

Policy	Current	New	Notes/ Rationale
4.800 - Benefits	<ul style="list-style-type: none"> Wellness Club 		No longer exists. Replaced by Real Appeal and Rally.
4.800 - Benefits	<p>A. Employee Eligibility: Any full-time or benefited part-time employee working at least 30 hours per week may join the medical, prescription drug, dental, life insurance, vision, flexible spending accounts (FSAs), and KPERS retirement/disability plans which the County offers. Benefited part-time employees working less than 30 hours per week may join the life insurance, flexible spending accounts (FSAs), and KPERS retirement/disability plans which the County offers. The Sedgwick County Benefits Summary should be consulted for specific information regarding coverage details. Non-benefited part-time and temporary employees are not eligible.</p>	<p>A. Employee Eligibility: Any full-time or benefited part-time employee working at least 30 hours per week may join the medical, prescription drug, dental, life insurance, vision, flexible spending accounts (FSAs), and KPERS retirement/disability plans which the County offers. Benefited part-time employees working less than 30 hours per week may join the life insurance, flexible spending accounts (FSAs), and KPERS retirement/disability plans which the County offers. The Sedgwick County Benefits Summary Book should be consulted for specific information regarding coverage details. Non-benefited part-time and temporary employees are not eligible.</p>	Removed language that was no longer applicable.

4.800 - Benefits	<p>Wellness Club: There are a variety of wellness programs available to Sedgwick County employees to assist them in improving or maintaining their overall health and well being. It is the policy of Sedgwick County to provide employees with wellness programs designed to prevent illness, disease or premature death through behavioral and organizational change. The County encourages all staff to maximize their fitness, avoid common health risks and get back to work as quickly as possible after any period of sickness absence. To support this proactive approach, the County assists employees with meeting the reasonable costs of:</p> <ul style="list-style-type: none"> • Group health insurance for staff and their families. • Routine annual health checks and screenings by a primary care physician through current health insurance provider. • No cost low cost visits at Sedgwick County Health Department on-site clinics. • Annual flu vaccinations. • Employee Health Fairs <p>The County encourages employees to include regular exercise in their daily activities and maintain a healthy and well balanced diet.</p>		No longer exists.
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4.800 - Benefits	<p>Qualified Family Status Events IRS rules:</p> <p>You may make coverage changes during the year only if you experience a change in family status. The change in coverage must be consistent with the change in status (e.g., you cover your Spouse following your marriage, your child following an adoption, etc.). The following are considered family status changes for purposes of the Plan</p>	<p>Qualified Family Status Events Events Change IRS rules:</p> <p>You may make coverage changes during the year only if you experience a qualified family status change in family status. The change in coverage must be consistent with the change in status (e.g., you cover your Spouse following your marriage, your child following an adoption, etc.). The following are considered family status changes for purposes of the Plan</p>	Change in language, no functional change.
4.800 - Benefits	<p>Unless otherwise noted above, if you wish to change your elections, you must contact Human Resources within 30 days of the change in family status. Otherwise, you will need to wait until the next annual Open Enrollment.</p>	<p>Unless otherwise noted above, if you wish to change your elections, you must contact Human Resources within 30 31 days of the qualified family status change. in family status. Otherwise, you will need to wait until the next annual Open Enrollment.</p>	Align county policy with changes in the law.

4.300 - Employment	Employees will be considered benefited part-time employees if they are authorized to work at least twenty (20) hours per week, but less than forty (40) hours per week. These employees are entitled to the same benefits as full time employees on a pro-rated basis, except for retirement, which is a full benefit. Benefited part-time employees working 30 or more hours per week are also eligible for full insurance benefits, including medical, dental, and vision.	Employees will be considered benefited part-time employees if they are authorized to work at least twenty (20) thirty (30) hours per week, but less than forty (40) hours per week. These employees are entitled to the same health and welfare benefits as full time employees. Leave benefits are offered on a pro-rated basis., except for retirement, which is a full benefit. Benefited part-time employees working 30 or more hours per week are also eligible for full insurance benefits, including medical, dental, and vision.	Align county policy with changes in the law.
4.300 - Employment	Employees will be considered part-time if they work less than twenty (20) hours per week. Employees on part-time appointment shall not be assigned a classification or a range. They shall also accrue no benefits or service time.	Employees will be considered part-time if they work less than twenty (20) thirty (30) hours per week, and less than 1,000 hours per KPERS calendar year. Employees on part-time appointment shall not be assigned a classification or a range. They shall also accrue no benefits or service time.	Align county policy with changes in the law.

