

CITY OF HAYSVILLE

Agenda

April 11, 2016

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Elizabeth Cummings, Resurrection Lutheran Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. Recognition of Community Volunteers
 - a. Friends of the Library
 - b. Haysville Forward
 - c. Haysville Historic Committee
 - d. Haysville Healthy Habits Community Coalition
 - e. Bicycle Pedestrian Advisory Committee
 - f. Haysville Aviators

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of March 28th, 2016](#)

ITEM #1 CITIZENS TO BE HEARD

ITEM #2 APPROVAL OF LICENSES AND BONDS

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Memo to Council Re: New Door-to-Door License](#)
- C. [Email from Cox Communications Re: Channel Changes](#)
- D. [Thank You Card from Janie Cox](#)

ITEM #5 OLD BUSINESS

- A. [Personnel Manual Update](#)

ITEM #6 OTHER BUSINESS

- A. [Consideration of Agreement with USD 261 Re: West Grand Road Improvements](#)
- B. [Consideration of Request for Authorization of Soccer Field Project Expenditures](#)
- C. [Consideration of Jet Truck Purchase](#)
- D. [Consideration of Approval of Naming/Sponsorship Policy](#)
- E. [Quarterly Economic Development Update](#)

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. [Ron Hurley, 204 Stewart Ct., Reappointment to the Haysville Community Library Board \(4 year term\)](#)

ITEM #9 OFF AGENDA CITIZENS TO BE HEARD

ITEM #10 EXECUTIVE SESSION

- A. Executive Session Re: Attorney Client Privilege, not to exceed 20 minutes

ITEM #11 BILLS TO BE PAID

- A. [Bills to be Paid for the First Half of April](#)

ITEM #12 CONSENT AGENDA

ITEM #13 COUNCIL ITEMS

- A. Council Concerns

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: Kessler here, Kanaga here, B. Rardin here, Ewert here, Benner here, J. Rardin here, Crum here, Thompson here.

Invocation was given by Pastor Kurt Henson of Haysville Christian Church.

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

Under Special Order of Business, Mayor Bruce Armstrong presented a Proclamation regarding Mayor's Day of Recognition for National Service. Mayor Armstrong introduced Lona Kelly, Program Manager for the Sedgwick County Department on Aging. Kelly advised the RSVP program has 20 volunteers registered in the Haysville area and advised they had an estimated economic impact near \$68,000 in 2015. Mayor Armstrong went on to thank volunteers at the Haysville Senior Center. After reviewing some of the ways people volunteer, Mayor Armstrong introduced Senior Center Director Kim Landers, who presented certificates of appreciation to volunteers Ruth Stevenson and Councilperson Pat Ewert. Mayor Armstrong advised the names of the 47 volunteers from the Senior Center would be posted on Channel 7 throughout the month of April and that volunteers from other area groups would be recognized during upcoming council meetings.

Motion by Crum – Second by B. Rardin

I will make a motion that we have the Mayor sign the Proclamation recognizing National Service Day.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Special Order of Business, Mayor Bruce Armstrong presented a Proclamation regarding Fair Housing Month and mentioned the importance of fair housing in town.

Motion by Crum – Second by B. Rardin

I make a motion that we let the Mayor sign a Proclamation for Fair Housing and celebrating 40 years of it here in Haysville.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of March 14th, 2016.

Motion by Kessler – Second by Ewert

I make a motion to approve the minutes from March 14th 2016.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

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Under Citizens to be Heard, Mayor Bruce Armstrong introduced the Sedgwick County Fire Department. Captain Tony Tracy reviewed call activity for the last 30 days and was available to answer questions from Council. Councilperson Bob Rardin thanked the members of the Fire Department for their service.

Under Citizens to be Heard, Mayor Bruce Armstrong introduced Lori Davis, regarding the Haysville Aviators. Lori Davis and Haysville Aviators General Manager Grant Jones discussed the history of the Aviators and the relationship between the City and the Aviators. They thanked the City for its support and advised that the Aviators were still in need of host families for the players coming this summer. Mayor Armstrong encouraged anyone interested in being a host family to contact the Aviators. Councilperson Steve Crum suggested reaching out to the Senior Center to find potential host families.

Under Citizens to be Heard, Mayor Bruce Armstrong introduced Brett Johnson, regarding safety issues. **Brett Johnson 1867 W. Saddle Brooke**, advised there were traffic safety concerns on his street with speeders. As there are children in the area, he is concerned that someone will eventually be hit. Mayor Armstrong suggested a meeting between Johnson, other neighbors and Police Chief Jeff Whitfield to discuss options for getting the issue under control.

Under Approval of Licenses and Bonds, Mayor Bruce Armstrong presented a Cereal Malt Beverage License for Cash Savers, 201 N. Main St.

Motion by Kessler – Second by B. Rardin

I make a motion that we approve the Cereal Malt Beverage License for Cash Savers store #646 at 201 N. Main St.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

After the motion was carried, Mayor Armstrong clarified that this was for the grocery store that is changing from Homeland to Cash Savers. He advised they will have a ribbon cutting on April 6th.

There were no Ordinances or Resolutions.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum advised of changes and events at the Haysville Community Library, as well as school district news. Councilperson Pat Ewert advised of upcoming events at the Haysville Senior Center.

Under Notices and Communications, Mayor Bruce Armstrong presented a Letter from the Arbor Day Foundation Regarding Tree City USA and Water and Wastewater Letters. Regarding the Water and Wastewater Letters, Public Works Director Randy Dorner reviewed information about lead testing of the water in Haysville.

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There was no Old Business.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Insurance Renewal with Madrigal Insurance. Tony Madrigal and Jeff Engel were present to review details of the renewal, to advise the cost of premiums has decreased, and to provide information regarding cyber coverage that was added to the policy. Councilperson Russ Kessler asked for information regarding earthquake insurance. City staff gave details of the process and advised it was still ongoing.

Motion by Kessler – Second by Ewert

I make a motion that we approve the insurance renewal as presented.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Agreement with PEC for Platting Service. Ben Mabry from PEC was available to answer questions from Council. Mayor Armstrong advised these platting services are for the soccer fields/Haysville lake area, so that buildings such as restrooms or shelters can be built.

Motion by Kessler – Second by B. Rardin

Mayor and Council, I make a motion that we approve the platting as presented.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Update to Personnel Manual. Chief Administrative Officer Will Black advised a summary of changes was contained in the memo in the council packet. He advised that in addition to the proposed changes, he would like to have approval for a blanket change to education requirements to allow for a certified transcript as proof of high school graduation, as it can be easier to obtain than a copy of a diploma. Black advised Council could approve the changes tonight or could request additional time to review and ask questions. Councilperson Bob Rardin stated he would like more time to review.

Motion by B. Rardin – Second by Crum

I make a motion to table this until the next council meeting.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong presented Consideration of Abatement Provider for 2016. Public Works Director Randy Dorner reviewed details of the request and was available to answer questions from Council. He requested approval to have Landscapes Inc. as the abatement provider for 2016.

Motion by Kessler – Second by B. Rardin

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I'd like to make a motion that we approve the bid to Landscapes Inc.
Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea,
Thompson yea.
Motion declared carried.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black advised Economic Development Director James Oltman had an announcement. Oltman advised that he is resigning his position to pursue other opportunities and April 15th would be his last day with the city.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield advised there would be a 5K race on April 2nd in Riggs Park. He stated the visiting officer was Police Officer Aaron Watkins.

Public Works Director Randy Dorner advised city crews would be working on water and storm sewer on Clinton in order to prepare for the new HAC construction to begin.

Recreation Director Georgie Carter advised Summer Elements registration and pool sales begin on April 1st. She stated Campus Student Council would be doing community service projects in the Historic District next week. Carter showed video of the HAC groundbreaking.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

Under Bills to be Paid, Mayor Bruce Armstrong presented the Bills to be Paid for the Last Half of March.

Motion by Ewert – Second by B. Rardin

I'd like to make a motion that we pay the last half of March bills.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea,
Thompson yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. There were none.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler – Second by Ewert

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Mayor and Council, I make a motion that we adjourn tonight's meeting.

Kessler yea, Kanaga yea, B. Rardin yea, Ewert yea, Benner yea, J. Rardin yea, Crum yea,
Thompson yea.

Motion declared carried.

The Regular Council Meeting adjourned at 8:06 p.m.

Janie Cox, City Clerk

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MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Corby, Administrative Secretary

DATE: 4-11-16

RE: 2016 Door to Door License

The following business has applied for a door to door license and passed all the requirements for the City of Haysville. No action is required.

Woodbridge Home Exteriors – Free home estimations on windows, doors, siding and trim – Expires May 8, 2016.

Sincerely,

Kayla Corby
Administrative Secretary
City of Haysville

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From: Allen, Lisa (CCI-Central Region) [mailto:Lisa.Allen@cox.com]

Sent: Friday, April 8, 2016 1:36 PM

Subject: Cox Communications - Channel Changes

Dear Local Franchising Authority,

The following channel changes will occur for Cox Communications and Cox Business customers.

On or after May 11th, 2016:

- WGN America channel 9 will now be on channel 89 and will be available to all Digital Essential, El Mix, Economy and Economy Plus customers and a digital receiver or Cable CARD is required to view this channel.
- WGN America HD channel 2009 will now be on channel 2089 will be available to all Digital Essential, El Mix, Economy and Economy Plus customers and an HD digital receiver or Cable CARD is required to view this channel.
- Weatherscan channel 270 will no longer be available to our customers.
- NBC Universo HD channel 2304 will be available to all Latino Pak and Mix Pak customers and an HD digital receiver or Cable CARD is required to view this channel.

Consumer-owned devices equipped with a CableCARD may require an advanced TV set top receiver or Tuning Adapter in order to receive all programming options offered by Cox Advanced TV.

Customer Language:

The following channel changes will occur for Cox Communications and Cox Business customers. On or after May 11th, 2016 WGN America channel 9 will now be on channel 89 and will be available to all Digital Essential, El Mix, Economy and Economy Plus customers and a digital receiver or Cable CARD is required to view this channel. WGN America HD channel 2009 will now be on channel 2089 will be available to all Digital Essential, El Mix, Economy and Economy Plus customers and an HD digital receiver or Cable CARD is required to view this channel. Weatherscan channel 270 will no longer be available to our customers. NBC Universo HD channel 2304 will be available to all Latino Pak and Mix Pak customers and an HD digital receiver or Cable CARD is required to view this channel. Consumer-owned devices equipped with a CableCARD may require an advanced TV set top receiver or Tuning Adapter in order to receive all programming options offered by Cox Advanced TV.

We are truly grateful for the opportunity to serve your community. If you have any questions regarding these changes, please don't hesitate to reach me at (785) 215-6727 or megan.bottenberg@cox.com.

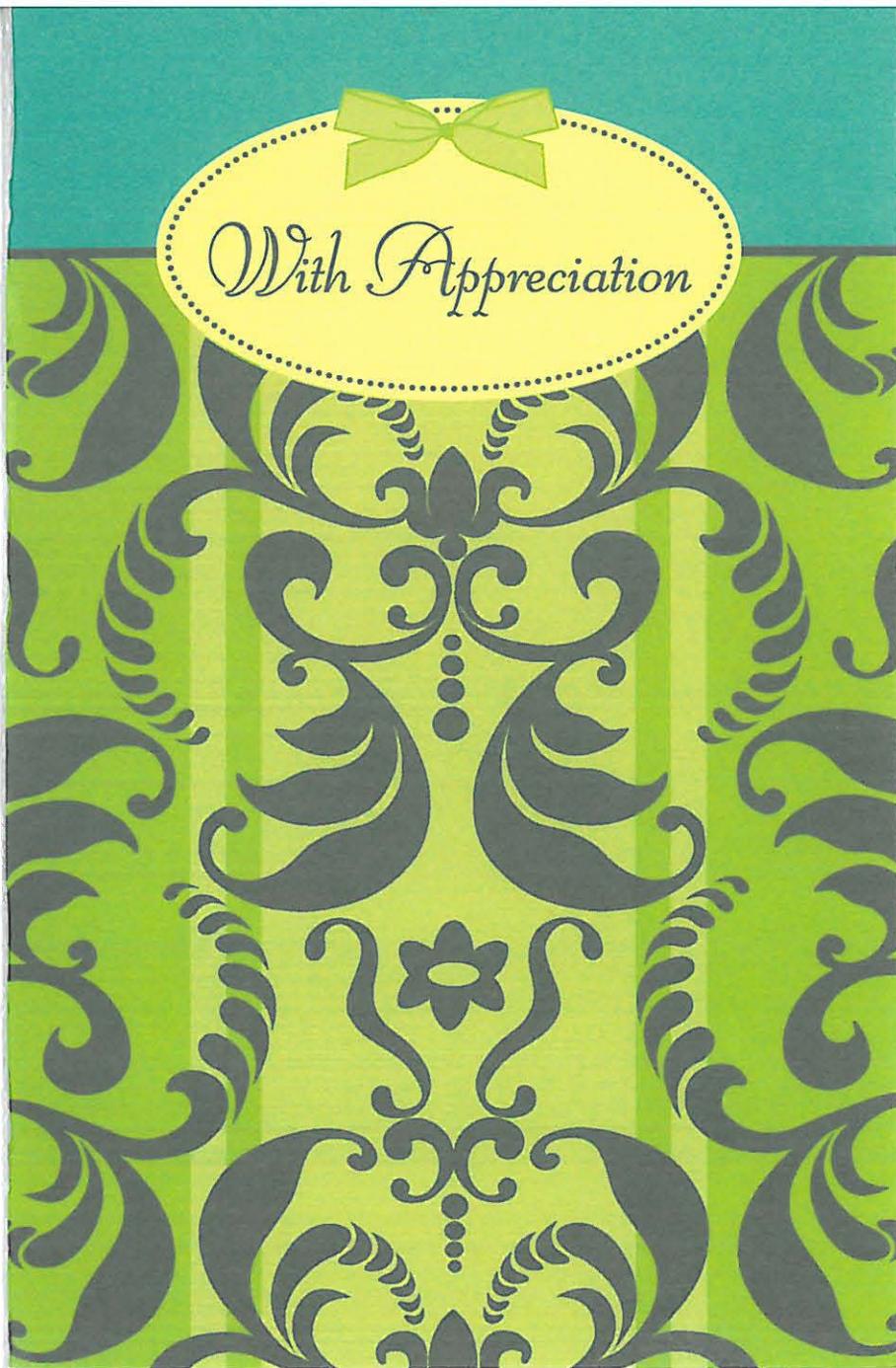
Sincerely,

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Megan Bottenberg

Manager of Government Affairs

Cox Communications Central Region



*Many thanks to you
for your kindness.*

*Thank you for
the plant.
Janie Cox and
family.*

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MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2016

DATE: March 25, 2016

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. The following outline summarizes the changes (typographical and lettering/numbering changes are not included in the outline). Please contact me with any questions.

