

CITY OF HAYSVILLE

Agenda

April 8, 2019

CALL TO ORDER

ROLL CALL

INVOCATION BY: Pastor Rusty Westerfield, First Christian Church

PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS

- A. [A Proclamation Designating April Fair Housing Month](#)
- B. [A Proclamation Designating April 26th, 2019 as Arbor Day](#)

PRESENTATION AND APPROVAL OF MINUTES

- A. [Minutes of March 25th, 2019](#)

ITEM #1 CITIZENS TO BE HEARD

ITEM #2 APPROVAL OF LICENSES AND BONDS

- A. [Refuse Haulers License Renewal Re: Best Value Services, 1939 Emmett Ave., Haysville, KS 67060](#)

ITEM #3 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ITEM #4 NOTICES AND COMMUNICATIONS

- A. Governing Body Announcements
- B. [Letter from American Public Works Association Re: Project of the Year Award](#)
- C. [Letter and Press Release from Arbor Day Foundation Re: Tree City USA](#)
- D. [Memo to Council Re: New Businesses](#)
- E. [Memo to Council Re: Door to Door License](#)

ITEM #5 OLD BUSINESS

- A. [Consideration of Proposed Changes to Personnel Manual](#)

- ITEM #6 OTHER BUSINESS
 - A. [Consideration of Agreement with Haysville Swim Club](#)
 - B. [Consideration of Temporary Special Event Permit Application](#)
- ITEM #7 DEPARTMENT REPORTS
 - A. Administrative Services – Will Black
 - B. City Clerk – Janie Cox
 - C. [Police – Jeff Whitfield](#)
 - D. Public Works – Tony Martinez
 - E. Recreation – Georgie Carter
- ITEM #8 APPOINTMENTS
 - A. [Janey Hummel, 356 East Timber Creek Re: Reappointment to Library Board](#)
 - B. [Robert Nicklaus, 977 Alexander Drive Re: Reappointment to Library Board](#)
- ITEM #9 OFF AGENDA CITIZENS TO BE HEARD
- ITEM #10 EXECUTIVE SESSION
- ITEM #11 BILLS TO BE PAID
 - A. [Bills to be Paid for the First Half of April](#)
- ITEM #12 CONSENT AGENDA
- ITEM #13 COUNCIL ITEMS
 - A. Council Concerns
 - B. Council Action Request Updates
- ITEM #14 ADJOURNMENT

PROCLAMATION

Celebrating 50 Years of Fair Housing

City of _____

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of _____ is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved,

I, Mayor of _____, on behalf of its citizens, do hereby proclaim the month of April as

FAIR HOUSING MONTH

And express the hope that this year's observance will promote fair housing practices throughout the City.

Dated this ____ day of _____, 2019

(Mayor)

Return
To
Agenda



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Bruce Armstrong, Mayor of the City of Haysville, Kansas, do hereby proclaim Friday, April 26, 2019 as

Arbor Day

In the City of Haysville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 8th day of April, 2019
Mayor _____

The Regular Council Meeting was called to order by Mayor Bruce Armstrong at 7:00 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Ginger Cullen: Kessler here, Walters here, Rardin here, Ewert here, Benner here, Parton here, Crum here, Thompson here.

Invocation was given by Pastor Kurt Henson of the Haysville Christian Church.

Mayor Bruce Armstrong led everyone present in the Pledge of Allegiance.

Under Presentation and Approval of Minutes, Mayor Bruce Armstrong presented for approval the Minutes of March 11th, 2019.

Motion by Kessler – Second by Walters

I make a motion we approve the minutes of March 11th, 2019.

Kessler yea, Walters yea, Rardin yea, Ewert abstain, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Citizens to be Heard, Mayor Armstrong advised the Sedgwick County Fire Department was not present but could be heard if they were to arrive later.

There were no Licenses or Bonds for approval.

Under Introduction of Ordinances and Resolutions, Mayor Bruce Armstrong presented Southampton Estates Bond Sale. Mayor Armstrong introduced Bret Shogren, from the City's financial advisor, George K. Baum and Company. Shogren reviewed bids received for the bond sale and recommended accepting the bid from Central States Capital Markets at a true interest cost of 3.160350%. He advised the Bond Sale business had three parts: Acceptance of the bid, an Ordinance, and a Resolution. Mayor Armstrong advised the bid acceptance, Ordinance adoption, and Resolution adoption could all occur with one motion.

Motion by Crum – Second by Ewert

I'll make a motion that we accept the bid from Central States Capital Markets for a true interest cost of 3.160350%, and also approve the ORDINANCE AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2019-B, OF THE CITY OF HAYSVILLE, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH; AND MAKING CERTAIN COVENANTS WITH RESPECT THERETO and also approving the RESOLUTION PRESCRIBING THE FORM AND DETAILS OF AND AUTHORIZING AND DIRECTING THE SALE AND DELIVERY OF GENERAL OBLIGATION BONDS, SERIES 2019-B, OF THE CITY OF HAYSVILLE, KANSAS, PREVIOUSLY AUTHORIZED BY ORDINANCE

Regular Council Meeting

March 25, 2019

Page 2

NO. 1060 OF THE ISSUER; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Notices and Communications, Mayor Bruce Armstrong called for Governing Body Announcements. Councilperson Steve Crum reviewed upcoming events at the library, the Haysville Healthy Habits 060 Walks contest, and USD 261 sports updates. Mayor Armstrong advised of upcoming events at the Senior Center.

Under Notices and Communications, Mayor Bruce Armstrong presented a Memo to Council Regarding a new Business.

There was no Old Business.

Under Other Business, Mayor Bruce Armstrong introduced Consideration of Insurance Renewal. Tony Madrigal, from the City's long time insurance provider, Madrigal and Associates, reminded Council that he sold his agency to ICI Insurance located in El Dorado, Kansas. Madrigal thanked the City for 31 years of partnership, discussed changes in coverage over the years, and reviewed current insurance quotes. He advised the quote received from One Beacon was cheaper than the quote from current provider, EMC, and pointed out shortcomings of the One Beacon policy, including the lack of earthquake insurance, difference in deductibles and dividends payouts. Madrigal suggested the City remain with EMC in light of these differences. Mayor Armstrong thanked Madrigal for his years of caring service. Madrigal then introduced ICI President Ryan Murry, who discussed adding a one million dollar cyber liability policy from RSP/BCS Insurance Company to the policy from EMC. Murry then made himself available for questions from Council. Mayor Armstrong stated he and staff recommend the higher coverage from EMC along with the RSP/BCS Insurance Company policy, even though the quote from One Beacon was cheaper. Councilperson Janet Parton asked how much the premium changed for the current year. Chief Administrative Officer Will Black advised it decreased by \$34,000.00. Councilperson Russ Kessler spoke in favor of remaining with EMC. Councilperson Danny Walters asked if dividends were expected to continue. Murry stated they have no reason to believe the dividends from EMC would not continue.

Motion by Kessler – Second by Rardin

I'd like to make a motion we accept the EMC bid for the insurance for the premium as stated in our packet, along with the cyber liability.

Regular Council Meeting

March 25, 2019

Page 3

Before Mayor Armstrong called the question, Councilperson Steve Crum asked if the data compromise coverage from EMC would be removed. Murry answered in the affirmative. Mayor Armstrong called the question.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong introduced Review of Proposed Changes to Personnel Manual. Chief Administrative Officer Will Black advised the memo included in the packet detailed all changes made to the manual. He advised a motion to approve is not necessary today, if Council wanted to table and have additional time to review the changes. Black made himself available to answer questions from Council. Councilperson Dan Benner asked if the policy regarding dollar value limits of gifts should apply to Councilpersons as well. Black advised this manual was only applicable to City employees, not elected officials. Councilperson Russ Kessler asked about the computer monitoring policy and hard drive encryption software. Black advised he was unaware. Kessler recommended encryption software be considered for employee owned devices which could contain personally identifiable information. Councilperson Bob Rardin asked for clarification regarding proposed changes to how far away employees live. Black advised the manual says Department Heads must live within 15 miles of City Hall and some positions have a response time requirement, so the proposed change would make Department Heads and positions requiring a response time equal at 30 miles from City Hall.

Motion by Crum – Second by Rardin

I make a motion we table this until the next meeting.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

Under Other Business, Mayor Bruce Armstrong introduced Presentation of Annual Street Survey. Public Works Director Tony Martinez reviewed details of the report and advised the mill and overlay projects completed last year not only extend the life of the roadway by about 15 years, they were also well received by citizens. He advised the proposed street project plan for 2019 included 8 mill and overlay projects, the raising of manholes, and crack sealing/mill and overlay projects. He requested authorization to spend up to \$529,408.45, to be paid from the street sales tax fund, and was available to answer questions from Council. Councilperson Steve Crum asked how many areas in town remain unpaved. Martinez advised Sunset Fields at 63rd Street and Seneca and two cul-de-sacs and a street north of Sonic remain unpaved.

Motion by Crum – Second by Thompson

I make a motion we approve the street projects as presented, not to exceed \$529,408.45.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Regular Council Meeting

March 25, 2019

Page 4

Motion declared carried.

Mayor Bruce Armstrong asked for Department Reports.

Chief Administrative Officer Will Black introduced Community Relations Director Ginger Cullen, who advised applications for the 2019-2020 Mayor's Youth Leadership Council were available.

City Clerk Janie Cox had nothing to report.

Police Chief Jeff Whitfield advised the visiting officer was Sergeant Amos Becker. Chief Whitfield also advised a Severe Weather Awareness class would be held on Thursday, April 11th from 6:00 to 8:00 p.m. in the courtroom. Finally, Chief Whitfield advised a Prescription Drug Take Back event would occur on April 27th from 10:00 a.m. to 2:00 p.m.

Public Works Director Tony Martinez gave updates on the Dorner Park Dog Park and the dirt removal project at Dorner Lake.

Recreation Director Georgie Carter advised of recreation programs including summer camp, pool sales beginning on April 15th, and S.O.S. days on April 19th and 22nd. She advised there were positive reviews on the first Saturday games at the Dorner Park soccer fields.

There were no Appointments.

There were no Off Agenda Citizens to be Heard.

There was no Executive Session.

Under Bills to be Paid, Mayor Bruce Armstrong presented the Bills to be Paid for the Last Half of March.

Motion by Ewert – Second by Parton

I make a motion that we pay the last half of March bills.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

There was nothing under the Consent Agenda.

Under Council Items, Mayor Bruce Armstrong asked for Council Concerns. Councilperson Bob Rardin advised that during the last Sedgwick County Association of Cities meeting, he learned about an open house at McConnell Air Force Base on May

Regular Council Meeting

March 25, 2019

Page 5

16th just for elected officials in the Wichita area. He advised other members of Council could contact him if they were interested in attending.

There were no Council Action Request Updates.

Mayor Bruce Armstrong presented for approval Adjournment.

Motion by Kessler – Second by Ewert

Mayor and Council, I make a motion we adjourn tonight's meeting.

Kessler yea, Walters yea, Rardin yea, Ewert yea, Benner yea, Parton yea, Crum yea, Thompson yea.

Motion declared carried.

The Regular Council Meeting adjourned at 7:42 p.m.

Janie Cox, City Clerk

MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Kostecki, Administrative Secretary

DATE: 04/08/2019

RE: 2019 Refuse Haulers License Renewal

The following business has made application for a Refuse Haulers License renewal:

Best Value Services – 1939 Emmett Ave., Haysville, KS 67060

All requirements have been met and fees have been paid. Approval is recommended.

Sincerely,

Kayla Kostecki
Administrative Secretary
City of Haysville



April 1, 2019

City of Haysville
Attn: Mr. Tony Martinez
Director of Public Works
401 South Jane
Haysville, KS 67060

RE: Kansas Chapter of American Public Works Association
**Project of the Year Awards - Small Cities/Rural Counties – Disaster or Emergency
Construction Repair**

Dear Mr. Martinez:

On behalf of the Kansas Chapter of APWA, I have the honor of notifying you that your project, "**Southeast Waterline Emergency Improvements**" was selected for the **Disaster or Emergency Construction Repair** award. Congratulations on an excellent job and on being selected for this important award. I forwarded your project on to National to compete for the National Awards, Good Luck!

We will notify the Professional Engineering Consultants, PA and Nowak Construction Co. Inc. representatives of this selection. The Kansas Chapter will present the plaque for this award to you at an awards ceremony in Salina, KS on Thursday afternoon, May 9, 2019. Representatives of the City of Haysville, Nowak Construction Co. Inc., and Professional Engineering Consultants, PA are encouraged to attend the ceremony.

The ceremony will be held from 5:00 – 6:00 p.m. at the Hilton Garden Inn in the Flint Hills Meeting Room during the APWA Spring Conference and will be followed by the Social Hour, Banquet Meal and the Scholarship Auction. So, reserve a spot on your calendar for this important evening and congratulations on receiving this project of the year award! We hope you will stay and enjoy all of the activities of the evening.

Please send your dinner reservations to Cheri Fuller at TranSystems, 245 N. Waco, Ste 222, Wichita, Kansas 67202 or you may reply by phone at (316) 303-3010 or e-mail at clfuller@transystems.com. Six total representatives from each project are invited to attend as our special guests. In order for us to complete plans for the dinner we need you to **RSVP no later than April 26, 2019.**

Sincerely,

Brett A. Letkowski, PE
Executive Committee Director (Awards), Kansas Chapter

Cc: John Braun, President, Kansas Chapter APWA

Return
To
Agenda

Mayor Bruce Armstrong
200 West Grand
Haysville, KS 67060

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Haysville on earning recognition as a 2018 Tree City USA. Residents of Haysville should be proud to live in a community that makes the planting and care of trees a priority.

Haysville is one of more than 3,500 Tree City USAs, with a combined population of 150 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Haysville is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Haysville and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Frank Cortez

enclosure

For more information, contact:
Danny Cohn, 402-473-9563
dcohn@arborday.org



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Haysville Tree City USA

Haysville, KS, was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Haysville achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Kostecki, Administrative Secretary

DATE: 04/08/2019

RE: 2019 New Businesses

The following businesses have applied for a new business license and passed all the requirements for the City of Haysville. No action is required.

Air Capital Self Storage, LLC – Storage Units – 7520 S. Broadway St.

FragadakArt – Painting Instructor – 310 Turkle Ave.

K4 Hearing, LLC dba Miracle Ear – Service and Sales of Hearing Aids – 101 N. Campbell

Plantz Restoration – Home Maintenance Restoration and Repairs – 1219 E. Diedrich Ave.

RZ Electric – Electrical Contractor – 137 S. Pirner Ste. 2

Sincerely,

Kayla Kostecki
Administrative Secretary
City of Haysville

MEMORANDUM

TO: Honorable Mayor Bruce Armstrong; City Council

FROM: Kayla Kostecki, Administrative Secretary

DATE: 04/08/2019

RE: 2019 Door to Door License

The following business has applied for a door to door license and passed all the requirements for the City of Haysville. No action is required.

Roger's Contracting, LLC – Roof, Siding, and Windows – Expires April 26, 2019.

Sincerely,

Kayla Kostecki
Administrative Secretary
City of Haysville

Return
To
Agenda

MEMO

TO: The Honorable Bruce Armstrong, Mayor
Haysville City Councilmembers

FROM: Will Black, Chief Administrative Officer

SUBJECT: Proposed Personnel Manual Updates for 2019

DATE: March 22, 2019

The proposed changes to the Personnel Manual are before you for your consideration. Proposed changes are shown in red. Deletions are struck-through and additions are underlined. The following job descriptions are new and will not have red-line changes: Administrative Secretary for the Administrative Services Department – Senior Center, Park Worker III, and Park Worker IV. The following outline summarizes the changes (typographical and lettering/numbering changes are not included in the outline). Please contact me with any questions.

Article A. Administrative Policy

- Section I. Employment Information
 - C. Oath
 - Added state statute for reference
 - Added language stating current procedure of having employee take an oath of office when starting a new position
 - K. Monitoring Policy
 - Added language concerning computer use, protection of confidential data, and use of personal devices on the City's network
 - O. Appearance / Dress Code
 - Added language indicating if you have to shave to pass a fit-test, you need to maintain the shaved style and length at all times
 - Q. Americans with Disabilities Act / Accommodations
 - Clarified what needs to be included in a request for accommodation
 - T. Nepotism
 - Changed policy to allow for the hiring of persons for part-time positions within the same department as members of the new hire's immediate family
- Section II. Placement
 - G. Resignations
 - Incorporated Exit Interview policy language approved by Council on 09/10/18
- Section III. Vacation and Leaves

- Leaves of Absence
 - A. Leaves of Absence with Pay
 - Relocated Administrative Leave statement to this paragraph
 - C. Promotion, Demotion or Transfer
 - Clarified that Wellness Leave remains to the employee's credit and is transferred with the employee during a position change
 - F. Vacation Leave
 - 5. Removed language about approving carryover requests
 - G. Sick Leave
 - 2. Uses of Sick Leave
 - b. Removed specific language allowing Sick Leave to be used for Funeral Leave
 - 5. Adjusted language concerning when a City-Issued Return-to-Work release form is required
 - 6. Sick Leave on Termination
 - Removed 240 hour cap on payment of sick leave when an employee resigns and gives two weeks' notice
 - I. Workplace Injury Leave
 - 3. Return to Work / Light Duty Program
 - Moved relevant language up from general area of section
 - 4. ADA Accommodations
 - Titled paragraph for clarity
 - 5. Physical Therapy
 - Titled paragraph for clarity
 - Clarified employees will not receive double-pay for attending physical therapy on city holidays
 - J. Military Leave
 - Removed Military Reserve Leave section and incorporated Reserve Leave within Military Leave section
 - L. Civil Leave
 - Concerning jury duty, clarifies what "full pay" is for those who do not regularly work a full-time schedule
 - O. FMLA Leave
 - Relocated Administrative Leave statement to Leaves of Absence with Pay paragraph
 - 1. Removed requirement to use all accrued leave prior to using FMLA Leave and changed when the City provides notice of FMLA Leave
 - 2. Added detail of when FMLA Leave may be requested by an employee
 - a. Removed requirement to use all accrued leave prior to using FMLA Leave
 - e. Removed requirement of employee to make request in writing
 - R. Extended Absence

- When returning from an extended absence (6 months or more), an employee will be required to pass all pre-employment testing
- Section IV. Discipline
 - C. Suspension
 - 2. When found not guilty, allowance for employee to petition for both reinstatement of employment and benefits and pay lost due to suspension
 - E. Employees Committing Criminal Offenses
 - Removed ability for Department Head to approve paid benefits during a suspension
 - Clarified instances where an employee may petition for reinstatement of lost benefits and pay
 - G. Return of City Property
 - Removed language concerning final paycheck to match policy found in Section 1, Article H of the Personnel Manual
- Section V. Benefits
 - A. Fringe Benefits
 - 6. Employee Assistance Program (EAP)
 - Added detail concerning the benefit
- Section VI. City Owned and Private Vehicles and Equipment
 - A. Use of City Owned Vehicles and Equipment
 - 4. Added language from Substance Abuse Policy for consistency
- Section VII. Department Heads
 - Changed requirement for Department Heads to live within 15 miles of City Hall to 30 miles
- Section VIII. Employee Safety
 - Added language detailing the annual safety audit as performed by the Safety Committee
- Section IX. Substance Abuse Policy
 - C. Testing Protocol and Procedures
 - 4. Return to Service Testing
 - Changed “extended time” to six months to match Extended Absence paragraph in Vacation and Leaves section

Article B. Compensation

- Section II. Compensation
 - E. Longevity Pay
 - Clarification of who receives Longevity Pay
 - I. Pay on Termination
 - 1. Resignation
 - b. Sick Leave
 - i. With Proper Notice
 - Removed 240 hour cap on payment of sick leave when an employee resigns and gives two weeks’ notice

ADMINISTRATIVE POLICY

INTRODUCTION

CONGRATULATIONS! You are now a City of Haysville employee. The following information relates to your employment and you should read the information and be familiar with it. Any questions should be directed to your immediate supervisor.

POLICIES ESTABLISHED

The following policies, regulations and other administrative provisions for personnel administration are established to promote and increase efficiency and economy in city service.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER. The information contained in this manual is not a contract of employment but a general guide for informational purposes only.

THE CITY RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICY AT ITS DISCRETION WITHOUT PRIOR NOTICE.

Any reference to behavior that may result in termination is simply for informational purposes for better understanding by the employee. Employment may be terminated at any time regardless of any examples mentioned in the manual.

SECTION I

EMPLOYMENT INFORMATION

A. AUTHORITY FOR ADMINISTERING THE ADMINISTRATIVE POLICY:

1. The City Department Heads have the authority and responsibility for administering this policy in their respective departments.
2. The Assistant City Clerk is responsible for keeping all personnel records relating to payroll, fringe benefits and insurance.
3. The head of any department, (i.e., City Clerk, Public Works, Police, Administrative Services, Recreation) may formulate in writing with approval of the Mayor, reasonable administrative regulations for the conduct of his/her respective department. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, regulations approved and adopted by the City Council.
4. The Haysville Governing Body makes policies of the City, and the Department Heads are charged with carrying out those policies.

B. EMPLOYEE INFORMATION:

1. An employee will be notified of an investigation on a complaint being conducted about said employee at the outset of such investigation, except in cases of criminal investigation.
2. Employees may review their personnel files at any reasonable time. Personnel files are the property of the City.
3. All regular employees shall be furnished a digital copy of this Administrative Policy upon employment or upon administrative change to the manual. A paper/printed manual is available upon request. Copies of the manual will be turned in by employees leaving the City's service through resignation, layoff, or dismissal.
4. After a preliminary offer of employment, job applicants shall successfully complete a physical examination, drug screen, and background check prior to, and within 30 days of, beginning work for the City. Former full-time temporary workers hired for regular positions within 30 days of their last date of employment with the City are not required to complete the physical examination, drug screen, or background check. All part-time pool/recreation employees must successfully complete a drug screen. New part-time pool/recreation employees shall successfully complete a background check.
5. Definitions of types of City service:
 - a. Unclassified service shall comprise and consist of the following persons:
 - i. Municipal Judges;
 - ii. Members of the City Council, other elective offices, and persons appointed

to fill vacancies in elective offices;

- iii. Members of boards and commissions in the municipal service;
- iv. Persons employed to make or conduct special inquiry investigations, examinations, or installations;
- v. Persons performing services for the City without compensation;
- vi. Employees in temporary and temporary part time positions; and
- vii. Certain contract personnel.

- b. The classified service shall be comprised of all positions not specifically included in the unclassified service, and may also include certain contract positions; all shall be subject to this Administrative Policy. Contract employees who are part of the classified service are subject to the provisions of their contract.

C. OATH:

1. Employees of the City are required by statute (K.S.A. 54-106) to take an oath of office. The taking of such oath shall be a condition of employment, and an employee will not be paid until he/she has taken the oath. Contract personnel are subject to the terms of their contract.
2. Refusal to take the oath of office will eliminate the individual from eligibility for employment. The oath will be administered by the City Clerk or his/her agent and will be kept in the employee's personnel file.
3. Any time an employee changes positions, the employee will take an oath of office for the new position.

D. USE OF OFFICIAL BADGES, UNIFORMS OR CREDENTIALS:

No badge, uniform, or other official insignia, or credentials of authority issued to an employee, shall be used or worn by a person other than the employee. Such badge, uniform, insignia or credentials can be used for personal gain only with approval of the Governing Body at the request of the Department Head. Equipment purchased by the City shall remain the property of the City and shall not be worn off-duty except with prior approval by the appropriate Department Head. If an employee's ID card is lost or stolen, the employee shall immediately report the missing card to his/her Supervisor and Department Head. The employee will be charged a \$20 replacement fee for the missing card(s).

E. LUNCH PERIODS:

Each employee may receive a lunch period in accordance with Department policy.

F. BREAKS/REST PERIODS:

Breaks/rest periods are not mandatory, and if a Department Head chooses to establish formal breaks, they

will be scheduled by the Department Head. Individual break/rest periods will not exceed 15 minutes and may be of lesser duration at the discretion of the Department Head.

G. ACCEPTANCE OF GIFTS:

City employees and appointed officers may accept gifts of token value (less than \$30.00) from Haysville residents if the gifts are given in the spirit of friendship and are not expected to influence the official or employee in his/her service to the City. Gifts given to departments as a whole are encouraged in lieu of gifts to individuals. Gifts to individuals of greater than \$30.00 value shall be returned.

H. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff or dismissal is responsible for returning all City property. City ID badge(s) and key(s) will be returned upon termination. All other City Property will be returned to the Department Head or the Department Head's representative within two (2) business days of termination. The value of all City property not returned will be billed to the employee leaving the City's service. If bill is not paid, legal action may be taken to make the City whole.

I. POLITICAL ACTIVITY:

1. Any employee intending to become a candidate for elective City office shall first take leave of absence without pay or resign.
2. Employees are not permitted to solicit, sell or handle political contributions in City elections. During on-duty hours, employees are not permitted to wear or display political badges, buttons or signs on their person or on City property.

J. OUTSIDE EMPLOYMENT:

1. An employee intending to accept outside employment must notify the Department Head before accepting such employment.
2. If, at any time, outside employment interferes with an employee's ability to perform effectively on his/her job, or if such outside employment shall tend to create a conflict of interest for said employee, the employee shall terminate his/her outside employment.
3. Outside employment shall not be an acceptable reason for not responding in a timely manner in case of emergency or when the employee is on call.

K. MONITORING POLICY:

Employee use of internal and external communications systems, such as Internet, e-mail, voice mail, radios, land-line telephones, and cellular telephones, must be aware their use of such systems must be consistent with the City's policies regarding professional conduct, harassment, discrimination, and other work conduct. At no time may City resources be used to convey or communicate obscene, threatening, harassing, or abusive messages to others, either inside or outside the City.

Electronic mail and other communications. Electronic mail (e-mail) is produced, transmitted, and received on the City's own communications system. Employees, therefore, are prohibited from

using e-mail for personal purposes, and all e-mail is considered property of the City. Accordingly, there is no right or expectation of privacy in anything created, sent, or received on any of the City's information or communications systems. All e-mails are considered to be City records; therefore, the City reserves the right to monitor, review, access, delete, and/or disclose all messages and documents transmitted over its e-mail systems.

Again, use of e-mail is restricted to City business. E-mail signatures should provide business-related information only – no personal messages are allowed. No harassing, indecent, profane, abusive, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on City e-mail, voice, computer, or other communications systems. Any employee who receives or encounters such material shall immediately report it to their supervisor or other management official. Reports involving any of these persons shall not be reported to that person; instead, make the report to another supervisor, management person, or department head.

Computer use. Employees should not consider as their own any files stored or maintained on City computers. They are City property. There is no right or expectation of privacy in such files, and they may be accessed, read, downloaded, or deleted in the City's regular course of business. Such events include, but are not limited to, detecting breaches of City policies, procedures, rules, regulations, or any law, and accessing needed files when an employee on whose computer the file is stored or maintained is absent. Accessing data or information on other employees' individual folders without Department Head authorization is prohibited.

Employees shall comply with all software licenses, copyrights, and laws governing intellectual property. Employees found to be in violation shall be subject to immediate discipline, up to and including termination.

Internet access is provided solely for the use of City employees for City business. All Home Pages shall be set to the City's Website. All traffic on the City network may be monitored, recorded or disabled at the City's discretion.

Network passwords created by employees will be not less than eight alphanumeric characters and will contain upper and lower case letters, numbers, and special characters. Network passwords will be changed at least every twelve (12) months.

Personally Identifiable Information (PII): The City of Haysville may need to maintain personal information about an individual, including, but not limited to, social security number, phone number, financial information, medical information, biometric records, or criminal history. Access to PII is granted on a per user basis, dependent on job duties. It is the responsibility of the individual user to maintain protection of data to which they have access.

Any device that is used to access or store PII must be protected using the features of the device, to prevent unauthorized access. Use of strong passwords, biometrics or other methods of locking the device is required, in addition, the device must be capable of self-locking if left idle for more than 15 minutes. The device's operating system and all apps must be kept up to date with all security updates. Some devices may need additional protections to be in compliance with State and Federal laws.

Personal Device. The City of Haysville grants its employees the privilege of using personal devices, including, but not limited to; smartphones, tablets, and laptops of their choosing at work

for their convenience. The City of Haysville reserves the right to revoke this privilege if users do not abide by city policies and procedures. Limited exceptions to the policy may occur due to variation in devices and platforms.

The Systems Administrator will assist with connectivity and permission issues. Hardware and software issues are the responsibility of the devices owner. Software installed by the City of Haysville belongs to the City and must be removed if the device is no longer being used for work purposes.

Connection of a personal device to the city network may allow the City some access to the device, including viewing or altering information stored on the device. The employee's device may be remotely wiped if the device is lost, or IT detects a data or policy breach, a virus or similar threat to the security of the City's data and technology infrastructure.

While IT will take every reasonable precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc. Lost or stolen devices must be reported to the City within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device. The City reserves the right to disconnect devices or disable services without notification. The employee is personally liable for all costs associated with his or her device.

Employees may not, without City permission, lock or password-protect any document or electronic transmission on the City system; download software from the Internet; or install software or hardware on the City system.

All documents, graphics, correspondence, reports, and information of any kind stored on the City's equipment or filed on City property are considered the property of the City.

L. ATTENDANCE AND PUNCTUALITY:

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Office hours and work hours may be different for different departments, and it is the responsibility of the employee to follow the schedule set out by each Department Head. Absenteeism and tardiness place a burden on other employees and on the City.

Poor attendance and excessive tardiness are disruptive. Either may lead to loss of pay increases since they are part of the evaluation process for merit pay. Excessive absenteeism or tardiness can also result in disciplinary action up to and including termination.

Sick leave benefits are intended for genuine illnesses, and abuse of that benefit can lead to disciplinary action. If an employee demonstrates a pattern of using sick leave as it accrues and does not allow sick leave to accumulate to cover an extended illness, the practice could be considered excessive use of that benefit. A physician's report may be required at the discretion of the Department Head prior to return to work following use of any sick leave.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

M. HONESTY AND ETHICS:

Public service requires a high standard of honesty and personal ethics. Dishonest and unethical behavior will not be tolerated and may subject employees to disciplinary action up to and including termination.

For clarification purposes, and to serve as examples only, dishonest behavior includes but is not limited to: taking supplies purchased by the City for personal use; putting time on your time sheet that you did not work and had no appropriate leave to cover; using City equipment for personal benefit; taking money that does not belong to you and with no specific authorization to do so; taking any item that does not belong to you with no specific authorization to do so; or calling in sick when you are not or using sick leave for time off that is not covered by sick leave. Examples of unethical behavior would include, but are not limited to: making false accusations against someone; giving false or misleading information to another in order to cause that person to make inappropriate decisions on the job; deliberately not sharing information another needs to properly carry out their duties; not reporting harassment; not reporting information regarding theft or other inappropriate behavior; giving out confidential information to anyone not authorized to have that information; or not following department or City policy.

The City reaffirms it is an at-will employer and employment may be terminated at any time by either the employer or the employee without prior notice.

N. INSUBORDINATION:

Insubordination is broadly defined as an unwillingness to submit to authority either through an open refusal to obey an order or through a failure to carry one out. Examples of insubordination (or attempts to undermine managerial authority) include the following:

- Actively challenging or criticizing a superior's orders;
- Interfering with management;
- Showing open disrespect toward a supervisor;
- Showing open disrespect toward an appointed or elected official;
- Making threats or using coercion or physical violence;
- Using abusive language or making malicious or threatening statements; or
- Ignoring instructions.

Insubordination of any kind will not be tolerated. Acts of insubordination may result in disciplinary action, up to and including termination.

O. APPEARANCE / DRESS CODE:

The City of Haysville is a professional organization that experiences daily interaction with the public by its employees. At all times employees are expected to present a professional image. Employees are expected to report to work well-groomed with a neat and clean appearance. Employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the City and internal morale.

This Dress Code Policy addresses each department/location and outlines appropriate and inappropriate attire in an effort to maintain the City's professional standard.

City Clerk/Administrative Services/Court Departments

All City Clerk, Administrative Services and Court employees working at City Hall or at the Senior Center

shall adhere to a conservative office dress standard.

Examples of appropriate attire: suits, dresses, slacks (non-denim material), blouses, sweaters, jackets, over shirts with a jacket-like appearance, tailored shirts, skirts, khakis, polo shirts, knit shirts, and dress capris (non-denim material). Dresses and skirts should be of an appropriate length (no more than 3 inches above the top of the knee). Leggings cannot be see-through and accompanying top must reach mid-hip/upper thigh area. Footwear must be clean, free of holes, and in good condition. High heels should be no more than 2 inches. Dress sandals are allowed. Shoes are required to be worn while on duty.

Examples of inappropriate attire: denim slacks/jeans (regardless of color), slacks with frayed hems, basic T-shirts, cotton tank tops without an over shirt/sweater, sweatshirts, wrinkled, soiled, sloppy or ill-fitting clothing, overalls, jean capris, skorts, shorts (including walking shorts), low-cut or deep V-neck tops, and form-fitting clothing (i.e. spaghetti strap tops/dresses).

Police Department

Haysville Police Department employees shall adhere to a conservative office standard. In addition, the Haysville Police Department Rules and Procedures book will outline proper appearance and uniform wear. All civilian, clerical employees shall adhere to the standards set forth in the City Clerk/Administrative Services/Court Departments section of this Dress Code.

