

AGENDA
CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING
ROELAND PARK
Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
October 18, 2021 6:00 PM

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Mike Kelly, Mayor • Trisha Brauer, Council Member • Benjamin Dickens, Council Member • Jan Faidley, Council Member • Jennifer Hill, Council Member | <ul style="list-style-type: none"> • Jim Kelly, Council Member • Tom Madigan, Council Member • Claudia McCormack, Council Member • Michael Rebne, Council Member | <ul style="list-style-type: none"> • Keith Moody, City Administrator • Erin Winn, Asst. Admin. • Kelley Nielsen, City Clerk • John Morris, Police Chief • Donnie Scharff, Public Works Director |
|--|--|--|

Admin	Finance	Safety	Public Works
Hill	Madigan	Faidley	Dickens
McCormack	Rebne	Kelly	Brauer

Pledge of Allegiance

A. Instructions on Logging into Meeting Remotely

Roll Call

Modification of Agenda

I. Citizens Comments

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens Are Requested To Keep Their Comments Under 5 Minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

II. Consent Agenda

Consent agenda items have been studied by the Governing Body and will be acted on in a single motion. If a Council member requests a separate discussion on an item, it can be removed from the consent agenda and placed on new business for further consideration.

A. Appropriations Ordinance #984

III. Business From the Floor

A. Applications / Presentations

1. 3rd Quarter Social Media Report by Katie Garcia

IV. Mayor's Report

V. Workshop and Committee Reports

VI. Reports of City Liaisons

- A. Community Foundation
- B. Arts Committee

VII. Unfinished Business

- A. COVID Report
- B. Continued Discussion Resolution 692 - Masking Requirement
- C. MOU with Bishop Miege Related to COVID Mitigation

VIII. New Business

- A. Approve Updates to Employee Handbook
- B. Approve Contract for Street Maintenance
- C. Appoint Jonna Crosby to the Arts Committee

IX. Ordinances and Resolutions:

- A. Ordinance 1016 - Banning Fireworks

X. Workshop Items:

XI. Reports of City Officials:

Welcome to this meeting of the City Council of Roeland Park. Below are the Procedural Rules of Council

The City Council encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal

from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

- B. Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item
- 1. Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.
 - 2. Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.
- C. Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.
- E. Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be

accommodated within the time available.

- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.
- H. Agendas and minutes can be accessed at www.roelandpark.org or by contacting the City Clerk

The City Council welcomes your participation and appreciates your cooperation. If you would like additional information about the City Council or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: Pledge of Allegiance- -A.
Committee 10/18/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Instructions on Logging into Meeting Remotely**

Item Type:

Recommendation:

See instructions to log in below.

Details:

The City Council Meeting will be held remotely. Below are instructions for joining the meeting by phone, online or both.

Kelley Nielsen is inviting you to a scheduled Zoom meeting.

Topic: City Council and Governing Body Workshop Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://zoom.us/j/97767592270?pwd=VWNXbjNkejlVb0JBaStWMDF5WXpoZz09>

Meeting ID: 977 6759 2270

Passcode: council

One tap mobile

+16699006833,,97767592270# US (San Jose)

+12532158782,,97767592270# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 977 6759 2270

Find your local number: <https://zoom.us/j/97767592270>

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Consent Agenda- II.-A.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Appropriations Ordinance #984**
Item Type:

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Appropriations Ordinance #984	Cover Memo

The City of Roeland Park, Kansas

4600 West Fifty-First Street

Roeland Park, Kansas 66205

City Hall (913) 722-2600 – Fax (913) 722-3713

Thursday, October 14, 2021

Appropriation Ordinance - 10/18/2021 - #984

An Ordinance making Appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Roeland Park, Kansas:

Section 1: That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 18th day of October, 2021.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance

\$

188,282.16

Appropriation Ordinance - 10/18/2021 - #984

Vendor	Dept	Acct #	Description	Invoice Description	Check /EFT	Amount	Chk #	Check Amount
					Date			
Vendor	Dept	Account	Account Description	Reference	Date	Distribution	Check #	Check
						Amount		Amount
A-1 Sewer & Septic Service	106	5210.106	Maintenace & Repair Building	305034	10/06/21	255.00	72688	\$ 255.00
Shawnee Mission Tree Service, Inc	106	5263.106	Tree Maintenance	67437	10/06/21	4,545.00	72689	\$ 4,545.00
Shawnee Mission Tree Service, Inc	106	5263.106	Tree Maintenance	606602	10/13/21	375.00	72722	\$ 375.00
Balls Food Stores	101	5253.101	Public Relations	42207	10/13/21	19.96	72723	\$ 123.68
Balls Food Stores	102	5452.102		42296	10/13/21	103.72		
B. Dean Construction LLC	450	5442.450	Building Improvement	2 8/31/21	10/13/21	34,119.89	72724	\$ 34,119.89
Sandra Billinger	300	5468.300	2020 Stormwater-57th and Roeland	9/29/21 Ck Req	10/06/21	225.00	72690	\$ 225.00
Black & McDonald	101	5220.101	Street Light Repair & Maintenance	761233819	10/06/21	1,909.17	72691	\$ 3,225.84
Black & McDonald	101	5222.101	Traffic Signal Expense	761233819	10/06/21	1,316.67		
Bledsoe's Rental Inc.	290	5262.290	Grounds Maintenance	168360	10/06/21	53.11	72692	\$ 53.11
Blue Sky Cleaners	102	5224.102	Laundry Service	1B2591	10/13/21	427.50	72725	\$ 427.50
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	1066838	10/06/21	35.00	72693	\$ 145.95
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	1066874	10/06/21	110.95		
Trisha Brauer	108	5206.108	Travel Expense & Training	10/5/21 Microsof	10/06/21	76.62	72694	\$ 76.62
City of Fairway	101	5237.101	Community Events	9/30/21	10/06/21	228.57	72695	\$ 228.57
Coffelt Land Title, Inc.	108	5214.108	Other Contracted Services	2021AC213	10/06/21	6,200.00	72696	\$ 6,200.00
Kristin Crawford	101	4250.101	Animal Licenses	9/29/21 OverPmnt	10/06/21	10.00	72697	\$ 10.00
Digital Ally	102	5211.102	Maintenace & Repair Equipment	1118417	10/06/21	220.00	72698	\$ 220.00
DJM Ecological Services, Inc	370	5457.370	CARS 2020 - Roe	1182583	10/13/21	3,750.00	72726	\$ 3,750.00
Dog Waste Depot	110	5262.110	Grounds Maintenance	438644	10/06/21	304.85	72699	\$ 304.85
Everygy Energy Solutions, Inc.	101	5214.101	Other Contracted Services	SS2021093007	10/06/21	996.80	72700	\$ 2,076.67
Everygy Energy Solutions, Inc.	220	5214.220	Other Contracted Services	SS2021093007	10/06/21	456.87		
Everygy Energy Solutions, Inc.	290	5214.290	Other Contracted Services	SS2021093007	10/06/21	623.00		
Everygy	106	5290.106	Street Light Electric	1275 9/29/21	10/06/21	1,659.66	72701	\$ 1,659.66
Galls, LLC	102	5308.102	Clothing & Uniforms	19218705	10/06/21	125.00	72702	\$ 184.90
Galls, LLC	102	5308.102	Clothing & Uniforms	19232071	10/06/21	59.90		
Galls, LLC	102	5308.102	Clothing & Uniforms	19393849	10/13/21	170.00	72727	\$ 170.00
Green For Life Environmental	115	5272.115	Solid Waste Contract	AS0000907761	10/06/21	27,704.00	72703	\$ 27,704.00
Frank Gilman	103	5214.103	Other Contracted Services	Recurring Check	10/01/21	1,166.67	72685	\$ 1,166.67
House of Rocks	300	5470.300	Park Maint/Infrastructure	1012 9/30/21	10/13/21	427.50	72728	\$ 427.50
Johnson County Wastewater	101	5288.101	Waste Water	9/30/21 X2	10/13/21	210.22	72729	\$ 298.77
Johnson County Wastewater	106	5288.106	Waste Water	9/30/21 X2	10/13/21	88.55		
KAW Valley Engineering Inc.	270	5430.270	Residential Street Reconstruction	C34841	10/13/21	1,753.00	72730	\$ 1,753.00
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	1090442	10/06/21	157.20	72704	\$ 157.20
Mary Beth LeCluyse	300	5468.300	2020 Stormwater-57th and Roeland	9/29/21 Ck Req	10/06/21	320.43	72705	\$ 320.43
The Legal Record	101	5204.101	Legal Printing	L92381	10/13/21	36.86	72731	\$ 66.93
The Legal Record	101	5204.101	Legal Printing	L93074	10/13/21	10.47		
The Legal Record	101	5204.101	Legal Printing	L93075	10/13/21	9.13		
The Legal Record	101	5204.101	Legal Printing	L93076	10/13/21	10.47		

Lynda Leonard	101	5230.101	Art Commissioner	Recurring Check	10/01/21	100.00	72686	\$	100.00
Lexington Plumbing & Heating Co.	106	5210.106	Maintenace & Repair Building	115409	10/06/21	1,149.00	72706	\$	1,149.00
Lowe's Business Acct./GEMB	101	5210.101	Maintenance & Repair Building	1760 10/13/21	10/01/21	23.45	32695	\$	458.48
Lowe's Business Acct./GEMB	290	5210.290	Maintenace And Repair Building	1760 10/13/21	10/01/21	15.03			
Lowe's Business Acct./GEMB	110	5262.110	Grounds Maintenance	1760 10/13/21	10/01/21	19.93			
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 10/13/21	10/01/21	22.17			
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 10/13/21	10/01/21	9.49			
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 10/13/21	10/01/21	65.86			
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 10/13/21	10/01/21	9.49			
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 10/13/21	10/01/21	24.66			
Lowe's Business Acct./GEMB	220	5306.220	Materials	1760 10/13/21	10/01/21	34.00			
Lowe's Business Acct./GEMB	106	5318.106	Tools	1760 10/13/21	10/01/21	113.70			
Lowe's Business Acct./GEMB	106	5318.106	Tools	1760 10/13/21	10/01/21	25.64			
Lowe's Business Acct./GEMB	300	5470.300	Park Maint/Infrastructure	1760 10/13/21	10/01/21	95.06			
Lowe's Business Acct./GEMB	103	5242.103	Restitution	10/7/21 Man Ck	10/07/21	153.96	32697	\$	153.96
Mauer Law Firm PC	101	5215.101	City Attorney	9/29/21	10/06/21	19,646.00	72707	\$	19,646.00
Venessa Maxwell-Lopez	103	5209.103	Professional Services	8/13/21	10/13/21	150.00	72732	\$	450.00
Venessa Maxwell-Lopez	103	5209.103	Professional Services	9/10/21	10/13/21	150.00			
Venessa Maxwell-Lopez	103	5209.103	Professional Services	10/8/21	10/13/21	150.00			
Midwest Public Risk	107	5126.107	Health/Dental/Vision Insurance	10/2021	10/06/21	42,142.00	72708	\$	42,142.00
Municode	101	5214.101	Other Contracted Services	363889	10/06/21	410.55	72709	\$	410.55
Brittany Noriega	300	5499.300	Mural on Retaining Wall	10/6/21 Man Ck	10/06/21	540.79	32696	\$	540.79
Adam Peer	103	5209.103	Professional Services		10/13/21	300.00		\$	300.00
Roeland Park Community Foundat	101	4787.101	RP Community Foundation Donation	10/5/21 Ck Req	10/06/21	500.00	72710	\$	500.00
Roeland Park Community Foundat	101	4787.101	RP Community Foundation Donation	10/12/21 Ck Req	10/13/21	2,500.00	72733	\$	2,500.00
SFS Architecture	450	5442.450	Building Improvement	14319	10/13/21	240.00	72734	\$	240.00
Smart Industry Products, LLC	110	5262.110	Grounds Maintenance	11231	10/13/21	154.68	72735	\$	154.68
SpeedPro Imaging	370	5457.370	CARS 2020 - Roe	INV8884	10/06/21	7,345.00	72711	\$	7,345.00
Staples	101	5301.101	Office Supplies	8063749875	10/13/21	236.29	72736	\$	236.29
Strasser True Value	106	5306.106	Materials	391929	10/06/21	20.88	72712	\$	20.88
Temple Display LTD	106	5306.106	Materials	23348	10/06/21	281.89	72713	\$	281.89
Karen Torline	103	5214.103	Other Contracted Services	Recurring Check	10/01/21	1,416.67	72687	\$	1,416.67
Town & Country Sheet Metal, Inc.	101	5214.101	Other Contracted Services	27464	10/06/21	745.00	72714	\$	745.00
USIC Locating Services, LLC	101	5220.101	Street Light Repair & Maintenance	465566	10/06/21	1,062.66	72715	\$	1,110.42
USIC Locating Services, LLC	370	5457.370	CARS 2020 - Roe	465566	10/06/21	47.76			
Verizon Wireless	102	5202.102	Telephone	9889116394	10/06/21	321.93	72716	\$	441.96
Verizon Wireless	104	5202.104	Telephone	9889116394	10/06/21	80.02			
Verizon Wireless	106	5202.106	Telephone	9889116395	10/06/21	40.01			
Mary Vrla-Mohr	300	5468.300	2020 Stormwater-57th and Roeland	9/29/21 Ck Req	10/06/21	75.00	72717	\$	75.00
Watchmen Security Services, LLC	106	5210.106	Maintenace & Repair Building	59785	10/06/21	25.00	72718	\$	25.00
KPERS	101	2040.101	KPERS Accrued Employee	9/30/21 PR	10/07/21	5,801.45	EFT	\$	5,801.45
KP&F	101	2045.101	KP&F Employee Withholding Payable	9/30/21 PR	10/07/21	9,423.58	EFT	\$	9,423.58
Wex Bank	102	5302.102	Motor Fuels & Lubricants	10/5/21	10/05/21	2,341.82	EFT	\$	2,341.82

188,282.16

Item Number: Applications/Presentations- A.-1.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/14/2021
Submitted By: Katie Garcia
Committee/Department: Admin.
Title: **3rd Quarter Social Media Report by Katie Garcia**
Item Type:

Recommendation:

Informational only.

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description
3rd Quarter Social Media Report

Type
Cover Memo

Q3 Marketing Report

GATHER MEDIA CO.



Prepared by

KATIE GARCIA

GATHER MEDIA CO. FOUNDER

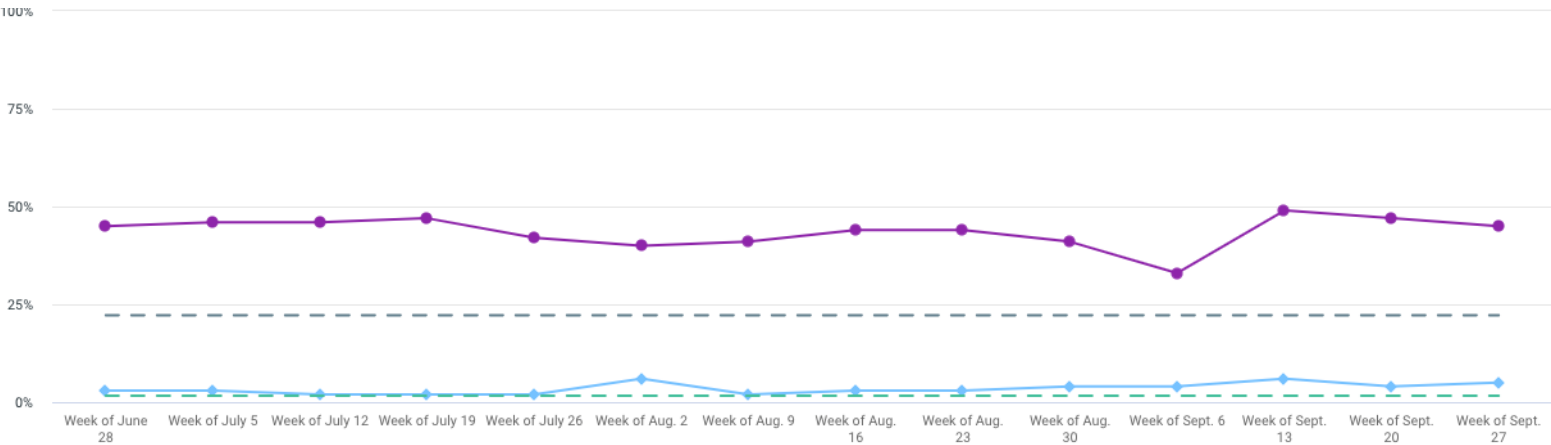
Reports

- Constant Contact Email Report
- Social Media Group Report
- Social Media Competitor Report
- Top Posts

Q3 Major Focuses

- Capital Project Updates
- Community and Committee News
- RPAC News
- Citizens Academy

Constant Contact Results



Average Open Rate: Q3 43% / Q2 33%

Industry Average Open Rate: 28%

Average Click Through Rate: Q3 3.4% / Q2 3.6%

Industry Average Click Through Rate: 3%

Citizens Academy Update

Classes in session.

Every Tuesday for 9-weeks from 6-8 p.m.

End of class celebration on November 3rd.

Top Posts



City of Roeland Park, KS

Tue 9/28/2021 3:41 pm CDT

Roeland Park is proud to announce it received the ETC Institute's "Leading the Way Award." The award was created to...



Engagement Rate (per Imp...

33.2%

Impressions

199

Engagements

66

...



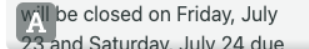




City of Roeland Park, KS

Fri 7/23/2021 11:18 am CDT

A message from Tony Nichols, Roeland Park Parks and Recreation Superintendent: Based on guidance from the Johnson County Health Department, and out of an abundance of caution, the Roeland Park Aquatic Center will be closed on Friday, July 23 and Saturday, July 24 due



Engagement Rate (per Impr...

30%

Impressions

1,766

Engagements

530

...







City of Roeland Park, KS

Tue 8/24/2021 2:10 pm CDT

In the interest of following the guidance of the CDC and area public health experts, the City of Roeland Park...

Roeland Park, KS



Engagement Rate (per Imp...

26.4%

Impressions

1,355

Engagements

358

...







City of Roeland Park, KS

Wed 8/18/2021 11:50 am CDT

Wade Holtkamp, Neighborhood Services, has some friendly reminders for trash and recycling pick up day...



Engagement Rate (per Imp...

24.8%

Impressions

1,162

Engagements

288

...



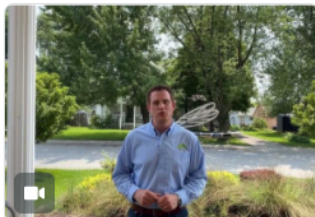




City of Roeland Park, KS

Thu 7/29/2021 3:57 pm CDT

Wade Holtkamp, Neighborhood Services, has some friendly reminders for your yard and grass! Sending a b...



Engagement Rate (per Imp...

21.6%

Impressions

597

Engagements

129

...



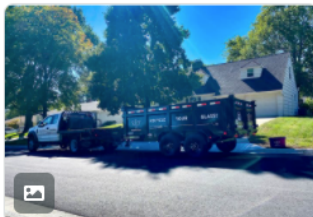




City of Roeland Park, KS

Thu 9/23/2021 10:52 am CDT

The City of Roeland Park is partnering with Ripple Glass to pilot their first curbside glass recycling pick-up...



Engagement Rate (per Imp...

21.2%

Impressions

1,445

Engagements

307

...







City of Roeland Park, KS

Wed 9/29/2021 11:55 am CDT

Keep your eyes out for new banners along Roe Blvd! 📸 SpeedPro Imaging



Engagement Rate (per Imp...

20.4%

Impressions

843

Engagements

172

...







City of Roeland Park, KS

Tue 7/6/2021 1:44 pm CDT

A private contractor will begin working on a remediation project located on the property of 5100 Johnson Dr on July...



Engagement Rate (per Imp...

18.3%

Impressions

2,162

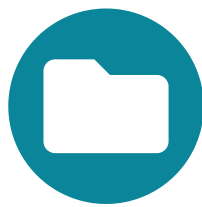
Engagements

396

...







Profile Performance

July 1, 2021 – September 30, 2021

Understand growth and health of your social profiles

Included in this Report

 @RoelandParkKS

 roelandparkks

 City of Roeland Park, KS

Performance Summary

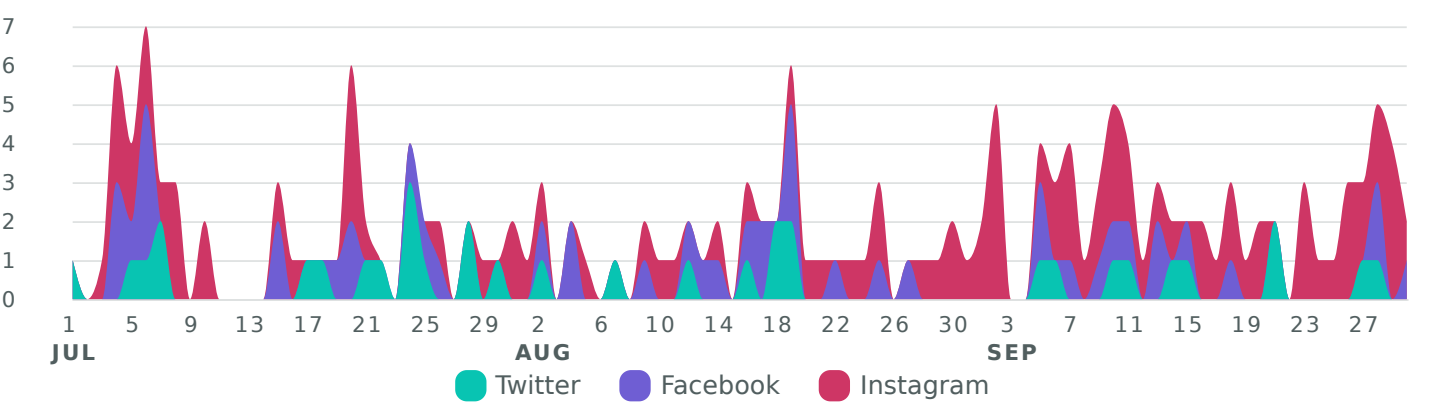
View your key profile performance metrics from the reporting period.

Impressions ⓘ 109,882 ↘ 58.2%	Engagements ⓘ 7,110 ↘ 73.2%	Post Link Clicks ⓘ 509 ↘ 64.5%
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Audience Growth

See how your audience grew during the reporting period.

Audience Gained, by Day

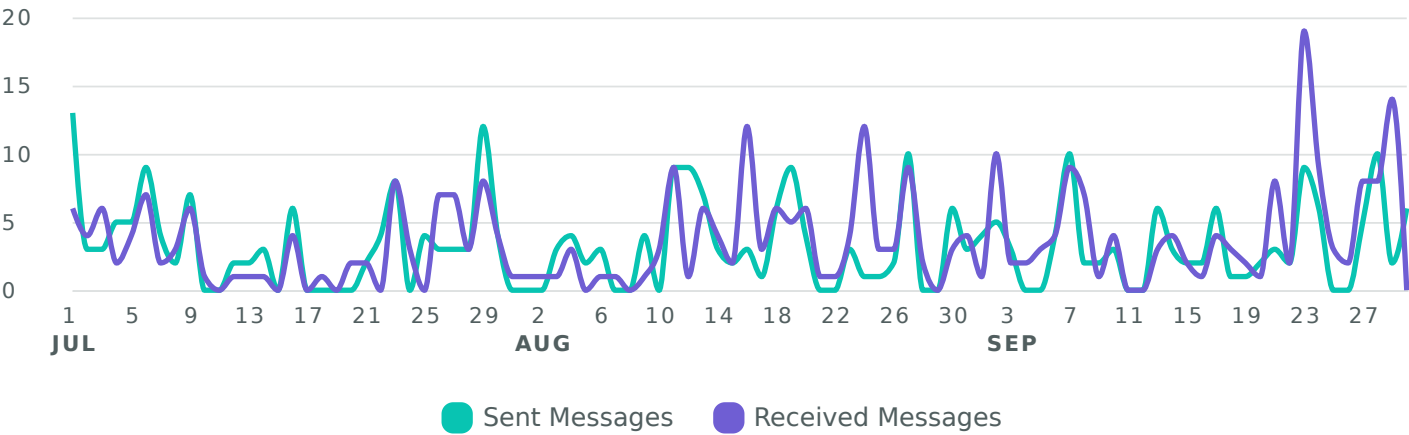


Audience Metrics	Totals	% Change
Total Audience ⓘ	4,546	↗ 3.1%
Total Net Audience Growth ⓘ	126	↘ 41.7%
Twitter Followers Gained	34	↘ 26.1%
Facebook Page Likes	45	↘ 71.3%
Instagram Followers Gained	94	↗ 40.3%

Message Volume

Review the volume of sent and received messages across networks during the selected time period.

Messages per Day



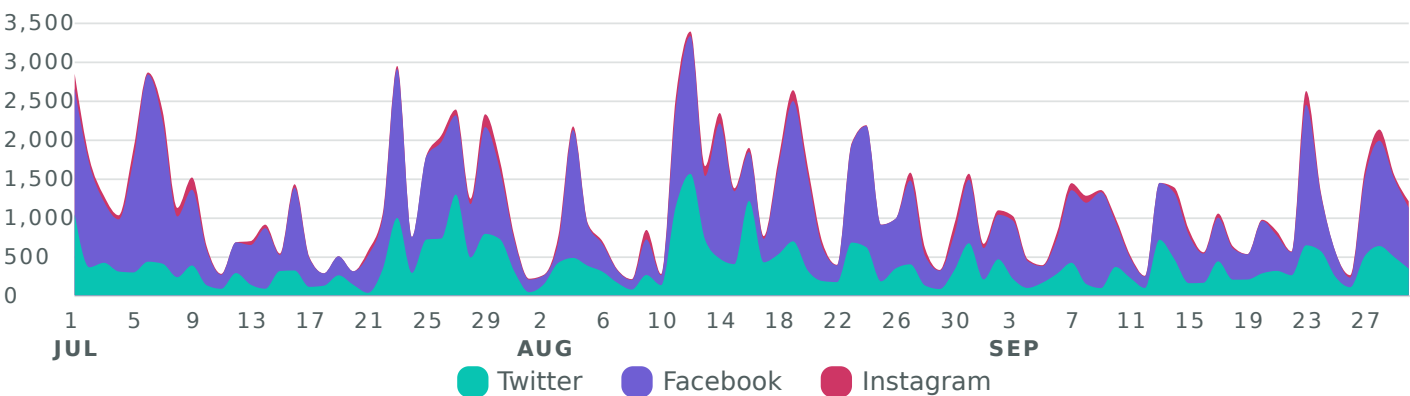
Sent Messages Metrics	Totals	% Change
Total Sent Messages ⓘ	301	↘29%
Twitter Sent Messages	93	↘26.8%
Facebook Sent Messages	122	↘32.6%
Instagram Sent Messages	86	↘25.9%

Received Messages Metrics	Totals	% Change
Total Received Messages ⓘ	338	↘47.2%
Twitter Received Messages	176	↘6.4%

Impressions

Review how your content was seen across networks during the reporting period.

Impressions, by Day

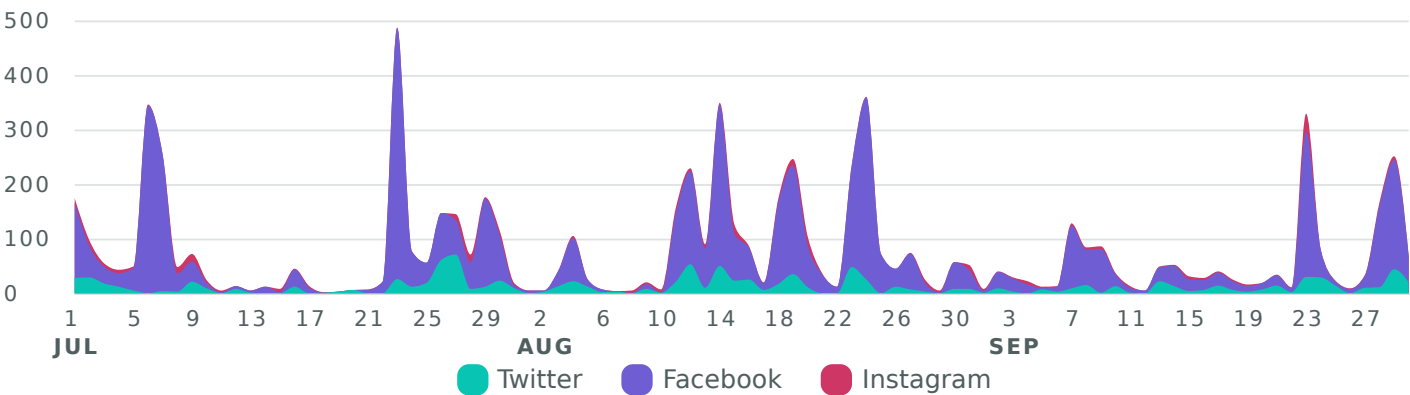


Impression Metrics	Totals	% Change
Total Impressions ⓘ	109,882	↘ 58.2%
Twitter Impressions	35,528	↘ 19.6%
Facebook Impressions	69,187	↘ 67.3%
Instagram Impressions	5,167	↘ 23.9%

Engagement

See how people are engaging with your posts during the reporting period.

Engagements, by Day

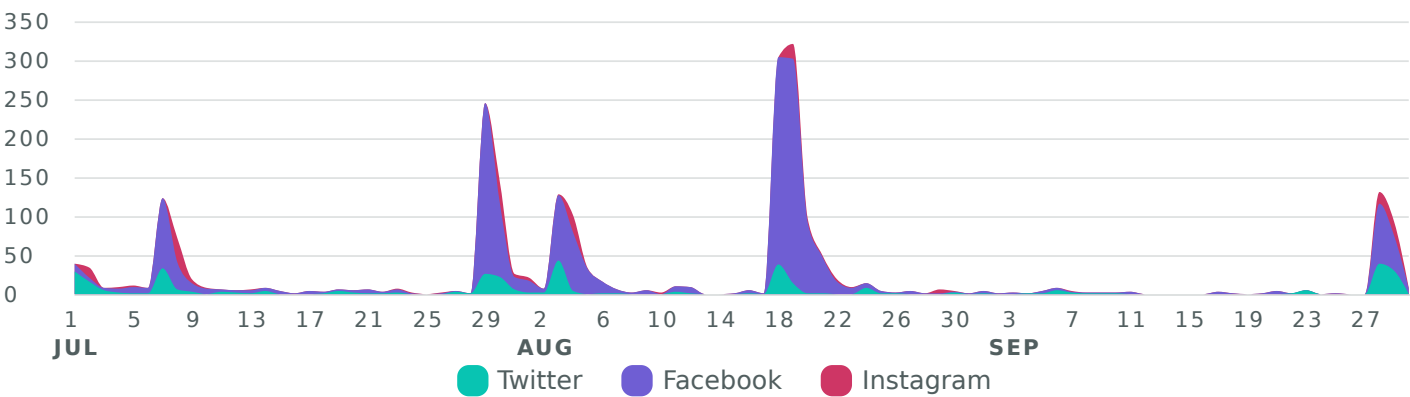


Engagement Metrics	Totals	% Change
Total Engagements ⓘ	7,110	↘73.2%
Twitter Engagements	1,138	↘27.5%
Facebook Engagements	5,621	↘77.2%
Instagram Engagements	351	↗27.2%
Engagement Rate (per Impression) ⓘ	6.5%	↘35.9%

Video Views

Review how your videos were viewed across networks during the reporting period.

Video Views, by Day



Video Views Metrics	Totals	% Change
Video Views i	2,283	↘47.4%
Twitter Video Views	387	↘5.6%
Facebook Video Views	1,706	↘54.4%
Instagram Post Video Views	190	↗1.6%

Profiles

Review your aggregate profile and page metrics from the reporting period.

Profile ▲	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	4,546	126	253	109,882	7,110	6.5%	2,283
Jul 1, 2021 – Sep 30, 2021	↗ 3.1%	↘ 41.7%	↘ 31.4%	↘ 58.2%	↘ 73.2%	↘ 35.9%	↘ 47.4%
Compare to	4,411	216	369	262,888	26,536	10.1%	4,341
Mar 31, 2021 – Jun 30, 2021							
  @RoelandPark KS	1,931	18	93	35,528	1,138	3.2%	387
  City of Roeland Park, KS	2,350	21	98	69,187	5,621	8.1%	1,706
  roelandparkks	265	87	62	5,167	351	6.8%	190



Facebook Competitors

July 1, 2021 - September 30, 2021

Compare your profile to competitors to see how you stack up

Included in this Report

 City of Roeland Park, KS

 City of Merriam, KS - Government

 City of Prairie Village Government

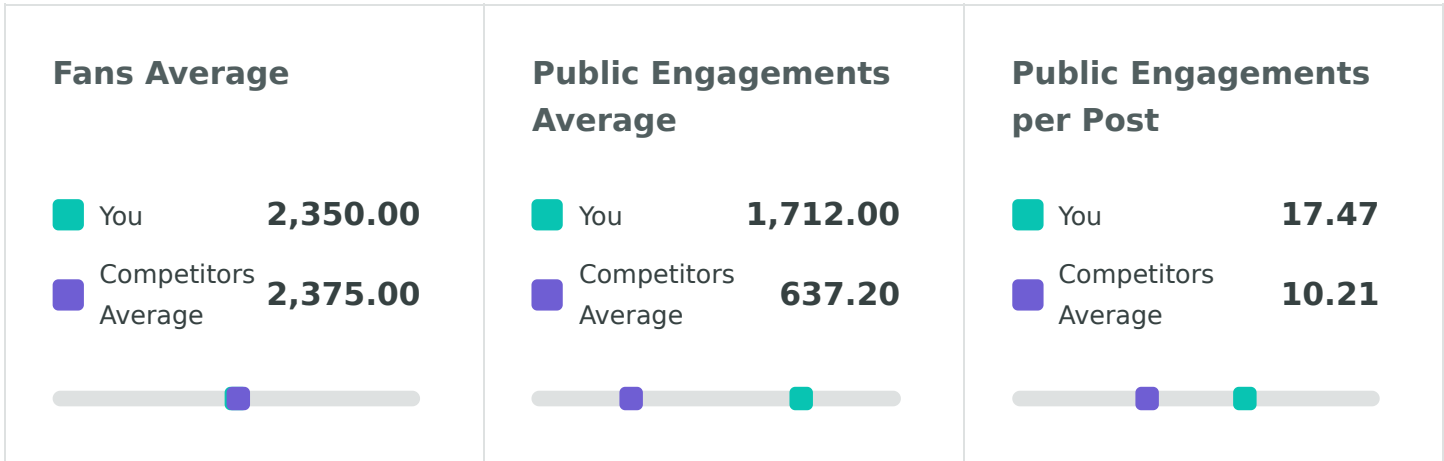
 City of Fairway, KS

 City of Mission, KS - Government

 City of Westwood Kansas - Government

Summary

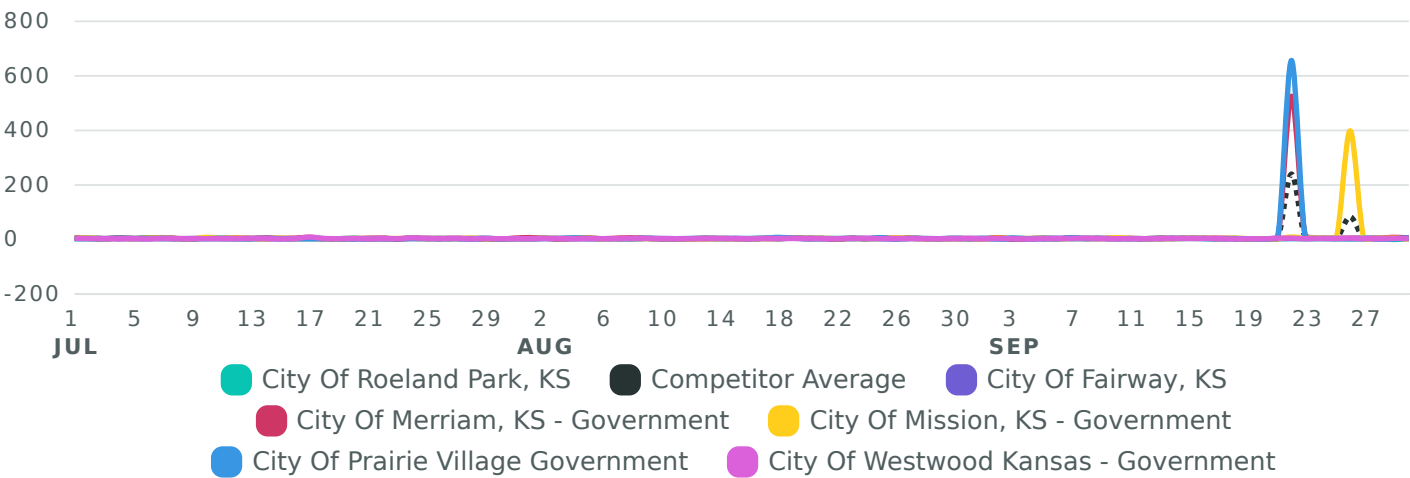
Compare your profile performance to your competitors.



