worked or receive approval for overtime.

E-3. Holidays. The Governing Body shall declare which days shall be paid holidays for City employees. From time to time, and for certain special occasions, the Governing Body may, by motion, designate other days as special holidays on a one-time basis. As of this publication, these shall be the established holidays.

1. New Year's Day, January 1st
2. Memorial Day, The Last Monday in May
3. Independence Day, July 4th
4. Labor Day, The 1st Monday in September

5. Thanksgiving Day, the Fourth Thursday in November
 6. The Friday After Thanksgiving Day
 7. Christmas Eve, December 24th
 8. Christmas Day, December 25th
 9. Each employee will also receive one personal holiday to be scheduled with their immediate supervisor. Eight (8) hours of personal holiday leave will be credited to each full-time employee on the first paycheck of each year. These hours must be used by the pay period preceding the final payroll of the year, or they will be forfeited.
- (a) When a paid holiday falls on a Saturday or Sunday, the preceding Friday or following Monday may be declared a holiday by the City Administrator.
 - (b) Employees required to work on a City-observed holiday shall be granted an alternative day off or shall be compensated at one and one-half times their regular salary for the day.
 - (c) All full-time employees shall receive eight hours' pay for the established holidays in their appropriate pay periods.
 - (d) Hours paid for Holiday time shall not be included when calculating overtime pay.
 - (e) To be eligible to receive pay for a City holiday, an employee must have been in full pay status and not have been absent without leave either on the workday before or the workday after the holiday.

E-4. Request for Leave. Except as provided in Section E-7 as to sick leave, and Section E-12 as to family leave, all leave must be authorized in writing by the employee's department head or City Administrator prior to leave time being taken. A copy of each leave record, including records of sick leave taken, signed by the employee and City Administrator, shall be maintained in the employee's personnel file.

E-5. Vacation Leave. Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 36 hours in any week shall not accrue vacation credit for such pay period of service; provided, this restriction shall not apply if the employee has utilized authorized vacation or sick leave. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

- (a) **Full-Time Employees.** Full-time employees are entitled to paid vacation leave time according to the following schedule.

Years of Service	Hours of Vacation Per Year	Max Available with Carryover
1 st Year	Accrued at 3.077 Hours per Pay Period	40
2 nd – 4 th	80 Credited on Anniversary Date	120
5 th – 9 th Year	120 Credited on Anniversary Date	160
10 th – 19 th Year	140 Credited on Anniversary Date	160

20 th & Every Year Thereafter	160 Credited on Anniversary Date	200
---	----------------------------------	-----

- (b) **Other Employees.** Seasonal and temporary employees shall not earn vacation leave.
- (c) **Scheduling.** The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and department head. Supervisors should ensure City operations are able to continue efficiently before granting a vacation request.
- (d) **Holiday During Vacation.** City holidays occurring during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.
- (e) **Minimum Hours.** Employees may use vacation leave in units of not less than 15 minutes (one-quarter hour), subject to the approval of their supervisor.
- (f) **90-Day Provision.** Vacation hours shall not be available for use until after the first 90 days of employment with the City.
- (g) **Termination.** Upon termination, an employee shall be compensated for all unused vacation time at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule in Section E-6 (a) and (b).

E-6. Sick Leave. All exempt employees and full-time nonexempt employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, healthcare appointments, or other physical or health-related incapacities, occurring either on or off the job for themselves or a family member. A family member is defined as spouse, child, (including stepchild), parent (including stepparent), sister, brother, grandparents (including step-grandparents), grandchild, mother or father-in-law, sister, or brother-in-law. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. The provisions of the Family and Medical Leave Act may apply in some circumstances, please see E-12 below.

- (a) **Amount of Sick Leave.** Exempt employees and full-time nonexempt employees shall accrue sick leave at a rate of 0.462 hours per pay period (12 days per year)
- (b) **Computing Sick Leave.** Any absence for a fraction of a day that is chargeable to leave shall be charged in increments of not less than 15 minutes (one-quarter hour).
- (c) **Doctor's Certificate.** For sick leave in excess of three workdays, a department head or the City Administrator may require a signed statement from a healthcare provider verifying the employee's inability to perform his or her assigned duties because of illness.
- (d) **Notification.** To be eligible for paid sick leave, an employee, or his or her representative, shall notify his or her immediate supervisor and give the reason for the absence no later than one hour before the beginning of the first workday in which sick leave is taken. This notification requirement may be waived by the employee's supervisor in extraordinary circumstances.

- (e) **Abuse of Sick Leave.** An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal. Sick leave hours may not be used for purposes other than the purposes outlined in this section. The City reserves the right to discipline employees who abuse this policy, for example, by falsifying documents submitted to support leave; being untruthful about the reasons for requested leave; or repeatedly using paid sick leave immediately before or after weekends, City holidays, or vacations. The City reserves the right to request additional documentation to support repeated requests for leave on Mondays or Fridays; or for leave requests on either the end of a City holiday, a planned vacation, or other absence.
- (f) **Unused Sick Leave.** Unused sick leave may be accumulated from year to year, allowing employees to develop a bank that could protect them from future events such as an accident, illness, surgery, FMLA leave, or other qualifying leave event. Accumulated unused sick leave also may be contributed to a shared leave bank to assist other employees experiencing a qualifying event, subject to the conditions outlined in E-17.
- (g) **Wellness Days.** Employees whose wellness and attendance habits allow them to accumulate and bank at least seven (7) or more sick days will have the opportunity to transfer up to two (2) days, or 16 hours of sick leave to wellness leave as of the first pay period of each calendar year. This transfer from sick leave to wellness days provides additional latitude for employees to use these days for renewal or other opportunities to promote wellness. Wellness days will not roll over and must be used by the final pay period of the calendar year in which they are designated.
- (h) **Termination.** Under no circumstances will unused sick leave pay out upon termination.

E-7. Maternity Leave. An employee who becomes pregnant may claim and receive maternity leave in the same manner as provided for sick leave; the employee may also elect to use any accrued vacation leave to the extent such leave is available. An employee may also take leave without pay in the same manner as any other employee on leave without pay. If medical complications related to the pregnancy exist, the employee may, with the approval of the department head or the City Administrator, remain on maternity leave until released by the employee's physician. The provisions of the Family and Medical Leave Act may apply in some circumstances (see E-13 below).