Recreation Department

The Recreation Director shall adhere to the same dress code as City Clerk/Administrative Services/Court Departments for administrative duties. All other full-time office staff will adhere to a casual dress standard.

Examples of appropriate attire: jeans, slacks, wind suit pants (nylon non-cotton), khakis (pants or shorts), dresses, blouses, sweaters, skirts, dress/polo shirts, and dress capris (non-denim material). Dresses, khaki shorts, and skirts should be of appropriate length (no more than 3 inches above the top of the knee). Leggings cannot be see-through and accompanying top must reach mid hip-upper/thigh area. Recreation Department (RD) logo T-shirts and sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. Dress sandals are allowed.

Examples of inappropriate attire: jeans that are frayed or have holes, slacks with frayed hems, basic tee shirts without RD logo, cotton tank tops without an over shirt/sweater, sweatshirts without a RD logo, wrinkled, soiled, sloppy or ill-fitting clothing, overalls, short shorts, high heels, or basic flip-flops, low-cut or deep neck V-tops, and form-fitting clothing (i.e. spaghetti strap tops/dresses).

Recreation Department - Part time/Seasonal Employees

Part-time office staff employees shall wear RD shirt, sweatshirt, T-shirt, or collared polo-type shirt with either khakis (pants or shorts), jeans ("blue/black" colored only), wind suit pants (nylon or sweat pants - without graphics), or capris. Sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition.

Latchkey and Summer Elements (SE) staff employees shall wear RD T-shirts or sweatshirts with wind suit pants (nylon sweat pants), khaki/athletic/denim shorts of appropriate length (no more than 3 inches above the top of the knee), or capris. Sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. SE staff employees are allowed to wear basic flip-flops and swimwear when accompanying program participants to a swimming pool. Employees' swimwear should be appropriate for working with school age children and be worn with a cover-up anytime they are out of the pool. Staff will need to change shoe attire upon returning to HAC.

Recreation staff employees assigned to Plagens-Carpenter Sports Complex may wear sport shorts.

Pool Employees shall wear a City-issued swimsuit.

Staff shirts are property of the RD and cannot be altered without permission from a supervisor. No shirts with profanity, alcohol sayings, or other derogatory statements can be worn while on duty or break.

Examples of inappropriate attire: Non-RD shirts, short shorts (more than 3 inches above the top of the knee), shorts/jeans that are frayed or have holes, or any wrinkled, soiled, sloppy or ill-fitting clothing. Sandals, flip-flops, and open-toed shoes are not allowed.

Public Works Department

Clerical employees shall adhere to the same dress code as the City Clerk/Administrative Services/Court Departments.

Director and Assistant Director shall wear City-issued shirts, polo shirts, or Public Works (PW) T-shirts with khakis, dress slacks, or uniform pants.

All other PW employees are issued uniforms shirts, polo shirts, or PW T-shirts to wear while on duty. Employees have the option of wearing either jeans or uniform provided pants Monday through Friday. Jeans must appear professional and not have holes. Supervisors may substitute khakis or dress slacks for uniform pants or jeans.

A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of jeans if you choose to not select uniform provided pants. Only full-time employees qualify for this reimbursement.

Weekend staff may wear jeans with PW T-shirts. Caps must be worn forward facing and must not advocate or advertise tobacco, alcoholic beverages, drugs, illegal substances, violence, racist organizations/symbols, gangs, obscenities, or nudity.

All non-administrative employees must wear a boot that covers the ankle (usually a 6" height). Director, Assistant Director, City Inspector, and Code Enforcement Officer must wear a protective shoe (non-canvas) when not wearing a boot. A yearly reimbursement of \$50 will be given after a receipt is turned in for the purchase of boots. Only full-time employees qualify for this reimbursement. Steel toe protectors or waders are available and must be worn when working in an environment or with equipment that could injure the foot in lieu of steel-toed boots.

Fridays - All Departments

Appropriate and inappropriate attire listed above still apply except that jeans, jean capris, denim pants, and jean-cut slacks may be worn, and sport tennis shoes are allowed. Footwear must be clean, free of holes, and in good condition. Jeans must appear professional and not have holes.

All City Employees

1. Present a professional appearance for customers, suppliers, and the public, and avoid distractions caused by outrageous, provocative, or inappropriate dress;

2. Promote a positive working environment by practicing regular hygiene, washing hands after using the restroom, and avoiding overuse of perfumes or other artificial odorants;
3. When entering a citizen's home, employee must be wearing either full departmental uniform or conservative office attire and have displayed conspicuously on one's person, or in an otherwise appropriate and visible place, City-issued picture IDs;
4. Keep hair clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Long hair should be pulled back in a professional manner (extreme hairdos/exaggerated high styles are prohibited);
5. Fingernails shall be of a length that will not interfere with job duties such as typing or filing;
6. Beards must be neatly trimmed, have a professional appearance, and be at a length that maintains safety in the workplace (If you have to shave to pass a fit-test, you need to maintain the shaved style and length at all times);
7. Visible piercings other than ears are prohibited (Earring must not be distracting and length shall not interfere with job duties);
8. Gauge earrings are not allowed. Current employees who have gauge earrings when this policy is enacted shall not be allowed to increase the size of the gauge; and
9. Body art that impairs performance or disrupts the transaction of public business is prohibited.

Tattoos

Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; or that portray derogatory or offensive characterizations contrary to community standards are prohibited. Tattoos are not allowed on the face or head.

Use of City-Issued Uniforms/Clothing

All employees who are provided uniforms shall wear them only while performing work for the City, or work sanctioned by the City, and while traveling to and from work. Uniform items supplied by the City will not be worn while engaging in other employment or during off duty hours unless sanctioned by the City. Employees wearing City uniforms shall not engage in any acts that would not reflect favorably upon the city or department.

Exceptions

Any deviation from this Dress Code Policy must be approved by your Department Head. Exceptions may be made for clean-up and/or work days and assignments. Special event Fridays must be approved by your Department Head.

Violations

All employees reporting for duty wearing items that do not comply with this policy will be required to take the necessary steps to comply prior to starting their prescribed work day. Employees who are unable to begin their scheduled work day because of uniform issues will be subject to disciplinary action.

P. WORKPLACE VIOLENCE:

Incidents of workplace violence have increased in society. The City believes that all employees should be able to enjoy a workplace free from violence, harassment, and threats. The City, therefore, does not knowingly tolerate such incidents and does report them to the appropriate law enforcement authorities.

Workplace violence includes not only physical attacks, but also threats of violence, stalking, or other verbal or physical conduct of a violent nature which has the purpose or effect of creating a dangerous, unsafe, intimidating, or violent working environment. All employees are prohibited from engaging in any of these

acts or any other act that might constitute workplace violence. Any employee who does engage in such activity is subject to discipline, up to and including immediate termination.

Weapons of any kind are prohibited on City premises and in City vehicles. The provisions of this policy prohibiting the possession of weapons on City premises or in City vehicles shall not apply to commissioned law enforcement officers. This policy shall not prohibit off-duty employees from possessing weapons in parks and other unrestricted public places. Please contact management if you wish to possess self-protection devices.

Employees who believe they are victims of workplace violence, or who observe workplace violence, shall immediately report such incidents to a supervisor, or other management person. Reports of violence involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified.

The City reaffirms it is an at-will employer and employment may be terminated at the discretion of management or the employee without prior notice.

Q. AMERICANS WITH DISABILITIES ACT / ACCOMMODATIONS:

If an employee becomes restricted in a major life ~~function~~activity, a request for accommodation may be made to the employee's Department Head. The request must be made in writing and must include the specific accommodation requested. Proof of the disability and work restrictions must be provided at the time of the request. The request needs to describe the nature, severity, and duration of the employee's impairment, the activity or activities that the impairment limits, and the extent to which the impairment limits the employee's ability to perform the activity or activities; and substantiate why the requested reasonable accommodation is needed. ~~The City will not recognize those disabilities that have been disapproved by the Social Security Administration and/or the State of Kansas.~~ Every reasonable attempt will be made to provide accommodation to allow the employee to be a productive member of the City's workforce. Any special equipment, software, furniture, etc., purchased by the City remains the property of the City.

R. OPEN DOOR / CHAIN-OF-COMMAND:

The City strives to maintain open communication between employees, supervisors, department heads, and officials. Such communication fosters and promotes swift solutions to problems and concerns while improving the work environment for all concerned.

To facilitate open and frank communication, the City maintains an "Open Door Policy" regarding employee concerns. Employees who have concerns, complaints, or suggestions about their employment should discuss the matter first with their immediate supervisor. If their supervisor is the subject of their complaint or concern, however, employees should discuss the situation with the department head. If their department head is the subject of their complaint or concern, employees should discuss the situation with the department head of another department.

Employees should not discuss operational concerns outside their department; for example, employees of one department should not attempt to resolve intra-departmental concerns by addressing them to members of other departments. Intra-departmental matters are best handled within the department. Accordingly, concerns about your department's operations shall be directed first to your immediate supervisor, who shall

determine whether other City personnel need to be involved. Concerns about your supervisor as they impact departmental operations shall be directed to your department head; if, however, the department head is the object of your concerns, you should discuss the matter with another department head.

Concerns about your City employment, or City operations, are City business, and the City should always be given the first opportunity to hear your concerns, address those concerns, and to try and resolve them to your satisfaction.

Violations of this policy may subject employees to discipline, up to and including termination of employment.

S. THIRD PARTY INTERVENTION:

It shall be the policy of the City not to discuss specific and/or individual personnel matters with third parties. Only the individual involved, and/or their Legal Counsel, and appropriate supervisors shall take part in specific personnel discussions and/or decisions. Personnel files are considered confidential and shall only be made available for inspection and reproduction by the specific employee, appropriate supervisors, legal counsel, or through appropriate subpoena. This restriction, however, does not apply to those individuals who are responsible for maintaining the City's personnel files system.

T. NEPOTISM:

It is the policy of the City not to hire persons for ~~any type of~~ regular, full-time employment within departments who are members of the immediate family of other ~~City~~ full-time employees within the same department.

Immediate family members of the Governing Body and Department Heads will not be hired for regular, full-time employment within any department in the city.

Immediate family is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family, one of the employees should be transferred to another department, if possible, without loss of pay or benefits. The establishment of such relationship, however, shall not be the basis for termination of employment.

If an immediate family member of a current city employee is elected to an office within the Governing Body, the current city employee shall not be terminated. The newly elected Governing Body member, however, shall sign a conflict of interest statement and shall be prohibited from decisions directly affecting the related employee.

Any employees who are employed in contradiction to this policy upon its date of adoption (July 24, 2007) shall not be required to transfer or be subjected to termination. All future employment decisions in regard to any such employee shall be in accordance with this policy.

U. TOBACCO AND ELECTRONIC CIGARETTE USE:

In order to provide a safe and healthy environment for both employees and the general public, use of any tobacco product in any City building, shop, vehicle, equipment, indoor, or enclosed area is prohibited. This includes, but is not limited to, smoking, chewing, or dipping of any tobacco product; use of electronic cigarettes (E-Cig); personal vaporizers (PV); or electronic nicotine delivery systems (ENDS). Use of tobacco products is allowed during formal break/rest periods. When using tobacco products, employees are not to foul areas within fifteen feet (15') of entrances to buildings with either smoke, debris, or bodily fluids (spit). Use of tobacco products and electronic cigarettes will not be allowed in front of city buildings. Employees who violate this policy will be subject to disciplinary action.

SECTION II
PLACEMENT

A. EMPLOYMENT ELIGIBILITY:

1. A job applicant may be disqualified for, among others, the following reasons:
 - a. Determination that the applicant intentionally made false statement(s) on his/her employment application;
 - b. Unsatisfactory reports from previous employers;
 - c. Unfavorable background check;
 - d. The applicant has solicited favors from any City official in connection with his/her search for employment, or another person has done so at his/her request; or
 - e. The applicant is physically or mentally incapable of performing the duties of the position for which he/she seeks employment.

THE ABOVE LIST IS NOT INTENDED TO BE A COMPLETE LIST OF ANY AND ALL REASONS FOR DISQUALIFICATION OF A JOB APPLICANT, AND THE CITY RESERVES THE RIGHT TO INTERVIEW AND HIRE ANY APPLICANT IT CHOOSES.

2. Standard personnel forms, including applications (except Police Department) and evaluation sheets, are available in the City Clerk's office. Police Department application forms are available in the Police Department.

B. TYPES OF POSITIONS:

1. Regular Positions: Employees in regular positions with the City are those employees who are not in a temporary or provisional status and who are regularly scheduled to work Haysville's full-time schedule of at least 2,080 hours per year. Generally, employees in a regular position with the City are eligible for benefits and privileges in accordance with current City procedures.
2. Regular Part-Time Positions: Employees in regular part-time positions with the City are those employees who are not assigned to a temporary or provisional status and who are regularly scheduled to work less than the full-time schedule, but at least 20 hours per week and typically work less than 1,560 hours per year. Regular part-time employees are typically not eligible for fringe benefits. After a one year measurement period, regular part-time employees averaging at least 30 hours per week are eligible for medical insurance.
3. Temporary Positions: Employees in temporary positions with the City are those employees, either full-time or part-time, who are limited to 1,000 hours in a 6 month period per calendar year. Persons hired under the temporary position category are not eligible for fringe benefits.

C. TRAINING PERIOD:

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, personal and social capabilities, and overall performance. Either the employee or the City may end the employment relationship at any time during the training period with or without cause or advance notice.

1. Length of Training Period: Each offer of employment, or rehire, shall be provisional on the satisfactory completion of six months training period beginning on the first day an employee is required to report for duty.
2. Extending the Training Period: If the City determines that the designated training period does not allow sufficient time to thoroughly evaluate the employee's performance, or the employee is absent with permission for more than 5 days during this time, the training period may be extended for a clearly specified time period, not to exceed six months, without any negative connotations regarding the employee's performance.

During the training period, provisional employees are eligible for those benefits that are required by law, such as workers' compensations insurance and Social Security. They may also be eligible for other City fringe benefits subject to the terms and conditions of each benefit program. All provisional employees should read the information for each specific benefit program for the details on eligibility requirements.

Upon satisfactory completion of the provisional period, employees enter the "regular" employment classification.

Promotion or Transfer: Employees who are promoted or transferred (see following sections) within the City must complete a secondary training period of the same length with each reassignment to a new position, but such training period does not change the employee's status as a regular employee. In cases of promotions or transfers, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at anytime during the secondary training period. If this occurs, the employee may be allowed to return to his or her former position or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

D. TRANSFERS:

A qualified employee can be transferred from one position to another at the discretion of the Department Head with approval from the Chief Administrative Officer. A transfer is considered to be the reassignment of an employee from one position classification to another, irrespective of whether the classes are in the same promotional line, or whether the position is higher or lower on the salary scale. Incumbents must demonstrate ability to perform in the new position, either by successful performance of a period of time, a careful screening by Supervisory personnel, or by passing an appropriate examination.

1. If an employee transfers from one position to another, whether within the same department or in a different department, if the position starting salaries (step one) are no more than fifty cents (\$.50) apart, no salary adjustment will be made.

2. If the transfer is to a classification with a starting salary (step one) more than fifty cents lower than the employee's current classification, the employee's salary will be lowered in the same amount of the difference between the starting salaries of the respective classifications.
3. If the transfer is to a classification with a starting salary (step one) fifty cents (\$.50) or more higher than the employee's current classification, the employee's salary will be raised to at least the starting salary of the new classification. If the employee currently earns more than the starting salary, the employee's new rate will be the step in the new classification that first exceeds the employee's current rate of pay.

E. PROMOTIONS:

1. If, after satisfactory evaluation, a Department Head promotes an employee, the employee's salary will be raised to at least the starting salary (step one) for the new classification.
2. If the employee currently earns more than the starting salary (step one) of the new classification, the employee's new rate will be one step above the step in the new classification that first exceeds the employee's current rate of pay.

F. DEMOTIONS:

1. If an employee is demoted from one position to another, whether within the same department or in a different department, if the new position starting salary (step one) is no more than fifty cents (\$.50) lower than the employee's current classification, the employee's current step will be the step the employee starts on in the new classification.
2. If the demotion is to a classification with a starting salary (step one) more than fifty cents lower than the employee's current classification, the employee's salary will be lowered in the same amount of the difference between the starting salaries of the respective classifications.

G. RESIGNATIONS:

Absence without leave that exceeds five (5) days is considered to be a voluntary resignation. (See Article B, Section II, I, for Pay on Termination.) All regular City employees will be offered the opportunity to participate in an exit interview once the letter of resignation has been submitted to their department head. The exit interview will be scheduled and conducted by the Assistant City Clerk.

H. RETIREMENT:

An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months' notice, and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. The employee shall also provide a schedule listing all leave the employee plans to take prior to expected retirement date. (See Article B, Section II, I, for Pay on Termination.)

SECTION III

VACATION AND LEAVES

LEAVES OF ABSENCE:

An employee must be in pay status while on leave of absence to accumulate benefits. (Exceptions are noted specifically for seniority benefits while on military leave without pay.) With Department Head approval, an employee on leave of absence without pay may be eligible to receive life insurance and health insurance benefits, provided the employee contributes both the City's share and his/her own share. KPERS membership is available up to one year of leave of absence not credited as participating service.

- A. LEAVES OF ABSENCE WITH PAY: Includes sick, vacation, military reserve, and other (as defined in the following sections). Administrative leave with pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate.
- B. COMPUTING MONTHS OF SERVICE: Months of service are computed from the employee's hire-in date.
- C. PROMOTION, DEMOTION OR TRANSFER: When an employee is promoted, demoted or transferred, all sick leave, ~~and~~ vacation leave, and wellness leave remains to his/her credit and is transferred with the employee. When an employee changes departments or has a status change from non-exempt to exempt, all compensatory time will be paid out to employee.
- D. REQUESTS FOR LEAVE OF ABSENCE: All requests for leave of absence shall be made according to the procedures designated on the following pages for that particular leave.
- E. REPORTING LEAVE FOR PAYROLL: Leave, with or without pay, is to be reported to the Assistant City Clerk through an Absence Report or on the face of the time sheet.
- F. VACATION LEAVE:
 - 1. Employees in regular positions with the City are granted vacation leave credited annually on the employee's anniversary (hire-in) date. The following list shows the correlation between year of employment and hours available:

<u>Year (start of)</u>	<u>Hours</u>	<u>Year</u>	<u>Hours</u>
First	Zero	Eleventh	120
Second	40	Twelfth	120
Third	80	Thirteenth	160
Fourth	80	Fourteenth	160
Fifth	80	Fifteenth	160
Sixth	80	Sixteenth	160
Seventh	120	Seventeenth	160
Eighth	120	Eighteenth	160
Ninth	120	Nineteenth	160
Tenth	120	Twentieth	160

After the twentieth year of employment, 200 hours are granted.

2. Vacations are scheduled through the Department Heads or their designees and can be taken in two (2) hour increments.
3. Department Heads may take their vacations at any time subject to the approval of the Chief Administrative Officer.
4. An employee leaving the employment of the City shall receive pay for vacation credited and unused to the date of his/her separation or resignation, provided he/she has been in service of the City for at least one year. (See Article B, Section II, I, for Pay on Termination.)
5. At times, circumstances may prevent an employee from taking all of his/her vacation that is accumulated within the year. Any request for carryover must be submitted, in writing, and be approved by the Department Head. The carryover request must be accompanied by a Leave Request that schedules the usage of all requested carryover days. Department Heads must have carryover vacation approved by the Chief Administrative Officer. Employees reporting directly to the Mayor must have carryover vacation approved by the Mayor. ~~The Department Head or Mayor is not obligated to approve carryover requests.~~
6. Waiving Vacation Prohibited: Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay.
7. Holidays Occurring During Vacation Period: Any official holiday, as set forth in this article, which shall occur during an employee's scheduled vacation period, shall not be counted as a day of vacation.

G. SICK LEAVE:

For purposes of sick leave, immediate family is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
 2. Sons and daughters, and spouses thereof;
 3. Parents, and spouses thereof;
 4. Brothers and sisters, and spouses thereof;
 5. Grandparents and grandchildren, and spouses thereof;
 6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
 7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
1. Accumulations: Sick leave benefits are granted on the basis of eight (8) hours per month. Sick leave may be accumulated to a maximum of eight hundred (800) hours. Any employee accumulating more than eight hundred (800) hours may, by November 15, request to receive 50% sick leave pay for hours in excess of eight hundred (800) or take 50% vacation for the hours in excess of eight hundred (800). If the 50% vacation is elected, the time must be taken within the next calendar year.

Sick leave is not earned but is a benefit granted to employees to accommodate the

occasional need to remain at home due to illness. Regarding the granting of sick leave in the first month of employment: if the hire date falls in the first half of the month (1st through the 15th with the exception of February which is 1st through the 14th), eight (8) hours will be granted. If the hire date falls in the last half of the month, zero (0) hours will be granted.

2. Uses of Sick Leave: Sick leave is available to an employee when:
 - a. The employee or an immediate family member is ill or has a medical appointment;
 - ~~b. All days of funeral leave have been exhausted;~~
 - ~~eb.~~ An employee who has used all accrued leave but must be off work for any of the reasons listed under “Uses of Sick Leave” may request that other employees be given the option of donating some of their accrued sick leave to the employee who is without accrued leave. A request for donated sick leave will be sent twice by the Assistant City Clerk. Employees who have accumulated 240 hours of sick leave may donate at least one full day (8 hours) but not more than two days (16 hours) to another employee who has depleted all paid leave but has an illness or medical condition, or whose immediate family member has an illness or medical condition, that prevents that employee from working. Forms and guidelines are available from the Assistant City Clerk; or
 - ~~dc.~~ Department Heads may make exceptions, with approval from the Chief Administrative Officer, in extreme circumstances. If an employee has no available leave other than sick leave, the Department Head has the discretion to grant, eight (8) hours at a time, up to sixteen (16) hours of special personal time to be deducted from accrued sick leave.
3. Sick leave will be rounded up to the nearest half-hour.
4. Reporting of Sick Leave: If a personal or immediate family member illness prevents any employee from performing assigned duties, said employee shall notify his/her supervisor of the problem. The call should be placed prior to scheduled beginning of the employee’s workday. If an employee is absent from work and has not notified the supervisor, sick leave will be granted only by specific Department Head approval. Leave will not be recorded as sick leave unless it has been approved. A doctor’s note may be required at the discretion of the Department Head for any sick leave. The doctor’s note shall be turned in with the associated time sheet or card.
5. Before an employee can be permitted to perform ~~regular~~ duties after having sustained an injury that prevents the employee from satisfactorily performing the essential functions of his/her job, undergone any surgery ~~that prevents the employee from satisfactorily performing the essential functions of his/her job~~, or having been ill beyond thirty (30) calendar days, said employee must present the Department Head with a City-issued Return-to-Work release form, stating that the employee is fit for work. If restrictions are included on the Return-to-Work release form, a note will be needed to clear the restrictions. If a leave other than sick leave is used to cover this type of absence, the requirement of a Return-to-Work release form, stating that the employee is fit for work, still applies.

6. Sick Leave On Termination: Upon voluntary termination of employment, if two (2) weeks' notice has been given, an employee may receive pay for one-half, ~~up to thirty days (240 hours)~~, of credited sick leave. If an employee resigns without giving two weeks' notice, no payment for sick leave will be made. If the employer terminates employment, no payment for sick leave will be made. An employee retiring from City service shall receive pay for all accrued, credited, sick leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)
7. When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor's note substantiating the illness will be required in order to be paid for such unworked day. If a doctor's note is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid unless the use of sick leave is approved by the Department Head. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

H. FUNERAL LEAVE:

1. Eligibility: In the event of the death of an employee's spouse, spouse's parent, son, daughter, parent, brother, sister, grandparent, grandchild, or domestic partner, the employee shall be allowed funeral leave with pay up to a maximum of forty (40) hours. In the event of the death of the spouse or domestic partner of any of the above-listed relations or the death of any individual related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship, the employee shall be allowed funeral leave with pay up to a maximum of twenty-four (24) hours. This leave must be approved by the Department Head and is not charged against any other leave accumulations. The Department Head may extend an additional sixteen (16) hours of funeral leave for out of state. Any additional leave granted must have Department Head approval and may be taken from any accrued leave.
2. Reporting Funeral Leave: An employee who is unable to work because of a death in the immediate family must, prior to the employee's scheduled time to report, notify his/her office or immediate supervisor, who will then notify the Department Head.

I. WORKPLACE INJURY LEAVE:

1. Eligibility: Employees who are eligible to receive workers' compensation are entitled to work-related injury leave with full pay for up to five scheduled work days (40 hours or the normal number of hours scheduled in a week). Leave for a covered workers' compensation illness or injury arising out of and in the course of employment, is not charged to vacation leave or sick leave.
2. Reporting Injury Leave and Explanation of Benefits: In order for an employee to be eligible for paid injury leave, the nature of the injury must be reported to the employee's supervisor and Department Head within twenty-four (24) hours (1 working day); the location where the injury took place; the materials the employee was using at the time of the injury; the extent of damage, if any, to City equipment; the work procedure the employee was

following at the time of the injury; the extent of supervision at time of injury; and a statement as to how the injury could have been avoided. This report, exclusive of any workers' compensation form, must be completed and filed with the Assistant City Clerk within twenty-four (24) hours of the injury, if at all possible, before an employee is eligible for injury leave. Further, an employee must notify his/her supervisor at the beginning of the shift that the employee will be absent due to an injury on the job. Injury leave shall not be granted without written verification that the employer's workers' compensation doctor recommended the time off work. In the event an employee is injured and receives injury leave pursuant to this section, the employee shall be compensated at his/her full rate of pay for a maximum of twelve weeks. If workers' compensation benefits are discontinued, the employee on injury leave shall no longer receive a regular paycheck from the City. During the time an employee on injury leave receives a full paycheck from the City, the weekly payments authorized by the Kansas Workers' Compensation (two thirds [2/3] of gross average weekly wage) will be returned to the City Clerk no later than forty-eight (48) hours after their receipt. If an employee continues on injury leave after the twelfth week, the employee will then receive only the workers' compensation payments and not a City paycheck. Any payroll deductions for health insurance must be paid by the employee to the City in a timely manner to continue insurance coverage, and any other optional deductions can be continued or terminated at the request of the employee.

3. Return to work/light duty program: If an employee is injured and is placed on restrictions by a physician that impede or prevent the employee from resuming regular job duties, the City may offer the individual a limited term job assignment or light duty assignment which will comply with the statement from the physician regarding job duty restrictions. The return to work/light duty program is not available to Part-Time Employees. The differing job assignment or light duty assignment will be 1) actual open positions with the City, and 2) limited to a specific length of time based upon the availability of such assignment and the specific injuries of the employee. Permanent restrictions shall not qualify for this short-term accommodation. Return to work/light duty jobs are temporary employment and may be limited in time and/or eliminated at the City's discretion at any time. The City expects the same standards, performance, and attendance from an employee who is performing a return to work/light duty job as it does from a regular or full-time employee.

4. ADA Accommodations: The City will actively seek to return disabled, but qualified employees covered by workers' compensation to productive work as quickly as possible in cooperation with the City's physician or health care provider. Any accommodations will be handled in accordance with ADA requirements. In recognition of the need to maintain that level of staffing necessary to carry out the business of the City, an employee in a non-critical job position who has been unable to work for six continuous months for any reason, even if the employee is continuing to draw workers' compensation benefits, may be terminated. Employees holding critical positions as defined by the City may be terminated prior to the conclusion of six continuous months of leave if the City deems it necessary to fill the position in order to continue to operate safely. All department head positions are considered critical positions, as well as higher level supervisors within the various departments. The City reaffirms that it is an at-will employer and reserves the right to terminate employment at its discretion.

~~If necessary and if such job is available, a temporary job will be provided at first if an employee is able to perform the essential functions of that position.~~

~~Return to work/light duty jobs are temporary employment and may be limited in time and/or eliminated at the City's discretion at any time.~~

~~The City expects the same standards, performance, and attendance from an employee who is performing a return to work/light duty job as it does from a regular or full-time employee.~~

5. Physical Therapy: When an employee is attending physical therapy as a direct result of an injury on the job, as described in this Workplace Injury Leave section, the employee will not be paid twice for the same hour(s) spent attending physical therapy. If physical therapy is scheduled on a day when an employee is taking another type of leave, the amount of the other type of leave taken will be reduced by the time spent attending physical therapy. For example: an employee in a regular position, who works eight (8) hours each day, spends two (2) hours attending physical therapy on a day scheduled as vacation leave. The employee will be paid six (6) hours vacation leave and two (2) hours injury leave. If physical therapy is scheduled on a holiday, the employee will receive holiday pay but no additional pay for the time spent at physical therapy.

J. MILITARY LEAVE:

1. Leaves of absence shall be granted to employees whose United States Uniformed Services (military) obligations necessitate their absence from work. These leaves are applicable to all such obligations, including Reserve and National Guard assignments ~~(see Item J. for Military Reserve Leave)~~, and are governed pursuant to the *Uniformed Services Employment and Reemployment Rights Act* (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
2. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.
3. Any employee who leaves city service for military duty shall be placed on military leave without pay. If not accepted for such duty, the employee shall be reinstated in his present position without loss of status or reduction in pay.
34. Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.
45. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If the period of service was more than 31 days, but less than 181 days, the employee must submit an application to the City no later than 14 days following completion of service.

For service in the military for over 180 days, the employee must submit an application to the City not later than 90 days after completion of service.

~~5. Military Reserve Leave~~

- ~~a. Eligibility: An employee is eligible for military reserve leave in the event he/she is a member of any reserve component of the United States Armed Services and, pursuant to order, participates in a term of active duty or field training encampment.~~
- ~~b. Reporting Military Reserve Leave: In order for an employee to receive military reserve leave, the employee must submit orders necessitating the absence from employment to his/her supervisor not less than eighty (80) working hours prior to the commencement of the absence from employment. Upon the employee's return to work after completion of the military reserve responsibilities, the employee must submit to the City Clerk documents evidencing all monies received for participation in military reserve duties. Military reserve leave shall be limited to a maximum of one hundred forty four (144) hours of active participation in military reserve duties and a maximum of thirty two (32) working hours of travel time from the City of Haysville to the location where the employee's military reserve duties were performed. In no event shall an employee receive payment for military reserve leave in excess of the difference between the amount received by the employee for performing military reserve responsibilities and his/her normal amount of pay. In the event an employee's military reserve duties require the employee to be absent from work in excess of the maximum amount of military reserve leave set forth, the employee may request discretionary leave to satisfy military reserve responsibilities.~~
- ~~c. City employees shall be granted two weeks leave per year for meeting annual military training requirements. Such employees must give the City advance notice of annual training requirements and the scheduling thereof, and shall provide the City with copies of their applicable orders. Notice enables Department Heads to make appropriate adjustments in work schedules and workloads.~~
- ~~d. The employee may elect to waive their regular paycheck and accept the military payment instead.~~
- ~~e. This policy may change without notice to remain in compliance with State or Federal Law regarding military leave from civilian employment.~~

K. OTHER LEAVES WITH PAY:

1. Other leaves with pay may be granted for employees to attend professional conferences and meetings, or to visit other cities in the interest of the home City.
2. Requests for such leave must be made to the Department Head stating the date of absence, purpose of the leave, and the function to be attended.
3. The travel expense and authorization form should be used in requesting this leave with pay.
4. Upon returning from an approved other leave with pay, the employee must complete and forward to the City Clerk a travel expense report in accordance with the rules set forth for same.

L. CIVIL LEAVE:

1. Jury Duty or Witness For the City Under Subpoena: Upon receipt of the order requiring

the employee to report for jury duty or placing the employee under subpoena, the order will be shown to the immediate supervisor who shall receive the required permission from the Department Head. Upon receipt of pay for jury duty or witness fee, the employee shall endorse or cash the check and deliver the funds to the bookkeeping department. The employee may retain reimbursement for personal travel expenses or meals. The employee shall receive full pay for the time spent on jury duty. Employees not regularly working a full-time schedule shall receive pay for upcoming scheduled work. If jury duty extends beyond the current work schedule, employee shall receive pay based on average hours worked. If the employee is serving or appearing for jury duty on their own time, the employee may retain any payments received.

2. Court Appearance: Upon receipt of the order requiring the employee to make a court appearance, arrangements shall be made by the employee with the employee's supervisor to receive permission from the Department Head to comply with the order. An employee who is required to make a court appearance in an official capacity in connection with the City of Haysville or as expert witness either because of the employee's profession or observed knowledge will be considered on duty and no charge is made against civil leave. The employee shall file for fees where a fee is paid. The employee shall turn such fees over to the City when testimony arises out of employment with the City of Haysville when testimony is given during duty hours. If the employee uses his/her own transportation the employee may keep travel expenses.
3. Employees Involved In A Personal Case: If an employee is involved in court in a personal case, either as plaintiff or defendant, the employee shall be granted leave but the time off must be charged to an available, accrued leave. The use of sick leave must be approved by the Department Head and can only be used if all other accrued leave is exhausted. If all available leave has been exhausted, the time off may be charged to leave of absence without pay.

M. SELECTIVE SERVICE INFORMATION:

1. Employees ordered by their Selective Service Board to appear for a physical examination shall be given the required time off with pay, not to exceed forty-eight working hours.
2. Immediately upon receipt of the Selective Service Board's orders, the employee will present the order to his/her supervisor so approval may be granted by the Department Head.