- Section I. Employment Information
 - B. Employee Information
 - 4. Removal of the requirement for physical examinations and drug screens for former full-time temporary workers hired for regular positions within 30 days of their last date of employment with the City
 - K. Monitoring Policy
 - Addition of language disallowing personal messages in email signatures
 - U. Tobacco and Electronic Cigarette Use
 - Added language prohibiting electronic cigarettes and other similar devices to mirror language in Section VI. A. Use of City Owned Vehicles and Equipment
- Section II. Placement
 - B. Types of Positions
 - 2. Clarification of eligibility for medical insurance of Regular Part Time employees
- Section III. Vacation and Leaves
 - F. Vacation Leave
 - 2. Clarification of allowed use of vacation leave
 - G. Sick Leave
 - 4. Clarification that a physician's report (doctor's note) shall be submitted with the associated absence report and time card
 - 6. Statement of intent to assist in application of section during payroll processing
 - I. Injury Leave
 - 1. Clarification of eligibility to correspond with workers' compensation eligibility

- 3. Clarification of level of restriction that will allow an employee to be considered for a light duty assignment
 - 3. Restriction of availability and length of light duty assignments
 - Establishment of definition of critical and non-critical positions in relation to extended absences and allowable action for extended absences
 - Clarification of pay for employees attending physical therapy as a direct result of an injury on the job
 - Q. Holidays
 - 1. Statement of intent to assist in application of section during payroll processing
 - 2. Clarification of allowed use of personal holiday leave
 - Section V. Benefits
 - A. Fringe Benefits
 - 1. Removal of Governing Body from the stated decision-making process concerning the setting of the employee contributions for medical insurance – Governing Body has final approval during the annual budget process
 - 1. Clarification of eligibility for medical insurance of Regular Part Time employees
 - Section VI. City Owned and Private Vehicles and Equipment
 - A. Use of City Owned Vehicles and Equipment
 - Addition of language stating use of mobile electronic devices must not cause the driver to be distracted
 - Section IX. Substance Abuse Policy
 - B. Definitions
 - Removal of repetitive language
 - C. Testing Protocol and Procedures
 - 2. Reasonable Cause Testing for Employees
 - Modification of “suspicion” to “cause” to match language in section
 - 3. Post-Motor Vehicle Accident Testing
 - Addition of language eliminating the testing requirement when employee is determined to be not at fault
 - H. CDL Specific Procedures
 - Clarification of how CDL section fits in Substance Abuse Policy
 - 5. Consequences for Operating a Vehicle in a Prohibited Manner
 - Modification of section language as advised by legal
 - Section XI. Grievance Procedure
 - C. Basis for Grievance
 - Removal of Discharge (Termination) as a basis for grievance
 - D. General Provisions
 - Removal of Discharge (Termination) as a basis for grievance and inclusion of erroneously omitted Disciplinary Probations

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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 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, 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 digital copy of this Administrative Policy upon employment or upon administrative change to the manual. A paper/printed manual is available upon request. Copies of the manual will be turned in by employees leaving the City's service through resignation, layoff, or dismissal.
4. After a preliminary offer of employment, job applicants shall successfully complete a physical examination, drug screen, and background check prior to, and within 30 days of, beginning work for the City. Former full time temporary workers hired for regular positions within 30 days of their last date of employment with the City are not required to complete the physical examination, drug screen, or background check. All part time pool/recreation employees must successfully complete a drug screen. New part time pool/recreation employees shall successfully complete a background check.
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. If an employee's ID card is lost or stolen, the employee shall immediately report the missing card to his/her Supervisor and Department Head. The employee will be charged a \$10 replacement fee for the missing card.

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. Individual break/rest periods will not exceed 15 minutes and may be of lesser duration at the discretion of the Department Head.

G. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than \$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 \$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, radios, and 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. E-mail signatures should provide business-related information only – no personal messages are allowed. 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 termination.

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.

Network passwords created by employees will be not less than eight alphanumeric characters and will contain upper and lower case letters, numbers, and special characters. Network passwords will be changed at least every twelve (12) months.

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. A physician's report may be required at the discretion of the Department Head prior to return to work following use of any sick leave.

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:

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 more 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, the Haysville Police Department Rules and Procedures book will outline proper appearance and uniform wear. All civilian, clerical employees shall adhere to the standards set forth in the City Clerk/Administrative Services/Court Departments section of this Dress Code. 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 more 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 more 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. No shirts with profanity, alcohol sayings, or other derogatory statements can be worn while on duty or break.

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. Body art that impairs performance or disrupts the transaction of public business is prohibited.

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 their prescribed work day. Employees who are unable to begin their scheduled work day because of uniform issues will be subject to disciplinary action.

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 termination.

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 at the time of the request. The City will not recognize those disabilities that have been disapproved by the Social Security Administration and/or the State of Kansas. 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 termination of 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 seasonal positions.

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 should 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.

U. TOBACCO AND ELECTRONIC CIGARETTE USE:

In order to provide a safe and healthy environment for both employees and the general public, use of any tobacco product in any City building, shop, vehicle, equipment, or any indoor or enclosed area is prohibited. This includes, but is not limited to, smoking, chewing, or dipping of any tobacco product; use of electronic cigarettes (E-Cig); personal vaporizers (PV); or electronic nicotine delivery systems (ENDS). Use of tobacco products is allowed during formal break/rest periods. When using tobacco products, employees are not to foul areas within fifteen feet (15') of entrances to buildings with either smoke, debris, or bodily fluids (spit). Use of tobacco products and electronic cigarettes will not be allowed in front of city buildings. Employees who violate this policy will be subject to disciplinary action.

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 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 of at least 2,080 hours per year. 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 1,560 hours per year. Regular part time employees are typically not eligible for fringe benefits. After a one year measurement period, regular part time employees averaging at least 30 hours per week are eligible for medical insurance.
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 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 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, I, for Pay on Termination.)

G. RETIREMENT:

An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months' notice, and at the time of such notice, the employee should complete all required paperwork. 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. The employee shall also provide a schedule listing all leave the employee plans to take prior to expected retirement date. (See Article B, Section II, I, for Pay on Termination.)

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

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

2. Vacations are scheduled through the Department Heads and can be taken ~~no less than~~ in two (2) hour ~~increments~~ at a time.
3. Department Heads may take their vacations at any time subject to the approval of the 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. (See Article B, Section II, I, for Pay on Termination.)
5. 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 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.
6. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
7. 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.
8. 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 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 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 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. A physician's report shall be turned in with the associated absence report and time card. 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 or five (5) scheduled work days, said employee must present the Department Head with a City-issued Return-to-Work release form, 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 Article B, Section II, I, for Pay on Termination.)

6. When a request to utilize sick leave is for a regular work day occurring immediately before or after a holiday or holiday weekend, a physician's report substantiating the illness will be required in order to be paid for such unworked day. If a physician's report is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

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.~~ Employees who are eligible to receive workers' compensation are entitled to work-related injury leave with full pay for up to five scheduled work days (40 hours or the normal number of hours scheduled in a week). Leave for a covered workers' compensation illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.
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 twenty-four (24) hours (1 working day); 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 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 employee~~ is injured and is placed on restrictions by a physician, ~~that impede or prevent the employee from resuming regular job duties, the City may offer the individual a limited term job assignment or light duty assignment which will comply with the statement from the physician regarding job duty restrictions, 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 ~~R~~return to work/light duty program is not available to ~~those in~~ Part Time ~~Positions~~Employees. ~~The differing job assignment or light duty assignment will be 1) actual open positions with the City, and 2) limited to a specific length of time based upon the availability of such assignment and the specific injuries of the employee. Permanent restrictions shall not qualify for this short-term accommodation.~~

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. In recognition of the need to maintain that level of staffing necessary to carry out the business of the City, an employee in a non-critical job position who~~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 be terminated that employee's employment.~~ Employees holding critical positions as defined by the City may be terminated prior to the conclusion of six continuous months of leave if the City deems it necessary to fill the position in order to continue to operate safely. All department head positions are considered critical positions, as well as higher level supervisors within the various departments. 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.

When an employee is attending physical therapy as a direct result of an injury on the job, as described in this Injury Leave section, the employee will not be paid twice for the same hour(s) spent attending

physical therapy. If physical therapy is scheduled on a day when an employee is taking another type of leave, the amount of the other type of leave taken will be reduced by the time spent attending physical therapy. For example: an employee in a regular position, who works eight (8) hours each day, spends two (2) hours attending physical therapy on a day scheduled as vacation leave. The employee will be paid six (6) hours vacation leave and two (2) hours injury leave.

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 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.

L. 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.

M. 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.

N. 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.

O. 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.

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 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. Regular Part-Time employees shall receive holidays with pay in proportion to their regular work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours of holiday pay for all legal holidays observed by the City.

When a request to utilize sick leave is for a regular work day occurring immediately before or after a holiday or holiday weekend, a physician's report substantiating the illness will be required in order to be paid for such unworked day. If a physician's report is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

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 for Regular Part-Time employees will be in proportion to their regular work week. For example, a Regular Part-Time employee who regularly works twenty-five (25) hours per week will receive five (5) hours per personal holiday. 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 ~~in no less than~~ two (2) hour ~~increments 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. (See Article B, Section II, I, for Pay on Termination.)

- S. EXTENDED ABSENCE: When an employee takes six (6) months or more of any individual leave or combined types of leave, the employee will be required to pass a fit-for-duty test administered by the City's workers' compensation doctor prior to returning to work.

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. Any employee who is demoted will be notified of this fact.
3. See Section II. D. Transfers for clarification on downward transfers not resulting from disciplinary action.

E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

Any employee arrested and charged with a criminal offense other than a felony is required to report the offense to his/her Department Head within 24 hours and may 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.)

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.

SECTION V

BENEFITS

A. FRINGE BENEFITS:

1. Medical Insurance Coverage: Regular full-time employees will receive group medical insurance the 1st of the month following a 30-day waiting period. Regular part-time employees who average at least 30 hours per week, after a one year measurement period, are eligible for medical insurance. 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 full-time 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. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
6. Employee Assistance Plan: Employee Assistance Consultants provides assistance for most problems to any employee or family member.
7. 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.
8. ACH: Automatic deposit of payroll checks is available at the employee's request. Forms are available from the Assistant City Clerk.
9. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

It is mandatory that all regular City employees become a participating member of the Kansas Public Employees Retirement System (KPERS). The KPERS plan, in addition to retirement benefits, also

provides disability and life insurance benefits.

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~~incident 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.)

Use of any tobacco product is prohibited in or on any City vehicle or City equipment regardless of whether or not the vehicle has an enclosed cab. Electronic cigarettes (E-Cig), personal vaporizers (PV), and electronic nicotine delivery systems (ENDS) are also prohibited in or on any City vehicle or City equipment.

Use of mobile electronic devices must not cause driver to be distracted.

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 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.

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.

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 has a fully integrated safety program covering all its operations, including motor vehicles, that is administered by an employee safety committee. The employee safety committee members work with employees and supervisors to continuously examine operations and activities within each department to ensure 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 be chaired by a Department Head. Members of the committee are appointed by the Department Heads and shall serve until replacements are appointed.

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. 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.

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.

Intoxicating Substance: 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.

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.

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

Testing will occur as follows:

- ~~a)1.~~ 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)2. 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)a. Sudden changes in work performance;
 - 2)b. Repeated failure to follow instructions or operating procedures;
 - 3)c. Violation of city safety policies;
 - 4)d. Involvement in an accident or near accident;
 - 5)e. 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)f. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
 - 7)g. Unexplained and/or frequent absenteeism or tardiness;
 - 8)h. Personality changes or disorientation;
 - 9)i. 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)j. Any serious worker's compensation injury; OR
 - 11)k. 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 ~~causesuspicion~~ 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.

- e)3. 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. Accidents determined to be no fault of the employee will not require the employee to be tested. 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)4. 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)5.~~ 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)6.~~ Random Testing

~~1)a.~~ All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.

~~2)b.~~ 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)c.~~ Employees are required to proceed immediately to the collection site once notified of testing.

~~4)d.~~ Drug and/or alcohol tests will be conducted while the employee is on duty.

~~5)e.~~ The list of employees selected will be retained by the DER in a secure location.

~~6)f.~~ Details of the random testing process can be found in 49 CFR, part 382.305.

~~g)7.~~ 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.D.~~ 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)1.~~ 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 cannabanoids (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)2.~~ All drug/alcohol testing shall be done at a city designated facility.

~~e)3.~~ 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)4.~~ 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)5.~~ 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)6.~~ 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.E.~~ 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.F. 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)1. 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)2. 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.G. Disciplinary Action

a)1. 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)2. 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)3. 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)4. 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)5.~~ 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)6.~~ 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)7.~~ 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)8.~~ 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)9.~~ 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)10.~~ 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 identity 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.

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

~~H.1.~~ General

The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires the City of Haysville (hereinafter “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) i.~~ 1) i. 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) ii.~~ 2) ii. Has a gross vehicle weight rating of 26,001 or more pounds; or
- ~~3) iii.~~ 3) iii. Is designed to transport 16 or more passengers, including the driver; or
- ~~4) iv.~~ 4) iv. 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.

~~H.2.~~ Test Refusal

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

- a. Behavior that Constitutes a Refusal to Test.
 - i. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - ii. Tampering with, adulterating, or substituting a specimen.
 - iii. Failure to appear for testing upon notification.
 - iv. Leaving the scene of an accident without just cause prior to submitting to a test.

- v. Leaving collection facility prior to test completion.
 - vi. Failing to permit an observed or monitored collection when required.
 - vii. Failing to take a second test when required.
 - viii. Failing to undergo a medical examination when required.
 - ix. Failing to cooperate with any part of the testing process.
 - x. Failing to sign Step 2 of the alcohol test form.
 - xi. 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.3. Tests Required

- a) a. Post-Accident testing for CMV operators.
 - ~~1)~~ i. 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-~~ a) Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - ~~b-~~ b) Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
 - ~~2)~~ ii. 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)~~ iii. 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)~~ iv. 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.

Type of accident	Citation issued to CMV driver	Tests required
1. Human fatality	YES	YES
	NO	YES
2. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO

3. Disabling damage to any motor vehicle, requiring tow away	YES NO	YES NO
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b) b. Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

IV.4. Handling of Test Results, Confidentiality

a) a. Access to records.

1) i. 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) ii. 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) iii. A driver’s testing records will be made available to a subsequent employer upon receipt of a written request from the driver.

4) iv. 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.5. Consequences for ~~Drivers Engaging in Prohibited Conduct~~ Operating a Vehicle in a Prohibited Manner

- a. Operators who refuse an alcohol test following a driving related event will be subject to termination under the insubordination provisions of this personnel manual.
- b. Operators who test positive for alcohol following a driving related event will be subject to termination if the amount of alcohol within such employee’s system is prima facie grounds for criminal action, under the prohibition against criminal conduct on duty provisions of this personnel manual.
- c. Operators who test positive for any amount of alcohol within their system following a driving related event in which any person, including the operator, suffered an identified injury will be subject to discipline up to and including termination for unsafe operation of a vehicle.
- d. Operators who test positive for any amount of alcohol within their systems following a driving related event will be subject to termination if the event was a second or subsequent act of violation of the prohibition against use of alcohol within the scope of employment as set forth within this policy.

e. Operators who test positive for any amount of alcohol within their systems who have been involved for the first time in a minor traffic event resulting in damage of \$500 or less with no harm to themselves or another individual may be given an opportunity to retain his or her employment, provided they:

i. Participate in an evaluation by EMPAC, and

ii. Actively participate in and successfully complete any EMPAC recommended evaluation/rehabilitation program, and

iii. Receive a verified negative test result on a return-to-duty test, and

iv. Retain all of the licenses and qualifications necessary for the job position.

~~7) 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) iv. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.~~

~~5) v. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.~~

~~7) vi. A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.~~

~~8) vii. 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 or~~ termination.~~

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 termination.

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 termination of 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 termination 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 termination 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 termination of 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.

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, disciplinary probations, 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 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 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 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 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 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 forwarded to the 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 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.

