

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 1.103 – Acknowledgement of Donations (attached as Exhibit A) is hereby approved and shall become effective immediately.

SECTION 2. Policy 1.300 – Inclement Weather (attached as Exhibit B) is hereby approved and shall become effective immediately.

SECTION 3. Policy 4.606 – Death While Employed (attached as Exhibit C) is hereby approved and shall become effective immediately.

SECTION 4. Policy 5.201 – Medical Standby Coverage (attached as Exhibit D) is hereby approved and shall become effective immediately.

SECTION 5. That portion of Resolution No. 172-2016 which adopted the Promotions Policy (incorrectly designated as Policy 4.202) is hereby repealed.

SECTION 6. That portion of Resolution No. 171-1998 which adopted Policy 1.103 – Acknowledgement of Donations is hereby repealed.

SECTION 7. That portion of Resolution No. 267-2007 which adopted Policy 4.606 – Death While Employed is hereby repealed.

SECTION 8. That portion of Resolution No. 373-1989 which amended Policy 5.201 – Medical Coverage is repealed.

SECTION 9. Resolution No. 135-1997 which adopted a policy on emergency closing of County facilities is repealed.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 _____, 2019.

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

RESOLUTION

A RESOLUTION ADOPTING REVISIONS TO THE
SEDGWICK COUNTY POLICIES AND PROCEDURES MANUAL

WHEREAS, the Board of County Commissioners adopted Resolution No. 23-1986 regarding - emergency closing of County facilities; and

WHEREAS, the Board of County Commissioners has determined that said policy and procedure does not reflect the current needs of the County and should therefore be revised.

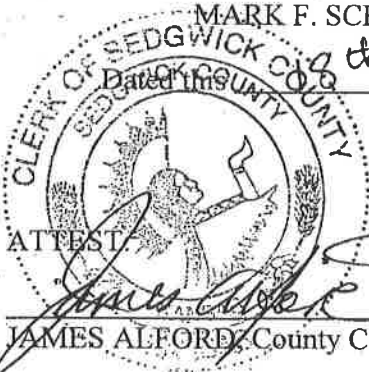
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that:

1. Resolution No. 23-1986 regarding emergency closing of County facilities is repealed in its entirety.
2. A revised policy and procedure for emergency closing of County facilities, attached hereto and incorporated herein by reference, is hereby adopted and shall be incorporated in the Sedgwick County Policies and Procedures Manual.
3. The policy and procedure adopted hereunder shall become effective immediately upon passage of this resolution.

Commissioners present and voting were:

BETSY GWIN
PAUL W. HANCOCK
THOMAS G. WINTERS
MELODY C. MILLER
MARK F. SCHROEDER

Aye
Aye
Aye
Aye
Aye



ATTEST

JAMES ALFORD, County Clerk

APPROVED AS TO FORM:

MICHAEL D. PEPOON
Assistant County Counselor

day of June, 1997.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS


THOMAS G. WINTERS, Chairman

PAUL W. HANCOCK, Chairman Pro Tem

BETSY GWIN, Commissioner

MELODY C. MILLER, Commissioner

MARK F. SCHROEDER, Commissioner

 <i>Sedgwick County... working for you</i>	Acknowledgment of Donations to Sedgwick County <i>Adopted on 10/7/1998</i>
Last Revision Date:	Policy No. 1.103
Last Enabling Resolution:	Developer/Reviewer: County Manager's Office

1. Purpose

Provide guidance regarding the acknowledgment of donations to Sedgwick County.

2. Scope

This policy applies to all Sedgwick County employees.

3. Policy Statement

The Board of County Commissioners (BOCC) desires to acknowledge every donation made to Sedgwick County, regardless of monetary value.

4. Definitions


- A. **Regular Agenda** – Lists all routine and policy items to be considered with a brief descriptive phrase and recommended action to be taken by the BOCC. Donations valued over \$100 will be placed on the regular agenda under new business.
- B. **Consent Agenda** – Lists items not warranting discussion and for which official signatures of the BOCC are required. Adoption of this agenda is listed as an item on the regular agenda. Donations valued under \$100 will be placed on the consent agenda.

5. Procedures

- A. It is the intent of the BOCC to acknowledge every donation made to Sedgwick County, regardless of monetary value, with a letter of appreciation and inclusion on Sedgwick County BOCC meeting agenda.
 - 1. **Receiving Department/Division** - When any donation is received, the receiving Department/Division should, as promptly as possible, draft a letter of appreciation to the donating party. This letter will be forwarded to the Commission Office for placement on the Commissioners' letterhead. This is then sent to the County Clerk's Office to be included with the other materials for the BOCC meeting that require signatures.

- B. Placement on the BOCC agenda - The receiving Department/Division will create an agenda item in the electronic agenda software. The draft letter of appreciation will be attached to the agenda item.
- C. If the contributing party, regardless of the amount, wishes to remain anonymous, the party will still receive a letter of appreciation from the receiving Department/Division. In these instances, when the donation is placed on the BOCC agenda, the name will not accompany the gift amount.
- D. After the BOCC meeting, the County Clerk's Office will obtain the Chairman's signature and coordinate the mailing of the letter of appreciation. A copy of that letter will be returned to the Department/Division for their records.



 <p><i>Sedgwick County...</i> <i>working for you</i></p>	<p>Inclement Weather</p> <p><i>Adopted on 2/2018</i></p>
<p>Last Revision Date:</p>	<p>Policy No. 1.300</p>
<p>Last Enabling Resolution:</p>	<p>Developer/Reviewer: County Manager's Office</p>

1. Purpose

Adverse weather conditions sometimes require a flexible approach to opening or closing County offices. It is the purpose of this policy to reduce the possibility of risk to the public who may visit County-owned facilities, and promote the safety of County government employees.