E-8. Breast Feeding. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City can designate an area for this purpose. Nursing mothers wishing to use this area or room must request/reserve the space by contacting City Administrator. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

A small refrigerator reserved for the specific storage of breast milk can be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

E-9. Funeral Leave. In the case of the death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents, grandchildren, or close relatives by

marriage of the employee or employee's spouse), the employee shall be granted paid funeral leave not to exceed 24 hours for full-time employees.

E-10. Injury Leave.

- (a) **Reporting Injuries.** All injuries occurring on the job shall be reported as soon as possible to the employee's immediate supervisor.
- (b) **Waiting Period.** Any employee injured on the job shall be eligible to receive injury leave with pay during the seven-day waiting period for workers' compensation claims.
- (c) **Workers' Compensation.** When an employee receives compensation under the workers' compensation act, the pay he or she receives from the City, while an employee of the City, shall be the difference between his or her regular rate of pay and the amount he or she receives from workers' compensation.

E-11. Military Leave. The City recognizes and adheres to all applicable state and federal laws regarding leaves for uniformed service to the State of Kansas as well as the United States. Any employee who needs time off for uniformed service is to immediately notify his or her supervisor and the City Administrator, both of whom will provide a detailed explanation to the employee of his or her reemployment rights under K.S.A. 48-517 (governing members of the Kansas national guard, Kansas air national guard, and the Kansas state guard that are 'called or ordered to duty') and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301 *et seq.*, covering persons performing duty, voluntarily and/or involuntarily in the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and Public Health Service commissioned corps.

Any employee, including full- and part-time, who notifies the City that he or she intends to return to Employment, once military service is completed, shall be eligible for military-leave benefits including:

- (a) Reinstatement of the veteran to the position he or she would have held if his or her employment had not been interrupted by military service provided one of the exceptions in 38 U.S.C. §4312(d)(1) have not been triggered;
- (b) Retention and accrual of benefits tied to seniority;
- (c) Continued health care coverage at the employee's expense; and
- (d) Continued participation in insurance and other benefits not determined by seniority to the same extent as employees granted other types of leave.

E-12. Civil Leave.

- (a) **Civil Leave With Pay.** An employee shall be given necessary time off with pay (1) when performing jury duty, (2) when appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the City, (3) when performing emergency civilian duty in connection with national defense, or (4) for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

- (b) **Civil Leave Without Pay.** If an employee is involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave.

E-13. Family and Medical Leave. *[Required only if you employ 50 or more employees at the time the request for leave is made]*

- (a) Upon request, any employee will be granted up to 12 weeks of unpaid family and medical leave during any 12-month period. Such leave will be available as the result of the birth, adoption, or placement of a child for foster care; to care for a spouse, child, or parent with a serious health condition; or due to an employee's disabling illness; or because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Where possible, employees are required to provide at least 30 days' notice before beginning to take leave. The employer may require any accrued paid vacation, sick, or personal leave of the employee to be substituted for the 12 weeks of leave provided under this law. Any required use of accrued paid leave will run concurrently with family medical leave.
- (b) Upon request, any employee will be granted up to 26 weeks of unpaid military caregiver leave during a single 12-month period to care for the serious injury or illness of a son, daughter, spouse, parent, or next of kin who is a member or veteran of the Armed Forces as defined in 29 CFR 825.122.

E-14. Domestic Violence and Sexual Assault Leave. The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence. The employee must give advance notice when feasible. The employee must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

E-15. Credits for Paid Leave. An employee while on paid sick leave, vacation leave, or other leave with pay shall continue to earn credit for sick leave and vacation leave, but no leave credit shall be earned by any employee while on leave without pay.

E-16. Shared Sick Leave. An employee who lacks sufficient earned sick leave to cover the period of absence because of temporary medical disability, including pregnancy, may be granted leave without pay, as described herein; however, with the approval of the City Administrator, any eligible employee may transfer up to 120 hours (3 work weeks) of Vacation or Sick leave to any eligible employee so long as the donating employee's Vacation or Sick Leave does not drop below 40 hours. All donors' and recipients' names shall be kept confidential. All requests for shared leave shall be made through the City Administrator. To receive shared sick leave recipient must be completely out of sick leave and vacation leave.

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1. Retirement—OASDI Benefits. All eligible employees of the City are under the federal OASDI social security system and receive the benefits of it in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.

F-2. Retirement—KPERS Benefits. All eligible employees of the City are members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits of it in accordance with state laws and guidelines.

F-3. Retirement Date. The federal Age Discrimination in Employment Act shall be the policy for City retirement.

F-4. Workers' Compensation Benefits. All employees of the City receive the benefits of the Kansas Workers' Compensation Act, in accordance with such laws and guidelines. The cost of this benefit is paid entirely by the employer.

F-5. KPERS Death and Disability Benefits. All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begin on the first day of employment.

F-6. Unemployment Compensation. All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-7. Life Insurance. In addition to the death benefits provided under OASDI and KPERS, the City makes available to each employee the option of purchasing group life insurance, administered by KPERS, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

F-8. Health Care Program.

- (a) All permanent full-time employees shall be eligible for the City's group health insurance program the first day of the next full month following their date of hire as a full-time employee.
- (b) The City shall pay for 100% of an employee's Single Coverage policy through the State of Kansas Employee Health Plan.
- (c) The City and the employee shall each pay the appropriate portion of a Family Coverage policy as directed by the State of Kansas Employee Health Plan.
- (d) When an individual employee is required to contribute because of participation in the City's group healthcare program, the amount of such contribution shall be a payroll deduction.
- (e) All costs for healthcare insurance shall be paid by the employee during any period the employee:
 - is on leave without pay or working fewer than 36 hours without taking an authorized form of leave;
- (f) is on suspension without pay;
- (g) is on unauthorized leave;

- (h) or is participating in any unlawful work stoppage.
- (i) Healthcare insurance coverage shall be extended to an individual who is temporarily disabled and drawing workers' compensation while serving as a City employee. The employee's share of the cost shall be deducted from any compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the City.
- (j) No employee shall be entitled to a cash payment in lieu of healthcare insurance coverage
- (k) (g) The City complies with those provisions of the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination of City employment.