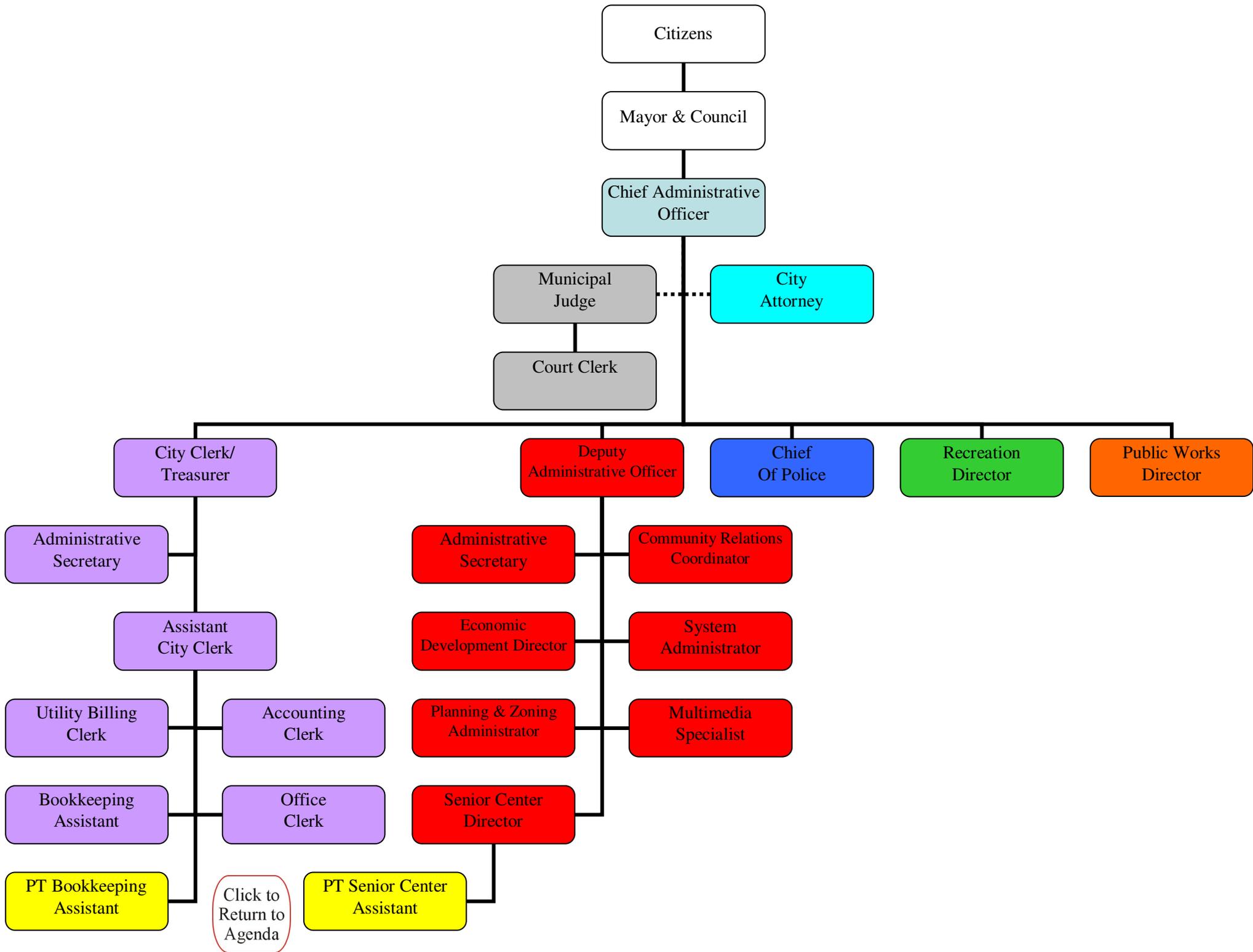
If the grievance is not resolved to the satisfaction of the grievant, the grievant may make a written appeal of the decision of the Chief Administrative Officer to the Mayor within five days of the receipt of the decision of the Chief Administrative Officer. Such appeal shall be filed through the City 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 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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Pay Chart - 2016 Pers. Man. Update		Step											
Job Title		1	2	3	4	5	6	7	8	9	10	11	12
1	General Maintenance Worker	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
2	Recreation Assistant	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
3	Senior Center Assistant	10.70	11.02	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80
4	Water Operator Trainee	10.95	11.28	11.62	11.97	12.33	12.70	13.08	13.47	13.87	14.29	14.72	15.16
5	Wastewater Operator Trainee	11.20	11.54	11.89	12.25	12.62	13.00	13.39	13.79	14.20	14.63	15.07	15.52
6	Mechanic's Assistant	11.45	11.79	12.14	12.50	12.88	13.27	13.67	14.08	14.50	14.94	15.39	15.85
7	Park Worker I	11.70	12.05	12.41	12.78	13.16	13.55	13.96	14.38	14.81	15.25	15.71	16.18
8	Police Officer - Recruit	12.45	12.82	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23
9	Office Clerk	12.70	13.08	13.47	13.87	14.29	14.72	15.16	15.61	16.08	16.56	17.06	17.57
10	Assistant Court Clerk	12.95	13.34	13.74	14.15	14.57	15.01	15.46	15.92	16.40	16.89	17.40	17.92
11	Bookkeeping Assistant	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28
12	Community Resource Specialist	13.20	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28
13	Animal Control Officer	13.45	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62
14	Skilled Laborer	13.70	14.11	14.53	14.97	15.42	15.88	16.36	16.85	17.36	17.88	18.42	18.97
15	Water Operator I	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31
16	Accounting Clerk	14.20	14.63	15.07	15.52	15.99	16.47	16.96	17.47	17.99	18.53	19.09	19.66
17	Utility Billing Clerk	14.20	14.63	15.07	15.52	15.99	16.47	16.96	17.47	17.99	18.53	19.09	19.66
18	Administrative Secretary	14.45	14.88	15.33	15.79	16.26	16.75	17.25	17.77	18.30	18.85	19.42	20.00
19	Wastewater Operator I	14.45	14.88	15.33	15.79	16.26	16.75	17.25	17.77	18.30	18.85	19.42	20.00
20	Park Worker II	14.95	15.40	15.86	16.34	16.83	17.33	17.85	18.39	18.94	19.51	20.10	20.70
21	Water Operator II	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
22	Aquatics Supervisor	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
23	School Age Program Supervisor	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.69	19.25	19.83	20.42	21.03
24	Wastewater Operator II	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54
25	Heavy Equipment Operator	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.73
26	Public Works Coordinator	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	19.89	20.49	21.10	21.73
27	Senior Center Director	16.45	16.94	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77
28	Water Operator III	16.45	16.94	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77
29	Wastewater Operator III	16.70	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11
30	Police Officer	16.95	17.46	17.98	18.52	19.08	19.65	20.24	20.85	21.48	22.12	22.78	23.46
31	Mechanic	17.20	17.72	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80
32	Electrician/Maintenance Technician	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02
33	Multimedia Specialist	17.45	17.97	18.51	19.07	19.64	20.23	20.84	21.47	22.11	22.77	23.45	24.15
34	Court Clerk	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.18	22.85	23.54	24.25
35	Community Resource Supervisor	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.18	22.85	23.54	24.25
36	Water Operator IV	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.65	24.36
37	Program Coordinator	17.65	18.18	18.73	19.29	19.87	20.47	21.08	21.71	22.36	23.03	23.72	24.43
38	Community Relations Coordinator	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72
39	Wastewater Laboratory Technician	18.10	18.64	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06
40	Community/Wellness Supervisor	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
41	Planning & Zoning Administrator	18.20	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18
42	Master Electrician	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
43	Program Supervisor	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25
44	System Administrator	18.45	19.00	19.57	20.16	20.76	21.38	22.02	22.68	23.36	24.06	24.78	25.52
45	Wastewater Operator IV	18.50	19.06	19.63	20.22	20.83	21.45	22.09	22.75	23.43	24.13	24.85	25.60
46	City Inspector/Code Enforcement Officer	18.55	19.11	19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.94	25.69
47	Master Police Officer	18.55	19.11	19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.94	25.69
48	Park Supervisor	18.70	19.26	19.84	20.44	21.05	21.68	22.33	23.00	23.69	24.40	25.13	25.88
49	Street Supervisor	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18	25.94
50	Water Supervisor	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12
51	Sergeant	19.95	20.55	21.17	21.81	22.46	23.13	23.82	24.53	25.27	26.03	26.81	27.61
52	Wastewater Supervisor	20.20	20.81	21.43	22.07	22.73	23.41	24.11	24.83	25.57	26.34	27.13	27.94
53	Lieutenant	20.45	21.06	21.69	22.34	23.01	23.70	24.41	25.14	25.89	26.67	27.47	28.29
54	Assistant Recreation Director	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65
55	Assistant City Clerk	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65
56	Assistant Public Works Director	21.20	21.84	22.50	23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38
57	Captain	21.45	22.09	22.75	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.81	29.67
58	Economic Development Director	21.70	22.35	23.02	23.71	24.42	25.15	25.90	26.68	27.48	28.30	29.15	30.02
59	Recreation Director	26.20	26.99	27.80	28.63	29.49	30.37	31.28	32.22	33.19	34.19	35.22	36.28
60	City Clerk/Treasurer	26.70	27.50	28.33	29.18	30.06	30.96	31.89	32.85	33.84	34.86	35.91	36.99
61	Chief of Police	27.45	28.27	29.12	29.99	30.89	31.82	32.77	33.75	34.76	35.80	36.87	37.98
62	Public Works Director	27.60	28.43	29.28	30.16	31.06	31.99	32.95	33.94	34.96	36.01	37.09	38.20
63	Deputy Administrative Officer	28.20	29.05	29.92	30.82	31.74	32.69	33.67	34.68	35.72	36.79	37.89	39.03
64	Chief Administrative Officer	28.80	29.66	30.55	31.47	32.41	33.38	34.38	35.41	36.47	37.56	38.69	39.85



Citizens

Mayor & Council

Chief Administrative Officer

Municipal Judge

City Attorney

Court Clerk

City Clerk/
Treasurer

Deputy
Administrative Officer

Chief Of Police

Recreation Director

Public Works Director

Administrative Secretary

Assistant City Clerk

Administrative Secretary

Community Relations Coordinator

Economic Development Director

System Administrator

Utility Billing Clerk

Accounting Clerk

Planning & Zoning Administrator

Multimedia Specialist

Bookkeeping Assistant

Office Clerk

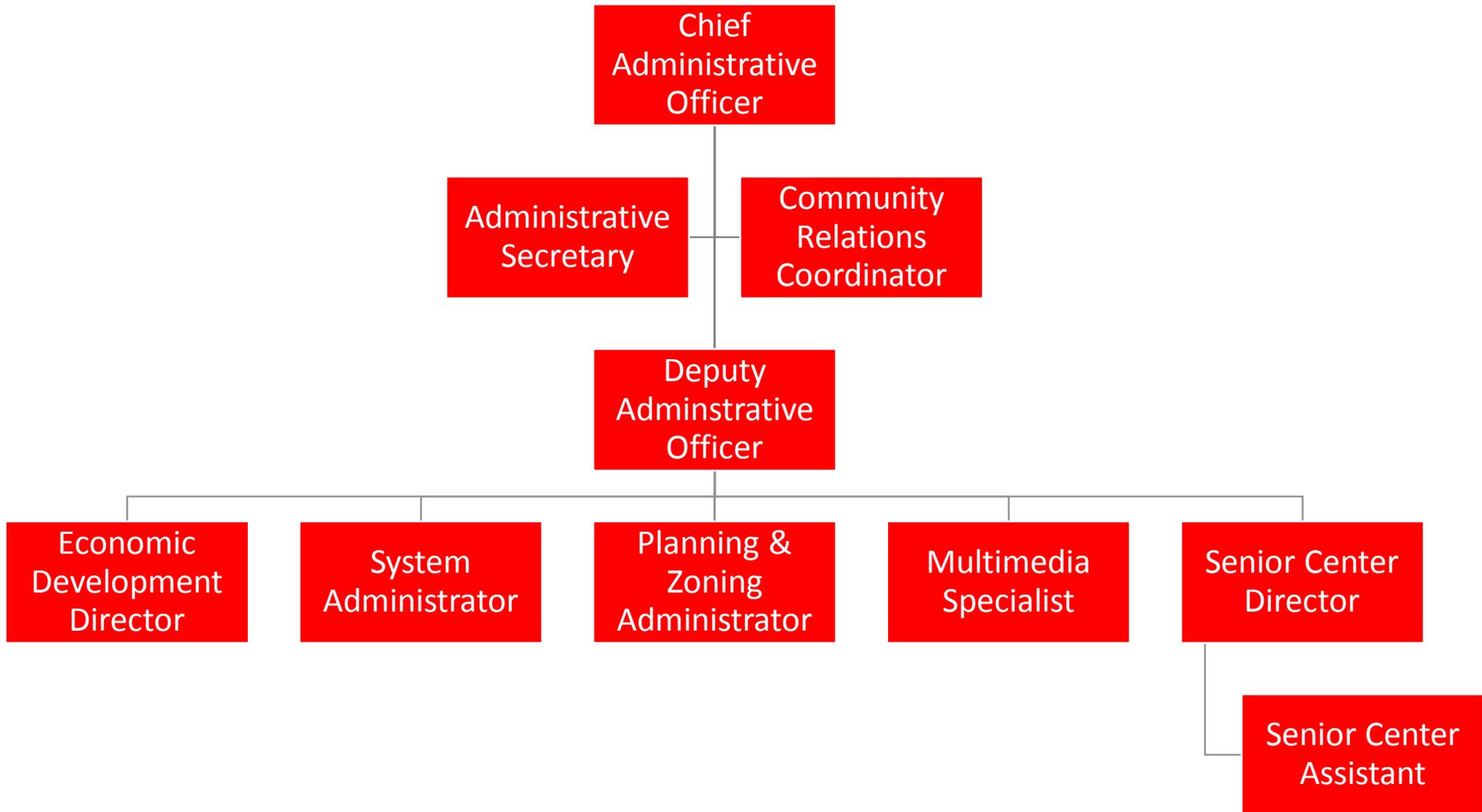
Senior Center Director

PT Bookkeeping Assistant

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PT Senior Center Assistant

Administrative Services Department Organizational Chart



COMMUNITY RELATIONS COORDINATOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Community Relations Coordinator 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. 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 and provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- 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;
- Coordinates special projects and employee events as directed by the Mayor, Chief Administrative Officer, and Administrative Services Department;
- Maintains all City social media accounts and 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 and promotes all City events;
- Creates employee newsletter;
- Oversees city-wide internship program and co-supervises interns;
- Facilitates Mayor's Youth Leadership Council;
- Facilitates Haysville High School Leadership program;
- In absence of the Senior Center Director, schedules Senior Center staff;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**COMMUNITY RELATIONS COORDINATOR
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~~ ZONING ADMINISTRATOR

City of Haysville

Administrative Services

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Planning & ~~Community Relations Coordinator~~ Zoning Administrator 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. 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;~~
- Performs traffic counts/studies;
- 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;
- 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~~ZONING ADMINISTRATOR
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.

