

Policy	Current	New	Item #/Notes
4.300 Employment			
IV. Procedure	<p>G. All employment positions in the Sedgwick County system are categorized as Unclassified, Classified Exempt or Classified.</p> <p>4. Annual Review of Position Appointments</p> <p><i>All appointments and Classified Exempt designations shall be reviewed annually by the Human Resources Division. Such review shall begin by January 15 and finish not later than February 28 of each year. There shall be no changes in the position Classified Exempt designations except during this period. Changes in the Classified status are not permitted without the approval of the Human Resources Director.</i></p>	<p>G. All employment positions in the Sedgwick County system are categorized as Unclassified, Classified Exempt or Classified.</p> <p>Language removed</p>	<ul style="list-style-type: none"> Item 4 is no longer necessary and has been removed from the procedure.
4.301 Employee Re-Hire			
II. Policy	NEW	<p>E. Bar from Employment</p> <p><i>Any employee who has separated from Sedgwick County for behaviors/activities determined by Legal to be fraudulent, dishonest, or other harmful or illegal activities, will be ineligible for rehire by the County. All decisions will be reviewed by Legal, Human Resources, and the County Manager.</i></p>	<ul style="list-style-type: none"> Addition to policy.
4.303 Initial Probation			
II. Policy	<p>C. Probationary employees shall not be eligible to apply for internal job postings.</p> <p>D. Whenever there is a change of Division Director, Department Head or Elected Official, employees who have already completed their initial probationary periods will not be placed on initial probation, <i>except in those cases when the employee assumes a different job</i></p>	<p>Language removed</p> <p>C. Whenever there is a change of Division Director, Department Head or Elected Official, employees who have already completed their initial probationary periods will not be placed on initial probation.</p>	<ul style="list-style-type: none"> Probationary employees may apply for internal job postings. Employees who have already completed their initial probationary period will not be required to complete another one.

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	<i>classification, as provided in this Manual.</i>		
4.400 Demotion			<ul style="list-style-type: none"> • This entire policy will be deleted. Please refer to Wage and Salary policy 4.2001 for information on demotions.
4.402 Promotions			
II. Policy	<p>C. The promotion procedure will allow any employee, <i>except those employees who are on probation or who are employed as part time or temporary employees</i>, to inquire and apply for internal job postings.</p> <p>D. Employees who are on promotional probation may apply for another promotional position, <i>provided they have completed an initial probationary period and are considered permanent employees</i>.</p>	<p>C. The promotion procedure will allow any employee to inquire and apply for internal job postings.</p> <p>D. Employees who are on promotional probation may apply for another promotional position.</p>	<ul style="list-style-type: none"> • All employees are allowed to inquire and apply for a promotional position.
4.403 Transfers			<ul style="list-style-type: none"> • This entire policy will be deleted. Please refer to Wage and Salary policy 4.2001 for information on demotions.
4.505 Violence in the Workplace			
II. Policy	<p>Sedgwick County is committed to providing, in so far as reasonable within available resources, a safe environment for working and conducting business. All employees are responsible for helping to maintain a violence free workplace, refraining from acts of violence and promoting a safe working environment. To that end, each employee is required</p>	<p>Sedgwick County is committed to providing, in so far as reasonable within available resources, a safe environment for working and conducting business. All employees are responsible for helping to maintain a violence free workplace, refraining from acts of violence and promoting a safe working environment. To that end, each employee is required to govern</p>	

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	<p>to govern himself or herself accordingly. In addition, any employee experiencing an act or threat of violence whether from another employee, or from an individual outside the organization, is asked to report such an act or threat to his or her immediate supervisor or another manager. The County intends to use legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public. Any violent act(s) committed by employees will be subject to disciplinary action, up to and/or including termination, or prosecution as appropriate.</p>	<p>himself or herself accordingly. In addition, any employee experiencing an act or threat of violence whether from another employee, or from an individual outside the organization, is asked to report such an act or threat to his or her immediate supervisor or another manager. The County intends to use legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public. Any violent act(s) committed by employees will be subject to disciplinary action, up to and/or including termination, or prosecution as appropriate.</p> <p><i>As outlined further in Section IV, some employees may wish to carry a gun for personal protection. If they do so, they must have the concealed carry permit as required by law. Employees with a concealed carry permit may carry their concealed handgun at their workplace if the building entrances are not posted against concealed carry by members of the public.</i></p> <p><i>With regard to using a gun, law enforcement, courthouse security or other employees authorized to carry weapons within the scope of their employment are the only individuals authorized to use deadly force while acting for and on behalf of Sedgwick County. Under no circumstances will any other employee use deadly force as a function of their job with the County. If an employee who is not authorized uses deadly force, he/she will not have the immunities or be entitled to the same indemnity afforded law enforcement, courthouse security or</i></p>	<ul style="list-style-type: none"> • Additional language necessary due to changes in state statute as of July 1, 2013