Audience Growth

See how your audience grew compared to your competitors.

Net Page Likes, by Day



Audience Metrics, by Page

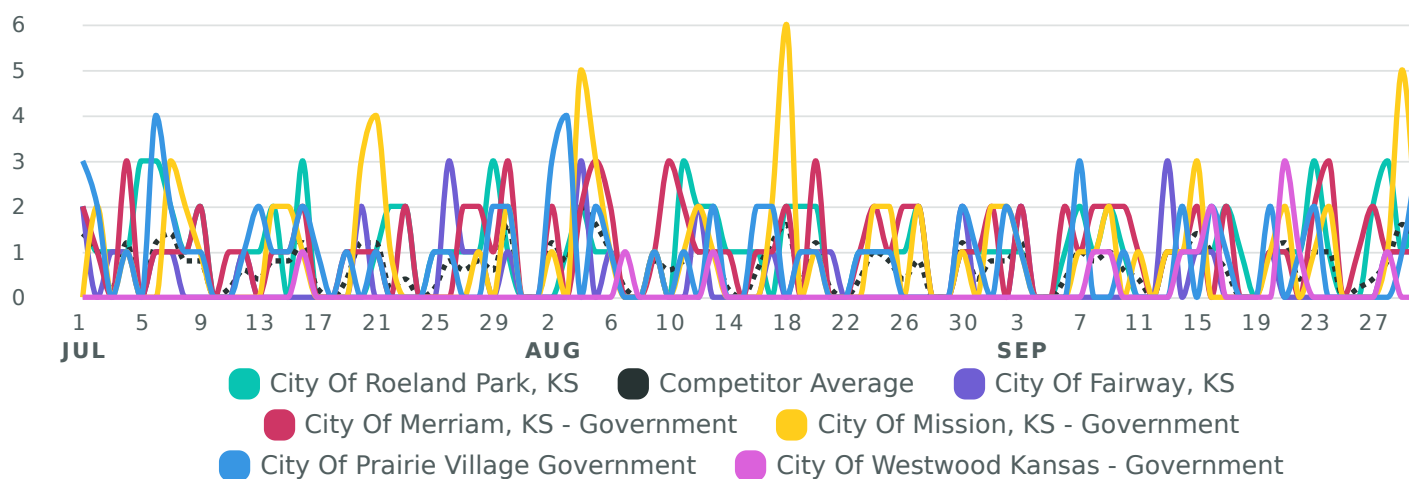
		Fans	Net Page Likes	% Fan Growth
Your Average		2,350.00	21.00	0.90%
Competitor Average		2,375.00	372.80	18.62%
1	City of Merriam, ...	3,952	629	18.93%
2	City of Mission, K...	3,290	466	16.50%
3	City of Prairie Vill...	3,003	709	30.91%
4	City of Roeland...	2,350	21	0.90%
5	City of Fairway, KS	1,035	22	2.17%
6	City of Westwoo...	595	38	6.82%

Fans

Publishing Behavior

View the different types of posts you and your competitors published during the selected time period.

Published Posts, by Day



Published Posts, by Page

Totals

Your Average



98.00

Competitor Average



62.40

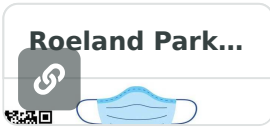
1	City of Merriam, ...		98
2	City of Roeland...		98
3	City of Mission, K...		84
4	City of Prairie Vill...		77
5	City of Fairway, KS		39
6	City of Westwoo...		14

Published Videos
 Published Photos
 Published Links
 Published Text

Top Posts

Review the top posts published during the selected time period, based on the message's lifetime performance.

All Profiles ▾ By Lifetime Public Engagements

 City of... Tue 8/17/202...	 City of... Tue 8/24/202...	 City of... Sat 8/14/202...	 City of... Mon 8/23/20...
Beginning Tuesday, A be worn in all indoor Village City Council a	In the interest of following the guidance of the CD...	The Roeland Park Arts Advisory Committee is excit...	Beginning tomorrow, in all indoor public sp Council approved Orc
			
Public Eng... 173	Public Eng... 148	Public Eng... 146	Public Eng... 115
Reactions 104	Reactions 125	Reactions 127	Reactions 64
Comments 35	Comments 11	Comments 12	Comments 18
Shares 34	Shares 12	Shares 7	Shares 33

Top Posts

Review the top posts published during the selected time period, based on the message’s lifetime performance.

All Profiles ▾ By Lifetime Public Engagements

  City of... Thu 7/8/202... A special visitor checked out our bear fountain this...  Public Eng...114 Reactions98 Comments10 Shares6	  City of... Thu 9/23/20... The City of Roeland Park is partnering with Ripple Glass t...  Public Eng...113 Reactions89 Comments21 Shares3	  City of... Thu 7/1/202... The Roeland Park Aquatic Center is excited to announ...  Public Eng...106 Reactions96 Comments5 Shares5	  City of... Mon 8/23/20... Congrats to Roeland Park Girl Scout's Sarah & Josie from...  Public Eng...102 Reactions93 Comments7 Shares2
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Top Posts

Review the top posts published during the selected time period, based on the message's lifetime performance.

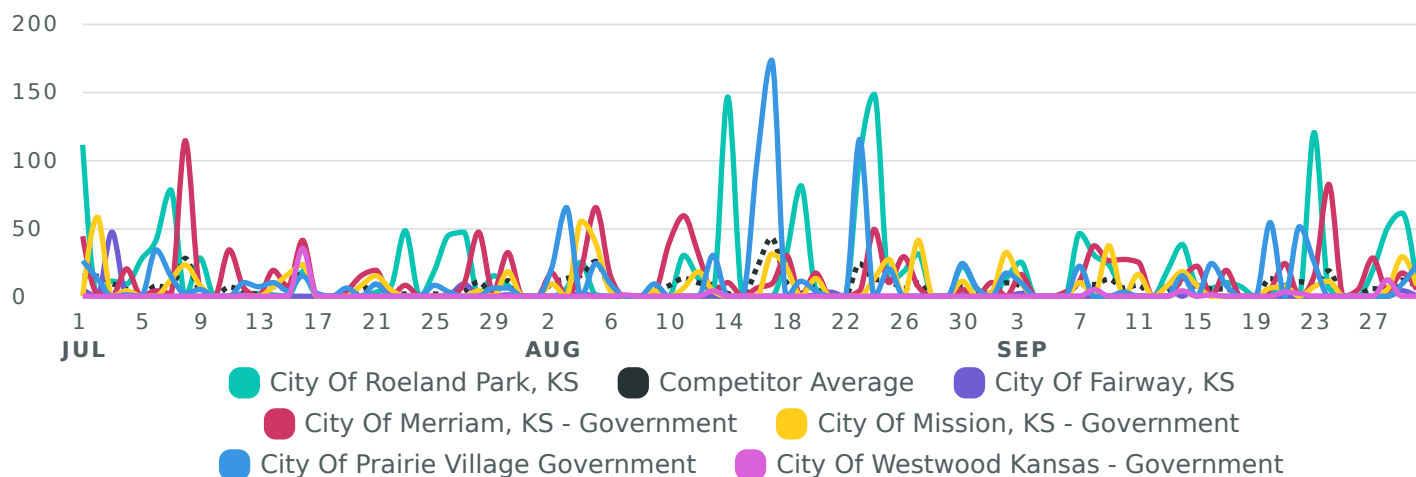
All Profiles ▾ By Lifetime Public Engagements

 City of... Mon 8/16/20...	 City of... Fri 9/24/2021...	 City of... Wed 7/7/202...	 City of... Wed 9/29/20...
Regular City Council Meeting - August 16, 2021 View the... 	Mayor Ken Sissom is i Council on Oct. 31. H Oct. 25. Mayor Sisson 	Sending congratulations to RP resident,... 	Keep your eyes out for new banners along Roe Blvd! 📸... 
Public Enga... 96	Public Enga... 79	Public Enga... 73	Public Enga... 61
Reactions 6	Reactions 60	Reactions 72	Reactions 54
Comments 84	Comments 10	Comments 0	Comments 7
Shares 6	Shares 9	Shares 1	Shares 0

Engagement

Evaluate how people are engaging with posts based on published date.

Lifetime Post Public Engagements, by Day



Lifetime Post Public Engagements, by Page

Totals

Your Average		1,712.00
Competitor Average		637.20
1	City of Roeland...	1,712
2	City of Merriam, ...	1,259
3	City of Prairie Vill...	1,053
4	City of Mission, K...	713
5	City of Fairway, KS	94
6	City of Westwoo...	67

Reactions Comments Shares

Pages

Review aggregate activity for pages and the posts published during the selected time period.

Page		Fans ▼	Net Fan Growth	Published Posts	Public Engagements	Public Engagements per Post	% Fan Growth
Your Pages Average		2,350.00	21.00	98.00	1,712.00	17.47	0.90%
Competitor Pages Average		2,375.00	372.80	62.40	637.20	10.21	18.62%
1	City of Merriam, ...	3,952	629	98	1,259	12.85	18.93%
2	City of Mission, K...	3,290	466	84	713	8.49	16.50%
3	City of Prairie Vill...	3,003	709	77	1,053	13.68	30.91%
4	City of Roeland...	2,350	21	98	1,712	17.47	0.90%
5	City of Fairway, KS	1,035	22	39	94	2.41	2.17%
6	City of Westwoo...	595	38	14	67	4.79	6.82%

Item Number: Reports of City Liaisons- VI.-A.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/14/2021
Submitted By: Erin Winn
Committee/Department: Community Foundation
Title: **Community Foundation**
Item Type: Other

Recommendation:

Informational only.

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ October 12 minutes	Cover Memo
☐ October 12 agenda packet	Cover Memo

 Updated financials

Cover Memo

D-R-A-F-T 10/13/2021

Roeland Park Community Foundation Advisory Board Meeting Minutes

October 12, 2021 – 3:00 p.m. to 3:41 p.m.

Virtual meeting via Zoom & phone dial in

Present: Judy Orth, Chair—At Large; Laura Savidge, Vice Chair—Parks Committee; Ardie Davis, Secretary—At Large; Judith Hyde, Sustainability Committee; Marek Gliniecki, Arts Committee; Mayor Michael Kelly, Council Liaison; Tom Madigan, Council Liaison; Erin Winn, Assistant City Manager, Staff Liaison

Absent: Community Engagement Committee representative

1. Chair Judy Orth called the meeting to order at 3:0 p.m. beginning with roll call. Members present, indicated above.
2. Approval of April 8, 2021 minutes (Attached);
Motion to Approve by Tom Madigan; Second by Judy Hyde
Unanimous approval
3. Review of Financials by Erin Winn:
 - Current balances (Itemized spread sheet attached)
Donations Received, April 15-September 30, 2021: \$1,375
Current Balance: \$38,087.42
 - Expenditures/Grants – None

Discussion: Laura Savidge noted that since a new bench in Sweany Park had been purchased by the City previous to Roeland Park Community Foundation Board approval of designating funds in the amount of \$1,758.14 from the Linus Orth Memorial Grant toward said purchase, another amenity in Sweaney Park to honor Linus Orth's years of community service to the City of Roeland Park should be designated. Laura Savidge and Judy Orth will meet in Sweaney Park for further discussion of an amenity to honor Linus Orth.

Laura Savidge also noted that a \$2,500 donation from her for the Savidge Grove trees in Cooper Creek Park in honor of her late husband, Tom Savidge, doesn't appear in the Current Balances.

Motion to Table, pending further action and clarification of items above; to be reviewed for approval at the December Board Meeting: Marek Gliniecki
Second: Tom Madigan
Unanimous approval

4. Review Grant Requests:
 - Reimbursement request in the amount of \$214.76 from the City of Roeland Park for park expenses paid to Judy Hyde from the Parks & Trees fund for purchase of plants in the Welcome to Roeland Park Ash/Roeland Drive new pollinator garden in Cooper Creek Park.

Motion to approve: Tom Madigan

Second: Laura Savidge
 Unanimous approval

5. Review list of donors from previous months & updated list of thank you notes for donors (Attached)
 - a. Reimburse City for memorial trees in Sweany Park from Memorial Tree fund: \$365
 Motion to Approve: Judith Hyde
 Second: Laura Savidge
 Unanimous ayes
6. Review list of donors from previous months and updated list of thank you notes (attached).
 - Laura Savidge volunteered to sign any pending thank you notes; Erin Winn will provide thank you notes template plus donor names, addresses, amount donated & description to Laura if needed.
7. Motion to Adjourn: Judy Orth
 Second, Marek Gliniecki
 Unanimous ayes

Informal Notes:

- Erin Winn will send a Doodle Poll to all Board members concerning a prospective December meeting date.
- Marek reminded everyone that the new mural on 47th Street & Roe Lane will be dedicated on Saturday October 23 at 4:30 p.m. All are welcome.



4600 West 51st St
Roeland Park, KS 66205

P 913.722.2600
F 913.722.3713

Advisory Board

Members

Judy Orth- Chair
Ardie Davis – Secretary
Parks Liaison - Laura
Savidge – Vice Chair
Council Liaison – Mayor
Mike Kelly
Council Liaison- Tom
Madigan
Arts Liaison – Marek
Glinecki
Sustainability Liaison -
Judy Hyde

Erin Winn *Staff Liaison*

Tuesday October 12th 2021

3:00 pm

1. Call meeting to Order
2. Approval of previous minutes from April 8, 2021 meeting
3. Review of Financials
 - a. Current balances
 - b. Expenditures/Grants - None
4. Approve grants:
 - a. Reimburse City for park expenses paid to Judy Hyde from Parks fund (\$214).
5. Review list of donors from previous months, updated list of thank you notes

Established 2013

www.roelandpark.org/communityfoundation
communityfoundation@roelandpark.org

D-R-A-F-T 04/08/2021

Roeland Park Community Foundation Advisory Board Meeting Minutes

April 8, 2021 – 12:02 p.m. to 12:36 p.m.

Virtual meeting via GoToMeeting & phone dial in

Present: Judy Orth, Chair—At Large; Laura Savidge, Vice Chair—Parks Committee; Ardie Davis, Secretary—At Large; Matt Heitmann, Community Engagement Committee; Judith Hyde, Sustainability Committee; Mayor Michael Kelly, Council Liaison; Tom Madigan, Council Liaison; Jennifer Jones-Lacy, Staff Liaison

Absent: Marek Gliniecki, Arts Committee

1. Chair Judy Orth called the meeting to order at 12:02 p.m. beginning with roll call.
2. Approval of minutes from October 28, 2020 meeting (Attached as amended, p. 2, 4. d.; motion by Laura Savidge, Second by Tom Madigan, unanimous approval.)
 Motion to approve minutes as amended: Laura Savidge
 Second: Tom Madigan
 Unanimous ayes
3. Review of Financials:
 - Current balances (Attached)
 - Expenditures/Grants - None
 Motion to Approve: Tom Madigan
 Second: Judy Hyde
 Unanimous ayes
4. Approval of Grants (Attached, with additional documentation)
 - a. Reimburse City for memorial trees in Sweany Park from Memorial Tree fund: \$365
 Motion to Approve: Judith Hyde
 Second: Laura Savidge
 Unanimous ayes

5. Review list of donors from previous months and updated list of thank you notes (attached).
 - Laura Savidge volunteered to sign any pending thank you notes; Jennifer Jones-Lacy will provide thank you notes template plus donor names, addresses, amount donated & description to Laura if needed.
6. New Business:
 - After noting that absent any applications for funds in the amount of \$1,758.14 in the Linus Orth Memorial Grant bucket, Judy Orth moved that Laura Savidge, Parks Committee Chair, look into applying the entire grant as a donation for a planned Sweaney Park amenity, such as a new bench, to honor Linus Orth's years of community service to the City of Roeland Park. The grant would supplement city funds designated for Sweaney Park improvements.
Motion seconded by Tom Madigan
Unanimous ayes

Prior to adjournment it was noted that Jennifer Jones-Lacy will soon be the new Assistant City Manager, City of Merriam, Kansas. Members of the Roeland Park Community Foundation Board expressed praise and gratitude for Jennifer's exemplary and meritorious service to the City of Roeland Park, and wished her the best in her new job.

Erin Winn will be Roeland Park's new Assistant City Manager effective May 14, 2021. Erin will serve as Staff Liaison to the Roeland Park Community Foundation Board. Her email address will be ewinn@roelandpark.org

7. Motion to Adjourn: Matt Heitmann
Second, Laura Savidge
Unanimous ayes

Campaign	Total as of 4-12-21	Donations April 15-Sept 30 2021	Program Rev: April 15- Sept 30	Grants	Outstanding - Access	Interest Total	Admin Fee	Total
R Park	\$ 4,280.10		\$ -			130.72	\$ (18.13)	\$ 4,392.69
R Park Sculpture	\$ 3,275.07		\$ -			100.03	\$ (13.87)	\$ 3,361.23
Arts/George R Schlegal Fund	\$ 2,330.75	\$ 375.00	\$ -		\$ 275.00	71.19	\$ (9.87)	\$ 3,113.25
Parks/Trees	\$ 3,073.56		\$ -	\$ (365.00)		93.87	\$ (13.02)	\$ 2,883.29
Cooper Creek	\$ -	\$ 1,000.00	\$ -		\$ 225.00	0.00	\$ -	\$ 1,225.00
Sustainability	\$ 3,455.31		\$ -			105.53	\$ (14.64)	\$ 3,651.74
Community Engagement Committee	\$ 4,735.08		\$ -			144.62	\$ (20.06)	\$ 5,004.26
Linus Orth Memorial Grant	\$ 1,801.62		\$ -			55.03	\$ (7.63)	\$ 1,904.04
Otherwise Donor Designated	\$ 12,230.20		\$ -			373.53	\$ (51.80)	\$ 12,925.46
Signature Art - Art Committee	\$ 7,173.10		\$ -			219.08	\$ (30.38)	\$ 7,361.80
Gateway Element	\$ 1,563.96		\$ -			47.77	\$ (6.62)	\$ 1,605.10
Community Events -Other	\$ 498.55		\$ -			15.23	\$ (2.11)	\$ 511.67
Memorial Tree	\$ 2,994.58		\$ -			91.46	\$ (12.68)	\$ 3,073.36
Subtotal	\$ 35,181.69	\$ 1,375.00		\$ (365.00)	\$ 500.00	\$ 1,074.52	\$ (149.02)	\$ 38,087.42

GRANT SUGGESTION FORM

Please return this form to service@growyourgiving.org.

Date	Fund Name	Fund ID
		\$
Organization Name		Amount of Grant
Organization Address		☐ I have suggested a grant to this organization in the past.
City	State	Zip Code
		Organization Phone (if available)

Grant Purpose (This information will appear on the check.)

☐ Remain Anonymous (Fund name will not appear on the check.)	☐ Provide the following contact information to the organization for a personal acknowledgement. (This information will appear on the check.)
--	---

☐ Mail Grant Check Directly to Organization	— OR —	☐ Mail Grant Check to the Following Address:
--	--------	---

Special Instructions for Internal Processing (This information will not appear on the check.)

Terms of Agreement:

To keep the IRS happy, in relation to this grant, I agree that every penny of this grant will be used for a charitable purpose, and neither I nor anyone I know will receive anything more than a coffee mug or any other incidental benefit in return.

Signature	Email Address or Phone Number
Signature	Email Address or Phone Number



1055 Broadway Blvd., Suite 130 | Kansas City, MO 64105
816.842.7444 | www.growyourgiving.org

V.18.1

VOICE

Date: 7/22/2021
Invoice # 7222021-A

Judith E. Hyde
5113 W. 58th St.
Roeland Park, KS 66205
913.262.2893
tejehyde@gmail.com

To: City of Roeland Park, KS
4600 W 51st Street
Roeland Park, KS 66205

Date	Description	Line Total
	Cooper Creek Park Restoration Project	
7/22/2021	Cooper Creek Park playscape & landscape materials	
	House of Rocks slabs/blocks; delivery charge (HoR receipt attached)	\$995.28
**	**Cooper Creek Park entrance landscape plants (Family Tree receipt attached)	\$664.76
	TOTAL: Cooper Creek Park	\$1,660.04
	Invoice Total	\$1,660.04

****Reimbursement for Plants at Cooper Creek Park Welcome Sign: \$664.76**
 \$100 from Trisha Brauer's Cooper Creek Park Budget Objective
 \$150 from Public Works "Adopt an Island Project"
 \$200 from Sustainability Committee's donation
+\$214.76 from Roeland Park Community Foundation, "Cooper Creek Park Bucket"
 \$664.76 Total Amount to Be Reimbursed to Judy Hyde

PAID
SEP 20 2021
JC

GL Number

5262.110

House of Rocks

1725 Merriam Lane
Kansas City, KS 66106
913-432-5990
info@houseofrocks.com

in your next project photo! #house
Hours Begin Monday, March 8, 2021
M - 5:30 PM (weather permitting)
260530 User: EMR
2 Sales Rep ASB
1 2:43:13 PM

o: City of Roeland Park, KS
600 W 51st Street
Roeland Park, KS 66205

	Qty	Price	Total
tion			
ray Slabs 14"Palletized	0.675	120.00	81.00
ray Slabs 6-8"	0.984	270.00	265.68
ray Slabs 14"Palletized	2.655	120.00	318.60
1" Cut Slab	1	200.00	200.00
Del Chg Flatbed 3-8 Pa	1	130.00	130.00
			995.28
			995.28

(24)
5262.110
5470.300

	Line Total
ttached)	\$396.50
	\$396.50
	\$396.50

1391.78

995.28
XXXXXXXXX5339
ired From De Auth: 414134

er of items purchased:6

City of Roeland Park
4600 W 51st St
Roeland Park, KS 66205
913-722-2600

Returns min.10-25% Restock Fee
ALL CLEARANCE AND THIN VENEER SALES
ARE FINAL - NO RETURNS ****
Delivery service is curbside only
We do not perform installations.



Roeland Park Community Foundation Need Donation Letters Mailed

Pledge Date	Contributor	Address	City	State	ZIP	Description	Amount	Letter Sent
Campaign		George Schlegel Art Fund						
2/5/2021	Ardie and Gretchen Davis	5206 W 58th St	Shawnee Mission	KS	66205	George Schlegel Art Fund	\$500.00	☐
2/22/2021	Kathleen & James Whitworth	5204 Catalina St	Roeland Park	KS	66205	Schelgel Fund	\$50.00	☐
2/28/2021	Linda Turner	4136 Bryant Dr	Independence	MO	64055	George Schlegel Art Fund	\$60.00	☐
3/1/2021	Raymond Franklin	4042 N 110th St	Kansas City	KS	66109	George Schlegel Art Fund	\$50.00	☐
7/17/2021	Kathleen Hanson	724 E. Republic	Salina	KS	67401	George Schlegel Art Fund	\$25.00	☐
8/5/2021	The Lindau and Reeg Family Revocable Trust Reed	6527 W. 133rd Terrace	Overland Park	KS	66209		\$100.00	☐
6/10/2021	Anelda Clancey	5313 W. 57th Street	Roeland Park	Kansas	66205	George Schlegel Art Fund	\$275.00	☐
Campaign		Cooper Creek Improvements						
5/12/2021	Steve Noll	4500 W 71st Terrace	Prairie Village	Kansas	66208	Cooper Creek project	\$500.00	☐
8/2/2021	Trisha Brauer	5318 Rosewood	Roeland Park	KS	66205	Cooper Creek Improvements	\$500.00	☐
6/10/2021	Anelda Clancey	5313 W. 57th Street	Roeland Park	Kansas	66205	Cooper Creek Improvements	\$225.00	☐

Campaign	Total as of 4-12-21	Donations April 15-Sept 30 2021	Program Rev: April 15- Sept 30	Grants	Outstanding - Access	Interest Total	Admin Fee	Total
R Park	\$ 4,280.10		\$ -			130.72	\$ (18.13)	\$ 4,392.69
R Park Sculpture	\$ 3,275.07		\$ -			100.03	\$ (13.87)	\$ 3,361.23
Arts/George R Schlegal Fund	\$ 2,330.75	\$ 375.00	\$ -		\$ 275.00	71.19	\$ (9.87)	\$ 3,113.25
Parks/Trees	\$ 3,073.56		\$ -	\$ (365.00)		93.87	\$ (13.02)	\$ 2,883.29
Cooper Creek	\$ -	\$ 1,000.00	\$ -		\$ 2,725.00	0.00	\$ -	\$ 3,725.00
Sustainability	\$ 3,455.31		\$ -			105.53	\$ (14.64)	\$ 3,651.74
Community Engagement Committee	\$ 4,735.08		\$ -			144.62	\$ (20.06)	\$ 5,004.26
Linus Orth Memorial Grant	\$ 1,801.62		\$ -			55.03	\$ (7.63)	\$ 1,904.04
Otherwise Donor Designated	\$ 12,230.20		\$ -			373.53	\$ (51.80)	\$ 12,925.46
<i>Signature Art - Art Committee</i>	\$ 7,173.10		\$ -			219.08	\$ (30.38)	\$ 7,361.80
<i>Gateway Element</i>	\$ 1,563.96		\$ -			47.77	\$ (6.62)	\$ 1,605.10
<i>Community Events -Other</i>	\$ 498.55		\$ -			15.23	\$ (2.11)	\$ 511.67
<i>Memorial Tree</i>	\$ 2,994.58		\$ -			91.46	\$ (12.68)	\$ 3,073.36
Subtotal	\$ 35,181.69	\$ 1,375.00		\$ (365.00)	\$ 3,000.00	\$ 1,074.52	\$ (149.02)	\$ 40,587.42

Item Number: Reports of City Liaisons- VI.-B.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/13/2021
Submitted By: Mary Schulteis and Marek Gliniecki
Committee/Department: Arts Committee
Title: **Arts Committee**
Item Type: Other

Recommendation:

Informational only. Mary Schulteis and Marek Giliecki to provided update.

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Unfinished Business- VII.-A.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/12/2021
Submitted By: Chris Verbrugge
Committee/Department: Administration
Title: **COVID Report**
Item Type: Other

Recommendation:

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ COVID Report for the First half of October 2021	Cover Memo
☐ Update	Cover Memo

Memo

To: Governing Body

From: Chris Verbrugge, City Management Intern

CC: Keith Moody, Donnie Scharff, John Morris, Kelley Nielsen,
Erin Winn

RE: COVID-19 Update for the Period October 1 – October 15, 2021.

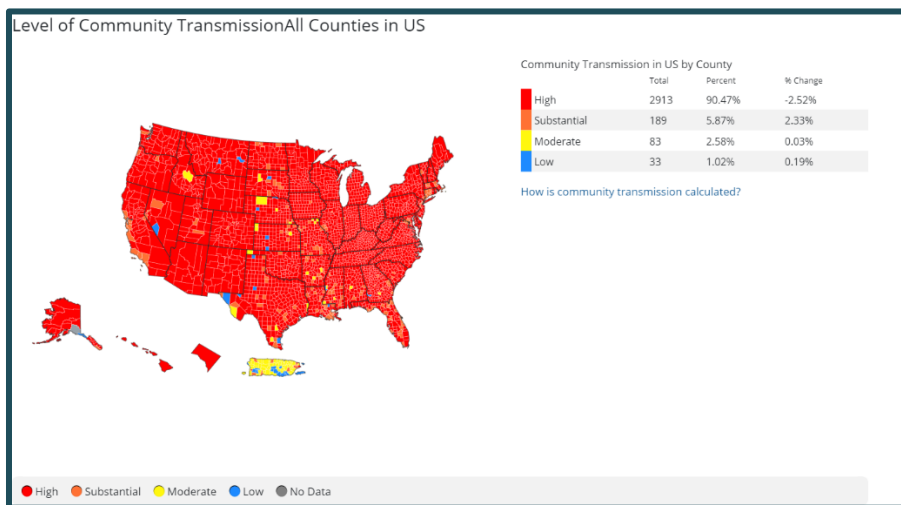


Below is a summary of activities that took place for the first half of October 2021 related to the COVID-19 Pandemic in Roeland Park and beyond.

General

- As of October 15, 2021, Roeland Park is still in Phase 3 of the reopening plan.
- As of October 15, 2021, the State of Kansas is in Phase 5 of the vaccine distribution plan. All Kansans, aged 12 and older, are eligible to receive the COVID-19 vaccine.
- Governor Laura Kelly [announced](#) a new public dashboard tracking rates of COVID-19 disease and vaccinations in Kansas school districts on the Kansas Department of Health and Environment (KDHE) COVID-19 Resource Center.
 - Data will be updated on the dashboard every Monday, Wednesday, and Friday. Data displayed will represent the previous 14 days.
 - The dashboard can be found [here](#).
- The Johnson County Department of Health and Environment provided an update to the Board of County Commissioners.
 - Highlights from the October 7, 2021, briefing can be found [here](#).
- Governor Kelly [announced](#) the total allocation amounts for each hospital participating in the Frontline Hospital Workers Retention Plan as per SPARK recommendations. The allocation amount totaled \$49,500,000.
 - The breakdown of allocation amounts can be found [here](#).
 - More information regarding the Frontline Hospital Worker Retention Plan can be found [here](#).

- Flu shots [are now available](#) at the Johnson County Department of Health and Environment walk-in clinic in Olathe.
 - Individuals who need a first, second, or third/booster dose of the COVID-19 vaccine can get one at the same time as their flu shot.
 - The flu vaccine reduces the risk of getting the flu, and importantly, reduces the risk of severe illness or hospitalization for those who do get the flu. Minimizing hospitalizations is great for people's health and preserving medical resources to combat the COVID-19 pandemic.
- The SPARK Taskforce Executive Committee appointed members to the group's four advisory panels: Health and Education, Economic Revitalization, Connectivity, and Efficiency and Modernization.
 - The list of appointed members can be found in [Governor Kelly's press release](#).
- Kansas City, Missouri, [extended](#) their indoor mask order to November 4, 2021.
- Jackson County, Missouri, [extended](#) their indoor mask order another 30 days. The order is now set to expire November 7, 2021, unless otherwise extended.
- Johnson County and the Kansas City region remain in an area of high COVID-19 transmission rates. The shown map is of the seven-day period of October 2-8, 2021.



	Low	Moderate	Substantial	High
New cases per 100,000 in past 7 days	<10	10-49.99	50-99.99	≥100

Percentage of positive NAATs tests in past 7 days	<5%	5-7.99%	8-9.99%	≥10.0%
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- If two indicators suggest different transmission levels, then the higher level is selected.

	Johnson County Dashboard	Johnson County per MARC	MARC Region	Notes
Percent Positivity Rate	5.3%†	-----	-----	Data not reported by MARC
Daily Average Cases	84ω	102*	387*	
Daily New Cases	171**	0**	271**	
Daily Average Deaths	2	0*	4*	
Daily New Deaths	1	0**	0**	
Percentage of Population with at least 1 Dose	68.2%℥	75.2%***	60.41%***	
Percentage of Population with Full Vaccination	63.2%℥	64.2%***	52.19%***	
Additional Doses Administered	18,800**	-----	-----	Data not reported by MARC

*Past 7-days average with a 10-day enforced lag to account for delays in reporting

**Reporting for October 11, 2021.

***Percentage based on total population, includes ineligible individuals.

Period for September 19, 2021 – October 2, 2021.

† 7 Day on October 9, 2021.

ω 7 Day Average as of October 12, 2021.

℥ Percentage of eligible population (those aged 12 years and older).

Administration/Neighborhood Services

- The Administration Department will continue to provide the most up-to-date information regarding the money expended toward assistance programs.
 - Kansas Emergency Rental Assistance (KERA)
 - \$125,255.41 of \$218,994.50 requested as of September 23, 2021.
 - Roeland Park Rent and Utility Assistance
 - \$0 of budgeted \$15,000 as of August 31, 2021.
 - Neighbors Helping Neighbors
 - \$2,150 of budgeted \$10,000 as of August 31, 2021.
 - Property Tax Rebate Program
 - \$10,245.43 of budgeted \$15,000 as of August 31, 2021.
 - Food Assistance
 - There is no singular food assistance program for the City or County. Information is still being gathered.

Public Works

- Staff is continuing to follow all safety guidelines. There are no other updates from the Department of Public Works.

Police Department/Municipal Court

- There are no updates regarding the Police Department or Municipal Court.

Community Center and Parks & Recreation

- There are no updates regarding the Community Center or the Department of Parks & Recreation.

Memo

To: Governing Body

From: Chris Verbrugge, City Management Intern

CC: Keith Moody, Donnie Scharff, John Morris, Kelley Nielsen,
Erin Winn

RE: COVID Information for October 18, 2021, Council Meeting.



Below is supplemental information regarding the COVID-19 Pandemic.

Recent Data

	Johnson County Dashboard	Johnson County per MARC	MARC Region	Notes
Percent Positivity Rate	4.9%†	-----	-----	Data not reported by MARC
Daily Average Cases	780	90*	329*	
Daily New Cases	105**	1**	289**	
Daily Average New Hospitalizations	5.1μ	16**0†	85**1‡	Hospital data is subject to validation time.
Daily New Hospitalizations	5μ	13**0†	88**1‡	Hospital data is subject to validation time.
Daily Average Deaths	1	0*	3*	
Daily New Deaths	1	0**	13**	
Percentage of Population with at least 1 Dose	69.0%ℓ	76.1%***	61.8%***	

Percentage of Population with Full Vaccination	63.9%‡	64.9%***	52.82%***	
Additional Doses Administered	26,336**	-----	-----	Data not reported by MARC

*Past 7-days average with a 10-day enforced lag to account for delays in reporting (10/18/2021)

**Reporting for Friday October 15, 2021.

***Percentage based on total population, includes ineligible individuals.

Period for September 19, 2021 – October 2, 2021.

‡ 7 Day on October 15, 2021.

∅ 7 Day Average as of October 12, 2021.