F-9. Uniforms & Dress Code. The City of Towanda expects employees to maintain a professional appearance appropriate to the specific tasks required of each job.

- (a) Office staff attire should reflect a professional approach, and may include typical office attire, as well as jeans and City-branded t-shirts, polos, sweatshirts, or similar items. In general, the following are examples of inappropriate work attire for office staff: Shorts, athletic attire, ripped jeans, t-shirts with logos or messaging unrelated to the City or professional service, foam flipflops, or other clothing items deemed to not be conducive to promoting professional behavior and appearances.
- (b) Public Works staff will be provided with uniform attire, either through a professional uniform service or in the form of work pants and City-branded shirts. Public Works staff will be responsible for laundering t-shirts and jeans under standard conditions, however, the City may take care of laundering uniforms when tasks result in heavy soil.
 - a. In addition to uniforms, Public Works staff will be provided with protective gear including coats, coveralls, hats, gloves, and other items to protect them against hazards or weather elements. These items may be replaced by the City if damaged, but are typically expected to last multiple years.
 - b. Each member of the Public Works staff may purchase one pair of work boots annually. Staff who leave employment with the City of Towanda shortly after purchasing boots may be asked to repay a portion of that purchase on a prorated basis.

F10. Continuing Education Policy. In an effort to assist the employees of the City with increasing their life skills in their field of work, the Governing Body wishes to assist employees in their education by allowing employees to work full time and continue education during their personal time.

- (a) **Approval.** All continuing education reimbursements shall be subject to Council review and approval.
- (b) **Amount Reimbursed.** If continuing education is not required by the City for employment and has been approved by the Council, the City will pay one-half (1/2) of the continuing education tuition costs and books required for the course, while the employee agrees to pay one-half (1/2) of the same costs. The City Council may agree to pay more or less than one-half (1/2) the cost of continuing education depending on relevance to the employee's field of work.
- (c) **Completion Requirements and Restrictions.** The employee is bound to complete the continuing education program and agrees to continue to work for the City for a two-year period, once the continuing education requirements are completed. If for any reason (including termination of employment) the employee elects to discontinue the continuing education program prior to

completion or fails to maintain a 'B' average, the employee shall be liable for the entire costs of the course.

- (d) **Repayment Conditions.** Should the employment relationship between the City and the employee end for any reason after the completion of the continuing education program, but prior to the end of the two-year employment requirement, the employee shall be liable on a pro-rata basis for that portion of the tuition and books paid by the City based on the number of months remaining in the two-year period. Under no circumstances shall anything in this section be construed to extend an employment contract to the participating employee.

F-11. Gym Membership. The City of Towanda Governing Body encourages employees to achieve and maintain a healthy lifestyle through physical fitness. Employees who purchase and participate in a gym membership may be eligible for a 50% of gym membership reimbursement of up to \$25 per month on a qualifying gym membership to a facility primarily focused on physical fitness, such as a Circle Recreation Commission, YMCA, Planet Fitness, Anytime Fitness, CrossFit, etc. Gym qualifications must be pre-approved by the City Administrator.

- (a) **Eligibility.** Gym membership reimbursement is available to employees who have been employed by the City for a minimum of 90 days.
- (b) **Reimbursement.** To qualify, the following proof of paid membership and attendance must be submitted with a completed City of Towanda Gym Membership reimbursement form:
- (c) **Proof of paid membership:** receipt from the gym; copy of a canceled check; credit card statement; online purchase receipt must include employee name, gym name, the amount paid, and the date paid. Other gym fees (e.g. joiner, start-up, annual fees) are not reimbursable. Proof of attendance, in the form most accessible through the employee's selected gym, should be submitted along with the reimbursement form.
- (d) **Benefit Total.** The amount reimbursed shall not exceed 50% of the cost of the gym's rate for an individual membership and the amount of the receipt submitted, up to \$25 per month.
- (e) **Household Policy.** If two City employees are on the same 2-person or family membership, the amount of their combined reimbursement amounts shall not exceed the cost of the membership, and the amount of the receipt submitted, up to \$25 per month for each.
- (f) **Process.** Reimbursement will be disbursed in a regular paycheck (contingent on employment) and is taxable.
- a. Late or incomplete forms will not be accepted.
 - b. Reimbursements shall be made quarterly according to the following schedule:

Gym Membership Period	Submit Form and Proof Between*	Receive Reimbursement with Paycheck By
July 1 – September 30	October 1 and 15	November 30
October 1 – December 31	January 1 and 15	February 28

January 1 – March 31	April 1 and 15	May 31
April 1 – June 30	July 1 and 15	August 31

ARTICLE G. VOLUNTARY SEPARATION

G-1. Resignation. An employee who terminates his or her employment voluntarily shall be terminated in good standing, provided the employee gives a minimum of two weeks' written notice to his or her immediate supervisor or department head. Under appropriate circumstances, a shorter period of notice may be approved by the City Administrator.

G-2. Reinstatement. An employee who was terminated in good standing and who is re-employed in the same job classification within a period of 120 calendar days following separation may be reinstated at not more than the salary he or she was receiving at the time of his or her termination. Upon reinstatement within 120 calendar days following separation, an employee shall receive credit for all unused sick leave he or she had accrued as of the time of separation.

ARTICLE H. SEXUAL AND WORKPLACE HARASSMENT POLICY

H-1. All City employees have the right to work in an environment free from all forms of harassment. The purpose of this policy is to prevent and promptly address harassment in the workplace. This includes behaviors that:

- Create an intimidating, hostile, or offensive working environment;
- Unreasonably interfere with an individual's work performance;
- Otherwise adversely affect an individual's employment opportunities.

Definitions.

- (a) **Sexual harassment** is defined as the threat, either explicitly or implicitly, that an employee's or job applicant's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development (quid pro quo); or the subjecting of an employee(s) or job applicant(s) to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, so as to create an intimidating, hostile, or offensive working environment. Sexual harassment includes, but is not limited to, the following:

- Unwelcome touching, propositions, or advances;
- Abusive or vulgar language or discussion of a sexual nature;
- Pressure or requests for sexual activity;
- Sexually explicit or offensive jokes;
- Displaying of sexually graphic or suggestive pictures, photographs, cartoons, etc.