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		<p><i>other employees authorized to carry weapons within the scope of their employment. The County will also not provide for, reimburse, or pay, attorney fees or costs of the employee in defense of that use of deadly force in any criminal or civil proceeding.</i></p>	
<p>III. B. Definition of workplace violence</p>	<p>Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.</p>	<p>Involves carrying (<i>other than what is authorized in Section IV</i>) or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.</p>	<ul style="list-style-type: none"> • Additional language now that carrying will be allowed in certain circumstances
<p>IV. B. Exceptions to Dangerous Weapons Prohibition</p>	<p>Exceptions to Dangerous Weapons Prohibition: Employees of Sedgwick County may possess a firearm on County property if:</p> <ol style="list-style-type: none"> 1. Engaged in military or law enforcement activities; 2. They are required to carry a gun or other weapon in the course of their work duties for Sedgwick County; or 3. They are licensed under state law to carry a concealed firearm; such firearm is contained in a private means of conveyance (such as a car or motorcycle or other vehicle) that is parked on County's premises, and they are not engaged in the duties of their employment with the County. County vehicles do not constitute private means of conveyance. 	<p>Exceptions to Dangerous Weapons Prohibition:</p> <ol style="list-style-type: none"> 1. <i>Employees of Sedgwick County may carry knives concealed on their person as authorized by K.S.A. 21-6302, as amended.</i> 2. Employees of Sedgwick County may possess a firearm on County property if: <ol style="list-style-type: none"> 1. Engaged in military or law enforcement activities; 2. They are required to carry a gun or other weapon in the course of their work duties for Sedgwick County; or 3. <i>They are licensed under state law to carry a concealed firearm and employee adheres to license requirements and posted building prohibitions.</i> 	<ul style="list-style-type: none"> • Concealed knives are now allowed according to statute effective July 1, 2013 • The language of this item was revised to reflect updates to statutes effective July 1, 2013
<p>4.603 Reduction-in-Force</p>			
<p>II. Policy</p>	<p>NEW</p>	<p>I. RIF separated employees will no longer be covered by Basic Group Life Insurance, however, if</p>	<ul style="list-style-type: none"> • Addition to policy based on KPERS changes.

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	<p>I. Sedgwick County employees who are terminated under this policy are eligible to apply for Unemployment Compensation.</p>	<p><i>the employee wants to keep their insurance, the member may convert or port their insurance.</i></p> <p>J. Sedgwick County employees who are terminated under this policy are eligible to apply for Unemployment Compensation.</p>	
<p>III. Procedure</p>	<p>NEW</p> <p>NEW</p> <p>NEW</p> <p>D. RIF separated employees who return to Sedgwick County service through re-instatement or re-employment must comply with Sedgwick County’s “Drug Testing/Substance Abuse” policy and will be required to successfully complete a substance abuse screen.</p>	<p><i>D. Human Resources will put an end date in the employee’s record and stop deducting KPERS.</i></p> <p><i>E. KPERS will not be deducted from any severance payment or from any compensation paid for additional pay periods past the employee’s end date.</i></p> <p><i>F. The KPERS portion of unused sick leave or annual leave will be deducted from pay if the employee’s membership date is before July 1,1993 or if the employee was in their “year of service” waiting for membership on July 1, 1993.</i></p> <p>G. RIF separated employees who return to Sedgwick County service through re-instatement or re-employment must comply with Sedgwick County’s “Drug Testing/Substance Abuse” policy and will be required to successfully complete a substance abuse screen.</p>	<ul style="list-style-type: none"> • Addition to policy based on KPERS changes.
<p>4.700 Vacation</p>			
<p>II. Policy</p>	<p>G. The employee will have the option to sell up to five (5) days of vacation during open enrollment @ 100% of hourly rate. The employee must have equivalent of two weeks plus the number of hours he/she elects to sell.</p>	<p>G. The employee will have the option to sell up to five (5) days of vacation during open enrollment at 100 percent of their hourly rate including any interim, acting, and shift pay. The employee must have equivalent of two weeks plus the number of hours he/she elects to sell.</p>	<ul style="list-style-type: none"> • Clarification of policy.

