

Policy	Current	New	Notes/ Rationale
4.504 – Conflict of Interest & Consensual Relationships		<p>Fraternization</p> <p>Friendships should not be allowed to become the basis for preferential treatment. Dating and over familiarity between supervisors and subordinates is prohibited. This type of conduct often results in creating morale problems in the Organization and a break down in effective communication.</p> <p>a. Employees working in the same department and dating may continue to work in the same department only as long as one employee does not supervise, or receive supervision from, have assignments with, or work in close proximity to, the other.</p> <p>b. In cases where the above accommodations cannot be made for employees who are dating and working in the same department, the employee affected will have one hundred twenty (120) days to seek employment in another County department. If in the one hundred twenty (120) days a transfer cannot be effected, one of the employees must resign or be terminated.</p> <p>c. The Division Director,</p>	Moved this language from the Termination Policy and placed it in the Conflict of Interest Policy where employees would be more likely to find it.

		Department Head or Elected Official must determine, based on seniority, job performance and the importance of the job to the department, which of the employees will be required to resign or be terminated.	
4.300 - Employment	Exceptions: As they serve the community in a law enforcement or public safety capacity, the Sheriff's Office, Emergency Communications, are required to conduct extensive pre-employment investigations beyond the scope of this policy and/or have investigative resources beyond those available to the Division of Human Resources.	Exceptions: As they serve the community in a law enforcement or public safety capacity, some departments are required to conduct extensive pre-employment investigations beyond the scope of this policy and/or have investigative resources beyond those available to the Division of Human Resources.	Removed the list of agencies that are required to conduct more extensive pre-employment investigations than what HR does so that it does not appear to be exhaustive.

4.300 - Employment		(NOTE: An approved "Release" form is available on eline in the "Supervisor's Toolbox" located at the Human Resources home page.)	Form is no longer used.
4.300 - Employment	the hiring authority (or designee)	Human Resources	Reflects hiring actions that have been consolidated with HR rather than each department.

4.300 - Employment		<p><u>Ban the Box</u></p> <p>In an effort to enable ex-offenders to display their qualifications in the hiring process before being asked about their criminal records, Sedgwick County has removed the conviction question from the HRePartners application. Applicants will not be required to report criminal convictions for some positions; however certain positions are prohibited from employing individuals with certain misdemeanor or felony convictions and for those positions an applicant will be prompted for this information. A criminal background check is required prior to any final offer for employment.</p>	<p>Language reflects new procedures.</p> <p>Certain positions (public safety, law enforcement, elections) will still have the box on their applications.</p>
4.300 - Employment	<p>“Classified Exempt” and “Classified Non-Exempt”</p> <p>List of positions under each status removed.</p>	<p>“Exempt” and “Non-exempt”</p> <p>Position statuses are determined by the definitions established by the US Dept. of Labor.</p>	<p>Language update. Removes the list of positions that were under each category and deferred to the USDOL definitions.</p>

4.300 - Employment		5. Any employee who witnesses or experiences any prohibited conduct or instances of fraud or waste should contact their supervisor, Human Resources or use Ourworkplace.com.	Clarifies use of Ourworkplace.com for grant writing purposes.
4.300 - Employment		After selecting the candidate of choice, the hiring authority (or designee) shall seek information from at least two (2) references provided by the candidate. The information solicited must be job related and should be documented.	Places a minimum number of reference checks departments must complete and document.

4.300 - Employment	Removed language regarding Veterans Preference because it was in the policy twice.		
4.300 - Employment	<p>The hiring authority shall forward the completed Personnel Action Form with the selected candidate's application attached, all other applications and all materials relevant to the filling of the vacancy (e.g. examination results, interview records, etc.) to the Employment Officer</p> <p>Return to the Employment Officer all applications and other materials within thirty (30) calendar days of the close out date of the vacancy.</p> <p>The selected candidate will be notified by the Employment Section if so requested by the Hiring Authority.</p>	<p>The hiring authority shall forward the completed Personnel Action Form with the selected candidate's application attached, all other applications and all to Human Resources. All materials relevant to the filling of the vacancy (e.g. examination results, interview records, etc.) to the Employment Officer shall be retained and sent to records within thirty (30) calendar days of the close out date of the vacancy.</p> <p>Return to the Employment Officer all applications and other materials within thirty (30) calendar days of the close out date of the vacancy.</p> <p>The selected candidate will be is notified by the Employment Section if so requested by the Hiring Authority. and provided testing results and final offer of hire.</p>	Reflects hiring actions that have been consolidated with HR rather than each department.

