

CITY OF HAYSVILLE

Agenda

February 24, 2014

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Kurt Coleman, River of Life Worship Center

PLEDGE OF ALLEGIANCE

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of February 10, 2014](#)

ITEM #1 CITIZENS TO BE HEARD

- A. Sedgwick County Fire Department

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements

ITEM #5 OLD BUSINESS

ITEM #6 OTHER BUSINESS

- A. [Consideration of Final Plat for Tracy Electric Addition, Sedgwick County, Kansas](#)
- B. [Consideration of Personnel Manual Update](#)
- C. [Consideration of Agreement with USD 261](#)

ITEM #7 DEPARTMENT REPORTS

- A. Administrative Services – Will Black
- B. City Clerk – Janie Cox
- C. Police – Jeff Whitfield
- D. Public Works – Randy Dorner

E. Recreation – Georgie Carter

ITEM #8 APPOINTMENTS

A. [Richard Meyer, 214 Hungerford Re: Appointment to Planning Commission Ward IV, three year term](#)

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

ITEM #10 EXECUTIVE SESSION

ITEM #11 BILLS TO BE PAID

A. [Bills to be Paid for the Last Half of February](#)

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

A. Council Concerns

B. Council Action Request Updates

ITEM #14 ADJOURNMENT

The Regular Council Meeting was called to order by Mayor Bruce Armstrong at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Ginger Cullen: Crum here, Kanaga here, Kessler here, Rardin here, Pierce here. Councilpersons Benner, Ewert, and Konkel were not present.

Invocation was given by Pastor Kurt Coleman, River of Life Worship Center.

Mayor Bruce Armstrong led everyone present in the Pledge of Allegiance.

Mayor Bruce Armstrong stated the agenda needed to be modified to add under Special Order of Business a presentation by Jason Van Sickle of J Van Sickle and Company and under Notices and Communications Item E a Memo Regarding Red's 2014 Drinking Establishment License.

Motion by Rardin – Second by Crum

Mayor and Council, I make a motion to add J Van Sickle to tonight's agenda and also the drinking establishment license.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

Under Special Order of Business, Mayor Bruce Armstrong introduced Jason Van Sickle of J Van Sickle & Company. Van Sickle introduced himself to Council and showed a brief video which gave an overview of his plan to develop an apartment community in Haysville. Van Sickle answered questions posed by Council.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of January 27th 2014.

Motion by Crum – Second by Pierce

I'll go ahead and make a motion that we approve the minutes of January 27th, 2014.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

There were no Citizens to be Heard.

Under Licenses and Bonds, Mayor Bruce Armstrong presented Renewal of Cereal Malt Beverage License for Kwik Shop #776 at 7150 S. Meridian.

Motion by Kessler – Second by Pierce

Mayor and Council, I make a motion that we renew the Cereal Malt Beverage License for Kwik Shop #776 at 7150 S. Meridian.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

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Under Licenses and Bonds, Mayor Bruce Armstrong presented Refuse Hauler Business Renewal for Best Value Services, 1939 Emmett.

Motion by Crum – Second by Pierce

I'll make a motion that we approve the Renewal of the Refuse Hauler License for Best Value Services, 1939 Emmett.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

Under Licenses and Bonds, Mayor Bruce Armstrong presented Refuse Hauler Business Renewal for Waste Management, 4330 W. 31st St. S., Wichita, KS.

Motion by Kessler – Second by Rardin

Mayor and Council, I make a motion that we Renew the Refuse Hauler License for Waste Management.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

There were no Ordinances or Resolutions.

Under Notices and Communications, Mayor Bruce Armstrong asked for Governing Body Announcements.

Councilperson Steve Crum stated the second round of Imagi-games at the library had been postponed until March due to weather. Crum also stated Haysville Healthy Habits Community Coalition would have a booth at Campus High School's Parent Teacher Conferences on Wednesday and possibly Thursday in order for parents to sign a parent network pledge to not serve alcohol to minors in their homes.

Mayor Bruce Armstrong presented a Thank You card from USD 261.

Mayor Bruce Armstrong presented a letter from the League of Kansas Municipalities regarding a Municipal Leadership Academy.

Mayor Bruce Armstrong presented two letters from Cox Communications regarding channel changes and network contracts.

Mayor Bruce Armstrong presented a memo regarding the 2014 Drinking Establishment License for Red's, located at 1421 East Grand.

There was no Old Business.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Final Costs, Consideration of Assessment Rolls, Consideration of Notice of Public Hearing and Consideration of Form of Notice of Hearing and Statement of Cost Proposed to be

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Assessed regarding Country Plaza Villas, and introduced the City's financial adviser Chuck Bouley of George K. Baum to answer any questions. Councilperson Russ Kessler pointed out an error on Schedule 1-1, the first Block B, South Half of Lot 3 should say North Half, which Bouley advised could be corrected in the motion.

Motion by Crum – Second by Rardin

I'll make a motion that we approve the four items dealing with Country Plaza Villa street improvements with that change.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

Mayor Bruce Armstrong introduced Consideration of Tractor Backhoe Lease Buyout. Public Works Director Randy Dorner discussed details of the Consideration request.

Motion by Kessler – Second by Rardin

Mayor and Council, I make a motion that we allow the City to buyout the backhoe lease in the amount of \$45, 835.26.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black introduced Economic Development Director James Oltman, who stated the WABA Home Show seemed to be a success and thanked Council and staff for manning the booth.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield stated the next Refuse to be a Victim class would be held in the Police and Court Building on February 22nd. He advised the contact person is Officer Brady Simmons. Whitfield also introduced Kasey Kielhorn as the visiting officer.

Public Works Director Randy Dorner stated the brush pile burn is about 80 percent done and the public limb drop-off site was once again open to the public. Dorner gave details of Haysville's procedure for handling snow. There was additional discussion regarding streets that could need attention. Councilpersons Steve Crum and Bob Rardin both thanked Public Works for a job well done.

Recreation Director Georgie Carter stated there would be SOS days on February 13th, 14th and 17th due to school being closed. Carter advised of additional events scheduled for the Activity Center.

There were no appointments.

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Under Off Agenda Citizens to be Heard, Mayor Bruce Armstrong acknowledged Cathy Hurley, who gave suggestions on additional streets that should be considered secondary streets and plowed.

There was no Executive Session.

Mayor Bruce Armstrong presented the Bills to be Paid for the First Half of February.

Motion by Kanaga-Second by Rardin

I move that we pay the bills for the first half of February.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for any Council concerns.

Councilperson Steve Crum asked for an update on the Cowskin Creek clean-up project. Public Works Director Randy Dorner advised clean-up has been completed from Sarah Lane to just south of Alexander. Crum also thanked Economic Development Director James Oltman for a job well done at the WABA Home Show.

There were no Council Action Request Updates.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Pierce-Second by Rardin

Mr. Mayor and Council, I move that we adjourn tonight's meeting.

Crum yea, Kanaga yea, Kessler yea, Rardin yea, Pierce yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:41 p.m.

Janie Cox, City Clerk

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MEMORANDUM

To: Honorable Mayor Bruce Armstrong; City Council Members
From: Planning/Community Relations Coordinator Zach McHatton
Subject: Final Plat – Tracy Electric 2nd Addition, Sedgwick County, Kansas
Date: February 21, 2014

At the February 13, 2014 meeting the Haysville Planning Commission considered the Final Plat of Tracy Electric 2nd Addition, Sedgwick County, Kansas. The following action was taken on the matter:

Motion by Wethington

Second by Parton

I would move we approve the preliminary and final plat of the Tracy Electric 2nd Addition, Sedgwick County, Kansas, with the incorporation of the comments provided this evening.

Aziere yea, Coleman yea, Hancock yea, Holub yea, Parton yea, Randel yea, Wethington yea.

Motion Carried

Attached is the plat. This item is now before you for your consideration.

Zach McHatton, Coordinator
Planning/Community Relations

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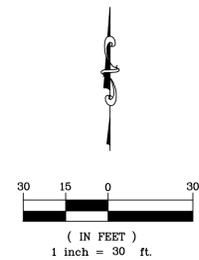
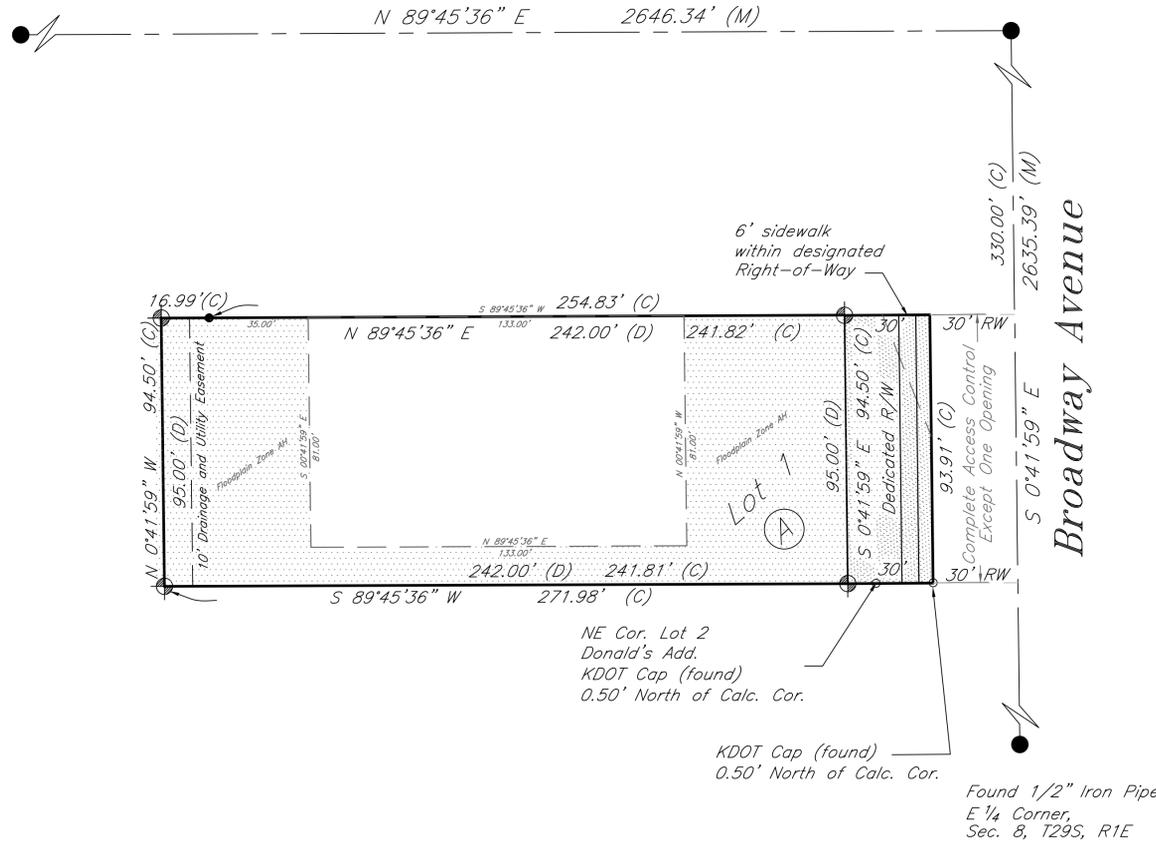
Tracy Electric South Lot Addition Sedgwick County, Kansas

Part of the NE 1/4, Section 8, Township 29 South, Range 1 East of the 6th. P.M.

Found Punched Hole in
Bridge Deck
N 1/4 Corner,
Sec. 8, T29S, R1E

79th Street South

Found 1/2" Iron Pipe
NE Corner,
Sec. 8, T29S, R1E



Legend:

- 5/8" Rebar (found) KEMPA CLS #157
- ◆ 5/8" Rebar (set) KEMPA CLS #157
- KDOT Cap (found)
- ▨ FEMA Floodplain ZONE AH
- (D) Deeded
- (C) Calculated
- (M) Measured

Pad Elev.:
Minimum Pad Elevation is 1255.5 (NAVD88)

Benchmark:
Northwest corner of telephone box pad at
the Northwest corner of the intersection of
Broadway and 79th Street South.
Elevation=1255.55 (NAVD88)

State of Kansas)
County of Sedgwick) SS

State of Kansas)
City of Haysville) SS

I, Bradley C. Ward, a licensed land surveyor of the State of Kansas, do hereby certify that the following described tract of land was surveyed on the 23th day of June, 2012, and the accompanying final plat prepared and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

The title evidence of the land included in this plat has been reviewed by me and the plat approved this ____ day of _____, 2014.

Alison McKenney Brown, City Attorney

LEGAL DESCRIPTION

A tract of land generally located in the Northeast 1/4 of Section 8, Township 29 South, Range 1 East, of the 6th Principal Meridian, Sedgwick County, Kansas, being more particularly described as Beginning at a point on the East line of said Northeast 1/4, said point being 330 feet South of the Northeast Corner of said Northeast 1/4; thence West, parallel with the North line of said Northeast 1/4, a distance of 302.00 feet; thence South, parallel with the East line of said Northeast 1/4, a distance of 95.00 feet, to the North line of Donald's Addition; thence East, parallel with the North line of said Northeast 1/4 and on the North line of Donald's Addition, a distance of 302.00 feet to the East line of said Northeast 1/4; thence North, to the Point of Beginning, EXCEPT the East 30 feet thereof for right-of-way.

State of Kansas)
City of Haysville) SS

This plat approved and all dedications shown hereon, if any, are accepted by the City Council of the City of Haysville, Kansas, this ____ day of _____, 2014.

At the Direction of the City Council

Bruce Armstrong, Mayor

Janie Cox, City Clerk

Bradley C. Ward, L.S. #920 Date
Not original unless signed in blue ink.

State of Kansas)
County of Sedgwick) SS

State of Kansas)
County of Sedgwick) SS

This plat approved and all dedications shown hereon, if any, are accepted by the Board of County Commissioners of Sedgwick County, Kansas, this ____ day of _____, 2014.

At the Direction of the County Commission

Dave Unruh, Chair

ATTEST:

Kelly B. Arnold, County Clerk

Entered on transfer record this ____ day of _____, 2014.

Kelly B. Arnold, County Clerk

State of Kansas)
County of Sedgwick) SS

This is to certify that this plat has been filed for record in the Office of the Register of Deeds this ____ day of _____, 2014 at ____ o'clock ____ M; and is duly recorded.

Bill Meek, Register of Deeds

Tonya Buckingham, Deputy

Reviewed in accordance with K.S.A. 58-2005 on this ____ day of _____, 2014.

This instrument was acknowledged before me on this ____ day of _____, 2014, by Michael Tracy, Owner.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day last above written.

Notary Public

My Commission Expires: _____

State of Kansas)
City of Haysville) SS

Tricia L. Robello, L.S. #1246
Deputy County Surveyor
Sedgwick County, Kansas

This plat of Tracy Electric South Lot Addition, Sedgwick County, Kansas, has been submitted to and approved by the Haysville Planning Commission, Haysville, Kansas, and is hereby transmitted to the City Council of the City of Haysville, Kansas, with recommendation that such plat be approved as proposed. Dated this day of _____, 2014. Haysville Planning Commission.

Tim Aziere, Chair

Zach McHatton, Secretary

KEMILLER
ENGINEERING PA
117 E. Lewis, Wichita, KS 67202 (316)264-0242

MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2014

DATE: February 21, 2014

The proposed changes to the Personnel Manual are before you for your consideration. Proposed changes are shown in red. Deletions are struck-through and additions are underlined. Please contact me with any questions.

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ADMINISTRATIVE POLICY

INTRODUCTION

CONGRATULATIONS! You are now a City of Haysville employee. The following information relates to your employment and you should read the information and be familiar with it. Any questions should be directed to your immediate supervisor.

POLICIES ESTABLISHED

The following policies, regulations and other administrative provisions for personnel administration are established to promote and increase efficiency and economy in city service.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER. The information contained in this manual is not a contract of employment but a general guide for informational purposes only.

THE CITY RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICY AT ITS DISCRETION WITHOUT PRIOR NOTICE.

Any reference to behavior that may result in termination is simply for informational purposes for better understanding by the employee. Employment may be terminated at any time regardless of any examples mentioned in the manual.

SECTION I

EMPLOYMENT INFORMATION

A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY:

1. The City Department Heads have the authority and responsibility for administering this policy in their respective departments.
2. The ~~Human Resources Manager~~Assistant City Clerk is responsible for keeping all personnel records relating to payroll, fringe benefits and insurance.
3. The head of any department, (i.e., City Clerk, Court; Public Works, Police, ~~Governmental Administrative~~ Services, Recreation) may formulate in writing with approval of the Mayor, reasonable administrative regulations for the conduct of his/her respective department. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, regulations approved and adopted by the City Council.
4. The Haysville Governing Body makes policies of the City and the Department Heads are charged with carrying out those policies.

B. EMPLOYEE INFORMATION:

1. An employee will be notified of an investigation on a complaint being conducted about said employee at the outset of such investigation, except in cases of criminal investigation.
2. Employees may review their personnel files at any reasonable time. Personnel files are the property of the City.
3. All regular employees shall be furnished a copy of this Administrative Policy upon employment or upon administrative change to the manual.
4. After a preliminary offer of employment, job applicants shall successfully complete a physical examination and a drug screen before beginning work for the City. All pool/recreation employees must successfully complete a drug screen and certain ~~of such~~ employees may also be required to successfully complete a ~~general~~ physical.
5. Definitions of types of City service:
 - a. Unclassified service shall comprise and consist of the following persons:
 - i. Municipal Judges;
 - ii. Members of the City Council, other elective offices, and persons appointed to fill vacancies in elective offices;
 - iii. Members of boards and commissions in the municipal service;

- iv. Persons employed to make or conduct special inquiry investigations, examinations, or installations;
 - v. Persons performing services for the City without compensation;
 - vi. Employees in temporary and temporary part time positions;
 - vii. Certain contract personnel;
- b. The classified service shall be comprised of all positions not specifically included in the unclassified service, and may also include certain contract positions; all shall be subject to this Administrative Policy. Contract employees who are part of the classified service are subject to the provisions of their contract.

C. OATH:

- 1. Employees of the City are required by statute to take an oath of office. The taking of such oath shall be a condition of employment, and an employee will not be paid until he/she has taken the oath. Contract personnel are subject to the terms of their contract.
- 2. Refusal to take the oath of office will eliminate the individual from eligibility for employment. The oath will be administered by the City Clerk or his/her agent and will be kept in the employee's personnel file.

D. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS:

No badge, uniform, or other official insignia, or credentials of authority issued to an employee, shall be used or worn by a person other than the employee. Such badge, uniform, insignia or credentials can be used for personal gain only with approval of the Governing Body at the request of the Department Head. Equipment purchased by the City shall remain the property of the City and shall not be worn off-duty except with prior approval by the appropriate Department Head.

E. LUNCH PERIODS:

Each employee may receive a lunch period in accordance with Department policy.

F. BREAKS/REST PERIODS:

Breaks/rest periods are not mandatory and if a Department Head chooses to establish formal breaks, they will be scheduled by the Department Head.

G. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than ~~\$10.00~~\$30.00) from Haysville residents if the gifts are given in the spirit of friendship and are not expected to influence the official or employee in his/her service to the City. Gifts given to departments as a whole are encouraged in lieu of gifts to individuals. Gifts to individuals of greater than ~~\$10.00~~\$30.00 value shall be returned.

H. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning any City property.

I. POLITICAL ACTIVITY:

1. Any employee intending to become a candidate for elective City office shall first take leave of absence without pay or resign.
2. Employees are not permitted to solicit, sell or handle political contributions in City elections. During on-duty hours, employees are not permitted to wear or display political badges, buttons or signs on their person or on City property.

J. OUTSIDE EMPLOYMENT:

1. An employee intending to accept outside employment must notify the Department Head before accepting such employment.
2. If, at any time, outside employment interferes with an employee's ability to perform effectively on his/her job, or if such outside employment shall tend to create a conflict of interest for said employee, the employee shall terminate his/her off duty employment.
3. Outside employment shall not be an acceptable reason for not responding in a timely manner in case of emergency or when the employee is on call.

K. MONITORING POLICY:

Employee use of internal and external communications systems, such as Internet, e-mail, voice mail, pagers, radios, and ~~conventional~~land-line and cellular telephones, must be aware their use of such systems must be consistent with the City's policies regarding professional conduct, harassment, discrimination and other work conduct. At no time may City resources be used to convey or communicate obscene, threatening, harassing, or abusive messages to others, either inside or outside the City.

Electronic mail and other communications. Electronic mail (e-mail) is produced, transmitted, and received on the City's own communications system. Employees, therefore, are prohibited from using e-mail for personal purposes, and all e-mail is considered property of the City. Accordingly, there is no right or expectation of privacy in anything created, sent, or received on any of the City's information or communications systems. All e-mails are considered to be City records; therefore, the City reserves the right to monitor, review, access, delete, and/or disclose all messages and documents transmitted over its e-mail systems.

Again, use of e-mail is restricted to City business. No harassing, indecent, profane, abusive, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on City e-mail, voice, or computer or other communications systems. Any employee who receives or encounters such material shall immediately report it to their supervisor or other management official. Reports involving any of these persons shall not be reported to that person; instead, make the report to another supervisor, management person or department head.

Computer use. Employees should not consider as their own any files stored or maintained on City computers. They are City property. There is no right or expectation of privacy in such files,

and they may be accessed, read, downloaded, or deleted in the City's regular course of business. Such events may include, but may not be limited to, detecting breaches of City policies, procedures, rules, regulations or any law, and accessing needed files when an employee on whose computer the file is stored or maintained is absent. Accessing data or information on other employees' individual folders without Department Head authorization is prohibited.

Employees shall comply with all software licenses, copyrights and laws governing intellectual property. Employees found to be in violation shall be subject to immediate discipline, up to and including immediate discharge.

Internet access is provided solely for the use of City employees for City business. All Home Pages shall be set to the City's Website.

Employees may not, without City permission, lock or password-protect any document or electronic transmission on the City system; download software from the Internet; or install software or hardware on the City system.

All documents, graphics, correspondence, reports, and information of any kind stored on the City's equipment, filed on City property, are considered the property of the City.

L. ATTENDANCE AND PUNCTUALITY:

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Office hours and work hours may be different for different departments and it is the responsibility of the employee to follow the schedule set out by each Department Head. Absenteeism and tardiness place a burden on other employees and on the City.

Poor attendance and excessive tardiness are disruptive. Either may lead to loss of pay increases since they are part of the evaluation process for merit pay. Excessive absenteeism or tardiness can also result in disciplinary action up to and including termination.

Sick leave benefits are intended for genuine illnesses and abuse of that benefit can lead to disciplinary action. If an employee demonstrates a pattern of using sick leave as it accrues and does not allow sick leave to accumulate to cover an extended illness, the practice could be considered excessive use of that benefit.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

M. HONESTY AND ETHICS:

Public service requires a high standard of honesty and personal ethics. Dishonest and unethical behavior will not be tolerated and may subject employees to disciplinary action up to and including termination.

For clarification purposes, and to serve as examples only, dishonest behavior includes but is not limited to: taking supplies purchased by the City for personal use; putting time on your time sheet that you did not work and had no appropriate leave to cover; using City equipment for personal benefit; taking money that does not belong to you and with no specific authorization to do so; taking any item that does not belong to you with no specific authorization to do so; calling in sick when you are not or using sick leave for time off that is not covered by sick leave. Examples of unethical behavior would include, but is not limited to: making false accusations against someone; giving false or misleading information to another in order to cause that person to make inappropriate decisions on the job; deliberately not sharing information

another needs to properly carry out their duties; not reporting harassment; not reporting information regarding theft or other inappropriate behavior; giving out confidential information to anyone not authorized to have that information; not following department or City policy.

The City reaffirms it is an at-will employer and employment may be terminated at any time by either the employer or the employee without prior notice.

N. INSUBORDINATION

Insubordination is broadly defined as an unwillingness to submit to authority either through an open refusal to obey an order or through a failure to carry one out. Examples of insubordination (or attempts to undermine managerial authority) include the following:

- Actively challenging or criticizing a superior's orders.
- Interfering with management.
- Showing open disrespect toward a supervisor.
- Showing open disrespect toward an appointed or elected official.
- Making threats or using coercion or physical violence.
- Using abusive language or making malicious or threatening statements.
- Ignoring instructions.

Insubordination of any kind will not be tolerated. Acts of insubordination may result in disciplinary action, up to and including termination.

O. APPEARANCE / DRESS CODE:

~~Employees are expected to arrive for work in appropriate attire, wear clothing that is clean, pressed, neat and well-fitting. Each employee represents the City and the image presented must be professional and not unkempt. Hair should be well-groomed; clothing should not be torn, frayed, ill fitting, or not suitable for the duties to be performed.~~

~~Employees who may enter the homes of citizens, who are in positions that greet the public, or are very visible to the public, must have an appearance that is well-groomed, clean, neat, and professional.~~

~~The City of Haysville is a professional organization that experiences daily interaction with the public by its employees. At all times employees are expected to present a professional image. Employees are expected to report to work well groomed with a neat and clean appearance. Employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the City and internal morale.~~

~~This Dress Code Policy addresses each department/location and outlines appropriate and inappropriate attire in an effort to maintain the City's professional standard.~~

~~*City Clerk/Administrative Services/Court Departments*~~

~~All City Clerk, Administrative Services and Court employees working at City Hall or at the Senior Center shall adhere to a conservative office dress standard.~~

~~Examples of appropriate attire: suits, dresses (gender appropriate), slacks (non-jean cut), blouses (gender appropriate), sweaters, jackets, over shirts with a jacket-like appearance, tailored shirts, skirts (gender appropriate), khakis, polo shirts, knit shirts. Dress capris made of synthetic or other similar material are acceptable (must look professional). Dresses and skirts should be of an appropriate length (no less than 2~~

inches above the top of the knee). Visible tattoos must be covered. High heels should be no more than 2 inches. Dress sandals are allowed, they must look professional.

Examples of inappropriate attire: denim slacks/jeans (regardless of color), slacks with frayed hems, basic tee shirts, cotton tank tops without an over shirt/sweater, sweatshirts, wrinkled, soiled, sloppy or ill-fitting clothing, overalls, jean capris, skorts, shorts (including walking shorts), sport tennis shoes, or basic flip-flops, low-cut tops, form-fitting clothing (i.e. leggings, tight fitting tops/pants and spaghetti strap tops/dresses).

Fridays

Appropriate and inappropriate attire listed above still apply except that jeans, denim pants, and jean-cut slacks may be worn. Jean capris are not allowed. Jeans should not appear too worn or have holes.

Police Department

Haysville Police Department employees shall adhere to a conservative office standard. In addition, policy item 41-035 in the Haysville Police Department Rules and Procedures book will outline proper appearance and uniform wear. Exceptions to the policy are permitted with Department Head approval.

Recreation Department

Director and other supervisory staff shall adhere to the same dress code as City Clerk/Administrative Services/Court Departments. Exceptions will be allowed with approval of your supervisor for cleaning or special assignments. In addition sport tennis shoes, Recreation Department tee shirts, khaki shorts (no less than 2 inches above the knee) and wind suit pants (nylon sweat pants) are allowed. Visible tattoos must be covered.

Part-time office staff employees shall wear Recreation Department shirt, sweatshirt, tee shirt, or collared polo-type shirt with either khakis (pants or shorts), jeans, wind suit pants (nylon sweat pants) or capris (non-jean). Sport tennis shoes are allowed.

Latchkey and Summer Elements (SE) staff employees shall wear Recreation Department sweatshirt, tee shirt, or collared polo-type shirt with khakis (pants or shorts), wind suit pants (nylon sweat pants), athletic shorts of appropriate length, denim shorts of appropriate length (no less than 2 inches above the knee) or capris. Sport tennis shoes are allowed. SE staff employees are allowed to wear basic flip-flops when accompanying program participants to a swimming pool. Staff will need to change shoe attire upon returning to Activity Center. Recreation staff employees assigned to Plagen's-Carpenter Sports Complex may wear sport shorts. Pool Employees shall wear a City-issued swimsuit. Staff shirts are property of the Recreation Department and can not be altered without permission from a supervisor.

Examples of inappropriate attire: Non-Recreation Department shirts that are not of a collared polo-type, short-shorts, frayed shorts, basic flip-flops, open-toed shoes, or any wrinkled, soiled, sloppy or ill-fitting clothing.

Fridays

Appropriate and inappropriate attire listed above still apply with the exception that jeans may be worn.

Public Works Department

Clerical employees shall adhere to the same dress code as the City Clerk/Administrative Services and Court Departments.

All non-clerical employees are issued uniforms, tee shirts, and/or polo shirts to wear while on duty.

Uniforms will be worn in accordance with the following guidelines: Directors, supervisors, and inspectors (including code enforcement) shall wear City-issued uniforms Monday through Friday with the exception that jeans may be substituted for uniform pants on Fridays. Personnel may wear jeans with

Public Works tee shirts on weekends. All employees may substitute City tee shirts for the regular uniform shirt during the spring, summer, and fall months.

Public Works polo shirts may be substituted for the uniform shirts. Khakis and dress slacks may be substituted for uniform pants. No canvas tennis shoes. Beards must be neatly trimmed. Only caps issued by the City or approved by the Director may be worn and worn forward facing.

All full-time regular employees that receive a uniform must adhere to the following:

All non-administrative employees must wear a boot that covers the ankle (usually a 6" height). A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of boots. Those that are provided uniforms qualify for this reimbursement. Steel toe protectors or waders are available and must be worn when working in an environment or with equipment that could injure the foot in lieu of steel-toed boots.

Administrative personnel (City Inspector/Public Works Coordinator) must wear a protective shoe (non-canvas). A yearly reimbursement of \$50 will be given after a receipt is turned in.

Employees Who Regularly Enter the Homes of Haysville Citizens

Employees who regularly or occasionally enter the homes of Haysville citizens must present an appearance that is both professional and will not unduly alarm the homeowner. As such, radical departures from conventional dress or personal grooming and hygiene standards are not permitted. The City expects employees in these positions to:

1. Present a professional appearance for customers, suppliers, and the public, and avoid distractions caused by outrageous, provocative, or inappropriate dress;
2. Promote a positive working environment by practicing regular hygiene, washing hands after using the restroom, and avoiding overuse of perfumes or other artificial odorants;
3. Display City-issued picture IDs either on one's person or in an otherwise appropriate and visible place approved by the employee's supervisor;
4. Not enter a citizen's home unless wearing either full departmental uniform or conservative office attire, depending upon the employee's department;
5. Keep hair clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Long hair should be pulled back in a professional manner;
6. Neatly trim all sideburns, moustaches, and beards;
7. Visible piercing other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties); and
8. Visible tattoos must be covered.

All City Employees

1. The hair will be worn in a neat style (extreme hairdos/exaggerated high styles are prohibited).
2. Fingernails shall be of a length that will not interfere with job duties such as typing or filing
3. Beards must be neatly trimmed.
4. Visible piercings other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties).
5. Gauge earrings are not allowed. Current employees who have gauge earrings when this policy is enacted shall not be allowed to increase the size of the gauge.
6. Tongue piercing is not allowed.
7. Cosmetic implants under the skin are not allowed.