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	<p>H. When an employee has given two (2) weeks notice of his/her intent to resign, or notice requirement has been waived, and he/she has been employed for more than six (6) months, the employee shall be paid for any unused vacation. Fire Union employees shall consult their Union Contract.</p>	<p>H. When an employee has given two (2) weeks' notice of his/her intent to resign, or notice requirement has been waived, and he/she has been employed for more than six (6) months, the employee shall be paid for any unused vacation at 100 percent of their hourly rate including any interim or acting pay. Shift differential will be applied to the percentage of vacation payout hours that equals the percentage of paid hours receiving shift differential in the previous twelve (12) weeks. Fire Union employees shall consult their Union Contract. Sheriff employees shall consult their departmental policies.</p>	
<p>4.701 Sick Leave</p>			
	<p>NEW</p>	<p><i>I. Division Directors, Department Heads or Elected Officials may at any time require a written statement by a licensed physician certifying that an employee is using sick leave due to a (a) legal dependent, or (b) parent or step-parent or (c) spouse illness, injury or disability other than for Family Medical Leave verifying the need for the absences.</i></p>	<ul style="list-style-type: none"> • Addition to policy.
<p>4.702 Injuries on the Job</p>			

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II. Policy	NEW	<i>F. When Family and Medical Leave is used concurrently with worker's compensation, employees may supplement worker's compensation wages with sick leave, vacation or compensatory time, but are not required to do so. The employee is responsible for notifying Human Resources if they would like to supplement worker's compensation wages with sick leave, vacation, or compensatory time. The amount of sick or vacation pay used shall be the amount necessary to maintain the employee's approximate regular net payment.</i>	<ul style="list-style-type: none"> • Addition to policy.
4.708 Bereavement Leave			
II. Policy	<p>A. Employees will be allowed bereavement leave for the death of a husband, wife, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, mother, mother-in-law, father, father-in-law, grandchildren, grandparents, grandparents-in-law, step-mother, step-father, or step-children of a current marriage. All other relatives are excluded from this Policy.</p> <p>B. Bereavement leave shall be limited to three (3) workdays for each death and shall be given with regular pay. Fire District employees working on a fifty-six (56) hour schedule will be limited to twenty four (24) working hours for each death and shall be given at regular pay.</p>	<p>A. Employees will be allowed bereavement leave for the death of a husband, wife, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, mother, mother-in-law, father, father-in-law, grandchildren, grandparents, grandparents-in-law, step-mother, step-father, or step-children of a current marriage. All other relatives are excluded from this Policy. <i>Fire Union employees shall consult their Union Contract.</i></p> <p>B. Bereavement leave shall be limited to <i>twenty-four (24) working hours</i> for each death and shall be given with regular pay. Fire District employees working on a fifty-six (56) hour schedule will be limited to <i>twenty five and one-half (25.5) working hours</i> for each death and shall be given at regular pay. <i>EMS employees will be limited to twenty-seven (27) working hours for each death and shall be given at regular pay. Sheriff employees will be limited to twenty-five and one-half (25.5) working hours for each death at regular pay.</i></p>	<ul style="list-style-type: none"> • Addition based on new Fire Union Contract. • Addition to and clarification of policy.

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	NEW	<i>E. Leave is normally to be taken within two weeks unless there are circumstances where the services are more than two weeks after the death. Whether the leave should be taken in consecutive days is at the department's discretion.</i>	<ul style="list-style-type: none"> • Addition to policy.
4.709 Leave of Absence Without Pay			
II. Policy	<p>L. The County will continue payment of life and health insurance for ninety (90) calendar days after effective date of leave of absence. The employee shall be responsible for his/her share of the premium payment to the County. After ninety (90) calendar days, total insurance coverage shall be the obligation of the employee.</p> <p>M. KP&F and KPERS members who are on leave of absence, other than for medical or injury reasons, will not be covered by their life and disability insurance.</p> <ol style="list-style-type: none"> 1. Members who are on leave of absence due to medical or injury reasons will be covered by their life and disability insurance. 2. Employees who are vested in KPERS (i.e. have paid in for five (5) years or twenty (20) quarters) will be covered while on leave of absence for any reason. 	<p>L. The County will continue payment of life and health insurance for ninety (90) calendar days after effective date of leave of absence. The employee shall be responsible for his/her share of the premium payment to the County. After ninety (90) calendar days, total insurance coverage shall be the obligation of the employee. <i>If an employee chooses not to return to work from unpaid leave for reasons other than a continued serious health condition, or other circumstances beyond the employee's control, the employee will be liable for health insurance premiums paid by the County during leave of absence.</i></p> <p>M. KP&F and KPERS members who are on leave of absence, other than for medical or injury reasons, will not be covered by their life and disability insurance.</p> <ol style="list-style-type: none"> 1. Members who are on leave of absence due to medical or injury reasons will be covered by their life and disability insurance. 2. <i>After ten (10) days, Basic Group Life Insurance will be terminated for employees not on leave due to medical or injury reasons.</i> 3. <i>After ten (10) days, members on leave have the</i> 	<ul style="list-style-type: none"> • Addition to policy from Family and Medical Leave Policy (4.711). • Policy changes based on KPERS information.