4.301 – Employee Re-Hire	Removed the word “Classified” when referring to exempt and nonexempt employees.		Make language consistent across all County policies.
4.303 – Initial Probation	Removed the word “Classified” when referring to exempt and nonexempt employees.		Make language consistent across all County policies.

4.202 - Promotions	Removed the word “Classified” when referring to exempt and nonexempt employees.		Make language consistent across all County policies.
4.502 - Grievance	The grievance process is only available to permanent full time and permanent part time classified County employees who have completed their initial probationary period with Sedgwick County.	The grievance process is only available to permanent full time and permanent part time classified nonexempt County employees who have completed their initial probationary period with Sedgwick County.	Make language consistent across all County policies.

4.502 - Grievance	The process will not be utilized to investigate verbal counseling unless the grievance falls under Policy 4.506, Discrimination and Harassment.	The process will not be utilized to investigate verbal or written counseling unless the grievance falls under Policy 4.506, Discrimination and Harassment.	We did not update this when we added written counseling to the discipline policy last year.
4.701 – Sick Leave	Spouse is defined as the person construed as such under Kansas State Law as documented in the Personnel File in Human Resources. A Common-Law spouse will be acknowledged only if there is a notarized affidavit on file in Human Resources.		Information is no longer kept as part of the personnel file.

4.2001 – Wage and Salary	All hourly paid employees are entitled to the pay provisions established by the Board of County Commissioners and must be paid for all hours worked.	All hourly paid employees are entitled to the pay provisions established by the Board of County Commissioners and must be paid for all hours worked in accordance with the Federal Fair Labor Standards Act (FLSA).	Add language, not functional change.
4.2001 – Wage and Salary	Removed the word “Classified” when referring to exempt and nonexempt employees.		Make language consistent across all County policies.

4.2001 – Wage and Salary	3. All salaried employees shall be paid on a bi-weekly basis.	3. All salaried employees shall be paid on a bi-weekly basis.	Removes unnecessary wording.
4.2001 – Wage and Salary	3. When an employee is re-instated and eligible for the performance-based merit, the salary is increased as if the employee had not left employment.	3. When an employee is re-instated and eligible for the performance-based merit, the salary merit increase is increased given as if the employee had not left employment.	Change in language, no functional change.

4.2001 – Wage and Salary	Promotions to Fire Captain in the Fire District will follow the Fire District policy for promotions and are not covered by this item; see Fire District Standard Operating Policies.		Language does not belong in this policy.
4.2001 – Wage and Salary	5. — Within the Fire Department there shall be a salary adjustment for Fire Captains who have completed two years as a Captain (two years' time in grade) to be placed at a rate of pay to ensure that such Captain's compensation exceeds a Step 13 Fire Lieutenant's compensation by a minimum of 1.5%.		Language no longer necessary due to new compensation plan.

4.2001 – Wage and Salary	1. Promotions do not impact the employee’s eligibility for a performance based merit. If the promotion is to a new department and occurred between October 31 and December 31, the employee is eligible for the performance based merit percentage from the department the employee left.	1. Promotions do not impact the employee’s eligibility for a performance based merit. If the promotion is to a new division and occurred between October 31 and December 31, the employee is eligible for the performance-based merit percentage from the department the employee left. performance-based merit percentage of the prior division, funded by their new division.	Clarify which division funds the merit pay increase for an employee who is promoted to another division.
4.2001 – Wage and Salary	Evaluation Policy. Employees not covered by the Memorandum of Agreement in the Sedgwick County Fire District should refer to Fire District Standard Operating Policies for Performance Based Merit processes.	Evaluation Policy. Fire District employees not covered by the Contract should refer to policy 4.903b, Performance Evaluation Fire District.	Directs Fire District Employees to appropriate policy.

4.2001 – Wage and Salary	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. 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.	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. 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. On call time shall be paid in accordance with the Federal Fair Labor Standards Act (FLSA).	Establishes the authority for on call time pay.
4.708 – Bereavement		Fire District employees working on a fifty-six (56) hour schedule who are not covered under the fire contract will be limited to twenty-five and one-half (25.5) working hours for each death and shall be given at regular pay. Fire District employees working on a fifty-six (56) hour schedule who are covered Members of Local IAFF 2612 should consult their current contract for relevant policies.	Bereavement leave for FD1 is governed by the Fire Contract.

4.708 – Bereavement	Employees will be allowed bereavement leave for the death of a spouse, 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, great-grandchildren, great-grandparents, grandparents-in-law, step-mother, step-father, or step-children of a current marriage.	Employees will be allowed bereavement leave twice per year. Additional bereavement leave may be granted with approval of the County Manager, Deputy County Manager, Assistant County Manager or Elected Official.	Removes exhaustive list of possible family relationships and places decision making authority with the division.
4.700 - Vacation	Six months employment shall be calculated from the employee's initial date of hire.		No longer valid.