Use of City-Issued Uniforms/Clothing

All employees who are provided uniforms shall wear them only while performing work for the City, or work sanctioned by the City, and while traveling to and from work. Uniform items supplied by the City will not be worn while engaging in other employment or during off duty hours unless sanctioned by the City. Employees wearing City uniforms shall not consume alcoholic beverages or engage in any acts that would not reflect favorably upon the city or department.

Exceptions

Any deviation from this Dress Code Policy must be approved by the Department Head. Exceptions may be made for clean-up and/or work days and assignments. Special event Fridays must be approved by your Department Head

Violations

All employees reporting for duty wearing items that do not comply with this policy will be required to take the necessary steps to comply prior to starting his/her prescribed work day. Employees who are unable to begin his/her scheduled work day because of uniform issues, disciplinary action may be taken.

P. WORKPLACE VIOLENCE:

Incidents of workplace violence have increased in society. The City believes that all employees should be able to enjoy a workplace free from violence, harassment, and threats. The City, therefore, does not knowingly tolerate such incidents and reports them to the appropriate law enforcement authorities.

Workplace violence includes not only physical attacks, but also threats of violence, stalking, or other verbal or physical conduct of a violent nature which has the purpose or effect of creating a dangerous, unsafe, intimidating or violent working environment. All employees are prohibited from engaging in any of these acts, or any other act that might constitute workplace violence. Any employee who does engage in such activity is subject to discipline, up to and including immediate discharge.

Weapons of any kind are prohibited on City premises and in City vehicles. The provisions of this policy prohibiting the possession of weapons on City premises or in City vehicles shall not apply to commissioned law enforcement officers. This policy shall not prohibit off-duty employees from possessing weapons in parks and other unrestricted public places. Please contact management if you wish to possess self-protection devices.

Employees who believe they are victims of workplace violence, or who observe workplace violence, shall immediately report such incidents to a supervisor, or other management person. Reports of violence involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

Q. AMERICANS WITH DISABILITIES ACT / ACCOMMODATIONS:

If an employee becomes restricted in a major life function, a request for accommodation may be made to the employee's Department Head. The request must be made in writing and must include the specific accommodation requested. Proof of the disability and work restrictions must be provided by a licensed physician at the time of the request. Every reasonable attempt will be made to provide accommodation to allow the employee to be a productive member of the City's workforce. Any special equipment, software, furniture, etc., purchased by the City remains the property of the City.

R. OPEN DOOR / CHAIN-OF-COMMAND:

The City strives to maintain open communication between employees, supervisors, department heads, and officials. Such communication fosters and promotes swift solutions to problems and concerns and improves the work environment for all concerned.

To facilitate open and frank communication, the City maintains an “Open Door Policy” regarding employee concerns. Employees who have concerns, complaints, or suggestions about their employment should discuss the matter first with their immediate supervisor. If their supervisor is the subject of their complaint or concern, however, employees should discuss the situation with the department head. If their department head is the subject of their complaint or concern, employees should discuss the situation with the department head of another department.

Employees should not discuss operational concerns outside their department; for example, employees of one department should not attempt to resolve intra-departmental concerns by addressing them to members of other departments. Intra-departmental matters are best handled within the department. Accordingly, concerns about your department’s operations shall be directed first to your immediate supervisor, who shall determine whether other City personnel need to be involved. Concerns about your supervisor as they impact departmental operations shall be directed to your department head; if, however, the department head is the object of your concerns, you should discuss the matter with another department head.

Concerns about your City employment, or City operations, are City business and the City should always be given the first opportunity to hear your concerns, address those concerns, and to try and resolve them to your satisfaction.

Violations of this policy may subject employees to discipline, up to and including discharge from employment.

S. THIRD PARTY INTERVENTION

It shall be the policy of the City not to discuss specific and/or individual personnel matters with third parties. Only the individual involved, and/or their Legal Counsel, and appropriate supervisors shall take part in specific personnel discussions and/or decisions. Personnel files are considered confidential and shall only be made available for inspection and reproduction by the specific employee, appropriate supervisors, legal counsel, or through appropriate subpoena. This restriction, however, does not apply to those individuals who are responsible for maintaining the City’s personnel files system.

T. NEPOTISM

It is the policy of the City not to hire persons for any type of employment within departments who are members of the immediate family of other City full-time employees within the same department.

Immediate family members of the Governing Body and Department Heads will not be hired for any type of employment within any department in the city except for non-supervisory seasonal position.

Immediate family and household members includes an employee’s parents, step-parents, spouse, former spouse, children, step-children, sibling, grandparents, grandchildren, mother or father-in-law and brothers- or sisters-in-law, son-in-law, daughter-in-law, people who reside together or who have resided together in the last three years, and people who have a child in common regardless of whether they have

been married or have lived together. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, until such time that a determination is definitively made regarding the parentage of the born or unborn child.

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 be transferred to another department, if possible, without loss of pay or benefits. The establishment of such relationship, however, shall not be the basis for termination of employment.

If an immediate family member of a current city employee is elected to an office within the Governing Body the current city employee shall not be terminated. The newly elected Governing Body member, however, shall sign a conflict of interest statement and shall be prohibited from decisions directly affecting the related employee.

Any employees who are employed in contradiction to this policy upon its date of adoption (July 24, 2007) shall not be required to transfer or be subjected to termination. All future employment decisions in regard to any such employee shall be in accordance with this policy.



SECTION II
PLACEMENT

A. EMPLOYMENT ELIGIBILITY:

1. A job applicant may be disqualified for, among others, the following reasons:
 - a. Determination that the applicant intentionally made false statement(s) on his/her employment application,
 - b. Unsatisfactory reports from previous employers,
 - c. Unfavorable ~~police record~~ background check,
 - d. The applicant has solicited favors from any City official in connection with his/her search for employment, or another person has done so at his/her request.
 - e. The applicant is physically or mentally incapable of performing the duties of the position for which he/she seeks employment.

THE ABOVE LIST IS NOT INTENDED TO BE A COMPLETE LIST OF ANY AND ALL REASONS FOR DISQUALIFICATION OF A JOB APPLICANT AND THE CITY RESERVES THE RIGHT TO INTERVIEW AND HIRE ANY APPLICANT IT CHOOSES.

2. Standard personnel forms, including applications (except Police Department) and evaluation sheets, are available in the City Clerk's office. Police Department application forms are available in the Police Department.

B. TYPES OF POSITIONS:

1. Regular Positions: Employees in regular positions with the City are those employees who are not in a temporary or introductory status and who are regularly scheduled to work Haysville's full-time schedule. Generally, employees in a regular position with the City are eligible for benefits and privileges in accordance with current City procedures.
2. Regular Part Time Positions: Employees in regular part time positions with the City are those employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time schedule, but at least 20 hours per week and typically work less than ~~2,080~~ 1,560 hours per year. Regular part time employees are not eligible for fringe benefits.
3. Temporary Positions: Employees in temporary positions with the City are those employees, either full-time or part-time, who are limited to 1,000 hours per calendar year. Persons hired under the temporary position category are not eligible for fringe benefits.

C. TRAINING PERIOD:

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, personal and social capabilities, and overall performance. Either the employee or the City may end the employment

relationship at any time during the training period with or without cause or advance notice.

1. Length of Training Period: Each offer of employment, or rehire, shall be provisional on the satisfactory completion of six months training period beginning on the first day an employee is required to report for duty.
2. Extending the Training Period: If the City determines that the designated training period does not allow sufficient time to thoroughly evaluate the employee's performance, or the employee is absent with permission for more than 5 days during this time, the training period may be extended for a clearly specified time period, not to exceed six months, without any negative connotations regarding the employee's performance.

During the training period, provisional employees are eligible for those benefits that are required by law, such as workers' compensations insurance and Social Security. They may also be eligible for other City fringe benefits subject to the terms and conditions of each benefit program. All provisional employees should read the information for each specific benefit program for the details on eligibility requirements.

Upon satisfactory completion of the provisional period, employees enter the "regular" employment classification.

Promotion or Transfer: Employees who are promoted or transferred (see following sections) within the City must complete a secondary training period of the same length with each reassignment to a new position, but such training period does not change the employee's status as a regular employee. In cases of promotions or transfers, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at anytime during the secondary training period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

D. TRANSFERS:

A qualified employee can be transferred from one position to another at the discretion of the Department Head with approval from the ~~Director of Governmental Services~~ Chief Administrative Officer. A transfer is considered to be the reassignment of an existing position from one position classification to another, irrespective of whether the classes are in the same promotional line, or whether the position is higher or lower on the salary scale. Incumbents must demonstrate^d ability to perform in the transferred position, either by successful performance of a period of time, a careful screening by Supervisory personnel, or by passing an appropriate examination.

1. If an employee transfers from one position to another, whether within the same department or in a different department, if the position starting salaries (step one) are no more than fifty cents (\$.50) apart, no salary adjustment will be made.
2. If the transfer is to a classification with a starting salary (step one) more than fifty cents lower than the employee's current classification, the employee's salary will be lowered in the same amount of the difference between the starting salaries of the respective classifications.
3. If the transfer is to a classification with a starting salary (step one) fifty cents (\$.50) or more higher than the employee's current classification, the employee's salary will be raised to at least the starting salary of the new classification. If the employee currently earns more than the starting salary, a salary increase shall be given of no more than fifty

cents (\$.50) per hour.

E. PROMOTIONS:

1. If, after satisfactory evaluation, a Department Head promotes an employee, the employee's salary will be raised to at least the starting salary (step one) for the new classification.
2. If the employee currently earns more than the starting salary (step one) of the new classification, an increase shall be given of no more than one step.

F. RESIGNATIONS:

Absence without leave that exceeds five (5) days is considered to be a voluntary resignation.

| (See Article B, Section II, [H](#), for Pay On Termination.)

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SECTION III

VACATION AND LEAVES

LEAVES OF ABSENCE:

An employee must be in pay status while on leave of absence to accumulate benefits. (Exceptions are noted specifically for seniority benefits while on military leave without pay.) With Department Head approval, an employee on leave of absence without pay may be eligible to receive life insurance and health insurance benefits, provided the employee contributes both the City's share and his/her own share. KPERS membership is available up to one year of leave of absence not credited as participating service.

- A. LEAVES OF ABSENCE WITH PAY: Includes sick, vacation, military reserve, and other (as defined in the following sections).
- B. COMPUTING MONTHS OF SERVICE: Months of service are computed from the employee's hire-in date.
- C. PROMOTION, DEMOTION OR TRANSFER: When an employee is promoted, demoted or transferred, all sick leave and vacation leave remains to his/her credit and is transferred with the employee. When an employee changes departments or has a status change from non-exempt to exempt, all compensatory time will be paid out to employee.
- D. REQUESTS FOR LEAVE OF ABSENCE: All requests for leave of absence shall be made according to the procedures designated on the following pages for that particular leave.
- E. REPORTING LEAVE FOR PAYROLL: Leave, with or without pay, is to be reported to the ~~Human Resources Manager~~ Assistant City Clerk through an Absence Report.
- F. VACATION LEAVE:

- 1. Employees in regular positions with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date. as follows. The following list shows the correlation between year of employment and hours available:

<u>Year</u>	<u>Hours</u>	<u>Year</u>	<u>Hours</u>
<u>First</u>	<u>Zero</u>	<u>Eleventh</u>	<u>120</u>
<u>Second</u>	<u>40</u>	<u>Twelfth</u>	<u>120</u>
<u>Third</u>	<u>80</u>	<u>Thirteenth</u>	<u>160</u>
<u>Fourth</u>	<u>80</u>	<u>Fourteenth</u>	<u>160</u>
<u>Fifth</u>	<u>80</u>	<u>Fifteenth</u>	<u>160</u>
<u>Sixth</u>	<u>80</u>	<u>Sixteenth</u>	<u>160</u>
<u>Seventh</u>	<u>120</u>	<u>Seventeenth</u>	<u>160</u>
<u>Eighth</u>	<u>120</u>	<u>Eighteenth</u>	<u>160</u>
<u>Ninth</u>	<u>120</u>	<u>Nineteenth</u>	<u>160</u>
<u>Tenth</u>	<u>120</u>	<u>Twentieth</u>	<u>160</u>

After the twentieth year of employment, 200 hours are granted.

~~1 year ————— 40 working hours~~
~~2 years through 5 years ————— 80 working hours~~

~~6 years through 11 years — 120 working hours~~
~~12 years through 19 years — 160 working hours~~
~~20 years and over — 200 working hours~~

2. Vacations are scheduled through the Department Heads and can be taken no less than ~~one half day (4 hours)~~ two hours at a time.
3. Department Heads may take their vacations at any time subject to the approval of the ~~Director of Governmental Services~~ Chief Administrative Officer.
4. An employee leaving the employment of the City shall receive pay for vacation credited and unused to the date of his/her separation or resignation, provided he/she has been in service of the City for at least one year.
 - a. At times, circumstances may prevent an employee from taking all of his/her vacation that is accumulated within the year. Any request for carryover must be submitted, in writing, and be approved by the Department Head. The carryover request must be accompanied by a Leave Request that schedules the usage of all requested carryover days. Department Heads must have carryover vacation approved by the ~~Director of Governmental Services~~ Chief Administrative Officer. Employees reporting directly to the Mayor must have carryover vacation approved by the Mayor. The Department Head or Mayor is not obligated to approve carryover requests.
5. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
6. Holidays Occurring During Vacation Period: Any official holiday, as set forth in this article, which shall occur during an employee's scheduled vacation period, shall not be counted as a day of vacation. He/she receives an extra day for the holiday.
7. When an employee returns from vacation he/she must fill out an absence report stating the dates of vacation which must be signed by the Department Head and filed with the ~~Human Resources Manager~~ Assistant City Clerk.

G. SICK LEAVE:

For purposes of sick leave, immediate family is defined as the spouse, child, step-child, parent, step-parent, grandchild residing with the employee, or any person of whom the employee has legal guardianship.

1. Accumulations: Sick leave benefits are granted on the basis of eight (8) hours per month. Sick leave may be accumulated to a maximum of eight hundred (800) hours. Any employee accumulating more than eight hundred (800) hours may, by November 15, request to receive 50% sick leave pay for hours in excess of eight hundred (800) or take 50% vacation for the hours in excess of eight hundred (800). If the 50% vacation is elected, the time must be taken within the next calendar year.

Sick leave is not earned but is a benefit granted to employees to accommodate the occasional need to remain at home due to illness. Regarding the granting of sick leave in the first month of employment: if the hire date falls in the first half of the month (1st through the 15th with the exception of February which is 1st through the 14th), eight (8)

hours will be granted. If the hire date falls in the last half of the month, zero (0) hours will be granted.

2. Uses of Sick Leave: Sick leave is available to an employee when -
 - a. The employee has an actual illness or disability requiring absence from work;
 - b. The spouse, child, step-child, parent, step-parent, or any person of whom the employee has legal guardianship is ill;
 - c. The employee or a member of his/her immediate family has a medical appointment;
 - d. All days of funeral leave have been exhausted.
 - e. An employee who has used all accrued leave but must be off work for any of the reasons listed in this item may request that other employees be given the option of donating some of their accrued sick leave to the employee who is without accrued leave. A request for donated sick leave will be sent twice by the ~~Human Resources Manager~~Assistant City Clerk. Employees who have accumulated 240 hours of sick leave may donate at least one full day (8 hours) but not more than two days (16 hours) to another employee who has depleted all paid leave but has an illness or medical condition, or whose immediate family member has an illness or medical condition, that prevents that employee from working. Forms and guidelines are available from the ~~Human Resources Manager~~Assistant City Clerk.
 - f. Department Heads may make exceptions, with approval from the Chief Administrative Officer, in extreme circumstances.
3. Sick leave will be rounded up to the nearest half-hour.
4. Reporting of Sick Leave: If a personal or immediate family member illness prevents any employee from performing assigned duties, said employee shall notify his/her supervisor of the problem. The call should be placed prior to scheduled beginning of the employee's workday. If an employee is absent from work and has not notified the supervisor, sick leave will be granted only by specific Department Head approval. Leave will not be recorded as sick leave unless it has been approved. The supervisor may request a written statement from the employee's doctor explaining the illness or treatment. Upon returning to work, the employee must file an absence report, stating the reason for the absence. A physician's report may be required at the discretion of the Department Head for any sick leave. Before an employee can be permitted to perform regular duties after having sustained an injury, undergone surgery, or having been ill beyond forty (40) working hours, said employee must present the Department Head with a current physician's statement, stating that the employee is fit for work. If an employee has no vacation or holiday time left but has sick leave accumulated, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.
5. Sick Leave On Termination: Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive pay for one-half, up to thirty days (240 hours), of credited sick leave. If an employee resigns without giving two

weeks notice, payment for sick leave may be made at the option of the Department Head. If the employer terminates employment, no payment for sick leave will be made. An employee retiring from City service shall receive pay for all accrued, credited, sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Pay On Termination; Page B-5.)

H. FUNERAL LEAVE:

1. Eligibility: In the event of a death in an employee's immediate family, defined for the purposes of funeral leave only, to include parents, step-parents, spouse, child or spouse of a child, step-child living in the home of the employee or spouse of a step-child, the employee shall be allowed a leave of absence with pay up to a maximum of forty (40) hours. In the event of a death of an employee's brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren and the employee's spouse's parents, children, step-parents, grandparents or grandchildren, or relative living in the employee's home, the employee shall be allowed a leave of absence with pay up to a maximum of twenty-four (24) hours. This leave must be approved by the Department Head and is not charged against any other leave accumulations. The Department Head may extend an additional sixteen (16) hours of funeral leave for out of state. Any additional leave granted must have Department Head approval and may be taken from any accrued leave.
2. Reporting Funeral Leave: An employee who is unable to work because of a death in the immediate family must, prior to the employee's scheduled time to report, notify his/her office or immediate supervisor, who will then notify the Department Head.

I. INJURY LEAVE:

1. Eligibility: An employee who sustains an injury on the job and files the proper accident report shall be eligible for injury leave with pay for absences which occur immediately following the injury and which were caused by the injury. The designated City doctor shall see the employee unless a life-threatening situation dictates other emergency procedures.
2. Reporting Injury Leave and Explanation of Benefits: In order for an employee to be eligible for paid injury leave, the nature of the injury must be reported to the employee's supervisor and Department Head within seventy-two (72) twenty-four (24) hours (31 working days); the location where the injury took place; the materials the employee was using at the time of the injury; the extent of damage, if any, to City equipment; the work procedure the employee was following at the time of the injury; the extent of supervision at time of injury; and a statement as to how the injury could have been avoided. This report, exclusive of any workers compensation form, must be completed and filed with the Human Resources Manager Assistant City Clerk within twenty-four (24) hours of the injury, if at all possible, before an employee is eligible for injury leave. Further, an employee must notify his/her supervisor at the beginning of the shift that the employee will be absent due to an injury on the job. Injury leave shall not be granted without written verification that the employer's physician recommended the time off work. In the event an employee is injured and receives injury leave pursuant to this section, the employee shall be compensated at his/her full rate of pay for a maximum of twelve weeks. If workers compensation benefits are discontinued, the employee on injury leave shall no longer receive a regular paycheck from the City. During the time an employee on injury leave receives a full paycheck from the City, the weekly payments authorized

by the Kansas Workers Compensation (two thirds [2/3] of gross average weekly wage) will be returned to the City Clerk no later than forty-eight (48) hours after their receipt. If an employee continues on injury leave after the twelfth week, the employee will then receive only the workers compensation payments and not a City paycheck. Any payroll deductions for health insurance must be paid by the employee to the City in a timely manner to continue insurance coverage, and any other optional deductions can be continued or terminated at the request of the employee.

3. Return to work/light duty program: If an individual is injured and is placed on restrictions by a physician, the City will obtain a statement from the physician regarding those restrictions. If the City can accommodate said restrictions according to the job descriptions for the individual jobs; the employee may be offered a light duty job. The Return to work/light duty program is not available to those in Part Time Positions.

The City will actively seek to return disabled, but qualified employees covered by workers' compensation to productive work as quickly as possible in cooperation with the City's physician or health care provider. Any accommodations will be handled in accordance with ADA requirements. If an employee, however, has been unable to work for six continuous months for any reason, even if the employee is continuing to draw workers compensation benefits, the City may terminate that employee's employment. The City reaffirms that it is an at-will employer and reserves the right to terminate employment at its discretion.

If necessary and if such job is available, a temporary job will be provided at first if an employee is able to perform the essential functions of that position.

Return to work/light duty jobs are temporary employment and may be limited in time and/or eliminated at the City's discretion at any time.

The City expects the same standards, performance, and attendance from an employee who is performing a return to work/light duty job as it does from a regular or full-time employee.

J. MILITARY RESERVE LEAVE:

1. Eligibility: An employee is eligible for military reserve leave in the event he/she is a member of any reserve component of the United States Armed Services and, pursuant to order, participates in a term of active duty or field training encampment.
2. Reporting Military Reserve Leave: In order for an employee to receive military reserve leave, the employee must submit orders necessitating the absence from employment to his/her supervisor not less than eighty (80) working hours prior to the commencement of the absence from employment. Upon the employee's return to work after completion of the military reserve responsibilities, the employee must submit to the City Clerk documents evidencing all monies received for participation in military reserve duties. Military reserve leave shall be limited to a maximum of ~~one hundred twenty (120)~~one hundred forty-four (144) hours of active participation in military reserve duties and a maximum of thirty-two (32) working hours of travel time from the City of Haysville to the location where the employee's military reserve duties were performed. In no event shall an employee receive payment for military reserve leave in excess of the difference between the amount received by the employee for performing military reserve responsibilities and his/her normal amount of pay. In the event an employee's military reserve duties require the employee to be absent from work in excess of the maximum amount of military reserve leave set forth, the employee may request discretionary leave

to satisfy military reserve responsibilities.

3. City employees shall be granted two weeks leave per year for meeting annual military training requirements. Such employees must give the City advance notice of annual training requirements and the scheduling thereof, and shall provide the City with copies of their applicable orders. Notice enables Department Heads to make appropriate adjustments in work schedules and workloads.
4. The employee may elect to waive their regular paycheck and accept the military payment instead.
5. This policy may change without notice to remain in compliance with State or Federal Law regarding military leave from civilian employment.

K. MILITARY LEAVE:

1. Leaves of absence shall be granted to employees whose United States Uniformed Services (military) obligations necessitate their absence from work. These leaves are applicable to all such obligations, including Reserve and National Guard assignments (see Item J. for Military Reserve Leave), and are governed pursuant to the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
2. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.
3. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.
4. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 31 days, but less than 181 days, the employee must submit an application to the City no later than 14 days following completion of service. For service in the military for over 180 days, the employee must submit an application to the City not later than 90 days after completion of service.

KL. OTHER LEAVES WITH PAY:

1. Other leaves with pay may be granted for employees to attend professional conferences and meetings, or to visit other cities in the interest of the home City.
2. Requests for such leave must be made to the Department Head stating the date of absence, purpose of the leave, and the function to be attended.
3. The travel expense and authorization form should be used in requesting this leave with pay.

4. Upon returning from an approved other leave with pay, the employee must complete and forward to the City Clerk a travel expense report in accordance with the rules set forth for same.

| ~~LM~~. CIVIL LEAVE:

1. Jury Duty or Witness For the City Under Subpoena: Upon receipt of the order requiring the employee to report for jury duty or placing the employee under subpoena, the order will be shown to the immediate supervisor who shall receive the required permission from the Department Head. Upon receipt of pay for jury duty or witness fee, the employee shall endorse or cash the check and deliver the funds to the bookkeeping department. The employee may retain reimbursement for personal travel expenses or meals. The employee shall receive full pay for the time spent on jury duty. If the employee is serving or appearing for jury duty on their own time, the employee may retain any payments received.
2. Court Appearance: Upon receipt of the order requiring the employee to make a court appearance, arrangements shall be made by the employee with the employee's supervisor to receive permission from the Department Head to comply with the order. An employee who is required to make a court appearance in an official capacity in connection with the City of Haysville or as expert witness either because of the employee's profession or observed knowledge will be considered on duty and no charge is made against civil leave. The employee shall file for fees where a fee is paid. The employee shall turn such fees over to the City when testimony arises out of employment with the City of Haysville when testimony is given during duty hours. If the employee uses his/her own transportation the employee may keep travel expenses.
3. Employees Involved In A Personal Case: If an employee is involved in court in a personal case, either as plaintiff or defendant, the employee shall be granted leave but the time off may be charged either to accrued vacation leave, to leave of absence without pay or personal holiday.

| ~~MN~~. SELECTIVE SERVICE INFORMATION:

1. Employees ordered by their Selective Service Board to appear for a physical examination shall be given the required time off with pay, not to exceed forty-eight working hours.
2. Immediately upon receipt of the Selective Service Board's orders, the employee will present the order to his/her supervisor so approval may be granted by the Department Head.

| ~~NO~~. LEAVES OF ABSENCE WITHOUT PAY:

1. A Department Head may grant leaves of absence without pay.
2. Normally, leave of absence without pay will not be granted until all available leave has been exhausted.
3. Requests for leave for personal reasons shall be submitted in writing to the Department Head stating reasons for the request, the date the leave shall begin and the probable date of return.

4. If an employee is no longer able to meet the requirements of his/her position, the employee may be placed on leave without pay until again qualified, for up to six (6) months, or employment may be terminated immediately.

~~O. MILITARY LEAVE:~~

- ~~1. Leaves of absence shall be granted to employees whose United States Uniformed Services (military) obligations necessitate their absence from work. These leaves are applicable to all such obligations, including Reserve and National Guard assignments (see Item J. for Military Reserve Leave), and are governed pursuant to the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.~~
- ~~2. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.~~
- ~~3. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.~~
- ~~4. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 31 days, but less than 181 days, the employee must submit an application to the City no later than 14 days following completion of service. For service in the military for over 180 days, the employee must submit an application to the City not later than 90 days after completion of service.~~

P. ADMINISTRATIVE LEAVE/FMLA LEAVE:

1. Administrative leave with or without pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate and any appropriate medical related leave is subject to the City's designation as FMLA leave.
2. Before leave without pay will be granted, the employee must use all accrued paid leave.
3. After one year of employment, an employee may request administrative leave without pay under the Family Medical Leave Act and leave will be granted in accordance with the provisions of that act and City policy.
 - a. FMLA leave for up to twelve weeks (480 hours) during a twelve month period (beginning with the first day after all accrued, paid leave is exhausted) may be requested or designated for the birth of a child, or the placement of a child with the employee for adoption or for foster care; to care for a spouse, son, daughter, or parent with a serious health condition; for the employee's own serious health condition.

- b. FMLA leave may be requested or designated for an illness, injury, impairment, or physical or mental condition that involves either inpatient care, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days (72 hours); any period of incapacity because of pregnancy or prenatal care; any period of incapacity because of a chronic serious condition; any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days (72 hours) if untreated.
- c. When both husband and wife work for the City, the full amount of leave is limited to an aggregate of twelve weeks (480 hours), when the leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.
- d. Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

- (e.) An employee request for FMLA leave must be made in writing thirty days in advance where the leave is foreseeable and where not possible as much notice as practical; the request or designation must be supported by a health care provider's certification of the medical condition of the person affected; the certification must include the date on which the serious health condition began, the probable duration of the condition, and other appropriate medical facts; the certification must contain a statement that the employee is needed to care for the child, spouse, or parent and an estimate of the amount of time the employee is needed. If the employee is ill, the certification must include a statement that the employee is unable to perform the essential functions of the employee's job. When the certification is for intermittent leave for planned medical treatment, it must include the dates on which the treatment is expected to be given and the duration of the treatment. A weekly update or schedule should be provided to the City Clerk.
- (f.) At the option of the City, a second opinion may be required from a health care provider chosen by the City.
- (g.) If the second opinion differs from the first, a third opinion may be required and is considered final and binding on both the employee and the City.
- (h.) Benefits do not accrue during the twelve weeks of FMLA leave. Health

insurance will continue during the twelve weeks as if the employee was still on the job and all employee contributions must be made in the appropriate manner. Intermittent leave, where the employee is on leave for two (2) week periods or greater, will require the employee to make health insurance contributions.

- (i.) Leave request forms are available from the ~~Human Resources Manager~~ City Clerk.

Q. HOLIDAYS:

1. All employees in regular positions with the City of Haysville shall receive holidays with pay for all legal holidays observed by the City.

Police Department personnel are paid for holidays according to department procedures and the Department Head should be consulted for details.

Shift workers will be paid overtime holiday pay for the time worked on the actual legal holiday at a rate of one and one-half (1 ½) times their regular pay in addition to their regular rate of pay.

If a legal holiday observed by the City falls on Saturday, administrative offices will be closed on the Friday before; if the holiday falls on Sunday, the administrative offices will be closed on the Monday after.

Legal holidays observed by the City are:

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

2. Employees hired before July 1 are allowed two personal holidays a year; employees hired July 1 or after, but before October 1 are allowed one personal holiday; employees hired October 1 or after do not receive personal holidays until the following year. Personal holidays shall be scheduled through the Department Heads and/or Supervisors, are credited on a calendar year basis, and cannot be carried over from one year to the next. Personal holidays can be taken no less than ~~one half day (4 hours)~~ two (2) hours at a time.

R. WELLNESS LEAVE:

1. Wellness leave hours are earned by attending Wellness Committee Training Sessions, completing wellness programs, and winning wellness challenges. Wellness leave may be earned by all employee types. Wellness leave may be accumulated to a maximum of eighty (80) hours.
2. Wellness leave is scheduled through the Department Heads and can be taken no less than one half hour at a time.
3. Wellness leave upon voluntary termination of employment: if two (2) weeks' notice has been given, an employee may receive pay for one half of credited wellness leave. An employee retiring from City service shall receive pay for all credited wellness leave. Retirement from City service shall be recognized when an employee files official

retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.

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SECTION IV

DISCIPLINE

A. AUTHORITY TO DISCIPLINE:

The Mayor, Department Heads and immediate supervisors shall have the authority to discipline personnel. Each disciplinary action will be based upon the facts and circumstances surrounding the particular case.

B. REPRIMAND: Verbal/Written

1. A copy of all official reprimands will be placed in the employee's personnel file.

C. SUSPENSION:

1. The Department Head (or Mayor if the employee reports directly to the Mayor) shall notify the employee in writing of the reasons for the suspension, number of hours or days of the suspension, the date and time the employee may return to work, if suspension is paid or not paid and other terms the employee must meet before returning to work.
2. An employee charged with a felony shall be suspended without pay and benefits pending final disposition of the matter or may be terminated from employment if such suspension is likely to last longer than two weeks. If such an employee is found not guilty of the charges or such charges are dismissed, the employee may petition the Mayor in writing for either reinstatement of employment or any benefits and pay that may have been lost as a result of a suspension.

D. DEMOTIONS:

1. Employees may be demoted for inability to satisfactorily perform assigned duties, or during periods when it is necessary to lay off employees.
2. All demotions shall require recommendations by the employee's Department Head (or Mayor if the employee reports directly to the Mayor) and approval by the Mayor and Council. Any employee who is demoted will be notified of this fact.
3. See Section II. D. Transfers for clarification on downward transfers not resulting ~~form~~from disciplinary action.

