

Policy	Current	New	Notes/ Rationale
4.300 – Employment	Upon request of the appropriate hiring authority, the Division of Human Resources will perform a Motor Vehicle Record (MVR) check of any applicant seeking employment with Sedgwick County in a Level 1 or Level 2 driving position and for each County Employee recommended for promotion to a Level 1 or Level 2 driving position.	<b>Sedgwick County may conduct a MVR check on any current employee for any reason.</b>	Risk Management policy allows them the ability to request MVR checks on all current county employees in a Level 1 or Level 2 driving position. This changes adds this existing ability to the personnel policy.
4.300 – Employment		<b>Current county employees who transfer between departments will be subjected to a background check.</b>	Change reflects Human Resources best practices. This language will also appear on job applications and changes will be made to the signature form employees sign authorizing pre-employment background checks.
4.300 – Employment		<b>Education Verification</b>  <b>1. For all new hires the Division of Human Resources will perform a verification of educational credentials in conjunction with other background verifications.</b>  <b>2. PROCEDURE:</b>  <b>a. The candidate shall grant authorization for Sedgwick County to conduct education verification.</b>	Change reflects Human Resources best practices. HR will verify education, departments will conduct professional license/certificate checks.

		<p>b. The Hiring Authority or designee will contact Human Resources prior to an offer of employment and request an education verification.</p> <p>c. HR will report education findings to the requesting Hiring Authority or designee.</p> <p>d. The Hiring Authority will be responsible for verification of professional licensure and/or certification.</p>	
4.501 - Discipline	<p>Suspension for Violation of a Law. Any employee arrested and charged with a felony criminal offense shall be suspended without pay while criminal proceedings are pending in court.</p>	<p>Suspension for Violation of a Law. Employees have a duty to disclose to management if they have been arrested and/or charged with a felony or a DUI. Any employee arrested and charged with a felony criminal offense shall be suspended without pay while criminal proceedings are pending in court.</p>	

<p>4.903a – Performance Evaluation</p>		<p><b>IV. Evaluation Appeal Process</b></p> <p><b>A.</b> Employees who strongly disagree with the performance evaluation may appeal by submitting a written request to the supervisor of the evaluation reviewer within seven (7) business days of the date the ratings were discussed (date on the last page). Copies of the appeal shall also be sent to the evaluator and the reviewer.</p> <p><b>B.</b> For evaluations where the Department Head is the reviewer, the Division Director shall hear the appeal. If the Division Director is the reviewer or in departments where there is no Division Director, then the County Manager, Elected Official or Appointed Official shall assign a neutral reviewer to hear the appeal.</p> <p><b>C.</b> The employee’s written appeal must state in one typed page or less the perceived problem and desired remedy.</p> <p><b>D.</b> The individual handling the appeal shall determine the merit of the appeal and render a written decision within seven (7)</p>	<p>Change clarifies the evaluation appeal process when the Division Director is the reviewer and it goes to the County Manager, Elected or Appointed Official.</p>
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4.500 - Termination	The appropriate hiring authority shall be responsible for conducting the pre-termination hearing (except for those employees on probation or designated as classified exempt). He/she may have supervisors or other employees present during the hearing.	The appropriate hiring authority shall be responsible for conducting the pre-termination hearing (except for those employees on probation or designated as classified exempt). <b>All termination hearings shall take place in the Sedgwick County Courthouse and be recorded.</b> He/she may have supervisors or other employees present during the hearing.	HR will be responsible for turning off the employee's badge so they must go through courthouse security for the pre-termination hearing.
4.500 - Termination		10. <del>The PS-1369 is routed to Human Resources and County Manager's Office for signatures.</del>	

4.304 – New Employee Orientation		All new employees will be issued a County ID badge with their picture, name and department listed. If an employee's badge is lost or stolen, a replacement badge must be purchased from Human Resources via payroll deduction at the rate of \$5.00 per badge. The replacement fee will not apply to new badges issued to reflect an employee name change, department change or for damaged cards.	
4.505 – Violence in the Workplace		Changed to comply with new state laws.	