SYSTEM ADMINISTRATOR

City of Haysville

Administrative Services Department

POSITION SUMMARY

Under the general supervision of the Deputy Administrative Officer, the System Administrator is a non-exempt position under FLSA which performs administrative duties. Responsible for the development and maintenance of local/wide area networks (LAN/WAN), telecommunications processes, data communications processes, and information processing. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Directs operations, supervision and administration of all computer systems and networks;
- Provides computer systems' hardware and software maintenance;
- Directs and supervises users' training and system environment;
- Maintains control and access assignments to the LAN/WAN;
- Troubleshoots problems with Network server;
- ~~Works with Windows NT and Novel in order to administer and load additional software applications;~~
- Monitors and controls city communication processes such as ISDN lines and LAN hubs as well as Internet access and e-mail;
- Develops, designs and implements new program applications for processing data more efficiently and effectively;
- Maintains and develops procedures for the efficient use of computer/communications equipment;
- Troubleshoots system problems;
- Presents a positive image of the City through a professional appearance and courteous attitude;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

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

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

SYSTEM ADMINISTRATOR POSITION REQUIREMENTS

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

Education: Bachelor's degree in related field is required. Completion of NT and Novell System Administration Programs preferred (work experience may be substituted for education.) Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must pass a KBI Background Check.

Technical Skills: Thorough knowledge of current computer hardware, software and networking systems. Technical knowledge of computer repair and installation is required. Strong analytical skills plus ability to apply basic statistical techniques are required. Excellent troubleshooting skills required. Must operate computers, typewriters, photocopiers, calculators, telephones, and other department equipment. 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 possess ability to train on computer software. 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 computer hardware and software, employee concerns.

Decision Making: Frequent independent decision making. Makes decisions about hardware and software, computer upgrades, computer training, training schedules and requirements, 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 and city equipment. Participates in the annual budget process.

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

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect.

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 frequently 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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CAPTAIN

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Chief of Police, the Police Captain is a non-exempt position under FLSA which performs administrative duties. Responsible for supervising the daily activities of the department with emphasis on budgeting, purchasing, training, and equipment. Assumes command of the Police Department in the absence of the Chief of Police. Required to live 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

- Supervises the daily activities of the Police Department;
- Enforces all federal, state, and local criminal laws and ordinances;
- ~~Assists in preparing the department budget;~~
- Reviews existing procedures, laws and ordinances for improvement and compliance;
- Performs planning and research;
- Responds to correspondence and citizen inquiries;
- Investigates complaints concerning the department;
- Oversees the purchase, operation, and maintenance of specialized equipment;
- Responds to major or sensitive incidents;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Supervises the response to emergencies;
- Prepares grants and monthly reports for grants;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Assists in the development and implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists in the preparation of media releases;
- ~~Assists with hiring employees for the department;~~
- Apprehends law violators;
- 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

CAPTAIN POSITION REQUIREMENTS

Experience: Minimum of eight years of law enforcement experience with four 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 appointment.

Education: An associates degree in Criminal Justice or a related field is required, a four year degree is preferred (experience may be substituted for education). Requires certification from 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.

Technical Skills: Thorough knowledge of budgeting procedures, 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 be able 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 personnel issues and 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, citizen complaints, preparing the annual budget, using force, including deadly force, making arrests, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

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

Financial Accountability: Responsible for department 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 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.

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;
- Serves as a field officer;
- 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 - RECRUIT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of police supervisors, the Police Officer Recruit is a non-exempt position under FLSA which protects and serves the citizens of Haysville. This is a training position to learn proper police procedures and gain experience to handle duties of a Police Officer. 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 (Under Supervision)

- 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;
- Serves as a field officer;
- 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-RECRUIT POSITION REQUIREMENTS

Experience: 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. Must satisfy all requirements as set forth in K.S.A. 74-5605 "Qualifications of Applicant (Police Officer) for Training Course; Requirements." Must successfully complete the course of instruction at the Kansas Law Enforcement Training Center. 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 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. 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 domestic violence, citizen complaints, traffic violations, and criminal investigations.

Decision Making: Occasional 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 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.

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;
- Serves as a field officer;
- 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, [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.

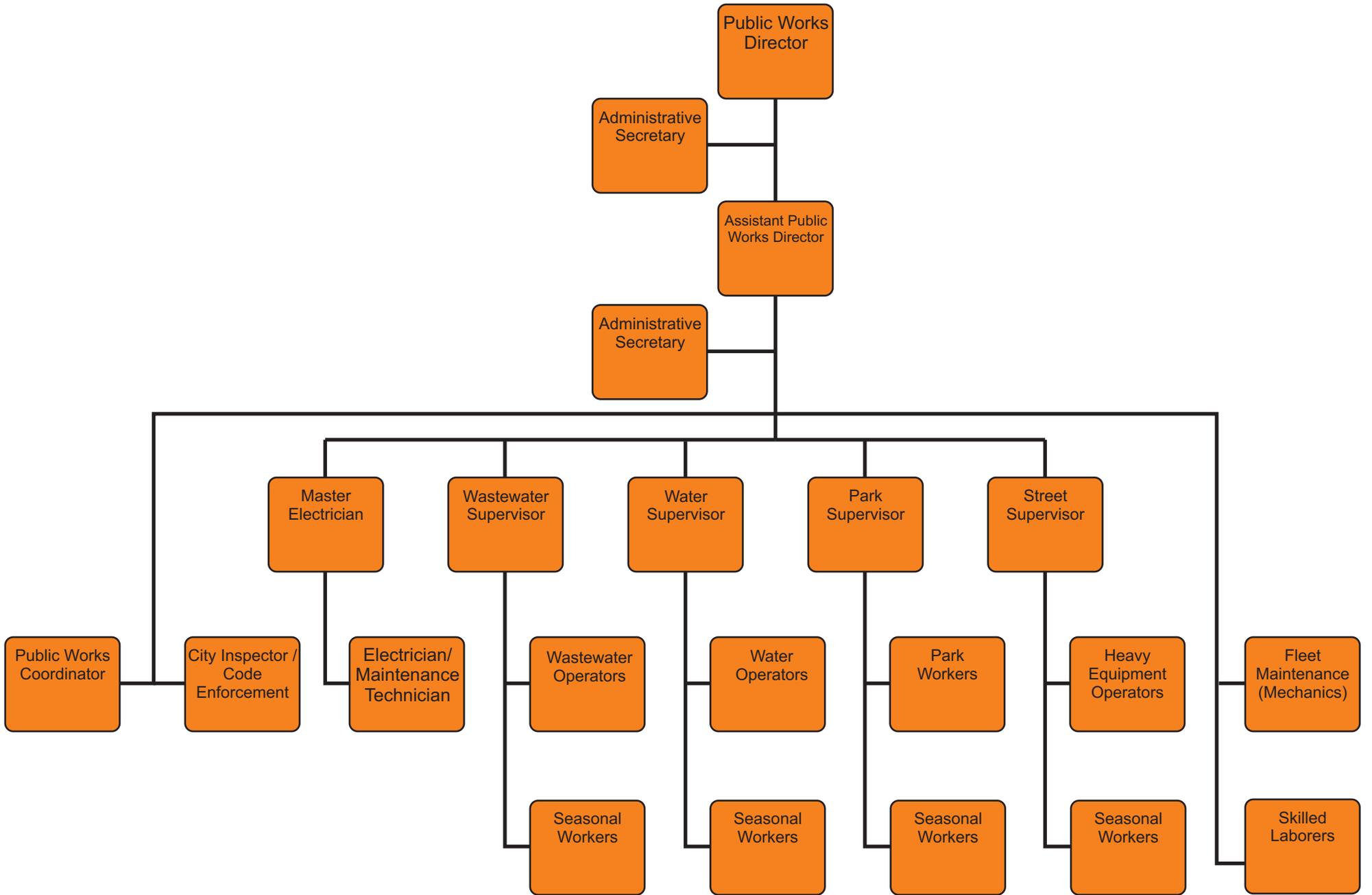
Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the Governing Body.

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.

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HEAVY EQUIPMENT OPERATOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Assistant Public Works Director, the Heavy Equipment Operator is a non-exempt position under FLSA. Operates and maintains departmental heavy equipment, and assists with the maintenance and repairs to city streets and alleys. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs street and alley grading;
- Performs street sweeping;
- Operates department equipment;
- Loads and unloads sand, dirt, asphalt, rock, and other materials as needed;
- Provides snow and ice removal during inclement weather;
- Performs street sealing and overlay;
- Performs tree removal;
- Replaces and repairs fire hydrants;
- Assists with repair and maintenance of water and sewer mains;
- Serves as on-site supervisor for water digs;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

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

Classification Quick View

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

HEAVY EQUIPMENT OPERATOR 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. Must possess a valid Kansas Commercial Driver's License (or obtain within 4590 days of employment).

Technical Skills: Working knowledge of equipment maintenance, road construction and repairs, and mathematics is required. Must operate loaders, trucks, rollers, backhoes, mowers, graders, and other department equipment. Must judge distances, maintain equipment, and read and interpret written instructions, manuals, diagrams, and schematics. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must obtain 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.

Decision Making: Occasional independent decision making. This employee makes decisions about performing necessary street repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Assistant Public Works Director. 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, co-workers, and frequent contact with supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather.

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.

PUBLIC WORKS COORDINATOR

City of Haysville

Public Works Department

POSITION SUMMARY

Under the direction of the Public Works Director, the Public Works Coordinator is a non exempt position under FLSA and performs administrative duties. Responsible for providing effective administrative support to the department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Coordinating and participating in special projects and issues related to Public Works;
- Participates in project design, research, analyzing data and statistics, and summarizing and reporting results;
- Makes recommendations related to ongoing and future projects;
- Represents Public Works and the City at local meetings and serving on committees as instructed by the Director;
- Researches best management practices and makes recommendations to the Director for appropriate changes within the department;
- Prepares Request for Proposals related to quotes or bids;
- Sorts and disseminates mail and communicates messages or issues to department employees;
- Guides the general public through the requirements of the respective department processes and programs;
- Organizes and prepares department purchase requests and forwards to billing;
- ~~Collects timesheets information and forwards to payroll;~~
- ~~Balances travel vouchers and actual travel expenses and submits to City Hall;~~
- ~~Tracks and maintains personnel records and forwards as appropriate;~~
- Assists in the enforcement department policies and procedures;
- Inspects street projects and monitors concrete testing;
- Performs storm water inspections, monitors BMPs, and submits required storm water reports.
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Performs vehicle crash photography as required;
- Performs snow and ice removal as needed;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

PUBLIC WORKS COORDINATOR POSITION REQUIREMENTS

Experience: At least two 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: A high school diploma or GED is required. A two-year degree in management or related field preferred. Must possess valid Kansas Driver's License (or obtain within 30 days of employment.)

Technical Skills: Thorough knowledge of uniform usage of traffic control devices as described in The Manual on Uniform Traffic Control Devices and other related documents is required. Working knowledge of mathematics and computers is required. Must have knowledge and understanding of Kansas Statutes, federal, state and local law, construction practices, methods and techniques. 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 efficient public relation and organizational skills, and oral and written communication skills in English. Must maintain 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 concerns and complaints, scheduling conflicts, budget concerns, department problems.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing daily work assignments, resolving personnel issues, complying with state statutes, local ordinances, dealing with department matters, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner. Decisions sometimes made in stressful situations.

Supervision: Works under the direction of the Public Works Director. Has no supervisory responsibilities.

Financial Accountability: Responsible for department resources and equipment. 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 and supervisory personnel. Occasional 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 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-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

- 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 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: 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

- 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-IV 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 IV 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 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: 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.

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AGREEMENT

This Agreement is entered into as of this ___ day of _____, 2016, by and between the CITY OF HAYSVILLE, KANSAS (“City”), a municipal corporation, and the Board of Education of USD 261 of Haysville, Sedgwick County, Kansas, (“District”), both parties acting through duly authorized officers.

WITNESSETH:

WHEREAS, District is constructing a new school facility on West Grand Avenue to serve as the Haysville High School and Tri-City Day School (“Facility”).

WHEREAS, The Facility’s driveways are anticipated to be directly across Grand Avenue from the driveways of the current Haysville West Middle School causing significant traffic congestion to potentially occur at specific times of the day upon this major roadway, a traffic study was performed to determine if geometric improvements to the roadway were necessary to accommodate the additional traffic.

WHEREAS, The completed traffic study indicated improvements to the roadway are necessary to protect the health, safety, and welfare of all drivers and pedestrians utilizing that area of the roadway, and accessing those driveways.

NOW, THEREFORE, in consideration of the mutual and additional consideration, promises, performance, covenants, and agreements set forth herein, City and District agree as follows:

1. SERVICES.

City shall provide the following services:

- A. Contract with City Engineer, PEC, to design the geometric improvements and perform construction administration services including a final inspection of the completed work.
- B. Enter into a Letter Agreement with PEC incorporating the following:
 - (1) \$22,250.00 for Design Phase Services
 - (2) \$4,500.00 for Construction Administration Services
 - (3) Reimburse expenses for vehicle mileage
 - (4) Incorporating the standard PEC Conditions
- C. Establish a project schedule for completing construction upon Grand that recognizes, and incorporates, the scheduling issues of both City and District.
- D. Overlay (Slurry/Chip Seal), and pay the costs associated therewith, the project area to seal surface of both new and previously existing road sections.

District shall provide the following services:

- A. Provide City's Engineer, PEC, with 1) any pertinent design documents from the Haysville High School/Tri-City Day School project, and 2) construction scheduling issues critical to District.
- B. Reimburse City for costs of design and construction administration services and reimbursable expense for vehicle mileage related to the project within 90 days of City's submission of such expenses to District.
- C. Pay contractor directly for construction of roadway improvements as billings come due.
- D. Finance a portion of the City's future road improvements upon West Grand Avenue from Meridian to the west city limits, including design, construction, and construction administration.

2. TERM. The term of this agreement commences upon that date both parties have approved and signed this Agreement and terminates upon satisfactory completion of all services set forth above.

3. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. District agrees to comply with the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry, and shall comply with all other provisions of K.S.A. 44-1030 in its performance of this agreement.

4. TRANSFER OR MODIFICATION. This Agreement sets forth the entire Agreement between the parties and supersedes any written or oral understanding, promise, or agreement directly or indirectly related to, which is not referred to and incorporated herein. Neither this agreement nor any rights or obligations hereunder shall be assigned, subcontracted, or otherwise transferred by either party without the prior written consent of the other. Any modifications to this agreement must be set forth in writing and signed by both parties.

5. COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.

A. This Agreement shall be construed in accordance with the laws of the State of Kansas. If any provision of this Agreement shall be ruled unlawful by a Court of competent jurisdiction, it shall not affect the remaining provisions of this Agreement.

B. District shall comply with 1) all applicable local, state and federal laws, 2) all regulations, and 3) all applicable service standards, that are now or may in the future become applicable, in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this agreement.

6. AUTHORITY. Each person executing this Agreement represents and warrants that he is duly authorized to do so on behalf of an entity that is a party hereto, and that this Agreement shall be binding upon the parties, their respective heirs, legal representatives, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

GOVERNING BODY OF HAYSVILLE, KANSAS

ATTEST:

Bruce Armstrong, Mayor

Janie Cox, City Clerk

UNIFIED SCHOOL DISTRICT, NO. 261

Susan Walston, Board President

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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

TO: The Honorable Bruce Armstrong
City Council Members

FROM: Randy Dorner, Public Work Director
Georgie Carter, Recreation Director

SUBJECT: Soccer Field Phase 1

DATE: April 7, 2016

At the September 8, 2015 Park Board meeting, a plan was laid out and approved for how the Park Sales Tax Funds would be spent over the next year. The last item to complete from the list is the development of the new soccer fields near the 79th Street Lake. Below is a list of anticipated costs to complete Phase 1 of the 79th Street soccer field complex not to exceed \$80,000:

- Irrigation
- Main Irrigation Pump Station with Meter and Backflow Preventer
- Fertilizer and Grass Seed
- Concession Stand including Restrooms and Power Load Center
- Electric Line from the Pump Station
- Sewer Line to South Brooke Lift Station
- Restrooms with Storage (Qty. 2)
- Storm Drain for Phases 1 and 2

We are requesting authorization to expend funds not to exceed \$80,000. This is before you for your consideration.