E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

Any employee arrested and charged with a criminal offense other than a felony may, ~~upon investigation of charges,~~ be suspended without pay pending final disposition of the case. The employee is not entitled to receive any benefits during the suspension period unless approved by the Department Head. If the employee is found not guilty of the charges said employee may petition the Mayor in writing for reinstatement of any benefits and pay that may have been lost as a result of the suspension. The Mayor shall respond to any such request on a case-by-case basis.

F. DISMISSALS:

1. THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT

MAY BE TERMINATED AT THE DISCRETION OF MANAGEMENT OR THE EMPLOYEE WITHOUT PRIOR NOTICE. (See Page B-5 for Pay On Termination.)

~~2. Dismissal of a Department Head requires a majority vote of all members of Council.~~

G. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning any City property before receiving final paycheck. The value of any City property not returned will be deducted from the final paycheck.

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SECTION V

BENEFITS

A. FRINGE BENEFITS:

1. Medical Insurance Coverage: Regular employees will receive group medical insurance the 1st of the month following a 30-day waiting period. A Section 125 Plan is in effect and allows the employee the option to deduct the employee's contribution to insurance from before-tax income. The amount of any such employee contribution may change from time to time as established by the Department Heads and Governing Body.
2. Term Life Insurance: Regular employees will become eligible to participate in the City's group life insurance plan immediately upon hiring. Effective dates of coverage will depend upon the time required to generate the necessary paperwork and for the insurance carrier to process the application. Certain insurance requirements may disqualify an employee from coverage.
3. Workers Compensation: The City carries workers compensation on all employees. All injuries must be reported immediately to the employee's immediate supervisor.
4. Deferred Compensation Program: A payroll deduction program is an option of the employee to contribute to a personal retirement fund, taken from the gross pay before taxes.
- ~~5. Equishare / Central Star Credit Union / Boeing Wichita Credit Union / Other: Payroll deduction is available at the option of the employee to contribute to the accounts offered by nearly any financial institution set up to accept automatic transfers through the Federal Clearing House.~~
- ~~65.~~ U.S. Savings Bonds: Purchase of U.S. Savings Bonds is allowed by payroll deduction through the Intrust Bank.
- ~~76.~~ Dental Insurance: Dental Insurance coverage is available through payroll deduction.
- ~~87.~~ Employee Assistance Plan: Employee Assistance Consultants provides assistance for most problems to any employee or family member.
- ~~98.~~ HAC: Each employee receives a free membership to the Haysville Activity Center. The value of the membership shall be considered part of the employee's wages for tax purposes. Payroll deduction is available for family memberships. Part Time and Temporary employees are eligible for the HAC benefit.
- ~~109.~~ ACH: Automatic deposit of payroll checks is available at the employee's request. Forms are available from the ~~Human Resources Manager~~Assistant City Clerk.
- ~~10.~~ Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

It is mandatory ~~after one year of service~~ that all regular City employees become a participating member of the Kansas Public Employees Retirement System (KPERS). ~~The amount paid by the City employee is determined each year by KPERS.~~ The KPERS plan, in addition to retirement benefits, also provides disability and life insurance benefits.

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SECTION VI

CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT

A. USE OF CITY OWNED VEHICLES AND EQUIPMENT

City owned vehicles or City equipment are to be used for City business and use only. No one except employees or elected or appointed officials is permitted to drive City owned vehicles.

Unauthorized use of a City vehicle can result in the suspension or dismissal of any employee with authority or control over such vehicle.

In the event of any accident or damage to equipment, employees are required to take the following action:

1. If a City owned vehicle is involved in any accident, whatsoever, the appropriate police department shall be notified so an investigation can be made before the vehicle is moved;
2. All injuries, equipment damage, or damage to any real or personal property must be reported to an employee's immediate supervisor and Department Head as soon as possible;
3. A City approved accident form must be filled out and submitted to the employee's Department Head and immediate supervisor within 24 hours of the injury, accident, or damage, if circumstances permit. Medical disability may justify waiver of this time deadline by the employee's supervisor or Department Head.

Before an employee is permitted to operate a City vehicle, he/she must have a valid Kansas driver's license appropriate for operation of such vehicle. Equipment is to be used for City use only; however; work may be exchanged with another governmental unit. This must meet current IRS guidelines. (See current administrative bulletin.)

Smoking is prohibited in or on any City vehicle or City equipment regardless of whether or not the vehicle has an enclosed cab.

B. USE OF PRIVATE VEHICLES AND SUBSISTENCE

When authorized, officers and employees of the City shall be reimbursed for mileage at a rate equal to that allowed by the State and other expenses incurred while on official City business.

In case of an accident occurring to a personal vehicle while an employee is on City business, the vehicle owner's insurance policy will be required to cover any repairs, but the City will cover the owner's deductible unless the employee is determined ~~by police reports~~ to be at fault. If the employee is determined to be at fault, the City assumes no responsibility for any expenses except as required by law.

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SECTION VII

DEPARTMENT HEADS

The City Department Heads have the authority and responsibility for administering this policy in their respective departments.

Department Heads are exempt employees and schedule their time to accomplish the requirements of the position.

Department Heads are required to live within fifteen miles of City Hall and are appointed by the Mayor.

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SECTION VIII

EMPLOYEE SAFETY

It is the operational policy of the City of Haysville that it is possible to effectively combine two goals:

SAFE OPERATION AND HIGH PRODUCTIVITY ON THE JOB.

The requirement of on-the-job safety is as important as the services we render to the public.

The City ~~plans to have~~has a fully integrated safety program covering all its operations, including motor vehicles, that ~~will be~~is administered by an employee safety committee, ~~and coordinated by a designated safety officer~~. The employee safety committee members ~~will~~ work with employees and supervisors to continuously examine operations and activities within each department to insure the establishment of safe practices, and to eliminate hazardous conditions. Safety is everyone's responsibility, and your cooperation is necessary to help the City and the employee safety committee maintain and improve the City's current safety record.

One member of each City department will serve on the committee, which will meet at least once every two (2) months. The committee shall ~~elect a chairperson in January of each year~~ be chaired by a Department Head. Members of the committee are appointed by the Department Heads and shall serve until replacements are appointed.

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SECTION IX

SUBSTANCE ABUSE POLICY

All City of Haysville employees are expected and required to report to work on time and in appropriate mental and physical condition, free from the effects of drugs and alcohol.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, other than a controlled substance dispensed as a prescription by a physician for such City employee, on City premises or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action including the possibility of termination, and may result in criminal prosecution.

Employees needing help in dealing with substance abuse problems are encouraged to seek assistance and use health insurance plans as may be appropriate.

The City of Haysville employees must, as a condition of employment, abide by the terms of the policies and procedures concerning drug and alcohol abuse and promptly report any conviction under a criminal drug statute for violations occurring on or off City premises. Such report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by The Drug Free Workplace Act of 1988.)

A. PURPOSE

The City has a reasonable right to expect its employees to report for work fit for duty, free from the effects of drug and/or alcohol use.

The City recognizes that an employee's physical condition affects job performance and that drug abuse ranks as one of the major health problems in our society. It is the intent of this policy to express the City's viewpoint on drug use exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders and to provide guidelines for consistent handling of situations arising from such disorders.

~~B. SCOPE~~

~~This policy applies to all employees of the City of Haysville and applicants for employment with the City.~~

C. DEFINITIONS

Alcohol: Alcohol is a drug. It is a central nervous system depressant. Alcohol is the major intoxicating ingredient in wine, beer, and distilled liquor. It is the product of distillation of any fermented liquid, whether rectified or diluted whatever the original, and includes synthetic ethyl alcohol.

City Business: Any work related function of an employee performed in accordance with such employee's job duties while such employee is being compensated by the City in any manner, or will request reimbursement from the City for undertaking/participating in the act. Unlawful acts or acts in violation of this policy are not City Business.

Controlled Substance: Any substance included under the Uniform Controlled Substances Act of the State of Kansas or so defined by Federal law.

Designated Employer Representative (DER): is the point of contact for the City's Designated Testing Facility. This representative will make appointments for the testing, and will receive the test results and other communications for the employer (Consistent with the requirements of 49 CFR part 40). The Designated Employer Representative for the City of Haysville shall be the City Clerk

Drug: Any chemical substance, which produces physical, mental, emotional or behavioral changes in the user.

~~Controlled Substance: Any of those substances listed under the Uniform Controlled Substances Act of the State of Kansas.~~

Drug and Alcohol Testing: Procedures utilized to detect the presence in an employee's system of alcohol, drugs, controlled substances, illegal drugs, or intoxicating substances. Such testing may include, but is not limited to, urinalysis, breath analysis, hair analysis or blood testing.

Illegal Drugs: Means drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful or prescribed manner, including but not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP); prescription drugs that are not lawfully obtained or not properly utilized; and mind-altering or addictive substances such as glue and peyote that are not sold as drugs or medicines but are used for the mind- or behavior-altering effect. Drugs for which the possession, use, sale or distribution is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Illegal drugs, for the purpose of this policy, also include drugs not legally obtainable and drugs which are legally obtainable but have been obtained illegally.

Intoxicating Substances: Any substance which produces physical, mental, emotional or behavioral changes. Examples of intoxicating substances include, but are not limited to, controlled substances, legal and illegal drugs, alcohol, and legal substances used for their intoxicating effects such as glue and paint thinner. Any substance which produces changes in one's physical, mental or emotional state or behavior; including, but not limited to, glue, paint thinner, etc.

~~Drug and Alcohol Testing: May include, but is not limited to, urinalysis, breath analysis or blood sample testing.~~

Legal Drugs: Legally prescribed drugs and non-prescription medications are not generally prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor prior to undertaking any task indicated by the warning label. The misuse or abuse of legal drugs, including prescription drugs, while performing job functions is prohibited.

Possession: Having in one's possession or exerting control over a controlled substance which is not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Possession also includes having or exerting control over, on City premises and without proper authority, drugs, illegal drugs, alcohol and intoxicating substances when such intoxicating substances are intended for use as intoxicants. Having controlled substances which are not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the

possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation.

Prescription Drugs: A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. In addition, all law enforcement officers and any employee who operates any vehicle as part of their job duties must obtain a written release from a licensed medical practitioner authorizing the person to perform their job duties while taking any prescription that carries a warning indicating that it may potentially impact such employee's ability to perform job duties. Other employees may be required to obtain such a release at the discretion of the employee's supervisor.

Reportable Incidents: A reportable incident is:

1. any event in which an on-duty employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle involved,
2. any event in which an employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle while operating a city-owned vehicle,
3. any event in which another individual suffers physical injury as the result of an employee, and
4. any event involving physical injury to an employee.

Test Refusal: Any of the following may be construed as a test refusal:

a) Behavior that Constitutes a Refusal to Test.

- 1) Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
- 2) Tampering with, adulterating, or substituting a specimen.
- 3) Failure to appear for testing upon notification.
- 4) Leaving the scene of an accident without just cause prior to submitting to a test.
- 5) Leaving collection facility prior to test completion.
- 6) Failing to permit an observed or monitored collection when required.
- 7) Failing to take a second test when required.
- 8) Failing to undergo a medical examination when required.
- 9) Failing to cooperate with any part of the testing process.
- 10) Failing to sign a consent or drug/alcohol test form.
- 11) Once test is underway, failing to remain at site and provide a specimen

Under the Influence of Alcohol: As a result of the consumption of alcohol an employee's ability to perform the job is impaired to any degree. For the purpose of this definition, a blood alcohol level of .08% by weight (0.02% if under 21, and .04% if operating a CMV) shall be considered to be sufficient to establish that an employee is under the influence to a degree that law enforcement shall be notified to determine if any unlawful act was carried out by such employee.

Under the Influence of Prescribed Drugs, Illegal Drugs, Controlled Substances, Over the Counter Substances or Other Intoxicating Substances: As a result of the consumption, inhalation, injection or other use of any substance, or the use of any substance in combination with alcohol, an employee's job performance is impaired to any degree.

III. Testing Protocol and Procedures

To promote a drug and alcohol free workplace, the City will utilize drug and alcohol testing to promote the goals of the substance abuse policy. Prior to testing, the person tested will be asked to sign a Chemical Screen Consent and Release Form. An applicant who refuses to sign such a form shall not be further considered for employment. An employee who refuses to sign such form shall not be tested, but shall be immediately subject to discipline up to and including discharge from employment.

Testing will occur as follows:

- a) Applicant Testing. Each applicant shall read the substance abuse policy and complete, sign and date a chemical screening consent and release form. All applicants for employment with the City who receive a conditional offer of employment will be required, as a condition of employment, to successfully complete a drug detection test. Any conditional offer of employment will be withdrawn unless the applicant signs the form and submits to the testing procedure. Each applicant tested shall be notified of the time and location of the test. Applicants who refuse to participate in a screening at the scheduled time will be denied employment. Any such applicant tested who fails to successfully complete this testing shall not be eligible to reapply to work at the City for a period of 1 year.
- b) Reasonable Cause Testing For Employees. Employees may be asked to submit to a test if reasonable cause exists to indicate their health or ability to perform work is impaired. Factors which may establish such reasonable cause to believe that an employee's work performance is impaired include, but are certainly not limited to:
 - 1) Sudden changes in work performance;
 - 2) Repeated failure to follow instructions or operating procedures;
 - 3) Violation of city safety policies;
 - 4) Involvement in an accident or near accident;
 - 5) Discovery or presence of illegal drugs or controlled substances, drug paraphernalia or alcohol in an employee's possession or near the employee's workplace;
 - 6) Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
 - 7) Unexplained and/or frequent absenteeism or tardiness;
 - 8) Personality changes or disorientation;
 - 9) Arrest or conviction for violation of a criminal drug or alcohol law, or for driving under the influence of an intoxicating substance whether on or off duty;
 - 10) Any serious worker's compensation injury; OR
 - 11) Any other circumstances, which, in the City's sole discretion, merit reasonable cause testing.

If a Supervisor, Department Head, or the Chief Administrative Officer believes reasonable cause exists for drug/alcohol testing, or has a reasonable suspicion that an employee may be impaired or

using substances, the supervisory individual shall direct the employee to submit to drug/alcohol testing at the City's designated time and expense. The employee shall sign a chemical screening consent and release form.

- c) Post-Motor Vehicle Accident Testing. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, will be subject to a drug and alcohol test as soon as possible after the accident. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.
- d) Return to Service Testing. Employees who return to service after an extended time (twelve weeks or longer) away from employment with the City will be required to submit to drug testing.
- e) CDL additional requirements. Employees already employed by the City who seek to transfer into a job position that requires them to have a Commercial Drivers License must complete a drug/alcohol test prior to such job transfer taking effect. Upon receipt of a negative test, the employee may perform those functions that require the CDL. Details of pre employment testing and exemptions can be found in 49 CFR, part 382.301.

The City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR, parts 40, 382.413 and CFR 391.23 (e). Applicants offered a position requiring a CDL and employees seeking transfer to a position requiring a CDL must sign release of information forms allowing the City to receive alcohol and controlled substances information from previous employers.

f) Random Testing

- 1) All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.
- 2) Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when CDL functions are performed.
- 3) Employees are required to proceed immediately to the collection site once notified of testing.
- 4) Drug and/or alcohol tests will be conducted while the employee is on duty.
- 5) The list of employees selected will be retained by the DER in a secure location.
- 6) Details of the random testing process can be found in 49 CFR, part 382.305.

- g) Other Testing Programs. Employees may be required to submit to drug and alcohol testing when required by federal or state law or regulation. If an employee is charged with or convicted of a drug-related crime, or a crime in which drugs/alcohol were a contributing factor, the City may investigate the circumstances and require a drug test.

REFUSAL TO TAKE ANY DRUG OR ALCOHOL TEST IN CONFORMANCE WITH THIS POLICY IS GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

IV. Testing of Employees: Test and Post-Test Procedures and Appeals. This section describes testing and post-test procedures regarding the City's drug/alcohol testing program.

- a) Types of Tests. Generally, drug or alcohol screening of applicants or employees will include a urinalysis and may also include breath analysis, hair analysis and/or blood testing. The City's drug testing program is designed to identify, through chemical testing (but is not limited to), the presence/use of the following drug groups: alcohol; amphetamines; barbiturates; cocaine/metabolite; methaqualone; phencyclidine (PCP); opiates; benzodiazapines; and cannabanooids (THC, the active ingredient of marijuana). These groups were selected based on known abuse in the community and the ability of each substance to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the testing when technically and financially feasible.
- b) All drug/alcohol testing shall be done at a city designated facility.
- c) An employee shall be informed of the testing result by a designated representative of the City. All testing results will be kept confidential in conformance with the City's personnel policies, applicable provisions of State and Federal law. The release of such results shall be allowed when necessary for administrative or judicial action or review. Testing results may have a reduced expectation of privacy as part of request for review of a disciplinary action by the employee, as such request necessitates providing the information to additional individuals to utilize in the review of the evidence.
- d) Employees with negative test results following a random test, return to work test, or CDL test are expected to return to their place of employment. Applicants and employees tested based on some level of cause will be contacted by a representative of the City.
- e) All positive test samples shall be retained by the testing laboratory for one (1) year, or such longer period as is necessitated by administrative or legal action. A confirmed positive test shall result in rescission of any conditional offers of employment for applicants, and disciplinary action up to and including termination for employees. An employee will be provided an opportunity to explain any positive results. In addition, an employee with a confirmed positive test result may, at their own option and expense, have a second confirmation test made on the same specimen, at a laboratory of the employee's choice that has been approved by the City. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. The employee may be placed on unpaid leave during the pendency of such retest. Following review of the appeal process, a final determination will be made by the appropriate authority. Due to the transient nature of most substances within the human body, and to avoid fraud, an employee will not be allowed to submit another specimen for testing.
- f) Employees who seek treatment of an impairment issue, may be placed on suspension without pay awaiting pending testing results *following an initial confirmed positive result*, may be placed on suspension without pay if necessary during the time required for such specimen to be evaluated.

V. Exception for Prescribed Medical Usage

The legal use of drugs or controlled substances shall not subject an employee to disciplinary action, or an applicant to denial of employment, if that usage is pursuant to prescribed medical treatment by a licensed medical professional, and it will not/does not adversely affect job performance. Medications specifically warning against operation of vehicles/machinery while under the influence of such medication shall be deemed detrimental to job performance, and may subject an employee to disciplinary action if such employee operates City vehicles/machinery while taking a prescription for such medication unless and until the City is provided with notification from a licensed physician that such medication is safe for such employee to use while operating such vehicle/machinery. An employee or applicant whose drug test is positive shall be given the opportunity to provide a physician's report or statement substantiating the prescribed and lawful use of the drug indicated or detected.

If the use of prescribed drugs adversely affects the employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, the employee shall be reassigned to an alternative position or placed on a leave of absence. Leaves of absence may be paid or unpaid, and will be used only in accordance with current policies and applicable law.

VI. Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to take the following actions:

- a) City management may at any time, in support of upholding the requirements of this policy, conduct an administrative search, review or inspection of any City property assigned to any employee, including City vehicles, desks, cellular telephones and computers, including all electronic mail, internet usage logs and electronic documents. If any evidence of criminal activity is discovered during an administrative search such search will be immediately terminated and law enforcement will be notified.
- b) City management may request an investigation by law enforcement of any set of facts that suggest a crime may have occurred upon or involving city property.

VII. Disciplinary Action

- a) Any employee engaging in the use of alcohol while on city business or who reports for duty under the effects of alcohol will be removed from the workplace, required to undergo testing and may be disciplined up to and including termination. This provision, however, shall not apply to law enforcement officers whose use of alcohol is necessitated by current undercover assignment. However, this exception shall not apply to a law enforcement officer who reports for duty under the influence of alcohol, regardless of assignment.
- b) Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug while on city property or while on city business will be removed from the work place, required to undergo testing, and may be disciplined up to and including termination and may be subject to criminal investigation and/or prosecution. This includes prescription drugs, unless the individual has been given a valid prescription by a medical professional for such drug.

- c) If an employee is arrested or convicted for driving under the influence of alcohol and/or drugs, or for violation of a drug statute (while on or off duty/city business), the city may utilize the drug and alcohol testing procedure and conduct an investigation. If evidence supports a finding that such employee violated a City policy or a federal, state or local law, City administrative personnel will determine the appropriate course of action. The employee may be disciplined, up to and including termination.
- d) As a condition of employment, an employee agrees that at any time while employed by the City the employee shall notify the City's Designated Employee Representative (DER) of any DUI arrest, drug-related conviction or for any plea of guilty, *nolo contendere*, diversion or suspended imposition of sentence that has been entered on a drug or alcohol related charge. The employee must give notice in writing to the City within five (5) days after such arrest, conviction, AND disposition of charge. If a sentence is imposed for such act that makes it impossible for an employee to carry out their job duties, such employee shall be terminated from employment.
- e) The City will not hire any applicant who tests positive for illegal drugs or alcohol. Such persons shall be prohibited from employment with the City for one (1) year. Applicants who have reapplied shall be subjected to a new drug screening prior to being reconsidered for employment.
- f) Any city employee who is involved in a reportable incident shall be subject to an investigation. Any city employee who is involved in an incident involving drugs and/or alcohol, whether on or off duty, is subject to investigation to determine whether job related issues are associated with such incident. Employees may be directed to undergo drug or alcohol detection tests. An employee who refuses to participate in a required drug or alcohol detection test will be subject to discipline, up to and including termination.
- g) The City reserves the right, in lieu of discipline, to refer an employee who tests positive for drugs and/or alcohol to an appropriate rehabilitation program. Such referral will require the employee, as a condition of continued employment with the city, to participate in such rehabilitation program. Participation in such a program may require leave from employment, which must meet the requirements of one of the City's existing leave policies. Participation in such program shall not alter or amend the employee's status as an employee at will. The City and the employee can still terminate the employment relationship at any time, with or without cause, and with or without advance notice. Following completion of such rehabilitation program, the employee shall be subject to periodic drug and/or alcohol testing for as long as necessary depending upon job duties.
- h) All illegal substances discovered during an investigation of possible improper drug and/or alcohol use by city employee will be given to the appropriate law enforcement agency. Criminal prosecution may result.
- i) The verified use, sale, possession, transfer or distribution of a narcotic, intoxicating substance or any illegal drug or alcohol while an employee is on duty, in a city vehicle, or in city uniform will subject said employee to disciplinary action, up to and including termination. Any such activity shall also be reported to the appropriate law enforcement agency. Criminal prosecution may result.

j) If an employee believes a Supervisor is under the influence of drugs and/or alcohol, the employee shall report the incident to the Supervisor's immediate superior, or to the Chief Administrative Officer. If the employee feels that reporting such an incident in this manner would adversely affect their working relationships or conditions, the report may be made to the Chief Administrative Officer. The Reporting Employee shall identify themselves to the Chief Administrative Officer or immediate Supervisor. The identify of the Reporting Employee shall be kept confidential to the extent possible, however, a Reporting Employee's name may be disclosed if a grievance or litigation proceeding results. Any allegations of retaliation against a Reporting Employee shall be handled under the City of Haysville's Non Harassment Policy

This substance abuse policy is intended to be, and is, a unilateral expression by the City of the general policies, procedures and guidelines concerning substance abuse. It is not intended to, and does not, create any contractual rights of employment, either express or implied, between the City and its employees. The policy does not change the employment at will relationship between the City and its employees. Either the City or an employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

As with all its policies and procedures, the City reserves the right to change the provisions of the substance abuse policy at any time, with or without notice.

CDL SPECIFIC PROCEDURES ADDITIONAL TO CITY POLICY. Where this policy conflicts with the Substance Abuse Policy, the more stringent of the two policies shall govern.

I. General

The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires the City of Haysville (herinafter "the City" to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles (CMV). The purpose of this policy is to comply with all regulations which require affirmative action by the City to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.

a.) This policy applies to any employee of the City who holds a Commercial Drivers License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR, part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- 1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- 2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- 3) Is designed to transport 16 or more passengers, including the driver; or
- 4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F)

- b) Testing Procedures. All testing conducted under this policy will follow the procedures as set forth in 49 CFR, parts 40 and 382.

II. Test Refusal

For the purposes of testing and refusals, the following guidelines shall be followed:

a) Behavior that Constitutes a Refusal to Test.

- 1) Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - 2) Tampering with, adulterating, or substituting a specimen.
 - 3) Failure to appear for testing upon notification.
 - 4) Leaving the scene of an accident without just cause prior to submitting to a test.
 - 5) Leaving collection facility prior to test completion.
 - 6) Failing to permit an observed or monitored collection when required.
 - 7) Failing to take a second test when required.
 - 8) Failing to undergo a medical examination when required.
 - 9) Failing to cooperate with any part of the testing process.
 - 10) Failing to sign Step 2 of the alcohol test form.
 - 11) Once test is underway, failing to remain at site and provide a specimen
- b) No driver shall refuse to submit to an alcohol or controlled substance test required by 49 CFR, parts 40 and 382.

III. Tests Required

a) Post-Accident testing for CMV operators.

- 1) As soon as practicable following an accident the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.
 - a. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - b. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
- 2) The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by the City to have refused to submit to testing.
- 3) Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the

scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

- 4) Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303. The following chart defines when an accident has occurred and when testing must take place.

<u>Type of accident</u>	<u>Citation issued to CMV driver</u>	<u>Tests required</u>
<u>1. Human fatality</u>	<u>YES</u>	<u>YES</u>
	<u>NO</u>	<u>YES</u>
<u>2. Bodily injury with immediate medical treatment away from the scene</u>	<u>YES</u>	<u>YES</u>
	<u>NO</u>	<u>NO</u>
<u>3. Disabling damage to any motor vehicle, requiring tow away</u>	<u>YES</u>	<u>YES</u>
	<u>NO</u>	<u>NO</u>

- b) Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

IV. Handling of Test Results, Confidentiality

a) Access to records.

- 1) Except as required by law or expressly authorized by release by an employee, the City will not release driver information that is contained in records required to be maintained under 49 CFR, parts 40 and 382.
- 2) A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
- 3) A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
- 4) The City may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver), and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result).

V. Consequences for Drivers Engaging in Prohibited Conduct

a) Use of drivers who fail or refuse an alcohol test

- 1) General. Compliance with this alcohol testing policy is a condition of employment. Refusal to take a required alcohol test or failure of an alcohol test will result in removal from performing CDL functions at a minimum. Additional disciplinary action up to and including termination may result.
- 2) Refusal and Prohibited Conduct. The City will remove from performing a CDL function any employee who:
 - a. Has a confirmed alcohol test result of 0.02 or higher but less than 0.04. This driver must be removed from duty for a minimum of 24 hours.
 - b. Fails an alcohol test with a confirmed result of 0.04 or higher, or
 - c. Refuses to take an alcohol test required by this policy (See Section II.C.)
- 3) An employee may be given an opportunity to retain his or her employment, provided they first do the following:
 - a. Have been evaluated by EMPAC, and
 - b. Have completed the recommended evaluation/rehabilitation program successfully, and
 - c. Receive a verified negative test result on a return-to-duty test
- 4) All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
- 5) Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.
- 7) A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.
- 8) The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), and even termination.

~~Reportable Incident: Any personal injury or property damage involving a City employee that occurs on or off City property during assigned work hours, and/or anytime an employee is using a City vehicle, wearing a City uniform or otherwise conducting City business.~~

~~Under the Influence of Alcohol: As a result of the consumption of alcohol, an employee's (or applicant's) ability to perform his/her job is impaired to any appreciable degree. For the purposes of this definition, a blood alcohol level of 0.08% alcohol in the blood by weight (0.02% if under age 21) shall be considered to be sufficient to establish an employee is under the influence. However, an employee with a blood alcohol level of less than 0.08% (0.02% if under age 21) in the blood by weight may also be considered to be under the influence of alcohol if job performance is impaired to any appreciable degree.~~

~~Under the Influence of Drugs or Other Intoxicating Substances: As a result of consumption, inhalation, injection or combination of alcohol, drug or any other intoxicating substance or combination of substances, an employee's job performance is impaired to any appreciable degree.~~

~~D. EXEMPTION FOR PRESCRIBED MEDICAL TREATMENT~~

~~The use of legally controlled substances as part of a prescribed medical treatment by a licensed physician will not subject an employee to disciplinary action or denial of employment if that treatment will not/does not adversely affect job performance. Prescribed use must be substantiated by a physician's report or statement. If the use of prescribed drugs adversely affects an employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, the City may place the employee on leave of absence. Leaves of absence will be used in accordance with current policies as stated in the Personnel Manual.~~

~~E. SCREENING PROCESS~~

~~In keeping with the City's goal to establish and maintain a work environment free from the effects of drugs and intoxicating substances, the following procedures are established:~~

- ~~1. For designated positions, applicants who have received an offer of employment must successfully complete a drug and/or alcohol detection test in addition to successful completion of any other physical examination requirements. A positive finding of alcohol or illegal drugs will result in denial of employment with the City.~~
- ~~2. Applicants who do not submit to screening at the appointed time will be denied employment.~~
- ~~3. Department Heads, with input from the immediate supervisor, shall initiate drug or alcohol screening of employees involved in reportable incidents that result in injury to persons or property, if there is reasonable suspicion of substance abuse. (No registered nurse required.)~~
- ~~4. Drug or alcohol testing of employees may be initiated by Department Heads when there is reasonable suspicion that substance abuse is occurring. Concurrence of a registered nurse should be obtained if possible. Incidents occurring on 2nd or 3rd shift should be reported to the Department Head.~~
- ~~5. Drug or alcohol screening of applicants or employees will include a urinalysis and may also include a breath analysis and/or blood sample testing. If the result of such test(s) is positive, the applicant/employee may, at their expense, have a second test of the original sample completed by a lab of their choice. If a negative result is obtained by that second test, further testing may be required as deemed appropriate by the Department Head.~~

~~F. APPEAL PROCESS~~

~~Upon report of a positive test, the employee or applicant will be notified of the test results. As part of that notification, he/she will be provided an opportunity to explain any positive results. An employee or applicant whose test results were positive may, at the employee's or applicant's own expense, have a retest conducted of the original sample at a laboratory of the employee's choice that has been approved by the City. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. Following review of the appeal process, a final determination will be made by the appropriate authority.~~

~~This policy is intended to be a unilateral expression of the general policies, procedures and guidelines~~

~~concerning substance abuse and the City's personnel program. It is not intended to create any contractual rights of employment, either express or implied, between the City and its employees. The City of Haysville reserves the right to change the provisions of the personnel program and this policy at any time.~~

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SECTION X

NON HARASSMENT POLICY

The City supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, national origin, veteran status, age, disability or any other protected category. Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate discharge.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives', friends', or associates', race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristics, and which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Generally speaking, harassing conduct includes, but is not limited to, the following acts or conduct when those acts or conduct relate to race, color, religion, gender, sexual orientation, national origin, veteran status, age, or disability:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threats; and,
- Written or graphic material that denigrates, or shows hostility or aversion toward, an individual or group because of their race, color, religion, gender, sexual orientation, national origin, age, disability or other protected characteristics, when such material is distributed or circulated in the workplace, placed on walls, bulletin boards, or elsewhere on City premises.