N. LEAVES OF ABSENCE WITHOUT PAY:

1. A Department Head may grant leaves of absence without pay.
2. Leaves of absence without pay will not be granted until all available leave has been exhausted.
3. Requests for leave for personal reasons shall be submitted in writing to the Department Head stating reasons for the request, the date the leave shall begin and the probable date of return.
4. If an employee is no longer able to meet the requirements of his/her position, the employee

may be placed on leave without pay until again qualified, for up to six (6) months, or employment may be terminated immediately.

O. ~~ADMINISTRATIVE LEAVE~~/FMLA (Family and Medical Leave Act) LEAVE:

1. ~~Administrative leave with or without pay may be authorized by a Department Head (or Mayor if the employee reports to the Mayor) when deemed appropriate and any appropriate medical related leave is subject to the City's designation as FMLA leave.~~
- ~~21.~~ Before leave without pay will be granted, the employee must use all accrued paid leave. The City will provide written notice of FMLA eligibility when the City becomes aware an employee may have a qualifying event.~~is close to exhausting all accrued leave and continues to be off work.~~
- ~~32.~~ After one year of employment and 1,250 hours of service in the last 12 months, an employee may request ~~administrative~~ leave without pay under the Family and Medical Leave Act. ~~and leave will be granted in accordance with the provisions of that act and City policy. The employee may choose to substitute accrued paid leave for FMLA leave that runs concurrently with the unpaid FMLA leave.~~
 - a. FMLA leave for up to twelve weeks (480 hours) during a twelve month period ~~(beginning with the first day after all accrued, paid leave is exhausted)~~ may be requested or designated for the birth of a child, or the placement of a child with the employee for adoption or for foster care; to care for a spouse, son, daughter, or parent with a serious health condition; for the employee's own serious health condition.
 - b. FMLA leave may be requested or designated for an illness, injury, impairment, or physical or mental condition that involves either inpatient care, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days (72 hours); any period of incapacity because of pregnancy or prenatal care; any period of incapacity because of a chronic serious condition; any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days (72 hours) if untreated.
 - c. When both husband and wife work for the City, the full amount of leave is limited to an aggregate of twelve weeks (480 hours), when the leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.
 - d. Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to

take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

- e. An employee request for FMLA leave ~~must~~should be made ~~in writing~~ thirty days in advance where the leave is foreseeable and where not possible as much notice as practical; the request or designation must be supported by a health care provider's certification of the medical condition of the person affected; the certification must include the date on which the serious health condition began, the probable duration of the condition, and other appropriate medical facts; the certification must contain a statement that the employee is needed to care for the child, spouse, or parent and an estimate of the amount of time the employee is needed. If the employee is ill, the certification must include a statement that the employee is unable to perform the essential functions of the employee's job. When the certification is for intermittent leave for planned medical treatment, it must include the dates on which the treatment is expected to be given and the duration of the treatment. A weekly update or schedule should be provided to the City Clerk.
- f. At the option of the City, a second opinion may be required from a health care provider chosen by the City.
- g. If the second opinion differs from the first, a third opinion may be required and is considered final and binding on both the employee and the City.
- h. Benefits do not accrue during the twelve weeks of FMLA leave. Health insurance will continue during the twelve weeks as if the employee was still on the job and all employee contributions must be made in the appropriate manner. Intermittent leave, where the employee is on leave for two (2) week periods or greater, will require the employee to make health insurance contributions.
- ~~i. Leave request forms are available from the City Clerk.~~

P. HOLIDAYS:

- 1. All employees in regular full-time positions with the City of Haysville shall receive holidays with pay for all legal holidays observed by the City.

When a request to utilize sick leave is for a scheduled work day occurring immediately before or after a holiday or holiday weekend, a doctor's note substantiating the illness will be required in order to be paid for such unworked day. If a doctor's note is not provided to the Assistant City Clerk prior to or in conjunction with submission of the time card covering such requested use of sick leave, the day will be unpaid unless the use of sick leave is approved by the Department Head. The intention of this section is to prevent the abuse of sick leave for the purpose of extending a holiday or holiday weekend.

Police Department personnel are paid for holidays according to department procedures, and the Department Head should be consulted for details.

Shift workers will be paid overtime holiday pay for the time worked on the actual legal holiday at a rate of one and one-half (1 ½) times their regular pay in addition to their regular rate of pay.

If a legal holiday observed by the City falls on Saturday, administrative offices will be closed on the Friday before; if the holiday falls on Sunday, the administrative offices will be closed on the Monday after.

Legal holidays observed by the City are:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

2. Personal Holidays:
 - a. All employees in regular full-time positions shall receive two (2) personal holidays each year.
 - b. Personal holidays in year of hire: Employees hired before July 1 are allowed two personal holidays a year; employees hired July 1 or after, but before October 1 are allowed one personal holiday; employees hired October 1 or after do not receive personal holidays until the following year.
 - c. Personal holidays shall be scheduled through the Department Heads and/or Supervisors, are credited on a calendar year basis, and cannot be carried over from one year to the next. Personal holidays can be taken in two (2) hour increments.

Q. WELLNESS LEAVE:

1. Wellness leave hours are earned by attending Wellness Committee Training Sessions, completing wellness programs, and winning wellness challenges. Wellness leave may be earned by all employee types. Wellness leave may be accumulated to a maximum of eighty (80) hours.
2. Wellness leave is scheduled through the Department Heads and can be taken no less than one half hour at a time.
3. Wellness leave upon voluntary termination of employment: if two (2) weeks' notice has been given, an employee may receive pay for one half of credited wellness leave. An employee retiring from City service shall receive pay for all credited wellness leave. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City. (See Article B, Section II, I, for Pay on Termination.)

- R. EXTENDED ABSENCE: When an employee takes six (6) months or more of any individual leave or combined types of leave, the employee will be required to pass ~~a fit-for-duty test administered by the City's workers' compensation doctor~~all pre-employment testing prior to returning to work. If employee is in a position that requires psychological evaluation during the hiring process, employee will also be required to pass a psychological evaluation by the City's psychological doctor prior to returning to work.

SECTION IV

DISCIPLINE

A. AUTHORITY TO DISCIPLINE:

The Mayor, Department Heads, and immediate supervisors shall have the authority to discipline personnel. Each disciplinary action will be based upon the facts and circumstances surrounding the particular case.

B. REPRIMAND: Verbal/Written

1. A copy of all official reprimands will be placed in the employee's personnel file.

C. SUSPENSION:

1. The Department Head (or Mayor if the employee reports directly to the Mayor) shall notify the employee in writing of the reasons for the suspension, number of hours or days of the suspension, the date and time the employee may return to work, if suspension is paid or not paid, and other terms the employee must meet before returning to work.
2. An employee charged with a felony shall be suspended without pay and benefits pending final disposition of the matter or may be terminated from employment if such suspension is likely to last longer than two weeks. If such an employee is found not guilty of the charges or such charges are dismissed, the employee may petition the Mayor in writing for ~~either~~ reinstatement of employment ~~or~~and any benefits and pay that may have been lost as a result of a suspension.

D. DEMOTIONS:

1. Employees may be demoted for inability to satisfactorily perform assigned duties, or during periods when it is necessary to lay off employees.
2. All demotions shall require recommendations by the employee's Department Head (or Mayor if the employee reports directly to the Mayor) and approval by the Mayor. Any employee who is demoted will be notified of this fact.
3. See Section II. D. Transfers for clarification on downward transfers not resulting from disciplinary action.

E. EMPLOYEES COMMITTING CRIMINAL OFFENSES:

Any employee arrested and charged with a criminal offense other than a felony is required to report the offense to his/her Department Head within 24 hours and may be suspended without pay pending final disposition of the case. The employee is not entitled to receive any benefits during the suspension period ~~unless approved by the Department Head~~. If the employee is found not guilty of the charges, the charges are dropped, or the case is not taken to trial; said employee may petition the Mayor in writing for reinstatement of any benefits and pay that may have been lost as a result of the suspension. The Mayor shall respond to any such request on a case-by-case basis.

F. DISMISSALS:

1. THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER, AND EMPLOYMENT MAY BE TERMINATED AT THE DISCRETION OF MANAGEMENT OR THE EMPLOYEE WITHOUT PRIOR NOTICE. (See Page B-5 for Pay On Termination.)

G. RETURN OF CITY PROPERTY:

An employee leaving the City's service through resignation, layoff, dismissal, or retirement is responsible for returning all City property ~~before receiving final paycheck~~. (See Section 1, Article H, Return of City Property)

SECTION V

BENEFITS

A. FRINGE BENEFITS:

1. Medical Insurance Coverage: Regular full-time employees will receive group medical insurance the 1st of the month following a 30-day waiting period. Regular part-time employees who average at least 30 hours per week, after a one year measurement period, are eligible for medical insurance. A Section 125 Plan is in effect and allows the employee the option to deduct the employee's contribution to insurance from before-tax income. The amount of any such employee contribution may change from time to time as established by the Department Heads.
2. Term Life Insurance: Regular full-time employees will become eligible to participate in the City's group life insurance plan immediately upon hiring. Effective dates of coverage will depend upon the time required to generate the necessary paperwork and for the insurance carrier to process the application. Certain insurance requirements may disqualify an employee from coverage.
3. Workers' Compensation: The City carries workers' compensation on all employees. All injuries must be reported immediately to the employee's immediate supervisor.
4. Voluntary Retirement Plan: A payroll deduction program is an option of the employee to contribute to a personal retirement fund. Employees may select KPERS 457, a deferred compensation program where the employee's contribution is taken from the gross pay before taxes, or KPERS 457 ROTH, a program where the employee's contribution is taken after taxes.
5. Dental Insurance: Dental Insurance coverage is available through payroll deduction.
6. Employee Assistance ~~Plan~~Program (EAP): The City contracts with Employee Assistance Consultants (EMPAC) to provide counseling to employees of the City and their families in dealing with any type of personal problem, including but not limited to, alcoholism, drug abuse, financial or legal difficulties, family problems, and other similar difficulties. The program offers confidential services and is designed to encourage early intervention and awareness of such problems and offer help at the earliest opportunities. EMPAC contact information is available on department bulletin boards and from Department Heads, Supervisors, and the Assistant City Clerk.~~provides assistance for most problems to any employee or family member.~~
7. HAC: Each employee receives a free single membership to the Haysville Activity Center. The value of a single membership shall be considered part of the employee's wages for tax purposes. Payroll deduction is available for family memberships. Part Time and Temporary employees are eligible for the HAC benefit. Contract employees do not qualify. Part Time employees must work an average of 5 hours per week to qualify.
8. ACH: Automatic deposit of payroll checks is available at the employee's request. Forms

are available from the Assistant City Clerk.

9. Vision Insurance: Vision Insurance coverage is available through payroll deduction.

B. RETIREMENT PLAN:

It is mandatory that all regular City employees become participating members of the Kansas Public Employees Retirement System (KPERs). The KPERs plan, in addition to retirement benefits, also provides disability and life insurance benefits.

SECTION VI

CITY OWNED AND PRIVATE VEHICLES AND EQUIPMENT

A. USE OF CITY OWNED VEHICLES AND EQUIPMENT

City owned vehicles or City equipment are to be used for City business and use only. No one except employees or elected or appointed officials is permitted to drive City owned vehicles.

Unauthorized use of a City vehicle can result in the suspension or dismissal of any employee with authority or control over such vehicle.

In the event of any accident or damage to equipment, employees are required to take the following action:

1. If a City owned vehicle is involved in any accident, whatsoever, the appropriate police department shall be notified so an investigation can be made before the vehicle is moved;
2. All injuries, equipment damage, or damage to any real or personal property must be reported to an employee's immediate supervisor and Department Head as soon as possible;
3. A City approved incident form must be filled out and submitted to the employee's Department Head and immediate supervisor within 24 hours of the injury, accident, or damage, if circumstances permit. Medical disability may justify waiver of this time deadline by the employee's supervisor or Department Head.
4. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, will be subject to a drug and alcohol test as soon as possible after the accident. (See Article A, Section IX, C, 3 – Post-Motor Vehicle Accident Testing.)

Before an employee is permitted to operate a City vehicle, he/she must have a valid Kansas driver's license appropriate for operation of such vehicle. Equipment is to be used for City use only; however; work may be exchanged with another governmental unit. This must meet current IRS guidelines. (See current administrative bulletin.)

Use of any tobacco product is prohibited in or on any City vehicle or City equipment regardless of whether or not the vehicle has an enclosed cab. Electronic cigarettes (E-Cig), personal vaporizers (PV), and electronic nicotine delivery systems (ENDS) are also prohibited in or on any City vehicle or City equipment.

Use of mobile electronic devices must not cause driver to be distracted.

B. USE OF PRIVATE VEHICLES AND SUBSISTENCE

When authorized, officers and employees of the City shall be reimbursed for mileage at a rate equal to that allowed by the State and other expenses incurred while on official City business.

In case of an accident occurring to a personal vehicle while an employee is on City business, the vehicle owner's insurance policy will be required to cover any repairs, but the City will cover the owner's

deductible unless the employee is determined to be at fault. If the employee is determined to be at fault, the City assumes no responsibility for any expenses except as required by law.

SECTION VII

DEPARTMENT HEADS

The City Department Heads have the authority and responsibility for administering this policy in their respective departments.

Department Heads are exempt employees and schedule their time to accomplish the requirements of the position.

Department Heads are required to live within ~~fifteen~~thirty miles of City Hall and are appointed by the Mayor.

SECTION VIII

EMPLOYEE SAFETY

It is the operational policy of the City of Haysville that it is possible to effectively combine two goals:

SAFE OPERATION AND HIGH PRODUCTIVITY ON THE JOB.

The requirement of on-the-job safety is as important as the services we render to the public.

The City has a fully integrated safety program covering all its operations, including motor vehicles, that is administered by an employee safety committee. The employee safety committee members work with employees and supervisors to continuously examine operations and activities within each department to ensure the establishment of safe practices, and to eliminate hazardous conditions. Safety is everyone's responsibility, and your cooperation is necessary to help the City and the employee safety committee maintain and improve the City's current safety record. The safety committee shall conduct a safety audit of all City facilities on an annual basis. Such audit shall include soliciting input from employees regarding safety issues and concerns as well as forming recommendations to changes in policies or practices to increase workplace safety.

One member of each City department will serve on the committee, which will meet at least once every two (2) months. The committee shall be chaired by a Department Head. Members of the committee are appointed by the Department Heads and shall serve until replacements are appointed.

SECTION IX

SUBSTANCE ABUSE POLICY

All City of Haysville employees are expected and required to report to work on time and in appropriate mental and physical condition, free from the effects of drugs and alcohol.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, other than a controlled substance dispensed as a prescription by a physician for such City employee, on City premises or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action including the possibility of termination, and may result in criminal prosecution.

Employees needing help in dealing with substance abuse problems are encouraged to seek assistance and use health insurance plans as may be appropriate.

The City of Haysville employees must, as a condition of employment, abide by the terms of the policies and procedures concerning drug and alcohol abuse and promptly report any conviction under a criminal drug statute for violations occurring on or off City premises. Such report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by The Drug Free Workplace Act of 1988.)

A. PURPOSE

The City has a reasonable right to expect its employees to report for work fit for duty, free from the effects of drug and/or alcohol use.

The City recognizes that an employee's physical condition affects job performance and that drug abuse ranks as one of the major health problems in our society. It is the intent of this policy to express the City's viewpoint on drug use exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders and to provide guidelines for consistent handling of situations arising from such disorders.

B. DEFINITIONS

Alcohol: Alcohol is a drug. It is a central nervous system depressant. Alcohol is the major intoxicating ingredient in wine, beer, and distilled liquor. It is the product of distillation of any fermented liquid, whether rectified or diluted whatever the original, and includes synthetic ethyl alcohol.

City Business: Any work related function of an employee performed in accordance with such employee's job duties while such employee is being compensated by the City in any manner, or will request reimbursement from the City for undertaking/participating in the act. Unlawful acts or acts in violation of this policy are not City Business.

Controlled Substance: Any substance included under the Uniform Controlled Substances Act of the State of Kansas or so defined by Federal law.

Designated Employer Representative (DER): is the point of contact for the City's Designated Testing Facility. This representative will make appointments for the testing, and will receive the test results and other communications for the employer (*Consistent with the requirements of 49 CFR part 40*). The Designated Employer Representative for the City of Haysville shall be the City Clerk.

Drug: Any chemical substance, which produces physical, mental, emotional or behavioral changes in the user.

Drug and Alcohol Testing: Procedures utilized to detect the presence in an employee's system of alcohol, drugs, controlled substances, illegal drugs, or intoxicating substances. Such testing may include, but is not limited to, urinalysis, breath analysis, hair analysis or blood testing.

Illegal Drugs: Means drugs or controlled substances that are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful or prescribed manner, including but not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP); prescription drugs that are not lawfully obtained or not properly utilized; and mind-altering or addictive substances such as glue and peyote that are not sold as drugs or medicines but are used for the mind- or behavior-altering effect.

Intoxicating Substance: Any substance which produces physical, mental, emotional or behavioral changes. Examples of intoxicating substances include, but are not limited to, controlled substances, legal and illegal drugs, alcohol, and legal substances used for their intoxicating effects such as glue and paint thinner.

Legal Drugs: Legally prescribed drugs and non-prescription medications are not generally prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor prior to undertaking any task indicated by the warning label. The misuse or abuse of legal drugs, including prescription drugs, while performing job functions is prohibited.

Possession: Having in one's possession or exerting control over a controlled substance which is not obtained either directly from a doctor or pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Possession also includes having or exerting control over, on City premises and without proper authority, drugs, illegal drugs, alcohol and intoxicating substances when such intoxicating substances are intended for use as intoxicants.

Prescription Drugs: A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. In addition, all law enforcement officers and any employee who operates any vehicle as part of their job duties must obtain a written release from a licensed medical practitioner authorizing the person to perform their job duties while taking any prescription that carries a warning indicating that it may potentially impact such employee's ability to perform job duties. Other employees may be required to obtain such a release at the discretion of the employee's supervisor.

Reportable Incidents: A reportable incident is:

1. any event in which an on-duty employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle involved,
2. any event in which an employee is involved in a motor vehicle accident resulting in any level of property damage to any vehicle while operating a city-owned vehicle,

3. any event in which another individual suffers physical injury as the result of an employee, and
4. any event involving physical injury to an employee.

Test Refusal: Any of the following may be construed as a test refusal:

1. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
2. Tampering with, adulterating, or substituting a specimen.
3. Failure to appear for testing upon notification.
4. Leaving the scene of an accident without just cause prior to submitting to a test.
5. Leaving collection facility prior to test completion.
6. Failing to permit an observed or monitored collection when required.
7. Failing to take a second test when required.
8. Failing to undergo a medical examination when required.
9. Failing to cooperate with any part of the testing process.
10. Failing to sign a consent or drug/alcohol test form.
11. Once test is underway, failing to remain at site and provide a specimen.

Under the Influence of Alcohol: As a result of the consumption of alcohol an employee's ability to perform the job is impaired to any degree. For the purpose of this definition, a blood alcohol level of .08% by weight (0.02% if under 21, and .04% if operating a CMV) shall be considered to be sufficient to establish that an employee is under the influence to a degree that law enforcement shall be notified to determine if any unlawful act was carried out by such employee.

Under the Influence of Prescribed Drugs, Illegal Drugs, Controlled Substances, Over the Counter Substances or Other Intoxicating Substances: As a result of the consumption, inhalation, injection or other use of any substance, or the use of any substance in combination with alcohol, an employee's job performance is impaired to any degree.

C. TESTING PROTOCOL AND PROCEDURES

To promote a drug and alcohol free workplace, the City will utilize drug and alcohol testing to promote the goals of the substance abuse policy. Prior to testing, the person tested will be asked to sign a Chemical Screen Consent and Release Form. An applicant who refuses to sign such a form shall not be further considered for employment. An employee who refuses to sign such form shall not be tested, but shall be immediately subject to discipline up to and including termination of employment.

Testing will occur as follows:

1. Applicant Testing. Each applicant shall read the substance abuse policy and complete, sign and date a chemical screening consent and release form. All applicants for employment with the City who receive a conditional offer of employment will be required, as a condition of employment, to successfully complete a drug detection test. Any conditional offer of employment will be withdrawn unless the

applicant signs the form and submits to the testing procedure. Each applicant tested shall be notified of the time and location of the test. Applicants who refuse to participate in a screening at the scheduled time will be denied employment. Any such applicant tested who fails to successfully complete this testing shall not be eligible to reapply to work at the City for a period of 1 year.

2. Reasonable Cause Testing For Employees. Employees may be asked to submit to a test if reasonable cause exists to indicate their health or ability to perform work is impaired. Factors which may establish such reasonable cause to believe that an employee's work performance is impaired include, but are certainly not limited to:
 - a. Sudden changes in work performance;
 - b. Repeated failure to follow instructions or operating procedures;
 - c. Violation of city safety policies;
 - d. Involvement in an accident or near accident;
 - e. Discovery or presence of illegal drugs or controlled substances, drug paraphernalia or alcohol in an employee's possession or near the employee's workplace;
 - f. Odor, on or about an employee's person of alcoholic beverage and/or residual odor peculiar to some chemical or controlled substances;
 - g. Unexplained and/or frequent absenteeism or tardiness;
 - h. Personality changes or disorientation;
 - i. Arrest or conviction for violation of a criminal drug or alcohol law, or for driving under the influence of an intoxicating substance whether on or off duty;
 - j. Any serious worker's compensation injury; OR
 - k. Any other circumstances, which, in the City's sole discretion, merit reasonable cause testing.

If a Supervisor, Department Head, or the Chief Administrative Officer believes reasonable cause exists for drug/alcohol testing, or has a reasonable cause that an employee may be impaired or using substances, the supervisory individual shall direct the employee to submit to drug/alcohol testing at the City's designated time and expense. The employee shall sign a chemical screening consent and release form.

3. Post-Motor Vehicle Accident Testing. An on-duty employee involved in a motor vehicle accident resulting in any damage to any vehicle, and/or an employee involved in a motor vehicle accident resulting in any damage to any vehicle while such employee is operating a city-owned vehicle at any time, will be subject to a drug and alcohol test as soon as possible after the accident. Accidents determined to be no fault of the employee will not require the employee to be tested. Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital or treatment records and other documents that would indicate whether there were any substances in the employee's system that could have impaired the employee's ability to safely operate a vehicle.
4. Return to Service Testing. Employees who return to service after an extended time (~~twelve weeks~~six months or longer) away from employment with the City will be required to submit to drug testing.
5. CDL additional requirements. Employees already employed by the City who seek to transfer into a job position that requires them to have a Commercial Drivers License must complete a drug/alcohol test prior to such job transfer taking effect. Upon receipt of a negative test, the employee may perform

those functions that require the CDL. Details of pre employment testing and exemptions can be found in 49 CFR, part 382.301.

The City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR, parts 40, 382.413 and CFR 391.23 (e). Applicants offered a position requiring a CDL and employees seeking transfer to a position requiring a CDL must sign release of information forms allowing the City to receive alcohol and controlled substances information from previous employers.

6. Random Testing

- a. All drivers that perform CDL functions as a normal part of their job are subject to random drug and alcohol testing.
- b. Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when CDL functions are performed.
- c. Employees are required to proceed immediately to the collection site once notified of testing.
- d. Drug and/or alcohol tests will be conducted while the employee is on duty.
- e. The list of employees selected will be retained by the DER in a secure location.
- f. Details of the random testing process can be found in 49 CFR, part 382.305.

7. Other Testing Programs. Employees may be required to submit to drug and alcohol testing when required by federal or state law or regulation. If an employee is charged with or convicted of a drug-related crime, or a crime in which drugs/alcohol were a contributing factor, the City may investigate the circumstances and require a drug test.

REFUSAL TO TAKE ANY DRUG OR ALCOHOL TEST IN CONFORMANCE WITH THIS POLICY IS GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

D. TESTING OF EMPLOYEES: Test and Post-Test Procedures and Appeals. This section describes testing and post-test procedures regarding the City's drug/alcohol testing program.

1. Types of Tests. Generally, drug or alcohol screening of applicants or employees will include a urinalysis and may also include breath analysis, hair analysis and/or blood testing. The City's drug testing program is designed to identify, through chemical testing (but is not limited to), the presence/use of the following drug groups: alcohol; amphetamines; barbiturates; cocaine/metabolite; methaqualone; phencyclidine (PCP); opiates; benzodiazapines; and cannabanoids (THC, the active ingredient of marijuana). These groups were selected based on known abuse in the community and the ability of each substance to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the testing when technically and financially feasible.
2. All drug/alcohol testing shall be done at a city designated facility.
3. An employee shall be informed of the testing result by a designated representative of the City. All testing results will be kept confidential in conformance with the City's personnel policies, applicable provisions of State and Federal law. The release of such results shall be allowed when necessary for administrative or judicial action or review. Testing results may have a reduced

expectation of privacy as part of request for review of a disciplinary action by the employee, as such request necessitates providing the information to additional individuals to utilize in the review of the evidence.

4. Employees with negative test results following a random test, return to work test, or CDL test are expected to return to their place of employment. Applicants and employees tested based on some level of cause will be contacted by a representative of the City.
5. All positive test samples shall be retained by the testing laboratory for one (1) year, or such longer period as is necessitated by administrative or legal action. A confirmed positive test shall result in rescission of any conditional offers of employment for applicants, and disciplinary action up to and including termination for employees. An employee will be provided an opportunity to explain any positive results. In addition, an employee with a confirmed positive test result may, at their own option and expense, have a second confirmation test made on the same specimen at a laboratory of the employee's choice that has been approved by the City. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. The employee may be placed on unpaid leave during the pendency of such retest. Following review of the appeal process, a final determination will be made by the appropriate authority. Due to the transient nature of most substances within the human body, and to avoid fraud, an employee will not be allowed to submit another specimen for testing.
6. Employees who seek treatment of an impairment issue, may be placed on suspension without pay awaiting pending testing results *following an initial confirmed positive result*, may be placed on suspension without pay if necessary during the time required for such specimen to be evaluated.

E. EXCEPTION FOR PRESCRIBED MEDICAL USAGE

The legal use of drugs or controlled substances shall not subject an employee to disciplinary action, or an applicant to denial of employment, if that usage is pursuant to prescribed medical treatment by a licensed medical professional, and it will not/does not adversely affect job performance. Medications specifically warning against operation of vehicles/machinery while under the influence of such medication shall be deemed detrimental to job performance, and may subject an employee to disciplinary action if such employee operates City vehicles/machinery while taking a prescription for such medication unless and until the City is provided with notification from a licensed physician that such medication is safe for such employee to use while operating such vehicle/machinery. An employee or applicant whose drug test is positive shall be given the opportunity to provide a physician's report or statement substantiating the prescribed and lawful use of the drug indicated or detected.

If the use of prescribed drugs adversely affects the employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, the employee shall be reassigned to an alternative position or placed on a leave of absence. Leaves of absence may be paid or unpaid, and will be used only in accordance with current policies and applicable law.

F. INVESTIGATION

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to take the following actions:

1. City management may at any time, in support of upholding the requirements of this policy, conduct an administrative search, review or inspection of any City property assigned to any employee, including City vehicles, desks, cellular telephones and computers, including all electronic mail, internet usage logs and electronic documents. If any evidence of criminal activity is discovered during an administrative search, such search will be immediately terminated and law enforcement will be notified.
2. City management may request an investigation by law enforcement of any set of facts that suggest a crime may have occurred upon or involving city property.

G. DISCIPLINARY ACTION

1. Any employee engaging in the use of alcohol while on city business or who reports for duty under the effects of alcohol will be removed from the workplace, required to undergo testing and may be disciplined up to and including termination. This provision, however, shall not apply to law enforcement officers whose use of alcohol is necessitated by current undercover assignment. However, this exception shall not apply to a law enforcement officer who reports for duty under the influence of alcohol, regardless of assignment.
2. Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug while on city property or while on city business will be removed from the work place, required to undergo testing, and may be disciplined up to and including termination and may be subject to criminal investigation and/or prosecution. This includes prescription drugs, unless the individual has been given a valid prescription by a medical professional for such drug.
3. If an employee is arrested or convicted for driving under the influence of alcohol and/or drugs, or for violation of a drug statute (while on or off duty/city business), the city may utilize the drug and alcohol testing procedure and conduct an investigation. If evidence supports a finding that such employee violated a City policy or a federal, state or local law, City administrative personnel will determine the appropriate course of action. The employee may be disciplined, up to and including termination.
4. As a condition of employment, an employee agrees that at any time while employed by the City, the employee shall notify the City's Designated Employee Representative (DER) of any DUI arrest, drug-related conviction or for any plea of guilty, *nolo contendere*, diversion or suspended imposition of sentence that has been entered on a drug or alcohol related charge. The employee must give notice in writing to the City within five (5) days after such arrest, conviction, AND disposition of charge. If a sentence is imposed for such act that makes it impossible for an employee to carry out their job duties, such employee shall be terminated from employment.
5. The City will not hire any applicant who tests positive for illegal drugs or alcohol. Such persons shall be prohibited from employment with the City for one (1) year. Applicants who have reapplied shall be subjected to a new drug screening prior to being reconsidered for employment.
6. Any city employee who is involved in a reportable incident shall be subject to an investigation. Any city employee who is involved in an incident involving drugs and/or alcohol, whether on or off duty, is subject to investigation to determine whether job related issues are associated with such incident. Employees may be directed to undergo drug or alcohol detection tests. An employee who

refuses to participate in a required drug or alcohol detection test will be subject to discipline, up to and including termination.

7. The City reserves the right, in lieu of discipline, to refer an employee who tests positive for drugs and/or alcohol to an appropriate rehabilitation program. Such referral will require the employee, as a condition of continued employment with the city, to participate in such rehabilitation program. Participation in such a program may require leave from employment, which must meet the requirements of one of the City's existing leave policies. Participation in such program shall not alter or amend the employee's status as an employee at will. The City and the employee can still terminate the employment relationship at any time, with or without cause, and with or without advance notice. Following completion of such rehabilitation program, the employee shall be subject to periodic drug and/or alcohol testing for as long as necessary depending upon job duties.
8. All illegal substances discovered during an investigation of possible improper drug and/or alcohol use by city employee will be given to the appropriate law enforcement agency. Criminal prosecution may result.
9. The verified use, sale, possession, transfer, or distribution of a narcotic, intoxicating substance, any illegal drug, or alcohol while an employee is on duty, in a city vehicle, or in city uniform will subject said employee to disciplinary action, up to and including termination. Any such activity shall also be reported to the appropriate law enforcement agency. Criminal prosecution may result.
10. If an employee believes a Supervisor is under the influence of drugs and/or alcohol, the employee shall report the incident to the Supervisor's immediate superior, or to the Chief Administrative Officer. If the employee feels that reporting such an incident in this manner would adversely affect their working relationships or conditions, the report may be made to the Chief Administrative Officer. The Reporting Employee shall identify themselves to the Chief Administrative Officer or immediate Supervisor. The identity of the Reporting Employee shall be kept confidential to the extent possible, however, a Reporting Employee's name may be disclosed if a grievance or litigation proceeding results. Any allegations of retaliation against a Reporting Employee shall be handled under the City of Haysville's Non-Harassment Policy

This substance abuse policy is intended to be, and is, a unilateral expression by the City of the general policies, procedures and guidelines concerning substance abuse. It is not intended to, and does not, create any contractual rights of employment, either express or implied, between the City and its employees. The policy does not change the employment at will relationship between the City and its employees. Either the City or an employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

As with all its policies and procedures, the City reserves the right to change the provisions of the substance abuse policy at any time, with or without notice.

H. CDL SPECIFIC PROCEDURES. Where this section conflicts with other sections of the Substance Abuse Policy, the more stringent of the two sections shall govern.

1. General

The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires the City of Haysville (hereinafter "the City") to establish a drug and alcohol testing program

designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles (CMV). The purpose of this policy is to comply with all regulations which require affirmative action by the City to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.

- a. This policy applies to any employee of the City who holds a Commercial Drivers License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR, part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - i. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - ii. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - iii. Is designed to transport 16 or more passengers, including the driver; or
 - iv. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F)
- b. Testing Procedures. All testing conducted under this policy will follow the procedures as set forth in 49 CFR, parts 40 and 382.

2. Test Refusal

For the purposes of testing and refusals, the following guidelines shall be followed:

- a. Behavior that Constitutes a Refusal to Test.
 - i. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
 - ii. Tampering with, adulterating, or substituting a specimen.
 - iii. Failure to appear for testing upon notification.
 - iv. Leaving the scene of an accident without just cause prior to submitting to a test.
 - v. Leaving collection facility prior to test completion.
 - vi. Failing to permit an observed or monitored collection when required.
 - vii. Failing to take a second test when required.
 - viii. Failing to undergo a medical examination when required.
 - ix. Failing to cooperate with any part of the testing process.
 - x. Failing to sign Step 2 of the alcohol test form.
 - xi. Once test is underway, failing to remain at site and provide a specimen
- b. No driver shall refuse to submit to an alcohol or controlled substance test required by 49 CFR, parts 40 and 382.

3. Tests Required

a. Post-Accident testing for CMV operators.

i. As soon as practicable following an accident, the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.

a) Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.

b) Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.

ii. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by the City to have refused to submit to testing.

iii. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

iv. Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303. The following chart defines when an accident has occurred and when testing must take place.

