May 5, 2026
City Commission Room, 701 N. Jefferson, Junction City KS 66441

Mayor Terry Butler
Vice Mayor Sam Yoskowitz
Commissioner Pat Landes
Commissioner Richard Pinaire
Commissioner Kelly Niemczyk
City Manager Kim Zimmerman
City Finance Director Jamel Wilcox
City Clerk Ariana Diaz Lorenzo De Barreto
City Attorney Britain Stites

1. **7:00 P.M. - CALL TO ORDER - Pledge of Allegiance:**
2. **AGENDA ITEM COMMENT(S):**
3. **CONSENT AGENDA:** Any item may be removed from the consent agenda and considered separately by the request of a Commissioner.
   a. Consideration of Appropriation Ordinance A-9 dated – April 21st – May 6th, 2026, in the amount of $1,287,612.48. (p.4)
   b. Consideration of the JCPD request to apply for the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG). (p.51)
   c. Consideration of the Special Event permit application for the Junction City Expo on September 3rd, 2026. (p.53)
   d. Consideration of the Junction City Middle School JAG-K Family Day Special Event on May 23rd, 2026. (p.59)
   e. Consideration of Payroll No. 7 & Payroll No. 8. (p.63)
   f. Consideration of the April 21st, 2026 City Commission meeting Minutes. (p.73)
4. **SPECIAL PRESENTATIONS:**
   a. Chicken ordinance discussion.
   b. Proclamation declaring May 15th, 2026 as Peace Officer's Memorial Day & May 10th - 16th, 2026 as Police Week. (p.76)
   c. Proclamation declaring the week of May 17th–23rd, 2026 as Emergency Medical Services Week. (p.77)
   d. Proclamation declaring May 8th, 2026 as Week of the Young Child. (p.78)
   e. Consideration of the Circle A Club request for $10,000 of opioid funds for facility upgrades. (p.80)
5. **APPOINTMENT:**
   a. Consideration of the Junction City Housing Authority Board (JCHA) request to appoint Yurii Zhupnyk to the JCHA Board for a term ending on 12/31/2027.

(p.133)

b. Consideration of the Junction City Housing Authority Board (JCHA) request to appoint Natalie Waldo to the JCHA Board for a term ending on 12/31/2027. (p.134)

6. NEW BUSINESS:

a. Consideration of the Call Center purchase Third Addendum. (p.135)

b. Update on Joint City/County Community Clean Up Week.

c. Update on Homelessness Task Force.

d. Consideration of the JCFD request to use the RFP process to purchase an ambulance not to exceed $330,000. (p.160)

e. Consideration & approval to award bid for the purchase of a tower Uninterrupted Power Supply (UPS) System to support the IT server room & the backup dispatch center at the Municipal Building to Economy Electric in the amount of $107,190. (p.161)

f. Consideration of the Parks & Recreation request to purchase a Raymo Electric Slope Mower from Key Equipment in the amount of $50,925.59. (p.170)

g. Consideration of the request to purchase an Aries Voyager Sewer Camera System from Elliot Equipment Co. not to exceed $199,743. (p.181)

h. Consideration of the request to award bid for the 2026 Street Maintenance project to Shilling Construction Company, Inc. in the amount of $792,789, affecting Eisenhower, Allen Street, Haven Drive, 12th Street, Coronado, Webster, Filley, East 4th, East 5th, East 6th, East 7th, & Reynolds. (p.187)

i. Consideration of HDR Work Change Directive #121 for the elevator disconnect & labor for the Water Treatment Plant Improvements Phase 2 project, in the amount of $59,406. (p.191)

j. Consideration of HDR CPR 50, for flow diversion pipe rerouting for the Waste Water Treatment Plant Phase 2 project, in the amount of $50,070. (p.198)

7. UNFINISHED BUSINESS:

a. Consideration of the 3-month extension on the Dangerous & Unsafe Structure located at 408 West 7th Street. (p.213)

b. Discussion of the Dangerous and Unsafe Structure located at 432 West 12th Street. (p.230)

c. Consideration of the Personnel Policies as presented and updated in 2026. (p.253)

8. EXECUTIVE SESSION:

a. Chamber of Commerce Master Agreement discussion. (p.733)

b. Property Acquisition discussion. (p.734)

9. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person. Please state your name and address for the record.

10. **CORRESPONDENCE RECEIVED:** Letters from Life is Good & Meridian Rapid Defense Group.
11. **COMMISSIONER COMMENTS & COMMITTEE REPORTS:**
12. **STAFF COMMENTS:**
13. **ADJOURNMENT:**

City of Junction City

City Commission

Agenda Memo

April 30, 2026

From: **Libbi Hamilton**, Customer Service Manager

To: City Commissioners

Subject: Consideration of Appropriation Ordinance A-9 dated – April 21 – May 6, 2026, in the amount of $1,287,612.48.

Background: Attached is a Listing and Checks, Appropriations for – April 21 – May 6, 2026

