

RESOLUTION NO. 100912-1

A RESOLUTION AMENDING A RESOLUTION AMENDING THE PERSONNEL POLICY OF THE CITY OF ABILENE, KANSAS

WHEREAS, the City Commission desires to make certain amendments to the Personnel Policy of the City of Abilene, Kansas.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

SECTION 1. That Section VI-2(a) and (h) of the Personnel Policy of the City of Abilene, Kansas, be amended as follows:

VI-2. Holidays.

A. The following days shall be holidays for all City employees:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Christmas Eve	Christmas Day
Veterans' Day	Martin Luther King, Jr. Day

From time to time, on special occasions, the City Manager may designate other days as special holidays.

H. All full-time employees will be allowed one floating holiday, equal to eight hours or one shift for police and fire personnel, to be used at their discretion and subject to prior approval by the Department Director. Such floating holiday must be used within the calendar year and may not be carried over if unused.

SECTION 2. That Section VI-3(a) of the Personnel Policy of the City of Abilene, Kansas, be amended as follows:

VI-3. Vacation.

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.

<u>Years of Continuous Employment:</u>	<u>0-5</u>	<u>5-10</u>	<u>10-15</u>	<u>15-20</u>	<u>20 or more</u>
Hours per Year (except Fire Dept.)	80	100	120	140	160
Hours per Year (Fire Dept.)	96	120	144	168	192

SECTION 3. That Section V-14 of the Personnel Policy of the City of Abilene, Kansas, be amended as follows:

V-14. Longevity Pay.

The City of Abilene may grant discretionary longevity pay subject to available funds and upon the recommendation of the City Manager and approval of the City Commission. If longevity pay is paid, classified full-time employees shall be eligible to receive longevity pay, providing they have completed five consecutive, uninterrupted years of service or more in a classified position with the City as of November 30th of each year. If longevity pay is paid, it shall be distributed to eligible employees by December 31st of each year. The following table shows the longevity pay program schedule:

Years of Service	Longevity Pay Amount
5 through 9	\$200.00
10 through 14	\$400.00
15 through 19	\$600.00
20 through 24	\$800.00
25 or more	\$1,000.00

SECTION 4. That Section VI-12(b) of the Personnel Policy of the City of Abilene, Kansas, be amended as follows:

VI-12. Other Leave.

B. Education Leave: An employee may be granted leave without pay for a period of up to one year to further education pursuits or seek special training upon approval of the City Manager.

SECTION 5. That Section VII-11 of the Personnel Policy of the City of Abilene, Kansas, be established as follows:

VII-11. Education Incentive.

Reimbursement of tuition costs for job-related education up to a maximum of \$2,500 per employee per year may be available with prior Department Director and City Manager approval. To be eligible for this incentive, employees must achieve a "B" grade or better. Employees seeking reimbursement will be required to provide an official transcript to verify completion of the course and the final grade. Education reimbursements are subject to available funds.

SECTION 6. That Section VII-12 of the Personnel Policy of the City of Abilene, Kansas, be established as follows:

VII-12. Commercial Drivers License Reimbursement.

The City will reimburse the initial cost of obtaining a Commercial Drivers License (CDL) for employees that are required to have a CDL to meet the requirements of their job. Additionally, the City will reimburse employees the difference between the standard Drivers License and the CDL at such time as the CDL is renewed. Employees will be required to provide proof of renewal prior to receiving reimbursement.

SECTION 7. That Article XI of the Personnel Policy of the City of Abilene, Kansas, be amended as follows:

XI-1. Administrative Review.

The City of Abilene allows employees to pursue complaints involving a misinterpretation or misapplication of a practice or policy under the Personnel Policy. Employees are encouraged to pursue an administrative review with the City Manager before pursuing other avenues of redress. Employees may present a complaint concerning the interpretation or application of the Personnel Policy, department-specific regulations, working conditions, issues concerning the relationship between an employee and a co-worker or supervisor, or application of equal opportunity policies. Administrative reviews, however, will exclude complaints related to termination.

Employees pursuing an administrative review will not be subject to restraint, interference, discrimination or reprisal.

The City Manager shall make the final judgement as to whether a complaint is eligible for an administrative review. An administrative review will be denied if it concerns City Commission policies, ordinances, or state statutes; involves termination actions, pertains to matters that the complaint has no direct interest; or when the City Manager has reason to believe that the complaint has been brought in bad faith or for inappropriate reasons.

XI-2. Procedure.

A sincere attempt should be made by each supervisor and Department Director to resolve any employee complaints before it becomes necessary for an administrative review.

Any employee who, after conferring with the direct supervisor, may take the complaint to the attention of the Department Director. If the complaint directly involves the Department Director, the complaint may be brought directly to the attention of the City Manager. If, after conferring with the Department Director, the employee still feels that the issue has not been addressed, the employee may bring the matter to the attention of the City Manager. This may be done either in writing or in person. Department Directors shall not prevent an employee from bringing an issue or complaint to the attention of the City Manager. Following an initial review of the issue by the City Manager, additional information may be requested by the City Manager from the employee or

other sources. The City Manager shall review the complaint and subsequent information, and within five business days render a decision. Such finding shall be final and subject to no further appeal.

SECTION 8. Effective. This Resolution shall become effective and in full force from and after its adoption by the City Commission, except that Section 2 and 3 shall become effective as of January 1, 2013.

PASSED AND ADOPTED this 24th day of September, 2012

By: *Dennis P. Weishaar*
Dennis P. Weishaar, Mayor

ATTEST:

Penny Soukup, CMC
Penny Soukup, CMC
City Clerk