‡ Percentage of eligible population (those aged 12 years and older).

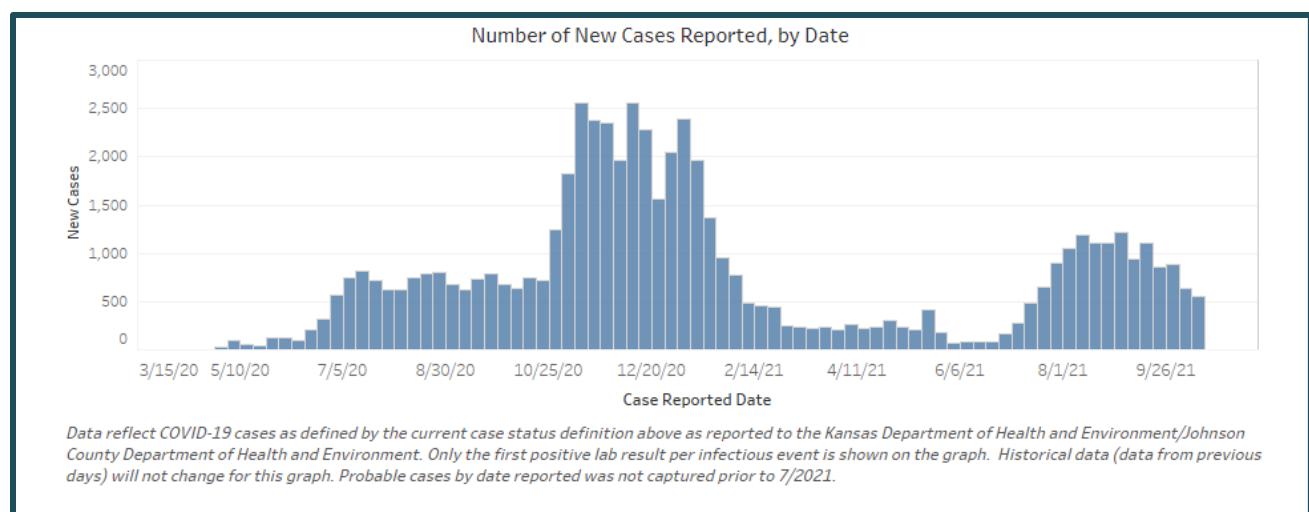
∅ 5 of 6 hospitals reporting with enforced two-day lag.

‡ 26 of 27 hospitals reporting with enforced two-day lag.

μ Reflects inpatient cases with PCR-positive tests with an enforced two-day lag. Only includes patients with a reported admission date.

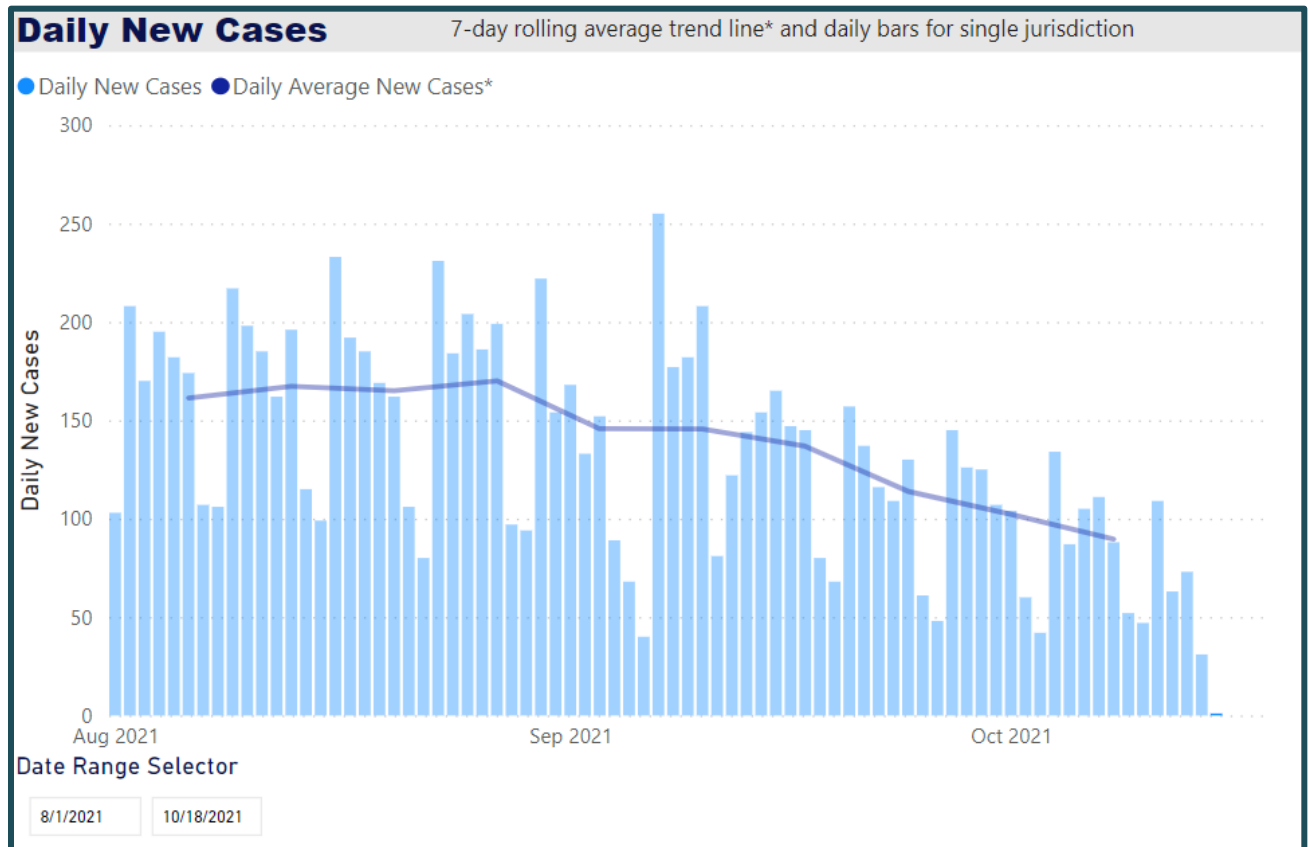
Larger Trends

- Cases per Johnson County



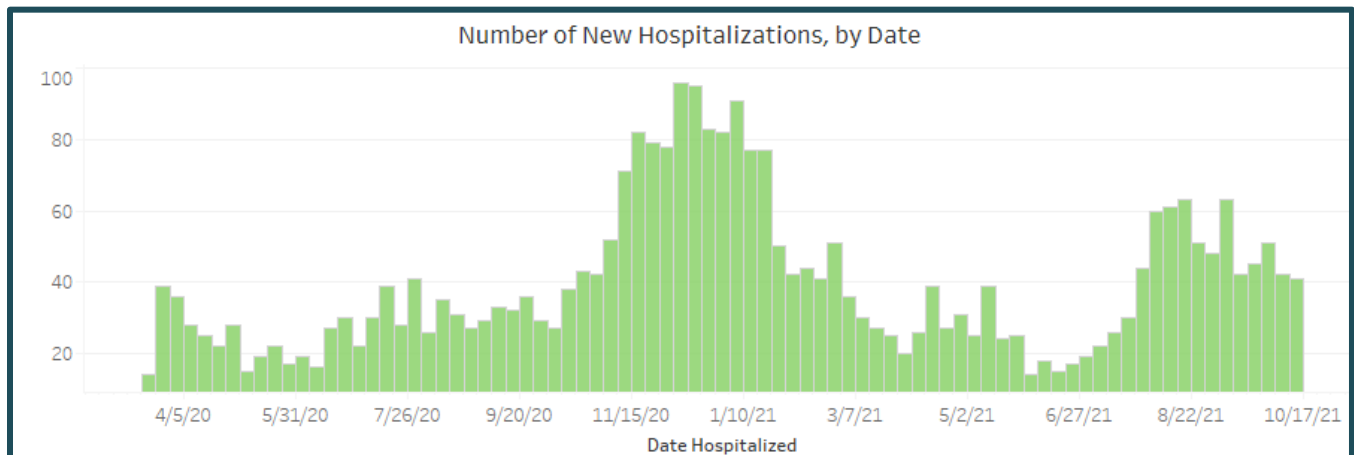
- Only a month ago, on September 12, the number of cases was 1,105.

- Johnson County cases per MARC

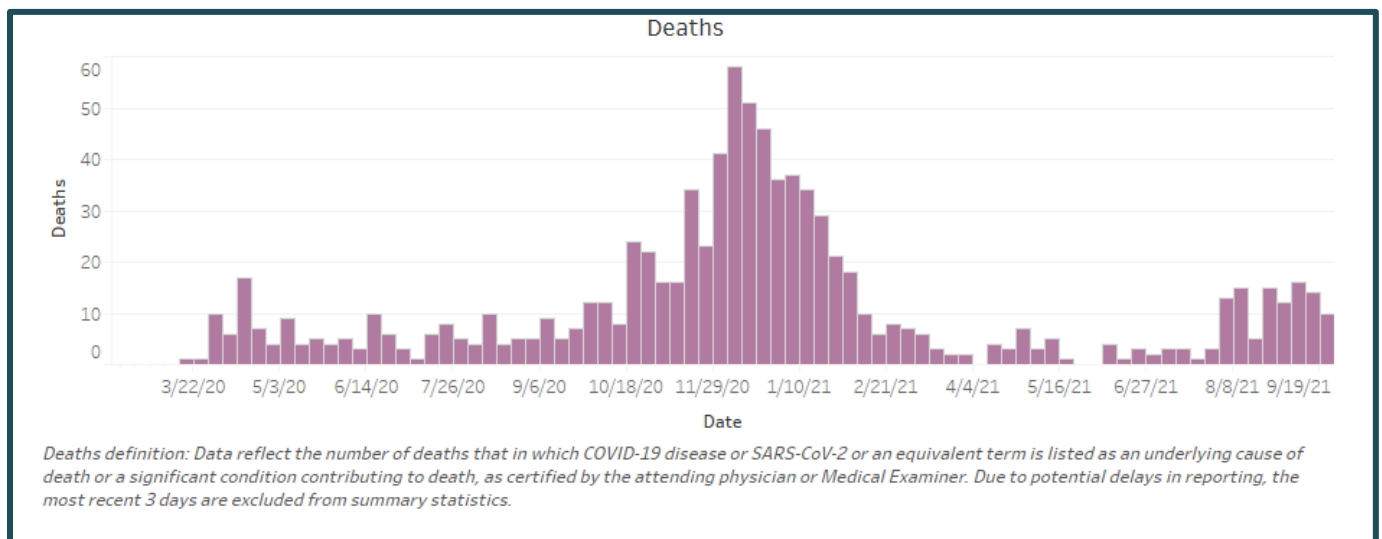


- Showing from August 1, 2021 to present. October 11 showed 109 new cases.

- Hospitalizations per Johnson County

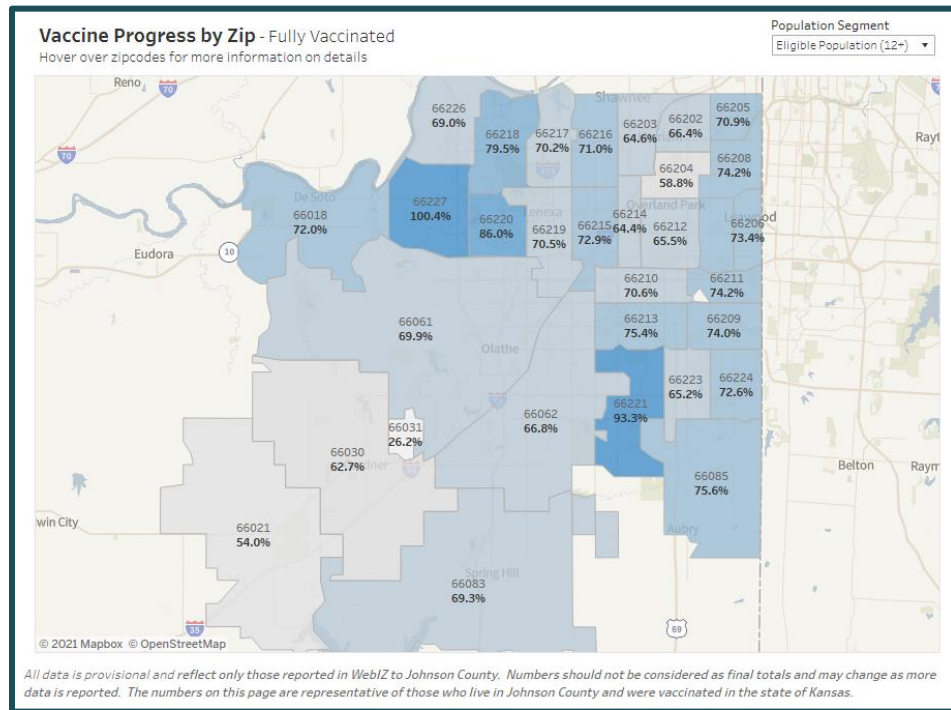


- The most recent listed date is October 10 with 41 new hospitalizations.
- Deaths per Johnson County

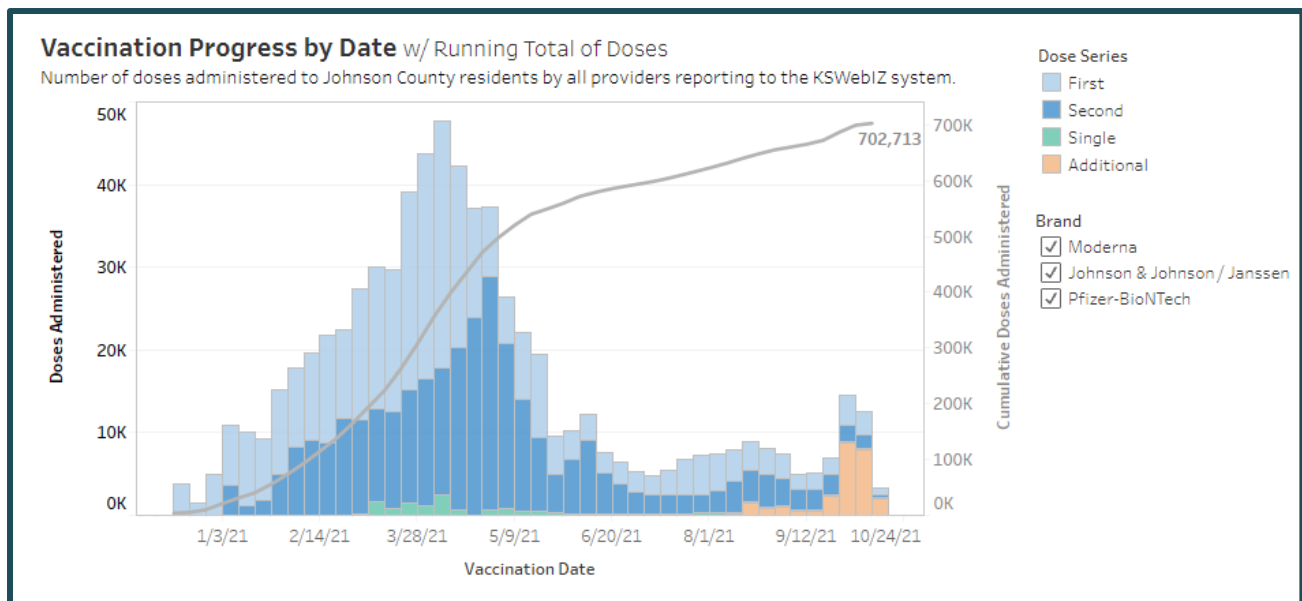


- Fewer deaths than at our peak.

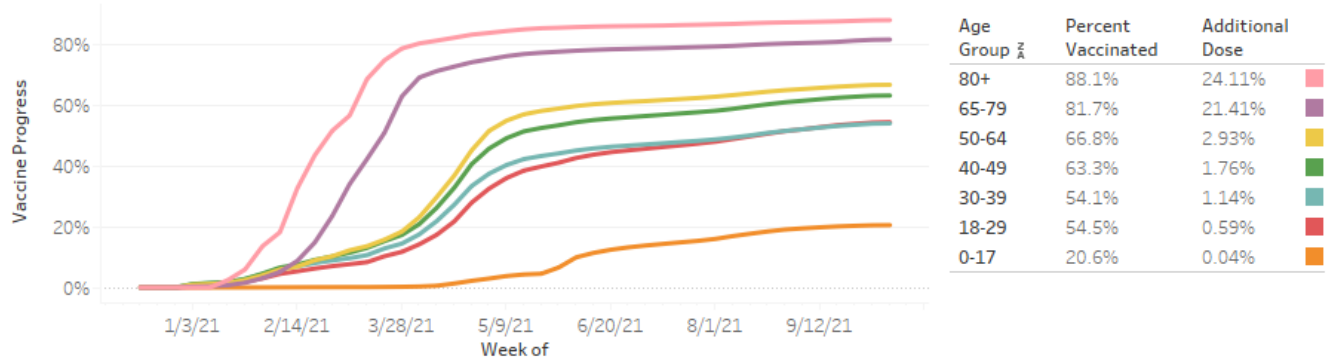
- Vaccination Rates by ZIP Code per Johnson County.



- Vaccination Progress per Johnson County



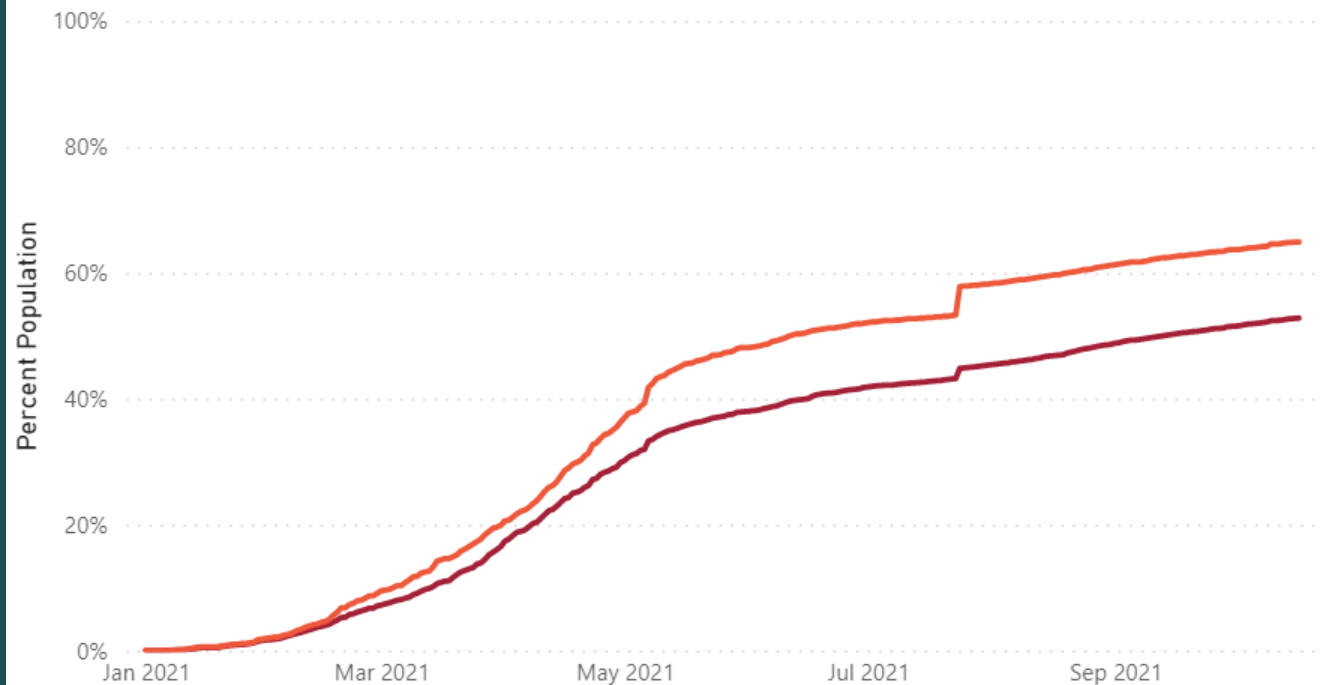
Cumulative Percent of Population Fully Vaccinated, by Week - Fully Vaccinated



- Vaccinations per MARC

Percent of Total Population Fully Vaccinated

Jurisdiction ● MARC Region ● Johnson, KS



RESOLUTION NO 692

A RESOLUTION MANDATING INDOOR MASKING WITHIN ROELAND PARK, KANSAS

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and which results in serious illness or death among some who are infected; and

WHEREAS, COVID-19 has already resulted in the deaths of over 610,000 United States citizens; and

WHEREAS, 64,998 Johnson County, Kansas citizens have tested positive for COVID-19, and 793 Johnson County, Kansas citizens have died from COVID-19, and

WHEREAS, 342,196 citizens of the State of Kansas have tested positive for COVID-19, and 5,322 Kansas citizens have died from COVID-19, and

WHEREAS, Kansas is experiencing another wave of new COVID-19 cases, fueled by low rates of full vaccination (under 43%), and the spread of a new strain of COVID-19 (the Delta variant); and

WHEREAS, the COVID-19, and its Delta variant, are spread primarily through respiratory droplets exhaled when infected people breath, talk, cough, or sneeze; and

WHEREAS, wearing face coverings substantially reduces transmission of COVID-19 and the Delta Variant by blocking exhalation of virus-containing droplets into the air; and

WHEREAS, recent research has demonstrated the utility of requiring people to wear face coverings instead of relying on voluntary masking, up to a 23.4% increase in mask adherence, and that mask adherence is itself associated with a significant decrease in COVID-19 cases and deaths; and

WHEREAS, the Johnson County Board of Health issued Order No. 001-21 on August 5, 2021, wherein it required all public and private school students and staff through and including 6th grade to wear masks or other face coverings while attending school indoor and on bus rides; and

WHEREAS, on July 27, 2021 the U.S. Centers for Disease Control and Prevention issued guidance recommending face coverings be worn by all individuals while indoors in areas with “substantial” or “high” transmission of COVID-19; and

WHEREAS, Johnson County, Kansas is experiencing a “high” level of COVID-19 transmission as of Thursday, August 12, 2021, and

WHEREAS, pursuant to the authority provided in K.S.A. 65-301, the governing body of Roeland Park, Kansas is empowered to “take such action as in their judgment may be necessary to control, suppress and prevent the spreading” of COVID-19.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROELAND PARK, KANSAS:

SECTION 1: The following policy is to be observed by all citizens and visitors of Roeland Park, Kansas:

1. Face Coverings are required to be properly worn by all individuals ages 5 and older while in indoor public buildings and spaces and public transportation vessels. For purposes of clarity, “indoor public buildings and spaces” include all indoor buildings and spaces open to the public other than private dwellings or private transportation vessels. “Face Coverings” for the purposes of this Resolution means a covering of the nose and mouth that is secured to the head with ties, traps, or loops over the ears or is simply wrapped around the lower face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. A Face Covering can be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts or towels.

2. Face Coverings are recommended in indoor private settings and crowded outdoor settings where there is close contact with other people who may not be fully vaccinated.

3. Face Coverings are not required to be worn by:

i. Children under the age of 5;

ii. Persons with health conditions that prohibit wearing a Face Covering. Nothing in this Resolution shall require the use of a Face Covering by any person for whom doing so would be contrary to their health or safety because of a medical condition;

iii. Persons who have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance;

iv. Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking;

v. Athletes who are engaged in an organized sports activity that allows athletes to maintain a 6-foot distance from others, or persons engaged in activities and athletics inside school buildings, who should follow KSHSAA and/or school guidelines;

vi. Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication;

vii. Persons who are alone in a separate room, office, or interior space;

viii. Persons who are consuming food or drink, including for religious purposes;

ix. Persons who are obtaining a service, including a religious service, involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service;

x. Any interaction or gathering where parties have actual or constructive knowledge all persons present are fully vaccinated by federally-approved vaccine(s); and

xi. Persons engaged in any lawful activity during which wearing a Face Covering is prohibited by law.

4. Violation of this Resolution by any person, other than those listed in Subsection 3, shall constitute a trespass against property pursuant to Section 6.7 of the Uniform Public Offense Code, as adopted by the City of Roeland Park. Any owner, proprietor, lawful possessor, and chief administrator of any indoor public building or space observing an individual not wearing a Face Covering should first request the individual wear a Face Covering or leave the premises immediately. If the individual refuses to wear a Face Covering and further refuses to leave the premises, the owner, proprietor, lawful possessor and chief administrator may contact the City of Roeland Park Police Department to report a person not wearing a Face Covering in their building. The Roeland Park Police Department is hereby authorized to remove any individual, other than those listed in Subsection 3, that refuses to wear a Face Covering while in an indoor public building or space.

5. If any provision of this Resolution or its application is held to be invalid, then the remainder of this Resolution shall not be affected and shall continue in full force and effect. To this end, the provisions of this Resolution are severable.

6. The provisions of this Resolution shall not apply to the extent such provisions directly conflict with any current or subsequent orders issued by the United States Federal government (or agency thereof), the State of Kansas (or agency thereof), the Governor of the State of Kansas, Johnson County, Kansas, the Local Health Officer of Johnson County, Kansas, or other applicable authorities, including but not limited to Johnson County Board of Health Order No. 001-21 dated August 5, 2021. Any order(s) by the aforementioned authorities shall be deemed controlling, and any such order(s) would supplant any provision(s) of this Resolution directly in conflict with the controlling order(s).

7. This Resolution shall take effect at 12:01 A.M. on Tuesday, August 24, 2021 and shall expire on Monday, October 19, 2021 at 12:01 A.M. unless rescinded, extended, modified or amended pursuant to applicable law.

ADOPTED THIS 23RD DAY OF AUGUST, 2021.

APPROVED by the Mayor.

Mike Kelly, Mayor

ATTEST:

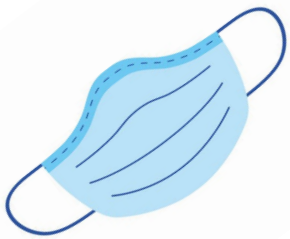
Kelley Nielsen, City Clerk

APPROVED AS TO FORM:

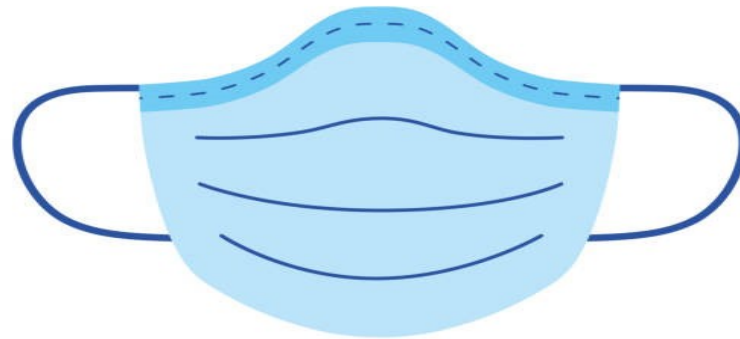
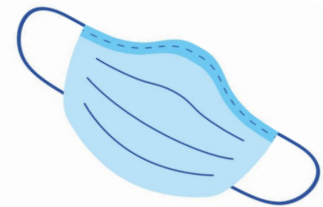
Steven E. Mauer, City Attorney

The City of Roeland Park is following CDC guidance and requires people to wear masks in public spaces per a resolution passed on August 23.

**FACE COVERINGS ARE REQUIRED WHILE INDOORS.
SOCIAL DISTANCING IS STRONGLY RECOMMENDED AT ALL TIMES.**



“Remember—my mask protects you,
and your mask protects me, we’re all in
this together”.—Governor Laura Kelly





4600 West 51 Street • Roeland Park, Kansas 66205

John Morris, Chief of Police 913-677-3363 FAX: 913-722-3745

Mask Compliance & Safety

Date: 08-24-2021

To: Whom it may concern

From: Chief Morris

Subject: Resolution # 692

The Roeland Park City Council passed Resolution # 692 on August 23, 2021 concerning a requirement for face masks to be worn at specific locations in the City of Roeland Park in regards to the Covid 19 pandemic. Information on this new resolution is available on-line at www.roelandpark.net and was in effect as of 12:01 a.m. on Tuesday, August 24, 2021 and shall expire on October 19, 2021 at 12:01 a.m. unless rescinded, extended, modified or amended pursuant to applicable law. For concerns or violations, the Roeland Park Police Department can be notified to respond to individuals who fail to meet the resolution requirements however we will NOT take enforcement action in any business, location, or event concerning the mask requirements and will only serve as escorting any individual(s) away from a location who refuse to comply. Criminal Trespass violations will be enforced if a refusal is applicable to a specific call for service and compliance is not made. Our goal is to educate citizens of personal safety and would appreciate cooperation and compliance during this pandemic.

DISPATCH # (913) 782-0720

Item Number: Unfinished Business- VII.-C.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/14/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **MOU with Bishop Miego Related to COVID Mitigation**
Item Type: Agreement

Recommendation:

Staff and legal representatives from the City and Bishop Miego have developed the attached MOU for Council consideration.

Details:

The attached MOU provides a written description of means and methods employed to prevent transmission of Covid (and variants) at the school and within the community. These are based upon the CDC's recommendations specific to schools. The MOU also establishes criteria for when universal indoor masking shall be employed at Bishop Miego. Beyond prescribing prevention methods and gating criteria the MOU also serves as an informational and educational document for residents, students, and faculty.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Link to Bishop Miego Covid-19 Dashboard:
https://docs.google.com/document/d/1noNzdHJ-NRma7ZgugxpxBklczk_skgkFiUCBNijr1cw/edit

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description

Type

▣ MOU with Bishop Miege Related to COVID Mitigation

Cover Memo

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROELAND PARK, KANSAS AND BISHOP MIEGE HIGH SCHOOL

This Memorandum of Understanding (hereinafter "MOU") is made this ____ day of October 2021, by and between the City of Roeland Park, Kansas, a Kansas municipal corporation ("City") and Bishop Miega High School ("School"), a Catholic high school located within Roeland Park, Kansas.

WHEREAS, the City and School wish to enter into this MOU for the purpose of protecting the health, welfare, and safety of all Roeland Park citizens; and

WHEREAS, COVID-19 and its variants are spread primarily through respiratory droplets exhaled when infected people breath, talk, cough, or sneeze; and

WHEREAS, the Center for Disease Control ("CDC") has advised that wearing face coverings substantially reduces transmission of COVID-19 and its variants by blocking exhalation of virus-containing droplets into the air; and

WHEREAS, the CDC strongly promotes vaccination as the leading public health prevention strategy to end the COVID-19 pandemic; and

WHEREAS, the CDC recommends universal indoor masking by all students age 5 and older for faculty, staff, students, and visitors to K-12 schools, regardless of vaccination status; and

WHEREAS, on August 5, 2021 the Johnson County Board of Health ordered public and private schools in Johnson County that house Kindergarten through 6th Grade students to require indoor masking; and

WHEREAS, the City has passed Resolution No. 692 which mandates the wearing of masks and other face coverings by individuals when indoors in public spaces; and

WHEREAS, the City and School agree that students benefit academically, mentally, spiritually and emotionally from in-person learning; and

WHEREAS, the City and School have mutually agreed that the School will require the wearing of masks by its faculty, staff, students, and visitors pursuant to the terms outlined herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the City and School understand and agree as follows:

1. Term. This MOU shall be in effect until January 7, 2022, unless extended, modified, or amended pursuant to the mutual agreement of the City and the School.

2. **Vaccinations.** The School hereby agrees that it will continue to promote the COVID-19 vaccination to its faculty, staff, and students as the best prevention against contracting the Coronavirus. The CDC has indicated that people who are fully vaccinated against COVID-19 are less likely to become infected and develop symptoms and are at substantially reduced risk from severe illness and death from COVID-19 compared to unvaccinated people.
3. **Physical Distancing.** Due to the importance of in-person learning, City and School agree that School will endeavor to promote physical distancing to the extent possible within the structures of the School. City and School further agree the School should not exclude students from in-person learning to keep a minimum distance requirement. The CDC recommends School maintain at least three (3) feet of physical distance between students within classrooms, where possible. School agrees it will endeavor to achieve three (3) feet of physical distance between students where possible within the School and its other facilities.
4. **Screening.** Screening testing identifies infected people, including those with or without symptoms (or before development of symptoms) who may be contagious, so that measures can be taken to prevent further testing. Within the School, screening testing can help promptly identify and isolate cases, quarantine those who may have been exposed to COVID-19 and identify clusters to reduce the risk to in-person education. Screening testing should be done in a way that ensures the ability to maintain confidentiality of results and protect student, faculty, and staff privacy.

The School agrees it will test any and all faculty, staff, and students that display COVID-19 symptoms (including but not limited to: shortness of breath, loss of smell and/or taste, and fever), that request to be tested for COVID-19, that have been in close contact with someone that has tested positive for COVID-19; and any other person the School deems necessary to test for COVID-19.

5. **Masking.** The CDC has indicated that when consistently and correctly worn, a mask will protect others as well as the individual wearing the mask, and that consistent and correct mask use is especially important indoors and in crowded settings, when physical distancing cannot be maintained. The City passed Resolution No 692 which mandates the wearing of masks and other face coverings while indoors in public spaces. On September 21, 2021 the School amended its masking policy to make masking optional for faculty, staff, and students. The City and School agree this voluntary masking policy may continue so long as the School does not experience a substantial or high level of transmission, as defined below.

The CDC defines levels of community transmission as total new cases per 100,000 persons. The School's population is far smaller, but the CDC's definition is instructive. Therefore, the below chart shall be used to define "Low," "Moderate," "Substantial," and "High" levels of community transmission within the School.

Transmission Level	Percentage of School Pop. That Has Tested Positive Within Last 7 Days	Universal Indoor Masking Required?
Low	Less than 5%	No
Moderate	Between 5% and 7.9%	No
Substantial	Between 8% and 9.9%	Yes
High	Greater than 10%	Yes

The School hereby agrees that if it achieves “Substantial” or “High” community transmission, it will require universal indoor masking for all faculty, staff, students and visitors. The community transmission percentage shall be calculated each week, on Monday, to determine that week’s community transmission level. The School agrees it will continue to require universal indoor masking until its community transmission level returns to the “Moderate” or “Low” levels.

6. Other Prevention Methods. The CDC has recommended the following additional prevention methods, and City and School agree it will encourage and implement these and other methods of illness prevention.

- A. Ventilation. Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. Bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be achieved by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration system, if economically feasible.

- B. Handwashing and Respiratory Etiquette. Faculty, staff, and students should practice handwashing and respiratory etiquette to keep from getting and spreading COVID-19. The School can monitor and reinforce these behaviors and provide adequate handwashing supplies. The School agrees it will instruct its faculty, staff, and students to handwash with soap and water for at least twenty (20) second, and remind everyone in the School to wash hands frequently. The School agrees it will instruct its faculty, staff, and students to practice proper respiratory etiquette by covering coughs and sneezes.

- C. Staying Home When Sick. Faculty, staff, and students who have symptoms of infectious illness, such as influenza (flu) or COVID-19 should stay home and be referred to their healthcare provider for testing and care, regardless of vaccination status. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others. The School agrees it will allow

flexible, non-punitive, and supportive sick leave that encourages sick employees and students to stay home without fear of retaliation or punishment.