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		<p><i>option of continuing coverage through Optional Group Life Insurance for twelve (12) months. After twelve (12) months, the employee must convert or port to keep their insurance coverage.</i></p>	
<p>III. Procedure</p>	<p>NEW</p> <p>D. The Human Resources Division, Records Section will file the proper form with KP&F or KPERS if the leave of absence is for an extended illness or injury, if the employee is eligible.</p>	<p><i>D. After ten (10) days of leave, whether the employee is receiving pay or not, the following applies:</i></p> <p><i>1. An end date will be entered in the employee’s record stating leave of absence.</i></p> <p><i>2. KPERS contributions will no longer be deducted from the employee’s compensation.</i></p> <p><i>3. If the employee returns to employment, an end date to the leave of absence will be entered and Human Resources will complete an enrollment as a “Return to Payroll.”</i></p> <p><i>E. The Human Resources Division, Records Section will file the proper form with KP&F or KPERS if the leave of absence is for an extended illness or injury, if the employee is eligible.</i></p>	<ul style="list-style-type: none"> • Addition to policy based on KPERS changes.
<p>4.711 Family and Medical Leave Policy</p>			
<p>II. Policy</p>	<p>5. For a qualifying exigency, and/or covered service member leave, as described below.</p> <p>....</p> <p>This policy applies to qualifying military caregiver leave to care for a covered service member with an illness or injury incurred in the line of covered active</p>	<p>5. For a qualifying exigency, and/or covered service member leave, as described below.</p> <p>....</p> <p>This policy applies to qualifying military caregiver leave to care for a covered service member with an illness or injury incurred in <i>or aggravated by</i> the line of covered</p>	<ul style="list-style-type: none"> • Addition to policy from 2013 FMLA guidelines.

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	<p>duty. This leave may extend up to twenty-six (26) weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious illness or injury. A covered service member is a current member of the Armed Forces or Veteran 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 that may render the service member medically unfit to perform his or her duties and is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or on the temporary disability retired list. The Veteran's need for a caregiver includes medical treatment, recuperation or therapy for a serious injury or illness that occurred any time during the five years preceding the date of treatment, recuperation, or therapy.</p>	<p>active duty. This leave may extend up to twenty-six (26) weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious illness or injury. A covered service member is a current member of the Armed Forces or Veteran 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 that may render the service member medically unfit to perform his or her duties and is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or on the temporary disability retired list. <i>A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.</i> The Veteran's need for a caregiver includes medical treatment, recuperation or therapy for a serious injury or illness that occurred any time during the five years preceding the date of treatment, recuperation, or therapy.</p>	<ul style="list-style-type: none"> • Addition to policy from 2013 FMLA guidelines.
<p>IV. Definitions</p>	<p>NEW</p>	<p><i>K. Serious Injury or Illness for a Covered Veteran – A serious injury or illness for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:</i></p> <p style="padding-left: 40px;"><i>1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service</i></p>	<ul style="list-style-type: none"> • Definition from 2013 FMLA guidelines.

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		<p><i>member unable to perform the duties of the service member's office, grade, rank, or rating; or</i></p> <p><i>2. A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or</i></p> <p><i>3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; or</i></p> <p><i>4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.</i></p>	
<p>4.800 Fringe Benefits Offered by Sedgwick County</p>			
<p>III. Procedure</p>	<p>B. Employer and Employee Payroll Deductions: Sedgwick County offers a variety of insurance coverage's and shares in the monthly funding of rates for employee insurance. Employees are paid on a bi-</p>	<p>B. Employer and Employee Payroll Deductions: Sedgwick County offers a variety of insurance coverages and shares in the monthly funding of rates for employee insurance. Employees are paid on a bi-weekly</p>	<ul style="list-style-type: none"> • Policy clarification.