Reporting Incidents of Harassment. Again, the City prohibits harassment of any kind. Immediately report any incidents of harassment to one of the individuals listed below.

1. Employee's immediate supervisor;
2. Employee's Department Head;
3. Other supervisory personnel regardless of the department.

In departments that operate 24 hours per day / 7 days a week or outside of the 8 a.m. to 5 p.m., Monday through Friday work week, employees can report any incidents of harassment to one of the above individuals 24 hours per day / 7 days per week.

Reports of harassment involving any of the above listed persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations. Complaints must include detailed information concerning the harassing conduct; the names of all persons involved; the names of any witnesses; and any other information deemed helpful to an investigation.

All reports will be treated, to the extent possible, confidentially and will be promptly investigated. Employees are required to cooperate in these investigations and shall be subject to discipline, including discharge from employment, for failing to cooperate. If the result of the investigation indicates that corrective action is called for, such action will be taken in accordance with the seriousness of the event and may include disciplinary measures up to and including immediate discharge of the offender. When an investigation is complete, involved employees will be informed of the results. Failing to report harassment will subject employees to discipline, up to and including discharge from employment.

Sexual Harassment. Sexual harassment is expressly prohibited. The City defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical or written conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the following acts, whether committed by City officials, employees, or other persons on City premises but not employed by the City, including citizens and visitors:

- Unwelcome flirtations;
- Unwelcome sexual advances or propositions;
- Verbal abuse of a sexual nature;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;
- Sexually degrading words used to describe a person;
- Physical assault or battery;
- Verbal harassment or abuse;
- Accusations of sexual preference;
- Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;
- Conditioning any term or benefit of employment upon sexual favors;
- Sexual slurs or innuendoes;
- Suggestive or insulting sounds;
- Touching, leering, whistling, and obscene gestures;
- Displaying derogatory or offensive posters, cartoons or drawings; and,
- Any other conduct that unreasonably interferes with an employee's performance of his or her job that creates an intimidating, hostile or offensive working environment, or otherwise adversely affects an individual's employment opportunities.

Generally speaking, there are two types of sexual harassment: (1) quid-pro-quo harassment, which involves an express or implied suggestion that a term/condition of employment is, or may be, contingent upon sexual activities or favors, and (2) hostile environment, which involves sexually-harassing conduct that is so severe or pervasive that it creates a hostile working environment. Sexual harassment occurs when the conduct described above may:

- Be construed as being a term or condition of an individual's employment, i.e., when supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way;

- Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper conduct; and
- In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

Employees are reminded to report all instances of harassment by non-employees. These reports are to be made in the same way as all other reports of harassment.

Again, the City prohibits, and will not tolerate, harassment. Any City official or employee who engages in harassment shall be subject to immediate discipline, up to and including immediate discharge from employment. All incidents of harassment shall be reported immediately to one of the following individuals: 1.) employee's immediate supervisor; 2.) employee's department head; or 3.) Other supervisory personnel regardless of the department. Reports of harassment involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations.

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SECTION XI
GRIEVANCE PROCEDURE

A. Purpose

The purpose of the Grievance Procedure is to allow employees the opportunity to discuss and appeal certain employment disciplinary actions including termination of employment.

B. Eligibility

Only those employees in regular full-time positions and who have successfully completed any and all training periods are eligible to file a grievance under the Grievance Procedure.

C. Basis for Grievance

Eligible employees may file grievances for the following reasons:

Disciplinary Action

- Demotion
- Disciplinary Probation
- Suspension of More Than Three Days

Discharge (Termination)

Complaints alleging harassment due to an employee's race, color, religion, gender, national origin, veteran status, age disability or other protected characteristic shall be filed in accordance with the City's Non Harassment Policy. Further, employees shall not utilize this procedure to file grievances relating to:

- Federal and state statutes not associated with the above listed basis for grievance;
- Policies and ordinances enacted by the Governing Body; or
- Matters where the employee has no direct employment interest

D. General Provisions

Any hearing pursuant to this grievance procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Only those persons specifically called by the grievance board will be allowed to attend any portion of the hearing.

Grievances arising from the action of an elected official or supervisory employee other than the immediate supervisor of the employee can be initiated with the employee's Department Head at Step 2 of the Grievance Procedure below.

Appeals of discharge (termination), involuntary demotions, or suspensions of three or more days shall be initiated directly at Step 3 of the grievance procedure by submitting the written grievance directly to the ~~Human Resources Manager~~City Clerk.

Details of grievances and grievance proceedings shall be accorded the same level of confidentiality afforded to other personnel records.

An employee shall not be retrained, discriminated against or subject to any retaliation as the result of the filing of a grievance or testifying in a grievance hearing.

At no time shall an employee take a grievance of any kind directly to a member of the Governing Body; to do so, shall be a separate violation of personnel policy and will subject the employee to disciplinary action up to and including termination.

E. Grievance Procedure

Step 1

Within five working days of the time that the employee knew or reasonably should have known of the grounds for grievance, the employee shall orally present the grievance to his/her immediate supervisor. The supervisor shall orally respond to the aggrieved party within five working days after the presentation of the grievance. The supervisor shall document, in writing, both the grievance and response. This documentation shall contain the signature of both the supervisor and the employee presenting the grievance.

Step 2

If the grievance is not resolved at Step 1, the employee may file the grievance, in writing, with the Department Head. Such filing shall be within five working days after receiving an oral response from the immediate supervisor.

The written grievance shall contain the following information:

- 1) Name of the employee or group of employees involved;
- 2) Facts giving rise to the grievance;
- 3) Identification of administrative regulations or policies at issue;
- 4) The contention of the employee (grievant) with respect to the grievance;
- 5) Decision of the grievant's Supervisor;
- 6) Specific relief requested.

The Department Head shall present a written response to the grievant within five working days of the receipt of the grievance.

Step 3

If the grievance is not resolved at Step 2, within five working days of the receipt of the decision from the Department Head the grievant shall notify the ~~Human Resources Manager~~ City Clerk of the grievant's decision to file an appeal. Notification shall include all documents set forth in Step 2 above, the Department Head's written response to the grievance, as well as any other information relevant to determining the outcome of the grievance including a complete list of all witnesses to the grieved action. The City shall initiate the process to convene a grievance board hearing, including notification to the Department Head to submit all relevant evidence and a witness list in support of his/her decision that is

under appeal.

The grievance board shall be established by the Mayor and shall consist of three members as follows: One member shall be chosen by the grievant; one member shall be a non-supervisory employee chosen by the Mayor; and one member shall be a supervisor employee chosen by the Mayor. No board member shall be: 1.) from the same department as the grievant filing the grievance; 2.) a witness to, or party to the grievance; 3.) an immediate family member to any of the parties involved; or 4.) A Department Head. All board members shall be current, full-time city employees.

All members of the grievance board shall be notified by the ~~Human Resources Manager~~City Clerk of their appointment to the board and the time, date, and location of the initial meeting. At the initial meeting board members shall be given an orientation and outline of duties by the ~~Human Resources Manager~~City Clerk and City Attorney and shall be informed of the confidentiality of the proceedings. Also during the initial meeting the following items shall be addressed:

- 1.) Establish date/location of the hearing;
- 2.) Review the written record;
- 3.) Develop a witness list of individuals requested by the parties;
- 4.) Notify the ~~Human Resources Manager~~City Clerk to issue notices to appear to all witnesses.

The hearing shall be quasi-judicial, and neither party shall be bound to strictly follow the rules of evidence, other than limiting the evidence presented to information relevant to determining the outcome of the grievance. Examination of any witnesses shall be limited to the members of the grievance board, although both parties may be present. This shall not be a hearing of record.

Within five working days of the close of the hearing the grievance board shall prepare a written finding of facts and a recommendation that will be forward to the ~~Director of Governmental Services~~Chief Administrative Officer for consideration. All evidence presented to the hearing board shall be maintained with the finding of facts until the matter is finally resolved.

The ~~Director of Governmental Services~~Chief Administrative Officer shall make a decision within five working days of the receipt of the recommendation whether to a) accept the recommendation of the grievance board, b) reject the recommendation of the grievance board, or c) modify the recommendation of the grievance board. A written response shall be provided to the grievant.

If the grievance is not resolved to the satisfaction of the grievant, the grievant may make a written appeal of the decision of the ~~Director of Governmental Services~~Chief Administrative Officer to the Mayor within five days of the receipt of the decision of the ~~Director of Governmental Services~~Chief Administrative Officer. Such appeal shall be filed through the ~~Human Resources Manager~~City Clerk. Based on the written testimony, reports, file documents, etc., the Mayor shall make a decision within five working days of the receipt of the appeal and provide a written response to the grievant. This response shall serve as the final administrative decision of the City.

If the grievance is decided in favor of the grievant, any loss-of-pay or pay adjustment attributed to the grieved action shall be paid retroactive to the grievant.

All records of the grievance board and hearing shall be maintained by the ~~Human Resources Manager~~City Clerk. Within five days either party may request in writing a return of the original of any evidence that

such party provided to the hearing board after the matter is finally resolved, although where possible a copy shall be maintained.

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ARTICLE B - COMPENSATION

INTRODUCTION

This manual relates to policies and procedures regarding positions, job classifications and pay ranges.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT MAY BE TERMINATED BY EITHER THE CITY OR THE EMPLOYEE WITHOUT PRIOR NOTICE.

THIS MANUAL SHALL NOT BE CONSTRUED TO BE A CONTRACT, BUT A GUIDE.

THE CITY OF HAYSVILLE RESERVES THE RIGHT TO MAKE CHANGES TO THIS MANUAL AT ITS DISCRETION WITHOUT PRIOR NOTICE.

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SECTION I

POSITION CLASSIFICATION PLAN

A. POSITIONS:

Each position in the City government is established or abolished with Governing Body approval.

B. CLASSIFICATIONS:

Each position shall be assigned, with Governing Body approval, to a classification based on job requirements and responsibilities.

C. PAY RANGES:

Each job classification shall be assigned an appropriate range of pay, approved by the City Governing Body.

D. ABOLITION OF A POSITION:

Whenever the Department Head or Mayor determines that a particular position is no longer necessary, the Mayor may, with the approval of the Governing Body, declare the position abolished. Any employee in a regular position that has been abolished may be transferred in accordance with procedures agreed upon by Department Heads and the Governing Body.

E. CLASSIFICATION OF NEW POSITIONS:

The Mayor may, with City Council approval, establish new positions and negotiate salary and benefits for those positions.

Such new positions are subject to a training period of six (6) months unless waived by the appropriate Department Head (or Mayor if the employee reports to the Mayor).

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

The reclassification of a position shall effect no change in the salary of any employee in that position if the employee's salary falls within the range of the new classification. For information on Transfers, see Section A, Page [A-7A-10](#).

Any employee may request in writing a classification review of his/her own position at any time, if a similar request had not been made within the previous six (6) months. Such a request must first be filed with the appropriate Department Head. Within ten (10) days of receiving this request, the Department Head shall forward it to the Personnel Manual Committee (consisting of all Department Heads) together with the Department Head's own written recommendation as to whether the position should be reclassified.

Any request for reclassification will be reviewed and acted upon within ninety (90) days of its receipt.

G. EFFECTS OF RECLASSIFICATION:

When a position is reclassified, the employee in that position shall remain in it if the Department Head determines that the employee is qualified to perform the essential functions of the reclassified position. The employee in the reclassified position is subject to the six month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

If the Department Head determines that the employee in the reclassified position lacks the qualifications necessary for that position, the Department Head shall prepare a written summary of this finding and submit it to the Mayor. If the Mayor agrees with that finding, the employee shall be reassigned as follows:

1. If a vacancy exists in a position with a pay range the employee's present salary falls within, he/she may be transferred to the vacant position if the employee meets the minimum qualifications of the position.
2. If no vacancies exist with pay ranges within which the employee's current salary falls, the displaced employee may be transferred to the position of the person with least seniority in the same department if that displaced employee has the minimum qualifications required of the position. Any person of lesser seniority who is replaced under this provision shall be laid off.

H. NOTICE OF RECLASSIFICATION:

Written notice of any reclassification shall be given by the Department Head to the affected employee thirty (30) days before the action shall become effective.

I. RETIREMENT:

An employee wishing to retire shall give the Department Head and the ~~Human Resources Manager~~Assistant City Clerk no less than three (3) months notice, and at the time of such notice, the employee should complete all required paperwork. (See Article B, Section II, ~~J~~I, for Pay on Termination.)



SECTION II
COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

The Department Heads, with Governing Body approval, shall establish a wage schedule. Each classified position will be covered by this schedule.

B. SALARY INCREASE:

Employee performance evaluations, budget authority and funds availability will be considered in determining salary increases and decreases, and as a factor in promotions and demotions.

C. BLANKET RAISES:

The Governing Body may grant blanket raises for all employees when funds are available.

D. COST OF LIVING:

All employees in regular positions shall be covered by a cost of living allowance, which will be determined at the time of budget preparation and shall become effective for the first full pay period ~~ending~~ in January of each year.

The cost of living allowance will be based on the average Consumer Price Index during the most recently available previous twelve month period, calculated on the average of the salary of the lowest paid City employee and the highest paid City employee, not including Department Heads, part-time or temporary positions.

E. LONGEVITY PAY:

Each year longevity pay shall be given to each employee who will complete five (5) years of employment by December 31 of that year. Longevity will be paid at a rate of \$25 per year for each year of employment, five (5) years and over. All applicable taxes will be deducted from this pay and the check will be given on the first Friday in December that is not a regular payday. This payment may be combined with any holiday or sick leave pay for which the employee might be eligible.

F. STEP INCREASES:

Annually, Pprior to ~~an employee's anniversary date the end of June~~, each Department Head shall evaluate the job performance of his/her employees. Subject to budgetary considerations, employees who have demonstrated appropriate job performance shall be eligible for a step increase effective the first full pay period ~~ending after their anniversary date in July~~. No step increase will be given to an employee who is in training. Only one step increase will be given in any twelve (12) month period. Exceptions may be made when an employee first receives an

annual step increase, then transfers to another position, then satisfactorily completes a six (6) month Promotion Training Period.

Step Increases, whether due to annual review, end of training, promotion, transfer, etc., shall be effective the first pay period following the effective date of the review, end of training, promotion, transfer, etc. If, however, the effective date falls on the first business day of a pay period then the increase will be effective for the current pay period.

G. PROMOTION TRAINING PERIOD:

An employee receiving a promotion will be subject to a training period of six (6) months unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

H. PAY PERIODS:

Employees are paid every two weeks. Paychecks shall be distributed every other Friday ~~morning~~ unless such Friday is a holiday. In that case, paychecks shall be distributed the last workday prior to the holiday.

It is crucial that the Assistant City Clerk receive all time cards and time sheets no later than 12:00 p.m. (noon) on the Monday following the close of a pay period. Failure to receive the time card or time sheet by the 12:00 p.m. deadline will cause the affected employee to not receive any over time pay until the next pay period, i.e. the pay check will be figured at 40 hours of straight time.

If an employee wants to allow someone else to pick up his/her paycheck, the employee must submit in writing a request to their Department Head prior to payday. Such request shall be valid until changed by the employee.

~~If the employee wants his/her paycheck to be mailed to a bank, the employee must submit in writing a request to their Department Head including all the appropriate bank transaction forms for mailing.~~

If the employee wants his/her paycheck deposited directly via ACH, the employee must fill out the appropriate form and return it to the Assistant City Clerk.

NOTE: For overtime pay purposes, commissioned police officers work on a 28 day schedule and receive pay for overtime worked on a different schedule than other regular employees. The 28 day schedule is an exception for police and fire personnel, which is included in the Fair Labor Standards Act (See Section 600 of the FLSA Handbook; and KSA 44-1204 of the Kansas Statutes Annotated).

I. PAY ON TERMINATION:

An employee whose employment with the City ceases will receive his/her final paycheck on the first regularly scheduled payday following the date employment ends. Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive one-half, up to thirty days (240 hours), of credited sick leave. If an employee resigns without giving two weeks notice, sick leave may be paid at the option of the Department Head. If the employer terminates employment, no payment for sick leave will be made. Unused, accrued

vacation time will be paid at the employee's regular rate of pay. A retiring employee will receive pay for all accrued sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.

If employment is terminated by the death of the employee, all accrued benefits will be paid to the named beneficiary at the next regular payday. No limit is placed on unused, accrued sick leave benefits in the case of death of the employee.

J. OVERTIME HOURS AND COMPENSATORY TIME OFF:

Overtime compensation and compensatory time off is scheduled at the discretion of the Department Head and shall be administered in accordance with City policy and the Fair Labor Standards Act.

For employees other than commissioned police officers and exempt employees, overtime is computed at one and one-half times the employee's salary for hours accumulated over forty hours per week and compensatory time is taken at one and one-half times the number of overtime hours accumulated over forty hours per week. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial forty hours.

Commissioned police officers are scheduled on a 28-day work period and are paid overtime for time worked over 171 hours per work period. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial 171 hours.

K. ON CALL PAY:

When an employee is required to remain on call for emergency duty, the employee shall be compensated at rate of 3% of their base rate of pay per hour based on the number of hours the employee remains on call. The number of on call hours shall be figured on those above the regularly scheduled work week. If the on call employee is called in the employee will receive compensation for actual time worked.

Example: Employee A's base rate of pay is \$15.00 per hour. Employee A's on call rate of pay would be \$0.45 per hour. The employee's regularly scheduled work week is 8 am to 5 pm Monday through Friday. The employee would be compensated for 16 hours at \$0.45 per hour each day they are on call Monday through Friday and for 24 hours at \$0.45 per hour on Saturday and Sunday. If the employee is called out for one hour other than the regular work day, the employee would ~~also receive an additional~~ \$15.00 (or \$22.50 if the time was overtime).

L. HOLIDAY OVERTIME:

Except for the police department, if an employee is required to work during a holiday recognized by the City of Haysville, the employee shall report to work and will be compensated for such time at work on the actual date of the legal holiday, at a rate one and one-half (1 ½) times his/her regular rate of pay in addition to their regular rate of pay.

A Department Head may grant compensatory time off in lieu of holiday overtime pay if taken within the same week.

Police Department personnel will be paid their normal rate of pay plus one and one-half times their normal pay for the hours worked on the legal holiday and will not receive an additional day off for the holiday. When the legal holiday falls on a scheduled day off, the employee will be compensated for an extra day of pay.

Police Department personnel who work on holidays will receive a holiday paycheck the first week of December which is not a normal payroll week for the holidays worked during the year. Calculations should be completed and given to the ~~Bookkeeper~~ Assistant City Clerk by November 15th in order to accommodate accounting procedures.

If a police department employee has accumulated holidays not paid for, he/she may use the holidays as time off in an emergency, at the discretion of the Department Head.

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ADMINISTRATIVE SECRETARY

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Deputy Chief Administrative Officer, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls and providing secretarial support for the Chief Administrative Officer, Mayor and Administrative Services Department. Required to attend City Council meetings and prepare the minutes. Responsible for presenting a positive image of the City through news releases, news conferences, media events and other appropriate outlets. Provides backup for the front office. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides support for City Council meetings, prepares agendas, packets, and minutes of the meetings;
- Provides support for Haysville Forward meetings, prepares agendas, packets, and minutes of the meetings;
- Assists the Chief Administrative Officer, Mayor and Administrative Services Department with correspondence and projects;
- Types letters and documents;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Performs general clerical duties;
- Processes Council Action Forms;
- Coordinates special projects as assigned;
- Assists in creating and maintaining the City web site;
- Creates graphic designs of flyers, brochures, guides, newsletters, and public relations items for the city;
- Prepares news releases;
- Creates employee newsletter;
- Assists in coordinating employee events;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides support for the City Clerk Department and Court Office;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

**ADMINISTRATIVE SECRETARY (AS)
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in Office Administration or a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Thorough knowledge of clerical skills, office procedures, computers, typing, and a working knowledge of mathematics is required. Must operate computers, typewriters, photocopiers, telephone systems, and other office equipment. Must type with speed and accuracy, concentrate on tasks in the presence of distractions, and read and interpret legal documents, letters, forms, and written instructions. Should possess excellent public relation, organizational, and secretarial skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Some independent problem solving. Encounters problems with citizen complaints and data entry errors. Decisions often made in stressful situations.

Decision Making: Some independent decision making. Makes decisions about certain projects in the Director of Governmental Services absence, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect of this position. Deals with the general public including those who are angry and upset.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PLANNING & COMMUNITY RELATIONS COORDINATOR

City of Haysville

Administrative Services

POSITION SUMMARY

Under the supervision of the Deputy Chief Administrative Officer, the Planning & Community Relations Coordinator is a non-exempt position under FLSA which performs administrative duties. Responsible for coordinating the activities of the Planning Commission and Board of Zoning Appeals. ~~Responsible for presenting a positive image of the City through news releases, news conferences, media events and other appropriate outlets.~~ Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Compiles development information and assists in the preparation of studies and reports for decision making purposes.
- Attends board and committee meetings as required;
- Coordinates and manages planning and consultant contracts;
- Provides zoning and subdivision information upon request;
- Prepares planning; budget;
- Assists in the implementation of certain plans;
- Develops and maintains database of information;
- Coordinates contracted studies and reports;
- Prepares grant applications;
- Fields questions, concerns, and complaints from the general public;
- Assists in creating and maintaining the City web site;
- Creates graphic designs of flyers, brochures, guides, newsletters, and public relations items for the city;
- ~~Prepares news releases;~~
- ~~Coordinates news conferences;~~
- ~~Coordinates special events;~~
- Performs traffic counts/studies;
- ~~Creates employee newsletter;~~
- ~~Assists in coordinating employee events;~~
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Registers legal documents with the Register of Deeds;
- Presents and promotes city sponsored events to civic organizations and clubs;
- Assists with the operation of Channel 7 ~~information~~;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

**PLANNING & COMMUNITY RELATIONS COORDINATOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree in Planning, Public Administration or related field is required (experience may be substituted for education requirements with a minimum of High School diploma or GED). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of federal, state, and local statutes, laws, and ordinances, city zoning and subdivision regulations, grant applications, and budget preparation is required. Working knowledge of computers and mathematics is required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. Must prepare reports, budgets, grant applications, and other documents, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent supervisory, public relation, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns and complaints, and zoning regulations.

Decision Making: Frequent independent decision making. Makes decisions about budget preparation, resolving citizen concerns and complaints and personnel issues, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Deputy Administrative Officer. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does participate in the annual budget process. Has authority to purchase necessary supplies.

Personal Relations: Frequent contact with the general public, subordinate personnel, co-workers, and supervisory personnel. Frequent contact with the governing body .

Working Conditions: Some adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Exposure to adverse weather can be expected. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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ACCOUNTING CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Accounting Clerk is a non-exempt position under FLSA and performs accounts payable duties. Responsible for tracking, verifying, and paying invoices received. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Verifies departments and funds to be charged for expenditures;
- Prepares purchase orders for expenditures and obtains appropriate signatures;
- Matches invoices to purchase orders;
- Logs and tracks all purchase orders and assigns numbers;
- Data Entry of Accounts Payable payments;
- Records and tracks all standard billings for the city;
- Prepares schedule of invoices to be paid for Council approval;
- Verifies and tracks 1099 accounts;
- Postmarks mail and tracks postage by department;
- Replenishes postage meter and records readings;
- Serves as backup for front office;
- Registers voters;
- Mails remittance copies & payments after bills are approved to be paid by City Council;
- Files record copies of Purchase Orders and invoice – audit control;
- Routinely drops off out going mail;
- Balances online water payments daily;
- Prepares monthly bank reconciliation and submits reports to department heads;
- Prepares and records petty cash checks;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Opens and distributes mail when necessary;
- Answers the phone and fields questions, concerns, and complaints from the general public;
- Maintains information for monthly reports;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ACCOUNTING CLERK
POSITION REQUIREMENTS**

Experience: Two to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in accounting or general business is preferred. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: A working knowledge of computers, mathematics, bookkeeping, and office procedures is required. Must operate computers, printers, calculators, photocopiers, and other office equipment. Must perform data entry, perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports, financial statements, written instructions, and other official documents. Should possess strong public relation, organizational, and accounting skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with billing errors, miscoded account numbers, and incorrect invoices, verifying for accuracy and receipt of contents of invoices.

Decision Making: Occasional independent decision making. Makes decisions about prioritizing daily work assignments working under strict deadlines, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the City Clerk/Treasurer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, Department Heads, and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Works with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE SECRETARY

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties. Responsible for answering and directing incoming telephone calls, issuing and maintaining all business registrations and licenses, and providing secretarial support for the City Clerk/Treasurer and Human Resource Manager/Assistant City Clerk. Must be cross-trained in other positions. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Fields questions, concerns, and complaints from the general public;
- Prints all business cards for the City staff, binds booklets, prints letterhead and forms;
- Handles special assessment inquiries;
- Issues business registrations, maintains list of licensed businesses, and notifies businesses of registration renewals;
- Assists City Clerk and ~~Human Resource Manager~~ Assistant City Clerk with correspondence and projects;
- Receives payments and processes applications for licenses, permits, and registrations;
- Registers citizens to vote;
- Maintains and updates master list for fixed assets;
- Maintains, publishes, and files all ordinances and resolutions;
- ~~Maintains plats;~~
- Receives customer payments and posts to appropriate accounts;
- Establish new water accounts, transfer accounts, and schedule service connections;
- Schedules rentals of public facilities;
- Notarizes documents;
- Serves as back up for various positions;
- Maintains nuisance abatement documents and submits charges to be applied to property taxes;
- Picks up, opens and distributes daily mail;
- Maintains and updates City Code;
- Processes insufficient funds checks;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Types information on water shut-off notices;
- Assists with sending delinquent water payment notices;
- Assists other department;
- Performs other duties as deemed necessary or assigned.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS</u>	

*ADMINISTRATIVE SECRETARY (CC)
POSITION REQUIREMENTS*

Experience: At least two years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit in Office Administration or a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Must have proficiency in clerical skills, office procedures, computers, typing, and a working knowledge of mathematics. Must operate computers, typewriters, photocopiers, telephone systems, and other office equipment. Must type with speed and accuracy, concentrate on tasks in the presence of distractions, and read and interpret legal documents, letters, forms, and written instructions. Should possess excellent public relation, organizational, and secretarial skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints and data entry errors. Decisions often made in stressful situations.

Decision Making: Occasional independent decision making. Makes decisions about certain projects in the City Clerk's absence, prioritizing daily work assignments, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the City Clerk and other Department Supervisors. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Deals with the general public including those who are angry and upset.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

OFFICE CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of City Clerk/Treasurer, the Office Clerk is a non-exempt position under FLSA and performs general clerical and receptionist duties. Responsible for receiving the general public and providing customer assistance. Receiving monies and posting payments to customer accounts is required. Answers phone, takes messages, files and makes copies, and forwards calls and messages. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers the telephone and directs calls to appropriate personnel;
- Provides customer service and fields questions, concerns, and complaints from the general public;
- Receives utility payments from customers and posts to customer accounts;
- Sorts water payments and posts daily;
- Rents park shelters and other facilities;
- Monitors usage and fee payments of organizations;
- Registers voters;
- Performs general office duties;
- Assists with mail pick up and distribution if needed;
- Orders office supplies;
- Mails monthly delinquent notices if necessary;
- Sells permits, tags, registrations and licenses;
- Processes Public Works daily bags;
- Logs receipts on spreadsheet before filing;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides backup for daily balancing as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA : **NON-EXEMPT**

ADA : **APPLICABLE**

FMLA : **ELIGIBLE**

OSHA :

WORKING CONDITIONS :

OFFICE CLERK (CC)
POSITION REQUIREMENTS

Experience: One year of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, typewriters, calculators, photocopiers, and other office equipment. Must perform word processing duties, prepare spreadsheets, work with data bases, maintain accuracy, perform multiple tasks, and read and interpret reports and written instructions. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints and computer problems.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the City Clerk/Treasurer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers and supervisory personnel. Very limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

UTILITY BILLING CLERK

City of Haysville

City Clerk Department

POSITION SUMMARY

Under the supervision of the City Clerk/Treasurer, the Utility Billing Clerk is a non-exempt position under FLSA. Responsible for the utility billing process, including establishing new accounts, billing customers, receiving monies, and collecting delinquent accounts, as well as handling customer transactions and answering the phone. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Prepares monthly utility bills, including data entry, printing, separating, ~~and mailing,~~ and e-billing;
- Establishes all new water, sewer and storm water accounts for billing;
- Reviews utility readings for errors, leaks, or bad meters, and requests re-reads;
- Prepares meter readings and transfers to Public Works to load meter readers;
- Closes out and bills all final accounts;
- Calculates penalties for late payment on accounts;
- Handles customer inquiries and provides history information;
- Maintains records of utility customers and utility contracts;
- Prepares report of uncollectible accounts and forwards to collection agency;
- Monitors unpaid balances for customers reapplying for service;
- Posts payments to general ledger accounts;
- Calculates city-wide sewer rates for customers;
- Processes automatic bank payment requests, monthly payments, and reporting;
- Sells permits, tags, registrations and licenses;
- Trains new front office personnel;
- Registers voters;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- ~~Serves as backup for balancing daily receipts;~~
- Assists with city-wide mailings;
- Assists with other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

**UTILITY BILLING CLERK
POSITION REQUIREMENTS**

Experience: Two years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must have a valid Kansas driver's license or obtain within 30 days of employment.

Technical Skills: Working knowledge of computers, mathematics, and office procedures is required. Must operate computers, printers, calculators, typewriters, photocopiers, and other office equipment. Must prepare spreadsheets, perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports, billing statements and written instructions. Should possess efficient public relation and organizational skills, and oral and written communication skills in English. Must accurately make change. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, errors in utility readings and utility bills, and non-payment of bills as well as customer transactions.

Decision Making: Limited independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner. Decisions often made in a stressful situation.

Supervision: Works under the direction of the City Clerk/Treasurer. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting is the primary aspect of this position. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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ANIMAL CONTROL OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of a Police Supervisor, the Animal Control Officer is a non-exempt position under FLSA. Responsible for answering incoming telephone calls, responding to complaints about animals, and investigating nuisance complaints. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Picks up stray, injured, or deceased animals;
- Locates and impounds animals believed to have bitten humans or other animals;
- Drives vehicle patrolling streets;
- Issues summons for violations;
- Prepares and submits evidence in court supporting summons issued;
- Maintains animal shelter and equipment;
- Responds to Police Officer's radio calls;
- Contacts appropriate agencies for emergencies;
- Fields questions, concerns, and complaints from the general public;
- Investigates cases of cruelty to animals;
- Maintains files and records of animals;
- Investigates complaints of animal nuisances;
- ~~Processes complaints of high/noxious weeds;~~
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists Police Officers with traffic control;
- Checks defective equipment summons for repairs;
- Advises public of severe weather;
- Assists other city departments;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
ADVERSE WEATHER

**ANIMAL CONTROL OFFICER
POSITION REQUIREMENTS**

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of animal handling and maintenance, computers, and mathematics is required. Must operate trucks, mowers, hand tools, computers, printers, two-way radios and department equipment. Must understand and anticipate problems, perform physical labor, follow department policies, understand written instructions, maps, manuals, and reports. Should possess efficient public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, stray animals, and animal abuse cases.