- Any other conduct of a sexual or gender-based nature that interferes with work performance, creates an intimidating, hostile or offensive work environment, or adversely affects employment opportunities.

- (b) **Workplace harassment** is repeated inappropriate behavior, direct or indirect, whether verbal, written, electronic, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.
- (c) The term harassment, as used in this Article, may mean either sexual harassment or workplace harassment, or both, as the case may require.

H-2. General Policy. It is the policy of the City to maintain a work environment free of intimidation, insult, and harassment based upon race, creed, religion, sex, age, national origin, ancestry, disability, genetic information or sexual orientation, or post, current, or prospective service in the uniformed services. To ensure that this policy is strictly adhered to, the City will not tolerate harassment of any of its employees or job applicants and will take immediate action if such behavior should occur.

The City will not condone harassment by any employee or non-employee. Non-employees include, but are not limited to: governing body members, vendors, volunteers, and members of the general public.

Examples of workplace harassment can include group harassment, peer-to-peer harassment, supervisor-to-subordinate harassment, and situations where a subordinate employee subjects a supervisory-level employee to harassment. These can include, but are not necessarily limited to:

- (a) Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; using the person as a butt of jokes; abusive and offensive remarks.
- (b) Nonverbal threatening gestures; glances conveying threatening messages.
- (c) Socially or physically excluding or disregarding a person in work-related activities.
- (d) Persistent or constant criticism in front of other persons (including co-workers, vendors, contractors, or members of the public) for the purpose of humiliating another employee.
- (e) Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or damage to a person's work area or property.
- (f) Tampering with an employee's personal belongings or work equipment.
- (g) Invasion of privacy, such as spying, stalking and rummaging through personal belongings (including unauthorized access of personal email and contents of personal cell phones and employee-owned personal digital assistants). NOTE: an employee has no expectation of privacy in any items of personal equipment attached to the City's network devices.
- (h) Making up arbitrary rules applying only to the targeted employee.
- (i) Assigning undesirable work as punishment.
- (j) Managing by threat and intimidation.

- (k) Giving tasks with unreasonable, impossible, or constantly changing objectives and or deadlines.
- (l) Removing key areas of responsibility and/or replacing them with more trivial or unpleasant tasks for no business-related reason.
- (m) Taking credit for another employee's work.
- (n) Falsely accusing an employee of making errors.
- (o) Undermining or deliberately impeding an employee's work.

H-3. Duty to Report. Employees should report all instances of harassment by employees, supervisors, officials, vendors, contractors, or members of the public. Any employee or job applicant who feels he/she is being subjected to harassment should immediately contact one of the persons listed below with whom the employee or job applicant feels the most comfortable. Complaints may be made orally or in writing to:

- (a) The employee's immediate supervisor;
- (b) The employee's department head;
- (c) Other supervisory personnel;
- (d) The City Administrator.

The employee should be prepared to provide the following information:

- (a) Employee's name, department, and position title;
- (b) The name of the person or persons committing the harassment;
- (c) The date(s) and approximate time(s) of the harassment;
- (d) The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against him/her as a result of the harassment;
- (e) Witness to the harassment, if any;
- (f) Whether the harassment has been previously reported and if so, when and to whom.

After receiving a harassment complaint, the recipient of the complaint shall assist the employee filing the complaint with documenting the incident in writing and the employee shall affix their signature attesting to the accuracy and truthfulness of the complaint. All information disclosed in the complaint procedure will be held in the strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

H-4. Investigation. All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. It shall be the responsibility of the City Administrator to coordinate the investigation and review of harassment complaints or, as necessary, to delegate the investigation and review of harassment complaints to an independent third party. If the City Administrator or any member of the governing body is the subject of the complaint, the Mayor shall coordinate the investigation. If the

Mayor is the subject of the complaint, an independent individual shall coordinate the investigation of the complaint. The following procedures shall apply to the receipt, review, and handling of such complaints:

- (a) The person to whom the complaint is made shall immediately present it to the City Administrator.
- (b) An investigation into the alleged incident shall be promptly started;
- (c) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation;
- (d) The investigator shall notify the individual accused of the harassment as promptly as possible of the complaint and the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation);
- (e) The individual accused of the harassment shall be given an appropriate opportunity to refute the allegation and present information and/or witnesses on his/her behalf.

Based upon the investigation report, the City Administrator or the Independent Third-Party shall determine if the conduct of the person against whom a complaint of harassment has been made constitutes harassment. In making that determination, the City Administrator, Mayor, or the Independent Third-Party shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, and the context in which the conduct, if any, occurred. The determination of whether harassment occurred will be made on a case-by-case basis.

If the City Administrator, Mayor, or Independent Third-Party determines the complaints of harassment are founded, he/she shall take, or in the case of the Independent Third-Party recommend, immediate and appropriate disciplinary action against the employee guilty of harassment.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee or job applicant will be disciplined, up to and including discharge. When appropriate, the employee or job applicant filing the complaint will be encouraged to file criminal charges against the harasser.

The disciplinary action shall be consistent with the nature and severity of the offense, whether a supervisory relationship exists, and any other factors the City Administrator, Mayor, or Independent Third-Party believes relate to the fair and effective administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. The disciplinary action may include demotion or suspension, dismissal, warning, or reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis. If the City Administrator, Mayor, or Independent Third-Party determines the complaint of harassment is unfounded, he/she shall notify the employee accused of harassment of the determination. Action shall also be made on a case-by-case basis.

The employee or job applicant making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered. If the City Administrator, Mayor, or Independent Third-Party determines after reviewing the investigation report that the complaint was intentionally falsified by

the employee filing the complaint, the City Administrator shall take immediate and appropriate disciplinary action against the complaining employee.

H-5. Appeal of the Decision. (Optional) Within 10 working days of the postmark of the written notification to the employee of the City Administrator, Mayor, or Independent Third-Party's decision, the complainant or respondent may make a written request for a final review of the record by the Governing Body. The Governing Body members, in response to a timely appeal, will either:

1. Review the record and provide a final decision within five working days of the receipt of the appeal; or
2. Schedule an executive session with the appealing party to hear his/her appeal, within ten days following the receipt of the appeal.

The meeting date can be scheduled on any date, convenient to all parties, with mutual consent (including beyond the 10-day period). A final decision will be made by the Governing Body.