Appropriations: – April 21 – May 6, 2026

Junction City, KS

Bank Transaction Report

Transaction Detail

Issued Date Range: 04/21/2026 - 05/06/2026

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Outstanding							
Bank Draft							
04/21/2026		DFT0018955	VERIZON WIRELESS	Accounts Payable	Outstanding	Bank Draft	-238.55
04/21/2026		DFT0018956	EVERGY	Accounts Payable	Outstanding	Bank Draft	-176.82
04/21/2026		DFT0018957	EVERGY	Accounts Payable	Outstanding	Bank Draft	-2,209.45
04/21/2026		DFT0018958	EVERGY	Accounts Payable	Outstanding	Bank Draft	-3,271.37
04/21/2026		DFT0018959	EVERGY	Accounts Payable	Outstanding	Bank Draft	-42.69
04/21/2026		DFT0018960	EVERGY	Accounts Payable	Outstanding	Bank Draft	-30.60
04/21/2026		DFT0018961	EVERGY	Accounts Payable	Outstanding	Bank Draft	-683.19
04/21/2026		DFT0018962	EVERGY	Accounts Payable	Outstanding	Bank Draft	-28.86
04/21/2026		DFT0018963	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-193.51
04/24/2026		DFT0018964	KS STATEBANK	Accounts Payable	Outstanding	Bank Draft	-20,719.58
04/24/2026		DFT0018965	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-1.60
04/24/2026		DFT0018966	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-15.88
04/24/2026		DFT0018967	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-260.27
04/24/2026		DFT0018968	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-16.14
04/24/2026		DFT0018969	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-18,193.69
04/24/2026		DFT0018970	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-20,000.00
04/24/2026		DFT0018971	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-4.50
04/24/2026		DFT0018972	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-4.60
04/24/2026		DFT0018973	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-57.16
04/24/2026		DFT0018974	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-2,062.49
04/24/2026		DFT0018975	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-10,313.89
04/24/2026		DFT0018976	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-1,657.66
04/29/2026		DFT0019042	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-185.25
04/29/2026		DFT0019043	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-310.72
04/29/2026		DFT0019044	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-190.46
04/29/2026		DFT0019045	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-216.61
04/29/2026		DFT0019046	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-216.61
04/29/2026		DFT0019047	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-570.32
04/29/2026		DFT0019048	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-354.31
04/29/2026		DFT0019049	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-62.90
04/29/2026		DFT0019050	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-292.31
04/29/2026		DFT0019051	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-44.06
04/29/2026		DFT0019052	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-44.06
04/29/2026		DFT0019053	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-44.06

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/29/2026		DFT0019054	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-888.05
04/29/2026		DFT0019055	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-465.71
04/29/2026		DFT0019056	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Bank Draft	-45.10
04/29/2026		DFT0019057	EVERGY	Accounts Payable	Outstanding	Bank Draft	-17,234.90
04/29/2026		DFT0019058	EVERGY	Accounts Payable	Outstanding	Bank Draft	-150.47
04/29/2026		DFT0019059	EVERGY	Accounts Payable	Outstanding	Bank Draft	-76.80
04/29/2026		DFT0019060	EVERGY	Accounts Payable	Outstanding	Bank Draft	-25,386.52
05/01/2026		DFT0018977	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-9.60
05/01/2026		DFT0018978	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-2.61
05/01/2026		DFT0018979	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-36.99
05/01/2026		DFT0018980	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,028.96
05/01/2026		DFT0018981	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-31.84
05/01/2026		DFT0018982	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-545.11
05/01/2026		DFT0018983	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-34.70
05/01/2026		DFT0018984	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-909.84
05/01/2026		DFT0018985	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-260.27
05/01/2026		DFT0018986	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-50.21
05/01/2026		DFT0018987	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-64.56
05/01/2026		DFT0018988	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-880.97
05/01/2026		DFT0018989	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-2,843.85
05/01/2026		DFT0018990	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-180.97
05/01/2026		DFT0018991	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-21.83
05/01/2026		DFT0018992	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-8.33
05/01/2026		DFT0018993	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-21.92
05/01/2026		DFT0018994	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-13.80
05/01/2026		DFT0018995	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.36
05/01/2026		DFT0018996	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-7.51
05/01/2026		DFT0018997	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-22.68
05/01/2026		DFT0018998	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-1,145.59
05/01/2026		DFT0018999	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-2,811.34
05/01/2026		DFT0019000	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-2,072.29
05/01/2026		DFT0019001	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-657.46
05/01/2026		DFT0019002	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-255.48
05/01/2026		DFT0019003	ADVANCE LIFE INSURANCE	Accounts Payable	Outstanding	Bank Draft	-795.61
05/01/2026		DFT0019004	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-92.12
05/01/2026		DFT0019005	AMERICAN FAMILY LIFE ASSURANCE COMPANY	Accounts Payable	Outstanding	Bank Draft	-891.10
05/01/2026		DFT0019006	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-4,588.64
05/01/2026		DFT0019007	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-9,260.64
05/01/2026		DFT0019008	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-859.68
05/01/2026		DFT0019009	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,259.38
05/01/2026		DFT0019010	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-342.80
05/01/2026		DFT0019011	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-2,180.44
05/01/2026		DFT0019012	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-520.50

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/01/2026		DFT0019013	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-12,994.79
05/01/2026		DFT0019014	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-19,780.52
05/01/2026		DFT0019015	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-6,841.56
05/01/2026		DFT0019016	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-15,187.08
05/01/2026		DFT0019017	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-2,610.92
05/01/2026		DFT0019018	BLUE CROSS BLUE SHIELD OF KS INC	Accounts Payable	Outstanding	Bank Draft	-1,839.96
05/01/2026		DFT0019019	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-108,620.31
05/01/2026		DFT0019020	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-5,107.72
05/01/2026		DFT0019021	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-5,178.88
05/01/2026		DFT0019022	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-32,724.32
05/01/2026		DFT0019023	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-9,161.00
05/01/2026		DFT0019024	KANSAS PUBLIC EMPLOYEES	Accounts Payable	Outstanding	Bank Draft	-1,734.90
05/01/2026		DFT0019025	EMPOWER RETIREMENT LLC	Accounts Payable	Outstanding	Bank Draft	-2,262.00
05/01/2026		DFT0019026	ADVANCE SHORT TERM DISABILITY	Accounts Payable	Outstanding	Bank Draft	-652.80
05/01/2026		DFT0019027	KAREN COMPTON	Accounts Payable	Outstanding	Bank Draft	-10.83
05/01/2026		DFT0019028	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-18.20
05/01/2026		DFT0019029	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-246.17
05/01/2026		DFT0019030	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-79.92
05/01/2026		DFT0019031	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-95.20
05/01/2026		DFT0019032	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-284.96
05/01/2026		DFT0019033	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-289.80
05/01/2026		DFT0019034	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-66.24
05/01/2026		DFT0019035	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-112.65
05/01/2026		DFT0019036	VSP INSURANCE CO.	Accounts Payable	Outstanding	Bank Draft	-387.52
05/01/2026		DFT0019037	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-607.74
05/01/2026		DFT0019038	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-28,278.31
05/01/2026		DFT0019039	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-36,046.98
05/01/2026		DFT0019040	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-45,784.91
05/01/2026		DFT0019041	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-17,641.38
05/01/2026		DFT0019061	KANSAS DEPARTMENT OF LABOR	Accounts Payable	Outstanding	Bank Draft	-1.90
05/01/2026		DFT0019062	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-67.94
05/01/2026		DFT0019063	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-89.10
05/01/2026		DFT0019064	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-43.99
05/01/2026		DFT0019065	INTERNAL REVENUE SERVICE	Accounts Payable	Outstanding	Bank Draft	-55.10
						Bank Draft Total: (111)	**-516,584.30**
Check							
04/21/2026		100913	ACE PIPE CLEANING, INC.	Accounts Payable	Outstanding	Check	-9,919.50
04/21/2026		100914	ALEXANDER PUMP & SERVICE INC.	Accounts Payable	Outstanding	Check	-926.00
04/21/2026		100915	ALL COPY PRODUCTS, INC.	Accounts Payable	Outstanding	Check	-644.36
04/21/2026		100916	AMAZON CAPITAL SERVICES INC	Accounts Payable	Outstanding	Check	-178.61
04/21/2026		100917	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-85.00
04/21/2026		100918	ANSON D ACOSTA	Accounts Payable	Outstanding	Check	-525.00

