

Policy	Current	New	Notes
<b>4.300 Employment</b>			
<b>Definitions</b>	<p>Part Time Employees</p> <p>Employees will be considered part time if they work less than twenty (20) hours per week. (The Fire Department and Emergency Medical Service may be established at a higher rate.) Employees on part time appointment shall not be assigned a classification or a range. They shall also accrue no benefits or service time. Employees in the Health Department shall receive accrued vacation leave on a prorated basis.</p>	<p>Part Time Employees</p> <p>Employees will be considered part time if they work less than twenty (20) hours per week. (The Fire Department and Emergency Medical Service may be established at a higher rate.) Employees on part time appointment shall not be assigned a classification or a range. They shall also accrue no benefits or service time.</p>	Remove last sentence as it is no longer applicable.
<b>4.308 HIV Infection and AIDS</b>			
<b>Procedure</b>	<p>B. To further ensure the effectiveness of this Policy, the County believes that education is the key to understanding the consequences of the HIV infection and AIDS in the workplace. To reaffirm the County's Policy and to offer employees the opportunity to familiarize themselves with the facts about AIDS, the Human Resources/Personnel Department, in conjunction with the Wichita/Sedgwick County Health Department, will provide educational seminars about HIV/AIDS to County</p>	<p>To further ensure the effectiveness of this Policy, the County believes that education is the key to understanding the consequences of the HIV infection and AIDS in the workplace. To reaffirm the County's Policy and to offer employees the opportunity to familiarize themselves with the facts about AIDS, the Human Resources/<b>Training</b> Department will provide <b>information</b> about HIV/AIDS to County employees in accordance with schedules established by the County Manager's office.</p>	Language clarification

	<p>employees in accordance with schedules established by the County Manager's office.</p> <p>E. Management of Exposures to Blood &amp; Body Fluids (Wichita-Sedgwick County Department of Community Health, 2716 W. Central Ave., Wichita, Kansas ):</p> <p>These procedures will be followed when employees have been exposed to a person's blood or other body fluids while engaged in job duties. Testing will be performed by the Department of Community Health.</p> <p>1. Exposure to blood or body fluids can occur through a cut, splash to the eyes or mouth or skin exposure to blood. Any such incidents should be reported to a supervisor immediately and the Department of Community Health should be notified (268-8441). Depending on the degree of exposure, whether or not the source person is high risk, or the existence of compelling medical or public health reasons,</p>	<p>E. Management of Exposures to Blood &amp; Body Fluids (Wichita-Sedgwick County Health Department):</p> <p>These procedures will be followed when employees have been exposed to a person's blood or other body fluids while engaged in job duties. Testing will be performed by the <b>Health Department</b>.</p> <p>1. Exposure to blood or body fluids can occur through a cut, splash to the eyes or mouth or skin exposure to blood. Any such incidents should be reported to a supervisor immediately and the <b>Sedgwick County Health Department should be notified</b>. Depending on the degree of exposure, whether or not the source person is high risk, or the existence of compelling medical or public health reasons, the source person will be informed of the exposure, sign a consent form and be tested for HIV (AIDS virus) infection. If the source is another employee, refusal to be tested may result in disciplinary</p>	<p>Removing address</p> <p>Department name change</p> <p>Department name change</p>
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	<p>the source person will be informed of the exposure, sign a consent form and be tested for HIV (AIDS virus) infection. If the source is another employee, refusal to be tested may result in disciplinary action, including termination.</p> <p>4. HIV testing will be available from the Department of Community Health to all employees who are concerned they may have been infected with HIV. Any questions about this procedure should be directed to the Department of Community Health at 268-8441.</p>	<p>action, including termination.</p> <p>HIV testing will be available from the Health Department to all employees who are concerned they may have been infected with HIV. Any questions about this procedure should be directed to the <b>Health Department</b>.</p>	<p>Department name change</p>
<b>4.310 Drug Testing/Substance Abuse</b>			
<b>Purpose</b>	NEW	<p>B. Drug-Free Workplace Act of 1988</p> <p>1. All Sedgwick County 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.</p>	<p>Add Drug-Free Workplace Act information in from Employment policy</p>