Copies of the decision shall be sent to the complainant and respondent by certified mail, return receipt requested, and a copy will be given to City Administrator.

H-6. Record of a Harassment Complaint. All records, except those affected by the Kansas Open Records Act, concerning a harassment complaint shall be confidential and kept in a separate locked file. Access shall be granted only with the City Administrator's approval and to parties who have a direct and relevant need to know.

H-7. Non-retaliation. This policy prohibits retaliation against employees who report in good faith potential sexual harassment or workplace harassment or participate in the investigation of the complaint. Any employee bringing a good faith complaint under this policy, or assisting in the investigation of such complaint, will not be adversely affected in terms and conditions of employment, nor discharged because of the complaint. Anyone who engages in retaliatory action will be subject to discipline, up to and including dismissal. Retaliation is defined as an activity that may dissuade a reasonable person from exercising his or her rights under this policy.

ARTICLE I. POLITICAL ACTIVITY

I-1. Political Activity. It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups, and to become involved in political activities subject to the restrictions of this article.

- (a) As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employee's City employment.
- (b) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons, or signs on their person or on City property during on-duty hours.

- (c) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- (d) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to nor retained in, the City's service on the basis of their political affiliations or activities.

ARTICLE J. OUTSIDE EMPLOYMENT

J-1. Outside Employment. Outside employment constitutes a City employee holding a second job with another employer. Outside employment by a full-time employee should be disclosed to the City Administrator and is permitted only when such outside employment: (1) is considered secondary to service with the City; (2) does not interfere with the performance of duties for the City; and (3) no legal, financial, or ethical conflict of interest results from such dual employment.

ARTICLE K. WORKPLACE SAFETY

K-1. General Safety. All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action.

K-2. Workplace Violence. The City has a policy of zero tolerance for violence. If an employee engages in any violence in the workplace or threatens violence in the workplace, the employee shall be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking about engaging in those activities. It is the intent of this policy to ensure that everyone associated with the City, including employees and citizens, never feels threatened by any employee's actions or conduct. Employees are required to report incidents, threats, or acts of physical violence to supervisors or the City Administrator immediately.

K-3. Substance Abuse Policy. The City has a responsibility to its employees and citizens to take reasonable steps to assure safety in the workplace and in the services it provides. To this end, the City reaffirms its policy that the following are strictly prohibited:

- (a) Reporting for work under the influence of intoxicants, including alcohol, illegal drugs, or controlled substances; and
- (b) The use, possession, sale, or distribution of such intoxicants, illegal drugs, controlled substances, or related paraphernalia, in any manner during work hours, or while engaged in City business, on City property, or in City vehicles. Employees are further prohibited from using such drugs or alcohol on their personal time to the extent that such use negatively impacts work performance.
- (c) Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee is under the influence of unlawful drugs or alcohol or both.

- (d) Employees in safety or security-sensitive positions are subject to random drug and alcohol testing.

K-4. Weapons. For all employees, other than those authorized by the City Administrator, the carrying or use of a firearm shall be considered outside the scope of the employee's duties. Employees may not openly carry a firearm in the workplace unless authorized by the City Administrator. If an employee chooses to exercise his or her statutory right to concealed carry, the City will not be responsible for any attorney fees resulting from the employee's use of his or her weapon. If the employee chooses to carry a concealed firearm, the firearm must remain on his or her person at all times. Any interruption in the employee's work due to his or her decision to concealed carry may result in discipline or even termination. Any injury resulting from the concealed carrying of a firearm is considered outside the employee's course and scope of employment and will not be covered by workers' compensation.

ARTICLE L. TELECOMMUNICATIONS

L-1. Telecommunications Policy. The City's e-mail, computer, internet, and voicemail systems are City property. These systems are in place to facilitate the employee's ability to do his or her job efficiently and productively. To that end, these systems are solely for City purposes, and abuse of these systems for personal use is prohibited. The City may intercept, monitor, copy, review, and download any communications or files employees create or maintain on the systems. When using the internet, exercise discretion. Sending materials of a sensitive nature or materials constituting "confidential information" is prohibited unless the information is properly encrypted to prevent interception by third parties. Employees have no expectation of privacy while accessing social media at work or on City-owned equipment.

Employee communications and use of City e-mail, computer, internet, and voicemail systems will be held to the same standard as all other business communications, including compliance with antidiscrimination and anti-harassment policies. It is expected that employees will use good judgment in the use of the City's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

It is the responsibility of each employee to adhere to IT security protocols. No employee shall share usernames, passcodes, or passwords with any other person unless expressly authorized in order to perform the employee's job duties. An employee shall immediately inform the City Administrator if he or she knows or suspects that any username, passcode, or password has been compromised.

Any City business performed on an employee's personal device is subject to the Kansas Open Records Act. If the information requested is on an employee's personal device, the employee agrees to participate in fulfilling the records request. If the employee refuses to provide the requested data, the employee may be subject to discipline up to and including termination.

Employee consent and compliance with e-mail, computer, internet, and voicemail policies is a term and condition of employment. Failure to abide by these rules, or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files, is grounds for discipline, up to and including termination.

L-2. 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 the appropriate use of social media.

- (a) *Guidelines.* 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, weblog or blog, journal or diary, personal website, social networking or affinity website, 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, 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 City 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.”

- (b) *Using social media at work.* Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by the City Administrator 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.
- (c) *Retaliation is prohibited.* The City prohibits taking negative action against 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.
- (d) *Media contacts.* Employees should not speak to the media on the City's behalf. All media inquiries should be directed to the City Administrator.

ARTICLE M. TRAVEL

M-1. Travel Policy. In an effort to provide a fair and equitable policy pertaining to travel by employees necessary for the conduct of their particular assignments, the City establishes the following policy and procedure for work-related travel by employees.

The City shall allow employees to utilize City vehicles for work-related travel. Travel shall be defined for the purposes of this policy as any out-of-town trip(s). An employee shall receive permission from the appropriate department head for any travel. Any overnight travel shall be approved in advance by the appropriate department head and City Administrator.

City vehicles shall be used for travel whenever possible. Scheduling the use of a City vehicle shall be done with the City Administrator or designee. When a City-owned vehicle is unavailable for travel, the employee's personal vehicle may be used with the prior approval of the City Administrator. The rate of per-mile reimbursement shall be at the standard mileage rate set annually by the Internal Revenue Service.