Decision Making: Occasional independent decision making. Makes decisions about investigating animal nuisance complaints, issuing tickets and warnings, performing daily duties in the safest and most efficient manner. Decisions often made in a volatile situation.

Supervision: Works under direction of a police supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Exposure to bloodborne pathogens, hazardous chemicals, work in confined areas, and adverse weather conditions. Shift work expected. Subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safety operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

CHIEF OF POLICE

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the ~~Director of Governmental Services~~ Chief Administrative Officer, the Chief of Police is an exempt position under FLSA. which performs administrative duties. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This position is appointed by the Mayor and the Chief must live within fifteen miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, organizes, and directs the daily activities of the Police Department;
- Maintains law and order and provides protection of life and property for the citizens of Haysville;
- Regulates traffic and protects pedestrian crossings;
- Maintains Police Department records;
- Confers with citizens and city officials on law enforcement problems;
- Assists in the development of municipal law enforcement policies, and analyzes operational and service demands;
- Prepares and administers the department budget;
- Supervises or prepares special studies for city officials as requested;
- Hires and supervises department personnel;
- Coordinates city law enforcement activities with those of other agencies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices;
- Resolves citizen and personnel issues;
- Prepares and completes reports;
- Testifies in court.

MARGINAL FUNCTIONS

- Attends conferences;
- Serves as a member of ~~the Drug Enforcement Administration Task Force Boards~~ specialized boards;
- Assists in quality analysis for the City of Haysville;
- Reviews Use of Force cases;
- Participates on oral boards for other departments;
- Apprehends and arrests law violators;
- Trains and evaluates department personnel;
- Establishes division priorities;
- Reassigns work assignments;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA.: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

CHIEF OF POLICE POSITION REQUIREMENTS

Experience: Ten or more years of law enforcement experience, with six or more years of progressive supervisory law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A four year college degree in Administration of Justice or a related field is required, a Master's degree is preferred (work experience may be substituted for education). Certification from the Kansas Law Enforcement Training Center is required. Must possess a valid Kansas Driver's License (or obtained within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of budgeting procedures, of all federal, state, and local laws and ordinances, computers, law enforcement techniques, law enforcement supervision, and mathematics is required. Must efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. Must interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions. Should possess excellent public relations, supervisory, organizational, and management skills, and oral and written communication skills in English. Must train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, budget concerns, equipment malfunctions, city council concerns, and life threatening issues faced by officers and citizens.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing the annual budget, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the ~~Director of Governmental Services~~ Chief Administrative Officer, and exercises supervision over department personnel.

Financial Accountability: Responsible for department resources and equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews. Works holidays and weekends if required. Subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

COMMUNITY RESOURCE SPECIALIST

City of Haysville

Police Department

POSITION SUMMARY

Under the general supervision of the Community Resource Supervisor, the Community Resource Specialist is a non-exempt position under FLSA which performs communication and records duties for the City of Haysville. Answers incoming telephone calls, obtains necessary information, provides information in support of police and other city personnel, and maintains department records. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers incoming non-emergency calls and contacts appropriate personnel;
- Maintains department records, logs, and files;
- Prepares and mails NCIC validation letters;
- Performs computer and data entry duties;
- Maintains department records, logs, and files;
- Transcribes criminal tape recordings;
- Disseminates records;
- Monitors severe weather conditions, disseminates weather watches, warnings and notifies appropriate personnel;
- Monitors [Police Department and](#) Haysville Public Works radios;
- Answers after hours, holiday and weekend calls for water, sewer and street departments and contacts appropriate personnel;
- Fields questions, concerns, and complaints from the general public;
- Perform Court Clerk duties as required;
- Operates NCIC / CJIS Systems;
- Performs clerical duties including typing, filing, and photocopying;
- Utilizes current system to notify on call personnel;
- Performs Notary Public duties;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Perform record checks as required;
- Assemble cases listed on the court docket;
- Registers voters;
- Assists other city departments;
- Performs other duties as deemed necessary;

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**COMMUNITY RESOURCE SPECIALIST
POSITION REQUIREMENTS**

Experience: A minimum of one year experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Must possess National Crime Information Center Full Access certification (or obtain within three months of employment). Must possess Notary Public certification or obtain within three months of employment. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of local geography, computers, office procedures, department policies, and mathematics is required. Must operate computers, telephones, two-way radios, and other department equipment, and must know department codes, signals and acronyms. Must understand and anticipate problems, type with speed and accuracy, prepare reports, follow department policies and procedures, read and interpret written instructions, maps, reports, department logs, and instructional materials. Should remain calm in a crisis situation and possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, prioritizing workload and maintaining quality control.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the Community Resource Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

LIEUTENANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Captain, the Police Lieutenant is a non-exempt position under FLSA. The primary goal of this position is to assist with the enforcement of all federal, state, and local criminal laws and ordinances by supervising subordinate personnel, preparing detail assignments, and reviewing reports. This is a tested position. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Supervises, trains, evaluates, and disciplines subordinate personnel;
- Assigned as section commanders;
- Prepares work schedules, reviews work assignments and completion;
- Supervises major investigations;
- Answers and directs incoming telephone calls;
- Investigates crime scenes, seizes and preserves evidence;
- Assists ambulance crew members;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Reviews reports;
- Prepares, completes, and maintains department records and reports;
- Investigates citizen complaints;
- Assumes command of the Police Department in the absence of both the Chief of Police and the Police Captain;
- Conducts background investigations on police applicants;
- Responds to major or sensitive incidents;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists other city departments;
- Apprehends and arrests violators of the law;
- Creates section schedules, maintaining adequate staffing;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

**LIEUTENANT
POSITION REQUIREMENTS**

Experience: Minimum of six years of law enforcement experience, with a minimum of two years supervisory law enforcement experience, is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of promotion.

Education: A high school diploma or GED is required. An Associates Degree in Criminal Justice or related field is preferred. Requires certification by the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification. Requires training in investigative techniques and interviewing skills.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must analyze data, complete and check reports and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports and written instructions. Should possess excellent public relations, supervisory, and organizational skills, and oral and written communication skills in English. Must train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen complaints, investigating crime scenes, and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues, citizen complaints, using force, including deadly force, making arrests, and investigating crimes and accidents. Decisions often made in volatile situations.

Supervision: Works under direction of the Police Captain, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MASTER POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of a police supervisor, the Master Police Officer is a non-exempt position under FLSA. Provides citizen assistance, and enforces all federal, state, and local criminal laws. Investigating crime scenes, interviewing possible suspects, seizing evidence from crime scenes, and presenting cases to the District Attorney's office for prosecution are the primary responsibilities, along with all police officer duties. This is a tested position. Required to reside within a 30 minute response time to the Haysville Police Department. Performs occasional supervision. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Investigates crimes and accidents, and gathers evidence;
- Operates law enforcement equipment including patrol vehicles, firearms, and communications equipment;
- Interviews witnesses, suspects, and victims;
- Testifies in court;
- Prepares case affidavits for prosecution;
- Takes evidence to labs for testing;
- Performs routine patrol duties and prepares reports and files;
- Performs investigative duties depending on assignment;
- Makes arrests and issues traffic citations;
- Responds to emergency situations;
- Transports and ensures security of prisoners;
- Trains new officers;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

MASTER POLICE OFFICER POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of promotion.

Education: A high school diploma or GED is required. Certification from the Kansas Law Enforcement Training Center required. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, photography equipment, recording equipment, and other law enforcement equipment. Must be able to administer CPR. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relations and organizational skills, and oral and written communication skills in English. Ability to train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with criminal investigations, citizen complaints, and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in a volatile situation.

Supervision: Works under direction of a police supervisor, and exercises occasional supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of police supervisors, the Police Officer is a non-exempt position under FLSA which protects and serves the citizens of Haysville. Provides citizen assistance, enforces all federal, state, and local criminal laws, and performs patrol duties. Making arrests, issuing traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties and prepares reports and files;
- Investigates crimes and accidents and gathers evidence;
- Provides citizen assistance and assists ambulance crews;
- Responds to emergency situations;
- Operates law enforcement equipment including patrol vehicles, firearms and communications equipment;
- Performs building security checks;
- Interviews witnesses, suspects, and victims;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Testifies in court;
- Conducts safety programs for the public;
- Performs traffic control duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- Serves as a field officer;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
**HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER**

POLICE OFFICER POSITION REQUIREMENTS

Experience: A minimum of six months of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Requires certification from the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, CPR ~~and~~ First Aid, law enforcement techniques, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation skills, and oral and written communication skills in English. Ability to train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with domestic violence, citizen complaints, traffic violations, and criminal investigations.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions often made in volatile situations.

Supervision: Works under direction of a police supervisor, but does not have supervisory responsibilities over subordinate personnel.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the Governing Body.

Working Conditions: Works in conditions that include exposure to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SERGEANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Police Sergeant is a non-exempt position under FLSA which performs supervisory duties and patrol duties. Responsible for investigating crimes, preparing daily detail assignments, and reviewing reports. Performing patrol duties and providing citizen assistance are expected. This is a tested position. Required to reside within a 30 minute response time to the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Assigned as watch commanders;
- Performs patrol and traffic control duties;
- Performs investigative duties and supervision as assigned;
- Prepares and reviews reports and files;
- Investigates crimes and accidents, performs follow-up investigations, and gathers evidence;
- Supervises and evaluates subordinate personnel;
- Assists ambulance crews;
- Responds to emergency situations and provides citizen assistance;
- Interviews witnesses, suspects, and victims;
- Operates, inspects, and maintains department equipment;
- Assists with training subordinate personnel;
- Testifies in court;
- Conducts safety programs for the public;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

POLICE SERGEANT POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of promotion.

Education: A high school diploma or GED is required. A technical degree or some college credit in Criminal Justice is preferred. Requires certification from the Kansas Law Enforcement Training Center. Must obtain necessary training as required by state standards to maintain certification. Must possess a valid Kansas Driver's License.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, CPR ~~and First Aid~~, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation and organizational skills, and oral and written communications skills in English. Must possess the ability to train new police officers. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, domestic violence, citizen complaints, and criminal investigations.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in volatile situations.

Supervision: Works under direction of the Police Lieutenant or other higher ranking supervisor and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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WASTEWATER LABORATORY TECHNICIAN

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Plant Supervisor, the Laboratory Technician is a non-exempt position under FLSA. This position is responsible for analyzing and testing the strength of the wastewater and the influent; through the process of treatment and effluent, and to report the results to the city and other agencies. Required to live within a 20 minute response time to the Public Works Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Performs technical, bacteriological, and chemical examinations of raw, settled and filtered water samples;~~
- ~~Collects samples periodically at sources of supply;~~
- ~~Performs necessary daily analysis to determine plant performance, and makes appropriate process adjustments;~~
- ~~Analyzes data and suggests parameters for solid testing, return solid rates, and aeration rates;~~
- ~~Collects samples for laboratory testing;~~
- ~~Maintains equipment used for laboratory testing and keeps laboratory in a clean and safe conditions;~~
- ~~Keeps records and prepares reports for the Kansas Department of Health and Environment (KDHE) and the Environmental Protection Agency (EPA) on a monthly basis;~~
- ~~Maintains material safety data sheets for the Wastewater Treatment Plant;~~
- ~~Collects water samples for laboratory testing;~~
- ~~Keeps the City of Haysville's Certified Municipal Laboratory certification current;~~
- ~~Operates plant as to stay within the National Pollutant Discharge Elimination System (NPDES) requirements;~~
- All functions of a Wastewater Operator III;
- Be able to generate reports, data bases, and graphs as required;
- Keep all test controls and SOP's up to date;
- Performs mix liquor tests, TSS, VSS, and solids;
- Set up samples for in house and contract analysis;
- Set up and calibrate samplers;
- Keep the laboratory equipment clean, calibrated and operational;
- Complete all required chain of custody and sample record log sheets for each sample;
- Complete all daily, weekly, monthly, and yearly records required for permit;
- Schedules all plant permit testing, insures accuracy of reports and records;
- Completes DEEMR and files report with KDHE;
- Keeps all records well organized, with all required back up copies and record retention as outlined in the city records policy;
- Keeps the laboratory in compliance with KDHE requirements for each field certified;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;

- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
**BLOODBORNE PATHOGENS
CONFINED SPACES**

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WASTEWATER LABORATORY TECHNICIAN POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED; some college courses in related field preferred. This position requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required to maintain certification.

Technical Skills: Thorough knowledge of microbiology, chemistry, mathematics, usage of chemicals, and operations of wastewater treatment facility equipment is required. Must operate a vehicle, flow meters, generators, and pumps; operate laboratory testing equipment, including analytical meters and probes, pumps and valves, and a calculator; communicate effectively and clearly in English, both orally and in writing; meet and deal tactfully with the general public. Must obtain a Class B. CDL, with Tankers, Air Brake Endorsement, within 90 days of employment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Problems involve dealing with changes in plant operations and trying to keep a balance of new and/or old bacteria as to reach the highest performance level possible, troubleshooting and solving problems relating to abnormalities found through testing, and maintaining high quality wastewater effluent.

Decision Making: Frequent independent decision making. Makes decisions about environmental change effects on wastewater treatment purity and possible solutions to stay within parameters established by the KDHE and the EPA.

Supervision: Works under direction of the Wastewater Supervisor. Has limited supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, and nights if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-I

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-I is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Monitors and maintains treatment equipment;~~
- ~~Takes sludge samples and sludge depth samples;~~
- ~~Maintains lift stations;~~
- ~~Cleans and maintains weirs;~~
- ~~Cleans and maintains the out fall line;~~
- ~~Loads and hauls sludge, and collects samples for laboratory testing;~~
- ~~Cleans and repairs pumps, bar screens, clarifiers, cyclones, and grit equipment;~~
- ~~Responds to various alarms;~~
- ~~Inspects Wastewater Treatment Plant equipment for malfunctions;~~
- ~~Locates manholes, sewer lines, sanitary sewer and storm sewers;~~
- ~~Collects water samples for laboratory testing;~~
- ~~Cleans and maintains plant facilities;~~
- ~~Operates department equipment including loaders, tractors, and trucks;~~
- ~~Works scheduled weekends and on call duty;~~
- All functions of a Wastewater Trainee Operator;
- Generate locate requests with Kansas One Call for both the sanitary and storm sewers;
- Operate Public Works Equipment such as skid steer, sand spreader, loader, or backhoe with the required training;
- Hauls and applies sludge;
- Operates tractor to disc and drill wheat;
- Responsible for maintaining assigned equipment, complete work orders for any repairs of such equipment;
- Alternates pumps, makes minor process changes as directed;
- Inspect and set up confined space safety equipment for entry;
- Check gas monitor for operation;
- Complete an incident report to KDHE for the collection system spillage;
- Limited supervision in areas trained in;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
 - Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

CONFINED SPACES
WORKING CONDITIONS:

ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR - I POSITION REQUIREMENTS

Experience: At least 18 months of wastewater treatment operation or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Class I Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain a Class B CDL with tank and air brake endorsements within 45-90 days of employment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Limited independent decision making. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Sewer Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-II

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-II is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Monitors and maintains treatment equipment;~~
- ~~Takes sludge samples and sludge depth samples;~~
- ~~Maintains lift stations;~~
- ~~Cleans and maintains weirs;~~
- ~~Cleans and maintains the out fall line;~~
- ~~Loads and hauls sludge, and collects samples for laboratory testing;~~
- ~~Cleans and repairs pumps, bar screens, clarifiers, cyclones, and grit equipment;~~
- ~~Responds to various alarms;~~
- ~~Inspects Wastewater Treatment Plant equipment for malfunctions;~~
- ~~Locates manholes, sewer lines, sanitary sewer and storm sewers;~~
- ~~Collects water samples for laboratory testing;~~
- ~~Cleans and maintains plant facilities;~~
- ~~Operates department equipment including loaders, tractors, and trucks;~~
- ~~Works scheduled weekends and on call duty;~~
- All functions of a Wastewater Operator I;
- Take soil samples to be analyzed;
- Calibrate pH meter and take samples, complete all sampling forms for the pH analysis;
- Perform a settleometer test the mix liquor;
- Set sludge wasting rates in accordance with available digester free volume space;
- Calibrate and check gas monitors;
- Serve as entry supervisor for confined space entry;
- Remove and reinstall a pump in a wet well;
- Lock out/tag out pumps, generators, pumps, compressors, UV modules, electric motors etc. for repairs;
- Routine maintenance as directed;
- Keep inventory over assigned material and supplies;
- Assists in cross training of current employees;
- Limited supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the repair of water leaks and installation of new lines;
 - Assists other departments;
 - Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

CONFINED SPACES
WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WASTEWATER OPERATOR - II POSITION REQUIREMENTS

Experience: At least 18 months of wastewater treatment operation or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Class II Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain a Class B CDL with tank and air brake endorsements within 45-90 days of employment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Limited independent decision making. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Sewer Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-III

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-III is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Monitors and maintains treatment equipment;~~
- ~~Takes sludge samples and sludge depth samples;~~
- ~~Maintains lift stations;~~
- ~~Cleans and maintains weirs;~~
- ~~Cleans and maintains the out fall line;~~
- ~~Loads and hauls sludge, and collects samples for laboratory testing;~~
- ~~Cleans and repairs pumps, bar screens, clarifiers, cyclones, and grit equipment;~~
- ~~Makes plant process changes as required;~~
- ~~Responds to various alarms;~~
- ~~Inspects Sewer Plant equipment for malfunctions;~~
- ~~Collects water samples for laboratory testing;~~
- ~~Cleans and maintains plant facilities;~~
- ~~Operates department equipment including loaders, tractors, and trucks;~~
- ~~Locates manholes for storm sewer and sanitary sewers;~~
- ~~Works scheduled weekends and on-call duty;~~
- All functions of a Wastewater Operator II;
- Routine maintenance of the process equipment;
- Predictive maintenance of process equipment;
- Able to visually observe sludge quality of the Bio-Basin and Clarifiers;
- Adjust aeration rates as needed from daily reports;
- Set up emergency bypass around lift stations;
- Work with contractors as assigned;
- Evaluates the collection system for repair and scheduled maintenance;
- Complete an incident report to KDHE over plant or the collection system incidents;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-III

POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain Class B CDL with Tankers & Air Brake Endorsement. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-~~IV~~

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator-~~IV~~ is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~• Monitors and maintains treatment equipment;~~
- ~~• Takes sludge samples and sludge depth samples;~~
- ~~• Maintains lift stations;~~
- ~~• Cleans and maintains weirs;~~
- ~~• Cleans and maintains the out fall line;~~
- ~~• Loads and hauls sludge, and collects samples for laboratory testing;~~
- ~~• Cleans and repairs pumps, bar screens, clarifiers, cyclones, and grit equipment;~~
- ~~• Makes plant process changes as required;~~
- ~~• Responds to various alarms;~~
- ~~• Inspects Sewer Plant equipment for malfunctions;~~
- ~~• Collects water samples for laboratory testing;~~
- ~~• Cleans and maintains plant facilities;~~
- ~~• Operates department equipment including loaders, tractors, and trucks;~~
- ~~• Locates manholes for storm sewer and sanitary sewers;~~
- ~~• Works scheduled weekends and on-call duty;~~
- ~~• All functions of a Wastewater Laboratory Technician;~~
- ~~• Responsible for training of new employees in all wastewater procedures;~~
- ~~• Schedules and insures equipment maintenance is performed as required;~~
- ~~• Completes 503 Sludge reports;~~
- ~~• Assists other departments with the storm water annual report;~~
- ~~• Schedules sludge hauling and testing;~~
- ~~• Coordinates the collection system operations with the plant operations;~~
- ~~• Responsible for keeping a supply inventory current, and ordering supplies as required;~~
- ~~• Supervision in areas trained in, over subordinate operators;~~
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-HY POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Requires a minimum of a Class HY Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate dump trucks, backhoes, loaders, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain Class B CDL with Tankers & Air Brake Endorsement. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR TRAINEE

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Supervisor, the Wastewater Operator Trainee is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Monitors and maintains treatment equipment~~ Inspects daily the wastewater treatment plant process and equipment and reports any abnormal conditions including SCADA alarms;
- Takes sludge samples and sludge depth samples and adjusts return activated sludge rates as directed;
- ~~Checks~~ Inspects lift stations daily and reports any abnormal conditions;
- Cleans ~~and maintains the out-fall line~~ storm sewer catch basins and drainage system;
- Assists in ~~cleaning and repairing pumps, bar screens, clarifiers, cyclones, and grit equipment~~ process equipment repair;
- Responds to ~~various~~ SCADA alarms for the wastewater department and reports any abnormal conditions;
- Inspects wastewater, City Hall, and Police Station generators and reports any abnormal conditions;
- Cleans ~~and maintains plant facilities~~ the process equipment, tanks, vessels, and buildings;
- ~~Locates manholes for storm sewer and sanitary sewer;~~
- Works scheduled weekend duty and on call ~~duty~~ status as the first responder for the wastewater department, and assists other departments with any emergencies as may be required while on call;
- Subject to be called in during any emergency and blockages;
- Cleans and maintains weirs and the out-fall line;
- ~~Inspects Sewer Plant equipment for malfunctions;~~
- Operates designated department equipment;
- Operates City vehicles, with the required endorsements;
- Completes all daily treatment plant logs and reports;
- Performs simple tests, Dissolved Oxygen, Secki Disc, Sludge Judge, and chlorine test;
- Performs lawn care at the plant and lift stations;
- Locks out/tags out pumps as required for cleaning impellers;
- Cleans and organizes trucks, tools, and equipment;
- Enters confined space such as manholes and wet wells for various reasons;
- Reports any collection system sewer spillage to KDHE;
- Performs routine and emergency maintenance of the collection system;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the repair of water ~~leaks and installation of new lines~~ and sewer mains;
- Checks Well Houses and Parks on weekends;
 - Assists other departments;
 - Assists on special projects;

**WASTEWATER OPERATOR TRAINEE
POSITION REQUIREMENTS**

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment. Must be able to pass a Class I operators exam within 18 months of employment.

Education: A high school diploma or GED is required. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be able to obtain a Class B CDL with tank and air brake endorsements within 90 days of employment.

Technical Skills: General knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Very limited problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Very limited decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Wastewater Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Very limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather.

Physical Requirements: Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Frequently required to stand and talk or hear. Occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER SUPERVISOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Wastewater Supervisor is a non-exempt position under FLSA which performs administrative duties and skilled work. Responsible for ensuring compliance with state and federal regulations, supervising plant operations and department personnel. Confidentiality. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~Fields questions, concerns, and complaints from the general public;~~
- ~~Operates, regulates, and maintains the Wastewater Treatment Plant/Collection System;~~
- ~~Schedules and coordinates work assignments for subordinate personnel;~~
- ~~Supervises and evaluates subordinate personnel;~~
- ~~Evaluates and monitors equipment maintenance and treatment processes;~~
- ~~Evaluates laboratory data and prepares reports;~~
- ~~Administers confined space entry procedures;~~
- ~~Oversees all wastewater (NPDES) compliance testing, and operational compliance;~~
- ~~503 Reg. Sludge, field testing, sludge handling;~~
- ~~Procures the necessary supplies for the Wastewater Department;~~
- ~~Carries pager for 24/7 contact;~~
- ~~Trains employee's in the operation of wastewater and the use of equipment;~~
- All functions of Operator IV;
- Serves as operator in charge for the City of Haysville;
- Meets with KDHE over plant evaluations and inspections;
- Informs KDHE of plant operations;
- Schedules weekend duty for the wastewater department;
- Directs overall plant and collection system operations;
- Determine process changes or modifications;
- Generates and reviews reports;
- Establishes new procedures for the wastewater department;
- Performs evaluations of the wastewater employees;
- Works with contractors and engineers;
- Works with other departments on scheduling and coordinating work;
- Responsible for keeping wastewater permits current and in compliance;
- Fields questions, concerns, and complaints from the general Public;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER SUPERVISOR POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. College credit in Chemistry preferred. Class IV Wastewater Operator Certificate is required. Must possess valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of operating and maintaining wastewater treatment equipment, laboratory testing techniques, computers, and a working knowledge of mathematics is required. Must operate pumps, scrubber equipment, engines, generators, and other department equipment. Must understand and anticipate problems, interpret data and written instructions, manuals, and reports. Should possess excellent public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with equipment malfunctions and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about resolving personnel issues, performing necessary equipment repairs and maintenance, prioritizing daily duties, and performing daily assignments in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the Assistant Public Works Director. Exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel, co-workers, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, and nights, if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER OPERATOR-I

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Supervisor, the Water Operator-I is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Responsible for turning water on and off at the meter;
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for state and city testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Maintains water logs;
- Assists with renewing and installing city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locates services and water lines;
- Reads water meters;
- Discriminates between normal and abnormal operating conditions;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary;
- Performs basic plumbing;
- Cross-Trained in wastewater.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

WATER OPERATOR-I POSITION REQUIREMENTS

Experience: At least one year of water treatment operation or related experience. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Minimum of a Class I Water Certificate is required. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Limited independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Water Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works after hours, holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER OPERATOR-II

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Supervisor, the Water Operator-II is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I when needed;
- Responsible for turning water on and off at the meter;
- Has knowledge of water aesthetics and Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for state and city testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and Maintains water logs;
- Assists with renewing and installing city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locates services and water lines;
- Reads water meters;
- Has skills to perform general plant maintenance;
- Has skills to diagnose/troubleshoot process components;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary;
- Performs basic plumbing;
- Cross-Trained in wastewater.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

WATER OPERATOR-II POSITION REQUIREMENTS

Experience: At least one year of water treatment operation or related experience. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Minimum of a Class **II** Water Certificate is required. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Limited independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Water Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works after hours, holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER OPERATOR-III

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Supervisor, the Water Operator-III is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I and Water Operator II when needed
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and Maintains water logs;
- Assists with renewing and installing and maintenance of city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services – understands the process of cathodic protection;
- Maintains chlorine readings and levels at the swimming pool;
- Locate Water lines and services;
- Reads and calibrates meters;
- Has knowledge of federal, state, and local regulations pertaining to water systems;
- Has knowledge of primary and secondary drinking water standards;
- Has knowledge of engineering drawings and maps;
- Has knowledge of emergency plans;
- Has skills to order necessary parts;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Inspects water service lines and backflow devices;
- Assists other departments;
- Performs other duties as deemed necessary
- Performs basic plumbing;
- Cross-trained in wastewater

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

WATER OPERATOR-III POSITION REQUIREMENTS

Experience: At least three years of water treatment operation or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Minimum of a Class III Water Certificate is required. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read blueprints and maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Occasional independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Water Supervisor. Has ~~no~~limited supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: ~~Limited~~Occasional contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works holidays, weekends, *and nights*, if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER OPERATOR-~~IV~~

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Supervisor, the Water Operator-~~IV~~ is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs all operational duties ~~of Water Operator I~~ when needed;
- Performs quality control/quality assurance practices;
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and Maintains water logs;
- Assists with renewing and installing and maintenance of city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locate Water lines and services;
- Reads and calibrates meters;
- Has knowledge of well construction and maintenance;
- Has knowledge of public notification requirements;
- Has skill to conduct employee training;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Inspects water service lines and backflow devices;
- Assists other departments;
- Performs other duties as deemed necessary
- Performs basic plumbing;
- Cross-trained in wastewater

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

WATER OPERATOR-IV **POSITION REQUIREMENTS**

Experience: At least three years of water treatment operation or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. Minimum of a Class **HI** Water Certificate is required. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read blueprints and maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Occasional independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Water Supervisor. Has ~~no~~**limited** supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: ~~Limited~~**Occasional** contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works holidays, weekends, *and nights*, if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

~~METER READER~~ WATER OPERATOR TRAINEE

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Supervisor, the ~~Meter Reader~~ Water Operator Trainee is a non-exempt position under FLSA. The employee is responsible for reading water meters and recording meter readings. Provides assistance to the water division and should possess a strong mechanical aptitude and communication skills. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Reads and records water meter readings;
- Assists with turning water services on and off;
- Changes meters;
- Assists with water main or service line leaks;
- Checks and records daily pump readings;
- Maintains water logs;
- Assists with renewing and installing water service and water main lines;
- Operates department equipment and vehicles;
- Assists with installing and repairing valves and fire hydrants;
- Assists Water Operators ~~I & II~~ when needed;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

METER READER/WATER OPERATOR TRAINEE
POSITION REQUIREMENTS

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within three months to one year of employment; and to obtain Class I Water Operator Certification within eighteen months of employment.

Education: A high school diploma or GED is required. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of meter reading, water leaks and usage, equipment maintenance, and mathematics is required. Must operate department vehicles, hand tools, and other department equipment. Must understand and anticipate problems, read and interpret maps and written instructions. Should possess a strong mechanical aptitude and effective communication skills in English, and public relation skills. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with customer high water usage, equipment malfunctions, and citizen complaints.

Decision Making: Limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of ~~the Water Supervisor~~ Water Operator II and above. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Occasional contact with the general public, and frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, and adverse weather. May be called in to work after hours, holidays, and weekends.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER SUPERVISOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Water Supervisor is a non-exempt position under FLSA which performs administrative duties and skilled work. Planning, organizing, and directing the operations of the water system is the primary goal of this position. Ensuring compliance with federal, state, and local regulations is required. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs duties of Water Operator I ~~and~~ through HV when needed;
- Oversees difficult problems with distribution system leaks and repairs,
- Fields questions, concerns, and complaints from general public;
- Ensures safe and potable water is supplied to the citizens, and businesses of Haysville;
- Maintains department compliance with federal, state, and local regulations regarding safe drinking water;
- Procures the necessary equipment and supplies for the department;
- Ensures safety is maintained by all subordinate personnel;
- Schedules daily operations and supervises subordinate personnel;
- Oversees and operates back flow prevention program; and inspects backflow devices;
- Maintains daily and monthly log of plant readings;
- Takes daily chlorine readings;
- Reads water meters, calibrates meters, and downloads information to computer system;
- Inspects water line projects; and works with city engineer on project
- Monitors water system to comply with Terrorist Act;
- Locates services and water lines;
- Takes water samples for laboratory testing;
- Performs and schedules equipment maintenance;
- Prepares annual CCR report;
- Continually ensures compliance with safe water drinking act; and ground water rule
- Inspects residential irrigation wells for compliance;
- Prepares annual water and other necessary report;
- Oversees swimming pool chemicals and equipment;
- Is certified Aquatic Facility Operator;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates for other departments when needed;
- Inspects water service lines;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

WATER SUPERVISOR POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED, and a technical degree or some college credit in a related field is required (experience may be substituted for with the minimum of a High School diploma or GED). Class III Water Certificate and certification in backflow prevention. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of computers, department policies, equipment maintenance, and a working knowledge of chemistry and mathematics is required. Must operate department vehicles, computers, and other department equipment. Must understand and anticipate problems, prepare reports and budgets, and interpret written instructions, reports, documents, and manuals. Should possess excellent mechanical, organizational, public relation, and supervisory skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be able to read blueprints, and maps.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about resolving citizen complaints and personnel issues, prioritizing department activities, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Assistant Public Works Director, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and equipment. Has limited participation in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel, co-workers, City Engineers, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works after hours, holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60 pounds and occasionally move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate any necessary equipment and vehicles.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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AQUATICS SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Recreation Director, the Aquatics Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising subordinate personnel, scheduling personnel, maintaining the City's pool facilities, and providing a year round aquatics program. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs a diversified year around aquatics program;
- Manages and supervises assigned operations;
- Plans and organizes staff schedules and assignments;
- Supervises, trains and evaluates assigned staff;
- Maintains efficiency and effectiveness of aquatics programs;
- Prepares reports, maintains inventory, prepares payroll documentation;
- Complies with budget restrictions;
- Handles complaints, demands, conflicts, and facility supervision;
- Maintains security, proper operation, and quality of pool facility;
- Prepares emergency procedures, trains personnel, and conducts training drills;
- Provides for the safety of program participants;
- Performs lifeguard duties, teaches swimming lessons, and performs other duties as needed;
- Responds to inquiries about programs;
- Follows, and insures assigned personnel follow, safety procedures and practices;
- Follows, and insures assigned personnel follow, department policies and procedures.