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/21/2026		100919	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-648.93
04/21/2026		100920	BEN KITCHENS PAINTING CO	Accounts Payable	Outstanding	Check	-24,438.07
04/21/2026		100921	BLUEVILLE NURSERY	Accounts Payable	Outstanding	Check	-164.65
04/21/2026		100922	BOUND TREE MEDICAL, LLC	Accounts Payable	Outstanding	Check	-2,008.79
04/21/2026		100923	BRADY INDUSTRIES OF KANSAS, LLC	Accounts Payable	Outstanding	Check	-517.16
04/21/2026		100924	BRIANNA HARBIN	Accounts Payable	Outstanding	Check	-120.00
04/21/2026		100925	CALLAWAY GOLF	Accounts Payable	Outstanding	Check	-154.50
04/21/2026		100926	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-4,145.73
04/21/2026		100927	CATHY FAHEY	Accounts Payable	Outstanding	Check	-73.70
04/21/2026		100928	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-389.82
04/21/2026		100929	CHAMBER OF COMMERCE	Accounts Payable	Outstanding	Check	-6,200.00
04/21/2026		100930	COLLECTION BUREAU OF KANSAS INC	Accounts Payable	Outstanding	Check	-7,568.12
04/21/2026		100931	COMMERCE BANK	Accounts Payable	Outstanding	Check	-41,651.62
04/21/2026		100932	CORYELL INSURORS, INC.	Accounts Payable	Outstanding	Check	-75.00
04/21/2026		100933	COX BUSINESS SERVICES	Accounts Payable	Outstanding	Check	-3,177.23
04/21/2026		100934	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-1,167.72
04/21/2026		100935	DEVYN ALYUS DEROSIA	Accounts Payable	Outstanding	Check	-120.00
04/21/2026		100936	EAGLE COMMUNICATIONS	Accounts Payable	Outstanding	Check	-100.00
04/21/2026		100937	EASY PICKER GOLF PRODUCTS	Accounts Payable	Outstanding	Check	-4,145.96
04/21/2026		100938	ELLIOTT EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-1,073.59
04/21/2026		100939	FACTORY MOTOR PARTS	Accounts Payable	Outstanding	Check	-524.95
04/21/2026		100940	FLINT HILLS AREA TRANSPORTATION AGENCY, INC.	Accounts Payable	Outstanding	Check	-50,000.00
04/21/2026		100941	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-627.86
04/21/2026		100942	GEARY COUNTY PUBLIC WORKS	Accounts Payable	Outstanding	Check	-165,873.04
04/21/2026		100943	GEARY COUNTY RWD #4	Accounts Payable	Outstanding	Check	-206.49
04/21/2026		100944	GENE N. PARRISH	Accounts Payable	Outstanding	Check	-6,500.00
04/21/2026		100945	GEORGE H LEEMASTERS	Accounts Payable	Outstanding	Check	-960.00
04/21/2026		100946	GLESSNER DIRT LLC	Accounts Payable	Outstanding	Check	-18,500.00
04/21/2026		100947	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-441.89
04/21/2026		100948	HAMPEL OIL DISTRIBUTORS INC	Accounts Payable	Outstanding	Check	-750.00
04/21/2026		100949	HAUL'N HUSTLE LLC	Accounts Payable	Outstanding	Check	-2,050.00
04/21/2026		100950	HAYS FIRE AND RESCUE SALES AND SERVICE, LLC	Accounts Payable	Outstanding	Check	-88.56
04/21/2026		100951	HFE PROCESS, INC.	Accounts Payable	Outstanding	Check	-1,628.46
04/21/2026		100952	HONOR SCREENPRINTING & EMBROIDERY LLC	Accounts Payable	Outstanding	Check	-5,379.47
04/21/2026		100953	INA ALERT, INC.	Accounts Payable	Outstanding	Check	-7,985.25
04/21/2026		100954	INTERSTATE GLASS CO.	Accounts Payable	Outstanding	Check	-820.00
04/21/2026		100955	J. & M. GOLF INC.	Accounts Payable	Outstanding	Check	-2,647.54
04/21/2026		100956	JENNIFER ARNESON, DVM	Accounts Payable	Outstanding	Check	-350.01
04/21/2026		100957	JIM CLARK AUTO CENTER	Accounts Payable	Outstanding	Check	-4,240.24
04/21/2026		100958	KA-COMM	Accounts Payable	Outstanding	Check	-510.00
04/21/2026		100959	KANSAS DEPT OF REVENUE	Accounts Payable	Outstanding	Check	-13,684.88
04/21/2026		100960	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-1,381.76
04/21/2026		100961	KANSAS LOGOS, INC	Accounts Payable	Outstanding	Check	-960.00