D. Contract Tracing. To the extent allowable by privacy laws and other applicable laws, the School should collaborate with state and local health departments to confidentially provide information about people diagnosed with or exposed to COVID-19. This allows identifying which students, faculty, and staff with positive COVID-19 test results should isolate, and which close contacts should quarantine. The School will report new diagnoses of COVID-19 to its state or local health department as soon as they are informed. Further, the School will notify faculty, staff, and families of students who were close contacts as soon as possible (within the same day if possible) after the School is notified that someone in the school has tested positive.

E. Cleaning and Disinfection. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting removes any remaining germs on surfaces, which further reduces any risk of spreading infection. If the School becomes aware of any person that tests positive for COVID-19 and has been inside the School or any of its other facilities within the preceding 24 hours, the School will endeavor to thoroughly clean each and every room the infected person occupied.

7. Further Acts. City and School shall do and perform such other and further acts, and sign any further documents, as are reasonably necessary so as to effectuate their intentions as herein expressed.
8. Notice. Whenever any provision of this MOU requires the giving of written notice, it shall be deemed provided if delivered in person, sent by email with read receipt, sent by facsimile, or sent by registered or certified mail, postage prepaid, to the following:

City:

City of Roeland Park, Kansas
Attn: City Administrator Keith Moody
4600 W 51st Street
Roeland Park, Kansas 66205

School:

Bishop Miege High School
Attn: President Randy Salisbury
5041 Reinhardt Dr.
Roeland Park, Kansas 66205

9. Modification. This MOU may not be modified or amended except in writing mutually agreed to and accepted by both parties to this MOU.

10. Entire Agreement. This MOU constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written.
11. Severability. In the event any of the provisions herein contained shall be deemed or held to be unconstitutional, invalid, or unenforceable, the remainder of this MOU shall be interpreted as if such unconstitutional, invalid, or unenforceable provision was not contained herein. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect and the Parties may renegotiate the terms affected by the severance.
12. Counterpart Signatures. This MOU may be executed in any number of counterparts and when so executed shall be deemed an original, and all of which together shall constitute one and the same instrument.
13. Governing Law. This MOU shall be governed under and construed by the laws of the State of Kansas.

IN WITNESS WHEREOF, the parties have signed their names on the day and year first above written.

BISHOP MIEGE HIGH SCHOOL

By: _____

Randy Salisbury, President

Date: 10/18/2021

CITY OF ROELAND PARK, KANSAS

By: _____

Mike Kelly, Mayor

Date: _____

Item Number: New Business- VIII.-A.
Committee 10/18/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 9/7/2021
Submitted By: Staff
Committee/Department: Admin.
Title: **Approve Updates to Employee Handbook**
Item Type: Other

Recommendation:

To approve the updates to the employee handbook.

Staff began a comprehensive review of the employee handbook with a goal of edits that address diversity, equity and inclusion. The recommendations from the Racial Equity Committee, Midwest Public Risk (Insurance Pool) and City Attorneys along with comments from staff are reflected in the attached red-line of the handbook.

Details:

Most of the changes do not have a fiscal impact for the city. Adding observed holidays however would have a fiscal impact. Each day of paid holiday has a value of roughly \$7,500. The City would experience actual out of pocket expense of roughly \$2,500 for each paid holiday. The reason for the two different figures has to do with the fact that not all of the staff get the day off. Some of the police staff would work on the observed holiday and could either be compensated for the 8 hours of holiday time at time and a half or add the time as compensatory time off (similar to vacation).

Add Juneteenth as an Observed Holiday-

- **Background:** Juneteenth is a celebration commemorating the emancipation of enslaved Black Americans. Juneteenth was added as a federal holiday in 2021. Subsequently, Johnson County added Juneteenth to their list of observed holidays. Roeland Park's current observed holiday schedule was adopted in 2014 and mirrored Johnson County. A few other Johnson County municipalities have adopted Juneteenth as a city holiday (comparison attached).
- **Financial Impact:** The actual costs will incur in the police department; it is estimated that the

out of pocket cost would be \$2,500. An exact figure is hard to determine due to salary differences and the option to take comp time instead of overtime pay.

Add Indigenous Peoples Day as an Observed Holiday -

- **Background:** While Columbus Day is technically a federal holiday, states and local governments can choose not to observe federal holidays. There are a growing number of states and municipalities who are changing the name and intent of the holiday to recognize the displacement and genocide of native peoples at the hands of Columbus and other European colonizers.
- **Financial Impact:** The actual costs will incur in the police department; it is estimated that the out of pocket cost would be \$2,500. An exact figure is hard to determine due to salary differences and the option to take comp time instead of overtime pay. Currently, no other Johnson County municipality observes Indigenous People's Day. An alternative to a paid holiday would be an official Indigenous People's proclamation at the first October Governing Body meeting.

Beyond the fiscal considerations of adding observed holidays is the impact to customer service. This is difficult to quantify.

Paid holidays are a component of the "compensation package" provided by the City. Paid sick leave, paid vacation, paid bereavement, and paid parental leave are other paid leave benefits provided by the City (specifics concerning how much of each of these is provided to an employee are detailed in the attached handbook). The attached comparison of holidays observed by other JOCO cities is attached to show how Roeland Park compares to "the market" in the paid holiday category. Roeland Park currently does provide fewer paid holidays than most other JOCO cities. Adding two holidays would put us on par (12 days) with those cities offering the most holidays. We want to be market competitive; adding paid parental leave last year strengthened our market competitive position as has recent adjustments to our pay scale.

An alternative to observing additional holidays would be to provide staff "floating holidays" which can be used by the employee to observe holidays of their preference (numerous other JOCO cities offer this option). This option has less potential for out of pocket expense due to the fact that the floating holiday would work similar to vacation time and avoid the situation where a holiday creates overtime pay. The other advantage of a floating holiday is that it does not close down municipal operations. The disadvantage is that the City is not outwardly expressing support of a specific holiday.

Another option to be considered that has no fiscal impact would be to reduce the vacation hours accrued each year by employees by the number of holiday hours increased. If this is an option Council has interest in giving further consideration staff recommends polling the employees' on their preference.

The balance of the proposed changes provide clarification or are related to applying the DEI lens. Comments from the review are incorporated into the red line next to the applicable section for ease in understanding why a change was made or was not changed as recommended. Each commentator has a different color text box along with their initials. Comments from Alex Felzein are shown in purple with AF abbreviation. Comments/edits from Chris Napolitano (with MPR) are shown in blue with CN abbreviation. Keith Moody comments and edits are shown in green and pink with MK abbreviation. Kelley Nielsen comments are in red with NK abbreviation.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

Only change since you saw the redline at the prior workshop has been clarification on when Juneteenth and Indigenous Persons holidays will be observed.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ Employee Handbook- Clean Version	Cover Memo
☐ Johnson County Holiday Comparison	Cover Memo
☐ Redline of Employee Handbook 9-29-21	Cover Memo



*City of Roeland Park
Employee Handbook
Adopted 10/18/2021
Last Revision Adopted 08/18/2021*



The City of Roeland Park, Kansas

R.I.C.T.E.R. Scale

- **Respect:** We show consideration for all persons with whom we have contact; both our customers and fellow employees.
- **Integrity:** We have the courage to consistently do what is right and fair.
- **Creativity:** We find better ways to do things. We are innovative in achieving excellence.
- **Team Work:** We support and encourage others as we work toward a common goal.
- **Excellence:** We strive to exceed expectations for the results we produce, the quality of our services and the interactions with our customers.
- **Responsibilities:** We embrace the opportunity to do the right thing in carrying out commitments and obligations.

Management Team Leadership Philosophy

We believe that the employees are the most valuable assets. We are an organization of diverse individuals with integrity who trust each other to make right decisions. We value all staff and recognize that improvements derive from the people providing the services. We work together to produce excellent results. To this end we foster an environment that maximizes talent, skills and creativity.

Employee Mission Statement

Staff members work with elected leaders and citizens to make our community the best it can be.

Realizing the balance between diverse interests and desires, we, as employees, pledge to provide outstanding services for the residents and customers of the community every time.

We are an organization committed to provide the necessary support and opportunities for each staff member to honor this pledge.



City of Roeland Park - Employee Handbook

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A. GENERAL GUIDELINES

1. Policies Established-

The following policies, guidelines, and other provisions for personnel administration in the City of Roeland Park are established to:

- a) Promote and increase the efficiency and effectiveness of City service;
- b) Develop a program of recruitment and advancement which will make City service attractive as an employment opportunity; and
- 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.

2. City Employment and Personnel Policies-

The policies in this Employee Handbook are not intended to cover every situation or question that might arise during the course of your employment, but rather, serve as general information and guidelines to provide a framework for day-to-day practices. While this Employee Handbook describes certain policies, procedures, and benefits, it is subject to change from time to time, with or without notice to employees, and at the sole discretion of the City.

This Employee Handbook supersedes any and all past handbooks, policies, procedures, understandings and standards, written or verbal, express or implied.

3. At-Will Employment-

This Employee Handbook does not create express or implied contractual employment rights to continued employment or employment benefits. Employment at the City is at will, which means that either the employee or employer may terminate the employment at any time, for any reason not prohibited by law, with or without notice. All employees are considered to be at-will employees for the purposes of City employment, and no supervisor or other management personnel has the authority to change, either orally or in writing, the at-will status of any employee or create an employment contract. Only the Governing Body has the authority to create an employment contract and such contract must be in writing.

4. Application of Policies-

The policies and guidelines in this Employee Handbook shall apply to all employees in the service of the City except elected and appointed officials.

5. Departmental Guidelines-

The 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 this Employee Handbook. When a conflict exists between this Employee Handbook and guidelines set by a department, the Employee Handbook shall govern.

6. Amendment of Policies-

These policies may be amended from time-to-time in the same manner as they were adopted. Any such amendment shall become effective upon adoption by the Governing Body. The most recent version of this policy can be located online or by contacting the City Clerk.

B. WORKPLACE GUIDELINES

1. Equal Opportunity Statement-

It shall be the policy of the City to provide fair and equal employment opportunity to all qualified applicants and employees, and not discriminate on the basis of race, color, gender identity and sexual orientation, disability, religion, age, national origin, military and/or veteran status, citizenship status, genetic information or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to all terms and conditions of employment, including but not limited to: recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, training, recruitment, advertising, compensation, benefits, employee activities, all other terms and conditions, and general treatment during employment. In most cases, vacant positions shall be advertised, except those that fall under the internal promotion policy and those exempted by the Governing Body on an emergency basis.

The City Administrator has overall responsibility for this policy and maintains any required reporting and monitoring procedures. Employees' questions or concerns should be referred to the City Administrator.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the City Administrator. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy may lead to discipline, up to and including discharge.

2. Non-Discrimination and Anti-Harassment Policy-

The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

a) Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under the law. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; repeated requests for social engagement or interactions when prior social invitations have been refused or when the employee has otherwise indicated such invitations are unwelcome; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b) Other Prohibited Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, age, disability, creed, marital status, ancestry, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the

workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

c) Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

d) Retaliation is Prohibited

The City prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action up to and including discharge.

e) Complaint Procedure

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

The Employer strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should immediately file their complaints with their immediate supervisor or the City Clerk or the City Administrator. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the City Clerk, especially if the employee believes the supervisor is the offending party.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment, discrimination, or retaliation, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to unwelcome or unlawful conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action, or legal processes.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the City believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the City Administrator .

Individuals who have questions or concerns about these policies should talk with the City Administrator.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of any protected class or characteristic from participating in business or work-related social activities or discussions in order to avoid allegations of discrimination, harassment, retaliation. The law and the policies of the City prohibit disparate treatment on the basis of any protected class or characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

f) Policy Relating to Persons with Disabilities

It is the City's policy not to discriminate against any qualified employee or applicant who can perform the essential functions of the job because of such individual's disability or perceived. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor then the City Administrator. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

On receipt of an accommodation request, the City Administrator and your supervisor, if other than the City Administrator, will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City will work with the employee to determine the feasibility of the requested accommodation, or other potential accommodations. In doing so, the City will consider various factors, including, but not limited to the nature, effects, and cost of the accommodation.

The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision to the Governing Body by submitting a written request within ten business days of the decision explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the City Administrator, or, if necessary, the Mayor. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

3. Drug, Alcohol and Controlled Substance Abuse Policy-

a) General Rules

- i. The Alcohol and Controlled Substance Abuse Policy applies to all City Employees.
- ii. The Federal Department of Transportation (DOT) and various other Federal Programs specifically require additional prohibitions, notices, testing and training for employees involved with the operations of mass transit, aviation and commercial motor vehicles. Each agency of the DOT issues regulations specific to their industry. The City Administrator or designee is responsible for developing and implementing procedures for compliance with such regulations and shall issue copies of the procedures to covered employees as appendices of this Employee Handbook. In the event of any conflict between rules and regulations, the stricter rule or regulation shall govern.
- iii. The City has an obligation to its employees to take reasonable steps to ensure a drug-free and safe place to work. The City also has an obligation to the citizens of Roeland Park and the public at large to provide quality and safe services through a policy and program prohibiting alcohol, illegal drugs, and controlled substances in the workplace.
- iv. The City prohibits the unlawful manufacture, distribution, dispensing, possession or use of alcohol/intoxicants, illegal drugs, and illegal controlled substances in the workplace. Any employee who violates this policy may be subject to disciplinary action including termination.
- v. The Mayor, City Council and City Administrator of the City affirm the City's policy that, as a condition of employment, all employees will abide by the policy for a drug-free workplace and adhere to the following prohibitions:
- vi. No employee shall report to work under the influence of alcohol/intoxicants, illegal drugs, or illegal controlled substances.
- vii. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs or controlled substances in any manner (1) on City premises or in City vehicles at any time, whether or not performing City business, or (2) while performing City business

at any location. An employee convicted of violating any criminal drug statute on or off City property may be subject to disciplinary action, including termination.

- viii. Employees shall not use City property or their position with the City in any way to make or traffic alcohol/intoxicants, illegal drugs, or illegal controlled substances for their own purposes.
- ix. Employees shall not engage in any other illegal use, possession, or trafficking of alcohol/intoxicants, illegal drugs, or controlled substances in a manner which is detrimental to the interest of the City.

b) Notice of Conviction-

Any employee convicted of a criminal drug statute violation occurring in the workplace will notify the City Administrator of such conviction no later than five days after conviction.

c) Notice of Legal Drugs or Medications-

Employees taking medication that result in impairment must inform his or her supervisor if they believe they will be impaired or need a reasonable accommodation. Employees shall not commence or continue work if they are uncertain whether they can perform their duties safely.

d) City's Right to Search-

Employees will have no expectation of privacy in any City property, including desks, city issued cell phones, devices, and other electronics. As a result, the City shall have the right and ability to search City-owned property at any time and for any reason. Further, when the City has reason to believe an employee is violating any aspect of this policy, the City may ask the employee to submit immediately to a search of any locker, lunch box, briefcase, purse, wallet, personal belongings, desk, vehicles, or other receptacle the employee uses or has access to. Entry on City premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by the City constitutes insubordination and is a violation of City policy which may result in disciplinary action, including termination.

e) City's Right to Test-

- i. An individual may not be hired to perform a safety sensitive function unless the individual passes a drug test of urine for evidence of all illicit Schedule 1 drugs including marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. .
- ii. All new hires and re-hires of full-time, part-time, or temporary/ seasonal employees may be required to take urine or other medical test, so long as directly related to the employee's ability to perform his or her job responsibilities, and to agree in writing to allow the results of those tests to be furnished to and used by the City.
- iii. Those persons who do not pass such test(s) shall not be employed.

- iv. An employee performing a safety sensitive function who is reasonably suspected of using alcohol or a prohibited drug, may be required to take a drug or alcohol test(s) or both. A supervisor's reasonable suspicion must be based on specific contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee. Alcohol testing may also be performed at any time prior, during or following an employee's work shift.
- v. An employee who performs a safety-sensitive function that either contributed to an accident, or cannot be completely discounted as a contributing factor to an accident, may be required to take a drug test(s).
- vi. Employees who perform safety sensitive functions are subject to drug testing on an unannounced and random basis.
- vii. Except as otherwise required by law, all information from an employee's drug or alcohol test shall be treated as confidential. All information related to the drug or alcohol test of an employee will be maintained in his restricted file. Anyone disclosing drug test results, in violation of this policy, will be subject to disciplinary action. Drug and alcohol testing is not genetic testing and no genetic testing will be performed on any blood, urine, or other samples provided for drug and/or alcohol testing.

f) Disciplinary Action for Violation of the Policy-

Any employee who violates any aspect of this policy, including refusal to submit to any of the above described searches, inspections, or testing when requested by the City, may be subject to disciplinary action up to and including discharge. Failure to provide adequate breath or urine may constitute a refusal to test if a medical evaluation determines there is no medical condition preventing the employee from providing the sample. When the City has reason to believe the employee is violating this policy, the employee may be suspended immediately pending investigation.

g) Response to Questions about the Policy-

The City Administrator has been designated as the person responsible to answer questions about the alcohol and drug testing program.

4. Nepotism-

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the supervisor or department head is a member of their immediate family. "Immediate family" is defined to include only an employee's:

- a) Parents or stepparents;
- b) Spouse or children;
- c) Sister or brother;

- d) Grandparents or grandchildren;
- e) Mother or father-in-law; or
- f) Brothers or sisters-in-law.

In addition to the above, no person shall usually be employed in a position in any department if that person is a member of the immediate family of another employee within that department. However, members of immediate families may be employed within the same department if one or more family members are employed only as a part-time, temporary or seasonal employee for not to exceed six months in any 12 consecutive month period.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees shall usually be transferred to another department, if possible, without loss of pay or other benefits. However, in most cases, the establishment of such a relationship alone shall not be the basis for termination of employment.

5. Employment Eligibility-

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

On your first day of work, new employees must complete Section 1 of the Federal Form I-9 and, within three business days of commencement of employment, you must show acceptable documentation, pursuant to those listed in the Form I-9, proving that you are eligible to work in the United States. This is required by federal law.

6. 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 become involved in political activities subject to the following restrictions:

- a) As private citizens, employees may participate in all political activities, including holding public office. Employees may not engage in any activity regarding the election of candidates for any City office.
- b) City employees are not prohibited from supporting candidates for office or from contributing labor to candidates and organizations that endorse candidates. Employees are not permitted to be candidates for City elective office in Roeland Park.
- c) 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 while working.
- d) 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.

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.

7. Residency-

Residency requirements, if any, are determined by the Governing Body.

8. Outside Employment-

Full-time City employees shall not be employed in outside employment without the approval of his or her department head and the City Administrator. This applies to any significant form of non-City employment activity, whether part-time, temporary or permanent, for which the employee receives money, goods, services or other forms of compensation. Employees interested in securing outside employment shall provide their department head a request for outside employment containing full disclosure of the employer's name and address, the nature of work to be performed and the approximate hours per week that the employee will engage in outside employment. Outside employment by a full-time employee shall only be permitted when such outside employment:

- a) Is considered secondary to service with the City;
- b) Does not interfere with the performance of duties for the City; and
- c) No legal, financial or ethical conflict of interest results from such dual employment.

Approval to perform continuous outside employment must be renewed and re-authorized annually by the department head and City Administrator.

9. Gift Restriction –

There will be a general prohibition against gifts, services or things of value to City staff with the following exceptions: (A) An occasional non-pecuniary gift, service or thing of value, insignificant in value (\$50.00 or less); (B) An award publicly presented in recognition of public services.

C. COMPENSATION AND PAY PRACTICES

1. Position classification-

Position classification is a system of identifying and describing different kinds of work in the organization. In most cases, 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.

2. Pay Range Plan-

The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay ranges assigned to each class of positions shall be periodically reviewed and revised by the Governing Body.

3. Maintenance of the Classification Plan-

It shall be the duty of each department head to report to the City Administrator any and all organization changes which will significantly alter or affect changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and pay ranges for such positions.

4. Categories of Employment-

Full-Time Employee-

One employed to regularly work at least 40 hours per work week who was not hired on a short-term or temporary basis. The work week is any consecutive seven-day period, except as otherwise provided in Section E-1.

Part-Time Employee-

One employed to regularly work less than 40 hours per work week on a regular and continuing basis.

Seasonal or Temporary Employee-

One employed to work on a regular and/or recurring basis during a specific season or portion of a year.

Volunteer-

Is a non-paid individual in the position he or she holds. When acting as a volunteer an individual is not an employee. City employees may volunteer for tasks that they would not be engaged in as part of their regular employment.

5. Pay Periods and Paydays-

The City shall pay all employees on a bi-weekly basis, every other week, for work performed for the previous two-week period. Should the regular payday fall on a City holiday, pay shall be distributed on the working day immediately preceding that day.

6. Hours of Work-

The work week is a period of seven consecutive days beginning at the nearest shift change on Sunday (or 12:01 a.m. on Sunday) and ending at the nearest shift change on the following Saturday (or 12:00 midnight on the following Saturday).

General Employees-

The normal work period for general employees, which includes all employees other than police officers, is 40 hours of work during a seven-day period.

Police Officers-

The normal work period for full-time police officers shall average 80 hours over a fourteen-day period.

Normal Work Hours-

No employee shall be permitted to work in excess of their normal work period except when so directed by the employee's department head. Work in excess of 40 hours per week for non-law enforcement employees, without prior written permission, constitutes insubordination which may result in discipline, up to and including termination.

Employees should see their supervisor for information regarding their meal break.

7. Employment Classification-

Positions are classified according to the responsibilities of the job, the number of hours worked each week and length of service. Employees may be eligible for different benefits and governed by different regulations dependent upon their job classification. The following definitions have been established in order to standardize terminology purposes of federal and state wage and hour laws:

a) Exempt-

Employees whose positions are exempt from the Fair Labor Standards Act and do not receive overtime pay and/or compensatory time. Exempt employees are paid on a salary basis and generally receive the same weekly salary regardless of hours worked, subject to certain, limited and legally permitted deductions.

b) Non-Exempt-

Non-Exempt Employees are employees who are paid on an hourly basis and who are subject to overtime/compensatory pay and minimum wage provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees will be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week, unless otherwise specified by state law.

You will be informed of your classifications upon hire and informed of any subsequent changes to your classification.

8. Overtime Work-

- a) Compensation for authorized overtime work shall be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over 40 per work week for non-emergency service employees.
- b) A work period for police and firefighters has been established under the Fair Labor Standards Act. Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceed 80 hours per 14-day work period.
- c) Overtime compensation shall usually be paid not later than the first payday following the work week in which it was earned. However, an employee may be given compensatory time

off in lieu of cash payments for the overtime worked. Any compensatory time off shall be at the rate of one and one-half times the hours of overtime worked and is accruable up to 80 hours (53.3 actual hours worked) for all employees.

- d) All overtime work must have prior authorization by the employee's department head. At the time of authorization, the department head shall advise the employee whether the overtime compensation shall be in the form of additional wages or compensatory time off. The department head shall maintain records of any overtime worked.
- e) Seasonal or temporary employees working at the Roeland Park aquatic center shall not be eligible for overtime compensation, pursuant to Fair Labor Standards Act Section 13(a)(3) and K.S.A. § 44-1202(e)(6) and 44-1202(h).
- f) For purposes of calculating overtime, hours worked include holiday, scheduled vacation (defined as vacation scheduled at least two (2) weeks prior to the first day of vacation leave) and actual hours worked.

9. Call Back Time-

- a) A Department Head may call an employee in to work on a regular day off or may call an employee back to work after a regular work schedule.
- b) All employees who are eligible to receive overtime, and who are called in to work on a regular day off or are called back to work after a regular work schedule shall be paid at the appropriate rate of pay for the hours worked, except such employee shall be paid a minimum of two hours at their overtime rate. The employee may choose to add these hours as compensatory time off.
- c) The minimum of two hours shall not apply if the employee was called in or called back during the two-hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Pay for call back begins at the time the employee reports for duty.

10. Pay Plan-

The salary of each employee of the City, except those appointed officers whose salary is specifically set by ordinance, shall usually be set, at least annually, at an amount within the pay range of the position class the employee is assigned as determined by the Governing Body, with the advice of the City Administrator.

Employees working on a part-time basis shall receive that portion of the salary assigned to their position to be determined by the actual time they work. The hourly wage for persons employed on a monthly salary basis is computed as follows: Monthly wage times 12 divided by (hours worked per week times 52) equals wage per hour for full-time employees.

11. Pay Increases-

- a) In most cases, pay increases shall not be automatic and such increases are subject to approval by the City Administrator.
- b) Annual cost-of-living pay increases may be given as approved by the Governing Body. Subject to the approval of the City Administrator, a department head may award a pay increase to an employee based on an annual performance evaluation submitted by the employee's immediate supervisor.
- c) Annual longevity pay may be given at the discretion of the Governing Body.
- d) Annual bonuses may be given at the discretion of the Governing Body.

D. PERFORMANCE MANAGEMENT

1. Performance Evaluations-

An evaluation of the performance of each full-time and part-time employee based on his or her duties and responsibilities shall usually be prepared by the employee's immediate supervisor at least annually.

2. Qualifications of Employment-

Applications for any open position with the City shall usually be accepted from applicants who meet the stated minimum qualifications established for that position, subject to the following conditions:

- a) Each applicant shall complete a job application form.
- b) A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications.

3. Promotion-

All employees seeking promotion shall usually be expected to meet the minimum qualifications for the position to 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 contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications.

E. TIME OFF POLICIES

1. Holidays-

The following will be the fixed holidays:

1. New Year's Day - always January 1. When January 1 falls on a Saturday, then Friday, December 31 of the previous year is observed. When January 1 falls on a Sunday, then Monday January 2 is observed.
2. Martin Luther King, Jr. Day – always the third Monday in January
3. Memorial Day Monday – always the last Monday in May
4. Juneteenth – always the 19th day in June. When June 19th falls on a Saturday, then Friday, June 18th is observed. When June 19th falls on a Sunday, June 20 is observed.
5. Independence Day– always July 4. When July 4 falls on a Saturday, then Friday, July 3 is observed. When July 4 falls on a Sunday, then Monday, July 5 is observed.
6. Labor Day Monday – always the first Monday in September
7. Indigenous Peoples Day – always the 2nd Monday in October
8. Veterans' Day – always November 11. When November 11 falls on a Saturday, then Friday, November 10 is observed. When November 11 falls on a Sunday, then Monday, November 12 is observed.
9. Thanksgiving Day – always the fourth Thursday in November
10. Day after Thanksgiving – always the Friday immediately following the fourth Thursday in November.
11. Christmas Day – always December 25. When December 25 falls on a Saturday, then Friday, December 24 is observed. When December 25 falls on a Sunday, then Monday, December 26 is observed.

And in some years:

12. When December 25 falls on a Tuesday then, Monday, December 24 is observed as a holiday. When December 25 falls on a Thursday, then Friday, December 26 is observed as a holiday.

Employees required to work on a City observed holiday will receive 8 hours holiday pay or an alternative day off.

To be eligible to receive pay for a City holiday, an employee must not have been absent without approved leave either on the workday before or the workday after the holiday.

2. Vacation Leave-

Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue vacation credit for such month of service; provided that this restriction of 12 days shall not apply where the employee has worked fewer than 12 days due to authorized paid 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, provided no paid vacation leave time may be taken during the first six months of employment.

Years of Continuous Employment	0-4	5-9	10-15	15+
Hours Earned Per Month	8	10.67	12	16
Equivalent Work Days	12	16	18	24
Maximum Hours Accumulation	240	240	240	240
Maximum Hours for One Time Leave	80	120	120	120

Employees on Medical leave are not subject to the maximum hours for one time leave.

Training Period-

Employees-in-training during their initial employment shall be credited with vacation leave for each month of employment but shall not be permitted to use any vacation credit prior to the completion of their training period. Training employees terminated during the training period shall be paid for any accrued vacation leave.

Scheduling-

The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and department head.

Holiday During Vacation-

City holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

b) Minimum Hours-

Exempt employees may use vacation leave in full day increments and non-exempt employees may use vacation leave in half-hour increments, subject to the approval of their supervisor.

c) Termination –

Upon termination, an employee shall be compensated for all earned but unused vacation leave at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule with the exception outlined in the separation of service section.

3. Sick Leave-

Full-time employees who are employed to work at least 40 hours or more per work period, shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity, occurring either on or off the job. Sick leave with pay may also be used for absences resulting from illness, injuries, accidents, or other physical incapacity of the employee's spouse, child, or parent. A spouse is defined as a husband or wife as defined by the state of residence of the employee, as well as domestic partner. A child is a son or daughter, in addition to a biological child, adopted, foster or step-child. The definition of son or daughter also includes a legal ward or child of someone standing in loco parentis. A qualifying daughter or son must be under the age of 18, unless the daughter or son has a physical or mental disability that makes self-care impossible. In such cases, there is no age limit. A parent is defined as a biological, foster, adoptive or step-parent, or any person who served in loco parentis (served as a parent) to an employee. It does not include a parent-in-law.

No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Full-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to their immediate supervisor.

a) **Amount of Sick Leave-**

Full-time employees shall earn eight hours of sick leave for each full month of service. Part-time employees who are employed to work not less than 40 hours per work week shall receive four hours of sick leave for each month of employment.

b) **Accumulation of Sick Leave-**

An employee hired prior to March 1, 2013, may accrue no more than 960 hours of sick leave. An employee hired after March 1, 2013, may accrue no more than 480 hours of sick leave.

c) **Computing Sick Leave-**

Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour.

d) **Doctor's Certificate-**

For sick leave in excess of three consecutive work days, a department head may require a signed statement from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness and/or his or her ability to return to work.

e) **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 at least two hours before the beginning of the first work day for which sick leave is taken unless the cause is an emergency in which case notice shall be provided as soon as practical under the circumstances.

f) **Termination of Employment-**

An employee shall not be paid for any unused sick leave upon termination of his or her employment with the City with the exception outlined in the separation of service section.

4. Paid Parental Leave-

The Paid Parental Leave Policy will apply to eligible employees due to the birth of an employee's child or the placement within an employee's home of an adopted or foster child. The policy is in effect for childbirth, foster placements or adoptions occurring on or after the effective date of this policy.

a) Purpose

To establish uniform guidelines for how paid parental leave policy will work for all eligible employees, establishing eligibility criteria, and terms of leave for which someone can receive paid benefits. The goal of the policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations. The City of Roeland Park prides itself on being a flexible, family friendly workplace and this policy, adopted as part of the 2020 Budget Objectives, is another step toward giving our employees the additional flexibility they need when adding a new family member. These policies will help the City of Roeland Park attract and retain quality employees, as well as work toward increasing diversity.

b) Policy

1. Eligibility

- i. Paid parental leave is available to full-time regular and appointed employees who have worked for the City of Roeland Park for at least twelve (12) months, at least 2,080 hours.
- ii. Surrogate mothers and sperm donors are excluded from coverage under this policy.
- iii. The adoption of a child by a new spouse is excluded from this policy.
- iv. Respite placement, or when one foster family temporarily cares for the foster children of another family, is not eligible for paid parental leave under this policy.
- v. The child being fostered or adopted must be age 17 or younger.

2. Term of leave – Eligible employees will receive six continuous weeks of pay. Paid parental leave is in addition to, and not a replacement for, any other leave for which an employee is eligible.

3. Employees can utilize paid parental leave only once in a twelve-month period and only once per child.

4. Paid leave will be based on the employee's certified normal rate of pay.

5. Eligible employees must apply for short-term disability benefits as a condition of receiving

the salary continuation as addressed under this policy. Short-term disability benefits will offset, and not be in addition to, the salary continuation provided under this policy. Short-term disability benefits are provided to mothers who give birth to a child and provides 60% of the employee's salary with a maximum of \$500/week. These benefits provide six (6) weeks for vaginal births and twelve (12) weeks for a caesarian birth.

6. Employees receiving paid parental leave are expected to return to work for at least six (6) weeks following the conclusion of their paid parental leave. If the employee fails to return to work, they will be required to reimburse the City for the paid parental leave funds received from the City, excluding any short-term disability pay received. By accepting the paid parental leave, the employee agrees to these terms.
7. Vacation and sick leave benefits will continue to accrue during the period of paid parental leave. The City will continue to pay its share of the cost of an eligible employee's group health insurance during a paid parental leave. The employee's share of premiums and benefits will continue to be deducted as usual.
8. Paid parental leave must be used within twelve (12) weeks following the birth, foster placement or adoption of a child. If paid parental leave is paired with other forms of paid leave, such as sick, vacation and holiday, the paid parental leave shall be administered first followed by other forms of paid time off. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, personal leave, and holidays.
9. If a holiday observed by the City of Roeland Park occurs during the eligible employee's paid parental leave, the eligible employee will receive holiday pay in lieu of a paid parental day. Use of holiday pay during a paid parental leave will not extend the length of the leave.
10. Multiple births or adoptions (birth or adoption of twins, for example) does not increase the length of paid parental leave granted for that event. If both parents are eligible employees, each will be able to use the appropriate provisions of this policy.

c) Procedures

1. An eligible employee must submit a completed Leave Request form requesting the Paid Parental Leave at least thirty days (30) prior to the anticipated date of the leave. To the extent that 30-day notice is not possible, a leave request should be made as soon as possible. The form will also indicate the employee's statement that they will return to work for at least six weeks following the conclusion of their paid parental leave.
2. For those eligible for short-term disability, the appropriate form will need to be completed by your healthcare provider.
3. An eligible employee will be required to furnish appropriate adoption or foster placement documentation, such as a letter from an adoption agency or state, or from the attorney in cases of private adoptions.
4. A fraudulent request for Paid Parental Leave is grounds for dismissal.

5. Funeral Leave-

In the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or same by marriage of the employee or employee's spouse), full-time employees may request funeral leave not to exceed three consecutive working days. If an employee needs additional time off to attend to details of the funeral, it may be arranged with their supervisor. Leave in excess of three days may be charged against any unused sick or vacation leave, unless the employee elects to take leave without pay. Employees should notify their department head as far in advance as possible regarding a need for leave.

6. Family and Medical Leave-

If ever required by federal law, the City will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the City's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave (if available under the law), requests for leave shall proceed according to the City's established policies. Any questions regarding available Family and Medical Leave should be directed to the City Clerk.

7. Injury Leave-

- a) All injuries occurring on the job shall be reported immediately to the employee's immediate supervisor.
- b) Any employee injured on the job shall usually be eligible to receive injury leave with pay during the seven-day waiting period for workers' compensation claims.
- c) 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 and shall be charged against sick leave.

8. Military Leave-

- a) Employees will be granted leaves of absence for military service, training or other obligations in compliance with Uniformed Services Employment and Reemployment Rights Act requirements and related federal and state military leave laws. Any employee so engaged in military or other uniformed services shall not be denied employment, reemployment, retention, promotion, or any benefit of employment on the basis of their active uniformed service. The City will not discriminate in employment against, or take any adverse employment action against, any person because he/she exercised these rights.
- b) As with other leaves, employees must provide advance notice to his/her supervisor of the intent to take military leave as well as appropriate documentation, as far in advance as possible, unless giving such notice is impossible, unreasonable or precluded by military necessity.

- c) Pursuant with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees are provided with broad protection in terms of their reemployment upon completion of military service, as well as specific time frames in which employees must return to work upon completion of service. Employees returning from military leave will (with limited exceptions) be returned to their position in accordance with current law then pertaining.
- d) Employees will not continue to receive pay during a military leave unless required by law. However, an employee may request to use earned but unused vacation time and sick time during military leave. Benefit coverage will continue for 30 days, provided employees pay their normal portion of the premiums.