Type of accident	Citation issued to CMV driver	Tests required
1. Human fatality	YES	YES
	NO	YES
2. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
3. Disabling damage to any motor vehicle, requiring tow away	YES	YES
	NO	NO

b. Follow-up Testing. Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

4. Handling of Test Results, Confidentiality

a. Access to records.

i. Except as required by law or expressly authorized by release by an employee, the City will not release driver information that is contained in records required to be maintained under 49 CFR, parts 40 and 382.

ii. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.

iii. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.

iv. The City may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver), and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result).

5. Consequences for Operating a Vehicle in a Prohibited Manner

- a. Operators who refuse an alcohol test following a driving related event will be subject to termination under the insubordination provisions of this personnel manual.
- b. Operators who test positive for alcohol following a driving related event will be subject to termination if the amount of alcohol within such employee's system is prima facie grounds for criminal action, under the prohibition against criminal conduct on duty provisions of this personnel manual.
- c. Operators who test positive for any amount of alcohol within their system following a driving related event in which any person, including the operator, suffered an identified injury will be subject to discipline up to and including termination for unsafe operation of a vehicle.
- d. Operators who test positive for any amount of alcohol within their systems following a driving related event will be subject to termination if the event was a second or subsequent act of violation of the prohibition against use of alcohol within the scope of employment as set forth within this policy.
- e. Operators who test positive for any amount of alcohol within their systems who have been involved for the first time in a minor traffic event resulting in damage of \$500 or less with no harm to themselves or another individual may be given an opportunity to retain his or her employment, provided they:
 - i. Participate in an evaluation by EMPAC, and
 - ii. Actively participate in and successfully complete any EMPAC recommended evaluation/rehabilitation program, and
 - iii. Receive a verified negative test result on a return-to-duty test, and
 - iv. Retain all of the licenses and qualifications necessary for the job position.
- v. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.
- vi. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.

- vii. A second positive test whether it indicates a drug or alcohol policy violation, will result in immediate termination of employment.
- viii. The City may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), or termination.

SECTION X

NON-HARASSMENT POLICY

The City supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, national origin, veteran status, age, disability or any other protected category. Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate termination.

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives', friends', or associates', race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristics, and which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Generally speaking, harassing conduct includes, but is not limited to, the following acts or conduct when those acts or conduct relate to race, color, religion, gender, sexual orientation, national origin, veteran status, age, or disability:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threats; and,
- Written or graphic material that denigrates, or shows hostility or aversion toward, an individual or group because of their race, color, religion, gender, sexual orientation, national origin, age, disability or other protected characteristics, when such material is distributed or circulated in the workplace, placed on walls, bulletin boards, or elsewhere on City premises.

Reporting Incidents of Harassment. Again, the City prohibits harassment of any kind. Immediately report any incidents of harassment to one of the individuals listed below.

1. Employee's immediate supervisor;
2. Employee's Department Head;
3. Other supervisory personnel regardless of the department.

In departments that operate 24 hours per day / 7 days a week or outside of the 8 a.m. to 5 p.m., Monday through Friday work week, employees can report any incidents of harassment to one of the above individuals 24 hours per day / 7 days per week.

Reports of harassment involving any of the above listed persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations. Complaints must include detailed information concerning the harassing conduct; the names of all persons involved; the names of any witnesses; and any other information deemed helpful to an investigation.

All reports will be treated, to the extent possible, confidentially and will be promptly investigated.

Employees are required to cooperate in these investigations and shall be subject to discipline, including termination of employment, for failing to cooperate. If the result of the investigation indicates that corrective action is called for, such action will be taken in accordance with the seriousness of the event and may include disciplinary measures up to and including immediate termination of the offender. When an investigation is complete, involved employees will be informed of the results. Failing to report harassment will subject employees to discipline, up to and including termination from employment.

Sexual Harassment. Sexual harassment is expressly prohibited. The City defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical or written conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the following acts, whether committed by City officials, employees, or other persons on City premises but not employed by the City, including citizens and visitors:

- Unwelcome flirtations;
- Unwelcome sexual advances or propositions;
- Verbal abuse of a sexual nature;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;
- Sexually degrading words used to describe a person;
- Physical assault or battery;
- Verbal harassment or abuse;
- Accusations of sexual preference;
- Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;
- Conditioning any term or benefit of employment upon sexual favors;
- Sexual slurs or innuendoes;
- Suggestive or insulting sounds;
- Touching, leering, whistling, and obscene gestures;
- Displaying derogatory or offensive posters, cartoons or drawings; and,
- Any other conduct that unreasonably interferes with an employee's performance of his or her job that creates an intimidating, hostile or offensive working environment, or otherwise adversely affects an individual's employment opportunities.

Generally speaking, there are two types of sexual harassment: (1) quid-pro-quo harassment, which involves an express or implied suggestion that a term/condition of employment is, or may be, contingent upon sexual activities or favors, and (2) hostile environment, which involves sexually-harassing conduct that is so severe or pervasive that it creates a hostile working environment. Sexual harassment occurs when the conduct described above may:

- Be construed as being a term or condition of an individual's employment, i.e., when supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way;
- Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper

- conduct; and
- In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

Employees are reminded to report all instances of harassment by non-employees. These reports are to be made in the same way as all other reports of harassment.

Again, the City prohibits, and will not tolerate, harassment. Any City official or employee who engages in harassment shall be subject to immediate discipline, up to and including immediate termination of employment. All incidents of harassment shall be reported immediately to one of the following individuals: 1.) employee's immediate supervisor; 2.) employee's department head; or 3.) Other supervisory personnel regardless of the department. Reports of harassment involving any of these persons shall not be reported to that person; instead, make the report to one of the other persons identified. The City does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations.

SECTION XI
GRIEVANCE PROCEDURE

A. Purpose

The purpose of the Grievance Procedure is to allow employees the opportunity to discuss and appeal certain employment disciplinary actions.

B. Eligibility

Only those employees in regular full-time positions and who have successfully completed any and all training periods are eligible to file a grievance under the Grievance Procedure.

C. Basis for Grievance

Eligible employees may file grievances for the following reasons:

Disciplinary Action

- Demotion
- Disciplinary Probation
- Suspension of More Than Three Days

Complaints alleging harassment due to an employee's race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristic shall be filed in accordance with the City's Non-Harassment Policy. Further, employees shall not utilize this procedure to file grievances relating to:

- Federal and state statutes not associated with the above listed basis for grievance;
- Policies and ordinances enacted by the Governing Body; or
- Matters where the employee has no direct employment interest

D. General Provisions

Any hearing pursuant to this grievance procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Only those persons specifically called by the grievance board will be allowed to attend any portion of the hearing.

Grievances arising from the action of an elected official or supervisory employee other than the immediate supervisor of the employee can be initiated with the employee's Department Head at Step 2 of the Grievance Procedure below.

Appeals of involuntary demotions, disciplinary probations, or suspensions of three or more days shall be initiated directly at Step 3 of the grievance procedure by submitting the written grievance directly to the City Clerk.

Details of grievances and grievance proceedings shall be accorded the same level of confidentiality afforded to other personnel records.

An employee shall not be retrained, discriminated against or subject to any retaliation as the result of the filing of a grievance or testifying in a grievance hearing.

At no time shall an employee take a grievance of any kind directly to a member of the Governing Body; to do so, shall be a separate violation of personnel policy and will subject the employee to disciplinary action up to and including termination.

E. Grievance Procedure

Step 1

Within five working days of the time that the employee knew or reasonably should have known of the grounds for grievance, the employee shall orally present the grievance to his/her immediate supervisor. The supervisor shall orally respond to the aggrieved party within five working days after the presentation of the grievance. The supervisor shall document, in writing, both the grievance and response. This documentation shall contain the signature of both the supervisor and the employee presenting the grievance.

Step 2

If the grievance is not resolved at Step 1, the employee may file the grievance, in writing, with the Department Head. Such filing shall be within five working days after receiving an oral response from the immediate supervisor.

The written grievance shall contain the following information:

- 1) Name of the employee or group of employees involved;
- 2) Facts giving rise to the grievance;
- 3) Identification of administrative regulations or policies at issue;
- 4) The contention of the employee (grievant) with respect to the grievance;
- 5) Decision of the grievant's Supervisor;
- 6) Specific relief requested.

The Department Head shall present a written response to the grievant within five working days of the receipt of the grievance.

Step 3

If the grievance is not resolved at Step 2, within five working days of the receipt of the decision from the Department Head the grievant shall notify the City Clerk of the grievant's decision to file an appeal. Notification shall include all documents set forth in Step 2 above, the Department Head's written response to the grievance, as well as any other information relevant to determining the outcome of the grievance including a complete list of all witnesses to the grieved action. The City shall initiate the process to convene a grievance board hearing, including notification to the Department Head to submit all relevant evidence and a witness list in support of his/her decision that is under appeal.

The grievance board shall be established by the Mayor and shall consist of three members as follows: One member shall be chosen by the grievant; one member shall be a non-supervisory employee chosen by the Mayor; and one member shall be a supervisory employee chosen by the Mayor. No board member shall be: 1.) from the same department as the grievant filing the grievance; 2.) a witness to, or party to the

grievance; 3.) an immediate family member to any of the parties involved; or 4.) A Department Head. All board members shall be active, regular full-time city employees.

All members of the grievance board shall be notified by the City Clerk of their appointment to the board and the time, date, and location of the initial meeting. At the initial meeting, board members shall be given an orientation and outline of duties by the City Clerk and City Attorney and shall be informed of the confidentiality of the proceedings. Also during the initial meeting the following items shall be addressed:

- 1.) Establish date/location of the hearing;
- 2.) Review the written record;
- 3.) Develop a witness list of individuals requested by the parties;
- 4.) Notify the City Clerk to issue notices to appear to all witnesses.

The hearing shall be quasi-judicial, and neither party shall be bound to strictly follow the rules of evidence, other than limiting the evidence presented to information relevant to determining the outcome of the grievance. Examination of any witnesses shall be limited to the members of the grievance board, although both parties may be present. This shall not be a hearing of record.

Within five working days of the close of the hearing the grievance board shall prepare a written finding of facts and a recommendation that will be forwarded to the Chief Administrative Officer for consideration. All evidence presented to the hearing board shall be maintained with the finding of facts until the matter is finally resolved.

The Chief Administrative Officer shall make a decision within five working days of the receipt of the recommendation whether to a) accept the recommendation of the grievance board, b) reject the recommendation of the grievance board, or c) modify the recommendation of the grievance board. A written response shall be provided to the grievant.

If the grievance is not resolved to the satisfaction of the grievant, the grievant may make a written appeal of the decision of the Chief Administrative Officer to the Mayor within five days of the receipt of the decision of the Chief Administrative Officer. Such appeal shall be filed through the City Clerk. Based on the written testimony, reports, file documents, etc., the Mayor shall make a decision within five working days of the receipt of the appeal and provide a written response to the grievant. This response shall serve as the final administrative decision of the City.

If the grievance is decided in favor of the grievant, any loss-of-pay or pay adjustment attributed to the grieved action shall be paid retroactive to the grievant.

All records of the grievance board and hearing shall be maintained by the City Clerk. Within five days, either party may request in writing a return of the original of any evidence that such party provided to the hearing board after the matter is finally resolved, although where possible a copy shall be maintained.

SECTION XII

WEAPONS IN THE WORKPLACE

A. The City prohibits employees from possessing, using, or displaying a weapon within the workplace or while engaged in official duties on behalf of the City except as specifically provided in this policy. This prohibition applies regardless of the location of said duties. This applies to all employees who drive or ride in City vehicles or equipment, and applies whether the weapon is concealed or unconcealed, loaded or unloaded. The above prohibition does not apply to law enforcement officers who are authorized by statute to carry a weapon in the scope of their employment with the City.

B. Notwithstanding the foregoing and pursuant to the Kansas Personal and Family Protection Act (75-7c17) and the restrictions found herein. Employees may carry a concealed handgun into city facilities, in city vehicles and while engaged in, or conducting the business of the City provided the employee is legally qualified to carry a concealed handgun under federal and state law, and the carrying of a concealed handgun is lawfully allowed and not otherwise prohibited under the 17 provisions of federal or state law. This exception does not permit the open carry of a handgun or other weapon. Employees choosing to carry a concealed handgun pursuant to this subsection (B) must keep their handgun concealed at all times, in a proper holster with all safety features in place, and the handgun must always be within the immediate control of the employee. Employees may not leave their handgun unattended at any time. In rare circumstances when an employee cannot keep the handgun within his or her immediate control, the employee is permitted to temporarily place the handgun in a secure container such as a locked portable gun safe or lockbox designed for the temporary storage of firearms, a locked desk drawer or locked locker. Any such secure container shall be accessible only to the employee and must be controlled with a key, code, or biometric lock. Temporary placement of a handgun within a secure container within a City vehicle is permitted so long as the secure container is not in plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle. Temporary placement of a handgun in a secure container on City property is permitted only during hours when the employee is on duty and does not permit the routine storage or placement of a handgun within secure container during times when the employee is not on duty (for example: overnight, during periods of vacation or sick leave). Secure containers may not be left on an employee's desk, workstation, area of gathering, purse/bag or any unsecure container or area, or left in an employee's office area, City vehicle, or area of work unless specifically provided herein. Secure containers must remain locked at all times while the handgun is not in the immediate control of the employee. It is the sole responsibility of the employee to provide the secure container which meets the requirements of this policy. Employees are permitted to store a handgun in their private vehicle while on City owned property provided that such storage is outside of plain view from the exterior of the vehicle and the vehicle remains locked at all times when the employee is not in the vehicle.

C. It is outside the scope of employment for any non-authorized City employee to possess, use, handle, brandish, or display a weapon or to threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties under any circumstances.

D. The City in no way encourages the carrying of a concealed handgun by employees unless it is required pursuant to the employee's job duties, and, as such, it is up to the employee to act responsibly in accordance with this policy and the provisions of federal and state law. It is an employee's sole responsibility for proper concealment and carrying of the handgun, and the carrying of the handgun may not interfere with proper safety equipment, execution of approved safety protocols, or an employee's performance of all assigned duties. The City is not liable for incidents involving the discharge or misuse of a firearm, whether accidental or intentional. Any liability or costs associated with the employee's decision

to conceal carry, including any resulting injuries or damages, will be considered the responsibility of the employee and will not be defended by the City. The City is not liable for any loss including damage to or theft of a personal firearm or any other personal property.

E. Nothing in this policy relieves the employee from performing his or her job duties in an efficient, safe and timely manner, including the wearing of proper safety equipment and/or the following of proper safety protocols. Such failure may result in discipline up to and including termination.

F. Any employee violating this policy, including the inadvertent display of a handgun, may be subject to discipline up to and including termination.

G. Subject to other policies and procedures of the City of Haysville and Kansas law, law enforcement, within the scope of their employment are the only individuals authorized to use deadly force while acting for or on behalf of the City of Haysville. Under no circumstances will any other employee use deadly force as a function of their job. Employees who are not authorized to use deadly force, do not have the immunities and are not entitled to the same indemnity generally afforded law enforcement. The City will not provide for, reimburse, or pay attorney fees or other costs in defense of any employee who uses deadly force if the use of deadly force is not a function of said employee's job.

H. Nothing in this policy shall be construed to create any duty or obligation on the part of the City to take any actions beyond those required of an employer by existing law. Nothing in this policy shall be construed to waive any immunity to which the City is entitled including but in no way limited to immunities under the Kansas Tort Claims Act.

ARTICLE B - COMPENSATION

INTRODUCTION

This manual relates to policies and procedures regarding positions, job classifications and pay ranges.

THE CITY OF HAYSVILLE IS AN AT-WILL EMPLOYER AND EMPLOYMENT MAY BE TERMINATED BY EITHER THE CITY OR THE EMPLOYEE WITHOUT PRIOR NOTICE.

THIS MANUAL SHALL NOT BE CONSTRUED TO BE A CONTRACT, BUT A GUIDE.

THE CITY OF HAYSVILLE RESERVES THE RIGHT TO MAKE CHANGES TO THIS MANUAL AT ITS DISCRETION WITHOUT PRIOR NOTICE.

SECTION I

POSITION CLASSIFICATION PLAN

A. POSITIONS:

Each position in the City government is established or abolished with Governing Body approval.

B. CLASSIFICATIONS:

Each position shall be assigned, with Governing Body approval, to a classification based on job requirements and responsibilities.

C. PAY RANGES:

Each job classification shall be assigned an appropriate range of pay, approved by the City Governing Body.

D. ABOLITION OF A POSITION:

Whenever the Department Head or Mayor determines that a particular position is no longer necessary, the Mayor may, with the approval of the Governing Body, declare the position abolished. Any employee in a regular position that has been abolished may be transferred in accordance with procedures agreed upon by Department Heads and the Governing Body.

E. CLASSIFICATION OF NEW POSITIONS:

The Mayor may, with City Council approval, establish new positions and negotiate salary and benefits for those positions.

Such new positions are subject to a training period of six (6) months unless waived by the appropriate Department Head (or Mayor if the employee reports to the Mayor).

F. CHANGES OF DUTIES, RECLASSIFICATION OF POSITIONS:

The reclassification of a position shall effect no change in the salary of any employee in that position if the employee's salary falls within the range of the new classification. For information on Transfers, see Article A, Section II, Letter D.

Any employee may request in writing a classification review of his/her own position at any time, if a similar request had not been made within the previous twelve (12) months. Such a request must first be filed with the appropriate Department Head. Within ten (10) days of receiving this request, the Department Head shall forward it to the Personnel Manual Committee (consisting of all Department Heads) together with the Department Head's own written recommendation as to whether the position should be reclassified. Any request for reclassification will be reviewed and acted upon within ninety (90) days of its receipt.

G. EFFECTS OF RECLASSIFICATION:

When a position is reclassified, the employee in that position shall remain in it if the Department Head determines that the employee is qualified to perform the essential functions of the reclassified position. The employee in the reclassified position is subject to the six month training period unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

If the Department Head determines that the employee in the reclassified position lacks the qualifications necessary for that position, the Department Head shall prepare a written summary of this finding and submit it to the Mayor. If the Mayor agrees with that finding, the employee shall be reassigned as follows:

1. If a vacancy exists in a position with a pay range the employee's present salary falls within, he/she may be transferred to the vacant position if the employee meets the minimum qualifications of the position.
2. If no vacancies exist with pay ranges within which the employee's current salary falls, the displaced employee may be transferred to the position of the person with least seniority in the same department if that displaced employee has the minimum qualifications required of the position. Any person of lesser seniority who is replaced under this provision shall be laid off.

H. NOTICE OF RECLASSIFICATION:

Written notice of any reclassification shall be given by the Department Head to the affected employee thirty (30) days before the action shall become effective.

SECTION II
COMPENSATION

A. ESTABLISHMENT OF WAGE SCHEDULE:

The Department Heads, with Governing Body approval, shall establish a wage schedule. Each classified position will be covered by this schedule.

B. SALARY INCREASE:

Employee performance evaluations, budget authority and funds availability will be considered in determining salary increases and decreases, and as a factor in promotions and demotions.

C. BLANKET RAISES:

The Governing Body may grant blanket raises for all employees when funds are available.

D. COST OF LIVING:

Subject to budgetary considerations, all employees in regular positions shall be covered by a cost of living allowance, which will be determined at the time of budget preparation and shall become effective for the first full pay period in January of each year.

The cost of living allowance will be based on the average Consumer Price Index during the most recently available previous twelve month period, calculated on the average of the salary of the lowest paid City employee and the highest paid City employee, not including Department Heads, part-time or temporary positions.

E. LONGEVITY PAY:

Each year longevity pay shall be given to each regular full-time employee who will complete five (5) years of employment by December 31 of that year. Longevity will be paid at a rate of \$25 per year for each year of employment, five (5) years and over. All applicable taxes will be deducted from this pay and the check will be given on the first Friday in December that is not a regular payday. This payment may be combined with any holiday or sick leave pay for which the employee might be eligible.

F. STEP INCREASES:

Annually, prior to the end of June, each Department Head shall evaluate the job performance of his/her employees. Excessive absences resulting in an insufficient body of work to evaluate will delay the annual performance evaluation until a sufficient body of work is established. Subject to budgetary considerations, employees who have demonstrated satisfactory job performance shall be eligible for a step increase effective the first full pay period in July. No step increase will be given to an employee who is in training. Only one step increase will be given in any six (6) month period.

Step Increases, whether due to annual review, end of training, promotion, transfer, etc., shall be effective the first pay period following the effective date of the review, end of training, promotion,

transfer, etc. If, however, the effective date falls on the first business day of a pay period then the increase will be effective for the current pay period.

G. PROMOTION TRAINING PERIOD:

An employee receiving a promotion will be subject to a training period of six (6) months unless waived by the Department Head (or Mayor if the employee reports to the Mayor).

H. PAY PERIODS:

Employees are paid every two weeks. Paychecks shall be distributed every other Friday unless such Friday is a holiday. In that case, paychecks shall be distributed the last workday prior to the holiday.

It is crucial that the Assistant City Clerk receive all time cards and time sheets no later than 12:00 p.m. (noon) on the Monday following the close of a pay period. Failure to receive the time card or time sheet by the 12:00 p.m. deadline will cause the affected employee to not receive any over time pay until the next pay period, i.e. the pay check will be figured at 40 hours of straight time.

If an employee wants to allow someone else to pick up his/her paycheck, the employee must submit in writing a request to their Department Head prior to payday. Such request shall be valid until changed by the employee.

If the employee wants his/her paycheck deposited directly via ACH, the employee must fill out the appropriate form and return it to the Assistant City Clerk.

NOTE: For overtime pay purposes, commissioned police officers work on a 28 day schedule and receive pay for overtime worked on a different schedule than other regular employees. The 28 day schedule is an exception for police and fire personnel, which is included in the Fair Labor Standards Act (See Section 600 of the FLSA Handbook; and KSA 44-1204 of the Kansas Statutes Annotated).

I. PAY ON TERMINATION:

An employee whose employment with the City ceases will receive his/her final paycheck on the first regularly scheduled payday following the date employment ends.

1. Resignation (Voluntary Termination)

- a. Vacation Leave – Unused, credited vacation time will be paid at the employee’s regular rate of pay provided the employee has been in service of the City for at least one year.
- b. Sick Leave
 - i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive one-half, ~~up to thirty days (240 hours)~~, of credited sick leave.
 - ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for sick leave will be made.
- c. Wellness Leave
 - i. With proper notice – If two (2) weeks’ notice has been given, an employee may receive pay for one half of credited wellness leave.

- ii. Without proper notice – If two (2) weeks’ notice has not been given, no payment for wellness leave will be made.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
- 2. Retirement – An employee wishing to retire shall give the Department Head and the Assistant City Clerk no less than three (3) months’ notice, and at the time of such notice, the employee should complete all required paperwork. Retirement from City service shall be recognized when an employee files official retirement paperwork with KPERS or when an employee has completed at least twenty-five (25) years of service with the City.
 - a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
 - b. Sick Leave – Unused, accrued sick leave will be paid at the employee’s regular rate of pay.
 - c. Wellness Leave – Unused, earned wellness leave will be paid at the employee’s regular rate of pay.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
- 3. Termination (Employer Initiated)
 - a. Vacation Leave – Unused, accrued vacation time will be paid at the employee’s regular rate of pay.
 - b. Sick Leave – No payment for sick leave will be made.
 - c. Wellness Leave – No payment for wellness leave will be made.
 - d. Compensatory Time – Unused, earned compensatory time will be paid.
- 4. Death – All unused, accrued benefits will be paid to the named beneficiary at the next regular payday. No limit is placed on unused, accrued sick leave benefits in the case of death of the employee.
- 5. All Terminations
 - a. No payment for unused personal holidays will be made.

J. OVERTIME HOURS AND COMPENSATORY TIME OFF:

Overtime compensation and compensatory time off is scheduled with the Department Head and shall be administered in accordance with City policy and the Fair Labor Standards Act.

For employees other than commissioned police officers and exempt employees, overtime is computed at one and one-half times the employee’s salary for hours accumulated over forty hours per week and compensatory time is computed at one and one-half times the number of overtime hours accumulated over forty hours per week. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial forty hours.

Commissioned police officers are scheduled on a 28-day work period and are paid overtime for time worked over 171 hours per work period. Sick leave and compensatory time shall be excluded for the purposes of figuring the initial 171 hours. Sick leave shall not be applied until all accrued time worked for the 28 day pay period has been considered and totaled. All hours worked shall be added together and the difference between that number and 160 hours (4 weeks at 40 hours per week) may be compensated with sick time.

For example (Assuming officer is on 12 hour shifts, 14 shifts per 28 days):

During a 28 day pay period Officer A calls in sick for 3 days of work. He/she also spends 2 days off at training (8 hours per day). We would first consider 11 shifts at 132 hours, plus 16

training hours for a total of 148 **hours worked**. We would then apply only 12 hours of sick leave to bridge the gap for the employee to receive full compensation.

K. **ON CALL PAY:**

When an employee is required to remain on call for emergency duty, the employee shall be compensated at rate of 3% of their base rate of pay per hour based on the number of hours the employee remains on call. The number of on call hours shall be figured on those above the regularly scheduled work week. If the on call employee is called in, the employee will receive compensation for actual time worked but will not receive both on-call and regular compensation for the same hour/time worked.

Example: Employee A's base rate of pay is \$15.00 per hour. Employee A's on call rate of pay would be \$0.45 per hour. The employee's regularly scheduled work week is 8 am to 5 pm Monday through Friday. The employee would be compensated for 16 hours at \$0.45 per hour each day they are on call Monday through Friday and for 24 hours at \$0.45 per hour on Saturday and Sunday. If the employee is called out for one hour other than the regular work day, the employee would receive \$15.00 (or \$22.50 if the time was overtime) not \$15.45 (nor \$22.95 if the time was overtime).

L. **HOLIDAY OVERTIME:**

Except for the police department, if an employee is required to work during a holiday recognized by the City of Haysville, the employee shall report to work and will be compensated for such time at work on the actual date of the legal holiday, at a rate one and one-half (1 ½) times his/her regular rate of pay in addition to their regular rate of pay.

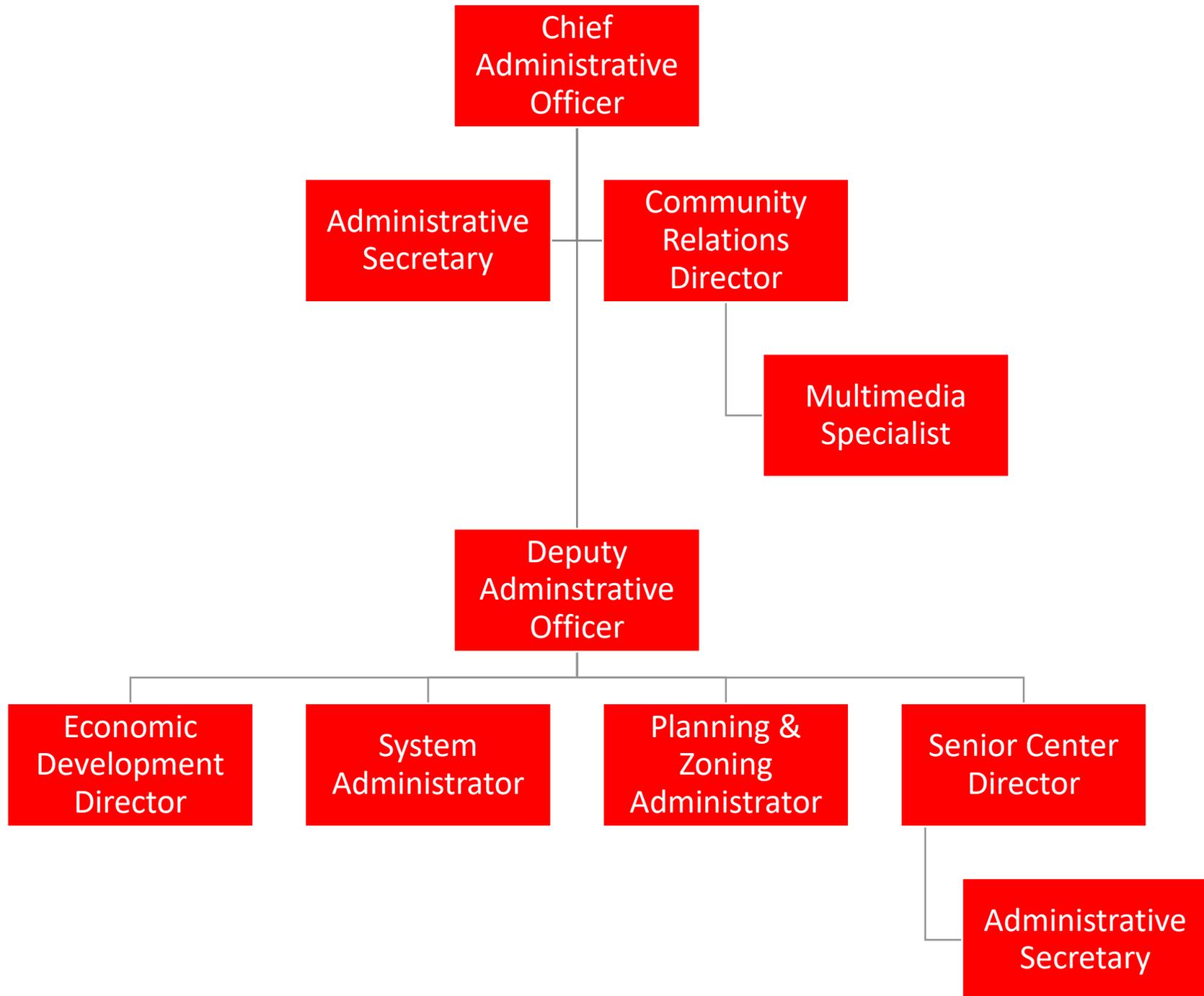
A Department Head may grant compensatory time off in lieu of holiday overtime pay if taken within the same week.

Police Department personnel will be paid their normal rate of pay plus one and one-half times their normal pay for the hours worked on the legal holiday and will not receive an additional day off for the holiday. When the legal holiday falls on a scheduled day off, the employee will be compensated for an extra day of pay.

Police Department personnel who work on holidays will receive a holiday paycheck the first week of December which is not a normal payroll week for the holidays worked during the year. Calculations should be completed and given to the Assistant City Clerk by November 15th in order to accommodate accounting procedures.

If a police department employee has accumulated holidays not paid for, he/she may use the holidays as time off in an emergency, at the discretion of the Department Head.

Administrative Services Department Organizational Chart



ADMINISTRATIVE SECRETARY

City of Haysville

Administrative Services Department – Senior Center

POSITION SUMMARY

Under the supervision of the Senior Center Director, the Administrative Secretary is a non-exempt position under FLSA and performs administrative and clerical duties as well as providing assistance to the Director for special events, programs, meetings, and activities. Responsible for receiving the general public and providing member assistance, and interaction with older adults. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Answers the telephone, takes messages, and provides information as needed;
- Provides information of interest to seniors, and researches information as requested;
- Assists Senior Center Director with scheduling and setting up for events, programs, and activities;
- Handles building rentals to senior groups;
- Monitors usage and fee payments of rentals;
- Assists with decorating for holidays and special events;
- Schedules entertainment, speakers, medical personnel, training, and programs for membership;
- Provides staffing when necessary for events, programs, and activities;
- Performs general office duties;
- Handles mail delivery, pick up, and distribution if needed;
- Orders office supplies if necessary;
- Maintains accurate records of participants and members, and prepares appropriate reports as needed;
- Provides senior health insurance counseling for Kansas (SHICK) and Senior Medicare Patrol (SMP) training and counseling required with the Kansas Department on Aging;
- Assists Senior Center Director as needed and covers office in the absence of the Director;
- Creates, maintains, and updates social media sites that promote programs and provide information on the Senior Center and its activities;
- Maintains information on front sign;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Makes mail run to City Hall;
- Assists with special programs and activities as needed;
- Provides backup for classes, activities and programs;
- Registers voters;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:

ADMINISTRATIVE SECRETARY (AS – SR CTR)
POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. A technical degree or some college credit in Office Administration or a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be a Certified Notary Public (or become one within three months of employment).

Technical Skills: Thorough knowledge of clerical skills, office procedures, computers, typing, and a working knowledge of mathematics is required. Must operate computers, typewriters, photocopiers, telephone systems, and other office equipment. Must type with speed and accuracy, concentrate on tasks in the presence of distractions, and read and interpret legal documents, letters, forms, and written instructions. Should possess excellent public relation, organizational, and secretarial skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Some independent problem solving. Encounters problems with elderly citizens' concerns and complaints.