2. Scope

This policy applies to all Sedgwick County employees, with the exception of the Sheriff's Office and the Eighteenth Judicial District.

3. Policy Statement

County offices may be closed at the discretion of the County Manager. An Elected/Appointed Official also has authority to shut down offices affiliated with their services. These closures may become necessary after an assessment of road conditions by the Sedgwick County Emergency Management Division and the County Public Works Division, which determines that ice, snow, heavy rains, flooding, or other adverse conditions have created extremely hazardous circumstances for the traveling public.

4. Definitions

- A. **Critical Employees** – Employees whose duties are important during inclement weather or other emergency situations, and who must report to work despite office closures. Department Heads, Division Directors, and Elected/Appointed Officials will determine who is critical depending on the nature of the weather and/or emergency situation.
- B. **Inclement Weather Pay Code** – A code used when non-critical employees cannot report to work when County offices are closed. If a non-critical employee chooses not to use vacation or compensation time, this code is utilized as an excused day without pay.

5. Procedures

All Sedgwick County employees are expected to report to work at their normal workstation in inclement weather, disasters, and other adverse conditions, except as set forth herein.

In the event that a County office is closed by the County Manager or Elected/Appointed Official prior to start of the work day, non-critical employees are not to report to work and have the option to use:

- A. Vacation (paid)
- B. Compensation time (paid)
- C. Inclement weather pay code (not paid)

These hours are not to be considered hours without pay for discipline or evaluation purposes.


Employees deemed to be critical are expected to report to work in inclement weather. Generally, Divisions such as Public Safety, Public Works, and other identified services where twenty-four (24) hour personnel are needed for safe operation will be considered critical. It will be the responsibility of the Division Director to determine which positions are critical and which are non-critical for their Division. Employees deemed critical may contact supervising officers for aid in transport if they feel they cannot safely make it to their work site.

In the event that a County office is closed after the work day has begun, employees will be paid for actual hours worked prior to closing and will have the option of using accrued vacation time, compensation time, or may use the inclement weather pay code.

In the event that the County Manager closes County offices, he/she will notify the Director of Strategic Communications who will notify the rest of the County organization.

In the event that an Elected/Appointed Official closes their office, he/she is responsible for communicating the closure.



 <i>Sedgwick County...</i> <i>working for you</i>	Death while Employed <i>Adopted on 2/1988</i>
Last Revision Date:	Policy No. 4.606
Last Enabling Resolution:	Developer/Reviewer: Human Resources Director

1. Purpose

The purpose of this policy is to inform Department Heads, Division Directors, and Elected/Appointed Officials what procedures to follow in the event a Sedgwick County employee dies.

2. Scope

This policy applies to all Sedgwick County employees.

3. Policy Statement


In case of the death of an employee, the hiring authority shall notify the Human Resources Director of the date of death.

4. Definitions

None

5. Procedures

- A. A Personnel Action Form (PAF) shall be submitted to the Human Resources Division indicating the death of the employee.
- B. Earnings shall be paid since the last pay period, along with accrued vacation leave.
- C. All wages to the deceased employee shall be paid as provided by K.S.A. § 44-318.

 <i>Sedgwick County... working for you</i>	Medical Standby Coverage Procedure <i>Adopted 12/27/1989</i>
Last Revision Date:	Policy No. 5.201
Last Enabling Resolution:	Developer/Reviewer: Emergency Medical Services

1. Purpose

The purpose of the policy is to outline the criteria, process, and procedure for providing emergency medical standby coverage for large congregate events held within Sedgwick County.

2. Scope

This policy applies to the Sedgwick County Division of Emergency Medical Services (EMS).

3. Policy Statement

Sedgwick County EMS may provide emergency medical standby coverage at large congregate events held within Sedgwick County. The cost for emergency medical standby coverage shall be administered in the form of user fees and borne by the organization originating the request.

The BOCC authorizes the Sedgwick County EMS Director or his/her designee to bill user fees and take payments for providing emergency medical standby coverage. The EMS Director or his/her designee shall deposit all revenues generated by providing standby coverage in the appropriate EMS revenue funds in accordance with County policy and procedure.

4. Definitions

- A. **Advanced Life Support (ALS)** - Paramedic services or skills that include the use of techniques such as intravenous (IV) therapy, electrocardiogram (ECG) monitoring, medications, advanced airway management, and similar treatments.
- B. **Basic Life Support (BLS)** - Emergency Medical Technician (EMT) services or skills that include cardiopulmonary resuscitation (CPR), automated or assisted defibrillations, bleeding control, splinting, and similar treatments.

5. Procedures

- A. The Sedgwick County EMS Director shall establish the need for resources and level of coverage to be provided at an event (i.e. number of personnel, ALS or BLS, etc.).
 - 1. The level of medical coverage shall be set by the Sedgwick County EMS Director following consultation with the promoter assessing risk factors such as specific activity, location, crowd size, expected behaviors, physical environment, and

drug/alcohol prevalence.

- a. If agreement concerning level of coverage cannot be established with the promoter, the Sedgwick County EMS Director shall be considered expert and establish the coverage levels.
- B. Charges for services rendered will be administered in the form of user fees, set by the Sedgwick County BOCC, and will be borne by the promoter or requesting agent.
- C. Sedgwick County EMS reserves the right to deny dedicated medical standby coverage for any event or reason including, but not limited to: request for coverage with less than two (2) weeks' notice given; providing coverage would have a negative impact on delivery of emergent services; non-payment of previous standby services; or when the number of previously scheduled events make logistical staffing impossible.