

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK
COUNTY, KANSAS AMENDING THE SEDGWICK COUNTY PERSONNEL
POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Board of County Commissioners of Sedgwick County, Kansas ("County") has prepared and published personnel policies and procedures entitled "Sedgwick County Personnel Policies and Procedures Manual" ("Manual") which govern County employment;

WHEREAS, the County has discovered the need for revisions to said Manual; and

WHEREAS, the County has the authority to establish personnel policies and procedures pursuant to K.S.A. 19-212.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that:

SECTION 1. Policy 1.000 (attached as Exhibit A) is hereby approved and shall become effective immediately.

SECTION 2. Policy 4.303 (attached as Exhibit B) is hereby approved and shall become effective immediately.

SECTION 3. Policy 4.100 (attached as Exhibit C) is hereby repealed. Any existing resolution enacting said policy is repealed to the extent it adopted Policy 4.100.

SECTION 4. Resolution No. 133-1997 (also known as Policy 1.100 - attached as Exhibit D) pertaining to organization and revision of policies and procedures for the County is repealed.

Commissioners present and voting were:

DAVID M. UNRUH	_____
MICHAEL B. O'DONNELL, II	_____
DAVID T. DENNIS	_____
RICHARD RANZAU	_____
JAMES M. HOWELL	_____

Dated this _____ day of _____, 2018.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS


ATTEST:

KELLY B. ARNOLD, County Clerk

DAVID T. DENNIS, Chairman
Commissioner, Third District

DAVID M. UNRUH, Chair Pro Tem
Commissioner, First District

APPROVED AS TO FORM:




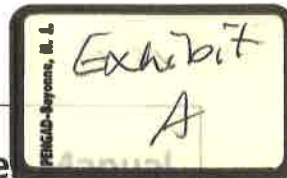
KAREN L. POWELL
Deputy County Counselor

MICHAEL B. O'DONNELL, II
Commissioner, Second District

RICHARD RANZAU
Commissioner, Fourth District

JAMES M. HOWELL
Commissioner, Fifth District

 <p><i>Sedgwick County...</i> <i>working for you</i></p>	Policies and Procedure
Last Revision Date:	Policy No. 1.000
Last Enabling Resolution:	Developer/Reviewer: Deputy County Manager



1. Purpose

The purpose of the policy is to establish a Policy and Procedure Manual that defines initiating authorities and develops a standard policy format, review, approval, and dissemination process.

2. Scope

This policy is applicable to all of Sedgwick County government.

3. Policy Statement

All county policies and procedures are under the authority of the County Manager and/or the Board of County Commissioners (BoCC). The Sedgwick County Personnel Policies and Procedures Manual will include all policies and procedures applicable to the entire organization unless exempted by scope. Policies or procedures shall not be revised or updated without review of the Policy Review Committee and the County Manager. All policies with an enabling resolution cannot be revised without approval of the BoCC. New policies or procedures shall be developed in conjunction with the Policy Review Committee.

4. Definitions

A. Policy Review Committee (PRC) – Consists of the following or their designee: Deputy County Manager, Assistant County Managers, Chief Financial Officer, Human Resource Director, Information Technology Director, Sheriff, Deputy Register of Deeds, Deputy Treasurer, Deputy County Clerk, Election Commissioner, County Appraiser, County Counselor and Management Intern.


B. Sedgwick County Personnel Policies and Procedures Manual – is the formal collection of policies located within county eline, which affect the entire organization and all employees unless exempted by scope.

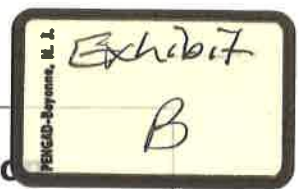
5. Procedures

A. Policy Review Committee:

1. The Deputy County Manager will serve as the facilitator and the Senior Executive Assistant to the County Manager will coordinate meetings, disseminate policies for review, and collect comments and edits prior to each meeting.