Decision Making: Some independent decision making. Makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Supervision: Works under the direction of the Senior Center Director. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

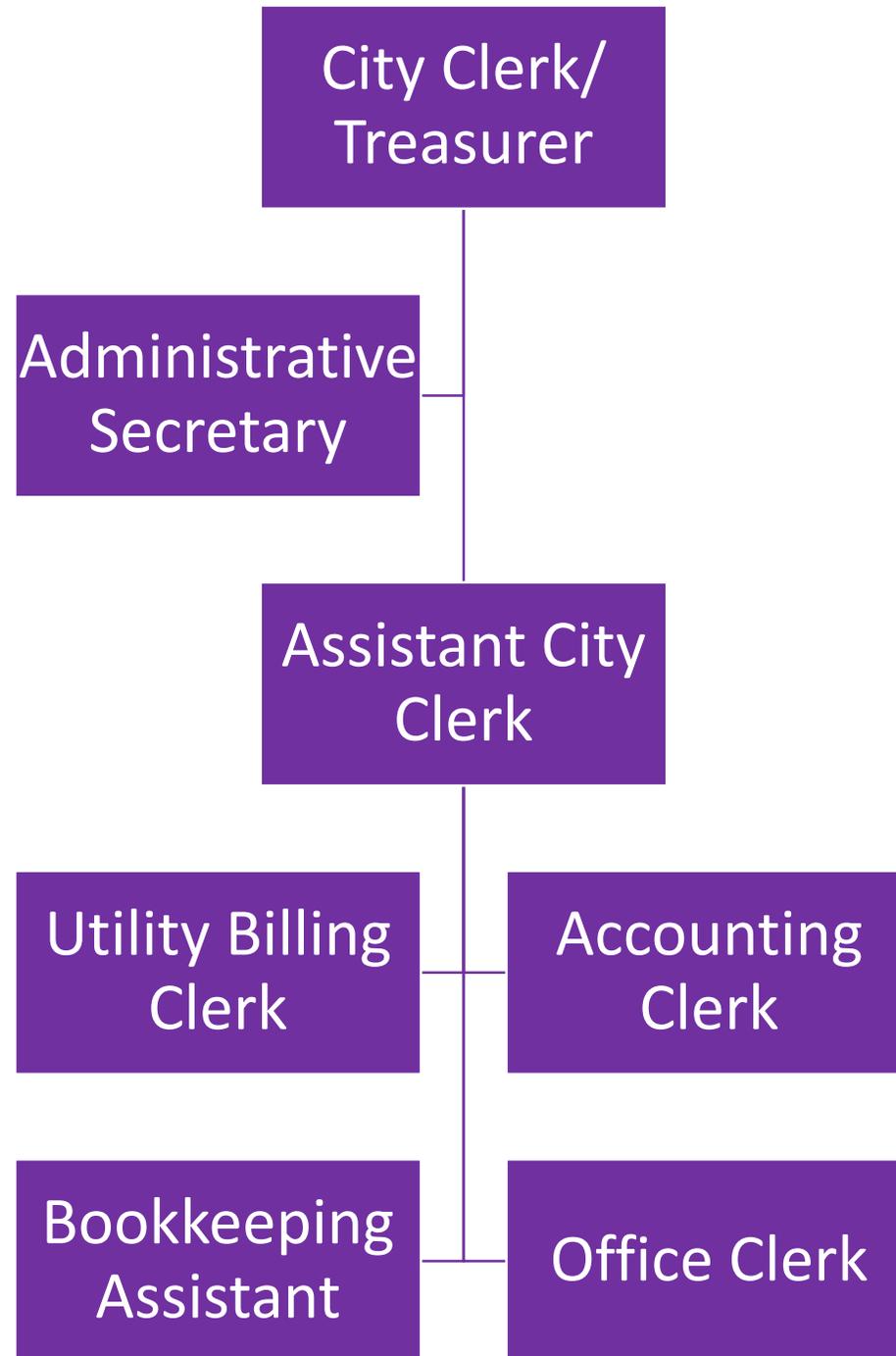
Personal Relations: Frequent contact with the general public, volunteers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. May have contact with bloodborne pathogens and human blood and fluids. Working in an office setting is the primary aspect of this position. Some evening and weekend work may be required.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

City Clerk Department Organizational Chart



CHIEF OF POLICE

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Chief Administrative Officer, the Chief of Police is an exempt position under FLSA which performs administrative duties. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This position is appointed by the Mayor, and the Chief must live within ~~fifteen~~thirty miles of City Hall. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Plans, organizes, and directs the daily activities of the Police Department;
- Maintains law and order and provides protection of life and property for the citizens of Haysville;
- Regulates traffic and protects pedestrian crossings;
- Maintains Police Department records;
- Confers with citizens and city officials on law enforcement problems;
- Assists in the development of municipal law enforcement policies, and analyzes operational and service demands;
- Prepares and administers the department budget;
- Supervises or prepares special studies for city officials as requested;
- Hires and supervises department personnel;
- Coordinates city law enforcement activities with those of other agencies;
- Develops and enforces department policies and procedures;
- Develops and enforces safety procedures and practices;
- Resolves citizen and personnel issues;
- Prepares and completes reports;
- Testifies in court.

MARGINAL FUNCTIONS

- Attends conferences;
- Serves as a member of specialized boards;
- Assists in quality analysis for the City of Haysville;
- Reviews Use of Force cases;
- Participates on oral boards for other departments;
- Apprehends and arrests law violators;
- Trains and evaluates department personnel;
- Establishes division priorities;
- Reassigns work assignments;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA. : **EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

CHIEF OF POLICE POSITION REQUIREMENTS

Experience: Ten or more years of law enforcement experience, with six or more years of progressive supervisory law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A four year college degree in Administration of Justice or a related field is required, a Master's degree is preferred (work experience may be substituted for education). Certification from the Kansas Law Enforcement Training Center is required. Must possess a valid Kansas Driver's License (or obtained within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of budgeting procedures, of all federal, state, and local laws and ordinances, computers, law enforcement techniques, law enforcement supervision, and mathematics is required. Must efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. Must interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions. Should possess excellent public relations, supervisory, organizational, and management skills, and oral and written communication skills in English. Must train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, citizen complaints, budget concerns, equipment malfunctions, city council concerns, and life threatening issues faced by officers and citizens.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing the annual budget, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Chief Administrative Officer, and exercises supervision over department personnel.

Financial Accountability: Responsible for department resources and equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Frequent contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews. Works holidays and weekends if required. Subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ANIMAL CONTROL OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of a Police Supervisor, the Animal Control Officer is a non-exempt position under FLSA. Responsible for answering incoming telephone calls, responding to complaints about animals, and investigating nuisance complaints. Required to reside within ~~a 30 minute~~ 30 miles response time to of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Picks up stray, injured, or deceased animals;
- Locates and impounds animals believed to have bitten humans or other animals;
- Drives vehicle patrolling streets;
- Issues summons for violations;
- Prepares and submits evidence in court supporting summons issued;
- Maintains animal shelter and equipment;
- Responds to Police Officer's radio calls;
- Contacts appropriate agencies for emergencies;
- Fields questions, concerns, and complaints from the general public;
- Investigates cases of cruelty to animals;
- Maintains files and records of animals;
- Investigates complaints of animal nuisances;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists Police Officers with traffic control;
- Checks defective equipment summons for repairs;
- Advises public of severe weather;
- Assists other city departments;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
**HAZARDOUS CHEMICALS
ADVERSE WEATHER**

**ANIMAL CONTROL OFFICER
POSITION REQUIREMENTS**

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of animal handling and maintenance, computers, and mathematics is required. Must operate trucks, mowers, hand tools, computers, printers, two-way radios and department equipment. Must understand and anticipate problems, perform physical labor, follow department policies, understand written instructions, maps, manuals, and reports. Should possess efficient public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, stray animals, and animal abuse cases.

Decision Making: Occasional independent decision making. Makes decisions about investigating animal nuisance complaints, issuing tickets and warnings, performing daily duties in the safest and most efficient manner. Decisions often made in a volatile situation.

Supervision: Works under direction of a police supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Exposure to bloodborne pathogens, hazardous chemicals, work in confined areas, and adverse weather conditions. Shift work expected. Subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and ~~taste or~~ smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safety operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

CAPTAIN

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Chief of Police, the Police Captain is a non-exempt position under FLSA which performs administrative duties. Responsible for supervising the daily activities of the department with emphasis on budgeting, purchasing, training, and equipment. Assumes command of the Police Department in the absence of the Chief of Police. Required to live within a 30 ~~minute~~miles response time ~~to~~of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Supervises the daily activities of the Police Department;
- Enforces all federal, state, and local criminal laws and ordinances;
- Reviews existing procedures, laws and ordinances for improvement and compliance;
- Performs planning and research;
- Responds to correspondence and citizen inquiries;
- Investigates complaints concerning the department;
- Oversees the purchase, operation, and maintenance of specialized equipment;
- Responds to major or sensitive incidents;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Supervises the response to emergencies;
- Prepares grants and monthly reports for grants;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Assists in the development and implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists in the preparation of media releases;
- Apprehends law violators;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	HAZARDOUS CHEMICALS EXPLOSIVES RADIATION ADVERSE WEATHER

CAPTAIN POSITION REQUIREMENTS

Experience: Minimum of eight years of law enforcement experience with four or more years of progressive supervisory law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of appointment.

Education: An associates degree in Criminal Justice or a related field is required, a four year degree is preferred (experience may be substituted for education). Requires certification from the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of budgeting procedures, of all federal, state, and local laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must analyze data, complete and check reports and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports and written instructions. Should possess excellent public relations, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues and citizen complaints, budget concerns, equipment malfunctions, city council concerns and life threatening issues faced by officers and citizens.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues, citizen complaints, preparing the annual budget, using force, including deadly force, making arrests, and performing daily duties in the safest and most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the Chief of Police, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. ~~Frequent contact with the governing body.~~

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to Bloodborne Pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews. Works holidays if required. Subject to call backs/call ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

COMMUNITY RESOURCE SPECIALIST

City of Haysville

Police Department

POSITION SUMMARY

Under the general supervision of the Community Resource Supervisor, the Community Resource Specialist is a non-exempt position under FLSA which performs communication and records duties for the City of Haysville. Answers incoming telephone calls, obtains necessary information, provides information in support of police and other city personnel, and maintains department records. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Answers incoming non-emergency calls and contacts appropriate personnel;
- Maintains department records, logs, and files;
- Prepares and mails NCIC validation letters;
- Performs computer and data entry duties;
- ~~Maintains department records, logs, and files;~~
- Transcribes criminal tape recordings;
- Disseminates records;
- Monitors severe weather conditions, disseminates weather watches, warnings and notifies appropriate personnel;
- Monitors Police Department and Haysville Public Works radios;
- Answers after hours, holiday and weekend calls for water, sewer and street departments and contacts appropriate personnel;
- Fields questions, concerns, and complaints from the general public;
- Perform Court Clerk duties as required;
- Handles money received for dog impounds, insurance companies, and attorneys for report copies;
- Operates NCIC / CJIS Systems;
- Performs clerical duties including typing, filing, and photocopying;
- Utilizes current system to notify on call personnel;
- Performs Notary Public duties;
- Testifies in court;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Perform record checks as required;
- Assemble cases listed on the court docket;
- Registers voters;
- Assists other city departments;
- Performs other duties as deemed necessary;

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

COMMUNITY RESOURCE SPECIALIST POSITION REQUIREMENTS

Experience: A minimum of one year experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ Must possess National Crime Information Center Full Access certification (or obtain within three months of employment). Must possess Notary Public certification (or obtain within three months of employment). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Working knowledge of local geography, computers, office procedures, department policies, and mathematics is required. Must operate computers, telephones, two-way radios, and other department equipment, and must know department codes, signals and acronyms. Must understand and anticipate problems, type with speed and accuracy, prepare reports, follow department policies and procedures, read and interpret written instructions, maps, reports, department logs, and instructional materials. Should remain calm in a crisis situation and possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, prioritizing workload and maintaining quality control.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the Community Resource Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: No adverse working conditions exist. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

COMMUNITY RESOURCE SUPERVISOR

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Investigations Lieutenant, the Community Resource Supervisor is a non-exempt position under FLSA. Supervising subordinate personnel and performing administrative duties are the primary responsibilities. Required to reside within ~~a 30 minute~~ miles response time to of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Assumes responsibility for, and supervises the daily operations of the Community Resource Unit;
- Serves as Records Custodian for the Police Department;
- Serves as Terminal Agency Coordinator (TAC) and acts as Local Agency Security Officer (LASO);
- Answers incoming telephone calls and obtains necessary information from callers;
- Fields questions, concerns, and complaints from the general public;
- Answers after hours, holiday and weekend calls for water, sewer and street departments and contacts appropriate personnel;
- Handles money received from insurance companies and attorneys for payment of report copies;
- Performs computer and data entry duties;
- Maintains department records, logs, and files;
- ~~Resolves employee conflicts;~~
- ~~Performs employee evaluations;~~
- Trains, supervises, and schedules subordinate personnel;
- Prepares reports and compiles statistics;
- Maintains department inventory and orders necessary supplies;
- Oversees the processing of criminal history checks for applications for employment, diversions, and city licenses;
- Testifies in court;
- Performs Notary Public duties;
- Follows department policies and procedures;
- Follows safety procedures and practices;

MARGINAL FUNCTIONS

- Responds to Community Resource Section during major incidents;
- Perform Court Clerk duties as required;
- ~~Prepares various reports for the Chief of Police;~~
- Serves as member on oral boards regarding hiring of department personnel;
- Researches information for civil and criminal cases;
- Ensures Community Resource equipment is repaired and maintained;
- Registers voters;
- Assists other city departments;
- Performs other duties as deemed necessary;

Classification Quick View

FLSA.:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	ELIGIBLE
OSHA:	
WORKING CONDITIONS:	

COMMUNITY RESOURCE SUPERVISOR POSITION REQUIREMENTS

Experience: Minimum of two years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment/promotion.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ A Technical degree or some college credit in a related field is preferred. Must possess Notary Public certification and National Crime Information Center certification (or obtain within 6 months of employment). Must possess knowledge of Uniform Crime Reporting and Incident Based Reporting. Must obtain necessary training as required by state standards to maintain certifications. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of computers, office procedures, and a working knowledge of department policies and mathematics is required. Must operate computers, telephones, two-way radios, and other department equipment. Must have a thorough understanding and ability to use computer software including word processors, spreadsheets, and databases to create reports and documents as directed. Must understand and anticipate problems, type with speed and accuracy, prepare reports, follow and enforce department policies and procedures, read and interpret written instructions, maps, reports, department logs, and instructional materials. Should remain calm in a crisis situation and possess excellent public relation, organizational, and supervisory skills, and oral and written communication skills in English. Must train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen complaints, personnel issues, prioritizing workload, and maintaining quality control

Decision Making: Frequent independent decision making. Makes decisions about resolving employee issues, supervising subordinate personnel, determining if records are confidential or public, resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: Works under direction of the Investigations Lieutenant. Exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and is required to be bonded. Does not participate in the annual budget process. Has authority to purchase necessary supplies and equipment.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, supervisory personnel. Limited contact with the governing body.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people. Works shifts and holidays when required. Subject to call-backs/call-ins.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

COURT CLERK

City of Haysville

~~Court~~Police Department

POSITION SUMMARY

Under the supervision of the ~~Municipal Court Judge~~Investigations Lieutenant, the Court Clerk is a non-exempt position under FLSA and performs office duties. The primary responsibilities of this position are all processes of the Municipal Court, including issuing complaints, warrants, subpoenas, and managing court cases. Administering oaths, filing and preserving all papers and docket cases is also expected. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Processes complaints, warrants, traffic tickets, and notices to appear;
- Prepares docket cases for trials and arraignments;
- Handles disposition of cases;
- Records permanent case records;
- Coordinates holding and processing trials;
- Processes diversion agreements, motions, sentencing and penalties;
- Processes appeals to District Court;
- Processes expungement and appointment of counsel for indigents;
- Tracks right to speedy trial;
- Handles fines and fees on court and traffic infractions;
- Processes infractions that fail to appear and fail to comply;
- Processes driving under the influence of alcohol or drugs;
- Manages docketing, accounting, reinstatement or suspension, and education and other fees;
- Coordinates amendment of court records;
- Processes reports to state agencies;
- Provides support for prosecutor, judge, and attorneys;
- Processes and racks defendants' jail time and court dates;
- Performs general clerical duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Processes subpoenas for court and diversion applications;
- Processes bonds -- cash and Bond Forfeiture/Bench Warrant;
- Assists the Probation Officer with scheduling of appointments and covers that position when necessary;
- Acts as Bailiff;
- Certifies court records at municipal level to District Court;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**COURT CLERK
POSITION REQUIREMENTS**

Experience: Two to four years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ A technical degree or some college credit in a related field is preferred. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of municipal court laws, record keeping, legal terms, computers, word processing, clerical skills, and mathematics is required. Must operate computers, typewriters, printers, photocopiers, calculators, and other office equipment. Must type with speed and accuracy, complete tasks in the presence of distractions, prepare reports, and interpret written instructions, reports, files, and documents. Should possess excellent public relation, clerical, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with citizen complaints, interpreting laws, and scheduling court dates.

Decision Making: Occasional independent decision making. Makes decisions about providing citizen assistance, scheduling court dates, and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under direction of the ~~Municipal Court Judge~~Investigations Lieutenant. Frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department resources and is required to be bonded. Does participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate and supervisory personnel, and occasional contact with the governing body. Deals with the general public including those who are angry and upset.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect. Deals with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

LIEUTENANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Captain, the Police Lieutenant is a non-exempt position under FLSA. The primary goal of this position is to assist with the enforcement of all federal, state, and local criminal laws and ordinances by supervising subordinate personnel, preparing detail assignments, and reviewing reports. This is a tested position. Required to reside within ~~a 30 minute~~ miles response time to of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Supervises, trains, evaluates, and disciplines subordinate personnel;
- Assigned as section commanders;
- Prepares work schedules, reviews work assignments and completion;
- Supervises major investigations;
- Answers and directs incoming telephone calls;
- Investigates crime scenes, seizes and preserves evidence;
- Assists ambulance crew members;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Reviews reports;
- Prepares, completes, and maintains department records and reports;
- Investigates citizen complaints;
- Assumes command of the Police Department in the absence of both the Chief of Police and the Police Captain;
- Conducts background investigations on police applicants;
- Responds to major or sensitive incidents;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the implementation of city projects;
- Assists other law enforcement agencies;
- Serves as a field officer;
- Assists other city departments;
- Apprehends and arrests violators of the law;
- Creates section schedules, maintaining adequate staffing;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

LIEUTENANT POSITION REQUIREMENTS

Experience: Minimum of six years of law enforcement experience, with a minimum of two years supervisory law enforcement experience, is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of promotion.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ An Associate's Degree in Criminal Justice or related field is preferred. Requires certification by the Kansas Law Enforcement Training Center. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification. Requires training in investigative techniques and interviewing skills.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must analyze data, complete and check reports and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports and written instructions. Should possess excellent public relations, supervisory, and organizational skills, and oral and written communication skills in English. Must train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with citizen complaints, investigating crime scenes, and personnel issues.

Decision Making: Frequent independent decision making. Makes decisions about prioritizing assignments, resolving personnel issues, citizen complaints, using force, including deadly force, making arrests, and investigating crimes and accidents. Decisions often made in volatile situations.

Supervision: Works under direction of the Police Captain, and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MASTER POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of a police supervisor, the Master Police Officer is a non-exempt position under FLSA. Provides citizen assistance, and enforces all federal, state, and local criminal laws. Investigating crime scenes, interviewing possible suspects, seizing evidence from crime scenes, and presenting cases to the District Attorney's office for prosecution are the primary responsibilities, along with all police officer duties. This is a tested position. Required to reside within ~~a 30 minute~~ miles response time to of the Haysville Police Department. Performs occasional supervision. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Investigates crimes and accidents, and gathers evidence;
- Operates law enforcement equipment including patrol vehicles, firearms, and communications equipment;
- Interviews witnesses, suspects, and victims;
- Testifies in court;
- Prepares case affidavits for prosecution;
- Takes evidence to labs for testing;
- Performs routine patrol duties and prepares reports and files;
- Performs investigative duties depending on assignment;
- Makes arrests and issues traffic citations;
- Responds to emergency situations;
- Transports and ensures security of prisoners;
- Trains new officers;
- Serves as a field officer;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

MASTER POLICE OFFICER POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of promotion.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ Certification from the Kansas Law Enforcement Training Center required. Must possess a valid Kansas Driver's License. Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, computers, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, photography equipment, recording equipment, and other law enforcement equipment. Must be able to administer CPR. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relations and organizational skills, and oral and written communication skills in English. Ability to train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with criminal investigations, citizen complaints, and equipment malfunctions.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in a volatile situation.

Supervision: Works under direction of a police supervisor, and exercises occasional supervision over subordinate personnel.

Financial Accountability: Responsible for department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE OFFICER

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of police supervisors, the Police Officer is a non-exempt position under FLSA which protects and serves the citizens of Haysville. Provides citizen assistance, enforces all federal, state, and local criminal laws, and performs patrol duties. Making arrests, issuing traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. Required to reside within ~~a 30 minute~~miles response time to of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Performs routine patrol duties and prepares reports and files;
- Investigates crimes and accidents and gathers evidence;
- Provides citizen assistance and assists ambulance crews;
- Responds to emergency situations;
- Operates law enforcement equipment including patrol vehicles, firearms and communications equipment;
- Performs building security checks;
- Interviews witnesses, suspects, and victims;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Testifies in court;
- Conducts safety programs for the public;
- Performs traffic control duties;
- Serves as a field officer;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
**HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER**

POLICE OFFICER POSITION REQUIREMENTS

Experience: A minimum of six months of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ Requires certification from the Kansas Law Enforcement Training Center within one year of employment. Must possess a valid Kansas Driver's License required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of all federal, state, and local criminal laws and ordinances, CPR, first aid, law enforcement techniques, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation skills, and oral and written communication skills in English. Ability to train personnel. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with domestic violence, citizen complaints, traffic violations, and criminal investigations.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions often made in volatile situations.

Supervision: Works under direction of a police supervisor, but does not have supervisory responsibilities over subordinate personnel.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, and supervisory personnel. Very limited contact with the Governing Body.

Working Conditions: Works in conditions that include exposure to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SERGEANT

City of Haysville

Police Department

POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Police Sergeant is a non-exempt position under FLSA which performs supervisory duties and patrol duties. Responsible for investigating crimes, preparing daily detail assignments, and reviewing reports. Performing patrol duties and providing citizen assistance are expected. This is a tested position. Required to reside within a 30 ~~minute~~miles response time to of the Haysville Police Department. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must be available to work any shift.

ESSENTIAL FUNCTIONS

- Enforces all federal, state, and local criminal laws and ordinances;
- Protects the life and property of the citizens of Haysville;
- Makes arrests and issues traffic citations;
- Assigned as watch commanders;
- Performs patrol and traffic control duties;
- Performs investigative duties and supervision as assigned;
- Prepares and reviews reports and files;
- Investigates crimes and accidents, performs follow-up investigations, and gathers evidence;
- Supervises and evaluates subordinate personnel;
- Assists ambulance crews;
- Serves as a field officer;
- Responds to emergency situations and provides citizen assistance;
- Interviews witnesses, suspects, and victims;
- Operates, inspects, and maintains department equipment;
- Assists with training subordinate personnel;
- Testifies in court;
- Conducts safety programs for the public;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Provides security during various events;
- Assists other law enforcement agencies;
- ~~Serves as a field officer;~~
- Assists other city departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
EXPLOSIVES
RADIATION
ADVERSE WEATHER

POLICE SERGEANT POSITION REQUIREMENTS

Experience: Minimum of four years of law enforcement experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of promotion.

Education: A high school diploma, certified transcript, or GED is required. ~~A certified transcript will be accepted in lieu of a diploma.~~ A technical degree or some college credit in Criminal Justice is preferred. Requires certification from the Kansas Law Enforcement Training Center. Must obtain necessary training as required by state standards to maintain certification. Must possess a valid Kansas Driver's License.

Technical Skills: Thorough knowledge of all federal, state, and local laws and ordinances, CPR, law enforcement techniques, criminal investigations, and mathematics is required. Must efficiently operate firearms, patrol vehicles, computers, two-way radios, radar equipment, breath analysis equipment, and other law enforcement equipment. Must concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, read and interpret maps, manuals, legal documents, reports, and written instructions. Should possess excellent public relation and organizational skills, and oral and written communications skills in English. Must possess the ability to train new police officers. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with personnel issues, domestic violence, citizen complaints, and criminal investigations.

Decision Making: Frequent independent decision making. Makes decisions about using force, including deadly force, making arrests, investigating crimes and accidents, and performing daily duties in the safest and most efficient manner. Decisions that are made are often in volatile situations.

Supervision: Works under direction of- the Police Lieutenant or other higher ranking supervisor and exercises frequent supervision over subordinate personnel.

Financial Accountability: Responsible for the safe operation of department equipment and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, subordinate personnel, and supervisory personnel. Limited contact with the governing body.

Working Conditions: Works in conditions that include exposures to hazardous materials, explosives, radiation, heights, excessive noise, and adverse weather conditions. Deals with the general public including those who are combative, excited, injured, upset or angry. Contains an element of risk of personal injury. Exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence and assisting ambulance crews. Works shifts and holidays, subject to call-backs/call-ins.

Physical Requirements: Required to sit and talk or hear. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARK WORKER-I

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-I is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Assists with cutting and trimming brush and trees;
- ~~Cuts and trims brush and trees;~~
- Cleans and removes trash and debris from city owned property;
- Cleans and maintains park facilities;
- Operates department equipment including trucks, push mowers, and hand tools;
- Performs painting duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of baseballsports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
ADVERSE WEATHER
MANUAL LABOR

***PARK WORKER-I
POSITION REQUIREMENTS***

Experience: Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must operate push mowers, hand tools, power tools, weed eaters, trucks, and other department equipment. Must judge distances accurately, maintain department equipment, follow department policies, and read and interpret written instructions, maps, and manuals. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Very limited independent problem solving. Encounters problems with equipment malfunctions.

Decision Making: Very limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Park Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for the safe operation of department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARK WORKER-II

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-II is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees;
- Operates tractors with attachments;
- Drives trucks and proficiently backs up trailers;
- Inspects, maintains, and repairs department equipment;
- Tests, trouble shoots, programs controllers, and repairs irrigation systems;
- Operates chain saws and chipping machine;
- Performs basic plumbing duties;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Prepares ~~baseball~~sports fields;
- Assists with snow removal and ice control;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
**HAZARDOUS CHEMICALS
ADVERSE WEATHER
MANUAL LABOR**

PARK WORKER-II
POSITION REQUIREMENTS

Experience: Three to four years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Thorough knowledge of equipment maintenance and repairs, safety procedures, mechanics, and a working knowledge of mathematics is required. Must operate trucks and other department equipment. Must understand and anticipate problems, enforce department safety policies and procedures, interpret written instructions, maps, schematics, diagrams, reports, and manuals. Must have thorough knowledge of chemical pesticides, mixing and application practices, types of turf and weeds. Should possess a strong mechanical aptitude, excellent public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving. Encounters problems with equipment malfunctions, project difficulties, and adverse weather.

Decision Making: Occasional independent decision making. Makes decisions about prioritizing assignments, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction of the Park Supervisor. Has limited supervisory responsibilities.

Financial Accountability: Responsible for the safe operation of department equipment. Does not participate in the annual budget process.

Personal Relations: Occasional contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARK WORKER-III

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-III is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees including stump grind;
- Assists in preparation of facilities and grounds for special events, rentals, and festivals;
- Cleans and maintains park facilities;
- Operates department equipment and tractors with attachments;
- Inspects, maintains, and repairs department equipment;
- Tests, trouble shoots, programs controllers, and repairs irrigation systems;
- Performs basic plumbing and mechanical repairs on park infrastructure;
- Maintains sports turf within guidelines of sports turf management;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of sports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
**HAZARDOUS CHEMICALS
ADVERSE WEATHER
MANUAL LABOR**

***PARK WORKER-III
POSITION REQUIREMENTS***

Experience: Three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment).

Technical Skills: Must have thorough knowledge of equipment maintenance and repairs. Must understand and anticipate problems, judge distances accurately, follow department policies, and read and interpret written instructions, maps, and manuals. Must have knowledge of operation and repairing of irrigations systems. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Requires extensive problem solving skills in the operation of maintenance of park facilities, grounds, and equipment.

Decision Making: Very limited independent decision making. Makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Park Superintendent. Has no supervisory responsibilities.

Financial Accountability: Responsible for the safe operation of department equipment. Does not participate in the annual budget process.

Personal Relations: Continual contact with other city departments. Fields questions from the general public. Ability to establish tactful and effective working relationships with peers, superintendents and the public. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARK WORKER-IV

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Park Worker-IV is a non-exempt position under FLSA. Assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Performs mowing duties;
- Cuts and trims brush and trees including operate stump grinder;
- Cleans and removes trash and debris from city owned property;
- Performs facility and grounds maintenance on city park property;
- Operates department equipment and tractors with attachments;
- Inspects, maintains and repairs department equipment;
- Tests troubleshoots, programs controllers, and repairs irrigation systems;
- Performs basic plumbing and mechanical repairs on park infrastructure;
- Maintain sports turf/fields within guidelines of sports turf management;
- Supervises and coordinates park staff in the performance of the above mentioned duties at the direction of the Parks Superintendent;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with preparation of sports fields;
- Assists with snow removal and ice removal;
- Assists other departments;
- Performs other duties as deemed necessary.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
HAZARDOUS CHEMICALS
ADVERSE WEATHER
MANUAL LABOR

PARK WORKER-IV
POSITION REQUIREMENTS

Experience: Four or more years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must possess a Commercial Pesticide applicator certification.

Technical Skills: Must have thorough knowledge of equipment maintenance and repairs. Must understand and anticipate problems, judge distances accurately, follow department policies, and read and interpret written instructions, maps, and manuals. Must have thorough knowledge of chemical pesticides, mixing and application practices. Must have thorough knowledge of types of turf and weeds. Should possess effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Frequent independent problem solving. Encounters problems with equipment malfunctions, project difficulties, and adverse weather.

Decision Making: Frequent decision making.

Supervision: Works under direction of the Park Supervisor. Exercises supervisory responsibilities at the discretion of the Parks Superintendent.

Financial Accountability: Responsible for the safe operation of department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, excessive noise, heights, and adverse weather.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-I

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Superintendent, the Wastewater Operator-I is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- ~~All functions of a Wastewater Trainee Operator;~~
- ~~Generate locate requests with Kansas One Call for both the sanitary and storm sewers;~~
- ~~Operate Public Works Equipment such as skid steer, sand spreader, loader, or backhoe with the required training;~~
- Inspects daily wastewater treatment plant process and equipment and reports any abnormal condition including SCADA alarms;
- Takes sludge samples and sludge depth samples and adjusts return activated sludge rates as directed;
- Inspects lift stations daily and reports any abnormal conditions;
- Cleans storm sewer catch basins and drainage system;
- Assists in process equipment repair;
- Inspects wastewater, City Hall and Police Station generators and reports any abnormal conditions;
- Cleans the process equipment, tanks, vessels, and buildings;
- Works scheduled weekend duty and on call status as the first responder for the wastewater department and assists other departments with any emergencies as may be required while on call;
- Completes all daily treatment plant logs and reports;
- Performs simple tests, Dissolved Oxygen, Secki Disc, Sludge Judge, and chlorine test;
- Locks out/tags out pumps as required for cleaning impellers;
- Performs routine and emergency maintenance of the collection system;
- Hauls and applies sludge;
- ~~Operates tractor to disc and drill wheat;~~
- Responsible for maintaining assigned equipment, complete work orders for any repairs of such equipment;
- Alternates pumps, makes minor process changes as directed;
- Inspect and set up confined space safety equipment for entry;
- Check gas monitor for operation;
- Complete an incident report to KDHE for the collection system spillage;
- Limited supervision in areas trained in;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
 - Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

CONFINED SPACES
WORKING CONDITIONS:

**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WASTEWATER OPERATOR - I POSITION REQUIREMENTS

Experience: ~~At least 18 months of wastewater treatment operation or related experience is required.~~ Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Class I Wastewater Operator License (or obtain within 18 months of employment). Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate ~~dump trucks, backhoes, loaders,~~ sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Limited independent decision making. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Sewer Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-II

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Superintendent, the Wastewater Operator-II is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Operator I;
- Take soil samples to be analyzed;
- Calibrate pH meter and take samples, complete all sampling forms for the pH analysis;
- Perform a settleometer test the mix liquor;
- Set sludge wasting rates in accordance with available digester free volume space;
- Calibrate and check gas monitors;
- Serve as entry supervisor for confined space entry;
- Remove and reinstall a pump in a wet well;
- Lock out/tag out pumps, generators, pumps, compressors, UV modules, electric motors etc. for repairs;
- Routine maintenance as directed;
- Keep inventory over assigned material and supplies;
- Assists in cross training of current employees;
- Limited supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists in the repair of water leaks and installation of new lines;
- Locates manholes and sewer lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
BLOODBORNE PATHOGENS

CONFINED SPACES
WORKING CONDITIONS:

**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WASTEWATER OPERATOR - II POSITION REQUIREMENTS

Experience: At least 18 months of wastewater treatment operation or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Class II Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate ~~dump trucks, backhoes, loaders,~~ sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Limited independent decision making. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Sewer Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays, weekends, *and nights* if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-III

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Superintendent, the Wastewater Operator-III is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Operator II;
- Routine maintenance of the process equipment;
- Predictive maintenance of process equipment;
- Able to visually observe sludge quality of the Bio-Basin and Clarifiers;
- Adjust aeration rates as needed from daily reports;
- Set up emergency bypass around lift stations;
- Work with contractors as assigned;
- Evaluates the collection system for repair and scheduled maintenance;
- Complete an incident report to KDHE over plant or the collection system incidents;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-III POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Requires a minimum of a Class III Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate ~~dump trucks, backhoes, loaders,~~ sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WASTEWATER OPERATOR-IV

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Wastewater Superintendent, the Wastewater Operator-IV is a non-exempt position under FLSA. This position is responsible for monitoring and maintaining department equipment, and maintaining safety. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- All functions of a Wastewater Laboratory Technician;
- Responsible for training of new employees in all wastewater procedures;
- Schedules and insures equipment maintenance is performed as required;
- Completes 503 Sludge reports;
- Assists other departments with the storm water annual report;
- Schedules sludge hauling and testing;
- Coordinates the collection system operations with the plant operations;
- Responsible for keeping a supply inventory current, and ordering supplies as required;
- Supervision in areas trained in, over subordinate operators;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Locates manholes and sewer lines;
- Assists in the repair of water leaks and installation of new lines;
- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS
CONFINED SPACES

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

WASTEWATER OPERATOR-IV POSITION REQUIREMENTS

Experience: At least three years of wastewater treatment operation experience or related field is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Requires a minimum of a Class IV Wastewater Operator License. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. Must operate ~~dump trucks, backhoes, loaders,~~ sewer jet truck, vac trailer, tractors, hand tools, diagnostic equipment, pumps, generators, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, and manuals. Should possess a strong mechanical aptitude, and effective public relation skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Occasional independent problem solving is a factor. Encounters problems with equipment malfunctions, water and gas leaks, and power failures.