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CITY OF HAYSVILLE, KANSAS

401 S. JANE - P.O. BOX 404 - HAYSVILLE, KANSAS 67060

(316) 529-5940 - FAX (316) 529-5945

WWW.HAYSVILLE-KS.COM

TO: The Honorable Mayor, Bruce Armstrong
Haysville City Councilmembers

FROM: Randal Dorner
City of Haysville
Public Works Director

DATE: April 8, 2016

SUBJECT: Authorization to Purchase

We received a proposal to purchase a 2006 GMC 25,950 pound GVW Truck Cab and Chassis.

7.8 Duramax Engine 230 HP
Power Steering
Air Conditioning
170" Wheelbase
Spring Suspension

Allison 3000 RDS w/ PTO
5.57 Ratio
Hydraulic Brakes

Carrier Truck Sales, LLC

\$23,500.00

We are asking authorization to purchase the truck from Carrier Truck Sales, LLC, Inc. for a total of \$23,500.00. It will be used for jetting sewer lines for sewer line maintenance and emergency backups. We checked with the jet bed manufacture to ensure this cab and chassis meets all manufacturer's recommendations. This will be replacing the current jet truck which has been in service for more than 20 years. We will be selling or trading the current truck in.

This truck has cab and chassis only. This will be paid out of the Equipment Reserve account.

Thank you,

Randal Dorner
City of Haysville
Public Works Director

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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

TO: The Honorable Bruce Armstrong
City Council Members

FROM: Georgie Carter, Recreation Director

SUBJECT: Designating/Naming/Renaming/Sponsorship Policy

DATE: April 6, 2016

Attached is a Designating/Naming/Renaming/Sponsorship Policy that the City would like to adopt. This policy came about after someone had contacted Park Board to sponsor a disc golf hole and someone else had inquired about the renaming of a park facility. With this policy we will have a formal application and process to accept or deny these requests. This is before you for your consideration.

City of Haysville- Designating/Naming/Renaming/Sponsorship Policy

Effective Date: _____, 2016

It shall be the policy of the Governing Body of the City of Haysville that the following guidelines are hereby effective concerning the naming/renaming/sponsorships of parks, recreational facilities, and other properties, events, and services.

DESIGNATING/NAMING/RENAMING

General

The purpose of this policy is 1) to establish a means to honor individuals, foundations, corporations, nonprofit organizations, service clubs, and other entities through dedications and/or by the naming of certain park facilities, events, and services, and 2) to provide guidelines and procedures for selecting the names to be formally assigned to municipally owned property.

Designation of Name

Upon recommendation from the Mayor or Chief Administrative Officer, the City Council may designate the names of public parks, public facilities, and/or streets located within the City in association with either a donation in support of such place (Support Designation), or in honor of an individual or individuals who has made a significant non-financial contribution to the City (Honorary Designation).

Nominations for Honorary Designation shall be submitted to the Park Board for review and recommendation. The nomination for review for such Designation may be submitted to the Park Board from any one of the City's advisory boards or commissions, any interested neighborhood, civic group or citizen, or a committee specially appointed by the City to make such nominations. The Park Board may also make a nomination for review upon their own action. Designations associated with the Haysville Historic District will be reviewed by the Haysville Historic Committee before being submitted for review to the Park Board. The Park Board will review each nomination form for approval. Upon approval of the nomination, the Park Board shall send the approved nomination form to the Mayor or designee for final review to determine whether the designated place is available for such Designation. Upon determination that no conflict exists for designation, the nomination form shall be forwarded to the Governing Body for final determination. If a conflict is deemed to exist, the Mayor or Chief Administrative Officer will inform the Chair of the Park Board. The Chair of the Park Board may take such action to change, correct, or withdraw such nomination as appropriate in conformance with the rules of that body.

Nominations for Support Designation shall be submitted to the Mayor or Chief Administrative Officer for review and recommendation for anyone contributing a significant general donation to the City or a donation specifically in support of an identified place. Upon determination that no conflict of interest exists, the recommended Designation and information concerning the donation in support of Designation shall be forwarded to the Governing Body for approval.

Areas Available For Designation

The selection of a site or event for recommendation of Designation by Park Board shall be in conformance with the following parameters:

- A. Municipal facilities including parks, lakes, open areas, or playground areas;
- B. Historical sites or other instances of local historical or cultural significance;
- C. Local roadways;
- D. Local events;
- E. Specifically identified sites or areas within a municipally owned area may also be appropriate for designation including sports fields, gardens, rooms, or any other independently identifiable place/item.

The following guidelines and criteria should guide the process of determining the most appropriate Designation to be applied to the identified municipal facility, lake, roadway, park, or other prominent geographic feature of or within Haysville or any interior feature or aspect of such place:

- A. A permanent name shall be assigned as soon as practical after establishment of a park, acquisition of a general area of land, or construction of a municipal facility.
- B. Municipal facilities shall not be given duplicate designations.

Criteria For Honorary Designation Nominations

Honorary Designations within the City should be reserved for those exemplary individuals who meet the following guidelines:

- A. An individual or individuals who has contributed outstanding civic service to the City.

Criteria For Support Designation Nominations

- A. An individual or individuals (living or deceased) who has made a significant land and/or monetary contribution to the community or who has had the contribution made “in memoriam”.

Plaques, Markers, and Memorials

- A. All plaques, markers, and memorials to be located upon municipal property are subject to the same criteria set forth within this policy.
- B. The Mayor or Chief Administrative Officer shall establish the style, size, and placement of all plaques, markers, and memorials.
- C. The Mayor or Chief Administrative Officer may recommend exceptions to this policy on a case-by-case basis.

Termination of Designations

The City of Haysville reserves the right to terminate or revise the Designation of any named/renamed park facilities, events, and services should conditions arise that result in conflicts with the City’s policies or when such Designation is no longer in the best interests of the City.

SPONSORSHIPS

General

The purpose of sponsorships within Haysville Parks is to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's park budget. In appreciation of such support, it is the policy of the City to provide sponsors with suitable acknowledgment of their contributions. Such recognition shall adhere to the aesthetic values and purpose of the parks, facilities, and services, and shall not detract from the visitor's experience or expectations, impair the visual qualities of the site, or be perceived as creating a proprietary interest.

Designation

Potential sponsorships may take a wide variety of forms. Each potential sponsorship will be submitted and reviewed by the Park Board and the Recreation Director. Upon approval, the Park Board and Recreation Director shall forward their recommendation of the Sponsorship, including the form of the associated Designation, to the Mayor or Chief Administrative Officer.

General Guidelines

The City may be assisted, by volunteers or professionals, in identifying and soliciting sponsorships. Advertisement net revenues will be used to maintain and improve the facility where the advertisement is located. Net revenues will be defined as gross revenues less costs to produce and place the advertisement.

Types of Sponsorships

Following is a non-exhaustive list of places or events available for Support Designations, which Designation may be for the term of support or a Permanent Designation:

- A. Events at Festivals
- B. Programs or Community Participation Events
- C. Tangible Items including:
 1. Sign/Scoreboard
 2. Shelter/Building
 3. Disc Golf Course or Individual Holes
 4. Playground Equipment.

Proposals

The following principals form the basis of the City's consideration of sponsorship proposals:

1. Sponsorships will provide a positive and desirable image to the community.
2. Individual sponsors will not generally be of a nature that would negatively impact the City or the City's reputation.
3. Designations may not compromise the design standards or visual integrity of any park, facility, or event.

Terminations

The City of Haysville reserves the right to terminate any sponsorship should conditions arise during the life of that sponsorship resulting in the sponsorship conflicting with this policy, or if ever the sponsorship is no longer in the best interests of the City.

ADOPTED AND PASSED by the Governing Body of the City of Haysville, Kansas,
this __ Day of _____, 2016.

Bruce Armstrong, Mayor

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2016 Economic Development – First Quarter Review

WABA Home Show

- Marketed city owned lots for sale
- Partnered with USD 261 to increase exposure of Haysville region
- Continued emphasis on Build Haysville program

New Housing Starts

- 5 new housing starts in 1st quarter

HFI Marketing Campaign

- Using same animated commercials from last year
- Airtime on cable channels this year instead of network.

2016 First Quarter New Businesses

- Slim House RV's LLC
- Do Magic Lawn Care
- Complete Key and Lock
- KOK Distributing
- Professional Hearing Aid Service

Billboard projects on turnpike

- City renewed contract on billboard on turnpike
- HFI renewed contract on billboard. 7 businesses signed on for 2016
- 1 billboard contracted by city; 1 billboard contract by HFI
- Emphasis on drawing traffic off turnpike before they reach Wichita

Community Survey

- Conducted annual year end survey
- Feedback indicates opportunities exist as it pertains to retail leakage
- Feedback indicates increased positive outlook on future of Haysville growth

Timber Creek Estates – 2nd Phase

- Met with owner of 2nd phase of Timber Creek Estates
- Evaluating development options

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HAYSVILLE POLICE DEPARTMENT March 2016

TOTAL CALLS-----1035	DOGS IMPOUNDED-----14
CASE NUMBERS ISSUED..484	RELEASED TO OWNER-----11
SUMMONS ISSUED-----97	RELEASED TO COUNTY-----01
CITY CODE-----14	DECEASED ANIMALS-----01
CRIMINAL MISD---07	ANIMALS HELD_____02
	ANIMAL SUMMONS-----14
TRAFFIC INF-----58	CONTACTS FOR NO
TRAFFIC MISD-----18	CITY LICENSE-----00
VOIDED-----01	
ARRESTS-----33-	LICENSES PURCHASED
ADULT-----21	15 th TO 15 th OF MONTH-----69
JUVENILE-----12	
CITE/RELEASE----21	
HPD WARRANTS--2	
OUTSIDE ARRESTS-- 03 Juv.WCH	
02-Adult	
MV ACCIDENTS-----14	WARRANTS ISSUED-----11
INJURY-----02	
NON-INJURY---12	
VACATION HOMES-----02	
COMMUNITY POLICING	
EVENTS-----01	
SPECIAL WATCH-----00	MILES DRIVEN----- 12,091
CRS WALK -INS----- 287	
INCOMING CALLS-----1361	
OUTGOING CALLS BY CRS--119	

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HAYSVILLE COMMUNITY LIBRARY
DIRECTOR

210 S. Hays Avenue
Haysville, KS 67060
Ph 316/524-5242, Fax 316/524-0142
hcl@haysvillecommunitylibrary.org
www.haysvillecommunitylibrary.org

March 31, 2016

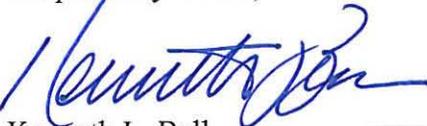
The Honorable Bruce Armstrong
Mayor, City of Haysville
City Hall
200 West Grand
Haysville, Kansas 67060

Dear Mr. Mayor:

As you are aware, Mr. Ron Hurley of 204 Stewart Court has been serving a partial term on the Haysville Community Library Board since the resignation of Jessica Gagnon in January of last year.

Mr. Hurley is willing to continue his service and continues to meet all the necessary criteria for appointment to the Library Board, contingent only upon your approval, submission to the Council, and their assent.

Respectfully Yours,


Kenneth L. Bell
Acting Director
Haysville Community Library

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VENDOR NO NAME	PAYMENT AMT
10 A & E ANALYTICAL	640.00
274 ALTERATIONS ETC.	41.85
290 AMERI-GRAPHICS SPECIAL T	2,895.85
434 ARNOLD, SAM	35.00
444 ART STUDIO SIGNS	360.00
531 AUSTIN, JAMES E.	35.00
680 BAYSINGER POLICE SUPPLY	49.99
833 BRANTLEY WELDING	1,340.00
850 LLEW BROWN BAND	300.00
972 CONSOLIDATED ELECTRICAL D	11.99
992 CAMPUS HIGH SCHOOL	100.00
996 CAPITAL ONE BANK N A	7,126.46
1155 CINTAS CORPORATION	1,119.46
1170 CITY BLUE PRINT INC	113.72
1283 CONCRETE WORKS INC	1,570.50
1314 CORNEJO CONSTRUCTION	494.45
1591 DONDLINGER & SONS CONST C	5,078.80
1593 DONOVAN AUTO & TRUCK CTR	469.65
1618 DURFEY, GEORGE L.	35.00
1637 EATON ROOFING	571.90
1950 FOLEY INDUSTRIES	808.64
2000 GALLS LLC	300.90
2150 GRAINGER	117.63
2224 H AND H LAWCARE EQUIPMEN	51.20
2230 HACH COMPANY	15.25

VENDOR NO NAME	PAYMENT AMT
2266 HASTY AWARDS	485.20
2345 HAYSVILLE RENTAL CENTER	800.00
2370 HAYSVILLE USD 261	491.26
2500 HAC DBA HOMELAND	262.66
2785 JACKSON CREEK MFG	116.50
2860 JONES, DAN	35.00
2874 K & A PROPERTY MAINT	1,525.00
3075 KDHE BUREAU OF WATER	20.00
3150 KDOR WATER SALES TAX	641.05
3295 KS ONE-CALL SYSTEM	137.00
3350 KS STATE TREASURE REINST	3,380.09
3500 KONICA MINOLTA BUS SYS	396.89
3535 KNOA	150.00
3670 LEAGUE OF KS MUN	25.00
3758 LOUS SPORTING GOODS WICHI	214.99
3770 LOWE'S BUSINESS ACCOUNT	727.72
3840 MARTINEZ, ANTONIO JR.	35.00
3880 MAYER SPECIALTY SERVICES	28,400.00
3947 MCMILLAN, LEVI	35.00
4370 OFFICE DEPOT	222.69
4377 OLTMAN JAMES	60.08
4396 O'REILLY AUTOMOTIVE INC	367.32
4520 PETTY CASH	922.75
4622 PLEXUS INC.	9,244.48
4708 PRICHARD ANIMAL HOSPITAL	40.39

VENDOR NO NAME	PAYMENT AMT
4750 PROFESSIONAL ENGINEERING	590.00
5056 RINEHART SEAN	35.00
5231 SAM'S CLUB	1,284.37
5257 SCHENCK SHOOTING SCHOOL	250.00
5322 SECURITY BANK OF KS CITY	59,824.69
5330 SEDGWICK COUNTY ELECTRIC	1,764.29
5335 SEDG CTY FIN-JAIL FEES	3,922.35
5360 SEDGWICK COUNTY EXTENSION	20.00
5362 SEDG CTY HEALTH- HEP B	54.13
5444 SIMONS JOHNATHAN	35.00
5540 SOUTHEASTERN SECURITY	943.50
5916 TIMES-SENTINEL NEWSPAPERS	210.00
6234 VERIZON WIRELESS	83.01
6345 WASTE CONNECTIONS INC	758.78
6383 WELLBEATS	149.00
6407 WESTAR ENERGY	7,195.05
6471 WICHITA AREA BUILDERS ASS	1,600.00
6585 WICHITA CONCRETE PIPE COM	1,384.40
6630 WICHITA WINWATER	4,209.52
6700 WILLIAMS JANITORIAL SUPPL	326.00
9084 CAUDELL, ADISON	60.00
9086 CAUDELL, BELLA	60.00
10010 DENESHA, CARL	45.00
10011 DENESHA, KARL J.	45.00
10140 MCKELVEY TRACI	30.88