2. The Deputy County Manager will designate a final reviewer for quality assurance in proofreading all policies for grammar and format consistency.
3. When a division or department wants to modify or create a county policy, they shall notify the Senior Executive Assistant. The Senior Executive Assistant will notify the Deputy County Manager who will place the policy on a future PRC agenda.
4. The Senior Executive Assistant will be responsible for sending out policies scheduled to be reviewed at the PRC meeting to committee members in advance of the meeting.
5. During the PRC meeting, members will provide input and discussion on the policy purpose, scope, definition, and procedures. The management intern will collect this input and draft the changes into the policy with the assistance of the Senior Executive Assistant and the Deputy County Manager. The draft will be then be reviewed by the designated final reviewer and Deputy County Manager.
6. The redline version and clean copy will be sent to the County Manager and the County Counselor for final review. Upon the Manager's approval, the policy will be placed onto e-line or placed onto the BoCC agenda. Any current policy with an assigned resolution number is required to be approved by the BoCC. The County Counselor will be responsible for writing the appropriate resolution.
7. If the policy is designated for BoCC approval, the Deputy County Manager or their designee will brief Commissioners of the policy content before the scheduled BoCC meeting.
8. Once the BoCC approves a policy, it will be placed on e-line by the Deputy County Manager or designee.
9. All policy changes/adoptions will be disseminated to all employees by the Strategic Communications Office. County employees are expected to review all new or revised policies.
10. Electronic and hard copy policy archives will reside in the County Manager's Office.
11. All county policies shall adhere to the format attached to this policy to ensure quality control.

 <i>Sedgwick County...</i> <i>working for you</i>	Employee Probation
Last Revision Date:	Policy No. 4.303
Last Enabling Resolution:	Developer/Reviewer: HR Director



1. Purpose

The probationary period provides the opportunity for the employee to demonstrate that he/she can successfully perform their primary job responsibilities, meet performance effectiveness standards, and exemplify the Sedgwick County Values. The probationary period will be served before non-probationary status is granted to an employee.

2. Scope

This policy applies to all Sedgwick County employees, excluding those within the Sheriff's Office who work under civil service regulation.

3. Policy Statement

Sedgwick County will make an effort to ensure that its hiring procedures serve the purpose of recruiting the best employees for each open position. However, the county acknowledges that sometimes even the best of processes fall short. The probation period for new employees gives both the employer and employee the opportunity to find out if their employment relation will work to the benefit of both.

All newly hired employees shall serve a twelve (12) month probationary period when beginning employment. This will occur regardless of where in the salary range the employee is hired. If an employee's performance or conduct is not acceptable during this period, he/she can be dismissed without the right of appeal or hearing, except in cases of alleged discrimination, in which the discrimination and harassment complaint procedure can be utilized. See policy 4.506 Discrimination and Harassment.

4. Definitions

- A. **Probationary period for new employees** - is the time between signing an employment agreement/offer and being granted permanent employment status. It represents a "trial period" during which the employee is being evaluated as a suitable fit for the position and the organization. The new employee will be given feedback and coaching to have the chance to learn their new job and improve during the probationary period. At the end of the probation period or before, the supervisor will determine if the employee should be retained in the organization based upon the criteria listed below. Initial probation is defined as the first twelve months of employment starting from the employee's hire date.

- B. **Probationary Period for permanent or current employees** - can occur when the employee is transferred or promoted to a new assignment. The purpose of this period is to ensure the employee can complete their new duties. If the employee fails in their new assignment they may be allowed demotion, a return to their previous position, or another solution if available. However, in this instance employment is not guaranteed and the decision remains at the supervisor's discretion. Probationary periods for permanent or "current" employees are the first six months of a new assignment/position based upon a transfer outside of their division/elected or appointed office, promotion, or demotion. A change in shift, without promotion, does not prompt a probationary period.

5. Procedures

- A. A newly hired employee should be evaluated based on the following factors using quantitative measures if applicable:
1. Skills, competencies, and knowledge of the job they are assigned.
 2. Employee's progress on given assignments.
 3. Employee's reliability, trustworthiness, and other relevant personality characteristics.
 4. Employee's relations and collaboration with subordinates, supervisors, and peers.

When an initial probationary employee has not performed satisfactorily, supervisors should follow Policy 4.501 (Progressive Discipline) in handling the employee. Probationary employees are not afforded a final review meeting or a grievance hearing unless matters of discrimination and harassment exist under Policy 4.506 Discrimination and Harassment.

If the employee is deemed unsuitable while on a probationary period, they may be terminated without the minimum prior notice mandated by law. The termination of employment during this period may be for cause or without cause depending on the circumstances and the employee's evaluation. Termination may occur before the ending of the probationary period. This may happen if the tactical evaluation of the employee is highly unsatisfying or if the employee engages in behavior that justifies a for-cause dismissal. The employee will be officially notified in writing for the decision to terminate them. The document will explicitly state the reason behind their termination and the expected date it will take effect.