		<p>2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on County premises is absolutely prohibited. Violations of this Policy will result in disciplinary action, including termination, and may result in criminal prosecution.</p> <p>3. Sedgwick County recognizes drug dependency as an illness and a major health, safety and security problem. Employees needing help in dealing with substance abuse problems are encouraged to use Sedgwick County's Employee Assistance Program and health insurance plans, as may be appropriate. Conscientious efforts to seek such help, initiated by the employee, will not jeopardize the employee's job and will not be noted in the employee's personnel record.</p> <p>4. Sedgwick County employees must, as a condition of employment, abide by the terms</p>	
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		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 County 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.)	
<b>4.502 Grievance</b>			
<b>Policy</b>	<p>Sedgwick County Policies and Procedures relating to grievances do not apply to employees of the Sedgwick County Sheriff's Department, who are part of a recognized Civil Service system, or employees of the Sedgwick County Fire Department, who are represented by a bargaining unit subject to a Memorandum of Agreement.</p> <p>D. The Sedgwick County grievance</p>	<p>Sedgwick County Policies and Procedures relating to grievances do not apply to employees of the Sedgwick County Sheriff's Department, who are part of a recognized Civil Service system, employees of <b>Fire District #1</b>, who are represented by a bargaining unit subject to a Memorandum of Agreement, <b>or employees of the District Attorney.</b></p> <p>D. The Sedgwick County grievance process will not be used to effect changes in Policies or Rules, such as</p>	Language addition

	process will not be used to effect changes in Policies or Rules, such as hours of employment, rates of compensation or the content or merit of County Personnel Policies and Procedures.	hours of employment, rates of compensation or the content or merit of County Personnel Policies and Procedures. <b>The process will not be utilized to investigate verbal counseling or written reprimands unless the grievance falls under Policy 4.506, Discrimination and Harassment.</b>	Language addition																																								
4.700 Vacation																																											
J. Vacation Eligibility	<p>Vacation Eligibility</p> <p>Based on a forty (40) hour week.</p> <table><tr><th colspan="2"><u>YEARS OF CONTINUOUS SERVICE</u></th></tr><tr><th colspan="2"><u>ANNUAL ACCRUED HOURS</u></th></tr><tr><td>0 - 5</td><td>96</td></tr><tr><td>6 - 10</td><td>120</td></tr><tr><td>11 - 15</td><td>144</td></tr><tr><td>16 - 20</td><td>168</td></tr><tr><td>21+</td><td>192</td></tr></table> <p>Fire Department - fifty six (56) hour week.</p> <table><tr><th colspan="2"><u>YEARS OF CONTINUOUS SERVICE</u></th></tr><tr><th colspan="2"><u>ANNUAL ACCRUED HOURS</u></th></tr><tr><td>0 - 5</td><td>120</td></tr></table>	<u>YEARS OF CONTINUOUS SERVICE</u>		<u>ANNUAL ACCRUED HOURS</u>		0 - 5	96	6 - 10	120	11 - 15	144	16 - 20	168	21+	192	<u>YEARS OF CONTINUOUS SERVICE</u>		<u>ANNUAL ACCRUED HOURS</u>		0 - 5	120	<p>Vacation Eligibility</p> <p>Based on a forty (40) hour week.</p> <table><tr><th colspan="2"><u>YEARS OF CONTINUOUS SERVICE</u></th></tr><tr><th colspan="2"><u>ANNUAL ACCRUED HOURS</u></th></tr><tr><td>0 - 5</td><td>96</td></tr><tr><td>6 - 10</td><td>120</td></tr><tr><td>11 - 15</td><td>144</td></tr><tr><td>16 - 20</td><td>168</td></tr><tr><td>21+</td><td>192</td></tr></table> <p><b>Fire Department – forty (40) hour week.</b></p> <table><tr><th colspan="2"><u>YEARS OF CONTINUOUS SERVICE</u></th></tr><tr><td><b>0 - 5</b></td><td><b>96</b></td></tr><tr><td><b>6 - 10</b></td><td><b>120</b></td></tr></table>	<u>YEARS OF CONTINUOUS SERVICE</u>		<u>ANNUAL ACCRUED HOURS</u>		0 - 5	96	6 - 10	120	11 - 15	144	16 - 20	168	21+	192	<u>YEARS OF CONTINUOUS SERVICE</u>		<b>0 - 5</b>	<b>96</b>	<b>6 - 10</b>	<b>120</b>	<p>Last policy change (10/13) added this language: The Memorandum of Agreement between Sedgwick County Fire District No. 1 and Local 2612 International Association of Firefighters shall be the controlling authority for benefits pursuant to this policy if in conflict with Sedgwick County Fire District Personnel Policies</p>
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	6-10	144	<b>11 - 15</b>	<b>144</b>	and Procedures. In recognition of the fact that non-union employees within the Fire District work closely with union employees, in the interest of avoiding salary and benefit compression between union and non-union employees, and to further promote harmony in the workplace, all non-union employees of Fire District No. 1 shall receive the same vacation benefits as union employees pursuant to the Memorandum of Agreement.
	11-15	168	<b>16 - 20</b>	<b>176</b>	
	16-20	192	<b>21 +</b>	<b>200</b>	
	21-24	216			
	25+	240			
	Emergency Medical Service - forty two (42) hour week.		Fire Department - fifty six (56) hour week.		
	<u>YEARS OF CONTINUOUS SERVICE</u>		<u>YEARS OF CONTINUOUS SERVICE</u>		
	<u>ANNUAL ACCRUED HOURS</u>		<u>ANNUAL ACCRUED HOURS</u>		
	0 -5	100.8	0 -5	120	
	6 - 10	126	6-10	144	
	11 - 15	151.2	11-15	168	This policy change further outlines the change authorized above.
	16 - 20	176.4	<b>16-20</b>	<b>216</b>	
	21 +	201.6	<b>21-24</b>	<b>240</b>	
			<b>25+</b>	<b>264</b>	
	Emergency Medical Service - forty two (42) hour week.		Emergency Medical Service - forty two (42) hour week.		
	<u>YEARS OF CONTINUOUS SERVICE</u>		<u>YEARS OF CONTINUOUS SERVICE</u>		
	<u>ANNUAL ACCRUED HOURS</u>		<u>ANNUAL ACCRUED HOURS</u>		
	0 -5	100.8	0 -5	100.8	
	6 - 10	126	6 - 10	126	
	11 - 15	151.2	11 - 15	151.2	
	16 - 20	176.4	16 - 20	176.4	
	21 +	201.6	21 +	201.6	