VENDOR NO NAME	PAYMENT AMT
10345 SHARBUTT, ASHLEY	45.00
REPORT TOTAL	<u>157,344.28</u>

FUND	NAME	TOTAL
01	GENERAL FU	24,468.16
10	SEWER FUND	38,446.58
11	WATER FUND	7,766.62
12	MUNICIPAL	396.99
14	STORMWATER	2,334.67
21	STREET FUN	3,723.93
28	SPECIAL AL	350.01
30	RECREATION	4,095.56
32	HAYSVILLE	7.50
33	FEDERAL LA	4,910.40
48	WATER SURP	3,935.63
51	SPECIAL PA	225.00
92	TR GUEST T	2,170.00
99	ST REC RES	64,513.23
	TOTAL	<u>157,344.28</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

INTRUST								
10 A & E ANALYTICAL LAB INC.								
1600428	1	4/12/16	4/01/16	WATER TESTING	430.00	10	10-30-2040	1
				INVOICE TOTAL	430.00			
1600434	1	4/12/16	4/05/16	WATER TESTING	210.00	10	10-30-2040	1
				INVOICE TOTAL	210.00			
				VENDOR TOTAL	640.00			
274 ALTERATIONS ETC.								
728747	1	4/12/16	4/01/16	DISCOUNT	4.65-	01	01-02-2016	1
	2			12EA. ALTERATIONS COAT/PATCH	42.00	01	01-02-2016	1
	3			1EA. POLICE PATCH	3.50	01	01-02-2016	1
	4			1EA. RESEW ARM PATCH	1.00	01	01-02-2016	1
				INVOICE TOTAL	41.85			
				VENDOR TOTAL	41.85			
290 AMERI-GRAPHICS SPECIAL T'S								
6648	1	4/12/16	4/01/16	ARENABALL TSHIRTS 12EA.	111.60	99	99-66-3001	1
				INVOICE TOTAL	111.60			
6690	1	4/12/16	4/01/16	COED VOLLEYBALL TSHIRTS 12EA.	174.00	99	99-66-3001	1
				INVOICE TOTAL	174.00			
6691	1	4/12/16	4/01/16	ADULT-SOCCER SHIRTS 102 EA.	729.30	99	99-66-3001	1
	2			YOUTH-SOCCER SHIRTS 247 EA.	1,741.35	99	99-66-3001	1
	3			XXL/XXXL UPCHARGE 14 EA.	28.00	99	99-66-3001	1
				INVOICE TOTAL	2,498.65			
6692	1	4/12/16	4/01/16	MENS BASKETBALL TSHIRTS 12EA.	111.60	99	99-66-3001	1
				INVOICE TOTAL	111.60			
				VENDOR TOTAL	2,895.85			
434 SAM ARNOLD								
APR 2016	1	4/12/16	4/12/16	CELL PHONE REIMBURSEMENT	35.00	01	01-21-2012	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
444 ART STUDIO SIGNS								
121737	1	4/12/16	4/01/16	ELECTRONIC BILLBOARD ADVERT.	360.00	92	92-66-3001	1
				INVOICE TOTAL	360.00			
				VENDOR TOTAL	360.00			
531 JAMES E. AUSTIN								
MAR 2016	1	4/12/16	4/12/16	PERSONAL CELL PHONE REIMBURSE.	11.67	10	10-30-2002	1
	2			PERSONAL CELL PHONE REIMBURSE.	11.67	11	11-31-2002	1
	3			PERSONAL CELL PHONE REIMBURSE.	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					35.00			
1006785	1	4/12/16	4/01/16	680 BAYSINGER POLICE SUPPLY INC NAVY COMMAND PANTS 46" 1EA.	49.99	01	01-00-2001	1
INVOICE TOTAL					49.99			
VENDOR TOTAL					49.99			
3/20/16	1	4/12/16	4/01/16	833 CHARLES W BRANTLEY MODIFICATION-ARG CHISEL HITCH	300.00	10	10-30-2006	1
INVOICE TOTAL					300.00			
3/28/16	1	4/12/16	4/01/16	WELDING REPAIRS - SCRAPER	520.00	10	10-30-2006	1
	2			WELDING REPAIRS - SCRAPER	520.00	21	21-41-2006	1
INVOICE TOTAL					1,040.00			
VENDOR TOTAL					1,340.00			
4/12/16	1	4/12/16	4/12/16	850 LLEW BROWN DEPOSIT - JULY 4TH PERFORMANCE	300.00	01	01-10-2054	1
INVOICE TOTAL					300.00			
VENDOR TOTAL					300.00			
9444612761	1	4/12/16	4/01/16	972 CED - COLUMBIA SHIPPING CHRГ-INV#9444612248	11.99	21	21-41-2009	1
INVOICE TOTAL					11.99			
VENDOR TOTAL					11.99			
4/12/16	1	4/12/16	4/12/16	992 CAMPUS HIGH SCHOOL REFUND DEPOSIT, COLT STRONG 5K	100.00	01	01-00-5012	1
INVOICE TOTAL					100.00			
VENDOR TOTAL					100.00			
MAR 2016	1	4/12/16	4/12/16	996 CAPITAL ONE BANK N A UPSTREAM - CH. 7	49.00	01	01-18-2012	1
	2			PAYPAL - ONLINE UTILITY BILL.	16.62	10	10-30-2040	1
	3			PAYPAL - ONLINE UTILITY BILL.	16.63	11	11-31-2040	1
	4			AMAZON - ADOBE PHOTOSHOP	10.84	01	01-22-2064	1
	5			AVG - ANTI-VIRUS RENEWAL	1,384.99	01	01-21-2042	1
	6			BELLA FLORAL - FUNNERAL ARRNG.	45.75	01	01-18-2012	1
	7			RAMADA INN - TRNG. (TOPEKA)	289.20	01	01-02-2015	1
	8			HOLIDAY INN - TRNG. (ABILENE)	88.40	01	01-01-2015	1
	9			KDOA - WORKSHOP FEE (J.COX)	60.00	01	01-01-2015	1
	10			KDOA - WORKSHOP FEE (W.BLACK)	60.00	01	01-18-2015	1
	11			FRED PRYOR SEMINAR - 3 EMPLOY.	149.00	21	21-41-2015	1
	12			FRED PRYOR SEMINAR - 3 EMPLOY.	149.00	11	11-31-2015	1
	13			FRED PRYOR SEMINAR - 3 EMPLOY.	149.00	10	10-30-2012	1
	14			DOLLAR GENERAL - BUBBLE WRAP	9.77	01	01-03-2012	1
	15			USPS - RTRN. FOUNTAIN LIGHTS	106.42	01	01-03-2012	1
	16			JBS ONESTOP - GAS (TRAINING)	8.33	10	10-30-2015	1
	17			JBS ONESTOP - GAS (TRAINING)	8.34	11	11-31-2015	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	18			JBS ONESTOP - GAS (TRAINING)	8.34	21	21-41-2015	1
	19			HOLIDAY INN - TRNG. (OVERLAND)	131.98	10	10-30-2015	1
	20			HOLIDAY INN - TRNG. (OVERLAND)	131.98	11	11-31-2015	1
	21			HOLIDAY INN - TRNG. (OVERLAND)	132.00	21	21-41-2015	1
	22			AMER. RED CROSS - AED/CPR TRNG	25.00	30	30-50-2004	1
	23			ONLINE REG.-CHILD ABUSE/NEGLEC	15.00	30	30-50-2094	1
	24			ORIENTAL TRDNG. - EASTER CRAFT	168.16	30	30-50-2094	1
	25			SWEETLY SCRUMP.-DDDN CUPCAKES	275.00	30	30-50-2092	1
	26			HOBBY LOBBY - EASTER CRAFTS	17.98	30	30-50-2092	1
	27			HOBBY LOBBY - EASTER CRAFTS	126.95	30	30-50-2094	1
	28			GLOBAL IND-DEODARIZED MATS	56.90	10	10-30-2009	1
	29			ONLINE REG. - WEF WEBCASTS	81.00	10	10-30-2015	1
	30			LOWE'S - SHOP SUPPLIES	11.97	10	10-30-2009	1
	31			INTERSTATE BATTERY - BATTERIES	30.95	10	10-30-2012	1
	32			KS BUREAU OF WATER - EXAM FEES	50.00	10	10-30-2015	1
	33			HOBBY LOBBY - CRAFTS	16.98	30	30-50-2092	1
	34			WICHITA INDOOR FOOTBALL TICKET	441.00	30	30-50-2092	1
	35			AMAZON-BADMINTON/TENNIS SET	99.09	30	30-50-2092	1
	36			LITTLE CEASARS - PIZZA	60.00	30	30-50-2092	1
	37			AMAZON - FLOOR SAFETY TAPE	38.70	30	30-50-2092	1
	38			WHOLESALE FIREWORKS-JUMPY JUMP	215.00	30	30-50-2094	1
	39			WICHITA TIX-OUTDOOR LIVING	54.00	01	01-03-2012	1
	40			RAMAMDA INN - TRNG	169.06	21	21-41-2015	1
	41			SPOT LIGHTING - WW EQUIP MAINT	370.36	10	10-30-2006	1
	42			HOME DEPOT - MISC. SUPPLIES	92.55	01	01-03-2012	1
	43			HOME DEPOT - MISC. SUPPLIES	92.54	10	10-30-2012	1
	44			HOME DEPOT - MISC. SUPPLIES	92.54	21	21-41-2012	1
	45			ZORO TOOLS - SAFETY LOCKS	6.62	10	10-30-2009	1
	46			ZORO TOOLS - SAFETY LOCKS	6.63	11	11-31-2009	1
	47			ZORO TOOLS - SAFETY LOCKS	6.63	21	21-41-2009	1
	48			INSTOCKPOOLSUPPLY - LIGHTING	301.65	12	12-32-2006	1
	49			POOL CNTR - REPAIR SUPPLIES	30.04	12	12-32-2006	1
	50			POLAR-RAY - POOL DIVING LIGHTS	65.30	12	12-32-2006	1
	51			NORTHERN TOOL - OXY/ACT HOSE	16.66	10	10-30-2006	1
	52			NORTHERN TOOL - OXY/ACT HOSE	16.67	11	11-31-2006	1
	53			NORTHERN TOOL - OXY/ACT HOSE	16.66	21	21-41-2006	1
	54			ZORO TOOLS - PARK MOTION SENS.	591.50	01	01-03-2006	1
	55			BUY101.COM - POSTERBOARD	181.99	01	01-20-2004	1
	56			KAYS JWLRY-REFUND ENGRVNG FEE	77.38-	10	10-30-2012	1
	57			T-MOBILE - GPS EQUIP.	20.00	10	10-30-2012	1
	58			DOLLAR GENERAL - TRASH BAGS	1.99	10	10-30-2009	1
	59			DOLLAR GENERAL - TRASH BAGS	1.99	11	11-31-2009	1
	60			DOLLAR GENERAL - TRASH BAGS	1.99	21	21-41-2009	1
	61			MEALS - TRNG 3/10-3/11	83.41	10	10-30-2015	1
	62			MEALS - TRNG 3/10-3/11	83.41	11	11-31-2015	1
	63			MEALS - TRNG 3/10-3/11	83.42	21	21-41-2015	1
	64			BARNES/NOBLE-CHEMICAL ORGANIZE	21.45	01	01-03-2009	1
	65			IDRIVE - ONLINE BACKUP (HAC)	59.51	30	30-50-2004	1
				INVOICE TOTAL	7,126.46			
				VENDOR TOTAL	7,126.46			
451231128	1	4/12/16	4/01/16	1155 CINTAS CORPORATION #451 SHOP TOWELS & SUPPLIES	40.91	10	10-30-2009	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			SHOP TOWELS & SUPPLIES	40.91	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	40.90	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	47.27	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	11.65	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	184.85	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	277.53	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	166.45	21	21-41-2016	1
				INVOICE TOTAL	810.47			
451233457	1	4/12/16	4/05/16	SHOP TOWELS & SUPPLIES	40.58	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	40.58	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	40.57	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	47.27	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	11.65	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	51.46	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	41.10	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	35.78	21	21-41-2016	1
				INVOICE TOTAL	308.99			
				VENDOR TOTAL	1,119.46			
				1170 CITY BLUE PRINT INC				
125570	1	4/12/16	4/05/16	36X150 CANVAS PAPER - PLOTTER	28.43	10	10-30-2004	1
	2			36X150 CANVAS PAPER - PLOTTER	28.43	11	11-31-2004	1
	3			36X150 CANVAS PAPER - PLOTTER	28.43	21	21-41-2004	1
	4			36X150 CANVAS PAPER - PLOTTER	28.43	01	01-20-2004	1
				INVOICE TOTAL	113.72			
				VENDOR TOTAL	113.72			
				1283 CONCRETE WORKS INC				
4/7/16 A	1	4/12/16	4/07/16	PROJECT:RIGGS SIDEWALK REPAIR	240.00	01	01-03-2040	1
				INVOICE TOTAL	240.00			
4/7/16 B	1	4/12/16	4/07/16	PROJECT:SAWHILL DRAINAGE	150.00	14	14-34-2012	1
				INVOICE TOTAL	150.00			
4/7/16 C	1	4/12/16	4/07/16	PROJECT:1200 WILLOW LN DRIVEWY	1,180.50	11	11-31-2040	1
				INVOICE TOTAL	1,180.50			
				VENDOR TOTAL	1,570.50			
				1314 CORNEJO CONSTRUCTION				
197120	1	4/12/16	4/01/16	1" WHITE STONE - SAWHILL DRAIN	494.45	14	14-34-2012	1
				INVOICE TOTAL	494.45			
				VENDOR TOTAL	494.45			
				1591 DONDLINGER & SONS CONST CO INC				
115031-02	1	4/12/16	4/06/16	LAUNDER CVR REPLCMNT PROJ. (5%)	5,078.80	10	10-00-2001	1
				INVOICE TOTAL	5,078.80			
				VENDOR TOTAL	5,078.80			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