No City employee shall operate a motor vehicle on a public highway while using a mobile telephone while the employee's vehicle is in motion. The only exception to this policy is if the employee is using a hands-free device while engaging in a telephone call.

It is the City's practice to reimburse employees for reasonable expenses incurred during the period they are employed by the City in connection with travel and other business on behalf of the City subject to the guidelines set out in this policy. Specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. Employees must obtain advance written approval from the City Administrator and receipts or other appropriate substantiating documentation for all travel and business-related expenses must be coded and submitted to the Deputy City Clerk within three (3) business days of the conclusion of the trip.

ARTICLE N. CITY-ISSUED CREDIT CARDS

N-1. Credit Cards. The City may, subject to its financial policies, issue City credit cards to certain employees for business-related purposes. Employees may only use their City-issued credit card to incur expenses that are authorized under this policy. Employees may not incur personal expenses on City credit cards. The employee will be required to reimburse the City for any personal expense placed on the City-issued credit cards, and a pattern of personal use of the City's credit card may result in the City Administrator revoking use of the card. Violations of the policy will subject the employee to discipline up to and including termination.

Employees must submit receipts and other necessary substantiating documentation for all purchases on the City credit card as part of the monthly reconciliation process.

ARTICLE O. RESIDENCY

O-1. Residency. It is the policy of the City to employ its residents whenever possible; however, the City recognizes that employment of persons outside its geographic boundaries is sometimes necessary and desirable to maintain a qualified workforce. Except where residency within the City is required by state law, employees may reside outside the City.

ARTICLE P. CONFLICT OF INTEREST

P-1. Conflict of Interest. Employees should always act in the best interest of the City and not permit outside interests to interfere with their job duties. If you have a question about whether a situation is a potential conflict of interest, please contact City Administrator.

ARTICLE Q. INFECTIOUS DISEASE POLICY

Q-1 Purpose. The City remains committed to safeguarding the health and well-being of staff. The City recognizes that there are inherent health risks when people interact in close proximity. This policy outlines specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases while ensuring the City's ability to maintain essential operations and provide necessary services to customers.

Q-2 Infectious Disease Defined. According to the federal Centers for Disease Control, emerging infectious diseases are new infections resulting from changes or evolution of existing organisms, known infections spreading to new geographic areas or populations, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents, or breakdowns in public health measures.

Q-3. Remote Work Locations. The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several remote work locations, including employees' home offices.

Q-4. Infectious Control Measures. The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

Exposure Self-Check. The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention if needed. The City also expects these employees to notify the City as soon as possible of their exposure or illness. Before coming to work, the City expects all employees to provide a self-check of the following questions:

- (1) Do you have a temperature?
- (2) Have you been exposed to an individual who has tested positive for an infectious illness?
- (3) Do you feel ill?

If the answer to any of these questions is “Yes,” the employee must notify his or her supervisor. The supervisor will work with the employee on the appropriate next steps

Cleaning. The City approves the installation or use of improved equipment or cleaning methods to guard against the spread of infection at the workplace when appropriate during outbreaks of infectious illnesses. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal.

Masks. Should the Center for Disease Control and Prevention (CDC), or the State of Kansas issue a “mask mandate” the City shall comply as per their directions.

Training. The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home.

Q-5. Employee Leave and Pay. The City grants leave to employees who are absent because of an infectious disease that affects them or their family members.

The City allows employees to use their accrued annual sick or vacation leave as appropriate if they become ill or need to take leave to care for a family member. Employees can also use unpaid family and medical leave for their illness or a family member's illness. These employees must notify the City as soon as possible of their need for family and medical leave. The City requires employees to take unpaid family and medical leave if they lack accrued annual sick or vacation leave.

Q-6. Business Travel. The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Administrator and, if necessary, outside authorities.

ARTICLE R. EMPLOYEE CONDUCT AND DISCIPLINE

R-1. Purpose. These guidelines are placed in written form for the benefit of all employees, and to ensure fair treatment for all. The City expects all employees to conduct themselves in a professional and ethical manner at all times. The City has established standards of conduct outlined below. This list is not intended to be a complete list of misconduct which may result in immediate termination or other disciplinary action; these are merely some examples of unacceptable conduct. The City reserves the right to discipline or terminate employees for violation of department regulations and for other conduct not listed herein.

R-2. Standards of Conduct.

The following are examples of conduct that may lead to discipline, up to and including termination:

- Violation of any policy or procedure contained in this Manual or any other City policy or procedure manual.
- Violation of any policy, procedure, or regulation required by state, federal or any governmental or regulatory agency.
- Conviction or violation of city, state or federal law.
- Excessive absenteeism or tardiness.
- Making, publishing or distributing false, vicious or malicious statements concerning any customer or employee.
- Working overtime without prior authorization.
- Leaving the assigned work areas during working hours without approval.
- Immoral or indecent conduct or solicitation of another person for such conduct.
- Possession of, selling or being under the influence of alcohol or illegal drugs when reporting for work, on City property, or while on duty.
- Insubordination, including improper conduct or abusive language toward a supervisor, disparaging a supervisor, or refusal to perform tasks in a manner prescribed by a supervisor.
- Refusal to work any assigned hours, shifts or overtime.
- Ignoring emergency response calls.
- Unprofessional conduct, such as fighting, gambling, discourtesy, rudeness, intimidation or threats of any kind against other employees or citizens, or using vulgar, profane or derogatory language or gestures.
- Verbal or physical harassment, intimidation or interference with the rights of any fellow employee, vendor or citizen, including sexual harassment.
- Operating a motor vehicle in an unauthorized manner that endangers the life or safety of a guest or employee while on duty or on City property.
- Inattentive driving or failure to obey city and state traffic laws.
- Unauthorized use of the telephone or conducting personal business while on duty. This shall include, but not be limited to, engaging in excessive personal telephone calls, texts, emails, and social media activity.
- Incompetence or inefficiency, including failure to perform job assignments timely and satisfactorily.
- Engaging in conduct that endangers the safety of yourself or others.
- Failure to observe established health, fire, safety or emergency procedures or policies.
- Failure to immediately report unsafe conditions, actions or injuries to employees or customers.
- Failure to notify supervisor or department director if unable to report to work.