9. Civil Leave-

a) **Civil Leave With Pay-**

An employee shall be given necessary time off with pay:

- i. When performing jury duty;
- ii. 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;
- iii. When performing emergency civilian duty in connection with national defense; or
- iv. 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.

However, an employee shall reimburse the City for juror or witness fees received while on civil leave.

b) **Civil Leave Without Pay-**

If an employee is involved in a personal lawsuit either as plaintiff or as 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.

10. Other Leave-

a) **Educational Leave-**

An employee, upon written request, may be granted leave without pay for a period up to one year to further his or her education or seek specialized training, upon recommendation of the employee's department head and approval by the City Administrator and Governing Body. An employee may request leave with pay for a class related to their current work on a case by case basis which will need to be approved by his or her department head and the City Administrator.

b) **Leave of Absence-**

An employee, upon written request, and with the recommendation of his or her department head, may be granted a leave of absence without pay for a period of up to six months, subject to the approval of the Governing Body.

c) **Compensatory Time-**

Compensatory time off that is accrued by a non-exempt employee for overtime worked shall be taken within 13 pay periods following the pay period in which it was earned.

d) Request for Leave-

Except for sick leave, all leave must be authorized by the employee's department head prior to leave time being taken.

e) 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.

F. OTHER EMPLOYEE BENEFITS

1. Health Care Program-

- a) All employees meeting the Affordable Care Act definition of full-time (working an average of at least 30 hours per week in a permanent position) shall be eligible for the City's group health care insurance program beginning on the first day of the month following the initial date of employment. A part-time employee who becomes a full-time employee shall be eligible for group health care insurance as of the date of change in employment status.
- b) When an individual employee is required to contribute because of participation in the City's group health care program the amount of such contribution shall be a payroll deduction.
- c) All costs for health care insurance shall be paid by the employee during any period the employee:
 - i. Is on a leave without pay (excluding Family and Medical Leave Act provisions);
 - ii. Is on suspension without pay;
 - iii. Is on unauthorized leave; or
 - iv. Is participating in any unlawful work stoppage.
- d) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- e) Each employee should refer to the specific plan document, benefit booklet, or policy provided for each benefit to determine eligibility. A benefit plan document always supersedes all other information provided about a benefit. Summary Plan Descriptions (SPDs) can be found in City Clerk's Office and employees should see the City Clerk to request a copy.

The City reserves the right to amend or terminate benefits at any time.

2. Retirement - OASDI Benefits-

All eligible employees of the City are under the federal OASDI social security system, and receive the benefits thereof 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.

3. Retirement - KPERS/KP&F Benefits-

All eligible employees of the City are members of the Kansas Public Employees Retirement System (KPERS) and/or Kansas Police & Firefighter Retirement System (KP&F) and receive the benefits thereof in accordance with state laws and guidelines. Under current law, KPERS members contribute six percent of salary, by payroll deduction. The employer's share is determined by KPERS, and varies annually.

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.

5. KPERS/KP&F Death and Disability Benefits-

All employees who are contributing members of KPERS/KP&F are eligible for the insured death and disability benefits provided by KPERS/KP&F, which is supplemental to the regular KPERS/KP&F benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begins on the first day of employment, whether or not the employee is a contributing member of KPERS/KP&F.

6. Unemployment Compensation-

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

7. Life Insurance-

In addition to the death benefits provided under OASDI, KPERS and KP&F, the City makes available to each employee the option of purchasing group life insurance, administered by KPERS/KP&F, 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.

8. Deferred Compensation-

All City employees may participate in any deferred compensation plan offered by the City, for which they are eligible.

G. AUTHORITY TO DISCIPLINE

Department heads and/or the City Administrator shall have the authority and the responsibility to discipline employees for violations of the City's personnel policies and any departmental guidelines.

1. General Policy-

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part “self” discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does and to help the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for his or her department head or supervisor to consider disciplinary actions to correct the problem.

It is not possible to list every possible instance in which an employee may be subject to discipline, up to and including termination. However, the following list (which is not all-inclusive) provides instances in which an employee may be subject to discipline, up to and including termination:

- a) The employee violates the provisions contained in this Employee Handbook, or any other written guidelines or procedures applicable to the department in which the employee works;
- b) The employee’s conduct reflects discredit to the City or hinders the effectiveness or efficiency of City operations; and/or
- c) The employee has performed an act of misconduct or has failed to perform an act which results in misconduct.
- d) The City Administrator believes discipline or termination would be for the good of the service of the City.

2. Disciplinary Actions-

The following types of disciplinary actions are possible:

a) **Verbal Warning-**

A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee’s file.

b) **Reprimand-**

A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee’s file.

c) **Probation-**

Probation is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve on the employee’s job

behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

d) **Salary Reduction-**

A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.

e) **Demotion-**

A demotion is the placement of an employee into a position of a lower pay range.

f) **Suspension-**

A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

g) **Termination-**

Termination is the removal of an employee from City employment.

There is no requirement that the discipline of an employee involve all, or any, of the above-referenced actions. For instance, if warranted, an employee may be suspended or terminated without any prior disciplinary actions.

3. Procedure for Disciplinary Action-

Whenever in the judgment of the employee's supervisor or department head justifies the application of disciplinary action other than a verbal warning, the supervisor or department head might, in appropriate circumstances:

- a) Document the misconduct in writing;
- b) Determine the appropriate disciplinary action to correct the problem;
- c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, department head or other persons requested to be present by the department head;
- d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action;
- e) Make a final decision as to the disciplinary action; and/or
- f) Notify the employee of the disciplinary action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the City Clerk for insertion in the employee's personnel file.

The procedure noted above is discretionary and may or may not be utilized given the particular circumstances.

4. Misconduct Subject to Disciplinary Action-

The following is a list of misconduct which may subject an employee to disciplinary action, up to and including termination of employment. The list is not exclusive; it is only representative of the types of misconduct which may subject an employee to disciplinary action. This list is provided for general guidance to employees and does not alter the at-will nature of an employee's employment relationship with the City.

- a) Conviction of a violation of any state or federal criminal law.
- b) Conviction of a violation of any City law.
- c) Failure to follow prescribed City or departmental safety policies and procedures, including failure to notify his or her supervisor of unsafe working conditions and negligent or willful creation of unsafe conditions in the workplace.
- d) Violation of personnel policies and guidelines or departmental policies and guidelines.
- e) Inattention to duty, carelessness, breakage or loss of public property or funds or willful or negligent damage to public property or waste of public supplies or equipment.
- f) Incompetency or inefficiency in the performance of the duties of his or her position or failure to render satisfactory service.
- g) Insubordination or other breach of discipline.
- h) Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and officers of the City.
- i) Abuse of leave, excessive absenteeism or tardiness or absence without leave.
- j) Temporarily leaving the workplace without the approval of his or her supervisor.
- k) Failure to give proper notice of absence.
- l) Sleeping on the job.
- m) Use of alcohol or drugs, off the job, to the extent that the employee's job performance or effectiveness as a City employee is impaired.
- n) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order or regulation.
- o) Unauthorized possession of firearms or other weapons on the job.

- p) Taking or using any funds or property of the City for personal use or for sale or gift to others or the making of any false claim against the City.
- q) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or department head or knowingly making a false statement to any employee or officer of the City.
- r) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.
- s) Possession or use of alcohol or drugs, except where prescribed by a physician, after being afforded the opportunity to seek professional attention, or use of alcohol or drugs, except where prescribed by a physician, while on duty. Sale of or offering for sale or giving away alcohol or drugs while on duty or at the workplace.
- t) Illegal harassment of any kind, including sexual harassment.
- u) Disclosing confidential records or information unless directed to do so by his or her department head or supervisor.
- v) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of City employment.
- w) Material falsification of application for City employment or making a false statement or report in regard to any test, certification or appointment or any attempt to commit any fraud that violates the merit principles of personnel administration.
- x) Giving or attempting to give any monetary consideration or the delivery of undeserved service to or from any person or organization for, or in connection with, any test or appointment.
- y) Taking or offering to take from any person for the employee's personal use any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to encourage the employee to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or service of value through his or her position in the service of the City.

In an appropriate case, an employee may be suspended, with or without pay, pending an investigation and review of the matter.

H. SAFETY

1. General Safety-

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

2. Smoking Policy-

Smoking shall not be permitted in any enclosed City facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities. This policy applies to all officers and employees of the City, contractors, and visitors. Smoking shall be permitted only at a reasonable distance of ten (10) feet outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas.

No Smoking signs shall be posted in all City facilities.

Those employees who smoke and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation counseling and support.

3. Conceal Carry of Firearms-

Employees and officials, who are not otherwise prohibited by state or federal law, may carry a concealed handgun, consistent with the Kansas Personal and Family Protection Act, as amended, into City buildings, where the carrying of a concealed handgun is allowed under the provisions of state law.

- a) Any employee carrying a concealed handgun within a City building pursuant to the provisions of state law must keep said handgun completely concealed, in a proper holster or similar product, with all safety features in place.
- b) Storage of Concealed/Carry Firearms: It is the sole responsibility of the employee to maintain control of his/her concealed firearm and ammunition by ensuring that such firearm is on his or her person and attended to at all times.
- c) Employees are also permitted while on City owned property to store a firearm within their own vehicle provided that such storage is outside of plain view from the exterior of the vehicle and that the vehicle is locked when the employee is not in the vehicle.
- d) Other than certified law enforcement officers, it is outside of the course and scope of employment for any City employee or contractor to brandish, intentionally display, use,

discharge, point or threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties.

- e) An employee's failure to maintain a firearm in a concealed manner or locked as described herein could result in discipline, up to and including termination.
- f) In the event that a City employee or official discharges a firearm while on duty, the Roeland Park Police Department shall investigate the discharge and file a report of investigation with the City Administrator. Based on such report, the City Administrator, or designee, will determine whether it constitutes grounds for disciplinary action, up to and including termination. The discharge of a firearm while on duty may also result in criminal charges.

Subject to other policies and procedures of the City of Roeland Park and Kansas law, law enforcement officers are the only individuals authorized to use deadly force while acting for and on behalf of the City of Roeland Park. Employees who are not authorized to use deadly force do not have the immunities and are not entitled to the same indemnity afforded law enforcement and other employees authorized to carry firearms within the scope of their employment. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.

4. Uniform Policy-

The purpose of this policy is to establish a policy concerning the proper wearing of City apparel for non-public safety employees and to identify those items that are "safety equipment" and not uniforms. Items will be replaced, as needed, based on budgetary considerations. Each employee, upon being hired shall be issued the following uniform items:

a) Public Works Department

- i. Five shirts with City logo.
- ii. Three heavy sweatshirts with City logo.
- iii. One winter jacket with City logo.
- iv. One pair of coveralls with City logo.
- v. \$150 to be paid each year (at the beginning of the year) through payroll for the purchase of work pants.

b) Administrative

- vi. Five shirts with City logo.
- vii. Two sweatshirts with City logo.

c) Code Enforcement

- viii. Five shirts with City logo.

- ix. Two heavy sweatshirts with City logo.
- x. One winter jacket with City logo.
- xi. One Khaki pants.

5. Specifics-

- a) Uniforms (excluding work pants) will be purchased only three times per year (usually March, June and September).
- b) All uniforms (excluding work pants) are the property of the City and must be exchanged when receiving new items or returned when leaving employment with the City.
- c) Uniforms now in the possession of City employees must be exchanged prior to receiving new uniforms.
- d) It is assumed that employees who wear uniforms while not on duty do so to bring credit to the City and will not engage in conduct that is disgraceful or an embarrassment to the City.
- e) All new uniforms, with a City logo, shall be approved by the City Administrator.
- f) It shall be the responsibility of the employee to wash, clean and maintain any City uniforms.
- g) Appropriate non-uniform clothing may be worn when attending training, schools, meetings, luncheons, workshops, etc.
- h) The employee is responsible for any loss or damage of City uniforms due to neglect.
- i) The City Administrator may authorize exceptions to the Uniform Policy.

6. Non-Uniform Safety Items-

The following items are considered Safety Equipment and shall be provided to necessary employees. These will be replaced as needed due to normal wear and tear or when damaged. The old items shall be returned prior to issuing new items.

- a) One pair of steel toed (ANSI approved) boots (Paid by City up to \$160.00).
- b) One pair of leather gloves.
- c) One pair of safety glasses.
- d) One pair of full eye goggles.

I. TRAVEL POLICY

The City pays business-related travel expenses of its elected officials, employees and other with the approval of the department head and City Administrator, as long as the departmental travel seminar and education line-item budget would not be exceeded.

a) Approved Travel-

- i. Any function of the League of Kansas Municipalities if held within the State of Kansas.
- ii. Any function of the Mid-America Regional Council (MARC) if held within the member counties of MARC.
- iii. Any function of the Northeast Johnson County Chamber of Commerce.

b) **Reimbursement Rates-**

- i. Travel by personal car at the IRS-approved rate. In-state mileage shall be calculated by the City Administrator using the shortest distance method, plus five (5) miles per each day, or part thereof, that the person is engaged in City business. Out-of-state travel will be at actual odometer readings.
- ii. Other transportation, lodging and miscellaneous expenses at actual cost upon the submission of proper vouchers/receipts.

c) **Meals-**

- i. At actual cost upon the submission of proper vouchers/receipts for expenses not associated with travel requiring an overnight trip.
- ii. For travel requiring an overnight trip, the following per-diem (no receipts necessary) shall apply, or pro-rata based on the following:

In State		Out of State	
Breakfast	\$5.00	Breakfast	\$10.00
Lunch	\$10.00	Lunch	\$20.00
Dinner	\$15.00	Dinner	\$30.00

- iii. Banquets, lunches and other meals included in the registration fee or prepaid with the conference will be deducted from the per diem rate.

Individuals who are pre-registered for any event and not able to attend should make every effort to find another City official to go in their place.

J. EMPLOYMENT RECORDS

1. Personnel Records-

- a) Information contained in an employee's personnel file is highly confidential and is maintained by the City Clerk. The City Clerk shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. Employee medical related records shall be kept in a separate file in accordance with these same provisions. All employee files remain the property of the City and contain only items that have direct bearing on the employee/employer relationship. This includes any documents that relate to the employee's recruitment, selection and retention; the employee's job

responsibilities and his/her ability to perform those duties; and the employee's present or future ability to perform work assignments.

- b) Employee files will be maintained by the City Clerk and must remain in the Administration Department at all times. Only authorized individuals have access to the information in these records.
- c) Managers should provide, to the City Administrator for review and approval, written notification of any corrective action or changes in the status for his or her employees. The City Clerk will maintain a record of all changes in the employees' personnel files.
- d) Current employees may request to review their personnel file. An employee's personnel file shall be available during office hours for inspection by that employee upon reasonable notice. Such request should be submitted to the City Clerk.

2. Access to Employee Files and Verification of Employee Records-

Information contained in an employee's personnel file is highly confidential and will be released only to authorized individuals within the City, upon receipt of a court ordered subpoena or to individuals with written authorization from the current employee. It is the City's policy to provide only limited information regarding a former employee in response to requests for references.

This policy shall be applied in accordance with the requirements of federal and state laws.

3. Release of Employee Files-

When an outside party requests information about a current or former employee, only the City Administrator or City Clerk is authorized to respond. Reference requests should be referred to the City Administrator or City Clerk.

All telephone or written inquiries for employment references must be referred to the City Administrator or appropriate manager. It is the general policy of the City that the City Administrator or City Clerk will release only the employee's dates of employment and job title; salary may only be verified in writing.

K. TECHNOLOGY AND ELECTRONIC COMMUNICATIONS

The purpose of this policy is to establish guidelines for use of the City's computer, communication, and related systems to ensure that this equipment is used in a manner consistent with its intended purpose and the mission of the City and to discourage or eliminate inappropriate use of the equipment.

1. Definitions-

- a) **Technology Equipment-**

Includes all computers and related hardware and software, voicemail, electronic mail, internet access, internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, video cassette recorders, cameras, pagers, radios, and electronic equipment in general which is owned by the City, licensed to the City, or otherwise provided for use by the City through the use of public funds.

b) **Management Staff-**

Department heads, their designees, or other City staff in supervisory positions.

c) **Network-**

Any City owned or operated computer, telephone, or electronic system.

2. General Computing and Network Policy-

- a) Violations to this Policy are subject to disciplinary action, including termination.
- b) All users of the City's technology equipment must adhere to City, state, federal, and international laws governing the use of such equipment. All users of the City's technology equipment should strive to use such equipment in an efficient and effective manner consistent with the City's mission, and must avoid unethical, unauthorized, or any other use of such equipment in a manner inconsistent with good stewardship of public resources.
- c) Any provision or provisions of this policy may be waived only for unusual circumstances, and only with the concurrence of an individual's supervisor and the City Administrator or his/her designated representative.
- d) Users of the City's network services shall promote efficient use of the networks to minimize, and avoid if possible, congestion of the networks and interference with the work of other users of the network.
- e) Encryption of communications will be allowed only if it is determined to be necessary for the protection of citizens or employees, or is determined to be an integral part of an employee's performance of their assigned work.

3. Prohibited Uses-

- a) Use of the City's technology equipment for threats, harassment, slander, defamation, obscene or suggestive messages and images, political endorsements, commercial activities, or for the production or dissemination of any material which is discriminatory with regard to race, sex, religion, ethnicity, disability, sexual orientation, gender identity, and/or age is prohibited.
- b) "BIOS" (basic in and out system) passwords, unless approved by the City Administrator or his/her designated representative.
- c) Intentionally disrupting or damaging any of the City's network services or any components of the system.

- d) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- e) Any unauthorized access or attempts to gain unauthorized access to data, system resources and passwords.
- f) Any attempt to secure system access privileges other than those assigned by the System Administrator or his/her designated representative.
- g) Decryption of system or user passwords.
- h) The copying or deleting of any software without the authorization of the City Administrator.
- i) Infringement on software licenses and copyrights.
- j) Loading of software onto the City's network, or any component of the network, without the advance approval of the City Administrator or his/her designated representative.
- k) The intentional introduction of computer viruses or other disruptive programs into the City's system.
- l) Sharing of passwords with other users.

4. Privacy Policy-

- a) No individual or group utilizing the City's technology equipment should have any expectation of a guarantee of privacy in their use of the City's technology equipment. The equipment is managed by the City for the purpose of City business, and authorized representatives of the City may access any aspect of the City's technology equipment at any time for work related non-investigatory or investigatory purposes. Authorized representatives of the City may, without advance notice, access any portion of the City's technology equipment for purposes related to claims of misconduct by City staff.
- b) Management reserves the right to monitor the use of any or all portions of the City's technology equipment, including electronic messages either sent or received, electronic files stored on the City's network, and internet sites visited.
- c) Management reserves the right to access, without notice, data or text caches, pager memory banks, e-mail, voicemail boxes or accounts, and other employer provided electronic storage systems.
- d) All data, information, electronic mail, and other documents contained on the City's network, or any component of the City's network, is City property, and may be accessed by authorized representatives of the City.

5. Electronic Mail Systems-

- a) **Privacy, Confidentiality and Public Records Considerations**

- i. The City will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the City can assure neither the privacy of an individual user's use of the City's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.
- ii. All electronic files and messages on the City's systems are periodically backed up and generally available for re-creation, even if erased.
- iii. In all electronic mail communications, be polite and use appropriate language.
- iv. Delete all messages from the electronic mail system when they are no longer needed to help efficiently manage network storage resources.

b) Permissible Uses of Electronic Mail

a. Authorized Users-

Only City employees and other persons who have received permission under the appropriate authority are authorized users of the City's electronic mail systems and resources.

b. Purpose of Use-

The use of any City resources for electronic mail must be related to City business. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of City's electronic mail resources for personal purposes is subject to the provisions of this policy.

c. Prohibited Purposes

- i. Personal use that creates a direct cost for the City.
- ii. The City's electronic mail resources shall not be used for personal monetary gain or for commercial purposes that are not directly related to City business.

d. Prohibited Uses

Prohibited uses of electronic mail includes, but is not limited to the following:

- i. Do not use the City's electronic mail system for sending "junk mail" or "chain letters."
- ii. Never send electronic mail from someone else's account or electronic mail address.
- iii. Sending copies of documents in violation of copyright laws.
- iv. Inclusion of the work of others into electronic mail communications in violation of copyright laws.

- v. Capture and “opening” of other employees’ electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.
- vi. Use of electronic mail for personal political use.
- vii. Use of electronic mail to harass or intimidate or to interfere with the ability of others to conduct City business. This prohibition specifically includes any communication which violates the City’s policies against illegal harassment and discrimination.
- viii. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
- ix. “Spoofing,” i.e., constructing an electronic mail communication so it appears to be from someone else.
- x. “Snooping,” i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial City business purpose.
- xi. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.
- xii. To distribute defamatory, fraudulent or harassing messages, or otherwise engage in any illegal or wrongful conduct.

e. City Access and Disclosure

By accepting and continuing employment, employees of the City are consenting to the City’s monitoring of their e-mail communications on City equipment and/or on City premises and/or on City paid time.

f. General Provisions

To the extent permitted by law, the City reserves the right to access and disclose the contents of employee and other users’ electronic mail without the specific consent of the user beyond the general consent provided as a condition of employment. The City will do so when it believes it has a legitimate business need including, but not limited to, those listed in Section (g) below.

Employees and other users are advised that the City’s electronic mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received regarding City business or with the use of City resources may be made available for review by any authorized City official for purposes related to City business.

Any user of the City’s electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate City authority.

g. Monitoring of Communications

The City will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the City deems necessary for any valid business purposes, including employee supervision.

h. Inspection and Disclosure of Communications:

The City reserves the right to inspect and disclose the contents of electronic mail:

- i. In the course of an investigation triggered by indications of misconduct or misuse;
- ii. As needed to protect health and safety;
- iii. As needed to protect the rights or property of the City;
- iv. As needed to prevent interference with the business mission of the City;
- v. To detect employee wrongdoing; or
- vi. As required for employee supervision or performance management.

The City will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and/or to fulfill the City's obligations to third parties.

i. Limitations on Disclosure and Use of Information Obtained by Means of Access or Monitoring

The contents of electronic mail communications, properly obtained for City purposes, may be disclosed without permission of the user. The City will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.

j. Special Procedures to Approve Access to and Disclosure of Use of Electronic Mail Communications

Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate City authority. Any employee accessing the electronic mail communications of others without permission will be subject to disciplinary action, up to and including termination.

6. Definition of City Authority-

For the purposes of this policy, City Authority is defined as having approval of the Governing Body or by the City Administrator.

7. Internet Access-

a) Authorized Users:

Internet access is provided to City staff only by approval of department heads, and with the concurrence of the City Administrator or his/her designated representative.

b) Purpose of Use-

The use of any City resources for internet access must be related to City business. Incidental and occasional personal use of internet access may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of internet access resources for personal purposes is subject to the provisions of this policy.

c) Prohibited Purposes-

- i. Accessing adult entertainment, pornography, illegal, suggestive or other inappropriate material via the internet at any time from any City facility using either privately-owned or City technology equipment.
- ii. Personal use that creates a direct cost for the City.
- iii. The City's internet access resources shall not be used for personal monetary gain (i.e. engage in e-commerce, investment banking activities or gambling activities, legal or illegal) or for commercial purposes that are not directly related to City business.

8. Social Media/Blogging-

The City respects the right of any employee to maintain a blog and other types of self-published online journals, social media sites and collaborative web-based discussion forums. However, to protect the City's interests and ensure employees focus on their job duties, employees are expected to follow the guidelines and policies set forth to provide a clear distinction between you as an individual and you as an employee.

a) Purpose-

This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual employees and City officials with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

b) Definitions-

i. Social Media-

Various forms of discussion and information sharing, including blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums. Technologies include: picture sharing, wall postings, fan pages, e-mail, instant messaging and music sharing.

ii. Social Networking-

The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the use of the internet to promote such connections for official City business for employees, elected and appointed officials who are using this medium in the conduct of official City

business.

c) **Policies and Procedures-**

All official City presences on social media sites or services are considered an extension of the City's information networks and are governed by the Technology and Electronic Communications Policy contained in the City Personnel Manual and used for the limited purpose of informing the public about City business, services and events.

- i. All City social media sites must comply with applicable federal, state and City laws, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information technology, web standards, brand standards and media policies established by the City.
- ii. Each social media site used by the City will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the City's official website for more information, forms, documents or online services necessary to conduct business with the City.
- iii. Purpose-To provide information to the users in a timely manner and to direct users to the website for additional information.

Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City and in accordance with all human resource policies. Employees shall not disclose information about confidential City business on either the City's social media sites or their personal social media sites.

- iv. The City encourages the posting of comments by individuals; however, current elected officials are not to post on the City's official social media sites.
- v. The City's social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - Comments not topically related to the particular site or blog article being commented upon;
 - Profane language or content;
 - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation or gender identify;
 - Sexual content or links to sexual content;
 - Solicitations of commerce;
 - Conduct or encouragement of illegal activity;

- Information that may tend to compromise the safety or security of the public or public systems; and/or
- Content that violates a legal ownership interest of any party. The City reserves the right to remove content that is deemed in violation of this policy or any applicable law. Any participants on the City's official social media sites who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site.

The City reserves the right to temporarily or permanently suspend access to official City social media sites at any time.

L. CELL PHONE COMMUNICATIONS POLICY

It is the policy of the City to provide cellular telephones and/or wireless personal communications devices to designated employees in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services.

It is also the policy of the City to maintain the right of access to and disclose of any and all messages communicated through electronic means when City-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message.

Decisions regarding the use of City cellular telephones and wireless personal communications devices, which are not explicitly stated herein, will be left to the discretion of the City Administrator. Department heads are authorized to administer, provide guidance on, and assure compliance with the features of this policy.

It is the policy of the City to provide reimbursement for cellular telephones and wireless personal communications devices to designated employees who can be recalled in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. At the City Administrator's discretion eligible personnel may obtain a personal cellular telephone, and/or wireless personal communications device. The City will reimburse the employee at a monthly rate of \$15.00. Department heads will be reimbursed at a rate of \$30 per month.

1. Applicability-

This policy and procedure applies to all City employees, departments, and organizations. Departments which use a pool system for cellular telephones, or which have cellular telephones assigned to vehicles or positions instead of to individuals, may develop departmental policies and procedures and/or regulations which provide greater direction to their employees, as long as that direction is consistent with this policy.

This policy includes City-owned cellular telephones and other wireless personal communications devices, which are not directly connected to a telephone line. It does not apply to direct-wired landline telephones.

2. Authorized Usage-

City-owned cellular telephones and other wireless personal communications devices are intended only for City business. No personal use of City-owned cell phones is allowed. In the event of an emergency personal call, the employee shall reimburse the City of the proportional share of the current monthly fee and service charges, as well as the direct cost of the minutes used (i.e. roaming, long distance, rate plan minutes, etc.).

Employees should not use cellular telephones to discuss confidential or sensitive information, as cellular telephone conversations are not secured.

3. Eligibility Criteria-

Employees eligible for assignment of City-owned cellular telephones, and other wireless personal communication devices are those designated by the City Administrator, including but not limited to:

- a) Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be shown that cost savings and customer service efficiency will be realized through use of such devices;
- b) Employees who have a critical need to maintain accessibility with other department heads, City management staff and public officials in order to ensure uninterrupted customer services and/or the integrity of the organizations;
- c) Public safety positions as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;
- d) Designated employees involved in the City's emergency response plan; and
- e) Department heads and employees who have a responsibility for responding to public safety incidents in the field.

4. Responsibilities of Department Heads-

The department heads are responsible for:

- a) Recommending requests for cellular telephones, and other wireless personal communications devices from their respective subordinates;
- b) Ensuring that requests are in conformance with the procedures outlined herein, or that exceptions are justified;

- c) Ensuring that all persons assigned a City-owned cellular telephone, and/or other wireless personal communications device are provided access to a copy of this policy, and that the individual is in compliance with it;
- d) Conducting annual reviews of assigned devices to determine if such assignments continue to be justified; and
- e) Informing appropriate employees responsible for City communications of all reassignments of cellular telephones, electronic paging devices and other wireless personal communications devices.

5. Responsibilities of Employees-

Employees who are assigned the use of City-owned cellular telephones, and other wireless personal communications devices are responsible for the following:

- a) Ensuring the physical security of such devices;
- b) Ensuring that all communications on such devices are kept to the briefest duration possible;
- c) Keeping personal communications to a minimum;
- d) Ensuring that any personal use does not detract from the employee's availability for completion of assigned duties; and
- e) Reimbursing the City for any personal calls sent or received at the rate established by the City Administrator.

6. Use of Electronic Communications Devices and Safe Driving-

All City employees are expected to drive with safety as the first consideration. This includes driving safely while operating cellular telephones and other wireless personal communications devices. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:

- a) When driving, use voice-activated dialing or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask passenger to dial);
- b) Do not use the wireless communications devices at all if there are hazardous road or traffic conditions; and
- c) Avoid multiple tasks when driving, such as trying to take notes while using a wireless communications device.

Employees are responsible for, and will be held accountable for, safe driving at all times.

7. General Statements on Use of Wireless Communications Devices-

- a) Use of a log-on or password does not imply any right to employee privacy of communication.

- b) Use of a deletion keystroke or process does not mean a message/document has been eliminated from a wireless communications device, e.g. pager.
- c) On City-owned wireless communications devices, the City or department reserves the right to monitor and record communications traffic at any time, without notice to any employee.
- d) Any abuse or inordinate use of those devices will be considered misconduct and indifference to work, resulting in possible disciplinary action, up to and including termination. Any employee responsible for inordinate use of wireless communications devices may also be held responsible for the resulting costs to the City.

8. Monitoring of Wireless Communications by City Supervisors-

Supervisory reviews of wireless communications may be conducted for business reasons. Supervisors may review the communications of their employees to determine if there have been:

- a) Breaches of security;
- b) Violations of City policy; and/or
- c) Misuse by an employee.

9. Disclosure of Information-

The City will disclose the contents of retrievable wireless communications messages, upon receipt of a valid court order or legal request, including Public Information (open records) requests. The City may disclose the contents of retrievable wireless communication messages if the information will assist in official internal or criminal investigations.

M. SEPARATION OF SERVICES

1. Resignation-

An employee who terminates his or her employment voluntarily shall be terminated in good standing, providing 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 employee's department head and the City Administrator.

2. Payment upon Termination-

An employee whose employment with the City has been terminated shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

- a) Employees who terminate shall be eligible to receive pay for any accrued unused vacation.
- b) Employees who have worked for the city in a full-time capacity for 5 years or more and who terminate with proper notice, may convert unused sick leave up to a maximum of 480 hours to vacation time at the rate of eight (8) hours sick leave to one (1) hour of vacation.

‘Termination with proper notice’ is defined as giving prior notice: four (4) weeks for exempt employees and two (2) weeks for non-exempt employees. No conversion is allowed when there is an involuntary separation due to poor performance or misconduct, or other violations of City policies and/or procedures.

- Example: Maximum sick accrual of 480 hours converts to a maximum of 60 hours vacation.

N. EDUCATION REIMBURSEMENT

This policy is applicable to any regular, full-time City employee who has completed his/her required initial probationary period.

1. Policy-

The City will only consider applications for assistance with tuition and book expenses for degree programs (Associate, Bachelor, Master or Doctorate) according to the following criteria:

- a) Before beginning a course of study, an employee must receive approval from employee’s department head and the City Administration prior to any request for tuition reimbursement; and
- b) An employee may be reimbursed only for courses of study which the City determines are directly related to the employee’s present job or which will enhance the employee’s potential for advancement to other jobs within the City; and
- c) Subject to budget availability, upon successful completion, as defined below, of any approved course, an employee may be reimbursed only the actual cost of the tuition for classes taken and any required course materials, but the City will reimburse up to a maximum of \$2,500 per calendar year; and,
- d) Eligible schools must be accredited by one of the six regional organizations recognized by the U.S. Department of Education; and
- e) On-line courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement process; and
- f) Tuition reimbursement must be approved by the employee’s department head and the City Administration, at least ten (10) business days prior to the first day of class; and
- g) All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered; and
- h) Reimbursement will only be considered for courses that are successfully completed with a grade of “C” or better for undergraduate courses, or with a grade of “B” or better for

graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days after completion. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment; and

- i) The Education Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, scholarships, etc. Any financial aid received will be deducted from the tuition and book fees reimbursed by the City; and
- j) If an employee's request for reimbursement under this policy is approved, he/she will be required to certify in writing, and agrees to re-pay the City all reimbursements he/she received if employee voluntarily separates from City employment within one year after receiving the reimbursement; and
- k) Any employee separated involuntarily within one year of reimbursement shall be required to make full repayment if the separation was for unsatisfactory performance/conduct.

2. Time Off For Class Attendance and Study Assignments-

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation and/or bonus days, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

O. CITY SPONSORED MEMBERSHIP DUES POLICY

The City believes it is important for the members of the Governing Body and City employees to participate in professional organizations. While at the same time it is recognized that difficult economic times have caused strains on the City's budget. Therefore, in the future, the following represent the only types of membership dues that will be approved:

a) **Professional association membership dues.**

A professional association is usually a nonprofit organization seeking to further the interests of individuals engaged in that profession. The professional association will directly relate to the member(s) job.

b) **Civic association membership dues.**

A civic association is usually a nonprofit organization seeking to further the interests of individuals engaged in a community and the public interest. The City will cover the first \$100 of a civic association membership fee and match 50/50 the next \$100. Any amount over \$200 will be the responsibility of the individual.

c) **Multi-individual memberships and dues.**

Multi-individual memberships and dues for organizations, such as the Northeast Johnson County Chamber, Mid-America Regional Council, League of Kansas Municipalities or National League of Cities under which one membership dues covers all members of the Governing Body and City employees. Multi-individual memberships/dues are subject to Governing Body annual review for value to the City.

City of Roeland Park
Employee Handbook
Receipt

I acknowledge receipt of a copy of the City of Roeland Park Employee Handbook adopted _____ . I also acknowledge that its provisions are guidelines, subject to revision by the Governing Body at any time, and are not a contract of any kind between me and the City of Roeland Park.

Dated: _____

Employee’s Signature: _____

Employee’s Printed Name: _____

City/County	Total holidays (including official city holidays and floating holidays/personal days)	Juneteenth?
Fairway	10 days per year	no
Gardner	11 days per year	no
Johnson County	12 days per year	Yes
Leawood	11 days per year	no
Lenexa	11 days per year	no
Merriam	12 days per year	yes
Mission	12 days per year	no
Olathe	11.5 days per year	no
Overland Park	11 days per year	no
Prairie Village	11.5 days per year	yes
Roeland Park	10 days per year	no
Shawnee	11 days per year	no
Spring Hill	9 days per year	no
Westwood	13 days per year	not yet

Indigenous People's Day?

☐ no

no

no

☐ no☐ no

no

☐ no☐ no☐ no☐ no

no

no

☐ no☐ no



City of Roeland Park

Employee Handbook

Adopted 05/20/2019

Last Revision Adopted 02/17/2020



The City of Roeland Park, Kansas

R.I.C.T.E.R. Scale

Formatted: French (France)

- Respect: We show consideration for all persons with whom we have contact; both our customers and fellow employees.
- Integrity: We have the courage to consistently do what is right and fair.
- Creativity: We find better ways to do things. We are innovative in achieving excellence.
- Team Work: We support and encourage others as we work toward a common goal.
- Excellence: We strive to exceed expectations for the results we produce, the quality of our services and the interactions with our customers.
- Responsibilities: We embrace the opportunity to do the right thing in carrying out commitments and obligations.