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/21/2026		100962	KANSAS ONE-CALL SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-449.54
04/21/2026		100963	KEY EQUIPMENT	Accounts Payable	Outstanding	Check	-13,415.47
04/21/2026		100964	KRISPY CLEAN INC.	Accounts Payable	Outstanding	Check	-444.50
04/21/2026		100965	LEXISNEXIS RISK DATA MANAGEMENT INC.	Accounts Payable	Outstanding	Check	-821.15
04/21/2026		100966	MAHASKA-SNACK	Accounts Payable	Outstanding	Check	-189.20
04/21/2026		100967	MARLIN LEASING CORPORATION	Accounts Payable	Outstanding	Check	-2,489.12
04/21/2026		100968	MAY EXCAVATING INC.	Accounts Payable	Outstanding	Check	-117,206.93
04/21/2026		100969	MID-STATES MATERIALS, LLC	Accounts Payable	Outstanding	Check	-2,012.25
04/21/2026		100970	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-3,457.50
04/21/2026		100971	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-1,063.55
04/21/2026		100972	MINNESOTA ELEVATOR, INC.	Accounts Payable	Outstanding	Check	-2,992.62
04/21/2026		100973	MOOVE NA DISTRIBUTION HOLDINGS INC	Accounts Payable	Outstanding	Check	-1,776.00
04/21/2026		100974	MSC INDUSTRIAL SUPPLY CO	Accounts Payable	Outstanding	Check	-937.44
04/21/2026		100975	NEKOLOCKS	Accounts Payable	Outstanding	Check	-160.80
04/21/2026		100976	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-542.53
04/21/2026		100977	PCS	Accounts Payable	Outstanding	Check	-1,290.00
04/21/2026		100978	PIONEER QUICK LUBES INC.	Accounts Payable	Outstanding	Check	-106.84
04/21/2026		100979	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-601.00
04/21/2026		100980	PRECISION TURF PRODUCTS	Accounts Payable	Outstanding	Check	-1,992.13
04/21/2026		100981	PROPANE CENTRAL	Accounts Payable	Outstanding	Check	-59.32
04/21/2026		100982	RAM EXTERMINATORS, LLC	Accounts Payable	Outstanding	Check	-57.00
04/21/2026		100983	RED EQUIPMENT, LLC	Accounts Payable	Outstanding	Check	-935.23
04/21/2026		100984	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-1,013.94
04/21/2026		100985	ROTHWELL LANDSCAPE INC	Accounts Payable	Outstanding	Check	-243.25
04/21/2026		100986	RUSH TRUCK CENTERS OF KANSAS, INC.	Accounts Payable	Outstanding	Check	-946.00
04/21/2026		100987	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-2,588.74
04/21/2026		100988	SHELBYVILLE LAUNDRY, INC.	Accounts Payable	Outstanding	Check	-38.09
04/21/2026		100989	SHI INTERNATIONAL CORP.	Accounts Payable	Outstanding	Check	-21,906.48
04/21/2026		100990	Silvia Sharp	Accounts Payable	Outstanding	Check	-33.35
04/21/2026		100991	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	Accounts Payable	Outstanding	Check	-1,434.49
04/21/2026		100992	STANION WHOLESALE ELECTRIC CO	Accounts Payable	Outstanding	Check	-220.77
04/21/2026		100993	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-1,345.00
04/21/2026		100994	SUPERIOR EMERGENCY RESPONSE VEHICLES LLC	Accounts Payable	Outstanding	Check	-6,299.86
04/21/2026		100995	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-2,748.38
04/21/2026		100996	TIMOTHY WARD	Accounts Payable	Outstanding	Check	-428.00
04/21/2026		100997	TOWN & COUNTY VETERINARY HOSPITAL P.A.	Accounts Payable	Outstanding	Check	-2,500.80
04/21/2026		100998	TRUSTED TECH TEAM, INC.	Accounts Payable	Outstanding	Check	-9,247.55
04/21/2026		100999	TYLER TECHNOLOGIES, INC	Accounts Payable	Outstanding	Check	-10,263.00
04/21/2026		101000	U S IDENTIFICATION MANUAL	Accounts Payable	Outstanding	Check	-95.00
04/21/2026		101001	ULINE	Accounts Payable	Outstanding	Check	-167.00
04/21/2026		101002	VALOR FORD INC	Accounts Payable	Outstanding	Check	-161.60
04/21/2026		101003	VANDERBILTS	Accounts Payable	Outstanding	Check	-300.00
04/21/2026		101004	VERIZON CONNECT FLEET USA LLC	Accounts Payable	Outstanding	Check	-858.55