Decision Making: Occasional independent decision making is a factor. Makes decisions about performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction the Wastewater Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, work in confined areas, and adverse weather. Works holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to ~~60~~100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER OPERATOR-I

City of Haysville

Public Works Department

POSITION SUMMARY

Under the supervision of the Water Superintendent, the Water Operator-I is a non-exempt position under FLSA. The position assists with providing clean and potable drinking water to the citizens of Haysville, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

ESSENTIAL FUNCTIONS

- Responsible for turning water on and off at the meter;
- Maintains safe drinking water for the citizens of Haysville;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for state and city testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Maintains water logs;
- Assists with renewing and installing city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services;
- Maintains chlorine readings and levels at the swimming pool;
- Locates services and water lines;
- Reads water meters;
- Discriminates between normal and abnormal operating conditions;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary;
- Performs basic plumbing;
- Cross-Trained in wastewater.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

HAZARDOUS CHEMICALS

MANUAL LABOR

BLOODBORNE PATHOGENS

ASBESTOS

**WATER OPERATOR-I
POSITION REQUIREMENTS**

Experience: ~~At least one year of water treatment operation or related experience.~~ Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class I Water Certificate is required (or obtain within 18 months of employment). A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City.

Problem Solving: Limited independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Limited independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under direction of the Water Supervisor. Has no supervisory responsibilities.

Financial Accountability: Responsible for department equipment. Does not participate in the annual budget process.

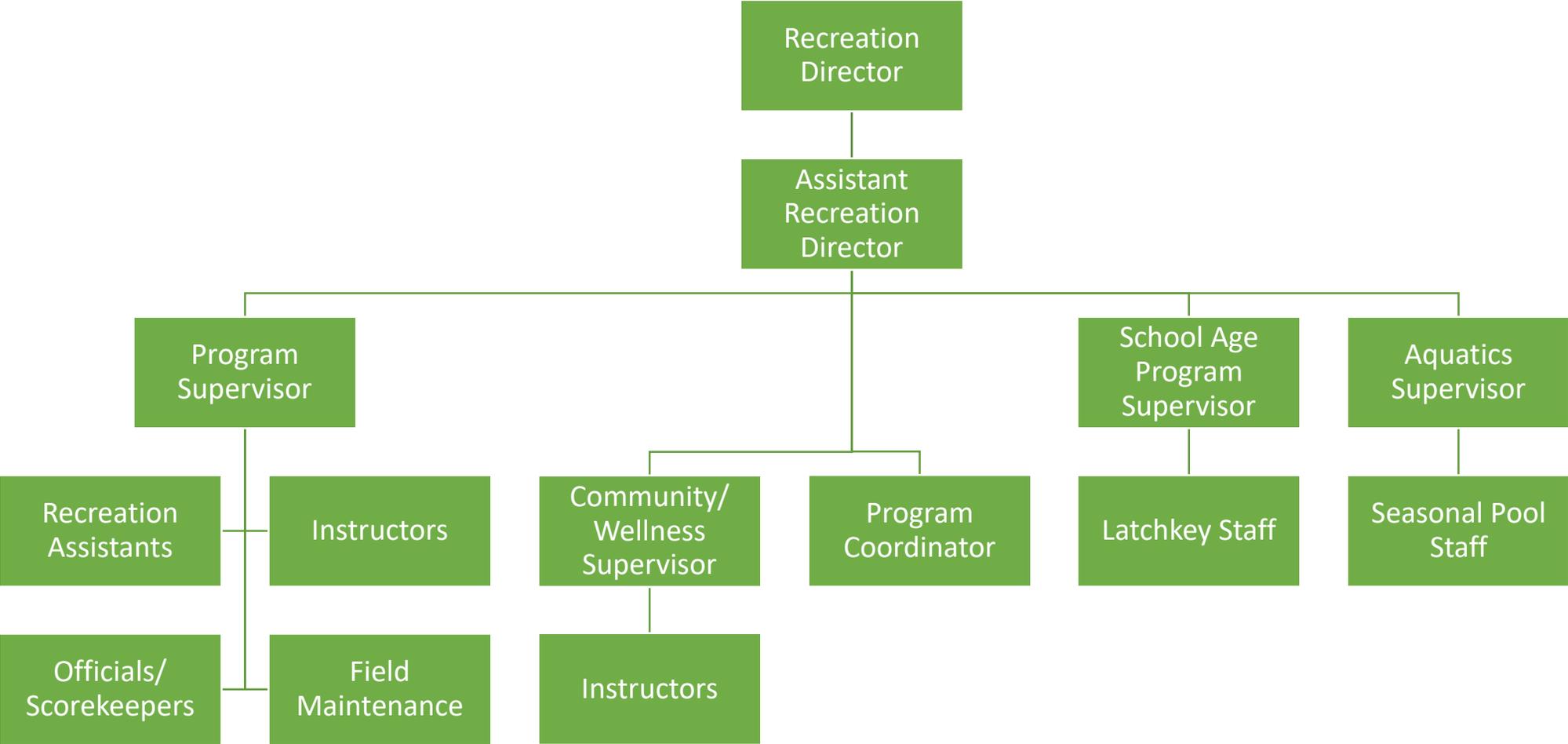
Personal Relations: Limited contact with the general public. Frequent contact with co-workers, and supervisory personnel. Very limited contact with the governing body.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works after hours, holidays and weekends if required, subject to call-backs/call-ins.

Physical Requirements: ~~Occasionally~~Regularly required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 60/100 pounds ~~and occasionally move up to 250 pounds~~. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Recreation Department Organizational Chart



RECREATION ASSISTANT-I

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Community/Wellness Program Supervisor and the Assistant Recreation Director, the Recreation Assistant-I is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising and coordinating the use of the Activity Center on a given shift. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Works less than 1,000 hours a year.

ESSENTIAL FUNCTIONS

- Assists recreation staff with daily tasks;
- Assists recreation staff in running programs and special events;
- Assists with program enrollment;
- Answers phones and assists citizens with information;
- Supervises the Activity Center and its participants;
- Administers first aid to injured patrons (calls 911 if deemed necessary);
- Supervises community service people;
- Enters information into database;
- Performs cleaning duties as assigned;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
ADVERSE WEATHER

***RECREATION ASSISTANT-I
POSITION REQUIREMENTS***

Experience: Minimum of three to six months of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be 18 years of age.

Technical Skills: Thorough knowledge of customer service and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED and First Aid Certification is required (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns.

Decision Making: Frequent independent decision making regarding performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the [Community/WellnessProgram](#) Supervisor, [Assistant Recreation Director, and Recreation Assistant-II](#).

Financial Accountability: Responsible for department and city equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public and co-workers. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

RECREATION ASSISTANT-II

City of Haysville

Recreation Department

POSITION SUMMARY

Under the general supervision of the Community/WellnessProgram Supervisor and the Assistant Recreation Director, the Recreation Assistant-II is a non-exempt position under FLSA which performs a variety of duties. Responsible for supervising and coordinating the use of the Activity Center on a given shift. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Position will serve as more of a leadership/supervisory role than Recreation Assistant-I. Works 1,000 hours or more per year.

ESSENTIAL FUNCTIONS

- Assists recreation staff with daily tasks;
- Assists recreation staff with office duties (membership files, supply orders, etc.);
- Assists recreation staff in runningsupervising programs and special events;
- Assists with program enrollment;
- Answers phones and assists citizens with information;
- Supervises the Activity Center and its participants;
- Administers discounts only with supervisor approval;
- Administers first aid to injured patrons (calls 911 if deemed necessary);
- Supervises community service people;
- Assists in training Recreation Assistant-I;
- Enters information into database;
- Performs cleaning duties as assigned;
- Follows safety procedures and practices;
- Follows department policies and procedures.

MARGINAL FUNCTIONS

- Assists other departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
BLOODBORNE PATHOGENS

WORKING CONDITIONS:
ADVERSE WEATHER

***RECREATION ASSISTANT-II
POSITION REQUIREMENTS***

Experience: Minimum of ~~three to six months~~ two to three years of similar or related experience. Expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: High school diploma or GED. A certified transcript will be accepted in lieu of a diploma. Must possess a valid Kansas Driver's License (or obtain within 30 days of employment). Must be 18 years of age.

Technical Skills: Thorough knowledge of customer service and mathematics is required. Must operate computers and basic office equipment (calculator, copier, telephone, fax machine). Must prepare reports, budgets, interpret data, understand and anticipate problems, and read and interpret budget documents, reports, and other written instructions. Should possess excellent public relation and organizational skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. CPR/AED and First Aid Certification is required (or obtain within 30 days of employment).

Problem Solving: Frequent independent problem solving. Encounters problems with citizen concerns.

Decision Making: Frequent independent decision making regarding performing daily duties in the most efficient manner.

Supervision: Works with occasional supervision from the Community/Wellness Program Supervisor and Assistant Recreation Director.

Financial Accountability: Responsible for department and city equipment. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public and co-workers. Limited contact with the governing body.

Working Conditions: Some adverse working conditions exist. Exposure to adverse weather. May have contact with bloodborne pathogens, human blood and fluids. Deals with the general public including angry and upset people. May work shifts, holidays, weekends, and unconventional hours.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Pay Chart - 2019 Personnel Manual Revision		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Job Title		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	General Maintenance Worker	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16
2	Recreation Assistant I	11.35	11.69	12.04	12.40	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.70	16.17	16.66	17.16
3	Park Worker I	12.35	12.72	13.10	13.49	13.89	14.31	14.74	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67
4	Recreation Assistant II	12.35	12.72	13.10	13.49	13.89	14.31	14.74	15.18	15.64	16.11	16.59	17.09	17.60	18.13	18.67
5	Office Clerk	13.35	13.75	14.16	14.58	15.02	15.47	15.93	16.41	16.90	17.41	17.93	18.47	19.02	19.59	20.18
6	Assistant Court Clerk	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28	18.83	19.39	19.97	20.57
7	Bookkeeping Assistant	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96
8	Community Resource Specialist	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96
9	Park Worker II	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.74	18.27	18.82	19.38	19.96	20.56	21.18
10	Animal Control Officer	14.10	14.52	14.96	15.41	15.87	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34
11	Skilled Laborer	14.35	14.78	15.22	15.68	16.15	16.63	17.13	17.64	18.17	18.72	19.28	19.86	20.46	21.07	21.70
12	Mechanic's Assistant	14.60	15.04	15.49	15.95	16.43	16.92	17.43	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07
13	Water Operator I	14.60	15.04	15.49	15.95	16.43	16.92	17.43	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07
14	Administrative Secretary	15.10	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54	22.19	22.86
15	Wastewater Operator I	15.10	15.55	16.02	16.50	17.00	17.51	18.04	18.58	19.14	19.71	20.30	20.91	21.54	22.19	22.86
16	Park Worker III	15.60	16.07	16.55	17.05	17.56	18.09	18.63	19.19	19.77	20.36	20.97	21.60	22.25	22.92	23.61
17	Utility Billing Clerk	15.85	16.33	16.82	17.32	17.84	18.38	18.93	19.50	20.09	20.69	21.31	21.95	22.61	23.29	23.99
18	Water Operator II	15.85	16.33	16.82	17.32	17.84	18.38	18.93	19.50	20.09	20.69	21.31	21.95	22.61	23.29	23.99
19	Accounting Clerk	16.10	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63	22.28	22.95	23.64	24.35
20	Wastewater Operator II	16.20	16.69	17.19	17.71	18.24	18.79	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50
21	Heavy Equipment Operator	16.35	16.84	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74
22	Aquatics Supervisor	16.85	17.36	17.88	18.42	18.97	19.54	20.13	20.73	21.35	21.99	22.65	23.33	24.03	24.75	25.49
23	Water Operator III	17.10	17.61	18.14	18.68	19.24	19.82	20.41	21.02	21.65	22.30	22.97	23.66	24.37	25.10	25.85
24	Public Works Coordinator	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48	26.24
25	Wastewater Operator III	17.35	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32	24.02	24.74	25.48	26.24
26	Police Officer	17.60	18.13	18.67	19.23	19.81	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09	25.84	26.62
27	Mechanic	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01
28	Electrician/Maintenance Technician	18.00	18.54	19.10	19.67	20.26	20.87	21.50	22.15	22.81	23.49	24.19	24.92	25.67	26.44	27.23
29	Multimedia Specialist	18.10	18.64	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38
30	Court Clerk	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
31	Park Worker IV	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
32	Community Resource Supervisor	18.15	18.69	19.25	19.83	20.42	21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.64	27.44
33	Water Operator IV	18.25	18.80	19.36	19.94	20.54	21.16	21.79	22.44	23.11	23.80	24.51	25.25	26.01	26.79	27.59
34	Program Coordinator	18.30	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71
35	Senior Center Director	18.35	18.90	19.47	20.05	20.65	21.27	21.91	22.57	23.25	23.95	24.67	25.41	26.17	26.96	27.77
36	Wastewater Laboratory Technician	18.75	19.31	19.89	20.49	21.10	21.73	22.38	23.05	23.74	24.45	25.18	25.94	26.72	27.52	28.35
37	School Age Program Supervisor	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71	28.54
38	Community/Wellness Supervisor	18.85	19.42	20.00	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71	28.54
39	Wastewater Operator IV	19.15	19.72	20.31	20.92	21.55	22.20	22.87	23.56	24.27	25.00	25.75	26.52	27.32	28.14	28.98
40	City Inspector/Code Enforcement Officer	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38	28.20	29.05
41	Master Police Officer	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62	24.33	25.06	25.81	26.58	27.38	28.20	29.05
42	Planning & Zoning Administrator	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50	25.24	26.00	26.78	27.58	28.41	29.26
43	Program Supervisor	19.35	19.93	20.53	21.15	21.78	22.43	23.10	23.79	24.50	25.24	26.00	26.78	27.58	28.41	29.26
44	Community Relations Director	19.85	20.45	21.06	21.69	22.34	23.01	23.70	24.41	25.14	25.89	26.67	27.47	28.29	29.14	30.01
45	Park Superintendent	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	27.82	28.65	29.51	30.40
46	Master Electrician	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
47	Street Superintendent	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
48	Water Superintendent	20.35	20.96	21.59	22.24	22.91	23.60	24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80
49	Sergeant	20.60	21.22	21.86	22.52	23.20	23.90	24.62	25.36	26.12	26.90	27.71	28.54	29.40	30.28	31.19
50	Wastewater Superintendent	20.85	21.48	22.12	22.78	23.46	24.16	24.88	25.63	26.40	27.19	28.01	28.85	29.72	30.61	31.53
51	Assistant City Clerk	21.35	21.99	22.65	23.33	24.03	24.75	25.49	26.25	27.04	27.85	28.69	29.55	30.44	31.35	32.29
52	System Administrator	22.35	23.02	23.71	24.42	25.15	25.90	26.68	27.48	28.30	29.15	30.02	30.92	31.85	32.81	33.79
53	Lieutenant	22.85	23.54	24.25	24.98	25.73	26.50	27.30	28.12	28.96	29.83	30.72	31.64	32.59	33.57	34.58
54	Assistant Recreation Director	24.10	24.82	25.56	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38	33.35	34.35	35.38	36.44
55	Assistant Public Works Director	24.10	24.82	25.56	26.33	27.12	27.93	28.77	29.63	30.52	31.44	32.38	33.35	34.35	35.38	36.44
56	Captain	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13	37.21
57	Economic Development Director	24.85	25.60	26.37	27.16	27.97	28.81	29.67	30.56	31.48	32.42	33.39	34.39	35.42	36.48	37.57
58	City Engineer	26.35	27.14	27.95	28.79	29.65	30.54	31.46	32.40	33.37	34.37	35.40	36.46	37.55	38.68	39.84
59	City Clerk/Treasurer	28.35	29.20	30.08	30.98	31.91	32.87	33.86	34.88	35.93	37.01	38.12	39.26	40.44	41.65	42.90
60	Recreation Director	29.35	30.23	31.14	32.07	33.03	34.02	35.04	36.09	37.17	38.29	39.44	40.62	41.84	43.10	44.39
61	Chief of Police	29.85	30.75	31.67	32.62	33.60	34.61	35.65	36.72	37.82	38.95	40.12	41.32	42.56	43.84	45.16
62	Deputy Administrative Officer	30.35	31.26	32.20	33.17	34.17	35.20	36.26	37.35	38.47	39.62	40.81	42.03	43.29	44.59	45.93
63	Public Works Director	30.85	31.78	32.73	33.71	34.72	35.76	36.83	37.93	39.07	40.24	41.45	42.69	43.97	45.29	46.65
64	Chief Administrative Officer	32.10	33.06	34.05	35.07	36.12	37.20	38.32	39.47	40.65	41.87	43.13	44.42	45.75	47.12	48.53

Return
To
Agenda



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 523 SARAH LANE/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5922 (316) 529-5923 - FAX

TO: The Honorable Bruce Armstrong
City Council Members

FROM: Georgie Carter, Recreation Director

SUBJECT: Haysville Swim Club Agreement

DATE: March 29, 2019

Attached is the contract agreement between the City of Haysville and the Haysville Swim Club (HSC) for use of the Dewey Gunzelman Memorial Swimming Pool for the 2019 summer. Changes are highlighted in red for reference.

This is before you for your approval pending that both the proof of insurance and the coaching certificates are provided by the Swim Club. Please contact me if you have any questions.



CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 523 SARAH LANE
HAYSVILLE, KANSAS 67060 - (316) 529-5922 (316) 529-5923 - FAX

AGREEMENT

This Agreement is made and entered into as of this _____ day of _____, 2019 by and between the **City of Haysville, Kansas (City)**, and the **Haysville Swim Club (HSC)**.

WHEREAS, The **City** owns and operates a Swimming Pool Facility commonly known as Dewey Gunzelman Memorial Swimming Pool, located at 525 Sarah Lane, Haysville, KS; and

WHEREAS, The Dewey Gunzelman Memorial Swimming Pool Facility consists of an Olympic size lap pool, an intermediate pool, a baby pool, two (2) diving boards, a ninety (90) foot waterslide, a double tube slide and a splash pad;

WHEREAS, **HSC** desires to obtain the right to use the Olympic size lap pool, intermediate pool and diving boards for swim practices and **two (2) home league swim meets and swim meet finals** and the **City** is willing to permit the same upon the terms and conditions provided for herein.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the **City** and **HSC** agree as follows:

- I. **City** agrees and does hereby allow **HSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for said swim practices, commencing on **May 22, 2019** and continuing through **July 15, 2019**, as follows: Monday, Tuesday, Thursday and Friday mornings from 7:45-9:15 am; No practices will be held on Wednesday mornings; Monday and Thursday evenings from 8:15-9:45 pm during the month of June; and Monday evenings from 8:15-9:45 pm during the month of July. No pm practices will be held on **July 3 or 4, 2019**. Vacuums will not be removed from the diving well during morning practice time.
- II. A copy of the coaches' certification from USA swimming must be turned in, and a certified lifeguard must be present at each practice; all coaches' and lifeguard certificates must be turned into the Recreation Director prior to the first practice.

The terms hereof shall apply to the practice and meet dates and facilities specified within this Agreement only. Any additional practice or meet times must be negotiated separately with the Recreation Director.

- III. **City** agrees and does hereby allow **HSC** use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for home league meets on **June 11 and 25, 2019**. As much as scheduling will allow, **HSC** will try not to schedule meets two weeks in a

row or the week of 4th of July to not interrupt swim lessons as much as possible. City agrees to close the pool to the public at 4:00 pm on said dates to allow HSC to prepare for and conduct said meets.

- IV. City also agrees and does hereby allow HSC use of the Olympic size lap pool, intermediate pool and diving boards and necessary appurtenances for swim team finals on July 12 and 13, 2019. City agrees to close the pool to the public on said dates to allow HSC to prepare for and conduct said swim meet. HSC will be allowed access to the pool Thursday, July 11, 2019 after swim lesson are complete to begin setup.
- V. HSC agrees to pay one-hundred dollars (\$100.00) per day for use of the Dewey Gunzelman Memorial Swimming Pool for regular season meets. HSC agrees to pay one-hundred fifty dollars (\$150.00) per day for use of the Dewey Gunzelman Memorial Swimming Pool for swim finals. Said total accumulated fee is payable to the City at the conclusion of the HSC season, but no later than September 6, 2019. A late fee of \$5/day will incur after this date.
- VI. HSC will operate the concession stand during the swim team meets if they want to have concessions open. Requests for food trucks, vendors, signage, electrical, bleachers, parking, Wi-Fi etc... will need to go through the Recreation Director at least two weeks prior to a meet date. Any applicable permits will have to be filled out at City hall.
- VII. Should HSC opt to operate the concessions at the Dewey Gunzelman Facility during the swim meets, HSC shall be responsible for cleaning the concession area at the conclusion of the event. Additionally, HSC may place a grill outside the fence for use associated with concession operation. A vehicle may be used to unload/load the grill but may not be parked on the grass during the meet.
- VIII. Only two sets of keys will be checked out to the HSC; they will be responsible for the unlocking/locking of the door for practices and after meets. If those keys are lost or not returned by September 6, 2019, HSC will be responsible for the costs associated to replace/rekey locks and reprint keys.
- IX. HSC shall be responsible for hiring and paying lifeguards for swim meets, and at least one lifeguard must be on stand during the entire meet. HSC is responsible for recruiting and scheduling the guards, lifeguards must be employees of the City of Haysville and will be paid \$9/hour.
- X. City agrees to allow HSC to rent the pool for a season-end swim party if HSC so desires; HSC will need to fill out a Pool Rental Application requesting their pool party date/pay fees and return the form to the HAC no later than April 26, 2019. City does not guarantee approval of swim party requested date. HSC agrees to follow all rental rules and to pay pool rental fees and applicable deposits.
- XI. The following general provisions shall be followed by the parties regarding the care and maintenance of the City's swimming pool facilities pursuant to this Agreement.

- A. HSC is responsible for picking up the trash in and around the pool facility and parking lot and for emptying all trash cans into trash dumpster.
- B. City will provide regular trash service and receptacles for home league meets. HSC does agree to pay for an extra trash pickup for swim meet finals of \$75. HSC agrees to arrange and pay for extra trash carts and porta-potties used for any meet.
- C. HSC shall put out and take down lane ropes before and after each practice and swim meet.
- D. City will make sure bathrooms are cleaned and restocked prior to any HSC meet as described above. ~~HSC shall restock all toilet paper and paper towels and clean bathrooms after all swim meets.~~
- E. HSC shall reimburse City for any costs associated with damage to the pool and/or facility that exceed normal or routine maintenance requirements.
- F. Overflow parking and RV's will be allowed in the field directly north of Sarah Lane. RV's will not be allowed to park in the Pool/HAC parking lot. Parking will not be allowed in the grassy areas directly around the pool.
- G. HSC shall provide adequate personnel to supervise all activities, including the splash pad as set forth herein.

XII. HSC agrees to such other requirements as may be deemed appropriate by the City to promote the best usage of facilities including:

- A. HSC shall provide a financial statement to the City for the prior year swim season detailing the expenditures and revenues with this signed agreement.
- B. ~~HSC shall make available provide the City with a copy of their current by-laws. with this signed agreement.~~
- C. HSC shall provide the City with proof of insurance, \$500,000 minimum. City of Haysville should be named as an Additional Insured on the SUBCONTRACTORS insurance policy using ISO Additional Insured Endorsements, or an endorsement providing equivalent coverage to an additional insured's. The coverage for the additional insureds should provide Primary, Non Contributory coverage.
- D. All Documentation requested by this Agreement shall be submitted either in person or by certified mail to: Recreation Director, Haysville Recreation Department, 523 Sarah Lane, Haysville, Kansas, 67060.

XIII. HSC and its individual officers and members, hereby agree to defend, indemnify and hold harmless City for any damage to City property by any person or persons participating in or attending the Club sanctioned activities and to pay any costs of defense associated with

claims brought against **City** arising from, or related to, this Agreement and/or the activities covered hereunder, including reasonable attorney's fees.

- XIV.** **HSC** and its individual officers and members, hereby agree to relieve and discharge and release **City**, its agents and employees from all responsibility for any injury, damage or loss to the property or person of any person participating in or attending the Club sanctioned activities and to indemnify and hold harmless the **City**, its agents and employees from any claim, lawsuits, etc. arising out of Club's use of the pool.
- XV.** This agreement may be canceled and/or terminated at any time by mutual agreement or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.
- XVI.** This agreement may be modified, changed or amended only as may be mutually agreed in writing between **City** and **HSC**. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein.
- XVII.** If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such convent, condition, or provision does not materially prejudice either **HSC** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.
- XVIII.** It is understood and agreed that **HSC** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.
- XIX.** The provisions herein shall insure to the benefit and be binding on parties hereto.

This agreement is hereby executed as of the date first above written.

CITY OF HAYSVILLE, KANSAS

HAYSVILLE SWIM CLUB

Bruce Armstrong, Mayor


President

ATTEST:

SEAL

Janie Cox, City Clerk

Haysville Swim Club Agreement, 2019

4 | Page

**Return
To
Agenda**

CITY OF HAYSVILLE, KANSAS TEMPORARY SPECIAL EVENT PERMIT APPLICATION

This is an application for (check all that apply):

- Temporary Special Event Permit for consumption of alcoholic liquor on Public Property.
- Temporary Special Event Permit for consumption of cereal malt beverage (CMB) on Public Property.

Section 12-115(a) of the Haysville City Code provides that the use or consumption of any cereal malt beverage or alcoholic liquor is prohibited in any park, except in conformance with a lawfully issued Special Event Permit. This application is NOT for events where alcoholic liquor or CMB is to be sold.

Name of Special Event: Book Rental Requested date(s) of operation: May 11, 2019
 Anticipated hours of operation of Special Event: 1-5pm

SITE DESCRIPTION: The applicant shall define the special event site by 1) the address of a permanent structure, or common name of an outdoor location, and 2) the exact boundaries of the proposed site, including any outdoor areas directly adjacent to a structure to be used as part of a site. Include a photo of any site located outside a structure, and include a site plan showing type and height of boundary structure, ingress/egress, method of restricting juvenile access, restroom access, security placement, etc.

Book Rental Room - 523 Sarah Ln.

1. Applicant Information

Name of Applicant: <u>Jonathan G. Craft</u>		Date of Birth: <u>10-2-85</u>	
Current address: <u>329 S. Peach Cir.</u>			
City: <u>Haysville</u>	State: <u>KS</u>	ZIP Code: <u>67060</u>	
Mailing address: <u>329 S. Peach Cir.</u>			
City: <u>Haysville</u>	State: <u>KS</u>	ZIP Code: <u>67060</u>	
Home Phone:	Mobile Phone: <u>316-393-5670</u>		

2. Insurance Certification

Permittee shall furnish a Certificate of Insurance evidencing coverage for any damage caused by Permittee, or Permittee's agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insureds if such special event site is located on City property and shall be in the amount of \$500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause agreeing to notify City of any material change or cancellation of insurance before such is effective. Failure of Permittee to provide City an approved Certificate of Insurance prior to use of above described recreational area, public area, facility or roadway, shall cancel and make void this permit. Permittee agrees to indemnify and hold harmless City, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of any streets, easements, structures or public areas within the City, and not caused by City negligence. City shall give to Permittee notice of any claim made or litigation instituted which directly or indirectly, contingently or otherwise in any way affects or might affect Permittee. Permittee shall have the right to compromise and participate in the defense of the same to the extent of their own interests. **Tort Claims Applicability, Reimbursement for Damage:** I understand that the City of Haysville does not assume liability for any loss or damage associated with the aforescribed activity permitted to be operated within Haysville parks or in/on public property/roadways pursuant to this permit as part of a recreational or community event, and understand that this permit is approved subject to applicability of the provisions of K.S.A. 75-6104. Permittee shall reimburse City for any cost associated with damage to a public facility, area, or roadway that exceed normal or routine maintenance requirements. Upon review of the event scope, the Mayor or Chief Administrative Officer may waive or alter the insurance requirement.

The following additional requirements shall apply when determined applicable by authorized City Staff. Such additional requirements may require separate Agreement.

- Designated Parking Area
- Trash Containers
- Site Clean-up
- Portable Restrooms
- Barricades for Streets
- Security
- Other _____

I, hereby agree to comply with all of the ordinances of the City of Haysville and the laws of the State of Kansas, and all the rules and regulations prescribed by the City relating to the operation of the identified "temporary event", and I agree to notify the City immediately if any information provided on this application shall change at any time prior to or during the term of the permit, and do hereby further consent to the immediate revocation of my permit, by the proper officials, for any violation of such laws, rules and regulations. I authorize the verification of the information provided on this form AND agree to permit an investigation of my business history, criminal background, and any other screening by or on behalf of the City of Haysville, Kansas, for the limited purpose of determining the truthfulness of this application, as provided by the law of the State of Kansas, and the City of Haysville, Kansas. By signing this document I certify the foregoing information is true and I am aware that any falsification on this form and any attachments hereto is cause for revocation of the permit or license issued as a result thereof.

Jonathan Cut 3/22/19
Signature of Applicant Date

Signature of MAYOR or other Authorized Haysville Official Date

OFFICE USE ONLY

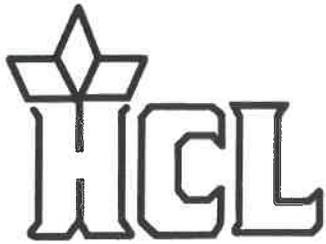
Date Received: 3-22-19 By: SA Fee: 25 Receipt #: 88575
Fees paid in association with rental of City facilities? Receipt # 88575
Permit approved: _____ Permit disapproved: _____ By: _____ Date: _____
Police Department Approval of Request: AW Public Works Department Approval of Request: AM
Recreation Department Approval of Request: SA
Date of Governing Body Approval of Special Event: _____

Return
To
Agenda



HAYSVILLE POLICE DEPARTMENT March 2019

TOTAL CALLS	821	DOGS IMPOUNDED	16
CASE NUMBERS ISSUED	433	SUMMONS ISSUED	18
SUMMONS ISSUED	168	RELEASED TO OWNER	15
CITY CODE	24	RELEASED TO COUNTY	00
CRIMINAL MISD	18	DECEASED ANIMALS	00
TRAFFIC MISD	47	ANIMALS HELD	01
TRAFFIC INF	67		
VOIDED	03	CONTACTS FOR NO	
WARNINGS	12	CITY LICENSE	00
ARRESTS	60	LICENSES PURCHASED	
ADULT	55	15th TO 15th OF MONTH	49
JUVENILE	03		
CINC	02		
CITE/RELEASE	32		
CITE/RELEASE	00		
HPD WARRANTS	06		
OUTSIDE ARRESTS	04		
MV ACCIDENTS	10	WARRANTS ISSUED	06
INJURY	00		
NON-INJURY	10		
VACATION HOMES	04		
COMMUNITY POLICING	02	K9 DEPLOYMENTS	05
		MILES DRIVEN	15,479
SPECIAL WATCH	02		
CRS WALK –INS	342		
INCOMING CALLS	1103		
OUTGOING CALLS BY CRS	134		



HAYSVILLE COMMUNITY LIBRARY

210 S. Hays Avenue
Haysville, KS 67060
Ph 316/524-5242, Fax 316/524-0142
www.haysvillecommunitylibrary.org

March 28, 2019

The Honorable Bruce Armstrong
Mayor, City of Haysville
City Hall
200 West Grand
Haysville, Kansas 67060

Dear Mr. Mayor:

The year before last Library Board member Janey Hummel was appointed to fill the vacancy created by the resignation of Board member Tom Coleman, and has in consequence served the remainder of his term, which ends with April 2019.

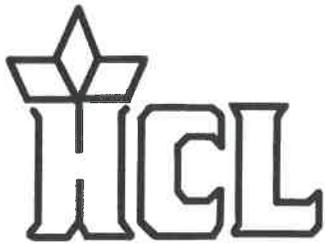
Ms. Hummel (356 East Timber Creek) has confirmed that she would be willing to serve a full term on the Board, effective immediately upon your approval, submission to the Council, and their assent.

Respectfully Yours,

Kenneth L. Bell
Director
Haysville Community Library



Return
To
Agenda



HAYSVILLE COMMUNITY LIBRARY

210 S. Hays Avenue
Haysville, KS 67060
Ph 316/524-5242, Fax 316/524-0142
www.haysvillecommunitylibrary.org

March 28, 2019

The Honorable Bruce Armstrong
Mayor, City of Haysville
City Hall
200 West Grand
Haysville, Kansas 67060

Dear Mr. Mayor:

Robert Nicklaus of 977 Alexander Drive has completed his first full term on the Library Board, and is eligible for reappointment effective April 2019.