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	<p>weekly schedule. Payroll periods begin on Sunday and end on Saturday. Insurance payroll deductions are taken on a bi-weekly payroll period within an annual calendar year from January 1 through December 31.</p>	<p>schedule. Payroll periods begin on Sunday and end on Saturday. Insurance payroll deductions <i>and any applicable fees according to statute (i.e., income withholding administrative fee) are taken via payroll deduction.</i></p>	
<p>4.2000 Maintenance of the Compensation Plan</p>			
<p>II. Policy</p>	<p>A. The Human Resources Director shall <i>annually review</i> designated benchmark positions of the Compensation Plan. Benchmark positions are an established historical list of positions most common across Sedgwick County, as well as very prevalent in external jurisdictions, used for position comparison. The <i>annual</i> review may also include additional positions at the request of a Division Director or Department Head due to department or business condition changes. Such review shall include a survey distributed to external jurisdictions for the comparison of salaries to comparable jobs.</p> <p>C. The Human Resources Director shall recommend market adjustments based on market study results for those positions or classes of positions that are significantly different in salary than comparable occupations in the community and comparable municipal governments. In addition, the Human Resources Director shall recommend range structure movement, referred to as a structure adjustment, based on actual and projected range movement according to reliable, valid, verifiable sources. <i>WorldatWork, Organization Relations Counselors (ORC), Salary Information Retrieval System (SIRS) are examples.</i></p>	<p>A. The Human Resources Director shall <i>periodically review</i> designated benchmark positions of the Compensation Plan. Benchmark positions are an established historical list of positions most common across Sedgwick County, as well as very prevalent in external jurisdictions, used for position comparison. The <i>review</i> may also include additional positions at the request of a Division Director or Department Head due to department or business condition changes. Such review shall include a survey distributed to external jurisdictions for the comparison of salaries to comparable jobs.</p> <p>C. The Human Resources Director shall recommend market adjustments based on market study results for those positions or classes of positions that are significantly different in salary than comparable occupations in the community and comparable municipal governments. In addition, the Human Resources Director shall recommend range structure movement, referred to as a structure adjustment, based on actual and projected range movement according to reliable, valid, verifiable sources.</p>	<ul style="list-style-type: none"> • The annual review will now be a periodic review of designated benchmark positions. • Example sources have been removed.

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III. Procedure	<p data-bbox="559 337 862 370">A. Salary Surveys</p> <p data-bbox="559 410 1290 987"><i>A salary survey will be conducted for the benchmarked positions to review and maintain the market competitiveness of the positions' ranges. Human Resources will use a two-year rotating schedule of the designated benchmark positions, expecting to include approximately seventy-five (75) positions each year. Human Resources will recommend range reallocations to the positions due to marketplace value when justified. This increase or decrease is a market adjustment salary action as noted in the Wage and Salary Administration Policy 4.2001. Human Resources will also audit the benchmark positions or requested positions for Department Heads to detect changes in job responsibility and minimum qualifications for knowledge, skills and abilities, licensure, or certification and education level.</i></p> <p data-bbox="559 1027 1290 1417"><i>Human Resources will recommend structure adjustment to the Compensation Plan ranges based on the projected salary range movement for like jobs in comparable occupations in the community and governmental organizations as reported each fall with the Employment Cost Index (ECI), the Consumer Price Index (CPI) or other comparable surveys of area wage benchmarks. This salary range movement does not have a salary action for employees, unless an employee falls below the new range minimum. In this case, the employee's base salary is increased to the</i></p>	Language removed	<ul style="list-style-type: none"> <li data-bbox="2069 337 2550 406">• The procedure section is no longer necessary for this policy.