MARGINAL FUNCTIONS

- Provides support to department staff and functions as needed;
- Provides for appropriate cash and deposit functions;
- Notifies appropriate personnel of closings and emergencies;
- Assists in preparation of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding fitness and recreation programs;
- Promotes interest and provides information regarding programs as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

**AQUATICS SUPERVISOR
POSITION REQUIREMENTS**

Experience: Minimum of ~~one~~ three years of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or equivalent. Must possess current AFO, CPR, first aid, and basic lifeguarding certificates. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of pool maintenance, pool management, computers, and mathematics is required. Must possess ability to develop, coordinate, and direct varied activities involved in the swimming program; must possess ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, community leaders, and the general public. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, personnel, and staffing.

Decision Making: Frequent independent decision making related to programs, staffing, funding and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director, and exercises supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have exposure to bloodborne pathogens and human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ASSISTANT RECREATION DIRECTOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Recreation Director, the Assistant Recreation Director is a non-exempt position under FLSA which performs administrative duties. Responsible for assuring sufficient and quality programs, activities, and special events; supervising implementation of planning, directing, coordinating, and evaluating activities and events. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assumes responsibilities of the department in the absence of the Recreation Director;
- Supervises and evaluates subordinate personnel selection, training, scheduling, development, motivation, efficiency, and competency of staff and submits proper paperwork/invoices for contractual employees;
- Complies with budget restrictions and funding and participates in preparing the department budget;
- Assists with Provides marketing and publicity for department;
- ~~Plans, coordinates and directs a diversified year around program for youth and adults~~
- Oversees the implementation and financial responsibilities of the after school/summer programs;
- ~~Coordinates use and maintenance of sports facilities~~
- ~~Develops and implements policies, procedures and standards for efficient and effective programs;~~
- ~~Investigates concerns or complaints regarding program, operations and personnel;~~
- Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school district and various community-based organizations, and provides for adequate and appropriate supervision and maintenance;
- ~~Plans and implements tournaments and leagues;~~
- Monitors programs and staff for evaluation purposes;
- Handles complaints, demands, conflicts, and facility supervision;
- Schedules facility rentals;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Provides support and assistance to various board and committees;
- Performs office and clerical duties as necessary;
- Orders supplies;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.
- ~~Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs and the activity center;~~

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

**ASSISTANT RECREATION DIRECTOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience with at least one year in highly responsible diverse recreation management is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in recreation administration, or related field required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). ~~Must be CPR/AED Certified.~~

Technical Skills: Thorough knowledge of budgeting procedures, principles and practices of modern recreation programs and programming, operation of swimming pools, computers, and mathematics is required. Must be able to operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about programs, staffing, funding and performing daily duties in the most efficient manner.

Supervision: Works under occasional supervision from the Recreation Director and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process. Has the authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate and supervisory personnel. Frequent contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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FITNESS COMMUNITY/WELLNESS SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the ~~Assistant~~ Recreation Director, the FitnessCommunity/Wellness Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, developing, scheduling, directing, and implementing fitness programs and membership orientations. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~• Administers, develops, promotes, evaluates fitness and wellness~~
- Assists in planning, coordinating, supervising and evaluating classes, special events and wellness programs; and maintains related records;
- Provides orientation and training for members;
- ~~Schedules~~Handles maintenance and repair of all Activity Center fitness equipment;
- Provides personal wellness evaluations for members;
- Maintains records pertaining to fitness class attendance and budget;
- Instructs and supervises members on correct use of fitness equipment;
- Prepares and distributes literature on personal fitness/wellness topics;
- Serves as the secretary for the Historic Committee;
- Tracks revenue and expenses related to special events and Historic Committee activities;
- Responds to public inquiries about recreation programs;
- Prepare program event and marketing material including brochures, calendars, letters, posters, news releases, flyers, schedule of events and related communications;
- Recruits, coordinates, and supervises volunteers for special events;
- Assists in the scheduling of activities at the Activity Center;
- Supervises and evaluates subordinate personnel and volunteers;
- ~~• Promotes and sells new and renewed memberships;~~
- Ensures programs and events are conducted safely and in accordance with City liability policies and procedures;
- Follows safety procedures and practices;
- Follows department policies and procedures;
- ~~• Prepares schedules for part-time personnel.~~

Classification QuickView

FLSA:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	ELIGIBLE
OSHA:	BLOODBORNE PATHOGENS
WORKING CONDITIONS:	ADVERSE WEATHER

MARGINAL FUNCTIONS

- Maintains fitness equipment and building area in sanitary condition;
- Promotes interest and provides information regarding fitness and recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.
- ~~• Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs and the activity center;~~

***FITNESS/COMMUNITY/WELLNESS SUPERVISOR
POSITION REQUIREMENTS***

Experience: Minimum of one year of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in exercise physiology, fitness management, recreation administration, health and wellness or related field (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). CPR/AED (or obtain within 30 days of employment)~~and First Aid Certified.~~

Technical Skills: Thorough knowledge of exercise physiology, fitness management, computers, and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, personnel, and staffing.

Decision Making: Frequent independent decision making related to fitness/wellness programs, staffing, funding and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director, and exercises supervision over subordinate personnel and volunteers.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. May have exposure to bloodborne pathogens and human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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PROGRAM COORDINATOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Program Supervisor, the Program Coordinator is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, ~~developing~~ coordinating, scheduling, ~~directing~~, and implementing youth and adult programs and special events. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assists in the planning, ~~developing~~ coordinating, scheduling, and implementation of activities, classes, leagues, and programs;
- Coordinates, schedules, and maintains related records and statistics for programs and personnel;
- Assists in the supervision of classes, workshops and activities of recreation programs;
- Responds to public inquiries about recreation programs;
- Assists in the scheduling of activities at the Activity Center;
- Works in conjunction with school district on various programs, classes, and leagues;
- Prepares program event and marketing material including brochures, calendars, letters, posters, news releases, flyers, schedule of events and related communications;
- Works and attends during various time periods, including evenings and weekends;
- Tracks revenue and expenses related to programs and special events;
- Responds to public inquiries about recreation programs;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- ~~Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;~~
- Promotes interest and provides information regarding recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
ADVERSE WEATHER

***PROGRAM COORDINATOR
POSITION REQUIREMENTS***

Experience: Minimum of three to six months of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in recreation administration, or related field required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days). ~~Must be CPR and First Aid certified.~~

Technical Skills: Thorough knowledge of principles and practices of modern recreation programs and programming, computers and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED and First Aid certification is required.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Program Supervisor, and exercises supervision over part-time recreation staff, seasonal employees, and volunteers.

Financial Accountability: Responsible for department and city equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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PROGRAM SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Assistant Recreation Director, the Program Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for coordinating the use of the Activity Center on a given shift; planning, developing, scheduling, directing, and implementing youth and adult programs and special events, supervising and scheduling subordinate personnel, and overseeing sports facilities. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs a diversified year around program for youth and adults, and special events;
- Supervises and evaluates subordinate personnel;
- Coordinates usage and maintenance of sports facilities including some school district facilities;
- Manages certain concession stands;
- Plans and implements tournaments, and leagues, and special events;
- Recruits, hires, and trains staff as well as submits paperwork/invoices for contractual employees;
- Complies with budget restrictions;
- Prepares schedules for personnel;
- Administers, develops, promotes, and evaluates programs;
- Develops and implements policies, procedures and standards for efficient and effective programs;
- Responds to public inquiries about recreation programs;
- Investigates concerns or complaints regarding program, operations and personnel;
- Monitors programs and staff for evaluation purposes;
- Assists in the scheduling of activities at the Activity Center;
- ~~Assists with marketing and publicity for department;~~
- ~~Assists with pool season preparations;~~
- Maintains Recreation Department website and social media;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;
- Promotes interest and provides information regarding recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned;
- ~~Maintains sanitation of the building and area.~~

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

**PROGRAM SUPERVISOR
POSITION REQUIREMENTS**

Experience: Minimum of one year of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Bachelor's degree in recreation administration, or related field required (work experience may be substituted for education). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). ~~Must be CPR/AED Certified.~~

Technical Skills: Thorough knowledge of principles and practices of modern recreation programs and programming, computers and mathematics is required. ~~Assists with operation of swimming pools.~~ Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED Certification is required (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director and exercises supervision over subordinate personnel.

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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RECREATION ASSISTANT

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the ~~Assistant Recreation Director~~ Community/Wellness Supervisor, the Recreation Assistant is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising and coordinating the use of the Activity Center on a given shift. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Assists recreation staff with daily tasks;
- Assists recreation staff in running programs and special events;
- Assists with program enrollment;
- Answers phones and assists citizens with information;
- Supervises the Activity Center and its participants;
- Enters information into database;
- Performs cleaning duties as assigned;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.
- ~~Maintains fitness equipment and building area in sanitary condition;~~

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
ADVERSE WEATHER

**RECREATION ASSISTANT
POSITION REQUIREMENTS**

Experience: Minimum of three to six months of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). ~~CPR/AED and First Aid Certified.~~ Must be 18 years of age.

Technical Skills: Thorough knowledge of customer service and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED and First Aid Certification is required (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns.

Decision Making: Frequent independent decision making regarding performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the ~~Assistant—Recreation Director~~ Community/Wellness Supervisor.

Financial Accountability: Responsible for department and city equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public and co-workers. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SCHOOL AGE PROGRAM SUPERVISOR

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Recreation Director, the School Age Program Supervisor is a non-exempt position under FLSA which performs a variety of duties. Responsible for planning, developing, scheduling, directing, and implementing before and after school programs, out of school programs, and summer programs for school age children. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, coordinates and directs developmentally appropriate school age programs;
- Supervises, schedules, and evaluates subordinate personnel;
- Administers, develops, promotes, and evaluates ~~School Age~~ Programs offered;
- Develops and implements policies, procedures and standards for efficient and effective School Age Programs;
- Responds to public inquiries about school age programs;
- Recruits, hires, and trains ~~Latchkey~~ staff;
- Complies with budget restrictions;
- ~~Assists in the scheduling of activities at the Activity Center;~~
- ~~Follows state policies and procedures according to licensing;~~
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs;
- Promotes interest and provides information regarding recreation programs;
- Assists other departments;
- Performs other duties as deemed necessary or assigned;
- ~~Maintains sanitation of building and area.~~

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER

SCHOOL AGE PROGRAM SUPERVISOR POSITION REQUIREMENTS

Experience: Minimum of one year of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be CPR/AED and First Aid certified.

Technical Skills: Thorough knowledge of school age childcare, planning and administration; considerable knowledge of the equipment facilities, operations and techniques used in a comprehensive school age childcare center, and CPR and First Aid certification is required. Thorough knowledge of computers, database systems, spreadsheets, statistical analysis and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns, programming, staffing, and personnel issues.

Decision Making: Frequent independent decision making related to programs, staffing, funding, and performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Assistant Recreation Director and exercises supervision over subordinate personnel .

Financial Accountability: Responsible for department and city equipment. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, supervisory, and subordinate personnel. Limited contact with the governing body.

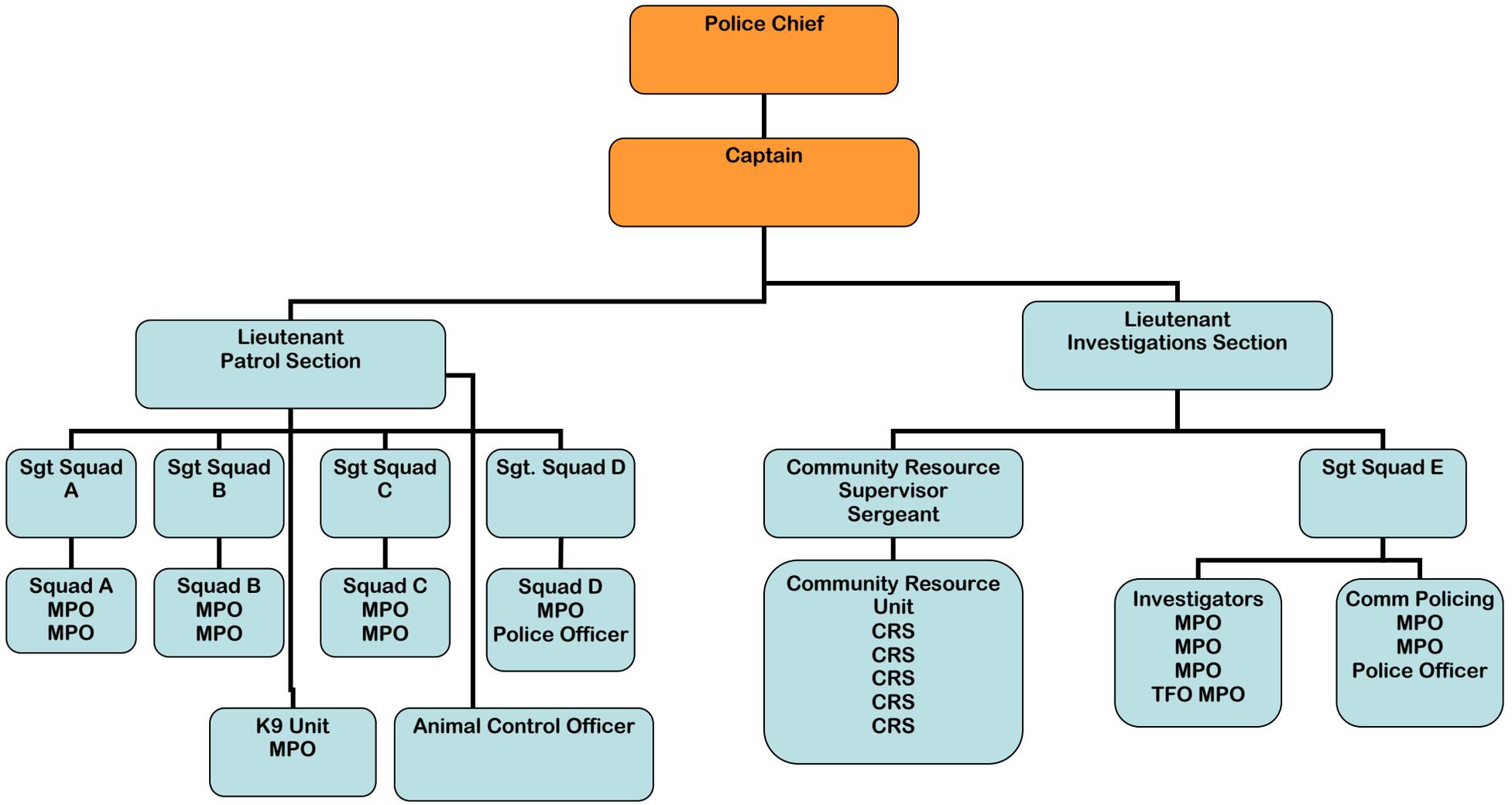
Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

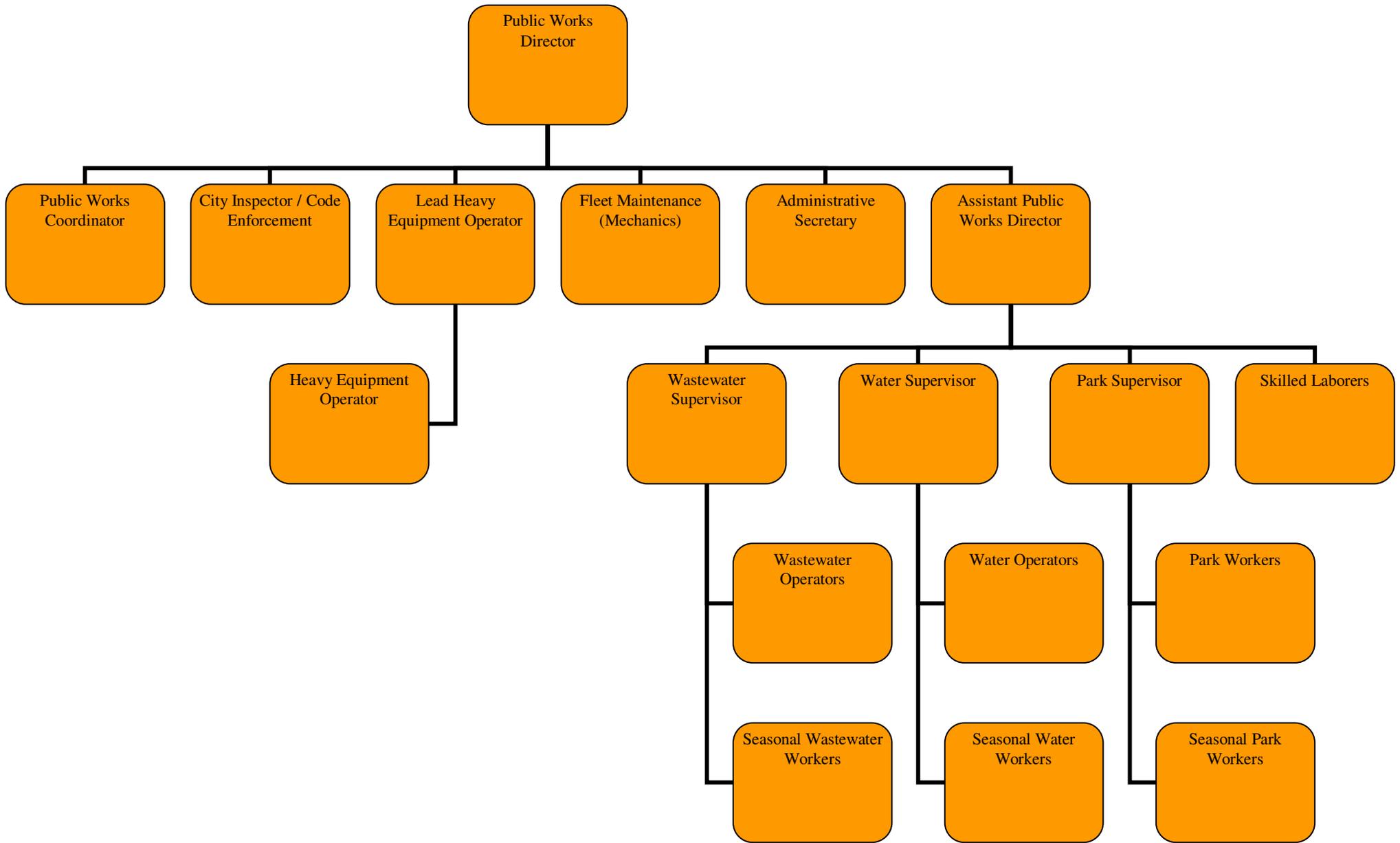
Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

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	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	General Maintenance Worker	10.40	10.71	11.03	11.36	11.70	12.05	12.41	12.78	13.16	13.55	13.96	14.38
2	Recreation Assistant	10.40	10.71	11.03	11.36	11.70	12.05	12.41	12.78	13.16	13.55	13.96	14.38
3	Senior Center Assistant	10.40	10.71	11.03	11.36	11.70	12.05	12.41	12.78	13.16	13.55	13.96	14.38
4	Meter Reader	10.65	10.97	11.30	11.64	11.99	12.35	12.72	13.10	13.49	13.89	14.31	14.74
5	Wastewater Operator Trainee	10.90	11.23	11.57	11.92	12.28	12.65	13.03	13.42	13.82	14.23	14.66	15.10
6	Mechanic's Assistant	11.15	11.48	11.82	12.17	12.54	12.92	13.31	13.71	14.12	14.54	14.98	15.43
7	Park Worker I	11.40	11.74	12.09	12.45	12.82	13.20	13.60	14.01	14.43	14.86	15.31	15.77
8	Police Officer - Recruit	12.15	12.51	12.89	13.28	13.68	14.09	14.51	14.95	15.40	15.86	16.34	16.83
9	Office Clerk	12.40	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16
10	Assistant Court Clerk	12.65	13.03	13.42	13.82	14.23	14.66	15.10	15.55	16.02	16.50	17.00	17.51
11	Bookkeeping Assistant	12.90	13.29	13.69	14.10	14.52	14.96	15.41	15.87	16.35	16.84	17.35	17.87
12	Community Resource Specialist	12.90	13.29	13.69	14.10	14.52	14.96	15.41	15.87	16.35	16.84	17.35	17.87
13	Animal Control Officer	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16	17.67	18.20
14	Skilled Laborer	13.40	13.80	14.21	14.64	15.08	15.53	16.00	16.48	16.97	17.48	18.00	18.54
15	Water Operator I	13.65	14.06	14.48	14.91	15.36	15.82	16.29	16.78	17.28	17.80	18.33	18.88
16	Accounting Clerk	13.90	14.32	14.75	15.19	15.65	16.12	16.60	17.10	17.61	18.14	18.68	19.24
17	Utility Billing Clerk	13.90	14.32	14.75	15.19	15.65	16.12	16.60	17.10	17.61	18.14	18.68	19.24
18	Administrative Secretary	14.15	14.57	15.01	15.46	15.92	16.40	16.89	17.40	17.92	18.46	19.01	19.58
19	Wastewater Operator I	14.15	14.57	15.01	15.46	15.92	16.40	16.89	17.40	17.92	18.46	19.01	19.58
20	Park Worker II	14.65	15.09	15.54	16.01	16.49	16.98	17.49	18.01	18.55	19.11	19.68	20.27
21	Water Operator II	14.90	15.35	15.81	16.28	16.77	17.27	17.79	18.32	18.87	19.44	20.02	20.62
22	Aquatics Supervisor	14.90	15.35	15.81	16.28	16.77	17.27	17.79	18.32	18.87	19.44	20.02	20.62
23	School Age Program Supervisor	14.90	15.35	15.81	16.28	16.77	17.27	17.79	18.32	18.87	19.44	20.02	20.62
24	Wastewater Operator II	15.25	15.71	16.18	16.67	17.17	17.69	18.22	18.77	19.33	19.91	20.51	21.13
25	Heavy Equipment Operator	15.40	15.86	16.34	16.83	17.33	17.85	18.39	18.94	19.51	20.10	20.70	21.32
26	Public Works Coordinator	15.40	15.86	16.34	16.83	17.33	17.85	18.39	18.94	19.51	20.10	20.70	21.32
27	Senior Center Director	16.15	16.63	17.13	17.64	18.17	18.72	19.28	19.86	20.46	21.07	21.70	22.35
28	Water Operator III	16.15	16.63	17.13	17.64	18.17	18.72	19.28	19.86	20.46	21.07	21.70	22.35
29	Wastewater Operator III	16.40	16.89	17.40	17.92	18.46	19.01	19.58	20.17	20.78	21.40	22.04	22.70
30	Police Officer	16.65	17.15	17.66	18.19	18.74	19.30	19.88	20.48	21.09	21.72	22.37	23.04
31	Mechanic	16.90	17.41	17.93	18.47	19.02	19.59	20.18	20.79	21.41	22.05	22.71	23.39
32	Electrician/Maintenance Technician	17.05	17.56	18.09	18.63	19.19	19.77	20.36	20.97	21.60	22.25	22.92	23.61
33	Multimedia Specialist	17.15	17.66	18.19	18.74	19.30	19.88	20.48	21.09	21.72	22.37	23.04	23.73
34	Court Clerk	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80
35	Community Resource Supervisor	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80
36	Water Operator IV	17.30	17.82	18.35	18.90	19.47	20.05	20.65	21.27	21.91	22.57	23.25	23.95
37	Program Coordinator	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02
38	Wastewater Laboratory Technician	17.80	18.33	18.88	19.45	20.03	20.63	21.25	21.89	22.55	23.23	23.93	24.65
39	Community/Wellness Supervisor	17.90	18.44	18.99	19.56	20.15	20.75	21.37	22.01	22.67	23.35	24.05	24.77
40	Planning & Com. Relations Coord.	17.90	18.44	18.99	19.56	20.15	20.75	21.37	22.01	22.67	23.35	24.05	24.77
41	Master Electrician	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07	22.73	23.41	24.11	24.83
42	Program Supervisor	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07	22.73	23.41	24.11	24.83
43	System Administrator	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11
44	Wastewater Operator IV	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
45	City Inspector/Code Enforcement	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
46	Master Police Officer	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
47	Park Supervisor	18.40	18.95	19.52	20.11	20.71	21.33	21.97	22.63	23.31	24.01	24.73	25.47
48	Water Supervisor	18.55	19.11	19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.94	25.69
49	Sergeant	19.65	20.24	20.85	21.48	22.12	22.78	23.46	24.16	24.88	25.63	26.40	27.19
50	Wastewater Supervisor	19.90	20.50	21.12	21.75	22.40	23.07	23.76	24.47	25.20	25.96	26.74	27.54
51	Lieutenant	20.15	20.75	21.37	22.01	22.67	23.35	24.05	24.77	25.51	26.28	27.07	27.88
52	Assistant Recreation Director	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09	25.84	26.62	27.42	28.24
53	Assistant City Clerk	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09	25.84	26.62	27.42	28.24
54	Assistant Public Works Director	20.90	21.53	22.18	22.85	23.54	24.25	24.98	25.73	26.50	27.30	28.12	28.96
55	Captain	21.15	21.78	22.43	23.10	23.79	24.50	25.24	26.00	26.78	27.58	28.41	29.26
56	Economic Development Director	21.40	22.04	22.70	23.38	24.08	24.80	25.54	26.31	27.10	27.91	28.75	29.61
57	Recreation Director	25.90	26.68	27.48	28.30	29.15	30.02	30.92	31.85	32.81	33.79	34.80	35.84
58	City Clerk/Treasurer	26.40	27.19	28.01	28.85	29.72	30.61	31.53	32.48	33.45	34.45	35.48	36.54
59	Chief of Police	27.15	27.96	28.80	29.66	30.55	31.47	32.41	33.38	34.38	35.41	36.47	37.56
60	Public Works Director	27.30	28.12	28.96	29.83	30.72	31.64	32.59	33.57	34.58	35.62	36.69	37.79
61	Deputy Administrative Officer	27.90	28.74	29.60	30.49	31.40	32.34	33.31	34.31	35.34	36.40	37.49	38.61
62	Chief Administrative Officer	28.50	29.36	30.24	31.15	32.08	33.04	34.03	35.05	36.10	37.18	38.30	39.45





Recreation Department Organizational Chart 2014

Recreation Director

Assistant Recreation Director

Community/Wellness
Supervisor

Program Supervisor

Aquatics Supervisor
(Empty)

Recreation Assistants

Program Coordinator
(Empty)

Seasonal Pool Staff

School Age Program
Supervisor

Instructors

Officials/Scorekeepers

Latchkey Part-Time
Staff

Field Maintenance

Yellow - Contract Employees
Blue - Seasonal Employees
Green - Part-Time Permanent Employees

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CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

MEMORANDUM

TO: Mayor Bruce Armstrong
Council Members

FROM: Georgie Carter, Recreation Director

DATE: February 19, 2014

RE: Contract Agreement with USD 261

Attached is the contract agreement between the City of Haysville and the Unified School District No. 261 for use of Plagens-Carpenter Sports Complex for practices and games during the 2014 Campus baseball/softball season. Changes are only to dates and are highlighted in red.

This is before you for your consideration.



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT – 7106 S BROADWAY/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 – (316) 529-5922 (316) 529-5923 – FAX

AGREEMENT

This Agreement is made and entered into as of this _____ day of _____, *2014*, by and between the **City of Haysville, Kansas (City)**, and the **Unified School District No. 261 (“District”)**.

WHEREAS, **City** owns and operates a developing Sports Complex commonly known as Plagens Carpenter Sports Complex (Sports Complex) located at 665 West 63rd Street South, Haysville, KS; and

WHEREAS, **District** desires to obtain the right to use Field One, Two, Three, Five and Six located at Sports Complex for baseball/softball games played by students of Campus High School, and **City** is willing to permit such use upon the terms and conditions provided for herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, **City** and **District** agree as follows:

- I. **City** agrees to and does hereby allow **District** use of Field One, Two and Three and necessary appurtenances thereto, for Campus baseball games, tournaments and practices.
- II. **City** agrees to and does hereby allow **District** use of Field Five and Six and necessary appurtenances thereto, for Campus softball practices.
- III. **District** and **City** agree that this Agreement shall commence on the date first above written and shall terminate no later than *May 31, 2014*, or on such earlier date as the **District** and **City** may determine by written agreement.
- IV. **District** agrees to abide by the Plagen’s Carpenter Sports Complex Rules and Regulations (attached hereto as Exhibit 1) established by **City**, and to ensure that players, guests, invitees and other persons associated with **District** games and activities conducted at Sports Complex abide by the same, including the following:
 - A. **District** shall replace divots and smooth pitching mounds and home plate areas at the conclusion of each practice and/or game on all fields that were utilized.
 - B. **District** shall provide adequate personnel to supervise activities and participants at the Sports Complex.
 - C. No vehicles will be allowed to pass through any gate without PRIOR permission.
 - D. ***District Team** shall pick up trash in and around the sports complex after each home game or the next day during practice.*
 - E. *Campus Booster Club and/or Campus HS Activities Group shall take care of the concession stand trash after each use. The use of a barbeque grill will be allowed*

- but a grease catch must be placed underneath the grill and the grease must be disposed of properly after each use. The grill must be removed after the last home game of the season due to other groups' usage of the facility.
- F. All beverage products sold must be COCA-COLA products.
 - G. No alcoholic beverages are allowed on **City** property, including parking lots.
- V. Any and all **District** games cancelled due to inclement weather or poor field conditions shall be rescheduled through and approved by either City's Recreation Director or Assistant Recreation Director.
- VI. All concessions shall be handled by **District** unless other written arrangements are negotiated and agreed to by **City** and **District**, and shall conform to all health code standards and regulations of the City, County, and State.
- A. Lessee shall furnish all necessary equipment, supplies and utilities for cooling, refrigeration, cooking or heating purposes.
 - B. Lessee shall abide by all public health rules and regulations and shall not sell or offer for sale any food or drink for immediate consumption unless said food or drink is wrapped or boxed to prevent contamination by flies, dust, dirt, or other contaminants.
 - C. All soft drinks shall be dispensed in a paper cup, aluminum can, or in another similar container, but shall not be dispensed in or with a glass bottle.
 - D. Lessee shall verify that all vendors of food, beverage, and other goods for sale during the contract period herein set forth have obtained and hold current all licenses and permits required by law.
- VII. **City** will provide mowing, watering and grading of the Sports Complex fields, and **City** staff will be in charge of field maintenance for all games.
- VIII. **District** shall furnish a Certificate of Insurance evidencing coverage for any damage caused by **District**, or **District**'s agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insured's and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the attention of Janie Cox, Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause granting a minimum of ten (10) calendar days prior notice to **City** before any material change or cancellation of insurance is effective. Failure of **District** to provide **City** an approved Certificate of Insurance prior to use of fields shall cancel and make void this agreement.
- IX. **District** shall reimburse **City** for any cost associated with damage to the Sports Complex fields and/or facility that exceed normal or routine maintenance requirements.
- X. **City** will provide trash service and receptacles for the sports complex.
- XI. **City** shall remove and abate immediately all nuisances that are potentially of a hazardous character and shall address issues of unsightliness in a timely manner.