Management Team Leadership Philosophy

We believe that the employees are the most valuable assets. We are an organization of diverse individuals with integrity who trust each other to make right decisions. We value all staff and recognize that improvements derive from the people providing the services. We work together to produce excellent results. To this end we foster an environment that maximizes talent, skills, and creativity.

Employee Mission Statement

Staff members work with elected leaders and citizens to make our community the best it can be.

Realizing the balance between diverse interests and desires, we, as employees, pledge to provide outstanding services for the residents and customers of the community every time.

We are an organization committed to provide the necessary support and opportunities for each staff member to honor this pledge.



City of Roeland Park Employee Handbook

Commented [AF1]: The City should update the footer once review is completed.

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A. GENERAL GUIDELINES

1. Policies Established-

The following policies, guidelines, and other provisions for personnel administration in the City of Roeland Park are established to:

- a) Promote and increase the efficiency and effectiveness of City service;
- b) Develop a program of recruitment and advancement which will make City service attractive as an employment opportunity; and
- 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.

2. City Employment and Personnel Policies-

The policies in this Employee Handbook are not intended to cover every situation or question that might arise during the course of your employment, but rather, serve as general information and guidelines to provide a framework for day-to-day practices. While this Employee Handbook describes certain policies, procedures, and benefits, it is subject to change from time to time, with or without notice to employees, and at the sole discretion of the City.

This Employee Handbook supersedes any and all past handbooks, policies, procedures, understandings and standards, written or verbal, express or implied.

3. At-Will Employment-

This Employee Handbook does not create express or implied contractual employment rights to continued employment or employment benefits. Employment at the City is at will, which means that either the employee or employer may terminate the employment at any time, for any reason not prohibited by law, with or without notice. All employees are considered to be at-will employees for the purposes of City employment, and no supervisor or other management personnel has the authority to change, either orally or in writing, the at-will status of any employee or create an employment contract. Only the Governing Body has the authority to create an employment contract and such contract must be in writing.

4. Application of Policies-

The policies and guidelines in this Employee Handbook shall apply to all employees in the service of the City except elected and appointed officials.

5. Departmental Guidelines-

The 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 this Employee Handbook. When a conflict exists between this Employee Handbook and guidelines set by a department, the Employee Handbook shall govern.

6. Amendment of Policies-

These policies may be amended from time-to-time in the same manner as they were adopted. Any such amendment shall become effective upon adoption by the Governing Body. The most recent version of this policy can be located online or by contacting the City Clerk.

B. WORKPLACE GUIDELINES

1. Equal Opportunity Statement-

It shall be the policy of the City to provide fair and equal employment opportunity to all qualified applicants and employees, and not discriminate on the basis of race, color, gender identity and sexual orientation, disability, religion, age, national origin, military and/or veteran status, citizenship status, genetic information or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to all terms and conditions of employment, including but not limited to: recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, training, recruitment, advertising, compensation, benefits, employee activities, all other terms and conditions, and general treatment during employment. In most cases, vacant positions shall be advertised, except those that fall under the internal promotion policy and those exempted by the Governing Body on an emergency basis.

The City Administrator has overall responsibility for this policy and maintains any required reporting and monitoring procedures. Employees' questions or concerns should be referred to the City Administrator.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the City Administrator. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy may lead to discipline, up to and including discharge.

2. Non-Discrimination and Anti-Harassment Policy-

The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

a) Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under the law. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission

Commented [MK2]: Added language to address Chris comment.

Commented [CN3]: With many municipalities extending protects for LGBTQ individuals, as well as the Supreme Court's recent opinion finding that sex discrimination under Title VII includes such protected categories, it may be "forward thinking" to enumerate such protections in addition to "sex" discrimination.

Deleted: The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment

Deleted: federal and Employer

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Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; repeated requests for social engagement or interactions when prior social invitations have been refused or when the employee has otherwise indicated such invitations are unwelcome; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b) Other Prohibited Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, age, disability, creed, marital status, ancestry, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

c) Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Deleted: work related

d) Retaliation is Prohibited

The City prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action up to and including discharge.

e) Complaint Procedure

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

The Employer strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should immediately file their complaints with their immediate supervisor, the City Clerk or the City Administrator. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the City Administrator, especially if the employee believes the supervisor is the offending party.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment, discrimination, or retaliation, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to unwelcome or unlawful conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action, or legal processes.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the City believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the City Administrator.

Individuals who have questions or concerns about these policies should talk with the City Administrator.

Deleted: An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal and state discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Commented [MK7]: Added City Clerk to provide another option for a person to notify.

Commented [CN8]: Many times the City Administrator is "less approachable" by all staff. For this reason, we often times recommend that the Human Resources director, or someone else within that department be included in the list of individuals to whom a complaint can be made.

Commented [AF9R8]: For Roeland Park, that would be City Clerk Kelley Nielsen. We would recommend keeping this provision as is.

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Deleted: before the conduct becomes severe or pervasive.

Deleted: before it becomes severe or pervasive,

Deleted: harassing

Deleted: C

Commented [CN10]: If, under the City's form of government, the City Administrator has final authority of personnel decisions, we would suggest the City Administrator have the final say and the appeal be made to the City Admin.

Commented [AF11R10]: Agreed.

Deleted: Governing Body

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of any protected class or characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of discrimination, harassment, or retaliation. The law and the policies of the City prohibit disparate treatment on the basis of any protected class or characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

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f) Policy Relating to Persons with Disabilities

It is the City's policy not to discriminate against any qualified employee or applicant who can perform the essential functions of the job because of such individual's disability or perceived. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

Deleted: with regard to any terms or conditions of employment

Deleted: disability so long as the employee can perform the essential functions of the job.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor then the City Administrator. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

Commented [CN12]: Supervisor, then HR is likely then best practices for addressing reasonable accommodation

Commented [AF13R12]: Agreed first to supervisor, then to City Administrator.

Deleted: .

On receipt of an accommodation request, the City Administrator and your supervisor, if other than the City Administrator, will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City will work with the employee to determine the feasibility of the requested accommodation, or other potential accommodations. In so doing, the City will consider various factors, including, but not limited to the nature, effects, and cost of the accommodation.

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Deleted: , the availability of tax credits and deductions, outside funding, the City's overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business.

The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision to the Governing Body by submitting a written request within ten business days of the decision explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the City Administrator, or, if necessary, the Mayor. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Deleted: The law does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs).¶

3. Drug, Alcohol and Controlled Substance Abuse Policy-

a) General Rules

- i. The Alcohol and Controlled Substance Abuse Policy applies to all City Employees.

- ii. The Federal Department of Transportation (DOT) and various other Federal Programs specifically require additional prohibitions, notices, testing and training for employees involved with the operations of mass transit, aviation and commercial motor vehicles. Each agency of the DOT issues regulations specific to their industry. The City Administrator or designee is responsible for developing and implementing procedures for compliance with such regulations and shall issue copies of the procedures to covered employees as appendices of this Employee Handbook. In the event of any conflict between rules and regulations, the stricter rule or regulation shall govern.
- iii. The City has an obligation to its employees to take reasonable steps to ensure a drug-free and safe place to work. The City also has an obligation to the citizens of Roeland Park and the public at large to provide quality and safe services through a policy and program prohibiting alcohol, illegal drugs, and controlled substances in the workplace.
- iv. The City prohibits the unlawful manufacture, distribution, dispensing, possession or use of alcohol/intoxicants, illegal drugs, and illegal controlled substances in the workplace. Any employee who violates this policy may be subject to disciplinary action including termination.
- v. The Mayor, City Council and City Administrator of the City affirm the City's policy that, as a condition of employment, all employees will abide by the policy for a drug-free workplace and adhere to the following prohibitions:
- vi. No employee shall report to work under the influence of alcohol/intoxicants, illegal drugs, or illegal controlled substances.
- vii. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illegal drugs or controlled substances in any manner (1) on City premises or in City vehicles at any time, whether or not performing City business, or (2) while performing City business at any location. An employee convicted of violating any criminal drug statute on or off City property may be subject to disciplinary action, including termination.
- viii. Employees shall not use City property or their position with the City in any way to make or traffic alcohol/intoxicants, illegal drugs, or illegal controlled substances for their own purposes.
- ix. Employees shall not engage in any other illegal use, possession, or trafficking of alcohol/intoxicants, illegal drugs, or controlled substances in a manner which is detrimental to the interest of the City.

b) Notice of Conviction-

Any employee convicted of a criminal drug statute violation occurring in the workplace will notify the City Administrator of such conviction no later than five days after conviction.

Commented [CN14]: Not sure why the exclusion for LEOs . If something is required within the course and scope of their job as LEOs it wouldn't be unlawful.

Commented [MK15]: Removed language per comment by Chris.

Deleted: . This section does not apply to any employee performing law enforcement responsibilities

c) Notice of Legal Drugs or Medications-

Employees taking medication that result in impairment must inform his or her supervisor if they believe they will be impaired or need a reasonable accommodation. Employees shall not commence or continue work if they are uncertain whether they can perform their duties safely.

d) City's Right to Search-

Employees will have no expectation of privacy in any City property, including desks, city issued cell phones, devices, and other electronics. As a result, the City shall have the right and ability to search City-owned property at any time and for any reason. Further, when the City has reason to believe an employee is violating any aspect of this policy, the City may ask the employee to submit immediately to a search of any locker, lunch box, briefcase, purse, wallet, personal belongings, desk, vehicles, or other receptacle the employee uses or has access to. Entry on City premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by the City constitutes insubordination and is a violation of City policy which may result in disciplinary action, including termination.

Deleted: W

e) City's Right to Test-

- i. An individual may not be hired to perform a safety sensitive function unless the individual passes a drug test of urine for evidence of all illicit Schedule 1 drugs including marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.
- ii. All new hires and re-hires of full-time, part-time, or temporary/seasonal employees may be required to take urine or other medical test, so long as directly related to the employee's ability to perform his or her job responsibilities, and to agree in writing to allow the results of those tests to be furnished to and used by the City.
- iii. Those persons who do not pass such test(s) shall not be employed.
- iv. An employee performing a safety sensitive function who is reasonably suspected of using alcohol or a prohibited drug, may be required to take a drug or alcohol test(s) or both. A supervisor's reasonable suspicion must be based on specific contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee. Alcohol testing may also be performed at any time prior, during or following an employee's work shift.
- v. An employee who performs a safety-sensitive function that either contributed to an accident, or cannot be completely discounted as a contributing factor to an accident, may be required to take a drug test(s).
- vi. Employees who perform safety sensitive functions are subject to drug testing on an unannounced and random basis.

Commented [CN16]: Maybe want to broaden this to all illicit and/or Schedule 1 drugs?

Commented [AF17R16]: Agreed.

Deleted:

- vii. Except as otherwise required by law, all information from an employee's drug or alcohol test shall be treated as confidential. All information related to the drug or alcohol test of an employee will be maintained in his restricted file. Anyone disclosing drug test results, in violation of this policy, will be subject to disciplinary action. Drug and alcohol testing is not genetic testing and no genetic testing will be performed on any blood, urine, or other samples provided for drug and/or alcohol testing.

f) Disciplinary Action for Violation of the Policy-

Any employee who violates any aspect of this policy, including refusal to submit to any of the above described searches, inspections, or testing when requested by the City, may be subject to disciplinary action up to and including discharge. Failure to provide adequate breath or urine may constitute a refusal to test if a medical evaluation determines there is no medical condition preventing the employee from providing the sample. When the City has reason to believe the employee is violating this policy, the employee may be suspended immediately pending investigation.

g) Response to Questions about the Policy-

The City Administrator has been designated as the person responsible to answer questions about the alcohol and drug testing program.

4. Nepotism-

In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the supervisor or department head is a member of their immediate family. "Immediate family" is defined to include only an employee's:

- a) Parents or stepparents;
- b) Spouse or children;
- c) Sister or brother;
- d) Grandparents or grandchildren;
- e) Mother or father-in-law; or
- f) Brothers or sisters-in-law.

In addition to the above, no person shall usually be employed in a position in any department if that person is a member of the immediate family of another employee within that department. However, members of immediate families may be employed within the same department if one or more family members are employed only as a part-time, temporary or seasonal employee for not to exceed six months in any 12 consecutive month period.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees shall usually be transferred to another department, if possible, without loss of pay or other benefits. However, in

most cases, the establishment of such a relationship alone shall not be the basis for termination of employment.

5. Employment Eligibility-

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

On your first day of work, new employees must complete Section 1 of the Federal Form I-9 and, within three business days of commencement of employment, you must show acceptable documentation, pursuant to those listed in the Form I-9, proving that you are eligible to work in the United States. This is required by federal law.

6. 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 become involved in political activities subject to the following restrictions:

- a) As private citizens, employees may participate in all political activities, including holding public office. Employees may not engage in any activity regarding the election of candidate for any City office.
- b) City employees are not prohibited from supporting candidates for office or from contributing labor to candidates and organizations that endorse candidates. Employees are not permitted to be candidates for City elective office in Roeland Park.
- c) 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 while working.
- d) 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.

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.

7. Residency-

Residency requirements, if any, are determined by the Governing Body.

8. Outside Employment-

Full-time City employees shall not be employed in outside employment without the approval of his or her department head and the City Administrator. This applies to any significant form of non-City employment activity, whether part-time, temporary or permanent, for which the employee receives money, goods, services or other forms of compensation. Employees interested in securing outside employment shall provide their department head a request for outside

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Commented [CN22]: Also concerned this runs afoul of the First Amendment

Commented [AF23R22]: We are not concerned, there is no First Amendment right to hold a City office.

Commented [CN24]: Same concern

Commented [AF25R24]: Same comment as before, employees are not allowed to show a preference for or against any person seeking a City office.

Deleted: during on-duty hours.

Commented [NK26]: RE consider mentioning historic redlining and racially restrictive covenants.

Commented [MK27R26]: The Employee Handbook is not an appropriate document for such a statement. Removal of Section 7 can be done with no material impact if Council prefer to just remove the section.

Commented [NK28]: RE recommends consider expanding this section, recognizing the relationship between race and socioeconomic status. How can we remove the shame from seeking additional employment if financially necessary.

Commented [MK29R28]: The language included is intended to avoid a person being employed in another position that creates a conflict with job duties of the City position.

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employment containing full disclosure of the employer's name and address, the nature of work to be performed and the approximate hours per week that the employee will engage in outside employment. Outside employment by a full-time employee shall only be permitted when such outside employment:

- a) Is considered secondary to service with the City;
- b) Does not interfere with the performance of duties for the City; and
- c) No legal, financial or ethical conflict of interest results from such dual employment.

Approval to perform continuous outside employment must be renewed and re-authorized annually by the department head and City Administrator.

9. Gift Restriction –

There will be a general prohibition against gifts, services or things of value to City staff with the following exceptions: (A) An occasional non-pecuniary gift, service or thing of value, insignificant in value (\$50.00 or less); (B) An award publicly presented in recognition of public services.

C. COMPENSATION AND PAY PRACTICES

1. Position classification-

Position classification is a system of identifying and describing different kinds of work in the organization. In most cases, 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.

2. Pay Range Plan-

The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay ranges assigned to each class of positions shall be periodically reviewed and revised by the Governing Body.

3. Maintenance of the Classification Plan-

It shall be the duty of each department head to report to the City Administrator any and all organization changes which will significantly alter or affect changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and pay ranges for such positions.

4. Categories of Employment-

Full-Time Employee-

One employed to regularly work at least 40 hours per work week who was not hired on a short-term or temporary basis. The work week is any consecutive seven-day period, except as otherwise provided in Section E-1.

Part-Time Employee-

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Commented [CN30]: FYI: Under the ACA, a full-time employee is at least 30 hours.

Commented [MK31R30]: This definition addresses more than just Health Insurance and therefore should not be changed. Language has been added to section F.1.a- Health Insurance to address Chris comment.

One employed to regularly work less than 40 hours per work week on a regular and continuing basis.

Commented [CN32]: See above

Commented [MK33R32]: See my note above.

Seasonal or Temporary Employee-

One employed to work on a regular and/or recurring basis during a specific season or portion of a year.

Volunteer-

Is a non-paid individual in the position he or she holds. When acting as a volunteer an individual is not an employee. City employees may volunteer for tasks that they would not be engaged in as part of their regular employment.

Commented [CN34]: Generally speaking, it is impermissible to have employees volunteer for an employer in a position that covers work they would otherwise be engaged in in their employment. While I do not think this warrants change to the definition, the City should be aware of this.

Commented [MK35]: Language change to address Chris comment.

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Commented [CN36]: Does this apply to the fire department?

Commented [MK37R36]: We do not have a fire dept.

5. Pay Periods and Paydays-

The City shall pay all employees on a bi-weekly basis, every other week, for work performed for the previous two-week period. Should the regular payday fall on a City holiday, pay shall be distributed on the working day immediately preceding that day.

6. Hours of Work-

The work week is a period of seven consecutive days beginning at the nearest shift change on Sunday (or 12:01 a.m. on Sunday) and ending at the nearest shift change on the following Saturday (or 12:00 midnight on the following Saturday).

General Employees-

The normal work period for general employees, which includes all employees other than police department staff is 40 hours of work during a seven-day period.

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Commented [CN38]: The default work period is a work week, not a two week pay period. Thus if someone works a total of 80 hours in a pay period, with 50 hours one week and 30 the next, they are still entitled to 10 hours of overtime premiums.

Commented [MK39R38]: The City is defining its established work period for general employees.

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Police Officers-

The normal work period for full-time police officers shall average 80 hours over a fourteen-day period.

Normal Work Hours-

No employee shall be permitted to work in excess of their normal work period except when so directed by the employee's department head. Work in excess of 40 hours per week for non-law enforcement employees, without prior written permission, constitutes insubordination which may result in discipline, up to and including termination.

Employees should see their supervisor for information regarding their meal break.

7. Employment Classification-

Positions are classified according to the responsibilities of the job, the number of hours worked each week and length of service. Employees may be eligible for different benefits and governed by different regulations dependent upon their job classification. The following definitions have been established in order to standardize terminology purposes of federal and state wage and hour laws:

a) Exempt-

Employees whose positions are exempt from the Fair Labor Standards Act and do not

receive overtime pay and/or compensatory time. Exempt employees are paid on a salary basis and generally receive the same weekly salary regardless of hours worked, subject to certain, limited and legally permitted deductions.

b) **Non-Exempt-**

Non-Exempt Employees are employees who are paid on an hourly basis and who are subject to overtime/compensatory pay and minimum wage provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees will be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week, unless otherwise specified by state law.

You will be informed of your classifications upon hire and informed of any subsequent changes to your classification.

8. Overtime Work-

- a) Compensation for authorized overtime work shall be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over 40 per work week for non-emergency service employees.
- b) A work period for police and firefighters has been established under the Fair Labor Standards Act. Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceed 80 hours per 14-day work period.
- c) Overtime compensation shall usually be paid not later than the first payday following the work week in which it was earned. However, an employee may be given compensatory time off in lieu of cash payments for the overtime worked. Any compensatory time off shall be at the rate of one and one-half times the hours of overtime worked and is accruable up to 80 hours (53.3 actual hours worked) for all employees.
- d) All overtime work must have prior authorization by the employee's department head. At the time of authorization, the department head shall advise the employee whether the overtime compensation shall be in the form of additional wages or compensatory time off. The department head shall maintain records of any overtime worked.
- e) Seasonal or temporary employees working at the Roeland Park aquatic center shall not be eligible for overtime compensation, pursuant to Fair Labor Standards Act Section 13(a)(3) and K.S.A. § 44-1202(e)(6) and 44-1202(h).
- f) For purposes of calculating overtime, hours worked include holiday, scheduled vacation (defined as vacation scheduled at least two (2) weeks prior to the first day of vacation leave) and actual hours worked.

Commented [CN40]: Does RP have a fire department?

Commented [AF41R40]: No.

Commented [MK42]: Language deleted to address Chris' comment.

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Commented [CN43]: Comp time must be an agreement with the employee.

Commented [MK44]: Language added to clarify that seasonal pool staff overtime will be calculated according to FLSA standards.

9. Call Back Time-

- a) A Department Head may call an employee in to work on a regular day off or may call an employee back to work after a regular work schedule.
- b) All employees who are eligible to receive overtime, and who are called in to work on a regular day off or are called back to work after a regular work schedule shall be paid at the

appropriate rate of pay for the hours worked, except such employee shall be paid a minimum of two hours at their overtime rate. The employee may choose to add these hours as compensatory time off.

- c) The minimum of two hours shall not apply if the employee was called in or called back during the two-hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Pay for call back begins at the time the employee reports for duty.

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10. Pay Plan-

The salary of each employee of the City, except those appointed officers whose salary is specifically set by ordinance, shall usually be set, at least annually, at an amount within the pay range of the position class the employee is assigned as determined by the Governing Body, with the advice of the City Administrator.

Employees working on a part-time basis shall receive that portion of the salary assigned to their position to be determined by the actual time they work. The hourly wage for persons employed on a monthly salary basis is computed as follows: Monthly wage times 12 divided by (hours worked per week times 52) equals wage per hour for full-time employees.

11. Pay Increases-

- a) In most cases, pay increases shall not be automatic and such increases are subject to approval by the City Administrator.
- b) Annual cost-of-living pay increases may be given as approved by the Governing Body. Subject to the approval of the City Administrator, a department head may award a pay increase to an employee based on an annual performance evaluation submitted by the employee's immediate supervisor.
- c) Annual longevity pay may be given at the discretion of the Governing Body.
- d) Annual bonuses may be given at the discretion of the Governing Body.

D. PERFORMANCE MANAGEMENT

1. Performance Evaluations-

An evaluation of the performance of each full-time and part-time employee based on his or her duties and responsibilities shall usually be prepared by the employee's immediate supervisor at least annually.

2. Qualifications of Employment-

Applications for any open position with the City shall usually be accepted from applicants who meet the stated minimum qualifications established for that position, subject to the following conditions:

- a) Each applicant shall complete a job application form.
- b) A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications.

3. Promotion-

All employees seeking promotion shall usually be expected to meet the minimum qualifications for the position to 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 contingent upon the applicant passing the drug test, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications.

E. TIME OFF POLICIES

1. Holidays-

The following will be the fixed holidays:

1. New Year's Day - always January 1. When January 1 falls on a Saturday, then Friday, December 31 of the previous year is observed. When January 1 falls on a Sunday, then Monday January 2 is observed.
2. Martin Luther King, Jr. Day – always the third Monday in January
3. Memorial Day Monday – always the last Monday in May
4. Juneteenth – always the 19th day in June
5. Independence Day– always July 4. When July 4 falls on a Saturday, then Friday, July 3 is observed. When July 4 falls on a Sunday, then Monday, July 5 is observed.
6. Labor Day Monday – always the first Monday in September
7. Indigenous Peoples Day – always October 11th

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Commented [NK45]: Racial Equity Committee recommended adding Juneteenth to holidays

Commented [MK46]: Staff has provided a comparison of holidays offered by other JOCO cities, the value and out of pocket cost of a holiday in a staff report. Floating holiday alternative as well as reduced vacation accrual concepts are also detailed in the staff report.

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Commented [MK48]: See staff report for details.

8. Veterans' Day – always November 11. When November 11 falls on a Saturday, then Friday, November 10 is observed. When November 11 falls on a Sunday, then Monday, November 12 is observed.
9. Thanksgiving Day – always the fourth Thursday in November
10. Day after Thanksgiving – always the Friday immediately following the fourth Thursday in November.
11. Christmas Day – always December 25. When December 25 falls on a Saturday, then Friday, December 24 is observed. When December 25 falls on a Sunday, then Monday, December 26 is observed.

And in some years:

12. When December 25 falls on a Tuesday then, Monday, December 24 is observed as a holiday. When December 25 falls on a Thursday, then Friday, December 26 is observed as a holiday.

Employees required to work on a City observed holiday will receive 8 hours holiday pay or an alternative day off.

To be eligible to receive holiday pay for a City observed holiday, an employee must not have been absent without approved leave either on the workday before or the workday after the holiday.

2. Vacation Leave-

Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue vacation credit for such month of service; provided that this restriction of 12 days shall not apply where the employee has worked fewer than 12 days due to authorized paid 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, provided no paid vacation leave time may be taken during the first six months of employment.

Years of Continuous Employment	0-4	5-9	10-15	15+
Hours Earned Per Month	8	10.67	12	16
Equivalent Work Days	12	16	18	24
Maximum Hours Accumulation	240	240	240	240
Maximum Hours for One Time Leave	80	120	120	120

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Employees on Medical leave are not subject to the maximum hours for one time leave.

Training Period-

Employees-in-training during their initial employment shall be credited with vacation leave for each month of employment but shall not be permitted to use any vacation credit prior to the completion of their training period. Training employees terminated during the training period shall be paid for any accrued vacation leave.

Scheduling-

The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and department head.

Holiday During Vacation-

City holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

b) Minimum Hours-

Exempt employees may use vacation leave in full day increments and non-exempt employees may use vacation leave in half-hour increments, subject to the approval of their supervisor.

c) Termination –

Upon termination, an employee shall be compensated for all earned but unused vacation leave at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule with the exception outlined in the separation of service section.

3. Sick Leave-

Full-time employees who are employed to work at least 40 hours or more per work period, shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity, occurring either on or off the job. Sick leave with pay may also be used for absences resulting from illness, injuries, accidents, or other physical incapacity of the employee's spouse, child, or parent. A spouse is defined as a husband or wife as defined by the state of residence of the employee, as well as domestic partner. A child is a son or daughter, in addition to a biological child, adopted, foster or step-child. The definition of son or daughter also includes a legal ward or child of someone standing in loco parentis. A qualifying daughter or son must be under the age of 18, unless the daughter or son has a physical or mental disability that makes self-care impossible. In such cases, there is no age limit. A parent is defined as a biological, foster, adoptive or step-parent, or any person who served in loco parentis (served as a parent) to an employee. It does not include a parent-in-law.

No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Full-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to their immediate supervisor.

a) Amount of Sick Leave-

Full-time employees shall earn eight hours of sick leave for each full month of service. Part-time employees who are employed to work not less than 40 hours per work week shall receive four hours of sick leave for each month of employment.

b) Accumulation of Sick Leave-

An employee hired prior to March 1, 2013, may accrue no more than 960 hours of sick leave. An employee hired after March 1, 2013, may accrue no more than 480 hours of sick leave.

c) Computing Sick Leave-

Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour.

d) Doctor's Certificate-

For sick leave in excess of three consecutive work days, a department head may require a signed statement from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness and/or his or her ability to return to work.

e) 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 at least two hours before the beginning of the first work day for which sick leave is taken unless the cause is an emergency in which case notice shall be provided as soon as practical under the circumstances.

f) Termination of Employment-

An employee shall not be paid for any unused sick leave upon termination of his or her employment with the City with the exception outlined in the separation of service section.

Commented [MK50]: Language changed so that employees are responsible for notifying a supervisor of being absent due to illness before the shift vs after the shift starts. This aids the supervisor in making staffing adjustments.

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4. Paid Parental Leave-

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The Paid Parental Leave Policy will apply to eligible employees due to the birth of an employee's child or the placement within an employee's home of an adopted or foster child. The policy is in effect for childbirth, foster placements or adoptions occurring on or after the effective date of this policy.

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a) Purpose

To establish uniform guidelines for how paid parental leave policy will work for all eligible employees, establishing eligibility criteria, and terms of leave for which someone can receive paid benefits. The goal of the policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation and balance their work obligations. The City of Roeland Park prides itself on being a flexible, family friendly workplace and this policy, adopted as part of the 2020 Budget Objectives, is another step toward giving our employees the additional flexibility they need when adding a new family member. These policies will help the City of Roeland Park attract and retain quality employees, as well as work toward increasing diversity.

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b) Policy

1. Eligibility

- i. Paid parental leave is available to full-time regular and appointed employees who have worked for the City of Roeland Park for at least twelve (12) months,

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- at least 2,080 hours.
- ii. Surrogate mothers and sperm donors are excluded from coverage under this policy.
 - iii. The adoption of a new spouse's child is excluded from this policy.
 - iv. Respite placement, or when one foster family temporarily cares for the foster children of another family, is not eligible for paid parental leave under this policy.
 - v. The child being fostered or adopted must be age 17 or younger.
2. Term of leave – Eligible employees will receive six continuous weeks of pay. Paid parental leave is in addition to, and not a replacement for, any other leave for which an employee is eligible.
 3. Employees can utilize paid parental leave only once in a twelve-month period and only once per child.
 4. Paid leave will be based on the employee's normal rate of pay.
 5. Eligible employees must apply for short-term disability benefits as a condition of receiving the salary continuation as addressed under this policy. Short-term disability benefits will offset, and not be in addition to, the salary continuation provided under this policy. Short-term disability benefits are provided to mothers who give birth to a child and provides 60% of the employee's salary with a maximum of \$500/week. These benefits provide six (6) weeks for vaginal births and twelve (12) weeks for a caesarian birth.
 6. Employees receiving paid parental leave are expected to return to work for at least six (6) weeks following the conclusion of their paid parental leave. If the employee fails to return to work, they will be required to reimburse the City for the paid parental leave funds received from the City, excluding any short-term disability pay received. By accepting the paid parental leave, the employee agrees to these terms.
 7. Vacation and sick leave benefits will continue to accrue during the period of paid parental leave. The City will continue to pay its share of the cost of an eligible employee's group health insurance during a paid parental leave. The employee's share of premiums and benefits will continue to be deducted as usual.
 8. Paid parental leave must be used within twelve (12) weeks following the birth, foster placement or adoption of a child. If paid parental leave is paired with other forms of paid leave, such as sick, vacation and holiday, the paid parental leave shall be administered first followed by other forms of paid time off. Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, personal leave, and holidays.

If a holiday observed by the City of Roeland Park occurs during the eligible employee's paid parental leave, the eligible employee will receive holiday pay in lieu of a paid parental day. Use of holiday pay during a paid parental leave will not extend the length of the leave.

Multiple births or adoptions (birth or adoption of twins, for example) does not increase the length of paid parental leave granted for that event. If both parents are

Commented [CN52]: This is confusing. Is it designed to exclude one spouse adopted a new spouse's already-existing children.

Commented [MK53R52]: Yes. Simplest language we could come up with.

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eligible employees, each will be able to use the appropriate provisions of this policy.

c) **Procedures**

1. An eligible employee must submit a completed Leave Request form requesting the Paid Parental Leave at least thirty days (30) prior to the anticipated date of the leave. To the extent that 30-day notice is not possible, a leave request should be made as soon as possible. The form will also indicate the employee's statement that they will return to work for at least six weeks following the conclusion of their paid parental leave.
2. For those eligible for short-term disability, the appropriate form will need to be completed by your healthcare provider.
3. An eligible employee will be required to furnish appropriate adoption or foster placement documentation, such as a letter from an adoption agency or state, or from the attorney in cases of private adoptions.
4. A fraudulent request for Paid Parental Leave is grounds for dismissal.

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5. Funeral Leave-

In the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or same by marriage of the employee or employee's spouse), full-time employees may request funeral leave not to exceed three consecutive working days. If an employee needs additional time off to attend to details of the funeral, it may be arranged with their supervisor. Leave in excess of three days may be charged against any unused sick or vacation leave, unless the employee elects to take leave without pay. Employees should notify their department head as far in advance as possible regarding a need for leave.

6. Family and Medical Leave-

If ever required by federal law, the City will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the City's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave (if available under the law), requests for leave shall proceed according to the City's established policies. Any questions regarding available Family and Medical Leave should be directed to the City Clerk.

7. Injury Leave-

- a) All injuries occurring on the job shall be reported immediately to the employee's immediate supervisor.
- b) Any employee injured on the job shall usually be eligible to receive injury leave with pay during the seven-day waiting period for workers' compensation claims.
- c) 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 and shall be charged against sick leave.

8. Military Leave-

- a) Employees will be granted leaves of absence for military service, training or other obligations in compliance with Uniformed Services Employment and Reemployment Rights Act requirements and related federal and state military leave laws. Any employee so engaged in military or other uniformed services shall not be denied employment, reemployment, retention, promotion, or any benefit of employment on the basis of their active uniformed service. The City will not discriminate in employment against, or take any adverse employment action against, any person because he/she exercised these rights.
- b) As with other leaves, employees must provide advance notice to his/her supervisor of the intent to take military leave as well as appropriate documentation, as far in advance as possible, unless giving such notice is impossible, unreasonable or precluded by military necessity.
- c) Pursuant with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees are provided with broad protection in terms of their reemployment upon completion of military service, as well as specific time frames in which employees must return to work upon completion of service. Employees returning from military leave will (with limited exceptions) be returned to their position in accordance with current law then pertaining.
- d) Employees will not continue to receive pay during a military leave unless required by law. However, an employee may request to use earned but unused vacation time and sick time during military leave. Benefit coverage will continue for 30 days, provided employees pay their normal portion of the premiums.

9. Civil Leave-

a) Civil Leave With Pay-

An employee shall be given necessary time off with pay:

- i. When performing jury duty;
- ii. 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;
- iii. When performing emergency civilian duty in connection with national defense; or
- iv. 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.

However, an employee shall reimburse the City for juror or witness fees received while on civil leave.

b) Civil Leave Without Pay-

If an employee is involved in a personal lawsuit either as plaintiff or as 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.

10. Other Leave-

a) Educational Leave-

An employee, upon written request, may be granted leave without pay for a period up to one year to further his or her education or seek specialized training, upon recommendation of the employee's department head and approval by the City Administrator and Governing Body. An employee may request leave with pay for a class related to their current work on a case by case basis which will need to be approved by his or her department head and the City Administrator.

b) Leave of Absence-

An employee, upon written request, and with the recommendation of his or her department head, may be granted a leave of absence without pay for a period of up to six months, subject to the approval of the Governing Body.

c) Compensatory Time-

Compensatory time off that is accrued by a non-exempt employee for overtime worked shall be taken within 13 pay periods following the pay period in which it was earned.

d) Request for Leave-

Except for sick leave, all leave must be authorized by the employee's department head prior to leave time being taken.

e) 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.

F. OTHER EMPLOYEE BENEFITS

1. Health Care Program-

- a) All employees meeting the Affordable Care Act definition of full-time (working an average of at least 30 hours per week in a permanent position) shall be eligible for the City's group health care insurance program beginning on the first day of the month following the initial date of employment. A part-time employee who becomes a full-time employee shall be eligible for group health care insurance as of the date of change in employment status.

- b) When an individual employee is required to contribute because of participation in the City's group health care program the amount of such contribution shall be a payroll deduction.

- c) All costs for health care insurance shall be paid by the employee during any period the employee:

i. Is on a leave without pay (excluding Family and Medical Leave Act provisions);

ii. Is on suspension without pay;

iii. Is on unauthorized leave; or

Commented [CN55]: Again ACA mandates 30 hours per week or more is full time.

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- iv. Is participating in any unlawful work stoppage.
- d) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- e) Each employee should refer to the specific plan document, benefit booklet, or policy provided for each benefit to determine eligibility. A benefit plan document always supersedes all other information provided about a benefit. Summary Plan Descriptions (SPDs) can be found in City Clerk's Office and employees should see the City Clerk to request a copy.

The City reserves the right to amend or terminate benefits at any time.

2. Retirement - OASDI Benefits-

All eligible employees of the City are under the federal OASDI social security system, and receive the benefits thereof 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.