4.711 – Family and Medical Leave	“husband and wife”	“ married couple ”	Change to conform with recent changes in the law.
4.711 – Family and Medical Leave	If an employee chooses not to return to work from Family and Medical Leave for reasons other than a continued serious health condition, 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 Family and Medical Leave for reasons other than a continued serious health condition, circumstances beyond the employee's control, or does not remain with the county for a minimum of 30 days after the end of the qualifying event , the employee will be liable for health insurance premiums paid by the County during the time of the Family and Medical Leave.	<p>New language brings policy in compliance with what is allowable under FML law.</p> <p>Allows the manager or elected some discretion in whether or not the employee is liable to pay back the insurance premium.</p>

4.604 – Retirement KPERS		Added KPERS 3 information	New section reflects changes in the law.
4.604 – Retirement KPERS		Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen’s Retirement System (KP&F) and start receiving a monthly benefit the month following their separation date from Sedgwick County.	Language prevents employees from “retiring” from the county to get the sick leave payout, but delaying drawing retirement benefits (essentially resigning and collecting sick leave payout).

4.604 – Retirement KPERS	“Tier”	“KPERS”	Reflects change in terminology.
4.604 – Retirement KPERS	D. Members receive an annual statement to use as a tool for retirement planning. The annual statement shows contributions, earned interest and beneficiary information. Members who have at least ten years of service credit also have retirement benefit estimates.		Reflect change in procedures.

4.604 – Retirement KPERS	M. KPERS retirement benefits are calculated using the following formula: Final average salary x statutory multiplier x years of service = annual benefit at normal retirement age. Example: \$30,000 x 1.75% x 30 = \$15,750 annual benefit	Section is expanded to better describe benefit calculations and statutory multipliers for KPERS 1, 2 and 3.	Clarify the language and provide examples to better assist employees in understanding their retirement benefits.
4.605 Retirement KP&F		Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen's Retirement System (KP&F) and start receiving a monthly benefit the month following their separation date from Sedgwick County.	Language prevents employees from “retiring” from the county to get the sick leave payout, but delaying drawing retirement benefits (essentially resigning and collecting sick leave payout).

4.605A – Retirement Recognition		Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen’s Retirement System (KP&F) and start receiving a monthly benefit the month following their separation date from Sedgwick County.	Language prevents employees from “retiring” from the county to get the sick leave payout, but delaying drawing retirement benefits (essentially resigning and collecting sick leave payout).
4.701 – Sick Leave	The employee is actually eligible to receive, and has made written application for retirement benefits under either KPERS or KP&F; and	Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen’s Retirement System (KP&F) and start receiving a monthly benefit the month following their separation date from Sedgwick County.	Language prevents employees from “retiring” from the county to get the sick leave payout, but delaying drawing retirement benefits (essentially resigning and collecting sick leave payout).

4.701 – Sick Leave	<p>Employees on the County’s forty-hour (40) work week accumulate sick leave at the rate of three and sixty nine hundredths (3.69) hours per pay period for a yearly total of twelve (12) days or ninety six (96) hours.</p> <p>2. Fire District fifty-six (56) hour employees earn sick leave at the rate of twelve (12) hours per month or one hundred forty four (144) hours per year.</p> <p>3. EMS forty two (42) hour employees earn sick leave at the rate of eight and four tenths (8.4) hours per month or one hundred and eight tenths (100.8) hours per year.</p>	<p>Employees on the County’s forty-hour (40) work week accumulate sick leave at the rate of three and sixty nine hundredths (3.69) hours per pay period.</p> <p>2. Fire District fifty-six (56) hour employees earn sick leave at the rate of five and fifty three hundredths (5.53) hours per pay period.</p> <p>3. EMS forty two (42) hour employees earn sick leave at the rate of three and eighty seven hundredths hours (3.87) per pay period.</p>	Removed yearly total to account for years when there are 27 pay periods rather than the typical 26.
4.304 – New Employee Orientation	Hiring authorities will schedule all newly hired employees for New Employee Orientation through the Career Development Catalog Training Register.	Employees will attend New Employee Orientation on their first day of employment	Language reflects changes made to NEO.