Mr. Nicklaus has confirmed that he would be willing to serve a second full term on the Board, effective immediately upon your approval, submission to the Council, and their assent.

Respectfully Yours,

Kenneth L. Bell
Director
Haysville Community Library



Return
To
Agenda

VENDOR NO NAME	PAYMENT AMT
5 AAA PORTABLE SERVICES LLC	225.00
10 A&E NOW MERIDIAN ANALYT	1,210.00
195 A-FORD-ABLE	59.34
270 ALTERNATIVE PEST MGMT.	115.00
290 AMERI-GRAPHICS SPECIAL T	1,816.50
361 AMERICAN SOCCER CO	898.50
427 ARNESON, ROBERT J.	35.00
434 ARNOLD, SAM	35.00
530 AUSTIN DISTR./HOSE	29.00
572 AXON ENTERPRISE, INC.	3,232.00
690 BEACON ATHLETICS	382.00
737 BETTLES, CHAD L.	35.00
798 BLACK EAGLE MARTIAL ARTS	345.00
996 CAPITAL ONE BANK N A	12,300.16
1155 CINTAS CORPORATION	292.66
1174 CITY OF EL DORADO	100.00
1176 CITY ELECTRIC SUPPLY	686.46
1283 CONCRETE WORKS INC	8,400.00
1325 COX COMMUNICATIONS	1,876.84
1328 CORTEZ, FRANCISCO S. III	35.00
1388 CULLEN, GINGER	35.00
1525 DIESEL CONTROL TECH.	214.10
1592 DOUBLE CHECK COMPANY INC	461.55
1593 DONOVAN AUTO & TRUCK CTR	467.97
1614 DUDE SOLUTIONS	3,071.60

VENDOR NO NAME	PAYMENT AMT
1618 DURFEY, GEORGE L.	35.00
1767 EVIDENT, INC.	77.82
1775 EWING IRRIGATION PRODUCTS	792.38
1810 FAIRBANK EQUIP INC	54.40
1950 FOLEY INDUSTRIES	341.54
2000 GALLS LLC	712.71
2247 HAMPTON & SONS CONSTRUCTI	27,725.00
2255 HARKINS, NICOLE	60.00
2266 HASTY AWARDS	522.48
2345 HAYSVILLE RENTAL CENTER	129.69
2367 HAYSVILLE TRUE VALUE	1,043.76
2500 HAC DBA HOMELAND	347.42
2572 HUTCHINSON, GRANT	2,729.00
2586 HUTCHINSON SALT COMPANY	420.75
2600 ICE-MASTERS INC	298.35
2613 IMAGEQUEST	282.56
2679 CYBERTRON INTERNATIONAL	95.00
2735 INTERSTATE ALL BATT CTR	91.80
2850 JOHNSTONE SUPPLY	96.96
2860 JONES, DAN	35.00
2874 K & A PROPERTY MAINT	1,955.00
3050 KS FIRE EQUIPMENT CO	359.10
3070 KDHE-DIV OF HLTH & ENVIRO	814.00
3075 KDHE - PERMIT RENEWAL	120.00
3140 KDOR-CONCESSION	130.14

VENDOR NO NAME	PAYMENT AMT
3150 KDOR WATER SALES TAX	749.90
3230 KS GAS SERVICE-PRIMARY	2,573.17
3295 KS ONE-CALL SYSTEM	321.60
3325 KS REGISTER	21.00
3412 KANZA CO-OPERATIVE ASSOC.	5,680.99
3440 KEY EQUIPMENT & SUPPLY CO	23.92
3502 KONICA MINOLTA PREMIERE	1,307.05
3674 LEVEL 10	497.07
3724 LIPPOLDT, MICHAEL J.	35.00
3725 LITCHFIELD, MARSHALL	35.00
3745 LOGO ENVY	276.00
3810 MADRIGAL & ASSOCIATES INC	3,641.00
3818 MANNY, KIRBY	35.00
3947 MCMILLAN-BREWER, LEVI	35.00
3980 MICRO-COMM INC	565.57
4351 NEWEGG BUSINESS, INC.	940.70
4355 BRUCE NYSTROM, PHD	810.00
4365 NU LINE COMPANY, INC.	1,260.00
4370 OFFICE DEPOT	73.31
4385 OMNI ARTS GROUP	1,000.00
4396 O'REILLY AUTOMOTIVE INC	1,743.11
4445 PARKER OIL COMPANY INC	540.21
4520 PETTY CASH	1,292.21
4622 PLEXUS INC.	1,262.11
4708 PRICHARD ANIMAL HOSPITAL	46.99

VENDOR NO NAME	PAYMENT AMT
4750 PROFESSIONAL ENGINEERING	10,064.45
4772 PROFESSIONAL TURF PRODUCT	4,655.34
4860 QUILL CORPORATION	139.95
4999 RELINER/DURAN INC.	388.40
5056 RINEHART SEAN	35.00
5129 ROWLEY, KOURTNEY S.	35.00
5186 SAFE KIDS WORLDWIDE	95.00
5231 SAM'S CLUB	1,837.88
5322 SECURITY BANK OF KS CITY	59,276.29
5381 SEDGWICK COUNTY TREASURER	1.92
5420 SHAMROCK TIRE & AUTO	166.74
5444 SIMONS JOHNATHAN	35.00
5449 SIMPLOT PARTNERS	435.00
5533 SOHM, JENNIFER M.	35.00
5537 SOUTH CENTRAL KS CT	450.00
5540 SOUTHEASTERN SECURITY	148.00
5769 SUPERIOR EMERGENCY RESP.	580.67
5777 SUPERIOR SIGNS & ENGRAV.	1,413.64
5859 T-MOBILE	30.00
5914 TOPINKA, CALE	35.00
5916 TIMES-SENTINEL NEWSPAPERS	92.00
6234 VERIZON WIRELESS	440.11
6324 WARD JILL	35.00
6345 WASTE CONNECTIONS INC	880.08
6383 WELLBEATS	149.00

VENDOR NO NAME	PAYMENT AMT
6407 WESTAR ENERGY	29,660.52
6630 WICHITA WINWATER	725.87
6700 WILLIAMS JANITORIAL SUPPL	161.00
6727 WORRELL, CHRISTOPHER	35.00
9079 BROWN, THOMAS	45.00
9086 CAUDELL, BELLA	60.00
9087 CAUDELL, ABIGAIL	30.00
9088 CABALLERO, NATHANIEL	45.00
10062 HUESER, KAYLEE N.	45.00
10145 MCCULLOUGH, ANGELA	240.00
10355 SHERMAN, LUKE	45.00
10379 SPIERS, SHANE	45.00
10397 TYSON-KNIGHT, ZOE	30.00
REPORT TOTAL	<u>213,016.31</u>

FUND	NAME	TOTAL
01	GENERAL FU	39,739.23
10	SEWER FUND	24,705.73
11	WATER FUND	18,843.35
12	MUNICIPAL	100.55
14	STORMWATER	120.00
21	STREET FUN	3,477.01
24	LAW ENFORC	1,979.51
30	RECREATION	13,164.52
32	HAYSVILLE	10.00
33	FEDERAL LA	3,232.00
36	CAPITAL IM	10,635.45
46	TN 2018 B	65.00
92	TR GUEST T	5,555.91
99	ST REC RES	91,388.05
TOTAL		<u>213,016.31</u>

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ

INTRUST								
5 AAA PORTABLE SERVICES LLC								
A-147511	1	4/09/19	4/05/19	1EA. PORTABLE REST. 3/6-4/2/19 1956 W. GRAND (HWMS)	75.00	30	30-50-2092	1
					INVOICE TOTAL			
					75.00			
A-147521	1	4/09/19	4/05/19	1EA. PORTABLE REST. 3/6-4/2/19 608 CHATTA (KIRBY PARK)	75.00	30	30-50-2092	1
					INVOICE TOTAL			
					75.00			
A-148510	1	4/09/19	4/05/19	1EA. PORTABLE REST. 3/6-4/2/19 900 W. GRAND (HMS)	75.00	30	30-50-2092	1
					INVOICE TOTAL			
					75.00			
					VENDOR TOTAL			
					225.00			
10 MERIDIAN ANALYTICAL LABS, LLC.								
W9000629	1	4/09/19	4/04/19	WATER TESTING	360.00	10	10-30-2040	1
					INVOICE TOTAL			
					360.00			
W9000640	1	4/09/19	4/04/19	WATER TESTING	560.00	10	10-30-2040	1
					INVOICE TOTAL			
					560.00			
W9000665	1	4/09/19	4/04/19	WATER TESTING	80.00	11	11-31-2040	1
					INVOICE TOTAL			
					80.00			
W9000705	1	4/09/19	4/04/19	WATER TESTING	210.00	11	11-31-2040	1
					INVOICE TOTAL			
					210.00			
					VENDOR TOTAL			
					1,210.00			
195 A-FORD-ABLE-LOCKSMITHING INC								
192262	1	4/09/19	4/04/19	MASTER PADLOCKS #3 6 EA. - PW	14.83	10	10-30-2009	1
	2			MASTER PADLOCKS #3 6 EA. - PW	14.83	11	11-31-2009	1
	3			MASTER PADLOCKS #3 6 EA. - PW	14.84	21	21-41-2009	1
	4			MASTER PADLOCKS #3 6 EA. - PW	14.84	01	01-03-2009	1
					INVOICE TOTAL			
					59.34			
					VENDOR TOTAL			
					59.34			
270 ALTERNATIVE PEST MGMNT.								
6055	1	4/09/19	4/05/19	PEST CONTROL - SR. CNTR.	35.00	01	01-12-2025	1
	2			PEST CONTROL - SEWER PLANT	40.00	10	10-30-2008	1
	3			PEST CONTROL - PW	13.33	10	10-30-2004	1
	4			PEST CONTROL - PW	13.33	11	11-31-2004	1
	5			PEST CONTROL - PW	13.34	21	21-41-2004	1
					INVOICE TOTAL			
					115.00			
					VENDOR TOTAL			
					115.00			
290 AMERI-GRAPHICS SPECIAL T'S								
8124	1	4/09/19	4/04/19	2019 SOCCER T-SHIRTS 346 EA.	1,816.50	30	30-50-2092	1
					INVOICE TOTAL			
					1,816.50			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					1,816.50			
6565744	1	4/09/19	4/04/19	361 AMERICAN SOCCER COMPANY INC WHITE FIELD MARKING PAINT 30EA	898.50	30	30-50-2092	1
				INVOICE TOTAL	898.50			
VENDOR TOTAL					898.50			
MAR 2019	1	4/09/19	4/04/19	427 ROBERT J. ARNESON CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
VENDOR TOTAL					35.00			
APR 2019	1	4/09/19	4/04/19	434 SAM ARNOLD CELL PHONE REIMBURSEMENT	35.00	01	01-21-2012	1
				INVOICE TOTAL	35.00			
VENDOR TOTAL					35.00			
1843866	1	4/09/19	4/04/19	530 AUSTIN HOSE MEGA CRIMP 2EA.	29.00	21	21-41-2009	1
				INVOICE TOTAL	29.00			
VENDOR TOTAL					29.00			
SI-1583891	1	4/09/19	4/04/19	572 AXON ENTERPRISE, INC. TASER CARTRIDGES 110EA. (PD)	3,232.00	33	33-53-2012	1
				INVOICE TOTAL	3,232.00			
VENDOR TOTAL					3,232.00			
0501909-IN	1	4/09/19	4/04/19	690 BEACON ATHLETICS HOME PLATES/ANCHORS-P/C SPORTS	334.00	01	01-03-2046	1
	2			FREIGHT CHARGE	48.00	01	01-03-2046	1
				INVOICE TOTAL	382.00			
VENDOR TOTAL					382.00			
APR 2019	1	4/09/19	4/04/19	737 CHAD BETTLES CELL PHONE REIMBURSEMENT	35.00	01	01-20-2002	1
				INVOICE TOTAL	35.00			
VENDOR TOTAL					35.00			
MAR 2019	1	4/09/19	4/05/19	798 DOJANG LLC 23 STUDENTS FOR LESSONS @\$15EA	345.00	30	30-50-1250	1
				INVOICE TOTAL	345.00			
VENDOR TOTAL					345.00			
MAR 2019	1	4/09/19	4/05/19	996 CAPITAL ONE BANK N A PAYPAL - ONLINE UTILITY BILL.	21.22	10	10-30-2040	1
	2			PAYPAL - ONLINE UTILITY BILL.	21.23	11	11-31-2040	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			AVG - ANTI-VIRUS RENEWAL	1,384.99	01	01-21-2040	1
	4			WICHITA MEDICAL-KS HEALTH CONF ATTENDEE: KIM LANDERS - HAYSVILLE SR. CTR.	75.00	01	01-12-2015	1
	5			B&H PHOTO - MICROPHONE AUDIO/VIDEO PROJECT	322.50	36	36-56-3001	1
	6			KDOA - FOOD LIC. HAYSVILLE SR. CTR.	250.00	01	01-12-2012	1
	7			K-TAG RENEWALS	1.50	01	01-02-2015	1
	8			K-TAG RENEWALS	3.07	10	10-30-2015	1
	9			K-TAG RENEWALS	3.06	11	11-31-2015	1
	10			K-TAG RENEWALS	3.07	21	21-41-2015	1
	11			MID-STATES FITNESS USED PRECOR	3,500.00	99	99-66-3001	1
	12			GLOCK INC. - MAGAZINE FOLLOWER	25.00	01	01-02-2006	1
	13			LAPTOPKEY.COM - RPLCMNT KEYS	26.48	01	01-02-2006	1
	14			HOLIDAY INN R. NOWAK (K9 SELECTION)	103.87	24	24-44-2012	1
	15			HOLIDAY INN R. NOWAK (K9 SELECTION)	109.61	24	24-44-2012	1
	16			AXON ACADEMY-TASER INSTR TRNG ATTENDEE: KEITH LUONGO	495.00	01	01-02-2015	1
	17			KDOA-BUDGET WKSHP REGISTRATION ATTENDEES: JANIE COX/HEATHER CROW	150.00	01	01-01-2015	1
	18			ENTERPRISE RENT-A-CAR	656.81	24	24-44-2012	1
	19			QT - FUEL	164.32	24	24-44-2012	1
	20			CENEX - FUEL	29.70	24	24-44-2012	1
	21			LOVE'S - FUEL	40.20	24	24-44-2012	1
	22			CREDIT:OTC - CRAFT SUPPLIES	167.03-	30	30-50-2092	1
	23			CREDIT:CITY ARTS - ADMISSION	46.00-	30	30-50-2094	1
	24			CONNIE'S COOKIES - COOKIES	325.00	30	30-50-2092	1
	25			JUST FACE IT-FACEPAINT DEPOSIT	50.00	30	30-50-2094	1
	26			FUN EXPRESS - CRAFT SUPPLIES	152.22	30	30-50-2094	1
	27			WALMART - MISC. SUPPLIES	24.08	30	30-50-2092	1
	28			WALMART - MISC. SUPPLIES	136.09	30	30-50-2094	1
	29			CITY ARTS - ADMISSION LATCHKEY	226.00	30	30-50-2094	1
	30			WICHITA SPORTS FORUM- LATCHKEY	900.00	30	30-50-2094	1
	31			ENVIRO SAFETY - JACKET/GLOVES	95.11	10	10-30-2016	1
	32			KRWA - CONFERENCE REGISTRATION LANCE DURFEY, TOM TUCKER, JOSE AGUILAR	560.00	10	10-30-2015	1
	33			ENVIRO SAFETY - JACKET/GLOVES	105.78	10	10-30-2016	1
	34			ATWOODS - RUBBER BOOTS	18.35	10	10-30-2016	1
	35			CREDIT:MARCOS PIZZA SALES TAX	18.23-	30	30-50-2092	1
	36			WALMART - SOCCER SUPPLIES	264.15	30	30-50-2092	1
	37			POWER SYSTEMS - VERSA-LOOPS	70.67	30	30-50-2092	1
	38			AMAZON - NERF DARTS (HAC)	19.95	30	30-50-2092	1
	39			AMAZON - ST. PATTY'S COIN'S	55.26	30	30-50-2094	1
	40			AMAZON - INSTANT COLD PACKS	125.98	30	30-50-2004	1
	41			AMAZON - PORTABLE BENCH SET	288.84	30	30-50-2092	1
	42			AMAZON - THERMOMETER COVER	29.97	30	30-50-2094	1
	43			WALMART - NERF WAR SUPPLIES	181.74	30	30-50-2092	1
	44			MARCO'S PIZZA - PIZZA	235.61	30	30-50-2092	1
	45			AMAZON - REFEREE JERSEY SOCCER	44.49	30	30-50-2092	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	46			AMAZON - REFEREE JERSEY SOCCER	79.68	30	30-50-2092	1
	47			AMAZON - BAT & BALL SETS 39EA.	389.61	30	30-50-2092	1
	48			AMAZON - MISC. SUPPLIES	61.94	30	30-50-2094	1
	49			T-MOBILE - GPS UNIT	20.00	10	10-30-2012	1
	50			KRPA-AQUATIC FACILITY COURSE LEVI BREWER	260.00	11	11-31-2015	1
	51			AMAZON - STREET/BIKEWAY GUIDES	150.24	92	92-66-3001	1
	52			MICROSOFT - OFFICE 365PERSONAL	75.94	92	92-66-3001	1
	53			BUY101.COM - SELF STICK FOAM	181.99	92	92-66-3001	1
	54			HOMELAND - K-CUPS COFFEE	16.10	01	01-18-2004	1
				INVOICE TOTAL	12,300.16			
				VENDOR TOTAL	12,300.16			
				1155 CINTAS CORPORATION #451				
451581835	1	4/09/19	4/04/19	SHOP TOWELS & SUPPLIES	48.81	10	10-30-2009	1
	2			SHOP TOWELS & SUPPLIES	48.81	11	11-31-2009	1
	3			SHOP TOWELS & SUPPLIES	48.82	21	21-41-2009	1
	4			UNIFORM CLEAN & RENT	34.13	01	01-03-2012	1
	5			UNIFORM CLEAN & RENT	6.57	01	01-20-2016	1
	6			UNIFORM CLEAN & RENT	46.67	10	10-30-2016	1
	7			UNIFORM CLEAN & RENT	39.46	11	11-31-2016	1
	8			UNIFORM CLEAN & RENT	19.39	21	21-41-2016	1
				INVOICE TOTAL	292.66			
				VENDOR TOTAL	292.66			
				1174 CITY OF EL DORADO				
INV07372	1	4/09/19	4/04/19	POLYGRAPH SERVIES	100.00	01	01-02-2012	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/011658	1	4/09/19	4/05/19	2"90 DEG ELBOW-CONCESSION STND	58.45	36	36-56-3043	1
				INVOICE TOTAL	58.45			
				VENDOR TOTAL	58.45			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/011660	1	4/09/19	4/04/19	63W LED TOP POST LAMPS 2EA. ANTIQUE LIGHTING	336.94	36	36-56-3036	1
				INVOICE TOTAL	336.94			
				VENDOR TOTAL	336.94			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/011675	1	4/09/19	4/04/19	15W LED LAMPS 25EA. - CITY HALL	212.25	01	01-09-2006	1
				INVOICE TOTAL	212.25			
				VENDOR TOTAL	212.25			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/011718	1	4/09/19	4/04/19	32W LAMPS 25EA. - LIBRARY	57.00	01	01-09-2048	1
				INVOICE TOTAL	57.00			
				VENDOR TOTAL	57.00			
				1176 CITY ELECTRIC SUPPLY CO.				
WCC/011733	1	4/09/19	4/04/19	ELECTRICAL SUPPLIES - N. SHOP	7.27	10	10-30-2012	1
	2			ELECTRICAL SUPPLIES - N. SHOP	7.27	11	11-31-2012	1
	3			ELECTRICAL SUPPLIES - N. SHOP	7.28	21	21-41-2012	1
				INVOICE TOTAL	21.82			
				VENDOR TOTAL	686.46			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

4/9/19 A	1	4/09/19	4/05/19	1283 CONCRETE WORKS INC PROJECT: DOG PARK PAD/ENTRANCE	8,400.00	36	36-56-3044	1
	2			WITHHELD 25% (LEIN RELEASE)	2,100.00-	36	36-56-3044	1
				INVOICE TOTAL	6,300.00			
4/9/19 A*	1	4/09/19	4/05/19	PROJECT: DOG PARK PAD/ENTRANCE	2,100.00	36	36-56-3044	2
				INVOICE TOTAL	2,100.00			
				VENDOR TOTAL	8,400.00			
APR 2019	1	4/09/19	4/05/19	1325 COX COMMUNICATIONS CABLE/DATA SERVICES	292.85	01	01-01-2002	1
	2			CABLE/DATA SERVICES	890.24	01	01-02-2002	1
	3			CABLE/DATA SERVICES	30.02	01	01-04-2002	1
	4			CABLE/DATA SERVICES	73.21	01	01-06-2002	1
	5			CABLE/DATA SERVICES	87.85	01	01-18-2002	1
	6			CABLE/DATA SERVICES	30.02	01	01-21-2002	1
	7			CABLE/DATA SERVICES	30.02	01	01-22-2002	1
	8			CABLE/DATA SERVICES	30.02	01	01-18-2002	1
				INVOICE TOTAL	1,464.23			
APR 2019 PW	1	4/09/19	4/05/19	CABLE/DATA SERVICES - PW	26.65	01	01-03-2002	1
	2			CABLE/DATA SERVICES - PW	26.65	01	01-20-2002	1
	3			CABLE/DATA SERVICES - PW	26.65	10	10-30-2002	1
	4			CABLE/DATA SERVICES - PW	26.65	11	11-31-2002	1
	5			CABLE/DATA SERVICES - PW	26.65	21	21-41-2002	1
				INVOICE TOTAL	133.25			
APR 2019 SR CTR	1	4/09/19	4/05/19	CABLE/DATA SERVICES - SR. CTR.	279.36	01	01-12-2003	1
				INVOICE TOTAL	279.36			
				VENDOR TOTAL	1,876.84			
MAR 2019	1	4/09/19	4/04/19	1328 FRANCISCO S.CORTEZ III CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
APR 2019	1	4/09/19	4/04/19	1388 GINGER CULLEN CELL PHONE REIMBURSEMENT	35.00	01	01-18-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
32856	1	4/09/19	4/04/19	1525 DIESEL CONTROL TECHNICIANS INC 855 TRACTOR REPAIR - FUEL LEAK	200.00	21	21-41-2006	1
	2			MISC. REPAIR PARTS	14.10	21	21-41-2006	1
				INVOICE TOTAL	214.10			
				VENDOR TOTAL	214.10			

1592 DOUBLE CHECK COMPANY INC

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

SMI-54142				1592 DOUBLE CHECK COMPANY INC				
	1	4/09/19	4/04/19	ANNUAL LINE/FUNCTION TEST	153.85	10	10-30-2006	1
	2			ANNUAL LINE/FUNCTION TEST	153.85	11	11-31-2006	1
	3			ANNUAL LINE/FUNCTION TEST	153.85	21	21-41-2006	1
				INVOICE TOTAL	461.55			
				VENDOR TOTAL	461.55			
209444BUW				1593 DONOVAN AUTO & TRUCK CENTER				
	1	4/09/19	4/04/19	CLUTCH 1EA. - TRK #16	88.82	10	10-30-2006	1
	2			CLUTCH 1EA. - TRK #16	88.82	11	11-31-2006	1
	3			CLUTCH 1EA. - TRK #16	88.82	21	21-41-2006	1
				INVOICE TOTAL	355.29			
209560BUW	1	4/09/19	4/04/19	MODULE 1EA. - TRK #19	112.68	11	11-31-2006	1
				INVOICE TOTAL	112.68			
				VENDOR TOTAL	467.97			
INV-40679				1614 DUDE SOLUTIONS				
	1	4/09/19	4/04/19	MAINTENANCE EDGE CVRG. 6/1/19 THRU 5/31/20	1,535.80	10	10-30-2040	1
	2			MAINTENANCE EDGE CVRG. 6/1/19 THRU 5/31/20	1,535.80	11	11-31-2040	1
				INVOICE TOTAL	3,071.60			
				VENDOR TOTAL	3,071.60			
APR 2019				1618 GEORGE L. DURFEY				
	1	4/09/19	4/04/19	PERSONAL CELL PHONE REIMBURSE	35.00	10	10-30-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
143063A				1767 EVIDENT, INC.				
	1	4/09/19	4/04/19	DRUG TESTS/FINGERPRINT REFILLS	58.10	01	01-02-2047	1
	2			SHIPPING/HANDLING	19.72	01	01-02-2047	1
				INVOICE TOTAL	77.82			
				VENDOR TOTAL	77.82			
6981925				1775 EWING IRRIGATION PRODUCTS				
	1	4/09/19	4/04/19	TURFACE MOUND CLAY - P/C SPORT	173.84	01	01-03-2046	1
				INVOICE TOTAL	173.84			
7036812				1775 EWING IRRIGATION PRODUCTS				
	1	4/09/19	4/04/19	TURFACE MOUND CLAY/PRO - P/C	618.54	01	01-03-2046	1
				INVOICE TOTAL	618.54			
				VENDOR TOTAL	792.38			
S2102849.001				1810 FAIRBANK EQUIPMENT INC				
	1	4/09/19	4/04/19	SPRAY SYSTEM NOZZLES 2EA.	54.40	01	01-03-2006	1
				INVOICE TOTAL	54.40			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					54.40			
1950 FOLEY INDUSTRIES								
PC000019458	1	4/09/19	4/05/19	CREDIT:VALVE ASSY.-924GZ LOAD.	32.33-	21	21-41-2006	1
INVOICE TOTAL					32.33-			
PC000019459	1	4/09/19	4/05/19	CREDIT:COMPRESSOR - 924GZ LOAD	649.95-	21	21-41-2006	1
INVOICE TOTAL					649.95-			
PC000020911	1	4/09/19	4/05/19	CREDIT:CORE RETURN (MOTOR-924)	93.97-	10	10-30-2006	1
	2			MOTOR FOR 924GZ LOADER	93.96-	11	11-31-2006	1
	3			CREDIT:CORE RETURN (MOTOR-924)	93.96-	21	21-41-2006	1
				MOTOR FOR 924GZ LOADER				
INVOICE TOTAL					281.89-			
PS000142234	1	4/09/19	4/05/19	LFT HAND HINGE - CHALLENGER 55	28.72	10	10-30-2006	1
INVOICE TOTAL					28.72			
PS000142590	1	4/09/19	4/05/19	PRECLNR/ADAPTR - RAVO SWEEPER	244.05	21	21-41-2006	1
INVOICE TOTAL					244.05			
PS000147819	1	4/09/19	4/05/19	SWITCH - 924GZ LOADER	10.47	10	10-30-2006	1
	2			SWITCH - 924GZ LOADER	10.47	11	11-31-2006	1
	3			SWITCH - 924GZ LOADER	10.48	21	21-41-2006	1
INVOICE TOTAL					31.42			
PS000147820	1	4/09/19	4/05/19	MOTOR/CORE DEPOSIT-924GZ LOAD.	186.08	10	10-30-2006	1
	2			MOTOR/CORE DEPOSIT-924GZ LOAD.	186.08	11	11-31-2006	1
	3			MOTOR/CORE DEPOSIT-924GZ LOAD.	186.09	21	21-41-2006	1
INVOICE TOTAL					558.25			
PS000151637	1	4/09/19	4/05/19	WRENCH FLTR STRAP 1EA. - PW	5.07	11	11-31-2012	1
	2			WRENCH FLTR STRAP 1EA. - PW	5.08	21	21-41-2012	1
INVOICE TOTAL					10.15			
PS000157019	1	4/09/19	4/05/19	MISC. REPAIR PARTS - CHALL. 55	433.12	10	10-30-2006	1
INVOICE TOTAL					433.12			
VENDOR TOTAL					341.54			
2000 GALLS LLC								
012261265	1	4/09/19	4/04/19	BLADE-TECH TASER HOLDER 4EA.	158.40	01	01-02-2016	1
	2			RESTRAINT BELTS 11EA.	542.74	01	01-02-2016	1
	3			SHIPPING/HANDLING	11.57	01	01-02-2016	1
INVOICE TOTAL					712.71			
VENDOR TOTAL					712.71			
2247 HAMPTON & SONS CONSTRUCTION								
4/9/19 A	1	4/09/19	4/04/19	SOCCER FLDS.-CONCESSION/RESTRM	27,450.00	99	99-66-3008	1
INVOICE TOTAL					27,450.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4/9/19 B	1	4/09/19	4/04/19	SOCCER FLDS.-CONCESSION/RESTRM	275.00	99	99-66-3001	1
				INVOICE TOTAL	275.00			
				VENDOR TOTAL	27,725.00			
				2255 NICOLE HARKINS				
4/9/19 A	1	4/09/19	4/04/19	REFEREE SOCCER 3 HRS 3/23/19	60.00	30	30-50-1250	1
				INVOICE TOTAL	60.00			
				VENDOR TOTAL	60.00			
				2266 HASTY AWARDS				
03191806	1	4/09/19	4/04/19	GOLD SOCCER MEDALS 291 EA.	506.34	30	30-50-2092	1
	2			SHIPPING/HANDLING	16.14	30	30-50-2092	1
				INVOICE TOTAL	522.48			
				VENDOR TOTAL	522.48			
				2345 HAYSVILLE RENTAL CENTER				
57917	1	4/09/19	4/04/19	PURCHASE: MUFFLER KIT 3/25/19	69.95	01	01-03-2006	1
				INVOICE TOTAL	69.95			
				VENDOR TOTAL	69.95			
				2367 HAYSVILLE TRUE VALUE				
MAR 2019	1	4/09/19	4/05/19	MONTHLY HARDWARE SUPPLIES	26.80	10	10-30-2006	1
	2			MONTHLY HARDWARE SUPPLIES	108.90	10	10-30-2009	1
	3			MONTHLY HARDWARE SUPPLIES	15.98	10	10-30-2012	1
	4			MONTHLY HARDWARE SUPPLIES	18.49	10	10-30-2016	1
	5			MONTHLY HARDWARE SUPPLIES	94.72	11	11-31-2006	1
	6			MONTHLY HARDWARE SUPPLIES	98.43	11	11-31-2009	1
	7			MONTHLY HARDWARE SUPPLIES	7.19	11	11-31-2012	1
	8			MONTHLY HARDWARE SUPPLIES	11.32	21	21-41-2006	1
	9			MONTHLY HARDWARE SUPPLIES	93.09	21	21-41-2009	1
	10			MONTHLY HARDWARE SUPPLIES	29.99	21	21-41-2012	1
	11			MONTHLY HARDWARE SUPPLIES	48.70	01	01-03-2006	1
	12			MONTHLY HARDWARE SUPPLIES	26.35	01	01-03-2046	1
	13			MONTHLY HARDWARE SUPPLIES	146.97	01	01-03-2009	1
	14			MONTHLY HARDWARE SUPPLIES	82.09	01	01-02-2047	1
	15			MONTHLY HARDWARE SUPPLIES	10.57	01	01-09-2006	1
	16			MONTHLY HARDWARE SUPPLIES	21.36	01	01-09-2012	1
	17			MONTHLY HARDWARE SUPPLIES	14.99	12	12-32-2009	1
	18			MONTHLY HARDWARE SUPPLIES	27.24	01	01-03-2093	1
	19			MONTHLY HARDWARE SUPPLIES	67.46	36	36-56-3041	1
	20			MONTHLY HARDWARE SUPPLIES	13.98	36	36-56-3036	1
	21			MONTHLY HARDWARE SUPPLIES	44.41	36	36-56-3011	1
	22			MONTHLY HARDWARE SUPPLIES	34.73	36	36-56-3043	1
				INVOICE TOTAL	1,043.76			
				VENDOR TOTAL	1,043.76			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