- XII. USE OF TOBACCO PRODUCTS IS PROHIBITED at all times in or on all **District** owned or leased personal or real property.
- XIII. **District** agrees to indemnify and hold harmless **City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of said Sports Complex, and not caused by **City** negligence. **City** shall give to **District** notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect **District**. **District** shall have the right to compromise and participate in the defense of the same to the extent of their own interests.
- XIV. This agreement may be canceled and/or terminated at any time by mutual agreement, or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.
- XV. This agreement may be modified, changed, or amended only as may be mutually agreed in writing between **City** and **District**.
- XVI. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein. If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such covenant, condition, or provision does not materially prejudice either **District** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.
- XVII. It is understood and agreed that **District** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.

IN WITNESS WHEREOF, **City** and **District** have executed this Agreement as of the day and year first above written.

ATTEST:

GOVERNING BODY OF HAYSVILLE, KANSAS

BRUCE ARMSTRONG, Mayor

JANIE COX, City Clerk

UNIFIED SCHOOL DISTRICT, NO. 261

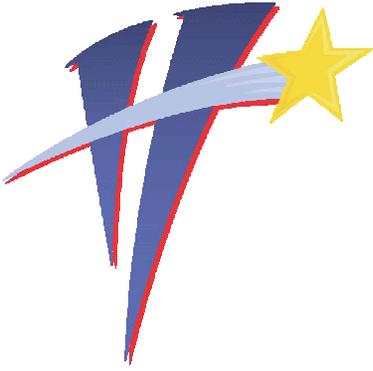
Susan Walston, Board President

EXHIBIT 1

Plagens-Carpenter Sports Complex – Rules and Regulations

1. The organization will replace divots and smooth the pitching mounds and home plate areas at the conclusion of each practice and/or game on all fields that were utilized.
2. No vehicles will be allowed pass through any gates without PRIOR permission from the Recreation Director.
3. No alcoholic beverages are allowed on City property, this includes the parking lot.
4. Deliberately hitting into fences is not allowed.
5. Facility users must provide adequate personnel to supervise their activities.
6. Facility users are responsible for picking up the trash in and around the sports complex and parking lot.

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CITY OF HAYSVILLE, KANSAS

200 W. GRAND AVENUE - P.O. BOX 404 - HAYSVILLE, KS 67060
(316) 529-5900 - FAX (316) 529-5925 - WWW.HAYSVILLE-KS.COM

MEMORANDUM

MAYOR

BRUCE ARMSTRONG

CITY COUNCIL

WARD I

KEITH PIERCE
STEVE CRUM

WARD II

SETH KONKEL
DANIEL BENNER

WARD III

BOB RARDIN
PAT EWERT

WARD IV

RUSSELL KESSLER
MIKE KANAGA

To: The Honorable Bruce Armstrong, Mayor; City Council Members

From: Planning/Community Relations Coordinator Zach McHatton

Subject: Planning Commission Appointment

Date: January 24, 2014

I would request the following person be considered for appointment to the Planning Commission:

Richard Meyer – 214 Hungerford Ave – Ward IV (3 year term)

Zach McHatton, Coordinator
Planning/Community Relations

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VENDOR NO NAME	PAYMENT AMT
80 A-PLUS TRUCKING	360.00
280 ALLIED LABORATORIES	548.20
345 AMERICAN WATER	160.00
365 AMSOIL INC	1,253.17
436 ARK VALLEY NEWS	342.00
490 AT&T	1,671.47
530 AUSTIN DISTRIBUTING	99.96
550 AUTOZONE INC	1,201.39
695 BEALL & MITCHELL LLC	1,200.00
798 BLACK EAGLE MARTIAL ARTS	195.00
1155 CINTAS CORPORATION	225.50
1170 CITY BLUE PRINT INC	157.28
1272 COMPUTER RESCUE	197.97
1370 CRAWLEY'S OFFICE FURNITUR	249.95
1485 DELL MARKETING LP	187.96
1488 DAVIS & STANTON INC	148.00
1566 DITCH WITCH	894.93
1592 DOUBLE CHECK COMPANY INC	611.48
1810 FAIRBANK EQUIP INC	799.92
1860 FERGUSON ENTERPRISES INC	71.78
1950 FOLEY INDUSTRIES	351.95
2140 GOVERNMENT RESEARCH SERV	106.50
2150 GRAINGER	63.00
2240 HAJOCA CORPORATION	151.50
2246 HAMPEL OIL	7,632.00

VENDOR NO NAME	PAYMENT AMT
2345 HAYSVILLE RENTAL CENTER	639.96
2370 HAYSVILLE USD 261	62.11
2586 HUTCHINSON SALT COMPANY	632.88
2591 HYDROPRO SOLUTIONS	2,375.00
2720 IIMC	145.00
2735 INTERSTATE ALL BATT CTR	149.55
2844 JOHN DEERE FINANCIAL	361.48
3100 KS DEPT AGRICUL	225.00
3350 KS STATE TREASURE REINST	2,648.86
3439 KETCH-ALL COMPANY	26.50
3495 KONE INC	1,175.16
3500 KONICA MINOLTA BUS SYS	211.10
3502 KONICA MINOLTA PREMIERE	189.15
3580 LACAL EQUIPMENT INC	1,107.80
3683 LEE'S CLEANERS INC	18.36
3770 LOWE'S BUSINESS ACCOUNT	363.14
3857 MAUGHAN & MAUGHAN LLC	1,000.00
4010 MID-CONTINENT SAFETY	94.31
4048 MIDWEST SINGLE SOURCE INC	182.97
4114 MOORE DAVIS CHEVROLET	137.75
4370 OFFICE DEPOT	1,905.11
4475 PEAK SOFTWARE SYSTEMS INC	1,318.00
4520 PETTY CASH	759.60
4708 PRICHARD ANIMAL HOSPITAL	161.69
4860 QUILL CORPORATION	563.45

VENDOR NO	NAME	PAYMENT AMT
5326	SEDG CTY ANIMAL CONTROL	290.00
5335	SEDG CTY FIN-JAIL FEES	3,992.44
5536	SOUND ADVICE LLC	100.00
5537	SOUTH CENTRAL KS CT	60.00
5580	SOUTHWEST PAPER CO	521.42
5648	SPRINT	182.17
5776	SUPERIOR SERVICE COMPANY	64.95
5940	TRUCK PARTS & EQUIPMENT	283.04
6030	UNITED STATES POSTAL SERV	1,080.00
6300	WAL-MART COMMUNITY	492.28
6350	WASTE MANANGEMENT OF WICH	560.00
6594	WICHITA ROOFING INC	428.60
6630	WICHITA WINWATER	441.98
10030	DOWNNS RANDY	72.00
10135	LONG CHRISTOPHER	54.00
10140	MCKELVEY TRACI	24.00
10270	RITTHALER DYLAN	45.00
10280	RITTHALER GORDON	54.00
10390	STONE WILLIAM G	105.00
REPORT TOTAL		44,185.72

FUND	NAME	TOTAL
01	GENERAL FU	18,063.47
10	SEWER FUND	9,633.93
11	WATER FUND	6,243.55
12	MUNICIPAL	225.00
14	STORMWATER	5.08
21	STREET FUN	5,004.36
30	RECREATION	3,547.34

VENDOR NO	NAME	PAYMENT AMT
32	HAYSVILLE	10.01
36	CAPITAL IM	878.79
92	TR GUEST T	574.19
		=====
	TOTAL	44,185.72

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
INTRUST GENERAL FUND													
490 A T & T													
FEB 2014	1	I	2/25/2014	2/20/2014	MONTHLY PHONE BILL	147.88		147.88	147.88	01			1
								01-01-2002	CITY CLERK TELEPHONE				
	2	I			MONTHLY PHONE BILL CC	4.07		4.07	4.07	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	3	I			MONTHLY PHONE BILL	479.63		479.63	479.63	01			1
								01-02-2002	POLICE TELEPHONE				
	4	I			MONTHLY PHONE BILL PD	14.21		14.21	14.21	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	5	I			MONTHLY PHONE BILL	110.91		110.91	110.91	01			1
								01-06-2002	MUN COURT TELEPHONE				
	6	I			MONTHLY PHONE BILL COUR	3.05		3.05	3.05	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	7	I			MONTHLY PHONE BILL	73.95		73.95	73.95	01			1
								01-12-2003	SR CENTER UTILITIES				
	8	I			MONTHLY PHONE BILL SR C	2.03		2.03	2.03	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	9	I			MONTHLY PHONE BILL	12.22		12.22	12.22	01			1
								01-03-2002	PARK TELEPHONE				
	10	I			MONTHLY PHONE BILL	12.22		12.22	12.22	01			1
								01-04-2002	PL COMM TELEPHONE				
	11	I			MONTHLY PHONE BILL	98.13		98.13	98.13	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
	12	I			MONTHLY PHONE BILL GOV	4.95		4.95	4.95	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	13	I			MONTHLY PHONE BILL	12.22		12.22	12.22	01			1
								01-21-2002	INFORMATION SYS TELEPHONE				
	14	I			MONTHLY PHONE BILL	12.22		12.22	12.22	01			1
								01-22-2002	MEDIA SPECIALIST TELEPHONE				
	15	I			MONTHLY PHONE BILL	36.91		36.91	36.91	01			1
								01-20-2002	INSPECTION TELEPHONE				
	16	I			MONTHLY PHONE BILL INSP	1.05		1.05	1.05	01			1
								01-00-2001	GENERAL PRIOR YR ACCTS PAYABLE				
	25	I			MONTHLY PHONE BILL	37.99		37.99	37.99	01			1
								01-18-2002	GEN GOVT TELEPHONE/POSTAGE				
					* INVOICE TOTALS	1063.64		1063.64	1063.64				
					** VENDOR TOTALS *	1063.64		1063.64	1063.64				
550 AUTOZONE INC													
FEB 2014	1	I	2/25/2014	2/21/2014	MONTHLY AUTO SUPPLIES	365.04		365.04	365.04	01			1
								01-02-2035	POLICE VEHICLE MAINTENANCE				
					** VENDOR TOTALS *	365.04		365.04	365.04				
695 BEALL & MITCHELL LLC													
JAN 2014	1	I	2/25/2014	2/20/2014	PROSECUTING SERVICES	1000.00		1000.00	1000.00	01			1
								01-06-1100	MUN COURT PERSONNEL SERVICES				
	2	I			ASSISTANT CITY ATTORNEY	200.00		200.00	200.00	01			1
								01-10-1100	SP FUNDS PERSONNEL SERVICES				
					* INVOICE TOTALS	1200.00		1200.00	1200.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					1200.00		1200.00		1200.00				
1155 CINTAS CORPORATION #451													
451710823	4 I	2/25/2014	2/11/2014	UNIFORM CLEAN & RENT	16.11		16.11		16.11	01			1
								01-03-2012	PARK MISCELLANEOUS				
	5 I			UNIFORM CLEAN & RENT	3.75		3.75		3.75	01			1
								01-20-2016	INSPECTION UNIFORMS				
* INVOICE TOTALS					19.86		19.86		19.86				
** VENDOR TOTALS *					19.86		19.86		19.86				
1370 CRAWLEY'S OFFICE FURNITURE INC													
20876	1 I	2/25/2014	2/18/2014	CHERRY 6FT TABLE	174.95		174.95		174.95	01			1
								01-01-2012	CITY CLERK MISCELLANEOUS				
** VENDOR TOTALS *					174.95		174.95		174.95				
1485 DELL MARKETING LP													
XJ9W9NDK4	1 I	2/25/2014	2/20/2014	DELL 2GB REPLACEMENT ME	59.99		59.99		59.99	01			1
								01-01-2004	CITY CLERK OFFICE EXPENSE				
XJC2WP5T1	1 I	2/25/2014	2/07/2014	256MB GRAPHICS CARD - S	81.99		81.99		81.99	01			1
								01-12-2012	SR CENTER MISCELLANEOUS				
XJC3KN734	1 I	2/25/2014	2/10/2014	CORSAIR DDR2 MEMORY, MA	45.98		45.98		45.98	01			1
								01-18-2012	GEN GOVT MISCELLANEOUS				
** VENDOR TOTALS *					187.96		187.96		187.96				
1488 DAVIS & STANTON INC													
27316	1 I	2/25/2014	2/12/2014	UNIFORM COMMENDATION BA	138.00		138.00		138.00	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
	2 I			FREIGHT	10.00		10.00		10.00	01			1
								01-02-2016	POLICE UNIFORMS & EQUIPMENT				
* INVOICE TOTALS					148.00		148.00		148.00				
** VENDOR TOTALS *					148.00		148.00		148.00				
1592 DOUBLE CHECK COMPANY INC													
462460	4 I	2/25/2014	2/20/2014	ANNUAL FUNCTIONALITY/LI	305.74		305.74		305.74	01			1
								01-02-2006	POLICE EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					305.74		305.74		305.74				
1860 FERGUSON ENTERPRISES INC #216													
631557	1 I	2/25/2014	1/24/2014	FREIGHT	15.00		15.00		15.00	01			1
								01-03-2009	PARK MATERIALS				
	2 I			ADA TOILET TANK LID	56.78		56.78		56.78	01			1
								01-03-2009	PARK MATERIALS				
* INVOICE TOTALS					71.78		71.78		71.78				
** VENDOR TOTALS *					71.78		71.78		71.78				
2140 GOVERNMENT RESEARCH SERVICE													
12283	1 I	2/25/2014	2/17/2014	2014 KS LEGISLATIVE HAN	99.00		99.00		99.00	01			1
								01-01-2064	CITY CLERK DUES & SUBSCRIPTION				
	2 I			SHIPPING & HANDLING	7.50		7.50		7.50	01			1
								01-01-2064	CITY CLERK DUES & SUBSCRIPTION				
* INVOICE TOTALS					106.50		106.50		106.50				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					106.50		106.50		106.50				
2345 HAYSVILLE RENTAL CENTER													
17377	1 I	2/25/2014	2/07/2014	SNOW THROWER 924HV	639.96		639.96		639.96	01			1
								01-03-2012	PARK MISCELLANEOUS				
** VENDOR TOTALS *					639.96		639.96		639.96				
2720 IIMC													
2014 DUES	1 I	2/25/2014	2/20/2014	ANNUAL DUES, J COX	145.00		145.00		145.00	01			1
								01-01-2064	CITY CLERK DUES & SUBSCRIPTION				
** VENDOR TOTALS *					145.00		145.00		145.00				
2844 JOHN DEERE FINANCIAL													
894791	1 I	2/25/2014	2/20/2014	ASST FILTERS & SPARK PL	361.48		361.48		361.48	01			1
								01-03-2006	PARK EQUIPMENT MAINTENANCE				
** VENDOR TOTALS *					361.48		361.48		361.48				
3350 KANSAS STATE TREASURER													
JAN 2014	1 I	2/25/2014	2/20/2014	REINSTATEMENT FEES	531.00		531.00		531.00	01			1
								01-06-2060	MUN COURT REINSTATEMENT FEES				
	2 I			JUDICIAL BRANCH SURCHAR	198.00		198.00		198.00	01			1
								01-06-2060	MUN COURT REINSTATEMENT FEES				
	3 I			JUDICIAL BRANCH EDUCATI	30.50		30.50		30.50	01			1
								01-06-2073	MUN COURT JUDGES' TRAINING FEE				
	4 I			COURT COSTS/LAW ENF TRN	1301.00		1301.00		1301.00	01			1
								01-06-2074	MUN COURT LAW ENF TRAINING FEE				
	5 I			DUI FEES	588.36		588.36		588.36	01			1
								01-06-2075	MUN COURT DUI FEE				
* INVOICE TOTALS					2648.86		2648.86		2648.86				
** VENDOR TOTALS *					2648.86		2648.86		2648.86				
3439 KETCH-ALL COMPANY													
39108	1 I	2/25/2014	2/05/2014	CABLE 4FT KETCH-ALL POL	21.00		21.00		21.00	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
	2 I			SHIPPING	5.50		5.50		5.50	01			1
								01-02-2013	POLICE ANIMAL CONTROL				
* INVOICE TOTALS					26.50		26.50		26.50				
** VENDOR TOTALS *					26.50		26.50		26.50				
3495 KONE INC													
221374295	1 I	2/25/2014	1/01/2014	CITY BLDG ELEVATOR MAIN 1/1/14 TO 6/30/14	925.20		925.20		925.20	01			1
								01-09-2040	BLDG & GROUNDS CONTRACTUAL				
	2 I			LIBRARY ELEVATOR MAINT 1/1/14 TO 6/30/14	249.96		249.96		249.96	01			1
								01-09-2048	BLDG & GROUNDS LIBRARY BLDG				
* INVOICE TOTALS					1175.16		1175.16		1175.16				
** VENDOR TOTALS *					1175.16		1175.16		1175.16				
3500 KONICA MINOLTA BUSINESS													
227826241	1 I	2/25/2014	2/08/2014	SENIOR CENTER COPIER MA	23.41		23.41		23.41	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
							01-12-2004	SR CENTER OFFICE EXPENSE					
** VENDOR TOTALS *					23.41		23.41		23.41				
3857 MAUGHAN & MAUGHAN LLC													
FEB 2014	1 I	2/25/2014	2/20/2014	PUBLIC DEFENDER MONTHLY	1000.00		1000.00		1000.00	01			1
							01-06-2037	MUN COURT CT APPOINTED ATTY					
** VENDOR TOTALS *					1000.00		1000.00		1000.00				
4048 MIDWEST SINGLE SOURCE INC													
723494-0	1 I	2/25/2014	2/20/2014	IJINK678H POSTAGE METER	189.95		189.95		189.95	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
724277-0	1 I	2/25/2014	2/20/2014	IJINK678H (HAS) POST ME	239.95		239.95		239.95	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
C687865-0	1 I	2/25/2014	2/20/2014	IJINK678H REFUND UNUSED	56.98-		56.98-		56.98-	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
C723494-0	1 I	2/25/2014	2/20/2014	IJINK678H DEFECTIVE CAR	189.95-		189.95-		189.95-	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
** VENDOR TOTALS *					182.97		182.97		182.97				
4114 DAVIS MOORE CHEVROLET													
648266	1 I	2/25/2014	2/11/2014	LABOR ON C3-2	104.18		104.18		104.18	01			1
							01-02-2035	POLICE VEHICLE MAINTENANCE					
	2 I			PARTS ON C3-2	25.76		25.76		25.76	01			1
							01-02-2035	POLICE VEHICLE MAINTENANCE					
	3 I			SHOP SUPPLIES	7.81		7.81		7.81	01			1
							01-02-2035	POLICE VEHICLE MAINTENANCE					
* INVOICE TOTALS					137.75		137.75		137.75				
** VENDOR TOTALS *					137.75		137.75		137.75				
4370 OFFICE DEPOT													
47409001	1 I	2/25/2014	2/03/2014	BROTHER TONER CARTRIDGE	49.63		49.63		49.63	01			1
							01-02-2006	POLICE EQUIPMENT MAINTENANCE					
57671001	1 I	2/25/2014	2/21/2014	MIC ART CRAFT ROLLS 4EA	55.32		55.32		55.32	01			1
							01-18-2012	GEN GOVT MISCELLANEOUS					
	2 I			FILE FOLDER LABELS 3PK	13.77		13.77		13.77	01			1
							01-06-2004	MUN COURT OFFICE EXPENSE					
	4 I			BLACK TONER CARTRIDGE	131.60		131.60		131.60	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
	5 I			MISC COPY PAPER & POST-	74.90		74.90		74.90	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
* INVOICE TOTALS					275.59		275.59		275.59				
62207001	2 I	2/25/2014	1/30/2014	OFFICE SCISSORS	3.41		3.41		3.41	01			1
							01-06-2004	MUN COURT OFFICE EXPENSE					
	3 I			MISC COPY PAPER 21 REAM	111.39		111.39		111.39	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
	4 I			PRESSBOARD FILE GUIDES	62.67		62.67		62.67	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
	5 I			MISC OFFICE SUPPLIES	62.63		62.63		62.63	01			1
							01-10-2077	SP FUNDS SHARED OFFICE EXPENSE					
* INVOICE TOTALS					240.10		240.10		240.10				
94734001	1 I	2/25/2014	2/06/2014	PRESSBOARD FASTENER FOL	28.40		28.40		28.40	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
						01-04-2004			PL COMM OFFICE EXPENSE				
2	I			TONER CARTRIDGE 3EA	1026.27		1026.27		1026.27	01			1
						01-10-2077			SP FUNDS SHARED OFFICE EXPENSE				
3	I			MISC COPY PAPER	24.83		24.83		24.83	01			1
						01-10-2077			SP FUNDS SHARED OFFICE EXPENSE				
					* INVOICE TOTALS		1079.50		1079.50				
					** VENDOR TOTALS *		1644.82		1644.82				
4520 PETTY CASH													
22514	1	I	2/25/2014	2/21/2014	REIMBURSE FUND	6.00	6.00		6.00	01			1
						01-01-2015			CITY CLERK TRG/EDUC/TRAVEL				
2	I			REIMBURSE FUND	6.00		6.00		6.00	01			1
						01-04-2012			PL COMM MISCELLANEOUS				
6	I			REIMBURSE FUND	27.00		27.00		27.00	01			1
						01-18-2012			GEN GOVT MISCELLANEOUS				
11	I			REIMBURSE FUND	275.00		275.00		275.00	01			1
						01-00-5016			GENERAL BUILDING RENTAL FEES				
12	I			REIMBURSE FUND	25.00		25.00		25.00	01			1
						01-00-5062			GENERAL CER MALT BEV STATE FEE				
13	I			REIMBURSE FUND	9.00		9.00		9.00	01			1
						01-00-5003			GENERAL MUN COURT FINES				
14	I			REIMBURSE FUND	19.60		19.60		19.60	01			1
						01-12-2012			SR CENTER MISCELLANEOUS				
15	I			REIMBURSE FUND	6.00		6.00		6.00	01			1
						01-12-2015			SR CENTER TRG/EDUC/TRAVEL				
					* INVOICE TOTALS		373.60		373.60				
					** VENDOR TOTALS *		373.60		373.60				
4708 PRICHARD ANIMAL HOSPITAL PA													
221562	1	I	2/25/2014	2/10/2014	X-RAY/EXAM CONSULTATION	125.30	125.30		125.30	01			1
						01-02-2013			POLICE ANIMAL CONTROL				
221571	1	I	2/25/2014	2/11/2014	CANINE HIGH ENERGY FOOD	36.39	36.39		36.39	01			1
						01-02-2047			POLICE SPECIAL INVESTIGATIONS				
					** VENDOR TOTALS *		161.69		161.69				
4860 QUILL CORPORATION													
9175184	1	I	2/25/2014	1/31/2014	MULTI PURPOSE PAPER 3 C	64.14	64.14		64.14	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
2	I			FINE POINT MARKERS 1DZ	6.33		6.33		6.33	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
3	I			EXPANDED FILE JACKETS	25.19		25.19		25.19	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
4	I			CD STORAGE BOX 7EA	58.73		58.73		58.73	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
5	I			CD FILE FOLDERS 4EA	39.72		39.72		39.72	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
6	I			SINGLE POCKET LETTER 2E	21.36		21.36		21.36	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
7	I			300 CDR	41.22		41.22		41.22	01			1
						01-02-2005			POLICE RECORDING SUPPLIES				
					* INVOICE TOTALS		256.69		256.69				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
9257295	1 I	2/25/2014	2/03/2014	TN350 LASER TONER	63.66		63.66		63.66	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
	2 I			FILE FOLDER 5BOX	34.45		34.45		34.45	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
				* INVOICE TOTALS	98.11		98.11		98.11				
9460597	1 I	2/25/2014	2/10/2014	COPY PAPER 3 CARTONS	83.70		83.70		83.70	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
	2 I			LASER WHITE LABELS 5BOX	124.95		124.95		124.95	01			1
						01-02-2004			POLICE OFFICE EXPENSE				
				* INVOICE TOTALS	208.65		208.65		208.65				
				** VENDOR TOTALS *	563.45		563.45		563.45				
				5326 SEDGWICK COUNTY									
122713	1 I	2/25/2014	12/27/2013	9 DEAD ANIMALS PICKED U	261.00		261.00		261.00	01			1
						01-02-2013			POLICE ANIMAL CONTROL				
JAN 2014	1 I	2/25/2014	2/20/2014	1 ANIMAL PICKED UP	29.00		29.00		29.00	01			1
						01-02-2013			POLICE ANIMAL CONTROL				
				** VENDOR TOTALS *	290.00		290.00		290.00				
				5335 SEDGWICK COUNTY DIV OF FINANCE									
JAN 2014	1 I	2/25/2014	2/20/2014	PRISONER HOUSING 1,766	3992.44		3992.44		3992.44	01			1
						01-06-3066			MUN COURT JAIL FEES				
				** VENDOR TOTALS *	3992.44		3992.44		3992.44				
				5537 CHRISTOPHER M DAVIS PCO									
FEB 2014	1 I	2/25/2014	2/20/2014	CASE #13-1665	60.00		60.00		60.00	01			1
						01-06-2012			MUN COURT MISCELLANEOUS				
				** VENDOR TOTALS *	60.00		60.00		60.00				
				5580 NETWORK SERVICES COMPANY									
761785	1 I	2/25/2014	2/13/2014	MULTIFOLD TOWEL 3CTN	55.95		55.95		55.95	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
	2 I			MULTIFOLD TOWEL 1CTN	18.65		18.65		18.65	01			1
						01-12-2012			SR CENTER MISCELLANEOUS				
	3 I			KITCHEN ROLL TOWELS	23.82		23.82		23.82	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
	4 I			KITCHEN ROLL TOWELS	23.82		23.82		23.82	01			1
						01-12-2012			SR CENTER MISCELLANEOUS				
	5 I			BATHROOM TISSUE	36.82		36.82		36.82	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
	6 I			BATHROOM TISSUE	36.82		36.82		36.82	01			1
						01-12-2012			SR CENTER MISCELLANEOUS				
	7 I			MISC CLEANING SUPPLIES	51.49		51.49		51.49	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
				* INVOICE TOTALS	247.37		247.37		247.37				
762938	1 I	2/25/2014	2/21/2014	SWP SCOURING SPONGE 2CT	16.94		16.94		16.94	01			1
						01-09-2009			BLDG & GROUNDS MATERIALS				
				** VENDOR TOTALS *	264.31		264.31		264.31				
				6350 WASTE MANANGEMENT OF WICHITA									
JAN 2014	1 I	2/25/2014	2/20/2014	SENIOR CENTER TRASH SER	50.00		50.00		50.00	01			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
					01-12-2003		SR CENTER UTILITIES						
2	I			CITY BUILDING TRASH SER	40.00		40.00		40.00	01			1
					01-09-2040		BLDG & GROUNDS CONTRACTUAL						
9	I			RIGGS PARK TRASH SERVIC	160.00		160.00		160.00	01			1
					01-03-2012		PARK MISCELLANEOUS						
10	I			COMMUNITY BUILDING TRAS	50.00		50.00		50.00	01			1
					01-09-2040		BLDG & GROUNDS CONTRACTUAL						
					* INVOICE TOTALS		300.00		300.00				
					** VENDOR TOTALS *		300.00		300.00				
6594 WICHITA ROOFING INC													
114-052-HY	1	I	2/25/2014	2/20/2014	200 W GRAND STORM REPAI	428.60		428.60		428.60	01		1
					01-00-2001		GENERAL PRIOR YR ACCTS PAYABLE						
					** VENDOR TOTALS *		428.60		428.60				
					GENERAL FUND		18063.47		18063.47				
SEWER FUND													
365 AMSOIL INC													
15294503	1	I	2/25/2014	2/06/2014	BULK 15W40 SYNTHETIC	417.73		417.73		417.73	10		1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
					** VENDOR TOTALS *		417.73		417.73				
490 A T & T													
FEB 2014	17	I	2/25/2014	2/20/2014	MONTHLY PHONE BILL	166.96		166.96		166.96	10		1
					10-30-2002		SEWER TELEPHONE						
18	I			MONTHLY PHONE BILL	4.03		4.03		4.03	10			1
					10-00-2001		SEWER PRIOR YR ACCTS PAYABLE						
					* INVOICE TOTALS		170.99		170.99				
					** VENDOR TOTALS *		170.99		170.99				
550 AUTOZONE INC													
FEB 2014	2	I	2/25/2014	2/21/2014	MONTHLY AUTO SUPPLIES	278.79		278.79		278.79	10		1
					10-30-2006		SEWER EQUIPMENT MAINTENANCE						
					** VENDOR TOTALS *		278.79		278.79				
1155 CINTAS CORPORATION #451													
451710823	1	I	2/25/2014	2/11/2014	SHOP TOWELS & SUPPLIES	27.20		27.20		27.20	10		1
					10-30-2009		SEWER MATERIALS						
6	I			UNIFORM CLEAN & RENT	68.31		68.31		68.31	10			1
					10-30-2016		SEWER UNIFORMS						
					* INVOICE TOTALS		95.51		95.51				
					** VENDOR TOTALS *		95.51		95.51				
1170 CITY BLUE PRINT INC													
69079	1	I	2/25/2014	2/11/2014	PHOTO PAPER FOR PLOTTER	52.43		52.43		52.43	10		1
					10-30-2009		SEWER MATERIALS						
					** VENDOR TOTALS *		52.43		52.43				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

1718	1 I	2/25/2014	2/19/2014	1272 COMPUTER RESCUE LYKSYS ROUTER	63.99		63.99		63.99	10			1
								10-30-2012					
				** VENDOR TOTALS *	63.99		63.99		63.99				

20876	2 I	2/25/2014	2/18/2014	1370 CRAWLEY'S OFFICE FURNITURE INC CHERRY 6FT TABLE	25.00		25.00		25.00	10			1
								10-30-2012					
				** VENDOR TOTALS *	25.00		25.00		25.00				