4.500 – Termination	When the hiring authority reaches the disciplinary decision (termination/suspension) he or she should meet with a consulting attorney from the County Counselor's Office to discuss the disciplinary decision. The consulting attorney will review the information and make recommendations.	When the hiring authority reaches the disciplinary decision (termination/suspension/ demotion) he or she should will meet with Human Resources to discuss the disciplinary decision. Human Resources will review the information and make recommendations.	New language brings policy into conformance with HR best practices of being involved in all suspension, termination and demotions. Reserves counselor's office for questions of law. Language will also be changed in the Discipline policy.
4.2001 – Wage and Salary		Sheriff's Office employees who work 42.5 hours per week are eligible for overtime pay after working 86 hours during the pay period.	Current practice that will now be reflected in policy.

4.2001 – Wage and Salary	A merit will be added to the employee's base salary when the employee's salary is below maximum of the range. When the employee is at maximum of the range the merit will be paid separately from base salary and will not compound from year to year.	A merit will be added to the employee's base salary when the employee's salary is below maximum of the range. Merit pay may also be paid separately from base salary, not compounding from year to year, without regard to where the employee's salary falls within the pay range, when determined appropriate by the Board of County Commissioners. When the employee is at maximum of the range the merit will be paid separately from base salary and will not compound from year to year.	Language added at the behest of the BOCC.
4.101 - Responsibilities		Human Resources shall ensure that all current personnel policies are posted on E-line and available to every employee. Employees may request paper copies of a policy or policies from the Division of Human Resources.	Current practice that will now be reflected in policy.

4.501 - Discipline		<p>2. Written Counseling. When an employee's conduct or performance, does not meet expectations the hiring authority may issue the employee a written counseling disciplinary action. The hiring authority shall review the job duties the employee is expected to perform, explain why the employee's conduct or performance on the job has not been acceptable, document prior supervisory efforts that have been taken to address the unacceptable conduct or performance, and specify the required corrective actions. The employee shall have the opportunity to provide written comments regarding the conduct, performance and/or the corrective actions for improvement(s). The written counseling shall include a timeframe for improvement and the consequences if the performance is not improved. The written counseling document shall be signed by both the supervisor and the employee and kept in the department personnel file. The employee's signature does not constitute agreement with the findings, only that the document was received. If the employee refuses to sign, the supervisor shall indicate that on the form.</p>	<p>Reflects progressive discipline best practices. Helps ensure that there is documentation that the employee was notified that their conduct/job performance is not up to standard.</p>
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4.501 - Discipline	When the hiring authority reaches the disciplinary decision (termination/suspension) he or she should meet with a consulting attorney from the County Counselor's Office to discuss the disciplinary decision. The consulting attorney will review the information and make recommendations.	When the hiring authority reaches the disciplinary decision (termination/suspension/ demotion) he or she should will meet with Human Resources to discuss the disciplinary decision. Human Resources will review the information and make recommendations.	New language brings policy into conformance with HR best practices of being involved in all suspension, termination and demotions. Reserves counselor's office for questions of law. Language will also be changed in the Termination policy.
Finance Policy: Travel & Business Meeting Expense	Car Allowance – Those individuals with a car allowance may claim mileage for a trip to a destination more than 100 miles from Sedgwick County. The first 100 miles going/returning will not be reimbursed.	Car Allowance – The County Manager is authorized to establish guidelines for any car allowances including rates and usage.	Guidelines clarify who is eligible for a car allowance as well as establishes car allowance limitations and conditions.