153566-1	1	4/12/16	4/01/16	1593 DONOVAN AUTO & TRUCK CENTER ARMREST - TRK #23	51.46	10	10-30-2006	1
				INVOICE TOTAL	51.46			
183579BUW	1	4/12/16	4/01/16	LAMP 2 EA. - TRK #29	37.64	11	11-31-2006	1
				INVOICE TOTAL	37.64			
183731BUW	1	4/12/16	4/01/16	BOLT/CAP - TRK #56	19.27	10	10-30-2006	1
	2			BOLT/CAP - TRK #56	19.26	11	11-31-2006	1
	3			BOLT/CAP - TRK #56	19.26	21	21-41-2006	1
				INVOICE TOTAL	57.79			
183799BUW	1	4/12/16	4/04/16	HARNES - TRK #56	107.59	10	10-30-2006	1
	2			HARNES - TRK #56	107.58	11	11-31-2006	1
	3			HARNES - TRK #56	107.59	21	21-41-2006	1
				INVOICE TOTAL	322.76			
				VENDOR TOTAL	469.65			
MAR 2016	1	4/12/16	4/12/16	1618 GEORGE L. DURFEY PERSONAL CELL PHONE REIMBURSE	35.00	10	10-30-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
316-257-HY	1	4/12/16	4/01/16	1637 EATON ROOFING & EXTERIORS CITY BLDG. ROOF REPAIRS	532.00	01	01-09-2025	1
	2			MATERIAL SALES TAX	39.90	01	01-09-2025	1
				INVOICE TOTAL	571.90			
				VENDOR TOTAL	571.90			
000069734	1	4/12/16	4/01/16	1950 FOLEY INDUSTRIES MISC. REPAIR PARTS-SLUDGE TANK	808.64	10	10-30-2006	1
				INVOICE TOTAL	808.64			
				VENDOR TOTAL	808.64			
005052601	1	4/12/16	4/01/16	2000 GALLS LLC LG. LIEUTENANT BARS 1 EA.	6.16	01	01-02-2016	1
	2			SM. LIEUTENANT BARS 2 EA.	12.32	01	01-02-2016	1
	3			SHIPPING CHARGES	10.95	01	01-02-2016	1
				INVOICE TOTAL	29.43			
005102007	1	4/12/16	4/01/16	MENS SS TWILL CLASS A SHIRTS 3	123.57	01	01-02-2016	1
	2			MESN SS TWILL CLASS A SHIRTS 1	41.19	01	01-02-2016	1
	3			SHIPPING CHARGES	14.99	01	01-02-2016	1
				INVOICE TOTAL	179.75			
005133368	1	4/12/16	4/01/16	LVL 1 ALS MID RISE HOLSTER 1EA	86.29	01	01-02-2016	1
	2			SHIPPING CHARGES	5.43	01	01-02-2016	1
				INVOICE TOTAL	91.72			
				VENDOR TOTAL	300.90			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
9057887912	1	4/12/16	4/01/16	2150 GRAINGER AIR FRESHERNER REFILL PK. INVOICE TOTAL	117.63 117.63	10	10-30-2009	1
				VENDOR TOTAL	117.63			
86909	1	4/12/16	4/01/16	2224 H AND H LAWCARE EQUIPMENT CHAINSAW CHAINS 128EA-PARK/STR	25.60	01	01-03-2009	1
	2			CHAINSAW CHAINS 128EA-PARK/STR INVOICE TOTAL	25.60 51.20	21	21-41-2009	1
				VENDOR TOTAL	51.20			
9857470	1	4/12/16	4/01/16	2230 HACH COMPANY PHENOL RED IND SOLUTION 100ML INVOICE TOTAL	15.25 15.25	11	11-31-2009	1
				VENDOR TOTAL	15.25			
03162021	1	4/12/16	4/01/16	2266 HASTY AWARDS YOUTH GOLD SOCCER MEDALS 270EA	456.30	99	99-66-3001	1
	2			SHIPPING CHARGES INVOICE TOTAL	28.90 485.20	99	99-66-3001	1
				VENDOR TOTAL	485.20			
32435	1	4/12/16	4/01/16	2345 HAYSVILLE RENTAL CENTER RENTAL:AERIAL LIFT 3/29/16 TREE RMVL/SCOREBOARD REPAIR	225.00	10	10-30-2012	1
	2			RENTAL:AERIAL LIFT 3/29/16 TREE RMVL/SCOREBOARD REPAIR	225.00	14	14-34-2012	1
	3			RENTAL:AERIAL LIFT 3/29/16 TREE RMVL/SCOREBOARD REPAIR INVOICE TOTAL	225.00 675.00	51	51-66-3005	1
32742	1	4/12/16	4/01/16	RENTAL:BOOMLIFT 4/1/16	41.67	10	10-30-2009	1
	2			RENTAL:BOOMLIFT 4/1/16	41.66	11	11-31-2009	1
	3			RENTAL:BOOMLIFT 4/1/16 INVOICE TOTAL	41.67 125.00	21	21-41-2009	1
				VENDOR TOTAL	800.00			
3/24/16	1	4/12/16	4/01/16	2370 HAYSVILLE USD 261 SOS DAY 1/15 & 2/12/16 INVOICE TOTAL	141.25 141.25	30	30-50-2094	1
3/24/16 *	1	4/12/16	4/01/16	DRIVER-MYLC: TOPEKA TRIP 1/14 INVOICE TOTAL	350.01 350.01	28	28-48-2032	1
				VENDOR TOTAL	491.26			
APRIL 2016	1	4/12/16	4/01/16	2500 HAC INC MONTHLY GROCERIES INVOICE TOTAL	262.66 262.66	30	30-50-2092	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					262.66			
22304			2785	JACKSON CREEK MANUFACTURING				
	1	4/12/16	4/01/16	4' STD KETCH-ALL POLE	78.00	01	01-02-2013	1
	2			KETCH-ALL POLE-REPLCMT CABLE	21.00	01	01-02-2013	1
	3			SHIPPING CHARGES	17.50	01	01-02-2013	1
INVOICE TOTAL					116.50			
VENDOR TOTAL					116.50			
MAR 2016			2860	DAN JONES				
	1	4/12/16	4/12/16	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
4094			2874	K & A PROPERTY MAINTENANCE LLC				
	1	4/12/16	4/01/16	CLEAN CITY BLDG.	528.00	01	01-09-2040	1
	2			CLEAN PD	440.00	01	01-09-2040	1
	3			CLEAN COMM. BLDG.	132.00	01	01-09-2040	1
	4			CLEAN SR. CNTR.	425.00	01	01-12-2025	1
INVOICE TOTAL					1,525.00			
VENDOR TOTAL					1,525.00			
4/12/16			3075	KDHE BUREAU OF WATER				
	1	4/12/16	4/12/16	WATER OPERATOR - CERT. RENEWAL	20.00	11	11-31-2015	1
INVOICE TOTAL					20.00			
VENDOR TOTAL					20.00			
MAR 2016			3150	KANSAS DEPT OF REVENUE				
	1	4/12/16	4/12/16	WATER SALES TAX RETURN	641.05	11	11-31-2022	1
INVOICE TOTAL					641.05			
VENDOR TOTAL					641.05			
6030289			3295	KANSAS ONE-CALL SYSTEM INC				
	1	4/12/16	3/01/16	137 LOCATES @ \$1.00EA.	45.67	10	10-30-2040	1
	2			137 LOCATES @ \$1.00EA.	45.66	11	11-31-2040	1
	3			137 LOCATES @ \$1.00EA.	45.67	21	21-41-2040	1
INVOICE TOTAL					137.00			
VENDOR TOTAL					137.00			
APR 2016			3350	KANSAS STATE TREASURER				
	1	4/12/16	4/12/16	REINSTATEMENT FEES	1,175.00	01	01-06-2060	1
	2			JUDICIAL BRANCH SURCHARGE	418.00	01	01-06-2060	1
	3			JUDICIAL BRANCH EDUC. FUND	48.00	01	01-06-2073	1
	4			COURT COSTS/LAW ENF TRNG FUND	1,246.00	01	01-06-2074	1
	5			DUI FEES	493.09	01	01-06-2075	1
INVOICE TOTAL					3,380.09			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					3,380.09			
9002302706	1	4/12/16	4/01/16	3500 KONICA MINOLTA BUSINESS COPIER MAINT. - ADMIN.	182.11	01	01-10-2040	1
	2			COPIER MAINT. - PD	182.11	01	01-02-2040	1
	3			COPIER MAINT. - PW	32.67	01	01-20-2004	1
					INVOICE TOTAL	396.89		
VENDOR TOTAL					396.89			
3/29/16	1	4/12/16	4/01/16	3535 KS NARCOTICS OFFICER'S ASSN KNOA TRNG. CONF. - K. LUONGO	150.00	01	01-02-2015	1
					INVOICE TOTAL	150.00		
VENDOR TOTAL					150.00			
16-1117	1	4/12/16	4/01/16	3670 LEAGUE OF KANSAS WEBINAR 3/29/16:CHILD LABOR/OT	25.00	01	01-01-2015	1
					INVOICE TOTAL	25.00		
VENDOR TOTAL					25.00			
VVF750184	1	4/12/16	4/01/16	3758 LOU'S SPORTING GOODS WICHITA GROUND SOCKETS/CAPS-FIELD #5	214.99	99	99-66-3001	1
					INVOICE TOTAL	214.99		
VENDOR TOTAL					214.99			
APR 2016	1	4/12/16	4/12/16	3770 LOWES BUSINESS ACCT/GEGRB MONTHLY SUPPLIES	11.72	01	01-03-2009	1
	2			MONTHLY SUPPLIES	59.79	01	01-09-2006	1
	3			MONTHLY SUPPLIES	15.97	01	01-09-2009	1
	4			MONTHLY SUPPLIES	286.43	10	10-30-2009	1
	5			MONTHLY SUPPLIES	111.87	11	11-31-2009	1
	6			MONTHLY SUPPLIES	146.96	21	21-41-2009	1
	7			MONTHLY SUPPLIES	47.49	21	21-41-2012	1
	8			MONTHLY SUPPLIES	47.49	14	14-34-2012	1
					INVOICE TOTAL	727.72		
VENDOR TOTAL					727.72			
MAR 2016	1	4/12/16	4/12/16	3840 MARTINEZ, ANTONIO JR. REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	21	21-41-2002	1
					INVOICE TOTAL	35.00		
VENDOR TOTAL					35.00			
2016168	1	4/12/16	4/01/16	3880 MAYER SPECIALTY SERVICES LLC 3.5HRS JET/VACUUM TRUCK 3/22	700.00	10	10-30-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					INVOICE TOTAL		700.00	
2016170	1	4/12/16	4/01/16	S/C 3/22 FIRE HYDRANT/WTR MAIN	1,200.00	11	11-31-2040	1
					INVOICE TOTAL		1,200.00	
2016175	1	4/12/16	4/01/16	PROJECT:MANHOLE REHAB. 3/11	26,500.00	10	10-00-2001	1
					INVOICE TOTAL		26,500.00	
					VENDOR TOTAL		28,400.00	
					3947 LEVI MCMILLAN			
MAR 2016	1	4/12/16	4/12/16	CELL PHONE REIMBURSEMENT	35.00	11	11-31-2002	1
					INVOICE TOTAL		35.00	
					VENDOR TOTAL		35.00	
					4370 OFFICE DEPOT			
829295375	1	4/12/16	4/01/16	PROTECTOR, SHEET, 2 BOXES	21.78	01	01-10-2077	1
	2			CORD, HANDSET, 25' BLK. 2PK.	6.70	01	01-10-2077	1
					INVOICE TOTAL		28.48	
829295409	1	4/12/16	4/01/16	MISC. OFFICE SUPPLIES	6.08	01	01-18-2004	1
	2			MISC. OFFICE SUPPLIES	75.81	01	01-10-2077	1
	3			MISC. OFFICE SUPPLIES	112.32	01	01-01-2004	1
					INVOICE TOTAL		194.21	
					VENDOR TOTAL		222.69	
					4377 JAMES OLTMAN			
MAR 2016	1	4/12/16	4/12/16	CELL PHONE REIMBURSEMENT	35.00	01	01-18-2002	1
	2			44 X \$0.57/MILE REIMBURSE.	25.08	01	01-18-2015	1
					INVOICE TOTAL		60.08	
					VENDOR TOTAL		60.08	
					4396 O'REILLY AUTOMOTIVE INC			
1814152202	1	4/12/16	4/01/16	BATTERY - PD GENRATOR	83.58	01	01-09-2025	1
					INVOICE TOTAL		83.58	
4814151614	1	4/12/16	4/01/16	OIL FILTER - CAR #05-12	4.29	01	01-02-2035	1
					INVOICE TOTAL		4.29	
4814151738	1	4/12/16	4/01/16	OIL FILTER - CAR #11-13/12/13	15.18	01	01-02-2035	1
					INVOICE TOTAL		15.18	
4814152211	1	4/12/16	4/01/16	CERAMIC PAD/FILTER-CAR #04-13	56.48	01	01-02-2035	1
					INVOICE TOTAL		56.48	
4814152219	1	4/12/16	4/01/16	BRAKE ROTOR 2EA. - CAR #04-13	93.54	01	01-02-2035	1
					INVOICE TOTAL		93.54	
4814152621	1	4/12/16	4/01/16	OLI FILTER - CAR #03-12	4.29	01	01-02-2035	1
					INVOICE TOTAL		4.29	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4814153081	1	4/12/16	4/01/16	OIL/AIR FILTER - TRK #1	9.19	10	10-30-2006	1
	2			OIL/AIR FILTER - TRK #1	9.20	11	11-31-2006	1
	3			OIL/AIR FILTER - TRK #1	9.20	21	21-41-2006	1
				INVOICE TOTAL	27.59			
4814153485	1	4/12/16	4/01/16	PIGTAIL/HEAT SHRINK - PW SHOP	3.79	10	10-30-2006	1
	2			PIGTAIL/HEAT SHRINK - PW SHOP	3.79	11	11-31-2006	1
	3			PIGTAIL/HEAT SHRINK - PW SHOP	3.79	21	21-41-2006	1
				INVOICE TOTAL	11.37			
4814153955	1	4/12/16	4/04/16	DIST ROTOR/CAP - TRK #23	35.28	10	10-30-2006	1
				INVOICE TOTAL	35.28			
4814154001	1	4/12/16	4/04/16	CNTRL MODULE - TRK #23	35.72	10	10-30-2006	1
				INVOICE TOTAL	35.72			
				VENDOR TOTAL	367.32			
			4520	PETTY CASH				
4/12/16	1	4/12/16	4/12/16	REIMBURSE FUND	53.00	01	01-00-5012	1
	2			REIMBURSE FUND	367.50	01	01-00-5016	1
	3			REIMBURSE FUND	25.00	01	01-00-5062	1
	4			REIMBURSE FUND	13.25	01	01-02-2015	1
	5			REIMBURSE FUND	10.18	10	10-30-2006	1
	6			REIMBURSE FUND	33.33	10	10-30-2012	1
	7			REIMBURSE FUND	15.97	11	11-00-5012	1
	8			REIMBURSE FUND	10.18	11	11-31-2006	1
	9			REIMBURSE FUND	10.17	21	21-41-2006	1
	10			REIMBURSE FUND	33.34	21	21-41-2012	1
	11			REIMBURSE FUND	50.00	30	30-00-5078	1
	12			REIMBURSE FUND	260.00	30	30-00-5077	1
	13			REIMBURSE FUND	7.50	32	32-00-5012	1
	14			REIMBURSE FUND	33.33	14	14-34-2012	1
			INVOICE TOTAL	922.75				
			VENDOR TOTAL	922.75				
			4622	PLEXUS INC.				
2016/0061	1	4/12/16	4/07/16	3MP HD DOME CAMERA 4EA/INSTALL	4,910.40	33	33-53-2012	1
				INVOICE TOTAL	4,910.40			
2016/0062	1	4/12/16	4/07/16	3MP HD DOME CAMERA 1EA/INSTALL	932.00	01	01-09-2079	1
				HISTORIC DISTRICT				
				INVOICE TOTAL	932.00			
4/12/16	1	4/12/16	4/12/16	2015 VIDEO SURV. PROJECT	1,134.02	10	10-00-2001	1
	2			2015 VIDEO SURV. PROJECT	1,134.03	11	11-00-2001	1
	3			2015 VIDEO SURV. PROJECT	1,134.03	21	21-00-2001	1
				INVOICE TOTAL	3,402.08			
			VENDOR TOTAL	9,244.48				
			4708	PRICHARD ANIMAL HOSPITAL PA				
237487	1	4/12/16	4/01/16	EVP CANINE ADV FITNESS 38.5LBS	40.39	01	01-02-2047	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	40.39			
				VENDOR TOTAL	40.39			
435759	1	4/12/16	4/01/16	4750 PROFESSIONAL ENGINEERING MONTHLY RETAINER	66.67	10	10-30-2040	1
	2			MONTHLY RETAINER	66.67	11	11-31-2040	1
	3			MONTHLY RETAINER	66.66	21	21-41-2040	1
				INVOICE TOTAL	200.00			
435760	1	4/12/16	4/01/16	MAIN/GRAND SIGNAL POLE INSPECT	390.00	21	21-41-2040	1
				INVOICE TOTAL	390.00			
				VENDOR TOTAL	590.00			
MAR 2016	1	4/12/16	4/12/16	5056 SEAN RINEHART REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
MAR 2016	1	4/12/16	4/12/16	5231 SAM'S CLUB / GEGRB MONTHLY SUPPLIES	79.98	01	01-03-2046	1
	2			MONTHLY SUPPLIES	39.99	10	10-30-2009	1
	3			MONTHLY SUPPLIES	39.99	11	11-31-2009	1
	4			MONTHLY SUPPLIES	50.80	30	30-50-2009	1
	5			MONTHLY SUPPLIES	461.45	30	30-50-2092	1
	6			MONTHLY SUPPLIES	612.16	30	30-50-2094	1
				INVOICE TOTAL	1,284.37			
				VENDOR TOTAL	1,284.37			
4/2/16	1	4/12/16	4/02/16	5257 SCHENCK SHOOTING SCHOOL FIREARMS TRNG: TAC HANDGUN	250.00	01	01-02-2015	1
				INVOICE TOTAL	250.00			
				VENDOR TOTAL	250.00			
4/12/16	1	4/12/16	4/12/16	5322 SECURITY BANK OF KS CITY BOND PYMNT: COP SR 2015 (1536411/1563412)	59,824.69	99	99-66-3001	1
				INVOICE TOTAL	59,824.69			
				VENDOR TOTAL	59,824.69			
MAR 2016	1	4/12/16	4/12/16	5330 SEDGWICK COUNTY ELECTRIC COOP ELECTRIC USE @ EAST WATER WELL	881.54	11	11-31-2003	1
				INVOICE TOTAL	881.54			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
MAR 2016-	1	4/12/16	4/12/16	ELECTRIC USE @ WEST WATER WELL	882.75	11	11-31-2003	1
				INVOICE TOTAL	882.75			
				VENDOR TOTAL	1,764.29			
MAR 2016	1	4/12/16	4/01/16	5335 SEDGWICK COUNTY DIV OF FINANCE PRISONER HOUSING 1,655 HRS.	3,922.35	01	01-06-3066	1
				INVOICE TOTAL	3,922.35			
				VENDOR TOTAL	3,922.35			
3/16/16	1	4/12/16	4/01/16	5360 SEDGWICK COUNTY EXTENSION SOIL SAMPLE - SOCCER FIELDS	20.00	01	01-03-2012	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
18929	1	4/12/16	4/05/16	5362 SEDGWICK COUNTY HEALTH DEPT HEP B VACCINE ID #398906	33.87	10	10-30-2012	1
	2			VACCINATION FEE	20.26	10	10-30-2012	1
				INVOICE TOTAL	54.13			
				VENDOR TOTAL	54.13			
MAR 2016	1	4/12/16	4/12/16	5444 JOHNATHAN SIMONS REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
106274	1	4/12/16	4/01/16	5540 SOUTHEASTERN SECURITY BACKGROUND/CRIMINAL CHECK 51EA	943.50	99	99-66-3001	1
				INVOICE TOTAL	943.50			
				VENDOR TOTAL	943.50			
23332	1	4/12/16	4/01/16	5916 TIMES-SENTINEL NEWSPAPERS NEW HOMES AD 3/28/16	180.00	92	92-66-3001	1
				INVOICE TOTAL	180.00			
23350	1	4/12/16	4/01/16	SPRING SPORTS GUIDE	30.00	92	92-66-3001	1
				INVOICE TOTAL	30.00			
				VENDOR TOTAL	210.00			
MAR 2016	1	4/12/16	4/01/16	6234 VERIZON WIRELESS POLICE DEPT. - MOBILE BROADBAND	83.01	01	01-02-2040	1
				INVOICE TOTAL	83.01			
				VENDOR TOTAL	83.01			
11066904	1	4/12/16	4/01/16	6345 WASTE CONNECTIONS INC MONTHLY TRASH SVC. - CITY BLDG	46.17	01	01-09-2040	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			MONTHLY TRASH SVC. - CITY BLDG	46.18	10	10-30-2040	1
	3			MONTHLY TRASH SVC. - CITY BLDG	46.18	11	11-31-2040	1
				INVOICE TOTAL	138.53			
11066905	1	4/12/16	4/01/16	MONTHLY TRASH SVC. - HAC	86.99	30	30-50-2003	1
				INVOICE TOTAL	86.99			
11066906	1	4/12/16	4/01/16	MONTHLY TRASH SVC. - SR. CNTR.	128.40	01	01-12-2003	1
				INVOICE TOTAL	128.40			
11066907-8	1	4/12/16	4/01/16	MONTHLY TRASH SVC. - PW	57.08	10	10-30-2040	1
	2			MONTHLY TRASH SVC. - PW	57.09	11	11-31-2040	1
	3			MONTHLY TRASH SVC. - PW	57.09	21	21-41-2040	1
				INVOICE TOTAL	171.26			
11066909	1	4/12/16	4/01/16	MONTHLY TRASH SVC. - COMM BLDG	81.45	01	01-09-2040	1
				INVOICE TOTAL	81.45			
11066910	1	4/12/16	4/01/16	MONTHLY TRASH SVC. - RIGGS	152.15	01	01-03-2012	1
				INVOICE TOTAL	152.15			
				VENDOR TOTAL	758.78			
237509	1	4/12/16	4/01/16	6383 WELLBEATS ELEMENTS BASIC PACKAGE	149.00	99	99-66-3001	1
				INVOICE TOTAL	149.00			
				VENDOR TOTAL	149.00			
MAR 2016S	1	4/12/16	4/01/16	6407 WESTAR ENERGY MONTHLY ELECTRIC UTILITIES	7,195.05	01	01-08-2003	1
				INVOICE TOTAL	7,195.05			
				VENDOR TOTAL	7,195.05			
176230	1	4/12/16	4/01/16	6471 WICHITA AREA BUILDERS ASSN 2016 PARADE OF HOMES AD	1,600.00	92	92-66-3001	1
				INVOICE TOTAL	1,600.00			
				VENDOR TOTAL	1,600.00			
I0051931	1	4/12/16	4/01/16	6585 WICHITA CONCRETE PIPE COMPANY 60' MANHOLE SCT W/PRECAST BASE STORMWATER MANHOLE	1,384.40	14	14-34-2080	1
				INVOICE TOTAL	1,384.40			
				VENDOR TOTAL	1,384.40			
211806 00	1	4/12/16	4/01/16	6630 WICHITA WINWATER WORKS WATER METER/TAP - NEW HAC BLDG	3,631.42	48	48-66-3005	1
				INVOICE TOTAL	3,631.42			
212114 00	1	4/12/16	4/01/16	MISC. SUPPLIES - HYDRANTS	273.89	11	11-31-2009	1
				INVOICE TOTAL	273.89			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
212262 00	1	4/12/16	4/01/16	WATER METER SUPPLIES - NEW HAC INVOICE TOTAL	197.32 197.32	48	48-66-3005	1
212284 00	1	4/12/16	4/01/16	WATERLINE SUPPLIES - NEW HAC INVOICE TOTAL	106.89 106.89	48	48-66-3005	1
				VENDOR TOTAL	4,209.52			
0509318-IN	1	4/12/16	4/01/16	6700 WILLIAMS JANITORIAL SUPPLY TOWELS, WHITE 1000FT 6CS-HAC	270.00	30	30-50-2009	1
	2			FOAMING LITE SOAP 2CS - P/C	36.00	30	30-50-2046	1
	3			TOILET TISSUE 2 PLY 2CS - HAC	99.90	30	30-50-2009	1
	4			TOILET TISSUE 2 PLY 2CS - P/C	99.90	30	30-50-2046	1
	5			URINAL SCREEN 2PK 5CS - P/C INVOICE TOTAL	20.00 525.80	30	30-50-2046	1
0509763-CR	1	4/12/16	4/01/16	TOILET TISSUE 2 PLY 2CS - HAC	99.90-	30	30-50-2009	1
	2			TOILET TISSUE 2 PLY 2CS - P/C INVOICE TOTAL	99.90- 199.80-	30	30-50-2046	1
				VENDOR TOTAL	326.00			
4/12/16 A	1	4/12/16	4/12/16	9084 ADISON CAUDELL REFEREE SOCCER 4 HRS 4/2/16 INVOICE TOTAL	60.00 60.00	30	30-50-1100	1
				VENDOR TOTAL	60.00			
4/12/16 A	1	4/12/16	4/12/16	9086 BELLA CAUDELL REFEREE SOCCER 4 HRS 4/2/16 INVOICE TOTAL	60.00 60.00	30	30-50-1100	1
				VENDOR TOTAL	60.00			
4/12/16 A	1	4/12/16	4/12/16	10010 CARL DENESHA II REFEREE SOCCER 3 HRS 4/2/16 INVOICE TOTAL	45.00 45.00	30	30-50-1100	1
				VENDOR TOTAL	45.00			
4/12/16 A	1	4/12/16	4/12/16	10011 KARL J. DENESHA REFEREE SOCCER 3 HRS 4/2/16 INVOICE TOTAL	45.00 45.00	30	30-50-1100	1
				VENDOR TOTAL	45.00			
4/12/16 A	1	4/12/16	4/12/16	10140 TRACI MCKELVEY REFEREE VOLLEYBALL 3.25HR 3/24 INVOICE TOTAL	30.88 30.88	30	30-50-1100	1
				VENDOR TOTAL	30.88			
4/12/16 A	1	4/12/16	4/12/16	10345 ASHLEY SHARBUTT REFEREE SOCCER 3 HRS 4/2/16	45.00	30	30-50-1100	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
					INVOICE TOTAL	45.00	
					VENDOR TOTAL	45.00	
					INTRUST TOTAL	157,344.28	
					TOTAL MANUAL CHECKS	.00	
					TOTAL E-PAYMENTS	.00	
					TOTAL PURCH CARDS	.00	
					TOTAL ACH PAYMENTS	.00	
					TOTAL OPEN PAYMENTS	157,344.28	
					GRAND TOTALS	157,344.28	