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/21/2026		101005	VLP AN EQUIPMENTSHARE COMPANY	Accounts Payable	Outstanding	Check	-3,232.70
04/21/2026		101006	WATERS TRUE VALUE	Accounts Payable	Outstanding	Check	-312.77
04/21/2026		101007	ZOETIS US LLC	Accounts Payable	Outstanding	Check	-1,445.85
04/21/2026		101009	WEA, DESTINY NMN	Accounts Payable	Outstanding	Check	-330.00
04/22/2026		101010	KNAPP, JEREMY A	Accounts Payable	Outstanding	Check	-35.00
04/23/2026		101011	OSBORNE, CRYSTAL LEA	Accounts Payable	Outstanding	Check	-500.00
04/24/2026		101014	WALMART	Accounts Payable	Outstanding	Check	-110.00
04/24/2026		101015	PARIS WILLIAMS	Accounts Payable	Outstanding	Check	-500.00
04/28/2026		101016	PETERSON, CASH LOGAN	Accounts Payable	Outstanding	Check	-35.00
04/28/2026		101017	CODY ROUSE	Accounts Payable	Outstanding	Check	-17.69
04/28/2026		101018	DEVANTE LEGRANDE	Accounts Payable	Outstanding	Check	-8.00
04/28/2026		101019	SAPP BROS INC.	Accounts Payable	Outstanding	Check	-19.11
04/28/2026		101020	SOPHIA RIZZOTTO	Accounts Payable	Outstanding	Check	-15.20
04/30/2026		101153	Nalani Gianna Deitrick	Accounts Payable	Outstanding	Check	-200.00
04/30/2026		101154	JC Animal Shelter	Accounts Payable	Outstanding	Check	-100.00
05/01/2026		101044	FAMILY SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Check	-149.38
05/01/2026		101045	FLEXIBLE SPENDING ACCOUNT #1074334	Accounts Payable	Outstanding	Check	-208.33
05/01/2026		101046	INDIANA STATE CENTRAL COLLECTION UNIT	Accounts Payable	Outstanding	Check	-457.17
05/01/2026		101047	KANSAS PAYMENT CENTER	Accounts Payable	Outstanding	Check	-2,362.50
05/01/2026		101048	POLICE & FIREMEN'S INSURANCE ASSOCIATION	Accounts Payable	Outstanding	Check	-777.05
05/01/2026		101049	STATE OF ARKANSAS	Accounts Payable	Outstanding	Check	-173.33
05/01/2026		101050	UNITED WAY OF JUNCTION CITY-GEARY COUNTY	Accounts Payable	Outstanding	Check	-16.00
05/01/2026		101051	W H GRIFFIN, TRUSTEE	Accounts Payable	Outstanding	Check	-300.00
05/06/2026		101052	AIR AND FIRE SYSTEMS	Accounts Payable	Outstanding	Check	-1,014.68
05/06/2026		101053	AIR FILTER PLUS INC	Accounts Payable	Outstanding	Check	-1,738.88
05/06/2026		101054	AIRGAS	Accounts Payable	Outstanding	Check	-620.08
05/06/2026		101055	AMAZON CAPITAL SERVICES INC	Accounts Payable	Outstanding	Check	-868.16
05/06/2026		101056	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-85,410.87
05/06/2026		101057	ANGEL ARMOR, LLC	Accounts Payable	Outstanding	Check	-1,622.00
05/06/2026		101058	ARIANA DIAZ LORENZO	Accounts Payable	Outstanding	Check	-200.00
05/06/2026		101059	ASSOCIATED INSULATION INC	Accounts Payable	Outstanding	Check	-259.00
05/06/2026		101060	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-4,420.64
05/06/2026		101061	BEEMER TOOLS 2.0 LLC	Accounts Payable	Outstanding	Check	-844.58
05/06/2026		101062	BRADY INDUSTRIES OF KANSAS, LLC	Accounts Payable	Outstanding	Check	-564.06
05/06/2026		101063	BRAMLAGE PROPERTIES, LLC	Accounts Payable	Outstanding	Check	-350.00
05/06/2026		101064	BRIANNA HARBIN	Accounts Payable	Outstanding	Check	-60.00
05/06/2026		101065	CALLAWAY GOLF	Accounts Payable	Outstanding	Check	-1,107.60
05/06/2026		101066	CARR CONSTRUCTION	Accounts Payable	Outstanding	Check	-4,500.00
05/06/2026		101067	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-4,111.18
05/06/2026		101068	CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC	Accounts Payable	Outstanding	Check	-104.23
05/06/2026		101069	CHAMPIONS CAR AND TRUCK WASH	Accounts Payable	Outstanding	Check	-80.00
05/06/2026		101070	COMMERCE BANK	Accounts Payable	Outstanding	Check	-42,589.25
05/06/2026		101071	COMPLIANCEONE	Accounts Payable	Outstanding	Check	-1,972.00

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/06/2026		101072	CORE & MAIN LP	Accounts Payable	Outstanding	Check	-1,000.00
05/06/2026		101073	CRAFCO, INC.	Accounts Payable	Outstanding	Check	-3,924.90
05/06/2026		101074	CROSSLAND HEAVY CONTRACTORS, INC.	Accounts Payable	Outstanding	Check	-823,972.08
05/06/2026		101075	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-1,509.37
05/06/2026		101076	DELTA FIRE & SAFETY INC.	Accounts Payable	Outstanding	Check	-885.00
05/06/2026		101077	DEVYN ALYUS DEROSIA	Accounts Payable	Outstanding	Check	-120.00
05/06/2026		101078	EARTHPLANTER, LLC	Accounts Payable	Outstanding	Check	-6,109.00
05/06/2026		101079	ELLIOTT EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-2,029.78
05/06/2026		101080	FACTORY MOTOR PARTS	Accounts Payable	Outstanding	Check	-269.20
05/06/2026		101081	FIRST-CITIZENS BANK & TRUST COMPANY	Accounts Payable	Outstanding	Check	-8,532.70
05/06/2026		101082	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-555.11
05/06/2026		101083	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-1,845.24
05/06/2026		101084	FORGE FIRE & COMPANY LLC	Accounts Payable	Outstanding	Check	-10,950.00
05/06/2026		101085	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-319.02
05/06/2026		101086	GAME TIME ATHLETICS	Accounts Payable	Outstanding	Check	-1,683.32
05/06/2026		101087	GEARY COUNTY SHERIFF	Accounts Payable	Outstanding	Check	-92.18
05/06/2026		101088	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-635.09
05/06/2026		101089	HAMPEL OIL DISTRIBUTORS INC	Accounts Payable	Outstanding	Check	-12,271.28
05/06/2026		101090	INLAND TRUCK PARTS COMPANY	Accounts Payable	Outstanding	Check	-863.26
05/06/2026		101091	Jace Boswell	Accounts Payable	Outstanding	Check	-532.34
05/06/2026		101092	JEFFREY ROETHER	Accounts Payable	Outstanding	Check	-3,225.00
05/06/2026		101093	JENNIFER ARNESON, DVM	Accounts Payable	Outstanding	Check	-457.82
05/06/2026		101094	JIM CLARK AUTO CENTER	Accounts Payable	Outstanding	Check	-1,700.00
05/06/2026		101095	JUNCTION CITY MAIN STREET	Accounts Payable	Outstanding	Check	-896.53
05/06/2026		101096	KA-COMM	Accounts Payable	Outstanding	Check	-377.00
05/06/2026		101097	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-642.79
05/06/2026		101098	KLMM-66 LLC	Accounts Payable	Outstanding	Check	-151.00
05/06/2026		101099	MICHAEL MCCORMICK	Accounts Payable	Outstanding	Check	-50.00
05/06/2026		101100	MID KANSAS COOPERATIVE ASSOCIATION	Accounts Payable	Outstanding	Check	-1,381.52
05/06/2026		101101	MID-AMERICAN PUMP, LLC	Accounts Payable	Outstanding	Check	-2,817.40
05/06/2026		101102	MID-STATES MATERIALS, LLC	Accounts Payable	Outstanding	Check	-2,156.69
05/06/2026		101103	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-5,966.63
05/06/2026		101104	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-734.38
05/06/2026		101105	MSC INDUSTRIAL SUPPLY CO	Accounts Payable	Outstanding	Check	-2,921.87
05/06/2026		101106	MUNICIPAL SUPPLY, INC. OF WICHITA	Accounts Payable	Outstanding	Check	-7,675.11
05/06/2026		101107	ONE ACCORD ENTERPRISES, INC.	Accounts Payable	Outstanding	Check	-3,580.00
05/06/2026		101108	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-54.00
05/06/2026		101109	PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.	Accounts Payable	Outstanding	Check	-193.50
05/06/2026		101110	PHILLIPS PINEWOOD MULCH, INC.	Accounts Payable	Outstanding	Check	-6,585.15
05/06/2026		101111	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-3,713.63
05/06/2026		101112	PROCOPY, INC.	Accounts Payable	Outstanding	Check	-3,620.77
05/06/2026		101113	RAM EXTERMINATORS, LLC	Accounts Payable	Outstanding	Check	-52.00
05/06/2026		101114	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-1,295.88

