

RESOLUTION NO. _____

**A RESOLUTION OF SEDGWICK COUNTY FIRE DISTRICT NUMBER ONE
AMENDING THE SEDGWICK COUNTY PERSONNEL POLICIES AND
PROCEDURES MANUAL**

WHEREAS, the Sedgwick County, Kansas Fire District Number One ("Fire District") has published personnel policies and procedures entitled "Sedgwick County Personnel Policies and Procedures Manual" ("Manual") which govern Fire District employment;

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

WHEREAS, the Fire District has the authority to establish personnel policies and procedures pursuant to K.S.A. 19-3601 *et seq.*

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. That portion of Resolution No. 174-2016 which adopted Policy 4.402 – Promotions is hereby repealed.

SECTION 5. That portion of Resolution No. 269-2007 which adopted Policy 4.606 – Death While Employed is hereby repealed.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.


GOVERNING BODY OF SEDGWICK
COUNTY FIRE DISTRICT NUMBER ONE

ATTEST:

KELLY B. ARNOLD, County Clerk

DAVID T. DENNIS, Chairman
Commissioner, Third District

APPROVED AS TO FORM:



KAREN L. POWELL
Deputy County Counselor

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

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

RICHARD RANZAU
Commissioner, Fourth District

JAMES M. HOWELL
Commissioner, Fifth District

 <i>Sedgwick County...</i> <i>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.

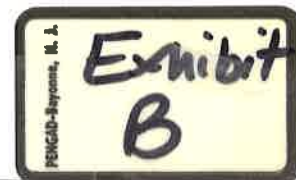
4. Definitions


- 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.