4.700 - Vacation	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.	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. Members of Local IAFF 2612 should consult their current contract for relevant policies.	Directs IAFF members to the contract.
4.500 - Termination	Removed the word “Classified” when referring to exempt and nonexempt employees.		Make language consistent across all County policies.

<p>4.500 - Termination</p>		<p>A. The procedure for terminating an employee shall be as follows:</p> <ol style="list-style-type: none"> 1. The appropriate division supervisor shall conduct an administrative investigation of the circumstances relating to the proposed dismissal of the employee. If necessary, the supervisor may relieve an employee of his/her duties with pay or suspend the employee without pay during this investigation. Prior to a suspension or relief of duty, notice of the proposed action shall be given to the Department of Human Resources. 2. When the hiring authority reaches the disciplinary decision (termination/suspension/demotion) he or she will meet with Human Resources to discuss the disciplinary decision. Human Resources will review the information and make recommendations. 3. Based on the recommendations from Human Resources, the hiring authorities 	<p>Changes the process to terminate an employee so that the statutorily granted authority of elected officials to act as the hiring authority of their division is not infringed upon.</p> <p>HR and legal remain involved to ensure the legality of the disciplinary decision.</p>
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		<p>who report to the County Manager will complete form PS- 1369. Hiring authorities who are elected or appointed officials will complete form PS-1369-E. A copy of the form will be given to the Department of Human Resources for review.</p> <p>4. After HR review and approval, the hiring authorities completing PS-1369 sends the form and supporting documentation to the Deputy County Manager or Assistant County Manager for review and approval signature. Hiring authorities completing PS-1369-E sends the form to the elected or appointed official for review and approval signature.</p> <p>5. The Assistant County Manager, Department Director or his/her designee, should discuss the disciplinary decision with the County Manager for notification purposes. The County Manager has final approval for PS-1369. Elected or appointed officials have final approval for PS-1369-E.</p>	
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		<p>6. If appropriate, the hiring authority will schedule a pre-termination hearing, and notify the Department of Human Resources and the County Counselor's Office of the time and location.</p> <p>7. When the hiring authority determines there are grounds for termination, notice shall also be given to the employee of the intent to terminate said employee along with reasons for the termination and a date and time for a pre-termination hearing.</p> <p>8. 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. At the hearing, the employee will be given the opportunity to present oral and/or written reason why he/she should not be terminated. If the hiring authority feels that further investigation in the matter is needed, a decision may be made following</p>	
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		<p>the gathering of such additional information, after review by the County Manager.</p> <p>9. Following the pre-termination hearing, if the hiring authority finds that the termination is justified, a final written notice shall be presented to the employee along with the reason for dismissal</p> <p>10. The hiring authority shall forward a completed Personnel Action Form to the Department Human Resources for processing.</p>	
4.501 - Discipline		<p>a. To suspend an employee without pay, the following steps must be implemented:</p> <p>1. The appropriate division supervisor shall conduct an administrative investigation of the circumstances relating to the proposed suspension of the employee. If necessary, the supervisor may relieve an employee of his/her duties with pay or suspend the employee without pay during this investigation. Prior to a</p>	<p>Changes the process to suspend an employee so that the statutorily granted authority of elected officials to act as the hiring authority of their division is not infringed upon.</p> <p>HR and legal remain involved to ensure the legality of the disciplinary decision.</p>

		<p>suspension or relief of duty, notice of the proposed action shall be given to the Department of Human Resources.</p> <p>2. When the hiring authority reaches the disciplinary decision (termination/suspension/demotion) he or she will meet with Human Resources to discuss the disciplinary decision. Human Resources will review the information and make recommendations.</p> <p>3. Based on the recommendations from Human Resources, the hiring authorities who report to the County Manager will complete form PS- 1369. Hiring authorities who are elected or appointed officials will complete form PS-1369-E. A copy of the form will be given to the Department of Human Resources for review.</p> <p>4. After HR review and approval, the hiring authorities completing PS-1369 sends the form and supporting documentation to the</p>	
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		<p>Deputy County Manager or Assistant County Manager for review and approval signature. Hiring authorities completing PS-1369-E sends the form to the elected or appointed official for review and approval signature.</p> <p>5. The Assistant County Manager, Division Director or his/her designee, should discuss the disciplinary decision with the County Manager for notification purposes. The County Manager has final approval for PS-1369. Elected or appointed officials have final approval for PS-1369-E.</p>	
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