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/06/2026		101115	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-16,836.74
05/06/2026		101116	SCARFF ENTERPRISES, LLC.	Accounts Payable	Outstanding	Check	-1,686.44
05/06/2026		101117	SCHULTE SUPPLY CORP.	Accounts Payable	Outstanding	Check	-8,011.05
05/06/2026		101118	SHAFCOM	Accounts Payable	Outstanding	Check	-439.42
05/06/2026		101119	SHELBYVILLE LAUNDRY, INC.	Accounts Payable	Outstanding	Check	-38.09
05/06/2026		101120	SIR SPEEDY	Accounts Payable	Outstanding	Check	-109.53
05/06/2026		101121	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	Accounts Payable	Outstanding	Check	-1,648.00
05/06/2026		101122	SMALL'S PLUMBING	Accounts Payable	Outstanding	Check	-1,217.59
05/06/2026		101123	STANARD & ASSOCIATES, INC.	Accounts Payable	Outstanding	Check	-1,250.00
05/06/2026		101124	STANION WHOLESALE ELECTRIC CO	Accounts Payable	Outstanding	Check	-3,315.22
05/06/2026		101125	STATE OF KANSAS, DEPT. OF REVENUE	Accounts Payable	Outstanding	Check	-9.54
05/06/2026		101126	STEPHAN SOUTHERN	Accounts Payable	Outstanding	Check	-112.50
05/06/2026		101127	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-38.45
05/06/2026		101128	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-8,635.10
05/06/2026		101129	TIMOTHY WARD	Accounts Payable	Outstanding	Check	-214.00
05/06/2026		101130	TLC MOBILE SERVICES	Accounts Payable	Outstanding	Check	-1,644.00
05/06/2026		101131	Tricare	Accounts Payable	Outstanding	Check	-499.03
05/06/2026		101132	TWIN VALLEY TELEPHONE, INC.	Accounts Payable	Outstanding	Check	-7,218.79
05/06/2026		101133	ULINE	Accounts Payable	Outstanding	Check	-1,521.14
05/06/2026		101134	VALOR FORD INC	Accounts Payable	Outstanding	Check	-710.55
05/06/2026		101135	VAN DIEST SUPPLY CO	Accounts Payable	Outstanding	Check	-4,165.45
05/06/2026		101136	WALSH CUSTOMS & COLLISION	Accounts Payable	Outstanding	Check	-1,119.15
05/06/2026		101137	WATER PROTECTION FEE/CLEAN DRINKING FEE	Accounts Payable	Outstanding	Check	-11,126.40
05/06/2026		101138	WATERS TRUE VALUE	Accounts Payable	Outstanding	Check	-451.87
05/06/2026		101139	WELBORN SALES	Accounts Payable	Outstanding	Check	-4,962.24
05/06/2026		101140	WHITE STAR	Accounts Payable	Outstanding	Check	-13,902.55
05/06/2026		101141	ZOETIS US LLC	Accounts Payable	Outstanding	Check	-236.55
						Check Total: (205)	**-1,795,378.65**
EFT							
04/22/2026		311	ANTHONY JOHN SWIFT	Accounts Payable	Outstanding	EFT	-6,240.00
04/22/2026		312	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	Accounts Payable	Outstanding	EFT	-30,409.28
04/22/2026		313	CONRAD FIRE EQUIPMENT	Accounts Payable	Outstanding	EFT	-329.29
04/22/2026		314	DARTPOINTS LLC	Accounts Payable	Outstanding	EFT	-459.99
04/22/2026		315	FILM AT ELEVEN INC.	Accounts Payable	Outstanding	EFT	-12,841.85
04/22/2026		316	HDR ENGINEERING INC	Accounts Payable	Outstanding	EFT	-134,417.00
04/22/2026		317	HEARTLAND COCA-COLA BOTTLING COMAPNY LLC	Accounts Payable	Outstanding	EFT	-482.53
04/22/2026		318	HENRY SCHEIN, INC	Accounts Payable	Outstanding	EFT	-816.21
04/22/2026		319	JOHNSON CONTROLS US HOLDING LLC	Accounts Payable	Outstanding	EFT	-406.02
04/22/2026		320	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
04/22/2026		321	KAW VALLEY ENGINEERING, INC	Accounts Payable	Outstanding	EFT	-259,324.81
04/22/2026		323	LATONJA ANDREWS	Accounts Payable	Outstanding	EFT	-60.00
04/22/2026		324	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-80.00