3. Retirement - KPERS/KP&F Benefits-

All eligible employees of the City are members of the Kansas Public Employees Retirement System (KPERS) and/or Kansas Police & Firefighter Retirement System (KP&F) and receive the benefits thereof in accordance with state laws and guidelines. Under current law, KPERS members contribute six percent of salary, by payroll deduction. The employer's share is determined by KPERS, and varies annually.

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.

5. KPERS/KP&F Death and Disability Benefits-

All employees who are contributing members of KPERS/KP&F are eligible for the insured death and disability benefits provided by KPERS/KP&F, which is supplemental to the regular KPERS/KP&F benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begins on the first day of employment, whether or not the employee is a contributing member of KPERS/KP&F.

6. Unemployment Compensation-

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

7. Life Insurance-

In addition to the death benefits provided under OASDI, KPERS and KP&F, the City makes available to each employee the option of purchasing group life insurance, administered by KPERS/KP&F, 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.

8. Deferred Compensation-

All City employees may participate in any deferred compensation plan offered by the City, for which they are eligible.

G. AUTHORITY TO DISCIPLINE

Department heads and/or the City Administrator shall have the authority and the responsibility to discipline employees for violations of the City's personnel policies and any departmental guidelines.

1. General Policy-

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part "self" discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does and to help the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may be necessary for his or her department head or supervisor to consider disciplinary actions to correct the problem.

It is not possible to list every possible instance in which an employee may be subject to discipline, up to and including termination. However, the following list (which is not all-inclusive) provides instances in which an employee may be subject to discipline, up to and including termination:

- a) The employee violates the provisions contained in this Employee Handbook, or any other written guidelines or procedures applicable to the department in which the employee works;
- b) The employee's conduct reflects discredit to the City or hinders the effectiveness or efficiency of City operations; and/or
- c) The employee has performed an act of misconduct or has failed to perform an act which results in misconduct.
- d) The City Administrator believes discipline or termination would be for the good of the service of the City.

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2. Disciplinary Actions-

The following types of disciplinary actions are possible:

- a) Verbal Warning-
A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee's file.

b) Reprimand-

A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.

c) Probation-

Probation is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve on the employee's job behavior. Failure to meet the probationary requirements may result in additional disciplinary actions.

d) Salary Reduction-

A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.

e) Demotion-

A demotion is the placement of an employee into a position of a lower pay range.

f) Suspension-

A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

g) Termination-

Termination is the removal of an employee from City employment.

There is no requirement that the discipline of an employee involve all, or any, of the above-referenced actions. For instance, if warranted, an employee may be suspended or terminated without any prior disciplinary action.

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3. Procedure for Disciplinary Action-

Whenever in the judgment of the employee's supervisor or department head justifies the application of disciplinary action other than a verbal warning, the supervisor or department head might, in appropriate circumstances:

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- a) Document the misconduct in writing;
- b) Determine the appropriate disciplinary action to correct the problem;
- c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, department head or other persons requested to be present by the department head;
- d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action;
- e) Make a final decision as to the disciplinary action; and/or

- f) Notify the employee of the disciplinary action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the City Clerk for insertion in the employee's personnel file.

The procedure noted above is discretionary and may or may not be utilized given the particular circumstances.

4. Misconduct Subject to Disciplinary Action-

The following is a list of misconduct which may subject an employee to disciplinary action, up to and including termination of employment. The list is not exclusive; it is only representative of the types of misconduct which may subject an employee to disciplinary action. This list is provided for general guidance to employees and does not alter the at-will nature of an employee's employment relationship with the City.

- a) Conviction of a violation of any state or federal criminal law.
- b) Conviction of a violation of any City law.
- c) Failure to follow prescribed City or departmental safety policies and procedures, including failure to notify his or her supervisor of unsafe working conditions and negligent or willful creation of unsafe conditions in the workplace.
- d) Violation of personnel policies and guidelines or departmental policies and guidelines.
- e) Inattention to duty, carelessness, breakage or loss of public property or funds or willful or negligent damage to public property or waste of public supplies or equipment.
- f) Incompetency or inefficiency in the performance of the duties of his or her position or failure to render satisfactory service.
- g) Insubordination or other breach of discipline.
- h) Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and officers of the City.
- i) Abuse of leave, excessive absenteeism or tardiness or absence without leave.
- j) Temporarily leaving the workplace without the approval of his or her supervisor.
- k) Failure to give proper notice of absence.
- l) Sleeping on the job.
- m) Use of alcohol or drugs, off the job, to the extent that the employee's job performance or effectiveness as a City employee is impaired.
- n) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order or regulation.
- o) Unauthorized possession of firearms or other weapons on the job.

- p) Taking or using any funds or property of the City for personal use or for sale or gift to others or the making of any false claim against the City.
- q) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or department head or knowingly making a false statement to any employee or officer of the City.
- r) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.
- s) Possession or use of alcohol or drugs, except where prescribed by a physician, after being afforded the opportunity to seek professional attention, or use of alcohol or drugs, except where prescribed by a physician, while on duty. Sale of or offering for sale or giving away alcohol or drugs while on duty or at the workplace.
- t) Illegal harassment of any kind, including sexual harassment.
- u) Disclosing confidential records or information unless directed to do so by his or her department head or supervisor.
- v) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of City employment.
- w) Material falsification of application for City employment or making a false statement or report in regard to any test, certification or appointment or any attempt to commit any fraud that violates the merit principles of personnel administration.
- x) Giving or attempting to give any monetary consideration or the delivery of undeserved service to or from any person or organization for, or in connection with, any test or appointment.
- y) Taking or offering to take from any person for the employee's personal use any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to encourage the employee to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or service of value through his or her position in the service of the City.

In an appropriate case, an employee may be suspended, with or without pay, pending an investigation and review of the matter.

H. SAFETY

1. General Safety-

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

2. Smoking Policy-

Smoking shall not be permitted in any enclosed City facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities. This policy applies to all officers and employees of the City, contractors, and visitors. Smoking shall be permitted only at a reasonable distance of ten (10) feet outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas.

No Smoking signs shall be posted in all City facilities.

Those employees who smoke and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation counseling and support.

3. Conceal Carry of Firearms-

Employees and officials, who are not otherwise prohibited by state or federal law, may carry a concealed handgun, consistent with the Kansas Personal and Family Protection Act, as amended, into City buildings, where the carrying of a concealed handgun is allowed under the provisions of state law.

- a) Any employee carrying a concealed handgun within a City building pursuant to the provisions of state law must keep said handgun completely concealed, in a proper holster or similar product, with all safety features in place.
- b) Storage of Concealed/Carry Firearms: It is the sole responsibility of the employee to maintain control of his/her concealed firearm and ammunition by ensuring that such firearm is on his or her person and attended to at all times.
- c) Employees are also permitted while on City owned property to store a firearm within their own vehicle provided that such storage is outside of plain view from the exterior of the vehicle and that the vehicle is locked when the employee is not in the vehicle.
- d) Other than certified law enforcement officers, it is outside of the course and scope of employment for any City employee or contractor to brandish, intentionally display, use, discharge, point or threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties.

- e) An employee's failure to maintain a firearm in a concealed manner or locked as described herein could result in discipline, up to and including termination.
- f) In the event that a City employee or official discharges a firearm while on duty, the Roeland Park Police Department shall investigate the discharge and file a report of investigation with the City Administrator. Based on such report, the City Administrator, or designee, will determine whether it constitutes grounds for disciplinary action, up to and including termination. The discharge of a firearm while on duty may also result in criminal charges.

Subject to other policies and procedures of the City of Roeland Park and Kansas law, law enforcement officers are the only individuals authorized to use deadly force while acting for and on behalf of the City of Roeland Park. Employees who are not authorized to use deadly force do not have the immunities and are not entitled to the same indemnity afforded law enforcement and other employees authorized to carry firearms within the scope of their employment. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.

4. Uniform Policy-

The purpose of this policy is to establish a policy concerning the proper wearing of City apparel for non-public safety employees and to identify those items that are "safety equipment" and not uniforms. Items will be replaced, as needed, based on budgetary considerations. Each employee, upon being hired shall be issued the following uniform items:

- a) Public Works Department
 - i. Five shirts with City logo.
 - ii. Three heavy sweatshirts with City logo.
 - iii. One winter jacket with City logo.
 - iv. One pair of coveralls with City logo.
 - v. \$150 to be paid each year (at the beginning of the year) through payroll for the purchase of work pants.
- b) Administrative
 - i. Five shirts with City logo.
 - ii. Two sweatshirts with City logo.
- c) Code Enforcement
 - i. Five shirts with City logo.
 - ii. Two heavy sweatshirts with City logo.
 - iii. One winter jacket with City logo.
 - iv. One Khaki pants.

5. Specifics-

- a) Uniforms (excluding work pants) will be purchased only three times per year (usually March, June and September).
- b) All uniforms (excluding work pants) are the property of the City and must be exchanged when receiving new items or returned when leaving employment with the City.
- c) Uniforms now in the possession of City employees must be exchanged prior to receiving new uniforms.
- d) It is assumed that employees who wear uniforms while not on duty do so to bring credit to the City and will not engage in conduct that is disgraceful or an embarrassment to the City.
- e) All new uniforms, with a City logo, shall be approved by the City Administrator.
- f) It shall be the responsibility of the employee to wash, clean and maintain any City uniforms.
- g) Appropriate non-uniform clothing may be worn when attending training, schools, meetings, luncheons, workshops, etc.
- h) The employee is responsible for any loss or damage of City uniforms due to neglect.
- i) The City Administrator may authorize exceptions to the Uniform Policy.

6. Non-Uniform Safety Items-

The following items are considered Safety Equipment and shall be provided to necessary employees. These will be replaced as needed due to normal wear and tear or when damaged. The old items shall be returned prior to issuing new items.

- a) One pair of steel toed (ANSI approved) boots (Paid by City up to \$160.00).
- b) One pair of leather gloves.
- c) One pair of safety glasses.
- d) One pair of full eye goggles.

I. TRAVEL POLICY

The City pays business-related travel expenses of its elected officials, employees and other with the approval of the department head and City Administrator, as long as the departmental travel seminar and education line-item budget would not be exceeded.

- a) Approved Travel-
 - i. Any function of the League of Kansas Municipalities if held within the State of Kansas.
 - ii. Any function of the Mid-America Regional Council (MARC) if held within the member counties of MARC.
 - iii. Any function of the Northeast Johnson County Chamber of Commerce.

b) Reimbursement Rates-

- i. Travel by personal car at the IRS-approved rate. In-state mileage shall be calculated by the City Administrator using the shortest distance method, plus five (5) miles per each day, or part thereof, that the person is engaged in City business. Out-of-state travel will be at actual odometer readings.
- ii. Other transportation, lodging and miscellaneous expenses at actual cost upon the submission of proper vouchers/receipts.

c) Meals-

- i. At actual cost upon the submission of proper vouchers/receipts for expenses not associated with travel requiring an overnight trip.
- ii. For travel requiring an overnight trip, the following per-diem (no receipts necessary) shall apply, or pro-rata based on the following:

In State		Out of State	
Breakfast	\$5.00	Breakfast	\$10.00
Lunch	\$10.00	Lunch	\$20.00
Dinner	\$15.00	Dinner	\$30.00

- iii. Banquets, lunches and other meals included in the registration fee or prepaid with the conference will be deducted from the per diem rate.

Individuals who are pre-registered for any event and not able to attend should make every effort to find another City official to go in their place.

J. EMPLOYMENT RECORDS

1. Personnel Records-

- a) Information contained in an employee's personnel file is highly confidential and is maintained by the City Clerk. The City Clerk shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. Employee medical related records shall be kept in a separate file in accordance with these same provisions. All employee files remain the property of the City and contain only items that have direct bearing on the employee/employer relationship. This includes any documents that relate to the employee's recruitment, selection and retention; the employee's job responsibilities and his/her ability to perform those duties; and the employee's present or future ability to perform work assignments.
- b) Employee files will be maintained by the City Clerk and must remain in the Administration Department at all times. Only authorized individuals have access to the information in these records.

Commented [CN57]: Medical records of employees should be kept in a separate file

Commented [MK58]: Language added to address Chris' comment.

- c) Managers should provide, to the City Administrator for review and approval, written notification of any corrective action or changes in the status for his or her employees. The City Clerk will maintain a record of all changes in the employees' personnel files.
- d) Current employees may request to review their personnel file. An employee's personnel file shall be available during office hours for inspection by that employee upon reasonable notice. Such request should be submitted to the City Clerk.

2. Access to Employee Files and Verification of Employee Records-

Information contained in an employee's personnel file is highly confidential and will be released only to authorized individuals within the City, upon receipt of a court ordered subpoena or to individuals with written authorization from the current employee. It is the City's policy to provide only limited information regarding a former employee in response to requests for references.

This policy shall be applied in accordance with the requirements of federal and state laws.

3. Release of Employee Files-

When an outside party requests information about a current or former employee, only the City Administrator or City Clerk is authorized to respond. Reference requests should be referred to the City Administrator or City Clerk.

All telephone or written inquiries for employment references must be referred to the City Administrator or appropriate manager. It is the general policy of the City that the City Administrator or City Clerk will release only the employee's dates of employment and job title; salary may only be verified in writing.

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K. TECHNOLOGY AND ELECTRONIC COMMUNICATIONS

The purpose of this policy is to establish guidelines for use of the City's computer, communication, and related systems to ensure that this equipment is used in a manner consistent with its intended purpose and the mission of the City and to discourage or eliminate inappropriate use of the equipment.

1. Definitions-

- a) Technology Equipment-
Includes all computers and related hardware and software, voicemail, electronic mail, internet access, internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, video cassette recorders, cameras, pagers, radios, and electronic equipment in general which is owned by the City, licensed to the City, or otherwise provided for use by the City through the use of public funds.
- b) Management Staff-
Department heads, their designees, or other City staff in supervisory positions.

- c) Network-
Any City owned or operated computer, telephone, or electronic system.

2. General Computing and Network Policy-

- a) Violations to this Policy are subject to disciplinary action, including termination.
- b) All users of the City's technology equipment must adhere to City, state, federal, and international laws governing the use of such equipment. All users of the City's technology equipment should strive to use such equipment in an efficient and effective manner consistent with the City's mission, and must avoid unethical, unauthorized, or any other use of such equipment in a manner inconsistent with good stewardship of public resources.
- c) Any provision or provisions of this policy may be waived only for unusual circumstances, and only with the concurrence of an individual's supervisor and the City Administrator or his/her designated representative.
- d) Users of the City's network services shall promote efficient use of the networks to minimize, and avoid if possible, congestion of the networks and interference with the work of other users of the network.
- e) Encryption of communications will be allowed only if it is determined to be necessary for the protection of citizens or employees, or is determined to be an integral part of an employee's performance of their assigned work.

3. Prohibited Uses-

- a) Use of the City's technology equipment for threats, harassment, slander, defamation, obscene or suggestive messages and images, political endorsements, commercial activities, or for the production or dissemination of any material which is discriminatory with regard to race, sex, religion, ethnicity, disability, sexual orientation, gender identity, and/or age is prohibited.
- b) "BIOS" (basic in and out system) passwords, unless approved by the City Administrator or his/her designated representative.
- c) Intentionally disrupting or damaging any of the City's network services or any components of the system.
- d) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- e) Any unauthorized access or attempts to gain unauthorized access to data, system resources and passwords.
- f) Any attempt to secure system access privileges other than those assigned by the System Administrator or his/her designated representative.
- g) Decryption of system or user passwords.

- h) The copying or deleting of any software without the authorization of the City Administrator.
- i) Infringement on software licenses and copyrights.
- j) Loading of software onto the City's network, or any component of the network, without the advance approval of the City Administrator or his/her designated representative.
- k) The intentional introduction of computer viruses or other disruptive programs into the City's system.
- l) Sharing of passwords with other users.

4. Privacy Policy-

- a) No individual or group utilizing the City's technology equipment should have any expectation of a guarantee of privacy in their use of the City's technology equipment. The equipment is managed by the City for the purpose of City business, and authorized representatives of the City may access any aspect of the City's technology equipment at any time for work related non-investigatory or investigatory purposes. Authorized representatives of the City may, without advance notice, access any portion of the City's technology equipment for purposes related to claims of misconduct by City staff.
- b) Management reserves the right to monitor the use of any or all portions of the City's technology equipment, including electronic messages either sent or received, electronic files stored on the City's network, and internet sites visited.
- c) Management reserves the right to access, without notice, data or text caches, pager memory banks, e-mail, voicemail boxes or accounts, and other employer provided electronic storage systems.
- d) All data, information, electronic mail, and other documents contained on the City's network, or any component of the City's network, is City property, and may be accessed by authorized representatives of the City.

5. Electronic Mail Systems-

- a) Privacy, Confidentiality and Public Records Considerations
 - i. The City will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the City can assure neither the privacy of an individual user's use of the City's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.
 - ii. All electronic files and messages on the City's systems are periodically backed up and generally available for re-creation, even if erased.
 - iii. In all electronic mail communications, be polite and use appropriate language.

- iv. Delete all messages from the electronic mail system when they are no longer needed to help efficiently manage network storage resources.

b) Permissible Uses of Electronic Mail

- i. Authorized Users-Only City employees and other persons who have received permission under the appropriate authority are authorized users of the City's electronic mail systems and resources.
- c) Purpose of Use-The use of any City resources for electronic mail must be related to City business. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of City's electronic mail resources for personal purposes is subject to the provisions of this policy.

d) Prohibited Purposes

- i. Personal use that creates a direct cost for the City.
- ii. The City's electronic mail resources shall not be used for personal monetary gain or for commercial purposes that are not directly related to City business.

e) Prohibited Uses

Prohibited uses of electronic mail includes, but is not limited to the following:

- i. Do not use the City's electronic mail system for sending "junk mail" or "chain letters."
- ii. Never send electronic mail from someone else's account or electronic mail address.
- iii. Sending copies of documents in violation of copyright laws.
- iv. Inclusion of the work of others into electronic mail communications in violation of copyright laws.
- v. Capture and "opening" of other employees' electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.
- vi. Use of electronic mail for personal political use.
- vii. Use of electronic mail to harass or intimidate or to interfere with the ability of others to conduct City business. This prohibition specifically includes any communication which violates the City's policies against illegal harassment and discrimination.
- viii. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
- ix. "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else.
- x. "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial City business purpose.

- xi. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.
- xii. To distribute defamatory, fraudulent or harassing messages, or otherwise engage in any illegal or wrongful conduct.

f) City Access and Disclosure

By accepting and continuing employment, employees of the City are consenting to the City's monitoring of their e-mail communications on City equipment and/or on City premises and/or on City paid time.

g) General Provisions

To the extent permitted by law, the City reserves the right to access and disclose the contents of employee and other users' electronic mail without the specific consent of the user beyond the general consent provided as a condition of employment. The City will do so when it believes it has a legitimate business need including, but not limited to, those listed in Section (g) below.

Employees and other users are advised that the City's electronic mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received regarding City business or with the use of City resources may be made available for review by any authorized City official for purposes related to City business.

Any user of the City's electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate City authority.

h) Monitoring of Communications

The City will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the City deems necessary for any valid business purposes, including employee supervision.

i) Inspection and Disclosure of Communications:

The City reserves the right to inspect and disclose the contents of electronic mail:

- i. In the course of an investigation triggered by indications of misconduct or misuse;
- ii. As needed to protect health and safety;
- iii. As needed to protect the rights or property of the City;
- iv. As needed to prevent interference with the business mission of the City;
- v. To detect employee wrongdoing; or
- vi. As required for employee supervision or performance management.

The City will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and/or to fulfill the City's obligations to third parties.

j) Limitations on Disclosure and Use of Information Obtained by Means of Access or Monitoring

The contents of electronic mail communications, properly obtained for City purposes, may be disclosed without permission of the user. The City will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.

k) Special Procedures to Approve Access to and Disclosure of Use of Electronic Mail Communications

Individuals needing to access the electronic mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate City authority. Any employee accessing the electronic mail communications of others without permission will be subject to disciplinary action, up to and including termination.

6. Definition of City Authority-

For the purposes of this policy, City Authority is defined as having approval of the Governing Body or by the City Administrator.

7. Internet Access-

a) Authorized Users:

Internet access is provided to City staff only by approval of department heads, and with the concurrence of the City Administrator or his/her designated representative.

b) Purpose of Use-

The use of any City resources for internet access must be related to City business. Incidental and occasional personal use of internet access may occur when such use does not generate a direct cost for the City. Any such incidental and occasional use of internet access resources for personal purposes is subject to the provisions of this policy.

c) Prohibited Purposes-

- i. Accessing adult entertainment, pornography, illegal, suggestive or other inappropriate material via the internet at any time from any City facility using either privately-owned or City technology equipment.
- ii. Personal use that creates a direct cost for the City.

- iii. The City's internet access resources shall not be used for personal monetary gain (i.e. engage in e-commerce, investment banking activities or gambling activities, legal or illegal) or for commercial purposes that are not directly related to City business.

8. Social Media/Blogging-

The City respects the right of any employee to maintain a blog and other types of self-published online journals, social media sites and collaborative web-based discussion forums. However, to protect the City's interests and ensure employees focus on their job duties, employees are expected to follow the guidelines and policies set forth to provide a clear distinction between you as an individual and you as an employee.

a) Purpose-

This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual employees and City officials with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

b) Definitions-

i. Social Media-

Various forms of discussion and information sharing, including blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums. Technologies include: picture sharing, wall postings, fan pages, e-mail, instant messaging and music sharing.

ii. Social Networking-

The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the use of the internet to promote such connections for official City business for employees, elected and appointed officials who are using this medium in the conduct of official City business.

c) Policies and Procedures-

All official City presences on social media sites or services are considered an extension of the City's information networks and are governed by the Technology and Electronic Communications Policy contained in the City Personnel Manual and used for the limited purpose of informing the public about City business, services and events.

- i. All City social media sites must comply with applicable federal, state and City laws, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information technology, web standards, brand standards and media policies established by the City.
- ii. Each social media site used by the City will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the

City's official website for more information, forms, documents or online services necessary to conduct business with the City.

- iii. Purpose-To provide information to the users in a timely manner and to direct users to the website for additional information.

Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City and in accordance with all human resource policies. Employees shall not disclose information about confidential City business on either the City's social media sites or their personal social media sites.

- d) The City encourages the posting of comments by individuals; however, current elected officials are not to post on the City's official social media sites.
- e) The City's social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - i. Comments not topically related to the particular site or blog article being commented upon;
 - ii. Profane language or content;
 - iii. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation or gender identify;
 - iv. Sexual content or links to sexual content;
 - v. Solicitations of commerce;
 - vi. Conduct or encouragement of illegal activity;
 - vii. Information that may tend to compromise the safety or security of the public or public systems; and/or
 - viii. Content that violates a legal ownership interest of any party. The City reserves the right to remove content that is deemed in violation of this policy or any applicable law. Any participants on the City's official social media sites who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site.

The City reserves the right to temporarily or permanently suspend access to official City social media sites at any time.

L. CELL PHONE COMMUNICATIONS POLICY

It is the policy of the City to provide cellular telephones and/or wireless personal communications devices to designated employees in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services.

It is also the policy of the City to maintain the right of access to and disclose of any and all messages communicated through electronic means when City-owned equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message.

Decisions regarding the use of City cellular telephones and wireless personal communications devices, which are not explicitly stated herein, will be left to the discretion of the City Administrator. Department heads are authorized to administer, provide guidance on, and assure compliance with the features of this policy.

It is the policy of the City to provide reimbursement for cellular telephones and wireless personal communications devices to designated employees who can be recalled in order to improve productivity, enhance customer service to our citizens, and/or to enhance public safety services. At the City Administrator's discretion eligible personnel may obtain a personal cellular telephone, and/or wireless personal communications device. The City will reimburse the employee at a monthly rate of \$15.00. Department heads will be reimbursed at a rate of \$30 per month.

1. Applicability-

This policy and procedure applies to all City employees, departments, and organizations. Departments which use a pool system for cellular telephones, or which have cellular telephones assigned to vehicles or positions instead of to individuals, may develop departmental policies and procedures and/or regulations which provide greater direction to their employees, as long as that direction is consistent with this policy.

This policy includes City-owned cellular telephones and other wireless personal communications devices, which are not directly connected to a telephone line. It does not apply to direct-wired landline telephones.

2. Authorized Usage-

City-owned cellular telephones and other wireless personal communications devices are intended only for City business. No personal use of City-owned cell phones is allowed. In the event of an emergency personal call, the employee shall reimburse the City of the proportional share of the current monthly fee and service charges, as well as the direct cost of the minutes used (i.e. roaming, long distance, rate plan minutes, etc.).

Employees should not use cellular telephones to discuss confidential or sensitive information, as cellular telephone conversations are not secured.

3. Eligibility Criteria-

Employees eligible for assignment of City-owned cellular telephones, and other wireless personal communication devices are those designated by the City Administrator, including but not limited to:

- a) Employees who are frequently in a vehicle, if the individual must conduct City business by telephone while in the field, and it can be shown that cost savings and customer service efficiency will be realized through use of such devices;

- b) Employees who have a critical need to maintain accessibility with other department heads, City management staff and public officials in order to ensure uninterrupted customer services and/or the integrity of the organizations;
- c) Public safety positions as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations or other resource entities outside of City government, and to provide for communications which may be inappropriate for mobile radios;
- d) Designated employees involved in the City's emergency response plan; and
- e) Department heads and employees who have a responsibility for responding to public safety incidents in the field.

4. Responsibilities of Department Heads-

The department heads are responsible for:

- a) Recommending requests for cellular telephones, and other wireless personal communications devices from their respective subordinates;
- b) Ensuring that requests are in conformance with the procedures outlined herein, or that exceptions are justified;
- c) Ensuring that all persons assigned a City-owned cellular telephone, and/or other wireless personal communications device are provided access to a copy of this policy, and that the individual is in compliance with it;
- d) Conducting annual reviews of assigned devices to determine if such assignments continue to be justified; and
- e) Informing appropriate employees responsible for City communications of all reassignments of cellular telephones, electronic paging devices and other wireless personal communications devices.

5. Responsibilities of Employees-

Employees who are assigned the use of City-owned cellular telephones, and other wireless personal communications devices are responsible for the following:

- a) Ensuring the physical security of such devices;
- b) Ensuring that all communications on such devices are kept to the briefest duration possible;
- c) Keeping personal communications to a minimum;
- d) Ensuring that any personal use does not detract from the employee's availability for completion of assigned duties; and
- e) Reimbursing the City for any personal calls sent or received at the rate established by the City Administrator.

6. Use of Electronic Communications Devices and Safe Driving-

All City employees are expected to drive with safety as the first consideration. This includes driving safely while operating cellular telephones and other wireless personal communications devices. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:

- a) When driving, use voice-activated dialing or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask passenger to dial);
- b) Do not use the wireless communications devices at all if there are hazardous road or traffic conditions; and
- c) Avoid multiple tasks when driving, such as trying to take notes while using a wireless communications device.

Employees are responsible for, and will be held accountable for, safe driving at all times.

7. General Statements on Use of Wireless Communications Devices-

- a) Use of a log-on or password does not imply any right to employee privacy of communication.
- b) Use of a deletion keystroke or process does not mean a message/document has been eliminated from a wireless communications device, e.g. pager.
- c) On City-owned wireless communications devices, the City or department reserves the right to monitor and record communications traffic at any time, without notice to any employee.
- d) Any abuse or inordinate use of those devices will be considered misconduct and indifference to work, resulting in possible disciplinary action, up to and including termination. Any employee responsible for inordinate use of wireless communications devices may also be held responsible for the resulting costs to the City.

8. Monitoring of Wireless Communications by City Supervisors-

Supervisory reviews of wireless communications may be conducted for business reasons. Supervisors may review the communications of their employees to determine if there have been:

- a) Breaches of security;
- b) Violations of City policy; and/or
- c) Misuse by an employee.

9. Disclosure of Information-

The City will disclose the contents of retrievable wireless communications messages, upon receipt of a valid court order or legal request, including Public Information (open records) requests. The City may disclose the contents of retrievable wireless communication messages if the information will assist in official internal or criminal investigations.

M. SEPARATION OF SERVICES

1. Resignation-

An employee who terminates his or her employment voluntarily shall be terminated in good standing, providing 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 employee's department head and the City Administrator.

2. Payment upon Termination-

An employee whose employment with the City has been terminated shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

- a) Employees who terminate shall be eligible to receive pay for any accrued unused vacation.
- b) Employees who have worked for the city in a full time capacity for 5 years or more and who terminate with proper notice, may convert unused sick leave up to a maximum of 480 hours to vacation time at the rate of eight (8) hours sick leave to one (1) hour of vacation. 'Termination with proper notice' is defined as giving prior notice: four (4) weeks for exempt employees and two (2) weeks for non-exempt employees. No conversion is allowed when there is an involuntary separation due to poor performance or misconduct, or other violations of City policies and/or procedures.
 - Example: Maximum sick accrual of 480 hours converts to a maximum of 60 hours vacation.

N. EDUCATION REIMBURSEMENT

This policy is applicable to any regular, full-time City employee who has completed his/her required initial probationary period.

1. Policy-

The City will only consider applications for assistance with tuition and book expenses for degree programs (Associate, Bachelor, Master or Doctorate) according to the following criteria:

- a) Before beginning a course of study, an employee must receive approval from employee's department head and the City Administration prior to any request for tuition reimbursement; and
- b) An employee may be reimbursed only for courses of study which the City determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to other jobs within the City; and
- c) Subject to budget availability, upon successful completion, as defined below, of any approved course, an employee may be reimbursed only the actual cost of the tuition for

classes taken and any required course materials, but the City will reimburse up to a maximum of \$2,500 per calendar year; and,

- d) Eligible schools must be accredited by one of the six regional organizations recognized by the U.S. Department of Education; and
- e) On-line courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement process; and
- f) Tuition reimbursement must be approved by the employee's department head and the City Administration, at least ten (10) business days prior to the first day of class; and
- g) All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered; and
- h) Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate courses, or with a grade of "B" or better for graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days after completion. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment; and
- i) The Education Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, scholarships, etc. Any financial aid received will be deducted from the tuition and book fees reimbursed by the City; and
- j) If an employee's request for reimbursement under this policy is approved, he/she will be required to certify in writing, and agrees to re-pay the City all reimbursements he/she received if employee voluntarily separates from City employment within one year after receiving the reimbursement; and
- k) Any employee separated involuntarily within one year of reimbursement shall be required to make full repayment if the separation was for unsatisfactory performance/conduct.

2. Time Off For Class Attendance and Study Assignments-

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation and/or bonus days, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

O. CITY SPONSORED MEMBERSHIP DUES POLICY

The City believes it is important for the members of the Governing Body and City employees to participate in professional organizations. While at the same time it is recognized that difficult economic times have caused strains on the City's budget. Therefore, in the future, the following represent the only types of membership dues that will be approved:

- a) Professional association membership dues.
A professional association is usually a nonprofit organization seeking to further the interests of individuals engaged in that profession. The professional association will directly relate to the member(s) job.
- b) Civic association membership dues.
A civic association is usually a nonprofit organization seeking to further the interests of individuals engaged in a community and the public interest. The City will cover the first \$100 of a civic association membership fee and match 50/50 the next \$100. Any amount over \$200 will be the responsibility of the individual.
- c) Multi-individual memberships and dues for organizations, such as the Northeast Johnson County Chamber, Mid-America Regional Council, League of Kansas Municipalities or National League of Cities under which one membership dues covers all members of the Governing Body and City employees. Multi-individual memberships/dues are subject to Governing Body annual review for value to the City.

City of Roeland Park Employee Handbook Receipt

I acknowledge receipt of a copy of the City of Roeland Park Employee Handbook adopted _____ . I also acknowledge that its provisions are guidelines, subject to revision by the Governing Body at any time, and are not a contract of any kind between me and the City of Roeland Park.

Dated: _____

Employee's Signature: _____

Employee's Printed Name: _____

Item Number: New Business- VIII.-B.
Committee 10/18/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 10/14/2021
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: **Approve Contract for Street Maintenance**
Item Type: Agreement

Recommendation:

Approve contract with McConnell & Associates to preform street maintenance base repairs for the 2022 UBAS & Chipseal surface treatments at a cost not to exceed \$88,712.50

Details:

PW staff has been extremely busy performing a large amount to greenspace maintenance in city parks, islands, ect.. Staff has not had the opportunity to start the regular in-house street maintenance activities that are conducted in the summer months to prepare streets for the following years UBAS & Chipseal treatments. Two PW employees resigned from the city leaving limited staff resources to conduct street maintenance activities. Staff has reached out to contractors to get bids to complete the needed asphalt repairs in 2021. McAnany Construction and McConnell & Associates have provided pricing for this work. Both of the contractors have completed projects previously in the city such as annual UBAS surface treatments and CARS projects. Staff find these contractors to be qualified to complete the repairs. Pricing is list below:

McAnany Construction - \$ 105,750
McConnell & Associates - \$ 88,712.50

Also attached is the map showing the streets identified for the 2022 surface treatments for UBAS and Chipseal that need to have base repairs completed in 2021. There is \$109,000 remaining in the 2021 budget line for street maintenance which is sufficient to complete the base repairs

While the approach to having a contractor complete what is normally done in-house is not ideal,

staff feel this effort is necessary to continue moving forward to invest in the maintenance of our streets as this is a top priority that is indicated by the citizen satisfaction survey.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount: \$109,000
Line Item Code/Description: 5421.106 - In-House Street Maintenance	

Additional Information

In 2021, PW staff has spend 53% of the total hours worked in parks and greenspace areas from Jan-Sept compared to averaging 32% of total hours worked in 2019, 2020. That equates to a 65% increase in the amount of time staff is spending on greenspace maintenance this year versus previous years.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ McAnany Base Repair Bid	Cover Memo
☐ McConnell Base Repair Bid	Cover Memo
☐ Base Repair Map	Cover Memo

BID PROPOSAL

2021 BASE REPAIR PROJECT

LAMP RYNEARSON PROJECT NO. 0321001.01

**CITY OF ROELAND PARK, KANSAS
JOHNSON COUNTY, KANSAS**

Name of Bidder McANULT Construction Inc

Address of Bidder 15320 MIDLAND DRIVE

Telephone Number of Bidder: (913) 631 5440

To the CITY OF ROELAND PARK, KANSAS

THE UNDERSIGNED BIDDER, having examined the Plans, Specifications, Regulations of the Contract, Special Conditions and other proposed Contract Documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by the Proposal; (b) the location, arrangement, and specified requirements for the proposed work; (c) the location, character and conditions of trees, utilities, drainage structures, and other installations, both surface and underground which may affect or be affected by the proposed work; (d) the nature and extent of the improvements to be made and the type, character and general condition of materials to be used; (e) the necessary handling and re-handling of materials; (f) the difficulties and hazards associated with the work (g) local conditions relative to labor, transportation, hauling, and rail delivery facilities; and (h) all other factors and conditions affecting or which may be affected by the work;

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to construct, install, erect, and complete all work stipulated in, required by, and in accordance with, the proposed Contract Documents and the drawings, Specifications, and other documents referred to therein (as altered, amended, or modified by addenda), in the manner and time prescribed, and that they will accept in full payment sums determined by applying to the quantities of the following items, the following unit prices and/or any lump sum payments provided, and he understands that the quantities herein given are those that will be used to determine the contract amount.