MAR 2019	1	4/09/19	4/05/19	2500 HAC INC MONTHLY GROCERIES	70.84	30	30-50-2094	1
	2			MONTHLY GROCERIES	276.58	30	30-50-2092	1
				INVOICE TOTAL	347.42			
				VENDOR TOTAL	347.42			
4/9/19	1	4/09/19	4/04/19	2572 GRANT HUTCHINSON MOBILE STAGE - FINAL PYMNT.	2,729.00	92	92-66-3001	1
				INVOICE TOTAL	2,729.00			
				VENDOR TOTAL	2,729.00			
140592	1	4/09/19	4/04/19	2586 HUTCHINSON SALT COMPANY 12.75 TONS ROAD SALT	420.75	21	21-41-2009	1
				INVOICE TOTAL	420.75			
				VENDOR TOTAL	420.75			
4136148	1	4/09/19	4/05/19	2600 ICE-MASTERS INC S/C 3/29 SR. CNTR. ICE MACHINE CLEAN/SANITIZE/RPLC WTR FILTER	298.35	01	01-09-2006	1
				INVOICE TOTAL	298.35			
				VENDOR TOTAL	298.35			
IN239640	1	4/09/19	4/04/19	2613 IMAGEQUEST EQUIP ID. 36066 - CITY CLERK	63.69	01	01-10-2040	1
	2			EQUIP ID. 36067 - WORK ROOM	63.69	01	01-10-2040	1
	3			EQUIP ID. 35815 - ACCTG.OFFICE	63.69	01	01-10-2040	1
	4			EQUIP ID. 35894 - HR/PR OFFICE	63.69	01	01-10-2040	1
	5			BLK/WHT OVERAGE FEE	27.80	01	01-10-2040	1
				INVOICE TOTAL	282.56			
				VENDOR TOTAL	282.56			
20278205	1	4/09/19	4/04/19	2679 CYBERTRON INTERNATIONAL, INC. MAR 2019 REFLEXION SPAM FILTER	95.00	01	01-21-2040	1
				INVOICE TOTAL	95.00			
				VENDOR TOTAL	95.00			
191320101620	1	4/09/19	4/04/19	2735 INTERSTATE ALL BATTERY CENTER MISC. ALKALINE BATTERIES - PW	30.60	10	10-30-2009	1
	2			MISC. ALKALINE BATTERIES - PW	30.60	11	11-31-2009	1
	3			MISC. ALKALINE BATTERIES - PW	30.60	21	21-41-2009	1
				INVOICE TOTAL	91.80			
				VENDOR TOTAL	91.80			
45-S100149750.001	1	4/09/19	4/04/19	2850 JOHNSTONE SUPPLY 18X18X2 PLEATED FILTERS 12EA.	96.96	30	30-50-2009	1
				INVOICE TOTAL	96.96			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					96.96			
2860 DAN JONES								
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
2874 K & A PROPERTY MAINTENANCE LLC								
4474	1	4/09/19	4/05/19	CLEAN CITY BLDG.	528.00	01	01-09-2040	1
	2			CLEAN PD	440.00	01	01-09-2040	1
	3			CLEAN COMM. BLDG.	112.00	01	01-09-2040	1
	4			CLEAN SR. CNTR.	425.00	01	01-12-2025	1
	5			CLEAN HAC	450.00	30	30-50-2025	1
INVOICE TOTAL					1,955.00			
VENDOR TOTAL					1,955.00			
3050 KANSAS FIRE EQUIPMENT CO INC								
0485628-IN	1	4/09/19	4/04/19	FIRE EXTINGUISHERS 6 EA. (PW)	89.77	10	10-30-2012	1
	2			FIRE EXTINGUISHERS 6 EA. (PW)	89.77	11	11-31-2012	1
	3			FIRE EXTINGUISHERS 6 EA. (PW)	89.78	21	21-41-2012	1
	4			FIRE EXTINGUISHERS 6 EA. (PW)	89.78	01	01-03-2012	1
INVOICE TOTAL					359.10			
VENDOR TOTAL					359.10			
3070 KDHE								
1ST QTR 2019	1	4/09/19	4/05/19	ANALYTICAL TESTING	220.00	11	11-00-2001	1
	2			ANALYTICAL TESTING	594.00	11	11-31-2040	1
INVOICE TOTAL					814.00			
VENDOR TOTAL					814.00			
3075 KDHE - BUREAU OF WATER								
4/9/19	1	4/09/19	4/04/19	PERMIT #S-AR43-0036 RENEWAL EFFECTIVE:05/2019 THRU 05/2020 79TH STREET LAKE EXPANSION	120.00	14	14-34-2080	1
INVOICE TOTAL					120.00			
VENDOR TOTAL					120.00			
3140 KANSAS DEPT OF REVENUE								
1ST QTR 2019	1	4/09/19	4/05/19	CITY MERCHANDISE SALES	5.10	92	92-66-3001	1
	2			HAC CONCESSION TAX	95.20	30	30-50-2031	1
	3			SR. CNTR. CONCESSION TAX	29.84	01	01-12-2012	1
INVOICE TOTAL					130.14			
VENDOR TOTAL					130.14			
3150 KANSAS DEPT OF REVENUE								
MAR 2019	1	4/09/19	4/05/19	WATER SALES TAX RETURN	749.90	11	11-31-2022	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
INVOICE TOTAL					749.90			
VENDOR TOTAL					749.90			
3230 KANSAS GAS SERVICE								
MAR 2019	1	4/09/19	4/04/19	PD - MONTHLY GAS SVC.	272.38	01	01-02-2013	1
	2			BLDG/GRNDS - MONTHLY GAS SVC.	413.39	01	01-09-2003	1
	3			SR. CNTR. - MONTHLY GAS SVC.	393.64	01	01-12-2003	1
	4			SEWER - MONTHLY GAS SVC.	332.93	10	10-30-2003	1
	5			WATER - MONTHLY GAS SVC.	302.85	11	11-31-2003	1
	6			STREET MONTHLY GAS SVC.	302.84	21	21-41-2003	1
	7			HAC - MONTHLY GAS SVC.	555.14	99	99-66-3001	1
INVOICE TOTAL					2,573.17			
VENDOR TOTAL					2,573.17			
3295 KANSAS ONE-CALL SYSTEM INC								
9030276	1	4/09/19	4/04/19	268 LOCATES @ \$1.20 EA.	107.20	10	10-30-2040	1
	2			268 LOCATES @ \$1.20 EA.	107.20	11	11-31-2040	1
	3			268 LOCATES @ \$1.20 EA.	107.20	21	21-41-2040	1
INVOICE TOTAL					321.60			
VENDOR TOTAL					321.60			
3325 KANSAS REGISTER								
47015	1	4/09/19	4/04/19	PRIVATE PLCMNT. - BOND 2019 B	21.00	46	46-66-3001	1
INVOICE TOTAL					21.00			
VENDOR TOTAL					21.00			
3412 KANZA CO-OPERATIVE ASSOC.								
34211	1	4/09/19	4/04/19	UNLEADED FUEL 1450 GAL.	3,240.99	10	10-00-2001	1
	2			DIESEL FUEL 1000 GAL.	314.95	10	10-00-2001	1
	3			DIESEL FUEL 1000 GAL.	2,125.05	10	10-30-2009	1
INVOICE TOTAL					5,680.99			
VENDOR TOTAL					5,680.99			
3440 KEY EQUIPMENT & SUPPLY CO								
256195	1	4/09/19	4/05/19	HYDRAULIC OIL CAP-JET VAC TRK	23.92	10	10-30-2009	1
INVOICE TOTAL					23.92			
VENDOR TOTAL					23.92			
3502 KONICA MINOLTA PREMIERE								
381052083	1	4/09/19	4/05/19	KONICA C458 - CITY HALL BSMNT.	189.37	01	01-10-2040	1
	2			KONICA C458 - CITY HALL	381.87	01	01-10-2040	1
	3			KONICA C458 - POLICE DEPT.	351.46	01	01-02-2004	1
	4			KONICA C458 - PUBLIC WORKS	201.73	01	01-20-2004	1
	5			KONICA C458 - HAC	182.62	99	99-66-3003	1
INVOICE TOTAL					1,307.05			
VENDOR TOTAL					1,307.05			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ

				3674 LEVEL 10				
416670	1	4/09/19	4/04/19	PW STAFF T-SHIRTS 38EA.	124.27	10	10-30-2004	1
	2			PW STAFF T-SHIRTS 38EA.	124.27	11	11-31-2004	1
	3			PW STAFF T-SHIRTS 38EA.	124.27	21	21-41-2004	1
	4			PW STAFF T-SHIRTS 38EA.	124.26	01	01-03-2004	1
				INVOICE TOTAL	497.07			
				VENDOR TOTAL	497.07			
				3724 MICHAEL J. LIPPOLDT				
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				3725 MARSHAL LITCHFIELD				
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				3745 LOGO ENVY				
1903	1	4/09/19	4/05/19	PUBLIC WORKS T-SHIRTS 24 EA.	69.00	10	10-30-2012	1
	2			PUBLIC WORKS T-SHIRTS 24 EA.	69.00	11	11-31-2012	1
	3			PUBLIC WORKS T-SHIRTS 24 EA.	69.00	21	21-41-2012	1
	4			PUBLIC WORKS T-SHIRTS 24 EA.	69.00	01	01-03-2012	1
				INVOICE TOTAL	276.00			
				VENDOR TOTAL	276.00			
				3810 MADRIGAL & ASSOCIATES, INC.				
25614	1	4/09/19	4/04/19	2019 CYBER LIABILITY COVERAGE	3,641.00	01	01-10-2020	1
				INVOICE TOTAL	3,641.00			
				VENDOR TOTAL	3,641.00			
				3818 KIRBY MANNY				
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	01	01-03-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				3947 LEVI BREWER				
APR 2019	1	4/09/19	4/04/19	CELL PHONE REIMBURSEMENT	35.00	11	11-31-2002	1
				INVOICE TOTAL	35.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					35.00			
12476			3980 MICRO-COMM INC					
	1	4/09/19	4/04/19	154MHZ ANTENNA W/MOUNTING HRDW	391.00	11	11-31-2006	1
	2			SHIPPING CHARGE	174.57	11	11-31-2006	1
INVOICE TOTAL					565.57			
VENDOR TOTAL					565.57			
1301949333			4351 NEWEGG BUSINESS, INC.					
	1	4/09/19	4/05/19	LOGITECH KEYBRD/MOUSE-FRNT CNT CITY CLERK - FRONT COUNTER	36.99	01	01-01-2080	1
	INVOICE TOTAL					36.99		
1301951542	1	4/09/19	4/04/19	DELL INSPIRON 3670 COMPUTER	875.00	24	24-44-2012	1
	INVOICE TOTAL					875.00		
1301958078			4355 BRUCE NYSTROM, PHD					
	1	4/09/19	4/04/19	PRE-EMPLOYMENT EVALUATION 1EA. S. ZURKEE	28.71	01	01-02-2004	1
	INVOICE TOTAL					28.71		
VENDOR TOTAL					940.70			
4/9/19 A	1	4/09/19	4/04/19	PRE-EMPLOYMENT EVALUATION 1EA. S. ZURKEE	405.00	01	01-02-2012	1
	INVOICE TOTAL					405.00		
4/9/19 B			4365 NU LINE COMPANY, INC.					
	1	4/09/19	4/04/19	PRE-EMPLOYMENT EVALUATION 1EA. C. PIERCE / 2018 ENCUMBRANCE	405.00	01	01-00-2001	1
	INVOICE TOTAL					405.00		
VENDOR TOTAL					810.00			
23223			4370 OFFICE DEPOT					
	1	4/09/19	4/05/19	MISC. OFFICE SUPPLIES	1,260.00	36	36-56-3041	1
	INVOICE TOTAL					1,260.00		
VENDOR TOTAL					1,260.00			
291574520001			4370 OFFICE DEPOT					
	1	4/09/19	4/05/19	MISC. OFFICE SUPPLIES	18.32	10	10-30-2004	1
	2			MISC. OFFICE SUPPLIES	18.33	11	11-31-2004	1
	3			MISC. OFFICE SUPPLIES	18.33	21	21-41-2004	1
	4			MISC. OFFICE SUPPLIES	18.33	01	01-03-2004	1
INVOICE TOTAL					73.31			
VENDOR TOTAL					73.31			
4/9/19			4385 OMNI ARTS GROUP					
	1	4/09/19	4/04/19	DEPOSIT:GRASSFED PERF. 4/27/19 PIT060 MUSIC ENTERTAINMENT	1,000.00	92	92-66-3001	1
	INVOICE TOTAL					1,000.00		

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					1,000.00			
4396 O'REILLY AUTOMOTIVE INC								
4814-279975*	1	4/09/19	4/04/19	MISC FILTERS - TORO 5500 MOWER	90.00	01	01-03-2006	1
				INVOICE TOTAL	90.00			
4814-285190	1	4/09/19	4/05/19	OIL PRESSURE SENSOR/BLWR MOTOR FOR CAR #05-12	131.77	01	01-02-2035	1
				INVOICE TOTAL	131.77			
4814-285292	1	4/09/19	4/05/19	PULLEY - CAR #05-12	16.46	01	01-02-2035	1
				INVOICE TOTAL	16.46			
4814-285321	1	4/09/19	4/05/19	TENSIONER - CAR #05-12	54.85	01	01-02-2035	1
				INVOICE TOTAL	54.85			
4814-285322	1	4/09/19	4/05/19	CREDIT:RTRN PULLEY(CAR #05-12)	16.46-	01	01-02-2035	1
				INVOICE TOTAL	16.46-			
4814-285897	1	4/09/19	4/05/19	IRIDIUM PLUG - CAR #04-13	63.92	01	01-02-2035	1
				INVOICE TOTAL	63.92			
4814-287026	1	4/09/19	4/05/19	COOLANT HOSE - CAR #04-13	35.27	01	01-02-2035	1
				INVOICE TOTAL	35.27			
4814-287265	1	4/09/19	4/05/19	OXYGEN SENSOR - CAR #04-13	102.64	01	01-02-2035	1
				INVOICE TOTAL	102.64			
4814-288003	1	4/09/19	4/05/19	1QT MOTOR OIL 18EA. - PD.	73.44	01	01-02-2035	1
				INVOICE TOTAL	73.44			
4814-288256	1	4/09/19	4/04/19	AIR FILTER - TORO 5500 MOWER	21.48	01	01-03-2006	1
				INVOICE TOTAL	21.48			
4814-288257	1	4/09/19	4/04/19	AIR FILTER - TORO 5500 MOWER	21.48	01	01-03-2006	1
				INVOICE TOTAL	21.48			
4814-288278	1	4/09/19	4/04/19	MISC. REPAIR PARTS - TRK #19	469.01	11	11-31-2006	1
				INVOICE TOTAL	469.01			
4814-288425	1	4/09/19	4/04/19	CREDIT: CORE RTRN (ALTERNATOR) FOR TRUCK #19	22.00-	11	11-31-2006	1
				INVOICE TOTAL	22.00-			
4814-288458	1	4/09/19	4/04/19	BATTERY - TRK #2	44.76	10	10-30-2006	1
	2			BATTERY - TRK #2	44.77	11	11-31-2006	1
	3			BATTERY - TRK #2	44.77	21	21-41-2006	1
				INVOICE TOTAL	134.30			
4814-288911	1	4/09/19	4/04/19	CREDIT: CORE RTRN (BATTERY) FOR TRUCK #2	6.00-	10	10-30-2006	1
	2			CREDIT: CORE RTRN (BATTERY) FOR TRUCK #2	6.00-	11	11-31-2006	1
	3			CREDIT: CORE RTRN (BATTERY)	6.00-	21	21-41-2006	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

FOR TRUCK #2								
					INVOICE TOTAL	18.00-		
4814-288913	1	4/09/19	4/04/19	AIR FILTER - TRK #6	190.02	21	21-41-2006	1
					INVOICE TOTAL	190.02		
4814-289039	1	4/09/19	4/04/19	RELAY - TRK #16	17.54	21	21-41-2006	1
					INVOICE TOTAL	17.54		
4814-289125	1	4/09/19	4/04/19	TRANS FILTER/DIPSTICK SEAL FOR TRUCK #19	40.00	11	11-31-2006	1
					INVOICE TOTAL	40.00		
4814-289189	1	4/09/19	4/04/19	SEALED BEAM - TRK #6	8.61	21	21-41-2006	1
					INVOICE TOTAL	8.61		
4814-289245	1	4/09/19	4/05/19	CREDIT:RTRN TRANS FLTR(TRK#19)	34.66-	11	11-31-2006	1
					INVOICE TOTAL	34.66-		
4814-289366	1	4/09/19	4/05/19	MINI BULB - POLICE DEPT.	5.62	01	01-02-2035	1
					INVOICE TOTAL	5.62		
4814-289479	1	4/09/19	4/05/19	LIGHT CAPSULE - POLICE DEPT.	6.67	01	01-02-2035	1
					INVOICE TOTAL	6.67		
4814-289897	1	4/09/19	4/05/19	BATTERY/CORE CHR9-JD 997 TRAC.	168.84	01	01-03-2006	1
					INVOICE TOTAL	168.84		
4814-290022	1	4/09/19	4/05/19	NEW MAP - TRK #46	113.64	01	01-03-2006	1
					INVOICE TOTAL	113.64		
4814-290056	1	4/09/19	4/05/19	DISTRIB. CAP/ROTOR - TRK #46	61.24	01	01-03-2006	1
	2			DISTRIB. CAP/ROTOR - TRK #46	7.43	11	11-31-2012	1
					INVOICE TOTAL	68.67		
					VENDOR TOTAL	1,743.11		
4445 PARKER OIL COMPANY INC								
0036156-IN	1	4/09/19	4/04/19	UNV TRACTOR HYDRAULIC FLUID	135.05	10	10-30-2009	1
	2			UNV TRACTOR HYDRAULIC FLUID	135.05	11	11-31-2009	1
	3			UNV TRACTOR HYDRAULIC FLUID	135.05	21	21-41-2009	1
	4			UNV TRACTOR HYDRAULIC FLUID	135.06	01	01-03-2009	1
					INVOICE TOTAL	540.21		
					VENDOR TOTAL	540.21		
4520 PETTY CASH								
04/09/19	1	4/09/19	4/05/19	REIMBURSE FUND	240.00	01	01-00-5016	1
	2			REIMBURSE FUND	34.39	01	01-02-2015	1
	3			REIMBURSE FUND	50.00	01	01-02-2016	1
	4			REIMBURSE FUND	112.82	01	01-12-2012	1
	5			REIMBURSE FUND	140.00	21	21-41-2015	1
	6			REIMBURSE FUND	370.00	30	30-00-5077	1
	7			REIMBURSE FUND	200.00	30	30-00-5078	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	8			REIMBURSE FUND	135.00	30	30-00-6004	1
	9			REIMBURSE FUND	10.00	32	32-00-5012	1
				INVOICE TOTAL	1,292.21			
				VENDOR TOTAL	1,292.21			
				4622 PLEXUS INC.				
1604	1	4/09/19	4/04/19	2019 VIDEO SURV. MAINT/SUPPORT	444.10	01	01-02-2040	1
	2			2019 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2040	1
	3			2019 VIDEO SURV. MAINT/SUPPORT	100.93	10	10-30-2040	1
	4			2019 VIDEO SURV. MAINT/SUPPORT	50.46	11	11-31-2040	1
	5			2019 VIDEO SURV. MAINT/SUPPORT	50.46	21	21-41-2040	1
	6			2019 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-03-2040	1
	7			2019 VIDEO SURV. MAINT/SUPPORT	121.13	01	01-09-2079	1
	8			2019 VIDEO SURV. MAINT/SUPPORT	252.77	30	30-50-2025	1
				INVOICE TOTAL	1,262.11			
				VENDOR TOTAL	1,262.11			
				4708 PRICHARD ANIMAL HOSPITAL PA				
263587	1	4/09/19	4/04/19	CANINE ADV FITNESS 35 LBS	46.99	01	01-02-2047	1
				INVOICE TOTAL	46.99			
				VENDOR TOTAL	46.99			
				4750 PROFESSIONAL ENGINEERING				
519457	1	4/09/19	4/04/19	PROJECT:CITY BOUNDARIES 2019	1,250.00	01	01-10-2040	1
				INVOICE TOTAL	1,250.00			
519458	1	4/09/19	4/04/19	MONTHLY RETAINER	66.67	10	10-30-2040	1
	2			MONTHLY RETAINER	66.67	11	11-31-2040	1
	3			MONTHLY RETAINER	66.66	21	21-41-2040	1
				INVOICE TOTAL	200.00			
519459	1	4/09/19	4/05/19	PROJECT:7TH ST. WATERLINE RPLC	8,614.45	11	11-31-2040	1
				INVOICE TOTAL	8,614.45			
				VENDOR TOTAL	10,064.45			
				4772 PROFESSIONAL TURF PRODUCTS, LP				
1445234-01	1	4/09/19	4/04/19	AIR CLEANER - TORO 5500 #2	204.90	01	01-03-2006	1
	2			SHIPPING/HANDLING	26.16	01	01-03-2006	1
				INVOICE TOTAL	231.06			
5009440-00	1	4/09/19	4/04/19	LABOR/MAT'L - TORO 5500 REPAIR	4,424.28	01	01-03-2006	1
				INVOICE TOTAL	4,424.28			
				VENDOR TOTAL	4,655.34			
				4860 QUILL CORPORATION				
6036846	1	4/09/19	4/04/19	MISC. OFFICE SUPPLIES (PD)	139.95	01	01-02-2004	1
				INVOICE TOTAL	139.95			
				VENDOR TOTAL	139.95			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ

32302	1	4/09/19	4/04/19	4999 RELINER / DURAN INC. 6" DROP BOWL/PIPE BRKT/ANCHOR	388.40	10	10-30-2009	1
				INVOICE TOTAL	388.40			
				VENDOR TOTAL	388.40			
APR 2019	1	4/09/19	4/04/19	5056 SEAN RINEHART REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
MAR 2019	1	4/09/19	4/04/19	5129 KOURTNEY S. ROWLEY CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
ORG548534-085-04-19	1	4/09/19	4/04/19	5186 SAFE KIDS WORLDWIDE CHILD PASSENGER SAFETY CERT.	95.00	01	01-02-2015	1
				INVOICE TOTAL	95.00			
				VENDOR TOTAL	95.00			
MAR 2019	1	4/09/19	4/04/19	5231 SAM'S CLUB / GEGRB MONTHLY SUPPLIES	427.58	01	01-02-2004	1
	2			MONTHLY SUPPLIES	15.55	01	01-03-2004	1
	3			MONTHLY SUPPLIES	15.55	10	10-30-2004	1
	4			MONTHLY SUPPLIES	15.55	11	11-31-2004	1
	5			MONTHLY SUPPLIES	15.55	21	21-41-2004	1
	6			MONTHLY SUPPLIES	463.68	01	01-10-2077	1
	7			MONTHLY SUPPLIES	35.58	30	30-50-2092	1
	8			MONTHLY SUPPLIES	848.84	30	30-50-2094	1
				INVOICE TOTAL	1,837.88			
				VENDOR TOTAL	1,837.88			
4/9/19	1	4/09/19	4/05/19	5322 SECURITY BANK OF KS CITY BOND PYMNT: COP SERIES 2015	59,276.29	99	99-66-3007	1
				INVOICE TOTAL	59,276.29			
				VENDOR TOTAL	59,276.29			
181707958	1	4/09/19	4/04/19	5381 SEDGWICK COUNTY TREASURER GEO CODE:SA HV01258	1.92	36	36-56-3001	1
				INVOICE TOTAL	1.92			
				VENDOR TOTAL	1.92			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

				5420 SHAMROCK TIRE & AUTOMOTIVE				
326-768207	1	4/09/19	4/04/19	TR15CW TIRES 3EA.-JD SKIDSTEER	41.68	10	10-30-2006	1
	2			TR15CW TIRES 3EA.-JD SKIDSTEER	41.68	11	11-31-2006	1
	3			TR15CW TIRES 3EA.-JD SKIDSTEER	41.69	21	21-41-2006	1
	4			TR15CW TIRES 3EA.-JD SKIDSTEER	41.69	01	01-03-2006	1
				INVOICE TOTAL	166.74			
				VENDOR TOTAL	166.74			
				5444 JOHNATHAN SIMONS				
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	35.00	21	21-41-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				5449 SIMPLOT PARTNERS				
209039169	1	4/09/19	4/04/19	BLAST WATER TREATMENT 60 CNT.	435.00	01	01-03-2009	1
				INVOICE TOTAL	435.00			
				VENDOR TOTAL	435.00			
				5533 JENNIFER M. SOHM				
MAR 2019	1	4/09/19	4/04/19	CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				5537 CHRISTOPHER M DAVIS PCO				
JAN-FEB 2019	1	4/09/19	4/05/19	CASE #16-1628/18-1766 1/22/19	150.00	01	01-06-2012	1
	2			CASE #18-3336 2/5/19	150.00	01	01-06-2012	1
				INVOICE TOTAL	300.00			
OCT 2018	1	4/09/19	4/05/19	CASE #18-1152 11/16/18	150.00	01	01-06-2012	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	450.00			
				5540 SOUTHEASTERN SECURITY				
142093	1	4/09/19	4/05/19	BACKGROUND/CRIMINAL CHECK 8EA.	148.00	30	30-50-2092	1
				INVOICE TOTAL	148.00			
				VENDOR TOTAL	148.00			
				5769 SUPERIOR EMERGENCY RESPONSE				
1415	1	4/09/19	4/04/19	INSTALL VEHICLE EMERG. EQUIP.	325.00	01	01-02-2035	1
	2			RPLC BATTERY/RE-WIRE SOLENOID	255.67	01	01-02-2035	1
				INVOICE TOTAL	580.67			
				VENDOR TOTAL	580.67			
				5777 SUPERIOR SIGNS & ENGRAVING INC				
839377	1	4/09/19	4/05/19	2019 PIT060 T-SHIRTS 118 EA.	1,413.64	92	92-66-3001	1
				INVOICE TOTAL	1,413.64			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
VENDOR TOTAL					1,413.64			
5859 T-MOBILE								
MAR 2019	1	4/09/19	4/04/19	MOBILE INTERNET - GPS EQUIP.	10.00	11	11-31-2002	1
	2			MOBILE INTERNET - GPS EQUIP.	10.00	10	10-30-2002	1
	3			MOBILE INTERNET - GPS EQUIP.	10.00	21	21-41-2002	1
INVOICE TOTAL					30.00			
VENDOR TOTAL					30.00			
5914 CALE TOPINKA								
APR 2019	1	4/09/19	4/04/19	REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	10	10-30-2002	1
	2			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.67	11	11-31-2002	1
	3			REIMBURSE CELL PHONE USE ON CALL PERSONNEL	11.66	21	21-41-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
5916 TIMES-SENTINEL NEWSPAPERS								
40610	1	4/09/19	4/04/19	ORDINANCE #1059 AD 3/21/19	48.00	01	01-01-2014	1
INVOICE TOTAL					48.00			
40611	1	4/09/19	4/04/19	NOTICE OF INTENT AD 3/21/19 GEN OBLIG BONDS-SERIES 2019 B	44.00	46	46-66-3001	1
INVOICE TOTAL					44.00			
VENDOR TOTAL					92.00			
6234 VERIZON WIRELESS								
APR 2019	1	4/09/19	4/04/19	POLICE DEPT.- MOBILE BROADBAND	440.11	01	01-02-2040	1
INVOICE TOTAL					440.11			
VENDOR TOTAL					440.11			
6324 JILL WARD								
MAR 2019	1	4/09/19	4/04/19	CELL PHONE REIMBURSEMENT	35.00	30	30-50-2002	1
INVOICE TOTAL					35.00			
VENDOR TOTAL					35.00			
6345 WASTE CONNECTIONS INC								
MAR 2019	1	4/09/19	4/05/19	MONTHLY TRASH SERVICE	138.67	01	01-12-2003	1
	2			MONTHLY TRASH SERVICE	49.50	01	01-09-2040	1
	3			MONTHLY TRASH SERVICE	49.50	10	10-30-2040	1
	4			MONTHLY TRASH SERVICE	49.49	11	11-31-2040	1
	5			MONTHLY TRASH SERVICE	125.00	30	30-50-2003	1
	6			MONTHLY TRASH SERVICE	63.51	10	10-30-2040	1
	7			MONTHLY TRASH SERVICE	63.51	11	11-31-2040	1
	8			MONTHLY TRASH SERVICE	63.52	21	21-41-2040	1
	9			MONTHLY TRASH SERVICE	159.76	01	01-03-2012	1
	10			MONTHLY TRASH SERVICE	86.86	01	01-09-2040	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	11			MONTHLY TRASH SERVICE	17.80	30	30-50-2046	1
	12			MONTHLY TRASH SERVICE	12.96	01	01-09-2079	1
				INVOICE TOTAL	880.08			
				VENDOR TOTAL	880.08			
				6383 WELLBEATS				
00000013741	1	4/09/19	4/04/19	ELEMENTS BASIC PACKAGE	149.00	99	99-66-3002	1
				INVOICE TOTAL	149.00			
				VENDOR TOTAL	149.00			
				6407 WESTAR ENERGY				
MAR 2019	1	4/09/19	4/05/19	MONTHLY ELECTRIC UTILITIES	113.90	01	01-02-2013	1
	2			MONTHLY ELECTRIC UTILITIES	992.44	01	01-03-2003	1
	3			MONTHLY ELECTRIC UTILITIES	655.61	01	01-08-2003	1
	4			MONTHLY ELECTRIC UTILITIES	2,214.20	01	01-09-2003	1
	5			MONTHLY ELECTRIC UTILITIES	319.66	01	01-12-2003	1
	6			MONTHLY ELECTRIC UTILITIES	12,045.31	10	10-30-2003	1
	7			MONTHLY ELECTRIC UTILITIES	3,409.31	11	11-31-2003	1
	8			MONTHLY ELECTRIC UTILITIES	85.56	12	12-32-2003	1
	9			MONTHLY ELECTRIC UTILITIES	1,020.05	21	21-41-2003	1
	10			MONTHLY ELECTRIC UTILITIES	1,575.65	30	30-50-2003	1
	11			MONTHLY ELECTRIC UTILITIES	247.80	30	30-50-3065	1
				INVOICE TOTAL	22,679.49			
MAR 2019 STREET	1	4/09/19	4/05/19	MONTHLY ELECTRIC UTILITIES	6,885.97	01	01-08-2003	2
				INVOICE TOTAL	6,885.97			
MAR 2019 WELL	1	4/09/19	4/05/19	MONTHLY ELECTRIC UTILITIES	95.06	36	36-56-3034	3
				INVOICE TOTAL	95.06			
				VENDOR TOTAL	29,660.52			
				6630 WICHITA WINWATER WORKS				
234141 00	1	4/09/19	4/04/19	6 & 12" FLANGES/GASKETS	725.87	10	10-30-2006	1
				INVOICE TOTAL	725.87			
				VENDOR TOTAL	725.87			
				6700 WILLIAMS JANITORIAL SUPPLY				
0565431-IN	1	4/09/19	4/04/19	TOILET PAPER/PAPER TOWELS-HAC	161.00	30	30-50-2009	1
				INVOICE TOTAL	161.00			
				VENDOR TOTAL	161.00			
				6727 CHRISTOPHER WORRELL				
APR 2019	1	4/09/19	4/04/19	CELL PHONE REIMBURSEMENT	35.00	01	01-22-2002	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
				9079 THOMAS BROWN				
4/9/19 A	1	4/09/19	4/04/19	REFEREE SOCCER 3 HRS 3/23/19	45.00	30	30-50-1250	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					INVOICE TOTAL		45.00	
					VENDOR TOTAL		45.00	
4/9/19 A	1	4/09/19	4/04/19	9086 BELLA CAUDELL REFEREE SOCCER 4	HRS 3/23/19 INVOICE TOTAL	60.00 60.00	30 30-50-1250	1
					VENDOR TOTAL		60.00	
4/9/19 A	1	4/09/19	4/04/19	9087 ABIGAIL CAUDELL REFEREE SOCCER 2	HRS 3/23/19 INVOICE TOTAL	30.00 30.00	30 30-50-1250	1
					VENDOR TOTAL		30.00	
4/9/19 A	1	4/09/19	4/04/19	9088 NATHANIEL CABALLERO REFEREE SOCCER 3	HRS 3/23/19 INVOICE TOTAL	45.00 45.00	30 30-50-1250	1
					VENDOR TOTAL		45.00	
4/9/19 A	1	4/09/19	4/04/19	10062 KAYLEE N. HUESER REFEREE SOCCER 3	HRS 3/23/19 INVOICE TOTAL	45.00 45.00	30 30-50-1250	1
					VENDOR TOTAL		45.00	
4/9/19 A	1	4/09/19	4/04/19	10145 ANGELA MCCULLOUGH FITNESS BOOTCAMP INSTRUCT.16HR	INVOICE TOTAL	240.00 240.00	30 30-50-1250	1
					VENDOR TOTAL		240.00	
4/9/19 A	1	4/09/19	4/04/19	10355 LUKE SHERMAN REFEREE SOCCER 3	HRS 3/23/19 INVOICE TOTAL	45.00 45.00	30 30-50-1250	1
					VENDOR TOTAL		45.00	
4/9/19 A	1	4/09/19	4/04/19	10379 SHANE SPIERS REFEREE SOCCER 3	HRS 3/23/19 INVOICE TOTAL	45.00 45.00	30 30-50-1250	1
					VENDOR TOTAL		45.00	
4/9/19 A	1	4/09/19	4/04/19	10397 ZOE TYSON-KNIGHT REFEREE SOCCER 2	HRS 3/23/19 INVOICE TOTAL	30.00 30.00	30 30-50-1250	1
					VENDOR TOTAL		30.00	
					INTRUST TOTAL		213,016.31	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
----------	------	----------	--------------	-----------	----------------	-----------------	-------

TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					213,016.31		
GRAND TOTALS					213,016.31		

VENDOR NO NAME	PAYMENT AMT
1079 CENTERPOINT ENERGY SVCS.	1,643.38
REPORT TOTAL	<u>1,643.38</u>

FUND	NAME	TOTAL
10	SEWER FUND	547.79
11	WATER FUND	547.79
21	STREET FUN	547.80
	TOTAL	<u>1,643.38</u>

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ

INTRUST							
1079 CENTERPOINT ENERGY SVCS., INC.							
3607293	1	3/28/19	3/27/19	GAS TRANSPORT FEES - FEB 2019	547.79	10 10-30-2003	1
	2			GAS TRANSPORT FEES - FEB 2019	547.79	11 11-31-2003	1
	3			GAS TRANSPORT FEES - FEB 2019	547.80	21 21-41-2003	1
				INVOICE TOTAL	1,643.38		
				VENDOR TOTAL	1,643.38		
				INTRUST TOTAL	1,643.38		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	1,643.38		
				GRAND TOTALS	1,643.38		