462460	1 I	2/25/2014	2/20/2014	1592 DOUBLE CHECK COMPANY INC ANNUAL FUNCTIONALITY/LI	101.91		101.91		101.91	10			1
								10-30-2006					
				** VENDOR TOTALS *	101.91		101.91		101.91				

6996	1 I	2/25/2014	2/05/2014	1950 FOLEY INDUSTRIES ELEMENT	22.95		22.95		22.95	10			1
								10-30-2006					
	2 I			LAMP GP	25.39		25.39		25.39	10			1
								10-30-2006					
				* INVOICE TOTALS	48.34		48.34		48.34				
				** VENDOR TOTALS *	48.34		48.34		48.34				

9360470828	1 I	2/25/2014	2/07/2014	2150 GRAINGER 4L330 V BELT 10EA	63.00		63.00		63.00	10			1
								10-30-2006					
				** VENDOR TOTALS *	63.00		63.00		63.00				

90547890	1 I	2/25/2014	2/12/2014	2246 HAMPEL OIL GASOLINE 1450 GALLONS	4335.50		4335.50		4335.50	10			1
								10-30-2009					
	2 I			DIESEL 950 GALLONS	3296.50		3296.50		3296.50	10			1
								10-30-2009					
				* INVOICE TOTALS	7632.00		7632.00		7632.00				
				** VENDOR TOTALS *	7632.00		7632.00		7632.00				

6577753	1 I	2/25/2014	2/20/2014	4010 MID-CONTINENT SAFETY JKT W/LINER 2XL	31.44		31.44		31.44	10			1
								10-30-2012					
				** VENDOR TOTALS *	31.44		31.44		31.44				

62207001	1 I	2/25/2014	1/30/2014	4370 OFFICE DEPOT HANGING FILE FOLDERS 2	18.92		18.92		18.92	10			1
								10-30-2004					
				** VENDOR TOTALS *	18.92		18.92		18.92				

22514	3 I	2/25/2014	2/21/2014	4520 PETTY CASH REIMBURSE FUND	2.00		2.00		2.00	10			1
								10-30-2015					
				** VENDOR TOTALS *	2.00		2.00		2.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

5580 NETWORK SERVICES COMPANY													
761784	1 I	2/25/2014	2/10/2014	SCRUBBING BUBBLE CLEAN	45.71		45.71		45.71	10			1
								10-30-2009	SEWER MATERIALS				
761785	8 I	2/25/2014	2/13/2014	MISC CLEANING SUPPLIES	70.47		70.47		70.47	10			1
								10-30-2009	SEWER MATERIALS				
				** VENDOR TOTALS *	116.18		116.18		116.18				
5648 SPRINT													
FEB 2014	1 I	2/25/2014	2/20/2014	PUBLIC WORKS DATA PLAN	60.72		60.72		60.72	10			1
								10-30-2002	SEWER TELEPHONE				
				** VENDOR TOTALS *	60.72		60.72		60.72				
5776 SUPERIOR SERVICE COMPANY INC													
10614	1 I	2/25/2014	2/13/2014	PRESSURE WASHER SOAP	21.65		21.65		21.65	10			1
								10-30-2012	SEWER MISCELLANEOUS				
				** VENDOR TOTALS *	21.65		21.65		21.65				
6030 UNITED STATES POSTAL SERVICE													
FEB 2014	1 I	2/25/2014	2/20/2014	PAYMENT ON PERMIT #1	360.00		360.00		360.00	10			1
								10-30-2011	SEWER POSTAGE				
				** VENDOR TOTALS *	360.00		360.00		360.00				
6350 WASTE MANANGEMENT OF WICHITA													
JAN 2014	3 I	2/25/2014	2/20/2014	CITY BUILDING TRASH SER	40.00		40.00		40.00	10			1
								10-30-2040	SEWER CONTRACTUAL				
	6 I			PUBLIC WORKS TRASH SERV	33.33		33.33		33.33	10			1
								10-30-2040	SEWER CONTRACTUAL				
				* INVOICE TOTALS	73.33		73.33		73.33				
				** VENDOR TOTALS *	73.33		73.33		73.33				
				SEWER FUND	9633.93		9633.93		9633.93				
WATER FUND													
345 AMERICAN WATER													
4000028338	1 I	2/25/2014	2/20/2014	BELLEVILLE LAB TESTS	160.00		160.00		160.00	11			1
								11-31-2040	WATER CONTRACTUAL				
				** VENDOR TOTALS *	160.00		160.00		160.00				
365 AMSOIL INC													
15294503	2 I	2/25/2014	2/06/2014	BULK 15W40 SYNTHETIC	417.72		417.72		417.72	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	417.72		417.72		417.72				
490 A T & T													
FEB 2014	19 I	2/25/2014	2/20/2014	MONTHLY PHONE BILL	166.96		166.96		166.96	11			1
								11-31-2002	WATER TELEPHONE				
	20 I			MONTHLY PHONE BILL	4.03		4.03		4.03	11			1
								11-00-2001	WATER PRIOR YR ACCTS PAYABLE				
				* INVOICE TOTALS	170.99		170.99		170.99				
				** VENDOR TOTALS *	170.99		170.99		170.99				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

530 AUSTIN DISTRIBUTING													
1436695	1 I	2/25/2014	2/20/2014	310SJ BACKHOE 6FFORK-48	30.66		30.66		30.66	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			310SJ BACKHOE MEGACRIMP	69.30		69.30		69.30	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	99.96		99.96		99.96				
				** VENDOR TOTALS *	99.96		99.96		99.96				
550 AUTOZONE INC													
FEB 2014	3 I	2/25/2014	2/21/2014	MONTHLY AUTO SUPPLIES	278.78		278.78		278.78	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	278.78		278.78		278.78				
1155 CINTAS CORPORATION #451													
451710823	2 I	2/25/2014	2/11/2014	SHOP TOWELS & SUPPLIES	27.20		27.20		27.20	11			1
								11-31-2009	WATER MATERIALS				
	7 I			UNIFORM CLEAN & RENT	37.76		37.76		37.76	11			1
								11-31-2016	WATER UNIFORMS				
				* INVOICE TOTALS	64.96		64.96		64.96				
				** VENDOR TOTALS *	64.96		64.96		64.96				
1170 CITY BLUE PRINT INC													
69079	2 I	2/25/2014	2/11/2014	PHOTO PAPER FOR PLOTTER	52.43		52.43		52.43	11			1
								11-31-2009	WATER MATERIALS				
				** VENDOR TOTALS *	52.43		52.43		52.43				
1272 COMPUTER RESCUE													
1718	2 I	2/25/2014	2/19/2014	LINKSYS ROUTER	63.99		63.99		63.99	11			1
								11-31-2012	WATER MISCELLANEOUS				
	3 I			SERIAL M TO M CABLES	39.99		39.99		39.99	11			1
								11-31-2012	WATER MISCELLANEOUS				
				* INVOICE TOTALS	103.98		103.98		103.98				
				** VENDOR TOTALS *	103.98		103.98		103.98				
1370 CRAWLEY'S OFFICE FURNITURE INC													
20876	3 I	2/25/2014	2/18/2014	CHERRY 6FT TABLE	25.00		25.00		25.00	11			1
								11-31-2012	WATER MISCELLANEOUS				
				** VENDOR TOTALS *	25.00		25.00		25.00				
1566 DITCH WITCH													
3961	1 I	2/25/2014	2/20/2014	SHOP SUPPLIES & DISPOS	22.80		22.80		22.80	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	2 I			LABOR REPAIR MOLE	285.00		285.00		285.00	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	3 I			SHIPPING	13.72		13.72		13.72	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	4 I			VALVE RE V3	242.25		242.25		242.25	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	5 I			ISOLATOR 2EA	145.28		145.28		145.28	11			1
								11-31-2006	WATER EQUIPMENT MAINTENANCE				
	6 I			CONTROL	61.73		61.73		61.73	11			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
						11-31-2009			WATER MATERIALS				
** VENDOR TOTALS *					70.47		70.47		70.47				
5648 SPRINT													
FEB 2014	2 I	2/25/2014	2/20/2014	PUBLIC WORKS DATA PLAN	60.72		60.72		60.72	11			1
						11-31-2002			WATER TELEPHONE				
** VENDOR TOTALS *					60.72		60.72		60.72				
5776 SUPERIOR SERVICE COMPANY INC													
10614	2 I	2/25/2014	2/13/2014	PRESSURE WASHER SOAP	21.65		21.65		21.65	11			1
						11-31-2012			WATER MISCELLANEOUS				
** VENDOR TOTALS *					21.65		21.65		21.65				
6030 UNITED STATES POSTAL SERVICE													
FEB 2014	2 I	2/25/2014	2/20/2014	PAYMENT ON PERMIT #1	720.00		720.00		720.00	11			1
						11-31-2011			WATER POSTAGE				
** VENDOR TOTALS *					720.00		720.00		720.00				
6350 WASTE MANANGEMENT OF WICHITA													
JAN 2014	4 I	2/25/2014	2/20/2014	CITY BUILDING TRASH SER	40.00		40.00		40.00	11			1
						11-31-2040			WATER CONTRACTUAL				
	7 I			PUBLIC WORKS TRASH SERV	33.33		33.33		33.33	11			1
						11-31-2040			WATER CONTRACTUAL				
* INVOICE TOTALS					73.33		73.33		73.33				
** VENDOR TOTALS *					73.33		73.33		73.33				
6630 WICHITA WINWATER WORKS													
196440	1 I	2/25/2014	2/20/2014	3/4 ANGLE METER VALVE 9	393.48		393.48		393.48	11			1
						11-31-2009			WATER MATERIALS				
196537	1 I	2/25/2014	2/20/2014	COMP STOP 1"CCX1"CTS	48.50		48.50		48.50	11			1
						11-31-2009			WATER MATERIALS				
** VENDOR TOTALS *					441.98		441.98		441.98				
WATER FUND					6243.55		6243.55		6243.55				
MUNICIPAL POOL													
3100 KANSAS DEPT OF AGRICULTURE													
2014 POOL	1 I	2/25/2014	2/20/2014	2014 POOL CONCESSION LI	225.00		225.00		225.00	12			1
						12-32-2031			MUNICIPAL POOL CONCESSIONS				
** VENDOR TOTALS *					225.00		225.00		225.00				
MUNICIPAL POOL					225.00		225.00		225.00				
STORMWATER SEWER													
1155 CINTAS CORPORATION #451													
451710823	8 I	2/25/2014	2/11/2014	UNIFORM CLEAN & RENT	5.08		5.08		5.08	14			1
						14-34-2012			STORMWATER MISCELLANEOUS				
** VENDOR TOTALS *					5.08		5.08		5.08				
STORMWATER SEWER					5.08		5.08		5.08				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

STREET FUND													
80 A-PLUS TRUCKING													
13489	1	I	2/25/2014	2/03/2014	HAUL SALT FROM HUTCHINS	360.00		360.00		360.00	21		1
								21-41-2040		STREET CONTRACTUAL			
					** VENDOR TOTALS *	360.00		360.00		360.00			
365 AMSOIL INC													
15294503	3	I	2/25/2014	2/06/2014	BULK 15W40 SYNTHETIC	417.72		417.72		417.72	21		1
								21-41-2006		STREET EQUIPMENT MAINTENANCE			
					** VENDOR TOTALS *	417.72		417.72		417.72			
490 A T & T													
FEB 2014	21	I	2/25/2014	2/20/2014	MONTHLY PHONE BILL	73.82		73.82		73.82	21		1
								21-41-2002		STREET TELEPHONE			
	22	I			MONTHLY PHONE BILL	2.09		2.09		2.09	21		1
								21-00-2001		STREET PRIOR YR ACCTS PAYABLE			
					* INVOICE TOTALS	75.91		75.91		75.91			
					** VENDOR TOTALS *	75.91		75.91		75.91			
550 AUTOZONE INC													
FEB 2014	4	I	2/25/2014	2/21/2014	MONTHLY AUTO SUPPLIES	278.78		278.78		278.78	21		1
								21-41-2006		STREET EQUIPMENT MAINTENANCE			
					** VENDOR TOTALS *	278.78		278.78		278.78			
1155 CINTAS CORPORATION #451													
451710823	3	I	2/25/2014	2/11/2014	SHOP TOWELS & SUPPLIES	27.21		27.21		27.21	21		1
								21-41-2009		STREET MATERIALS			
	9	I			UNIFORM CLEAN & RENT	12.88		12.88		12.88	21		1
								21-41-2016		STREET UNIFORMS			
					* INVOICE TOTALS	40.09		40.09		40.09			
					** VENDOR TOTALS *	40.09		40.09		40.09			
1170 CITY BLUE PRINT INC													
69079	3	I	2/25/2014	2/11/2014	PHOTO PAPER FOR PLOTTER	52.42		52.42		52.42	21		1
								21-41-2009		STREET MATERIALS			
					** VENDOR TOTALS *	52.42		52.42		52.42			
1272 COMPUTER RESCUE													
1718	4	I	2/25/2014	2/19/2014	COMPUTER DIAGNOSIS	30.00		30.00		30.00	21		1
								21-41-2012		STREET MISCELLANEOUS			
					** VENDOR TOTALS *	30.00		30.00		30.00			
1370 CRAWLEY'S OFFICE FURNITURE INC													
20876	4	I	2/25/2014	2/18/2014	CHERRY 6FT TABLE	25.00		25.00		25.00	21		1
								21-41-2012		STREET MISCELLANEOUS			
					** VENDOR TOTALS *	25.00		25.00		25.00			
1592 DOUBLE CHECK COMPANY INC													
462460	3	I	2/25/2014	2/20/2014	ANNUAL FUNCTIONALITY/LI	101.92		101.92		101.92	21		1
								21-41-2006		STREET EQUIPMENT MAINTENANCE			
					** VENDOR TOTALS *	101.92		101.92		101.92			

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

1810 FAIRBANK EQUIPMENT INC													
1753310	1 I	2/25/2014	1/23/2014	BAFFLES FOR WATER TANK	799.92		799.92		799.92	21			1
								21-41-2009	STREET MATERIALS				
				** VENDOR TOTALS *	799.92		799.92		799.92				
1950 FOLEY INDUSTRIES													
1173	1 I	2/25/2014	2/20/2014	GASKET	2.90-		2.90-		2.90-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2 I			BAFFLE	6.15-		6.15-		6.15-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	3 I			CAP	27.89-		27.89-		27.89-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	4 I			CAPSCREW	3.14-		3.14-		3.14-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	5 I			WASHER	4.39-		4.39-		4.39-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	6 I			ELEMENT	3.24-		3.24-		3.24-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	7 I			GASKET	.92-		.92-		.92-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	48.63-		48.63-		48.63-				
1182	1 I	2/25/2014	2/20/2014	ROAD GRADER RETURNED PA	46.40-		46.40-		46.40-	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
6753	1 I	2/25/2014	2/03/2014	109-7041 LAMP GP	38.08		38.08		38.08	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2 I			145-6929 LAMP GP	81.38		81.38		81.38	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	119.46		119.46		119.46				
6754	1 I	2/25/2014	2/04/2014	GASKET 2A-1763	2.90		2.90		2.90	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2 I			BAFFLE 3F-4134	6.15		6.15		6.15	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	3 I			CAP 8P-0408	27.89		27.89		27.89	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	4 I			CAPSCREW 3H-8389	3.14		3.14		3.14	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	5 I			WASHER 7B-2002	4.39		4.39		4.39	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	6 I			ELEMENT 4B-5949	3.24		3.24		3.24	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	7 I			GASKET 4B-5423	.92		.92		.92	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	48.63		48.63		48.63				
6995	1 I	2/25/2014	2/05/2014	SEAL O RING	.99		.99		.99	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	2 I			GASKET	2.38		2.38		2.38	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	3 I			ELEMENT AS	13.18		13.18		13.18	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				
	4 I			FILTER AS 750	15.18		15.18		15.18	21			1
								21-41-2006	STREET EQUIPMENT MAINTENANCE				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
	5	I		FILTER AS 739	12.03		12.03		12.03	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
	6	I		ELEMENT A	43.03		43.03		43.03	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	86.79		86.79		86.79				
6996	4	I	2/25/2014	2/05/2014 LAMP GP	25.38		25.38		25.38	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
6997	1	I	2/25/2014	2/05/2014 ROAD GRADER GASKET	1.10		1.10		1.10	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
	2	I		ROAD GRADER PUMP AS	91.89		91.89		91.89	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				* INVOICE TOTALS	92.99		92.99		92.99				
				** VENDOR TOTALS *	278.22		278.22		278.22				
				2240 HAJOCA CORPORATION									
8689137	1	I	2/25/2014	1/29/2014 4 150 CS RF SO FING	18.00		18.00		18.00	21			1
						21-41-2009			STREET MATERIALS				
	2	I		6 150 CS RF SO FING 3EA	88.50		88.50		88.50	21			1
						21-41-2009			STREET MATERIALS				
	3	I		6X4 STD CS WELD CONC RE	45.00		45.00		45.00	21			1
						21-41-2009			STREET MATERIALS				
				* INVOICE TOTALS	151.50		151.50		151.50				
				** VENDOR TOTALS *	151.50		151.50		151.50				
				2586 HUTCHINSON SALT COMPANY									
103269	1	I	2/25/2014	2/03/2014 FINE ROCK SALT 26.37 TO	632.88		632.88		632.88	21			1
						21-41-2009			STREET MATERIALS				
				** VENDOR TOTALS *	632.88		632.88		632.88				
				2735 INTERSTATE ALL BATTERY CENTER									
54155	1	I	2/25/2014	2/05/2014 BATTERY 120G ROAD GRADE	149.55		149.55		149.55	21			1
						21-41-2006			STREET EQUIPMENT MAINTENANCE				
				** VENDOR TOTALS *	149.55		149.55		149.55				
				3580 LACAL EQUIPMENT INC									
186829	1	I	2/25/2014	2/20/2014 RUBBER PLOW BLADE 2EA	1107.80		1107.80		1107.80	21			1
						21-41-2009			STREET MATERIALS				
				** VENDOR TOTALS *	1107.80		1107.80		1107.80				
				4010 MID-CONTINENT SAFETY									
6577753	3	I	2/25/2014	2/20/2014 JKT W/LINER 2XL	31.43		31.43		31.43	21			1
						21-41-2012			STREET MISCELLANEOUS				
				** VENDOR TOTALS *	31.43		31.43		31.43				
				4520 PETTY CASH									
22514	5	I	2/25/2014	2/21/2014 REIMBURSE FUND	2.00		2.00		2.00	21			1
						21-41-2015			STREET TRAINING/EDUC/TRAVEL				
				** VENDOR TOTALS *	2.00		2.00		2.00				
				5580 NETWORK SERVICES COMPANY									
761785	10	I	2/25/2014	2/13/2014 MISC CLEANING SUPPLIES	70.46		70.46		70.46	21			1

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
						21-41-2009		STREET MATERIALS					
** VENDOR TOTALS *					70.46		70.46		70.46				
5648 SPRINT													
FEB 2014	3 I	2/25/2014	2/20/2014	PUBLIC WORKS DATA PLAN	60.73		60.73		60.73	21			1
						21-41-2002		STREET TELEPHONE					
** VENDOR TOTALS *					60.73		60.73		60.73				
5776 SUPERIOR SERVICE COMPANY INC													
10614	3 I	2/25/2014	2/13/2014	PRESSURE WASHER SOAP	21.65		21.65		21.65	21			1
						21-41-2012		STREET MISCELLANEOUS					
** VENDOR TOTALS *					21.65		21.65		21.65				
5940 TRUCK PARTS & EQUIPMENT INC													
1161321	1 I	2/25/2014	11/26/2013	LABOR TRUCK #6	127.50		127.50		127.50	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
	2 I			15W40 BULK OIL	94.08		94.08		94.08	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
	3 I			ADSP CARTRIDGE	18.99		18.99		18.99	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
	4 I			FULL-FLOW LUBE SPIN	15.26		15.26		15.26	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
	5 I			FUEL/WATER SEPARATOR	14.49		14.49		14.49	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
	6 I			HIGH EFFICIENCY FUEL	12.72		12.72		12.72	21			1
						21-41-2006		STREET EQUIPMENT MAINTENANCE					
* INVOICE TOTALS					283.04		283.04		283.04				
** VENDOR TOTALS *					283.04		283.04		283.04				
6350 WASTE MANANGEMENT OF WICHITA													
JAN 2014	8 I	2/25/2014	2/20/2014	PUBLIC WORKS TRASH SERV	33.34		33.34		33.34	21			1
						21-41-2040		STREET CONTRACTUAL					
** VENDOR TOTALS *					33.34		33.34		33.34				
STREET FUND					5004.36		5004.36		5004.36				
RECREATION DEPARTMENT													
490 A T & T													
FEB 2014	23 I	2/25/2014	2/20/2014	MONTHLY PHONE BILL	184.86		184.86		184.86	30			1
						30-50-2002		RECREATION DEPT TELEPHONE					
	24 I			MONTHLY PHONE BILL	5.08		5.08		5.08	30			1
						30-00-2001		RECREATION DEPT PR YEAR A/P					
* INVOICE TOTALS					189.94		189.94		189.94				
** VENDOR TOTALS *					189.94		189.94		189.94				
798 DOJANG LLC													
FEB 2014	1 I	2/25/2014	2/20/2014	13 STUDENTS FOR LESSONS	195.00		195.00		195.00	30			1
						30-50-1100		RECREATION DEPT SALARY/GRANT					
** VENDOR TOTALS *					195.00		195.00		195.00				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

2370 HAYSVILLE USD 261													
133	2014	1 I	2/25/2014	2/20/2014	SOS DAY 1-17-14	62.11		62.11	62.11	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
					** VENDOR TOTALS *	62.11		62.11	62.11				
3500 KONICA MINOLTA BUSINESS													
227854856	1 I	2/25/2014	2/14/2014	7106 S BROADWAY	COPIER	187.69		187.69	187.69	30			1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE			
					** VENDOR TOTALS *	187.69		187.69	187.69				
3502 KONICA MINOLTA PREMIERE													
247394455	1 I	2/25/2014	3/10/2014	C360 COPIER LEASE	PAYME	189.15		189.15	189.15	30			1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE			
					** VENDOR TOTALS *	189.15		189.15	189.15				
4370 OFFICE DEPOT													
57671001	3 I	2/25/2014	2/21/2014	FILE FOLDER LABELS	2PK	9.18		9.18	9.18	30			1
								30-50-2004	RECREATION DEPT	OFFICE EXPENSE			
					** VENDOR TOTALS *	9.18		9.18	9.18				
4475 PEAK SOFTWARE SYSTEMS INC													
14897	1 I	2/25/2014	2/20/2014	SPORTSMAN BASIC 12M	MEP	789.00		789.00	789.00	30			1
								30-50-2006	RECREATION DEPT	EQUIP MAINT			
	2 I			SPORTSMAN MEMBERSHIP	ME	529.00		529.00	529.00	30			1
								30-50-2006	RECREATION DEPT	EQUIP MAINT			
					* INVOICE TOTALS	1318.00		1318.00	1318.00				
					** VENDOR TOTALS *	1318.00		1318.00	1318.00				
4520 PETTY CASH													
22514	7 I	2/25/2014	2/21/2014	REIMBURSE FUND		184.00		184.00	184.00	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
	8 I			REIMBURSE FUND		6.00		6.00	6.00	30			1
								30-50-2015	RECREATION DEPT	TRG/EDUC/DUES			
	9 I			REIMBURSE FUND		140.00		140.00	140.00	30			1
								30-00-2001	RECREATION DEPT	PR YEAR A/P			
	10 I			REIMBURSE FUND		50.00		50.00	50.00	30			1
								30-00-5016	RECREATION DEPT	RENTAL FEES			
					* INVOICE TOTALS	380.00		380.00	380.00				
					** VENDOR TOTALS *	380.00		380.00	380.00				
5536 SHANNON REED													
225145536	1 I	2/25/2014	2/20/2014	HOST DADY DAUGHTER	DANC	100.00		100.00	100.00	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
					** VENDOR TOTALS *	100.00		100.00	100.00				
6300 WAL-MART COMMUNITY/GECRB													
FEB 2014	1 I	2/25/2014	2/21/2014	MONTHLY SUPPLIES		168.50		168.50	168.50	30			1
								30-50-2092	RECREATION DEPT	PROGRAMS			
	2 I			MONTHLY SUPPLIES		156.55		156.55	156.55	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY PROG			
	3 I			MONTHLY SUPPLIES		48.11		48.11	48.11	30			1
								30-50-2009	RECREATION DEPT	MATERIALS			

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
4	I			MONTHLY SUPPLIES	80.80		80.80		80.80	30			1
						30-50-2016			RECREATION DEPT				
5	I			MONTHLY SUPPLIES	28.31		28.31		28.31	30			1
						30-50-2004			RECREATION DEPT				
				* INVOICE TOTALS	482.27		482.27		482.27				
				** VENDOR TOTALS *	482.27		482.27		482.27				
6350 WASTE MANAGEMENT OF WICHITA													
JAN 2014	5	I	2/25/2014	2/20/2014	ACTIVITY CENTER TRASH S	80.00		80.00	80.00	30			1
								30-50-2003	RECREATION DEPT				
				** VENDOR TOTALS *	80.00		80.00		80.00				
10030 RANDY DOWNS													
2121410030	1	I	2/25/2014	2/20/2014	2/12/14 BASKETBALL 4 GA	72.00		72.00	72.00	30			1
								30-50-1100	RECREATION DEPT				
				** VENDOR TOTALS *	72.00		72.00		72.00				
10135 CHRISTOPHER LONG													
2251410135	1	I	2/25/2014	2/20/2014	2-19-14 BASKETBALL 3 GA	54.00		54.00	54.00	30			1
								30-50-1100	RECREATION DEPT				
				** VENDOR TOTALS *	54.00		54.00		54.00				
10140 TRACI MCKELVEY													
2251410140	1	I	2/25/2014	2/20/2014	2-13-14 VOLLEYBALL 3 GA	24.00		24.00	24.00	30			1
								30-50-1100	RECREATION DEPT				
				** VENDOR TOTALS *	24.00		24.00		24.00				
10270 DYLAN RITTHALER													
2121410270	1	I	2/25/2014	2/20/2014	2/12/14 BASKETBALL 3 GA	22.50		22.50	22.50	30			1
								30-50-1100	RECREATION DEPT				
2251410270	1	I	2/25/2014	2/20/2014	2-19-14 SCOREKEEPER 3 G	22.50		22.50	22.50	30			1
								30-50-1100	RECREATION DEPT				
				** VENDOR TOTALS *	45.00		45.00		45.00				
10280 GORDON RITTHALER													
2251410280	1	I	2/25/2014	2/20/2014	2-19-14 BASKETBALL 3 GA	54.00		54.00	54.00	30			1
								30-50-1100	RECREATION DEPT				
				** VENDOR TOTALS *	54.00		54.00		54.00				
10390 WILLIAM G STONE													
2251210390	1	I	2/25/2014	2/20/2014	2-9-14 ARENABALL 3.5 GA	52.50		52.50	52.50	30			1
								30-50-1100	RECREATION DEPT				
	2	I			2-16-14 ARENABALL 3.5 G	52.50		52.50	52.50	30			1
								30-50-1100	RECREATION DEPT				
				* INVOICE TOTALS	105.00		105.00		105.00				
				** VENDOR TOTALS *	105.00		105.00		105.00				
				RECREATION DEPART	3547.34		3547.34		3547.34				
HAYSVILLE HISTORICAL FUND													
6300 WAL-MART COMMUNITY/GEGRB													

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHK	SQ	CK

6300 WAL-MART COMMUNITY/GECRB														
FEB 2014	6	I	2/25/2014	2/21/2014	MONTHLY SUPPLIES	10.01		10.01	10.01	32				1
								32-52-2012	HY HISTORIC MISCELLANEOUS EXP					
					** VENDOR TOTALS *	10.01		10.01	10.01					
					HAYSVILLE HISTORI	10.01		10.01	10.01					
CAPITAL IMPROVEMENTS														
280 ALLIED LABORATORIES														
713416	1	I	2/25/2014	2/21/2014	GRAND & TURKLE PROF SER	111.80		111.80	111.80	36				1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT					
713454	1	I	2/25/2014	2/21/2014	TURKLE & LAMAR PROF SER	436.40		436.40	436.40	36				1
								36-56-3001	CAP IMPR MISCELLANEOUS PROJECT					
					** VENDOR TOTALS *	548.20		548.20	548.20					
3770 LOWES BUSINESS ACCT/GECRB														
FEB 2014	1	I	2/25/2014	2/21/2014	CITY HALL REMODEL	330.59		330.59	330.59	36				1
								36-00-2001	CAP IMPR PRIOR YR ACCTS PAYABL					
					** VENDOR TOTALS *	330.59		330.59	330.59					
					CAPITAL IMPROVEME	878.79		878.79	878.79					
TR GUEST TAX														
436 THE ARK VALLEY NEWS														
FEB 2014	1	I	2/25/2014	2/20/2014	COMMERICAL SPACE ADERTI	342.00		342.00	342.00	92				1
								92-66-3001	TR GUEST TAX EXPENSE					
					** VENDOR TOTALS *	342.00		342.00	342.00					
4370 OFFICE DEPOT														
01274001	1	I	2/25/2014	2/21/2014	HOME SHOW COPY PAPER &	184.07		184.07	184.07	92				1
								92-66-3001	TR GUEST TAX EXPENSE					
90764001	1	I	2/25/2014	2/04/2014	HOME SHOW POSTER MATERI	48.12		48.12	48.12	92				1
								92-66-3001	TR GUEST TAX EXPENSE					
					** VENDOR TOTALS *	232.19		232.19	232.19					
					TR GUEST TAX	574.19		574.19	574.19					
					BANK TOTALS	44185.72		44185.72	44185.72					
					TOTAL MANUAL CHECKS				.00					
					TOTAL E-PAYMENTS				.00					
					TOTAL PURCH CARDS				.00					
					TOTAL OPEN PAYMENTS				44185.72					
					GRAND TOTALS	44185.72		44185.72	44185.72					



VENDOR NO NAME	PAYMENT AMT
495 AT&T MOBILITY	129.58
	=====
REPORT TOTAL	129.58

FUND	NAME	TOTAL
30	RECREATION	129.58
		=====
	TOTAL	129.58

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

INTRUST													
RECREATION DEPARTMENT													
495 AT&T MOBILITY													
JAN 2014	1 I	2/20/2014	2/19/2014	MONTHLY CELL PHONE BILL	33.83		33.83		33.83	30			1
								30-00-2001	RECREATION DEPT	PR YEAR	A/P		
	2 I			MONTHLY CELL PHONE BILL	95.75		95.75		95.75	30			1
								30-50-2094	RECREATION DEPT	LATCHKEY	PROG		
				* INVOICE TOTALS	129.58		129.58		129.58				
				** VENDOR TOTALS *	129.58		129.58		129.58				
				RECREATION DEPART	129.58		129.58		129.58				
				BANK TOTALS	129.58		129.58		129.58				
				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					129.58				
				GRAND TOTALS	129.58		129.58		129.58				



No Supporting Documents