2021 BASE REPAIR PROJECT
LAMP RYNEARSON PROJECT NO. 0321001.01
CITY OF ROELAND PARK, KANSAS
JOHNSON COUNTY, KANSAS
ITEMIZED PROPOSAL

No.	Bid Item	Unit	Quantity	Unit Price	Total Price
1	Base Repair (Type 5-01 Asphalt) (3")	SY	2350	45-	105,750-

Total of Bid Price Items (Item 1) = Total Base Bid Price

\$ 105,750-

ONE HUNDRED FIVE THOUSAND, SEVEN HUNDRED FIFTY DOLLARS
(WRITE AMOUNT IN WORDS)

- A) The undersigned further agrees to begin work within a period of **10 calendar days** after the Notice to Proceed and complete all of the work no later than **November 30, 2021**. Temperature requirements for the asphalt are 50 degrees and rising and surface temperature of 55 degrees.

The undersigned also declares that they understand that liquidated damages based on the full bid price of the contract shall be assessed against contractor, as stipulated liquidated damages and not as a penalty, in an amount as set forth in paragraph GC 44 of the general conditions for each and every calendar day the work remains incomplete over the specified completion time(s) stated above in paragraphs A) and B).

PROPOSAL QUANTITIES

The contractor shall be paid the said unit prices listed in the proposal. The contractor shall make their own evaluation of the quantities required to complete the work. In the event the contractor evaluation of quantities is different from those listed in the proposal, they may adjust their unit price bid up or down to cover his complete cost for performing the work. Quantities will not be changed after the bid is accepted by the City.

The unit price bid for each item shall include all of the contractors cost and profit including mobilization, traffic control, bonds, equipment, labor, supervision, material and all incidentals necessary to furnish the work complete and ready for use. Extension of quantities in this contract shall be paid in the Unit Price provided in the base bid unless that item is not covered in the base bid.

PROPOSAL ABBREVIATIONS

SF – SQUARE FEET
LF - LINEAR FEET
SY – SQUARE YARDS
LS – LUMP SUM
EA - EACH

That they have been regularly engaged in contract work of the class required by the specifications for 60 years, and respectfully invites your attention to the following work that has been completed under their direction:

The undersigned proposes and agrees, if this bid proposal is accepted, to provide all necessary machinery, tools, equipment and other means of construction, and to do all the work specified in the documents of the contract in the manner therein prescribed and according to the requirements of the Engineer as therein set forth.

ADDENDUM RECEIPT:

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

The undersigned, as Bidder, hereby declares that the only person or firms interested in the Proposal as principal or principals is or are named herein and that no other persons or firms than herein mentioned have any interest in this Proposal or in the Contract to be entered into; and this Proposal is made without connection with any other person, company, or parties making a bid or proposal; and that is in all respects fair and in good faith, without collusion or fraud.

The undersigned agrees and assures the Owner that if awarded this Contract, they will fully abide by the requirements of these Contract Documents.

In submitting this bid, the undersigned declares that they are of lawful age and executed the accompanying bid on behalf of the bidder therein named, and that they have lawful authority so to do. The undersigned further declares that they have not directly or indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for their object the controlling of the price or amount of such bid or any bids, the limiting of the bid or bidders, the parceling or farming out to any bidder or bidders, or other persons, of any part of the subject matter of the bid or bids or of the profits thereof, and that they have not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with bidder in said bid or bids, until after sealed bid or bids are opened.

The undersigned further declares that they have carefully examined the Notice to Bidders, Instructions to Bidders and other Contract Documents, and they have inspected the actual location of the work, together with the local sources of supply, and have satisfied themselves as to all conditions and quantities, and understands that in signing this Bid they waive all right to plead any misunderstanding regarding the same.

The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an Agreement within ten (10) calendar days from and after notice of the award of the Contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.

It is understood that the City will pay in a prompt and timely manner pay estimates when submitted and approved by the Architect/Engineer and further approved by the City staff coordinator for the project, all as provided in the Contract Documents.

The undersigned agrees that the accompanying bid deposit shall become the property of the Owner, should they fail or refuse to execute the Contract or furnish the Bond as called in the Specifications within the time provided.

Enclosed is a certified check, cashier's check or bid bond in the amount of N/A

DOLLARS (\$ _____), made payable to the City of Roeland Park, which the undersigned agrees is subject to being forfeited to and becoming the property of the City as liquidated damages and not as penalty, together with other legal remedies the City may choose to invoke, all as set forth in the Instructions to Bidders Section IB-9, should this Bid be accepted

and the Contract be awarded to this bidder and they should fail to enter into an Agreement in the form prescribed and to furnish the required insurance, bonds and other required documents within ten (10) calendar days as above stipulated, otherwise the bid security shall be returned to the undersigned upon signing of the Agreement and delivery of the approved bonds and other required documents to the City of Roeland Park, Kansas.

DATED in SEATTLE SHAWNEE this 15 day of OCTOBER, 2021.

Signature of Bidder: _____

If an individual: _____

Doing business as: _____

If a Partnership: _____

BY _____, member of firm

If a corporation: McHAWY Construction Inc

BY [Signature]

Title PRESIDENT

SEAL

Business Address of Bidder: _____

If bidder is a corporation, supply the following information:

State in which incorporated Kansas

Name of business address of its:

President Eric Kasman

15320 MIDLAND DR

Secretary BEN KANAWI

15320 MIDLAND DR

Date 10/14/01

BID PROPOSAL

2021 BASE REPAIR PROJECT

LAMP RYNEARSON PROJECT NO. 0321001.01

**CITY OF ROELAND PARK, KANSAS
JOHNSON COUNTY, KANSAS**

Name of Bidder MCCONNELL & ASSOCIATES

Address of Bidder 1225 IRON STREET, NORTH KANSAS CITY, MO 64116

Telephone Number of Bidder: (816) 842 - 6066

To the CITY OF ROELAND PARK, KANSAS

THE UNDERSIGNED BIDDER, having examined the Plans, Specifications, Regulations of the Contract, Special Conditions and other proposed Contract Documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by the Proposal; (b) the location, arrangement, and specified requirements for the proposed work; (c) the location, character and conditions of trees, utilities, drainage structures, and other installations, both surface and underground which may affect or be affected by the proposed work; (d) the nature and extent of the improvements to be made and the type, character and general condition of materials to be used; (e) the necessary handling and re-handling of materials; (f) the difficulties and hazards associated with the work (g) local conditions relative to labor, transportation, hauling, and rail delivery facilities; and (h) all other factors and conditions affecting or which may be affected by the work;

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to construct, install, erect, and complete all work stipulated in, required by, and in accordance with, the proposed Contract Documents and the drawings, Specifications, and other documents referred to therein (as altered, amended, or modified by addenda), in the manner and time prescribed, and that they will accept in full payment sums determined by applying to the quantities of the following items, the following unit prices and/or any lump sum payments provided, and he understands that the quantities herein given are those that will be used to determine the contract amount.

2021 BASE REPAIR PROJECT
LAMP RYNearson PROJECT NO. 0321001.01
CITY OF ROELAND PARK, KANSAS
JOHNSON COUNTY, KANSAS
ITEMIZED PROPOSAL

No.	Bid Item	Unit	Quantity	Unit Price	Total Price
1	Base Repair (Type 5-01 Asphalt) (3")	SY	2350	\$37.75	\$88,712.50

Total of Bid Price Items (Item 1) = Total Base Bid Price

\$ 88,712.50

Eighty eight thousand seven hundred twelve dollars & fifty cents.
(WRITE AMOUNT IN WORDS)

- A) The undersigned further agrees to begin work within a period of **10 calendar days** after the Notice to Proceed and complete all of the work no later than **November 30, 2021**. Temperature requirements for the asphalt are 50 degrees and rising and surface temperature of 55 degrees.

The undersigned also declares that they understand that liquidated damages based on the full bid price of the contract shall be assessed against contractor, as stipulated liquidated damages and not as a penalty, in an amount as set forth in paragraph GC 44 of the general conditions for each and every calendar day the work remains incomplete over the specified completion time(s) stated above in paragraphs A) and B).

PROPOSAL QUANTITIES

The contractor shall be paid the said unit prices listed in the proposal. The contractor shall make their own evaluation of the quantities required to complete the work. In the event the contractor evaluation of quantities is different from those listed in the proposal, they may adjust their unit price bid up or down to cover his complete cost for performing the work. Quantities will not be changed after the bid is accepted by the City.

The unit price bid for each item shall include all of the contractors cost and profit including mobilization, traffic control, bonds, equipment, labor, supervision, material and all incidentals necessary to furnish the work complete and ready for use. Extension of quantities in this contract shall be paid in the Unit Price provided in the base bid unless that item is not covered in the base bid.

PROPOSAL ABBREVIATIONS

SF – SQUARE FEET
LF - LINEAR FEET
SY – SQUARE YARDS
LS – LUMP SUM
EA - EACH

The undersigned as a bidder declares:

That they have been regularly engaged in contract work of the class required by the specifications for 50 years, and respectfully invites your attention to the following work that has been completed under their direction:

CARS-ROE BLVD 2021

CARS-WESTWOOD HILLS SOUTH + STATELINE 2021

That they have personally examined the location of the proposed work and determined the amount and character of the proposed work, and the material and equipment necessary to complete the same in compliance with the accompanying contract, plans and specifications.

The undersigned proposes and agrees, if this bid proposal is accepted, to provide all necessary machinery, tools, equipment and other means of construction, and to do all the work specified in the documents of the contract in the manner therein prescribed and according to the requirements of the Engineer as therein set forth.

The undersigned agrees, if this proposal is accepted, to begin work within a period of 10 calendar days after the Notice to Proceed and to complete the work within 30 calendar days, otherwise to be governed by the stipulations of the accompanying articles of the contract. This is considered the base bid.

ADDENDUM RECEIPT:

The undersigned Bidder acknowledges receipt of the following addenda to the Contract Documents:

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

Addendum NO. _____, Date _____

The undersigned, as Bidder, hereby declares that the only person or firms interested in the Proposal as principal or principals is or are named herein and that no other persons or firms than herein mentioned have any interest in this Proposal or in the Contract to be entered into; and this Proposal is made without connection with any other person, company, or parties making a bid or proposal; and that is in all respects fair and in good faith, without collusion or fraud.

The undersigned agrees and assures the Owner that if awarded this Contract, they will fully abide by the requirements of these Contract Documents.

In submitting this bid, the undersigned declares that they are of lawful age and executed the accompanying bid on behalf of the bidder therein named, and that they have lawful authority so to do. The undersigned further declares that they have not directly or indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for their object the controlling of the price or amount of such bid or any bids, the limiting of the bid or bidders, the parceling or farming out to any bidder or bidders, or other persons, of any part of the subject matter of the bid or bids or of the profits thereof, and that they have not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with bidder in said bid or bids, until after sealed bid or bids are opened.

The undersigned further declares that they have carefully examined the Notice to Bidders, Instructions to Bidders and other Contract Documents, and they have inspected the actual location of the work, together with the local sources of supply, and have satisfied themselves as to all conditions and quantities, and understands that in signing this Bid they waive all right to plead any misunderstanding regarding the same.

The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an Agreement within ten (10) calendar days from and after notice of the award of the Contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.

It is understood that the City will pay in a prompt and timely manner pay estimates when submitted and approved by the Architect/Engineer and further approved by the City staff coordinator for the project, all as provided in the Contract Documents.

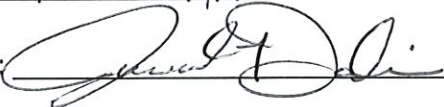
The undersigned agrees that the accompanying bid deposit shall become the property of the Owner, should they fail or refuse to execute the Contract or furnish the Bond as called in the Specifications within the time provided.

Enclosed is a certified check, cashier's check or bid bond in the amount of _____

DOLLARS (\$ _____), made payable to the City of Roeland Park, which the undersigned agrees is subject to being forfeited to and becoming the property of the City as liquidated damages and not as penalty, together with other legal remedies the City may choose to invoke, all as set forth in the Instructions to Bidders Section IB-9, should this Bid be accepted

and the Contract be awarded to this bidder and they should fail to enter into an Agreement in the form prescribed and to furnish the required insurance, bonds and other required documents within ten (10) calendar days as above stipulated, otherwise the bid security shall be returned to the undersigned upon signing of the Agreement and delivery of the approved bonds and other required documents to the City of Roeland Park, Kansas.

DATED in NORTH KANSAS CITY, MO this 14 day of OCTOBER, 2021

Signature of Bidder: 

If an individual: _____

Doing business as: _____

If a Partnership: _____

BY _____, member of firm

If a corporation: McConnell and Associates Corp.

BY 

Title CFO / officer

SEAL

Business Address of Bidder: 1225 IRON STREET, NORTH KANSAS CITY, MO
64116

If bidder is a corporation, supply the following information:

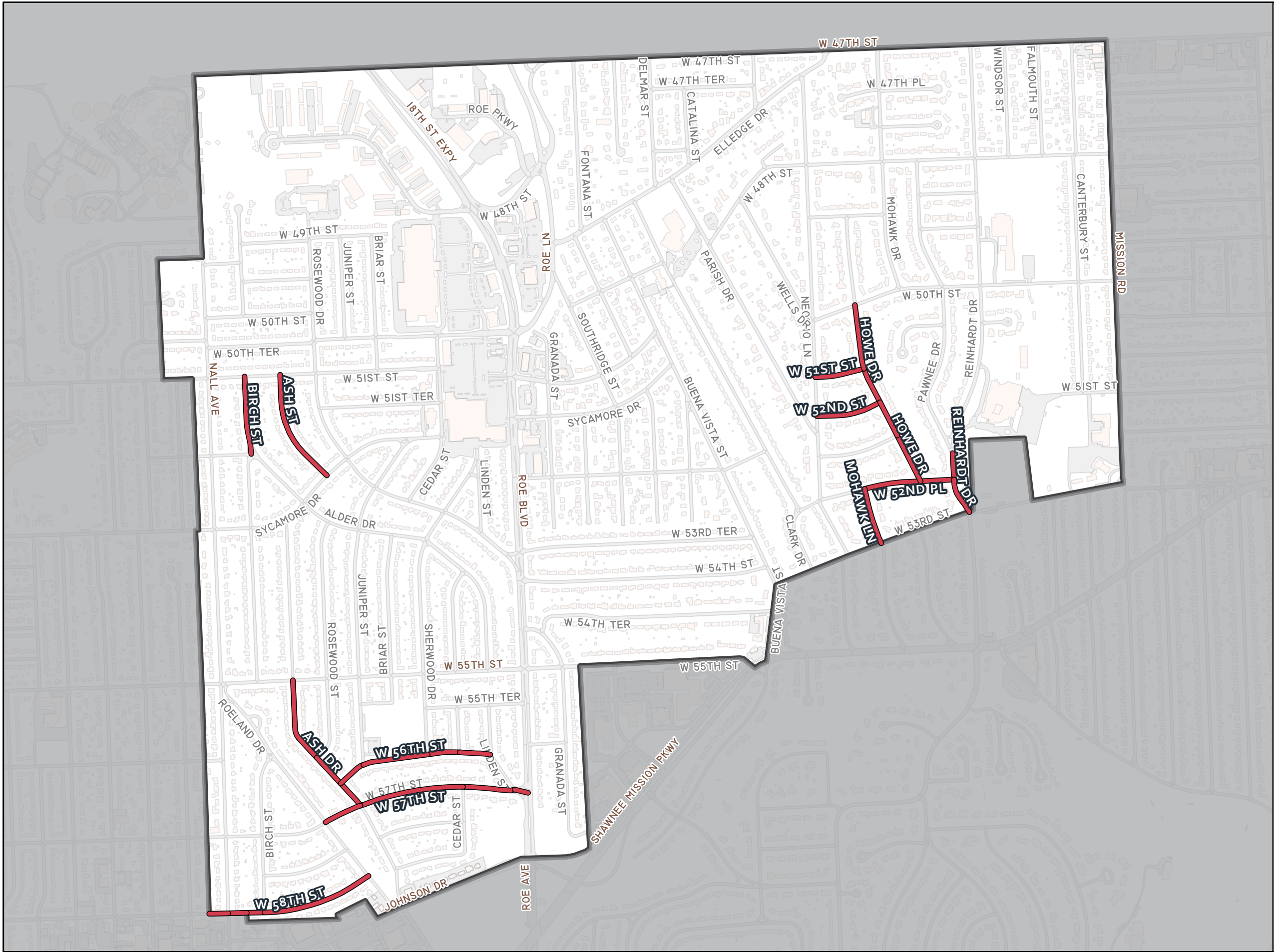
State in which incorporated Missouri

Name of business address of its:

President Scott McConnell

Secretary Rob McConnell

Date 10/14/2021



LEGEND

MAINTENANCE LOCATIONS

— BASE REPAIRS



2021 STREET MAINTENANCE BASE REPAIRS FOR 2022 SURFACE TREATMENTS



Item Number: New Business- VIII.-C.
Committee 10/18/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/13/2021
Submitted By: Mayor Mike Kelly
Committee/Department: Admin.
Title: **Appoint Jonna Crosby to the Arts Committee**
Item Type: Other

Recommendation:

To appoint Jonna Crosby to the arts committee.

Details:

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ Jonna Crosby	Cover Memo

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com <noreply@civicplus.com>

Tue 8/24/2021 1:49 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; RP Intern <intern@roelandpark.org>; Erin Winn <EWinn@roelandpark.org>

Committee Volunteer Form

Date	8/24/2021
First Name	Jonna
Last Name	Crosby
Address	5000 Howe Drive
City	Roeland Park
State	Kansas
Zip	66205
Email	
Phone	
Place of Employment	Children's Mercy Hospital
How long have you been a resident of Roeland Park?	Almost 1 year
How much time do you have to devote per month?	1-2 days per week
Board & Committee Interest	Arts - We moved to Roeland Park, in December of 2020, my husband and I are life long residents in the Kansas City area and both attended Bishop Miege High School along with our three children so we are familiar with Roeland Park. Even though we are familiar with the area in the last 7 months we have discovered so many things in Roeland Park, by just driving around, word of mouth and the Roeland Park newsletter. Until receiving the newsletter I was not aware of the Arts Committee and the Art Gallery located in City Hall. I also read about George Schlegel and the amazing Legacy he has left to the City of Roeland Park and I am sure we have seen many of the sculptures around Roeland Park and would love to know the history. I do not have an Arts background or degree but I love and appreciate art of all types, we display many different pieces in our home. I would like to volunteer for the Arts Committee if you have any openings. Thank you for your time. Jonna Crosby

Select a Board or
Committee

Arts

Are you a high school
student between the ages of
14 and 18?

No

Additional Comments

Field not completed.

Resume

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Item Number: **Ordinances and Resolutions:- IX.-**
 A.
Committee **10/18/2021**
Meeting Date:



City of Roeland Park
Action Item Summary

Date: **7/27/2021**
Submitted By: **Chief Morris**
Committee/Department: **Police Department**
Title: **Ordinance 1016 - Banning Fireworks**
Item Type: **Ordinance**

Recommendation:

To approve Ordinance 1016 - Amending Section 7-402 - Use Of Fireworks Prohibited; Repealing 7-403 - Exceptions, 7-404 - Days On Which Excepted Fireworks May Be Used, And 7-405 - Throwing Fireworks From Vehicle Prohibited; And Amending Section 7-414

The attached ordinance reflects Council direction provided at the two previous workshops. The ordinance bans all fireworks and increases the minimum fine.

Details:

The attached "Ordinance 1016- Total Ban of Fireworks" reflects a complete ban on fireworks in Roeland Park and increases the minimum fine per Council direction. Also attached is an alternative ordinance (Ordinance 1016- Allow Children's Fireworks) that allows fireworks that would generally be considered kid friendly.

Also attached is a presentation from the Police Department detailing a plan on how they would approach education and enforcement of the new ordinance in 2022.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
 Ordinance 1016 - Total Ban on Fireworks	Cover Memo
 Ordinance 1016- Allow Childrens Fireworks	Cover Memo
 Fireworks Discussion Follow Up	Cover Memo
 Fireworks Presentation	Cover Memo

ORDINANCE NO. 1016

**AN ORDINANCE AMENDING SECTION 7-402 - USE OF FIREWORKS PROHIBITED;
REPEALING 7-403 - EXCEPTIONS, 7-404 - DAYS ON WHICH EXCEPTED
FIREWORKS MAY BE USED, AND 7-405 - THROWING FIREWORKS FROM
VEHICLE PROHIBITED; AND AMENDING SECTION 7-414**

WHEREAS the City of Roeland Park, Kansas ("City") previously enacted Sections 7-402, 7-403, 7-404, and 7-405 concerning the use of fireworks; and

WHEREAS the governing body has determined it is advisable to amend Section 7-402 of the City Code to remove any exception to the use of fireworks in the City; and,

WHEREAS the governing body has determined it is advisable to remove Sections 7-403, 7-404, and 7-405; and,

WHEREAS the governing body has determined it is advisable to amend Section 7-414 to increase the penalty fine for violation of this article.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

Section 1. Amended. Section 7-402 of the City Code is hereby amended to read as follows:

Sec. 7-402. – Sale and Use of Fireworks Prohibited.

(a) Except as hereinafter provided, it shall be unlawful for any person, firm, co-partnership or corporation to offer for sale, expose for sale, sell at retail any fireworks other than toy pistols, toy canes, toy guns or other devices which use paper caps manufactured in accordance with the United States Commerce Commission regulations for packing and shipping of toy paper caps, or any pistol paper caps manufactured as provided therein, in the City.

(b) Except as hereinafter provided it shall be unlawful for any person, firm, co-partnership or corporation to possess, use, discharge or explode any fireworks within the City unless specifically excluded under a resolution adopted by the Governing Body.

Section 2. Repealed. Section 7-403, 7-404 and 7-405 are hereby repealed.

Section 3. Amended. Section 7-414 is hereby amended as to read as follows:

Sec. 7-414. - Penalty.

Any person violating the provisions of this article shall, upon conviction thereof, be fined not less than \$100.00 nor more than \$500.00 for each and every offense.

Section 4. Effective Date. This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City, approval by the Mayor and publication in the official City newspaper.

PASSED by the Governing Body, the majority of the members elect voting in favor thereof, this 4th day of October, 2021.

Mike Kelly, Mayor

ATTEST:

Kelley Nielsen, City Clerk

APPROVED AS TO FORM

Steven E. Mauer, City Attorney

ORDINANCE NO. 1016- Alternate- Allow Children's Fireworks

AN ORDINANCE AMENDING SECTION 7-402 - USE OF FIREWORKS PROHIBITED; REPEALING 7-403 - EXCEPTIONS, 7-404 - DAYS ON WHICH EXCEPTED FIREWORKS MAY BE USED, AND 7-405 - THROWING FIREWORKS FROM VEHICLE PROHIBITED; AND AMENDING SECTION 7-414

WHEREAS the City of Roeland Park, Kansas ("City") previously enacted Sections 7-402, 7-403, 7-404, and 7-405 concerning the use of fireworks; and

WHEREAS the governing body has determined it is advisable to amend Section 7-402 of the City Code to remove any exception to the use of fireworks in the City; and,

WHEREAS the governing body has determined it is advisable to remove Sections 7-403, 7-404, and 7-405; and,

WHEREAS the governing body has determined it is advisable to amend Section 7-414 to increase the penalty fine for violation of this article.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

Section 1. Amended. Section 7-402 of the City Code is hereby amended to read as follows:

Sec. 7-402. – Sale and Use of Fireworks Prohibited.

(a) Except as hereinafter provided, it shall be unlawful for any person, firm, co-partnership or corporation to offer for sale, expose for sale, sell at retail any fireworks in the City.

(b) Except as hereinafter provided it shall be unlawful for any person, firm, co-partnership or corporation to possess, use, discharge or explode any fireworks within the City.

(c) As used in this section, the term fireworks shall not include snakes, sparklers, smoke bombs, toy pistols, toy canes, toy guns or other devices which use paper caps manufactured in accordance with the United States Commerce Commission regulations for packing and shipping of toy paper caps, or any pistol paper caps manufactured as provided therein, and those which are designed to stay on the ground and do not produce any noise. Sparklers may be used handheld when proper safety measure are followed and in the case of children, with adult guidance. Examples of fireworks not permitted include, but are not limited to, artillery shells, fountains, parachutes, firecrackers, roman candles, aerial luminaries (balloons lifted by heat from a flame), buzz bombs, rockets, bottle rockets, and any firework not allowed by county and state law.

(d) Fireworks will be allowed at Bishop Miege High School for the annual City sponsored display and for home football games.

Section 2. Repealed. Section 7-403, 7-404 and 7-405 are hereby repealed.

Section 3. Amended. Section 7-414 is hereby amended as to read as follows:

Sec. 7-414. - Penalty.

Any person violating the provisions of this article shall, upon conviction thereof, be fined not less than \$100.00 nor more than \$500.00 for each and every offense.

Section 4. Effective Date. This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City, approval by the Mayor and publication in the official City newspaper.

PASSED by the Governing Body, the majority of the members elect voting in favor thereof, this 4th day of October, 2021.

/S/_____
Mike Kelly, Mayor

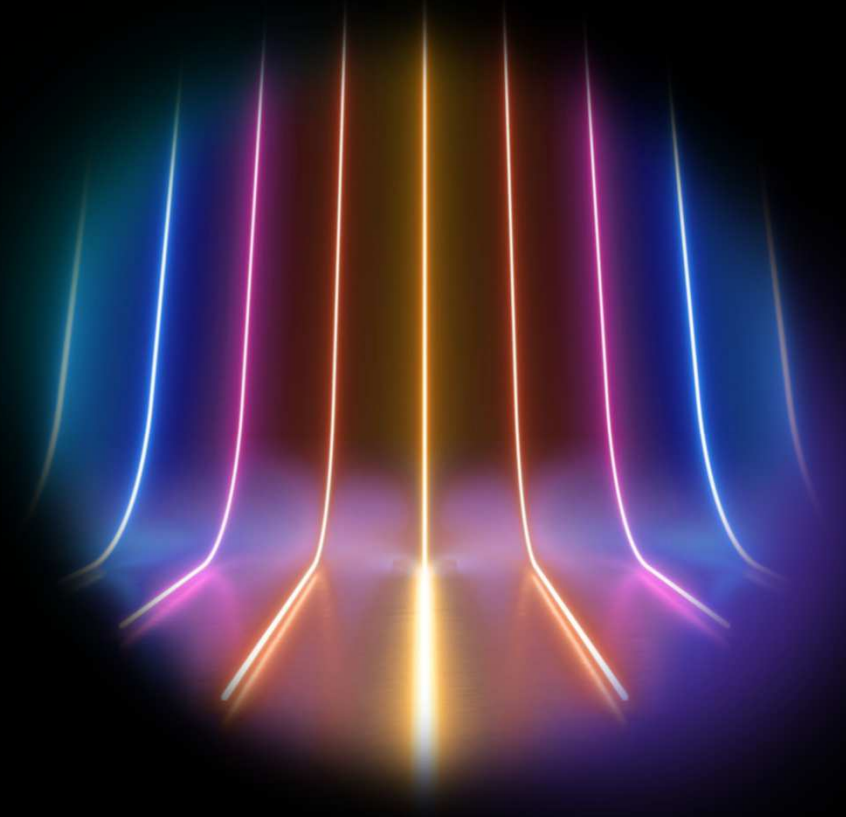
ATTEST:

/S/_____
Kelley Nielsen, City Clerk

APPROVED AS TO FORM

/S/_____
Steven E. Mauer, City Attorney

Fireworks Discussion Follow-up



ROELAND PARK, KANSAS

Calls For Service

- Fireworks Complaint / January 2020 – September 2021 23 CALLS FOR SERVICE
- Gunshot Complaint / January 2020 – September 2021 19 CALLS FOR SERVICE

What works best ?

- The philosophy of the Roeland Park Police Department is to work in partnership with the community to enhance the quality of life in Roeland Park.
- **Information on FIREWORKS / ORDINANCE should continue to be posted on social media outlets.**
- 1- City web page.
- 2- Facebook / City & P.D.
- 3- Nextdoor, Twitter, ect.
- 4-Banners / Neighborhood temporary yard signs. (Notification to “Neighborhood Block Captains”).
- 5- City newsletter.
- 6- Reminders during council meetings, community forums, Other.

Enforcement Options

More Officers On Duty / Neighborhood Saturation Patrols

Ordinance Violations

ZERO TOLERANCE

One & Done

B.O.A.H. **Bust out another \$Hundred** (Minimum Fine is \$100.00)

Second Chance Enforcement

- Explanation of a specific ordinance violation and request for compliance. Any further calls or complaints result in a citation. (Must meet a specific violation of the ordinance, not just a complaint of noise).

Educational Option

Any call for a fireworks complaint can return a different result.

- 1- Voluntary compliance. No further problem. Within ordinance regulations. No Action.
- 2- Voluntary compliance / Violation of ordinance , Educational session. No Action.

REPEAT OF A KNOWN VIOLATION AFTER AN EDUCATIONAL SESSION, WILL REVERT BACK TO ENFORCEMENT ACTION. B.O.A.H. \$100.00 MINIMUM FINE.

Questions ?



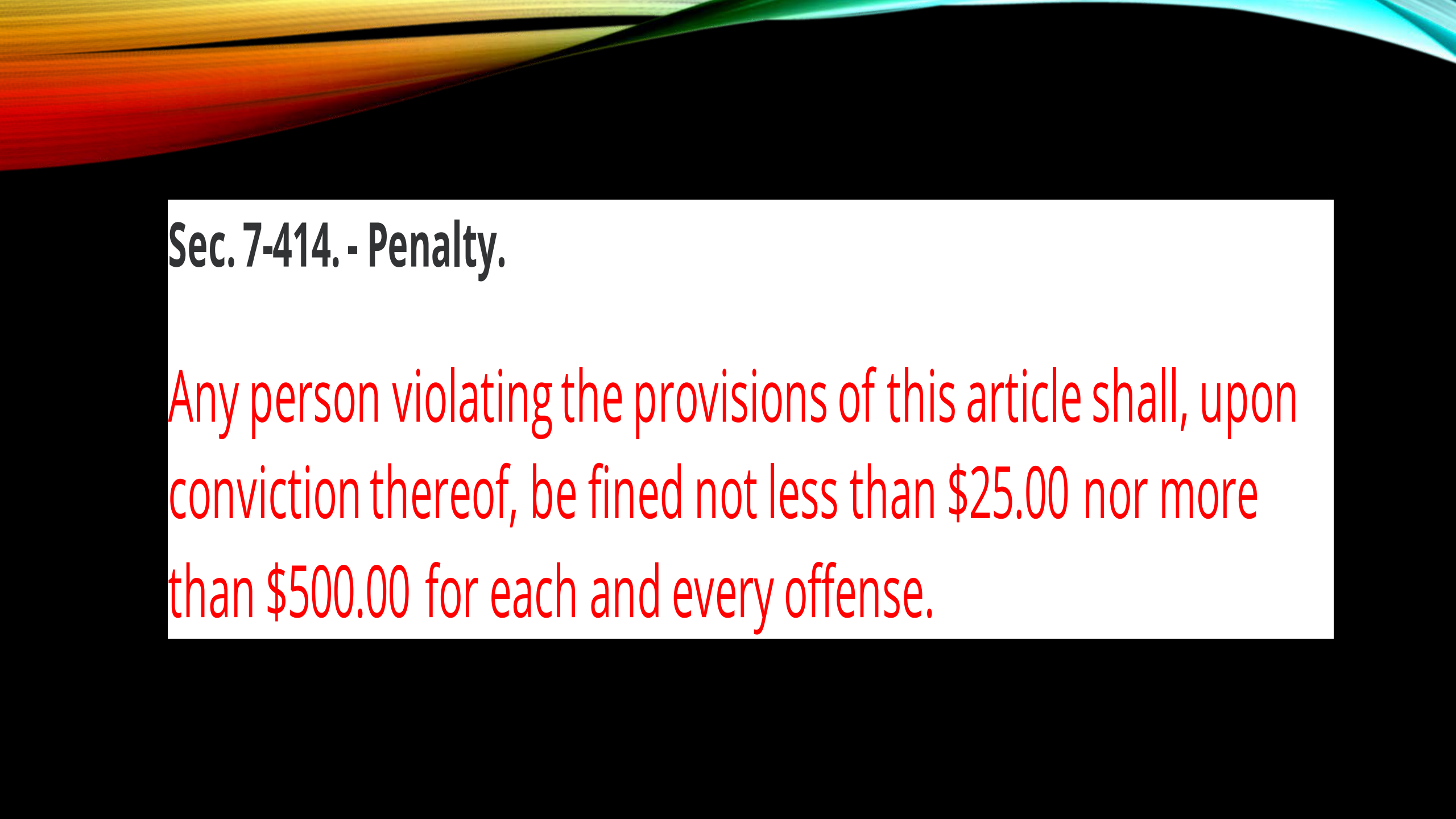


FIREWORKS DISCUSSION

City of Roeland Park

WHAT IS THE CURRENT LAW CONCERNING FIREWORKS IN THE CITY OF ROELAND PARK

- Article 4 of the Municipal Code:
- The use of the following fireworks is **allowed and permitted** in the City on the dates and times listed.
- Nonpoisonous snakes, smoke bombs and similar items of composition.
- Cone fountains and whistling fountains without report.
- Firecrackers as defined by the Consumer Product Safety Commission, (10C.F.R. 7 1500.7(a)(8) (ord.No. 732,& 3;Code2007)
- **December 31- Jan 1 11:45 pm-12:30 am & July 3-4 8am-11:30 pm**



Sec. 7-414. - Penalty.

Any person violating the provisions of this article shall, upon conviction thereof, be fined not less than \$25.00 nor more than \$500.00 for each and every offense.

Neighboring Communities Regulations On Fireworks

- **Mission:** Only novelty items such as party poppers, colored fire cones, sparklers, smoke bombs and similar items.
- **Merriam:** No fireworks allowed.
- **Prairie Village:** No fireworks allowed.
- **Westwood:** No fireworks allowed.
- **Fairway:** No fireworks allowed.
- **Overland Park:** Snappers, toy caps and similar items.
- **Shawnee:** Snakes & caps.
- **Mission Hills:** Sparklers, colored cones, snakes, caps.
- **Leawood:** No fireworks allowed.
- **KCK:** Fireworks allowed

When can I shoot consumer fireworks?

The Kansas State Fire Marshal's Office does not regulate when consumer fireworks can be discharged. This is left up to the local authority.

What fireworks are illegal?

Pursuant to K.S.A. 31-155, bottle rockets are illegal in the state of Kansas.

Can I make my own fireworks?

You will need to apply for a hobbyist manufacturer permit.

Can I shoot display fireworks?

You will need to apply for a display operator permit.

My city doesn't allow fireworks. Can they do that?

Yes. The local authority is allowed to be more restrictive than the state.

CONCERNS RELATED TO FIREWORKS

Citizens do NOT follow the law concerning the use of illegal fireworks in Roeland Park.

Fire hazards from use of illegal fireworks. (Bottle Rockets, items shot into the air)

Failure to follow the times allowed to use fireworks. (Late at night or too early)

Enforcement of illegal use of fireworks. (Educational or Strict Enforcement) Too many violators.

Other communities lack of enforcement / Proximity of fireworks sales .

ITEMS TO CONSIDER

- No change to current ordinance.
- Stricter enforcement, zero tolerance, Increase fines.
- Fines for violations attached to property tax.
- Prohibit fireworks in the City.
- Other ?

BRACE YOURSELVES



THE FIREWORKS ARE COMING



QUESTIONS ?

