

RESOLUTION NO. 2050

A RESOLUTION PROVIDING FOR THE ADDITION OF ARTICLE 6-107.3a OF THE PERSONNEL POLICIES AND PROCEDURES, 2018 EDITION, FOR THE CITY OF GARDNER, KANSAS

WHEREAS, the City of Gardner now deems it advisable to add an emergency addendum to the Personnel Policies and Procedures for employees of the City of Gardner; and

WHEREAS, it is the intent of the City Council to add Article 6-107.3a of the Personnel Policies and Procedures, 2018 Edition.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS, AS FOLLOWS:

SECTION ONE: Article 6-107.3a is hereby added as provided for in the attached Personnel Policies.

SECTION TWO: These updated Personnel Policies and Procedures, 2018 Edition, supersede any rules, regulations or policies in conflict herewith, and

SECTION THREE: The Resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City of Gardner on March 16, 2020

ADOPTED BY THE Governing Body of the City of Gardner, Kansas, this 16th day of March, 2020

SIGNED by the Mayor on this 16th day of March, 2020

CITY OF GARDNER, KANSAS

(SEAL)

/s/

Steve Shute, Mayor

Attest:

/s/
Sharon Rose, City Clerk

6-107 SICK LEAVE

6-107.1 FULL-TIME EMPLOYEES

All full-time employees accrue sick leave at a rate of 3.692 hours per pay period. All part-time employees accrue sick leave at a proportional rate.

Sick leave will be considered to be earned and accrued at the end of the last day of the payroll period. Approved sick leave may be used as soon as it is accrued. (Sick leave may not be taken during the same period during which it is being earned).

6-107.2 PART-TIME AND TEMPORARY EMPLOYEES

All part-time employees accrue sick leave at a proportional rate.

Temporary employees do not accrue sick leave.

6-107.3 REASONS FOR TAKING SICK LEAVE

Sick leave may be used for the following purposes:

Personal illness or injury, including maternity.

An appointment with a health care provider. Employees are expected to attempt to schedule medical appointments at the beginning or end of their normal work schedule.

To attend to a member of the employee's immediate family whose illness requires the employee's presence.

To attend to wife or family in the case of a new child.

Any other leave provided for by the Family Medical Leave Act.

Employees must use sick leave in one quarter hour (15 minute) increments.

To be eligible for paid sick leave employees shall notify their immediate supervisor of their intention and reason for taking sick leave as far in advance as possible of the time needed. Employees must notify their supervisor of an intended absence no later than within fifteen (15) minutes of their regular shift start. Employees who do not notify their supervisor of sick leave within the required time limits will be considered on unauthorized leave. Employees must keep the supervisor informed of their condition each day of their absence.

An employee who takes sick leave may be required to submit a statement from a health care provider within 24 hours after returning to work.

Employees have the option of using accrued vacation leave when sick leave has been exhausted. Employees may request a leave of absence without pay if all paid leave has been exhausted.

Employee shall be allowed to accumulate a sick leave reserve up to a maximum of 1040 hours (130 days).

Employees who have accumulated the maximum sick leave reserve shall be compensated annually for sick leave that would have otherwise been accumulated, at a rate of twenty dollars (\$20.00) per day (8 hours).

Employees separating employment in good standing with the City of Gardner after 12 months of consecutive service will be compensated for twenty percent (20%) of their accrued and unused sick leave at their current rate of pay. An employee who is terminated because of violating a City of Gardner Personnel Policy will not be eligible for this payment.

6-107.3a EMERGENCY ADDENDUM TO SICK LEAVE POLICY

In an effort to support City of Gardner employees through the various impacts of the coronavirus (COVID-19), the following addendum is added to the Sick Leave Policy. This addendum shall be in effect commencing with its passage and adoption by the City Council, and shall expire only when the State of Emergency declared on March 13, 2020, by the Johnson County, Kansas, Board of Commissioners has been lifted.

In addition to the reasons for taking sick leave listed in Article 6-107.3, employees may also utilize sick leave for the following purposes:

- To care for a dependent child aged 18 or below if the child's school is not in session due to COVID-19.
 - This shall not include time during which school was previously scheduled to be out of session, such as Spring Break.
- If an employee or a family member living in the same household is quarantined due to COVID-19

If an employee is unable to work due to the reasons outlined in Section 6-107.3a and their accrued sick leave balance will not cover their absence, they will be required to use their accrued vacation hours and Personal Day during their absence.

Employees will be advanced up to 40 hours per week of sick leave, for a total not to exceed 80 hours once all other leave balances (sick, vacation, and Personal Day) have been exhausted. Such advances are to be approved by the Human Resources Manager on a weekly basis.

- An employee may choose to use their accrued vacation leave hours or Personal Day in lieu of sick leave.