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VENDOR NO NAME	PAYMENT AMT
1325 COX COMMUNICATIONS	1,369.89
3230 KS GAS SERVICE-PRIMARY	1,377.37
6407 WESTAR ENERGY	20,788.18
REPORT TOTAL	<u>23,535.44</u>

FUND	NAME	TOTAL
01	GENERAL FU	5,731.33
10	SEWER FUND	11,948.40
11	WATER FUND	3,149.19
12	MUNICIPAL	126.39
21	STREET FUN	936.73
30	RECREATION	1,643.40
	TOTAL	<u>23,535.44</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
INTRUST								
1325 COX COMMUNICATIONS								
APR 2016	1	4/06/16	4/06/16	SR. CNTR. - CABLE/DATA SVC.	337.93	01	01-12-2003	1
	2			HAC - CABLE SVC.	125.03	30	30-50-2003	1
	3			HAC - DATA SVC.	159.00	30	30-50-2002	1
	4			CITY/PD/COURT - DATA SVC.	115.43	01	01-01-2002	1
	5			CITY/PD/COURT - DATA SVC.	350.89	01	01-02-2002	1
	6			CITY/PD/COURT - DATA SVC.	11.83	01	01-04-2002	1
	7			CITY/PD/COURT - DATA SVC.	28.86	01	01-06-2002	1
	8			CITY/PD/COURT - DATA SVC.	34.63	01	01-18-2002	1
	9			CITY/PD/COURT - DATA SVC.	11.83	01	01-21-2002	1
	10			CITY/PD/COURT - DATA SVC.	11.83	01	01-22-2002	1
	11			CITY/PD/COURT - DATA SVC.	11.83	01	01-18-2002	1
	12			PW - CABLE/DATA SVC.	34.16	01	01-03-2002	1
	13			PW - CABLE/DATA SVC.	34.16	01	01-20-2002	1
	14			PW - CABLE/DATA SVC.	34.16	10	10-30-2002	1
	15			PW - CABLE/DATA SVC.	34.16	11	11-31-2002	1
	16			PW - CABLE/DATA SVC.	34.16	21	21-41-2002	1
				INVOICE TOTAL	1,369.89			
				VENDOR TOTAL	1,369.89			
3230 KANSAS GAS SERVICE								
MAR 2016	1	4/06/16	4/06/16	PD - MONTHLY GAS SVC.	110.45	01	01-02-2013	1
	2			BLDG/GRNDS - MONTHLY GAS SVC.	191.99	01	01-09-2003	1
	3			SR. CNTR. - MONTHLY GAS SVC.	174.84	01	01-12-2003	1
	4			SEWER - MONTHLY GAS SVC.	471.81	10	10-30-2003	1
	5			WATER - MONTHLY GAS SVC.	96.03	11	11-31-2003	1
	6			STREET - MONTHLY GAS SVC.	64.46	21	21-41-2003	1
	7			HAC - MONTHLY GAS SVC.	267.79	30	30-50-2003	1
				INVOICE TOTAL	1,377.37			
				VENDOR TOTAL	1,377.37			
6407 WESTAR ENERGY								
MAR 2016	1	4/06/16	4/06/16	MONTHLY ELECTRIC UTILITIES	134.75	01	01-02-2013	1
	2			MONTHLY ELECTRIC UTILITIES	1,048.32	01	01-03-2003	1
	3			MONTHLY ELECTRIC UTILITIES	733.77	01	01-08-2003	1
	4			MONTHLY ELECTRIC UTILITIES	1,977.06	01	01-09-2003	1
	5			MONTHLY ELECTRIC UTILITIES	376.77	01	01-12-2003	1
	6			MONTHLY ELECTRIC UTILITIES	11,442.43	10	10-30-2003	1
	7			MONTHLY ELECTRIC UTILITIES	3,019.00	11	11-31-2003	1
	8			MONTHLY ELECTRIC UTILITIES	126.39	12	12-32-2003	1
	9			MONTHLY ELECTRIC UTILITIES	838.11	21	21-41-2003	1
	10			MONTHLY ELECTRIC UTILITIES	853.03	30	30-50-2003	1
	11			MONTHLY ELECTRIC UTILITIES	238.55	30	30-50-3065	1
				INVOICE TOTAL	20,788.18			
				VENDOR TOTAL	20,788.18			
				INTRUST TOTAL	23,535.44			

HKMESSAGE
10.30.14

Wed Apr 6, 2016 9:31 AM

City of Haysville
SCHEDULED CLAIMS LIST

OPER: AMD

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
-----					TOTAL MANUAL CHECKS	.00	
					TOTAL E-PAYMENTS	.00	
					TOTAL PURCH CARDS	.00	
					TOTAL ACH PAYMENTS	.00	
					TOTAL OPEN PAYMENTS	23,535.44	
					GRAND TOTALS	23,535.44	

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VENDOR NO NAME	PAYMENT AMT
5859 T-MOBILE	30.00
REPORT TOTAL	<u>30.00</u>

FUND	NAME	TOTAL
10	SEWER FUND	10.00
11	WATER FUND	10.00
21	STREET FUN	10.00
	TOTAL	<u>30.00</u>

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INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

				INTRUST				
			5859	T-MOBILE				
MAR 2016	1	3/31/16	3/31/16	MOBILE INTERNET - GPS EQUIP.	10.00	11	11-31-2002	1
	2			MOBILE INTERNET - GPS EQUIP.	10.00	10	10-30-2002	1
	3			MOBILE INTERNET - GPS EQUIP.	10.00	21	21-41-2002	1
				INVOICE TOTAL	30.00			
				VENDOR TOTAL	30.00			
				INTRUST TOTAL	30.00			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	30.00			
				GRAND TOTALS	30.00			

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No Supporting Documents