- Falsifying or altering City records, including, but not limited to, employment information, time records, or time cards.
- Repeated failure to record time worked.
- Possession or use of any type of fireworks, explosives or weapon not authorized by law or authorized by the City Administrator.
- Theft, attempted theft, unauthorized storage or removal, misappropriation, misuse or willful destruction of guest, employee, vendor or City property, including misuse of lost and found property, without the express written authorization of the City or the owner of the property.
- Filing or pursuing any false worker's compensation claim.
- Failure to fully cooperate with a City internal investigation, whether conducted by City personnel or a third-party at the City's request.
- Sleeping while on duty.
- Engaging in dishonest or unethical conduct, including lying to supervisors, coworkers and citizens.
- Engaging in conduct having a significant adverse effect upon or disruption to the operation or reputation of the City.
- Unauthorized dissemination of confidential City, employee, or citizen information.
- Losing or damaging City equipment due to improper care or negligence.
- Misuse or abuse of City funds or property. The City may, at its discretion, add or amend rules and regulations as deemed appropriate and necessary. It is each employee's responsibility to learn and adhere to all the City's rules, regulations, policies, procedures and principles of professional and personal conduct.

R-3. Disciplinary Procedures and Termination.

The form of discipline is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation. The City is not obligated to use increasingly severe means of discipline with individual employees, but is free, at and within its sole discretion, to impose the discipline it deems necessary. The City may, in its sole discretion, take other, more-stringent disciplinary actions if it believes such action is appropriate and necessary. Under certain circumstances, the City Administrator may determine the misconduct is so severe that a suspension and Council hearing for termination are warranted. In certain situations, an employee may be suspended with or without pay subject to termination following approval by the City Council. Administrative leave with pay may be authorized by a department director when the employee's conduct poses a danger to others or when an investigation is required.

On all occasions, and at the discretion of the City Administrator, the following forms of disciplinary action may be taken:

(a) Minor Disciplinary Action.

- **Written Warning.** A written warning is written documentation of an oral warning, describing the violation and the plan for improvement. The warning will be documented and placed in the employee's personnel file. The written warning shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary.
- **Written Reprimand.** A written reprimand shall be issued to and discussed with an employee for serious offenses or where informal verbal warnings have been previously given or proven insufficient. The reprimand will be documented and placed in the employee's personnel file. The

written reprimand shall serve as a record of the employee's reprimand, and will be used for reference should further counseling or discipline be necessary.

- (b) **Major Disciplinary Action.** Requires City Administrator approval. Major Disciplinary Action will be reviewed with the City Attorney, administered by the City Administrator, and reported to the City Council.

- **Suspension.** A suspension is the removal of an employee from service for a specific period of time. Suspension without pay shall not exceed fifteen calendar days for any given offense, except in the case of an employee charged with a criminal offense. All suspensions or forfeitures of vacation will be based on the regular shift length (i.e., if the regular shift is ten (10) hours, a one day suspension will also be ten (10) hours in length). An employee charged with a criminal offense not related to his or her job may be suspended without pay pending a full investigation. Following such investigation, the employee may be reinstated at the discretion of the City Manager.

- **Demotion.** A demotion is a downward movement of an employee's job title and rate of pay within the pay range to which the employee's position is assigned. Employees will be paid at the maximum for the position to which they are demoted or 95% of their pay immediately before demotion, whichever provides the greater reduction.

- **Termination.** Termination is the removal of an employee from City employment.

R-4. Financial Crimes. It is the policy of the City to investigate any theft, misappropriation or diversion of assets. The City works in conjunction with local law enforcement agencies to investigate any allegations of theft, misappropriation or diversion of assets. The City may, in its discretion, secure a neutral third-party to investigate into any suspected misconduct. If third-party investigators are used, disclosure of any investigation report and its contents will be restricted to the City; any Federal or State officer, agency, or department, or any officer, agency, or department of a unit of general local government; or any self-regulatory organization with regulatory authority over the activities of the employer or employee; as otherwise required by law.

The City will immediately terminate and vigorously prosecute any and all employees found to be responsible for or involved in any of these activities. It is the responsibility of all employees to report any actual or suspected theft. Failure to report such acts will be grounds for termination.

APPENDIX A – FORMS

Confirmation of At-Will Employment

I, _____, an employee of the City of Towanda, KS have read the City's Personnel Policies and Guidelines. I agree that I understand the policies and guidelines.

I also understand that my employment and compensation with the City of Towanda, KS are at-will and therefore, can be terminated with or without cause, at any time without prior notice at my option or the City's option.

This document confirms that no one in the City of Towanda, KS has made any representation or promise that my job offers guaranteed employment or job security of any kind.

This at-will employment relationship will remain in effect throughout my employment with the City of Towanda, KS unless it is specifically modified by an express written employment agreement executed by an authorized representative of the City and me.

I also understand that this at-will employment relationship may not be modified by any oral or implied agreement and that neither the City's Personnel Policies and Guidelines, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.

I acknowledge that I have carefully read this manual and agreement and that I understand its meaning. I further acknowledge that I have entered into this agreement voluntarily and am returning this document for my personnel file.

Agreed:

Date: _____ **By:** _____
Employee's Signature

Date: _____ **By:** _____
Supervisor's Signature

OATH/AFFIRMATION OF OFFICE

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of _____. So help me God.”

“I do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of _____ under the pains and penalties of perjury.”

Date: _____

By: _____
Employee’s Signature

City of Towanda GYM MEMBERSHIP PROGRAM
Reimbursement Request Form

(See page2 for important Program information and deadlines)

Employee Information: All information is required	
Name	Preferred Phone
Job Title/Department	
E-mail	
IF this gym membership includes another City employee, please provide:	
Other Employee Name	Relationship ☐ Spouse/Domestic Partner ☐ Adult Child
Other Employee's Job Title/Department	
Other Employee's E-mail	

Gym Information: Please complete all applicable information		
Gym Name	Gym Location	Gym Phone
Reimbursement Period <i>(choose one)</i>		
☐ 1 st Quarter (Jan-Mar)	☐ 2 nd Quarter (Apr-Jun)	☐ 3 rd Quarter (Jul-Sept) ☐ 4 th Quarter (Oct-Dec)
Type of Gym Membership Purchased (select all that apply)		
☐ Monthly ☐ Annual ☐ Other (e.g. punch card, visit pass) _____		☐ Individual ☐ 2-Person *See box below ☐ Family *See box below
Amount Paid (attach proof of payment to your application) \$		*If you purchased 2-person or family membership provide the gym's standard monthly rate for individual membership \$

I certify that the information provided above is valid and accurate. I understand that submitting false or fraudulent information and/or documentation may result in progressive discipline up to and including discharge. I have read and understand the program requirements on the reverse side of this application.