<b>K. Vacation Carry Over</b>	Fire District fifty-six (56) hour employees will be allowed to carry over vacation accrued in the prior employment year. The maximum accumulation of vacation leave that may be carried forward into each year is two hundred forty (240) hours.	Fire District fifty-six (56) hour employees will be allowed to carry over vacation accrued in the prior employment year. The maximum accumulation of vacation leave that may be carried forward into each year is two hundred sixty four (264) hours. Fire District forty (40) hour employees will be allowed to carry over one hundred sixty eight (168) hours into the next year.	This policy change further outlines the change authorized above.
<b>4.2001 Wage and Salary Administration</b>			
<b>P. Performance-Based Merit</b>	c. New hires may receive a performance-based merit during the first year of employment when hired before November 1 and receiving a satisfactory evaluation score. The performance based merit paid to the new hire will be the department's lowest pay tier. When hired after November 1, the employee is eligible for performance evaluation and performance-based merit at the next focal review date. The evaluation year shall be November 1 – October 31 as described in 4.903 Performance Evaluation policy.	c. When hired prior to January 31, new employees will receive an evaluation and performance-based merit increase during their first year of employment and will be eligible for the increase amount awarded to their tier. <b>Employees hired February 1 or after will receive an evaluation but if eligible for an increase, the performance-based merit increase amount will not be higher than the department's minimum pay tier.</b> The following year, the employee receives the evaluation and associated performance based merit increase per the budget guidelines. The evaluation	Language reflects Performance Evaluation policy change (10/13)



		year shall be November 1 – October 31 as described in 4.903 Performance Evaluation policy.	
<b>T. Shift Pay</b>	NEW	<p>Shift Pay Differential prior to Kronos implementation</p> <p>An employee shall be paid shift differential of \$0.75 per hour under the following circumstances:</p> <ol style="list-style-type: none"> <li>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).</li> <li>2. Second and third shift employees shall receive shift pay for holidays, sick leave, vacation and any other authorized leave.</li> <li>3. When required by their supervisor, employees working a varied day schedule that includes beginning the workday at noon or later and work past 7 p.m., shall receive shift pay.</li> </ol>	Adding language back in about shift pay prior to Kronos until go-live

	<p>Shift Pay Differential for Kronos Users</p> <p>2. When three (3) or more consecutive hours are worked or scheduled between 5 pm and 8 am, the hours that fall between 5 pm and 8 am will receive the shift differential.</p>	<p>4. First shift employees who work a double shift shall receive shift pay for second shift hours worked.</p> <p>5. An employee assigned to first shift, who stays over to work part of second shift, must work at least four (4) hours on second shift to receive shift pay. (The same rule would apply for first shift employees who come into work early.)</p> <p>Shift Pay Differential for Kronos Users</p> <p>2. When three (3) or more consecutive hours are <b>worked</b> between 5 pm and 8 am, the hours <b>worked</b> that fall between 5 pm and 8 am will receive the shift differential.</p>	
<b>V. Wage Deduction</b>	NEW	<p>5. When a person leaves employment, Sedgwick County has the discretion, contingent upon written notice and explanation to the employee, to deduct any portion of the employee's final wages for the following purposes:</p> <p>a. Recovery of the employer's property provided to the employee in the course of the employer's business until the property is returned to the employer. Upon return of the employer's property, the</p>	Addition of language

		<p>withheld wages are to be paid to the employee;</p> <p>b. Recovery of payroll overpayment; or</p> <p>c. Replacement cost of the employer's merchandise, uniforms, or equipment purchased by the employee.</p> <p>Sedgwick County will not withhold amounts that cause the wages paid to the employee to be less than the federal or state minimum wage, whichever is applicable.</p>	
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