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/22/2026		325	MIDWEST PUBLIC RISK-MPR	Accounts Payable	Outstanding	EFT	-4,724.00
04/22/2026		326	PLACER LAB INC.	Accounts Payable	Outstanding	EFT	-26,998.00
04/22/2026		327	REHRIG PACIFIC COMPANY	Accounts Payable	Outstanding	EFT	-13,794.00
04/22/2026		328	STAPLES ADVANTAGE	Accounts Payable	Outstanding	EFT	-761.74
04/22/2026		329	STRYKER SALES CORPORATION	Accounts Payable	Outstanding	EFT	-1,030.88
04/22/2026		330	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-240.00
04/22/2026		331	TERRY GRAHAM	Accounts Payable	Outstanding	EFT	-2,487.30
04/22/2026		332	TYLER JOE COLLINS	Accounts Payable	Outstanding	EFT	-3,856.00
04/22/2026		333	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-31.50
04/22/2026		334	VC3 Inc	Accounts Payable	Outstanding	EFT	-8,186.88
04/22/2026		335	VEOLIA WATER NORTH AMERICA	Accounts Payable	Outstanding	EFT	-370,337.29
04/22/2026		336	VERIFIED FIRST LLC	Accounts Payable	Outstanding	EFT	-827.50
04/22/2026		337	WEIS FIRE AND SAFETY EQUIPMENT LLC	Accounts Payable	Outstanding	EFT	-282.00
04/22/2026		338	WILDCAT SCOOPERS LLC	Accounts Payable	Outstanding	EFT	-750.00
04/22/2026		339	ZOLL MEDICAL CORPORATION	Accounts Payable	Outstanding	EFT	-10,440.00
04/24/2026		341	FIREMEN'S RELIEF ASSOCIATION	Accounts Payable	Outstanding	EFT	-104.06
04/24/2026		342	JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309	Accounts Payable	Outstanding	EFT	-792.00
04/24/2026		343	JUNCTION CITY FIREFIGHTERS AID ASSOCIATION	Accounts Payable	Outstanding	EFT	-5.00
04/27/2026		340	CARD CENTER	Accounts Payable	Outstanding	EFT	-2,851.49
05/01/2026		344	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-316.66
05/01/2026		345	CITY OF JC FLEX SPENDING ACCT 1074334	Accounts Payable	Outstanding	EFT	-4,882.53
05/01/2026		346	CITY OF JUNCTION CITY	Accounts Payable	Outstanding	EFT	-252.00
05/01/2026		347	FIREMEN'S RELIEF ASSOCIATION	Accounts Payable	Outstanding	EFT	-260.15
05/01/2026		348	JCPOA	Accounts Payable	Outstanding	EFT	-1,125.00
05/01/2026		349	JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309	Accounts Payable	Outstanding	EFT	-2,016.00
05/01/2026		350	JUNCTION CITY FIREFIGHTERS AID ASSOCIATION	Accounts Payable	Outstanding	EFT	-275.00
05/01/2026		351	ROLLING MEADOWS GOLF COURSE	Accounts Payable	Outstanding	EFT	-404.84
05/01/2026		352	EMPRISE BANK	Accounts Payable	Outstanding	EFT	-34,028.74
05/06/2026		353	ANGEL TREVINO	Accounts Payable	Outstanding	EFT	-200.00
05/06/2026		354	ANTHONY JOHN SWIFT	Accounts Payable	Outstanding	EFT	-13,415.00
05/06/2026		355	BLACK CLOVER ENTERPRISES LLC	Accounts Payable	Outstanding	EFT	-485.16
05/06/2026		356	CENTRAL POWER SYSTEMS & SERVICES	Accounts Payable	Outstanding	EFT	-68.24
05/06/2026		357	COLUMBIA CAPITAL MANAGEMENT LLC	Accounts Payable	Outstanding	EFT	-2,000.00
05/06/2026		358	DAVENPORT GROUP. LLC	Accounts Payable	Outstanding	EFT	-47,500.00
05/06/2026		359	DRAKE PHARMACY SOLUTIONS LLC	Accounts Payable	Outstanding	EFT	-353.84
05/06/2026		360	HEARTLAND COCA-COLA BOTTLING COMAPNY LLC	Accounts Payable	Outstanding	EFT	-1,237.62
05/06/2026		361	HONOR SCREENPRINTING & EMBROIDERY LLC	Accounts Payable	Outstanding	EFT	-1,993.23
05/06/2026		362	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
05/06/2026		363	LATAANIA RHYAN	Accounts Payable	Outstanding	EFT	-15.00
05/06/2026		364	LATONJA ANDREWS	Accounts Payable	Outstanding	EFT	-90.00
05/06/2026		365	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-20.00
05/06/2026		366	MELISSA FLORES	Accounts Payable	Outstanding	EFT	-200.00
05/06/2026		367	NATIONAL SIGN COMPANY LLC	Accounts Payable	Outstanding	EFT	-2,305.10

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/06/2026		368	STAPLES ADVANTAGE	Accounts Payable	Outstanding	EFT	-1,753.84
05/06/2026		369	STATE OF KANSAS	Accounts Payable	Outstanding	EFT	-2,152.16
05/06/2026		371	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-120.00
05/06/2026		372	TERRY GRAHAM	Accounts Payable	Outstanding	EFT	-4,966.10
05/06/2026		373	TYLER JOE COLLINS	Accounts Payable	Outstanding	EFT	-4,656.00
05/06/2026		374	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-10.50
05/06/2026		375	USI INSURANCE SERVICES LLC	Accounts Payable	Outstanding	EFT	-20,000.00
05/06/2026		376	WEIS FIRE AND SAFETY EQUIPMENT LLC	Accounts Payable	Outstanding	EFT	-8,400.00
05/06/2026		377	XEROX CORPORATION	Accounts Payable	Outstanding	EFT	-537.39
						EFT Total: (65)	**-1,056,865.04**
						Outstanding Total: (381)	**-3,368,827.99**
						Accounts Payable Total: (381)	**-3,368,827.99**

Payroll

Outstanding

EFT

04/24/2026		EFT0000551	Payroll EFT	Payroll	Outstanding	EFT	-18,966.58
05/01/2026		EFT0000552	Payroll EFT	Payroll	Outstanding	EFT	-16,297.17
05/01/2026		EFT0000553	Payroll EFT	Payroll	Outstanding	EFT	-445,679.48
05/01/2026		EFT0000554	Payroll EFT	Payroll	Outstanding	EFT	-1,716.67
						EFT Total: (4)	**-482,659.90**
						Outstanding Total: (4)	**-482,659.90**
						Payroll Total: (4)	**-482,659.90**
						Report Total: (385)	**-3,851,487.89**

Summary

Bank Account	Count	Amount
1074318 POOLED CASH MASTER	4	-482,659.90
4474538 CNB OPERATING ACCT	381	-3,368,827.99
Report Total:	**385**	**-3,851,487.89**

Cash Account	Count	Amount
999 999-1-00000-0101 POOLED CASH MASTER	4	-482,659.90
999 999-1-00000-0104 POOLED CASH CNB MASTER	381	-3,368,827.99
Report Total:	**385**	**-3,851,487.89**