- B. Initial probation can be extended if an employee has been placed on a Performance Improvement Plan (PIP) or specific work plan prior to the end of initial probation. This action must be approved by the division head or appropriate elected/appointed official in charge of the employee. The employee will be notified of the initial probation extension by his/her supervisor. The notification should also be sent to the Human Resource Director.
- C. Current employees, who are on six-month probation for a new assignment/position, are expected to perform and meet expectations of the new assignment or can be subject to termination. Employees in this status are afforded a final review meeting and/or grievance proceedings.



CHAPTER: General Purpose and Objectives

SUBJECT: Purpose of the Manual

POLICY NUMBER: 4.100

PAGES:2

RELATED POLICIES: ENABLING RESOLUTION: REVISION DATE(S):
3/87 2/88 1/18

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

- A. The purpose of this Manual is to provide for the administration of a system of personnel management and professional methods to govern the recruitment, appointment, promotion, transfer, removal, conduct, discipline and welfare of employees and other aspects of employment with Sedgwick County, which includes Sedgwick County Fire District Number One, and to fulfill requirements of Federal, State and Local Laws governing employment regulations.
- B. To establish the jurisdiction of the Personnel Policies and Procedures Manual

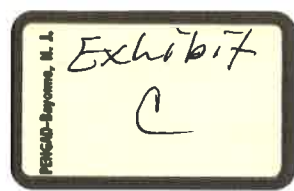
This Manual and the provisions herein are applicable to all employees of Sedgwick County, including Sheriff's Office personnel not governed by Civil Service Board Policies and employees of Sedgwick County Fire District No. One.

II. Policy

The Sedgwick County Policies and Procedures Manual and the Fire District Policies not only outlines Sedgwick County Policies toward the various areas of the employee-employer relationship, but also indicates how the Policies are to be administered. It is also understood that nothing in the statement of these Policies is intended to be binding, to be read as a contract that limits the right to terminate employment without notice or cause change to established Policies.


III. Definition

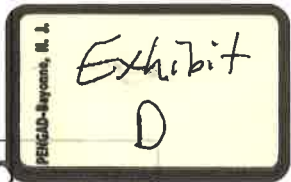
The governing body of Sedgwick County Fire District No. One and the Sedgwick County Board of Commissioners will be considered one and the same throughout this Manual.



IV. Procedure

Under the authority of the Sedgwick County Board of Commissioners, Human Resources is assigned the organization, coordination, communication, interpretation and implementation of all Sedgwick County Personnel Policies and Procedures.

	CHAPTER: Board of County Commissioners	POLICY: 1.100
		PAGES: 2
	SUBJECT: Policies and Procedures	
RELATED POLICIES:	ENABLING	133-1997
	RESOLUTION:	139-1997
		142-1997
	RESOLUTION DATE:	June 18, 1997
	REVISED RESOLUTION & DATE:	
OFFICE WITH PRIMARY RESPONSIBILITY: County Manager's Office		



I. POLICY STATEMENT

The Board of County Commissioners is responsible for the adoption of operating policies for Sedgwick County. It is the policy of this Board that the County Manager's Office shall be responsible for preparing operating policies for submittal to the Board of County Commissioners for its consideration.

II. PROCEDURES

- A. The County Manager's Office shall prepare all policies submitted for consideration on a form prescribed by the County Manager. Departments wishing to have policies considered by the Board of County Commissioners shall coordinate their development of the policy with the County Manager's Office and all other applicable departments. Policies which are not of departmental nature and do not impact a broader number of departments will not be included in the policy and procedures manual, but should be included in the individual departmental policy and procedures manual.
- B. Once a policy and procedure has been adopted by the Board of County Commissioners, no changes shall be made to the policy statement or exclusionary clause thereto without the approval of the Board of County Commissioners. The County Manager may propose modifications and clarifications to the procedures in the following manner.
 1. Changes in the procedural section shall be noted, explained, and transmitted via memorandum from the County Manager's Office to the Board of County Commissioners with the request for any response by the Board within 30 days.
 2. If no response has been forthcoming, the procedural change shall be effected.

3. If a response is received from any member of the Board, the procedural change must be either revised and resubmitted, starting a new 30-day period, or placed on the agenda for approval or direction by the Board of County Commissioners.
- C. Persons sponsoring new or modified policies and procedures will forward a copy of the adopted policy and resolution to the County Manager's Office for inclusion in the Sedgwick County book of policies and procedures. Notification of all changes to policies and procedures once issued shall be the responsibility of the County Manager's Office.