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	<i>new range minimum.</i>		
4.2001 Wage and Salary Administration			
II. Policy	<p>J. Demotion 1. Demotion will be for disciplinary reasons and will result in a pay decrease. Documentation of disciplinary action must be presented to Human Resources, for review by Human Resources and the County Counselor’s Office.</p> <p>NEW</p> <p>K. Transfers NEW</p> <p>1. Transfer whether within department or across the organization shall not increase pay of the employee. An employee may request a transfer to a job in a lower salary range. The employee’s salary placement is at the discretion of the hiring authority and will fall between the new salary range minimum and maximum.</p>	<p>J. Demotion 1. Demotion will be for disciplinary reasons and will result in a pay decrease. Documentation of disciplinary action must be presented to Human Resources, for review by Human Resources and the County Counselor’s Office.</p> <p>2. <i>In order to demote an employee, there must be a vacant position into which to demote the employee.</i></p> <p>K. Transfers 1. <i>At the request of a Hiring Authority, a position may be filled by transfer of an employee.</i></p> <p>2. <i>A position must be budgeted and on the staffing table.</i></p> <p>3. <i>An employee must be qualified for the position into which he/she wishes to be transferred.</i></p> <p>4. Transfer whether within department or across the organization shall not increase pay of the employee. An employee may request a transfer to a job in a lower salary range. The employee’s salary placement is at the discretion of the hiring authority and will fall between the new salary range minimum and maximum.</p>	<ul style="list-style-type: none"> • Addition to policy due to deletion of demotion policy. • Addition to policy due to deletion of transfer policy. • Addition to policy due to deletion of transfer policy.

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	<p>2. Transfers do not impact the employee’s eligibility for a performance-based merit pay increase. See policy 4.903 Performance Evaluation. For transfers occurring after October 31 through December 31, the employee will receive the performance-based merit percentage of the prior department, which will be funded by the new department.</p> <p>NEW</p>	<p>5. Transfers do not impact the employee’s eligibility for a performance-based merit pay increase. See policy 4.903 Performance Evaluation. For transfers occurring after October 31 through December 31, the employee will receive the performance-based merit percentage of the prior department, which will be funded by the new department.</p> <p>6. <i>The transfer procedure will allow any employee to inquire and apply for position vacancies listed as internal job postings.</i></p> <p>7. <i>The transferred employee must serve a twelve (12) months probation even though the employee may start above the minimum of the salary range. This does not apply to classified exempt employees since they do not serve a probationary period.</i></p> <p>8. <i>Employees who are on promotional probation may apply for transfer.</i></p> <p>9. <i>After an employee has completed the initial probation, even though an employee is placed on probation due to transfer, that employee shall have the right to the grievance procedure, if otherwise eligible.</i></p> <p>10. <i>Employees have the right to inquire and apply for listed positions for which they are eligible without prejudice and prior to notification of</i></p>	<ul style="list-style-type: none"> • Addition to policy due to deletion of transfer policy. • Addition to policy due to deletion of transfer policy.

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	<p>R. On Call Time</p> <p>Whether or not an employee's on call time need be counted as compensable working time depends on the employee's freedom while on call. If the employee must remain on the employer's premises or so near that he/she cannot use the time freely, the time is compensable. But, if the employee can come and go freely, even though he/she must leave a telephone number where he/she can be reached, the time can be excluded from hours worked.</p> <p>NEW</p> <p>NEW</p>	<p><i>their supervisors.</i></p> <p>R. On-Call Time</p> <p>1. Whether or not an employee's on-call time need be counted as compensable working time depends on the employee's freedom while on call. If the employee must remain on the employer's premises or so near that he/she cannot use the time freely, the time is compensable. <i>An employee who is required to remain on call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on call. Additional constraints on the employee's freedom could require this time to be compensated.</i></p> <p>2. <i>By example, an employee who must remain within a defined radius of the employer's property is considered to be working while on-call; the restriction on the employee's movements is a significant infringement on his freedom to use and enjoy his time. By contrast, an employee who is not required to remain on the employer's premises or at a fixed location, but only required to be available to report for work should his services be needed, is not working while on-call. Accordingly, an employee who is authorized to travel freely within a community and merely required to carry a cellular phone during periods in which he is away from the office is considered to be</i></p>	<ul style="list-style-type: none"> • Addition to policy according to FLSA guidelines. • Addition to policy according to FLSA guidelines.

Policy	Current	New	Item #/Notes
	<p>T. An employee shall be paid shift differential under the following circumstances:</p> <p>1. When a second or third shift employee works first shift. (This is often required to attend training and meetings, as well as work extra shifts to provide coverage in twenty four (24) hour operations).</p>	<p><i>not working while on-call; carrying a cell phone is a minimal restriction on his freedom.</i></p> <p>T. An employee shall be paid shift differential under the following circumstances:</p> <p>1. When a second or third shift employee works first shift. This is often required for ADA accommodations to first shift, to attend training and meetings, as well as work extra shifts to provide coverage in twenty four (24) hour operations.</p>	<p>• Addition to policy.</p>