

Policy	Current	New	Notes/ Rationale
4.303 - Initial Probation	Initial probation is defined as the first twelve months of employment starting from the employee's hire date or, if the employee is reemployed, from the last hire date.	Initial probation is defined as the first twelve months of employment starting from the employee's hire date to Sedgwick County or, if the employee leaves and is rehired, from the last hire date to Sedgwick County.	Departments within the county are interpreting this policy differently. Some begin the 12 month initial probation period from the time an employee begins working for the county, others start initial probation from the time the individual begins working for the department. This has resulted in some employees who have completed their initial probation being placed back on initial probation upon transferring to a different department. This change makes it clear that an employee does not start initial probation over upon transfer to another department within Sedgwick County.
4.502 - Grievance	The Sedgwick County grievance 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. The process will not be utilized to investigate verbal counseling or written reprimands unless the grievance falls under Policy 4.506, Discrimination and Harassment.	The Sedgwick County grievance 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. The process will not be utilized to investigate verbal counseling or <del>written reprimands</del> unless the grievance falls under Policy 4.506, Discrimination and Harassment.	Under current policy employees have no means to challenge to validity of a written reprimand despite the fact that written reprimands go in their employee file and can be used to lower their evaluation scores or deny them promotional opportunities. This change allows employees to grieve written reprimands.

4.502 - Grievance	The grievance form should be presented to the employee's immediate supervisor within thirty (30) calendar days after an alleged grievable incident shall have occurred. The supervisor shall sign and date the form, identifying receipt of said grievance and shall present it immediately to the appropriate hiring authority.	The grievance form should be presented to the employee's immediate supervisor within thirty (30) calendar days after an alleged grievable incident shall have occurred. <b>If the grievance is against the employee's immediate supervisor, the grievance form should be presented to the supervisor's direct supervisor.</b> The supervisor shall sign and date the form, identifying receipt of said grievance and shall present it immediately to the appropriate hiring authority.	Under the current policy employees have to file grievances with their immediate supervisor, even if they are grieving the actions of that individual. This change allows employees to bypass the chain of command when their grievance is against their direct supervisor.
4.502 - Grievance	If the employee is not satisfied with the response of the hiring authority and desires to continue with the grievance process, the employee shall notify the Employee Relations Officer in writing of his/her intent to continue with the grievance within five (5) work days of receipt of the response.	If the employee is not satisfied with the response of the hiring authority and desires to continue with the grievance process, the employee shall notify the Employee Relations Officer in writing of his/her intent to continue with the grievance within five (5) work days of receipt of the response. <b>The Employee Relations Officer may investigate the grievance regardless of whether the grievant is alleging discrimination based on a protected status.</b>	Current policy does not clearly define what issues an employee can have the Employee Relations Officer investigate if they desire to continue their grievance. This change makes it clear that the Employee Relations Officer may investigate non-Title VII grievances if the employee wishes to continue the grievance process.

4.502 - Grievance	All references to “mediation” have been changed.	The word “mediation” has been replaced with “ <b>facilitated conflict resolution</b> ” throughout the policy.	The term “mediation” typically connotes a formal, quasi-legal process. This change distinguishes the service offered from what is typically considered mediation.
4.903 – Performance Evaluation	Employees who strongly disagree with the performance evaluation may appeal by submitting a written request to the evaluation reviewer (with a copy to the supervisor) within seven (7) days of the date the ratings were discussed (date on the last page). The written appeal must state in one typed page or less the perceived problem and desired remedy. The reviewer shall determine the merit of the appeal and render a written decision within seven (7) days to the employee and supervisor. The written appeal and decision will be attached to and become part of the final evaluation.	Employees who strongly disagree with the performance evaluation may appeal by submitting a written request to the <b>supervisor of the evaluation reviewer</b> (with a copy to the supervisor <b>and reviewer</b> ) within seven (7) days of the date the ratings were discussed (date on the last page). The written appeal must state in one typed page or less the perceived problem and desired remedy. The <b>supervisor of the reviewer</b> shall determine the merit of the appeal and render a written decision within seven (7) days to the employee and supervisor. The written appeal and decision will be attached to and become part of the final evaluation.	Currently evaluation appeals are answered by the reviewer, who has already read, commented on and approved the evaluation. This change allows the employee to appeal their evaluation to the reviewer’s supervisor; an individual who did not have a hand in creating the evaluation.

4.711 – Family and Medical Leave	An employee using leave for a medical condition of a qualifying family member has the option of retaining a maximum of forty (40) hours of eligible accrued paid leave (sick, vacation, compensatory time or a combination).	An employee using leave for a medical condition of a qualifying family member has the option of retaining a maximum of forty (40) hours of eligible accrued paid leave (sick, vacation, compensatory time or a combination). <b>The amount selected must be submitted in writing to Human Resources prior to the leave balance being exhausted. The hours retained will be held for non-FMLA use, either during or after the FMLA leave. The employee must also contact Human Resources in writing if he/she wishes to cancel or change the original arrangement.</b>	New language clarifies the original intent of the policy.
4.711 – Family and Medical Leave	If an employee chooses not to return to work from <del>unpaid leave</del> 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 the time of the Family and Medical Leave.	If an employee chooses not to return to work from <b>Family and Medical Leave</b> 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 the time of the Family and Medical Leave.	New language clarifies the original intent of the policy.

4.505 – Violence in the Workplace	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.	As outlined further in Section IV, some employees may wish to carry a gun for personal protection. <del>If they do so, they must have the concealed carry permit as required by law.</del> Employees <del>with a concealed carry permit</del> may carry their concealed handgun at their workplace if the building entrances are not posted against concealed carry by members of the public.	Removes references to licensure requirement for concealed carry to line up with new legislation.
4.505 – Violence in the Workplace	They are licensed under state law to carry a concealed firearm and employee adheres to license requirements and posted building prohibitions.	<del>They are licensed under state law to carry a concealed firearm and employee adheres to license requirements and posted building prohibitions.</del>	Removes references to licensure requirement for concealed carry to line up with new legislation.