Employee Signature _____

Date _____

EMPLOYEE HANDBOOK, *PERSONNEL POLICIES, AND GUIDELINES.*

VERSION 7.8.2026

CITY OF TOWANDA, KANSAS

[BACK TO INDEX](#)

Other Employee Signature _____ Date _____

(If applicable)

In order to process reimbursement, you must submit: ____ This completed form ____
 Proof of gym payment/membership ____ Proof of gym attendance ____

For Human Resources Personnel Only:		
		Approved Month 1: \$ _____ Month 2: \$ _____ Month 3: \$ _____
		Denied Reason: _____
Processed By	Date Received	Pay Date

APPENDIX B – VETERAN’S PREFERENCE ACT

1. C-6(b): The Veteran’s Preference Act, K.S.A. 73-201 *et seq*, establishes several hiring requirements for cities.

(a) Definitions

(i) “Veteran” includes:

1. Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917, through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;
2. any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;
3. any person who separated from the armed forces under honorable conditions and has a disability certified by the United States department of veterans affairs as being service-connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;
4. the spouse of a veteran who has a 100% service-connected disability as determined by the United States department of veteran affairs;
5. the un-remarried spouse of a veteran who died while, and as a result of, serving in armed forces; and
6. the spouse of a prisoner of war, as defined by [K.S.A. 75-4364](#), and amendments thereto.

(ii) "Competent" means a good faith determination that the person is likely to successfully meet the performance standards of the position based on what a reasonable person knowledgeable in the operation of the position would conclude from all information available at the time the decision is made. The basis for such determination shall include experience, training, education, licensure, certification and/or other factors determined by the decision-making authority as appropriate to determine the applicant's overall qualification and ability to successfully meet the performance standards of the position. The decision-making authority shall document such factors prior to the initiation of the selection process.

(iii) "Disabled veteran" means a person who has served on active duty in the armed forces, has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the department of veterans affairs or a military department.

- (b) All notices of job openings, if any, and all applications for employment, if any, by the state and any City or county in this state shall state that the job is subject to a veteran's preference, how the preference works and how veterans may take advantage of the preference and post a written statement of: (1) The qualifications for such position; (2) any preferred qualifications of such position; (3) performance standards for the position; and (4) the process that will be used for selection. A veteran, or a spouse who qualifies for the veteran's preference, desiring to use a

veteran's preference shall provide the hiring authority with a copy of the veteran's DD214 form or the DD214 form of the veteran under which the spouse qualifies for the preference.

- (c) Every employment center of the state and any city or county human resources department, if any, shall openly display documents that indicate that veterans are eligible for a preference in their initial employment and any first promotion within the employment of the governmental entity.

Appendix C. – Information

CODE OF ETHICS

Towanda City Code, Chapter 1, Article 2. Governing Body, 1-209

- (a) Declaration of Policy - The proper operation of our government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in the proper channels and that the public have confidence in the integrity of its government. In recognition of those goals, there is hereby established a Code of Ethics for all officials and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards by setting forth those acts or actions that are incompatible with the best interests of the city.
- (b) Responsibilities of Public Office - Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.
- (c) Dedicated Service - All officials and employees of the city should be responsive to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rule of work and performance established as the standard for their positions by the appropriate authority.
Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (d) Fair and Equal Treatment –
 - (1) Interest in Appointments. Canvassing of members of the city council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to the municipal service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the city council.
 - (2) Use of Public Property - No official or employee shall request or permit the use of cityowned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as city policy for the use of such official or employee in the conduct of official business.
 - (3) Obligations to Citizens - No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- (e) Conflict of Interest - No elected or appointive city official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her duties in the public interest or would tend to impair his or her independence of judgment or action in the performance of his or her

official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of officials and employees:

- (1) Incompatible Employment - No elected or appointive city official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties.
- (2) Disclosure of Confidential Information - No elected or appointive city official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city. Nor shall he or she use such information to advance the financial or other private interest of himself, herself or others.
- (3) Gifts and Favors. No elected or appointive city official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city; nor shall any such official or employee (a) accept any gift, favor or thing of value that may tend to influence him or her in the discharge of his or her duties or (b) grant in the discharge of his or her duties any improper favor, service, or thing of value. The prohibition against gifts or favors shall not apply to: (a) an occasional nonpecuniary gift, of only nominal value or (b) an award publicly presented in recognition of public service or (c) any gift which would have been offered or given to him or her if not an official or employee.
- (4) Representing Private Interest Before City Agencies or Courts - No elected or appointive city official or employee whose salary is paid in whole or in part by the city shall appear in behalf of private interest before any agency of this city. He or she shall not represent private interests in any action or proceeding against the interest of the city in any litigation to which the city is a party.
(Code 1985)

RESOLUTION 2006-16

A RESOLUTION SETTING THE POLICY FOR RECOGNIZING EMPLOYEES FOR CERTAIN EMPLOYMENT PERIODS.

WHEREAS, it is the desire of the governing body to set forth a new policy regarding recognition for employees who have completed certain lengths of employment, the following shall be adopted:

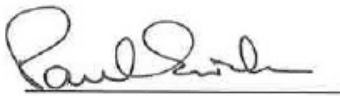
Employees shall receive a cash award of \$50.00 (net) for each five years of employment commencing upon the fifth anniversary of consecutive full-time employment with the City of Towanda.

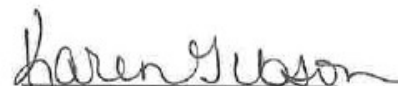
In addition, each employee shall receive a plaque commemorating the anniversary of their employment.

This new policy shall take effect immediately upon approval of the governing body of the City of Towanda.

Adopted this 8th day of November, 2006.

ATTEST:


Paul Erickson
City Clerk


Karen Gibson
Mayor