Transaction Type	Count	Amount
Bank Draft	111	-516,584.30
Check	205	-1,795,378.65
EFT	69	-1,539,524.94
Report Total:	**385**	**-3,851,487.89**

Junction City, KS

Appropriations for – April 21 – May 6, 2026

By Fund

Post Dates 4/21/2026 - 5/6/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 001 - GENERAL FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0038135	04/24/2026	CITY OF JC EMPLOYER PD LIFE	1.60
ADVANCE LIFE INSURANCE	INV0038189	05/01/2026	CITY OF JC EMPLOYER PD LIFE	9.60
ADVANCE LIFE INSURANCE	INV0038190	05/01/2026	ADVANCE LIFE INSURANCE BE…	2.61
ADVANCE LIFE INSURANCE	INV0038216	05/01/2026	CITY OF JC EMPLOYER PD LIFE	224.05
ADVANCE LIFE INSURANCE	INV0038217	05/01/2026	ADVANCE LIFE INSURANCE BE…	583.58
			Vendor 043380 - ADVANCE LIFE INSURANCE Total:	**821.44**
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB…	INV0038144	04/24/2026	CITY OF JC EMPLOYER PAID S…	4.50
ADVANCE SHORT TERM DISAB…	INV0038204	05/01/2026	CITY OF JC EMPLOYER PAID S…	21.83
ADVANCE SHORT TERM DISAB…	INV0038257	05/01/2026	CITY OF JC EMPLOYER PAID S…	568.23
			Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:	**594.56**
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU…	INV0038136	04/24/2026	AFLAC BEFORE TAX	15.88
AMERICAN FAMILY LIFE ASSU…	INV0038191	05/01/2026	AFLAC BEFORE TAX	36.99
AMERICAN FAMILY LIFE ASSU…	INV0038218	05/01/2026	AFLAC	66.86
AMERICAN FAMILY LIFE ASSU…	INV0038219	05/01/2026	AFLAC BEFORE TAX	672.25
			Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:	**791.98**
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF …	INV0038137	04/24/2026	BLUE CROSS BLUE SHIELD	260.27
BLUE CROSS BLUE SHIELD OF …	INV0038138	04/24/2026	BLUE CROSS BLUE SHIELD	16.14
BLUE CROSS BLUE SHIELD OF …	INV0038192	05/01/2026	BLUE CROSS BLUE SHIELD	1,028.96
BLUE CROSS BLUE SHIELD OF …	INV0038193	05/01/2026	BLUE CROSS BLUE SHIELD	31.84
BLUE CROSS BLUE SHIELD OF …	INV0038194	05/01/2026	BLUE CROSS BLUE SHIELD	545.11
BLUE CROSS BLUE SHIELD OF …	INV0038195	05/01/2026	BLUE CROSS BLUE SHIELD	34.70
BLUE CROSS BLUE SHIELD OF …	INV0038196	05/01/2026	BLUE CROSS BLUE SHIELD	909.84
BLUE CROSS BLUE SHIELD OF …	INV0038197	05/01/2026	BLUE CROSS BLUE SHIELD	260.27
BLUE CROSS BLUE SHIELD OF …	INV0038198	05/01/2026	BLUE CROSS BLUE SHIELD	50.21
BLUE CROSS BLUE SHIELD OF …	INV0038199	05/01/2026	BLUE CROSS BLUE SHIELD	64.56
BLUE CROSS BLUE SHIELD OF …	INV0038220	05/01/2026	BLUE CROSS BLUE SHIELD	4,588.64
BLUE CROSS BLUE SHIELD OF …	INV0038221	05/01/2026	BLUE CROSS BLUE SHIELD	8,900.52
BLUE CROSS BLUE SHIELD OF …	INV0038222	05/01/2026	BLUE CROSS BLUE SHIELD	765.74
BLUE CROSS BLUE SHIELD OF …	INV0038223	05/01/2026	BLUE CROSS BLUE SHIELD	881.59
BLUE CROSS BLUE SHIELD OF …	INV0038224	05/01/2026	BLUE CROSS BLUE SHIELD	342.80
BLUE CROSS BLUE SHIELD OF …	INV0038225	05/01/2026	BLUE CROSS BLUE SHIELD	2,180.44
BLUE CROSS BLUE SHIELD OF …	INV0038226	05/01/2026	BLUE CROSS BLUE SHIELD	475.37
BLUE CROSS BLUE SHIELD OF …	INV0038227	05/01/2026	BLUE CROSS BLUE SHIELD	10,614.04
BLUE CROSS BLUE SHIELD OF …	INV0038228	05/01/2026	BLUE CROSS BLUE SHIELD	16,423.05
BLUE CROSS BLUE SHIELD OF …	INV0038229	05/01/2026	BLUE CROSS BLUE SHIELD	5,945.12
BLUE CROSS BLUE SHIELD OF …	INV0038230	05/01/2026	BLUE CROSS BLUE SHIELD	13,868.20
BLUE CROSS BLUE SHIELD OF …	INV0038231	05/01/2026	BLUE CROSS BLUE SHIELD	2,347.32
BLUE CROSS BLUE SHIELD OF …	INV0038232	05/01/2026	BLUE CROSS BLUE SHIELD	1,526.86
			Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:	**72,061.59**
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC…	INV0038200	05/01/2026	FLEX SPENDING-1074334	316.66
CITY OF JC FLEX SPENDING AC…	INV0038238	05/01/2026	FLEX SPENDING-1074334	4,175.46
			Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:	**4,492.12**
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0038239	05/01/2026	CITY OF JUNCTION CITY (G-FEE)	25.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
CITY OF JUNCTION CITY	INV0038256	05/01/2026	TELEPHONE REIMBURSEMENT	166.30
			Vendor 012130 - CITY OF JUNCTION CITY Total:	**191.30**
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0038143	04/24/2026	EMPOWER FINANCIAL SERVIC…	20,000.00
EMPOWER RETIREMENT LLC	INV0038250	05/01/2026	EMPOWER FINANCIAL SERVIC…	8,336.00
EMPOWER RETIREMENT LLC	INV0038255	05/01/2026	GREAT WEST FINANCIAL	2,262.00
			Vendor 01944 - EMPOWER RETIREMENT LLC Total:	**30,598.00**
Vendor: 00029 - FAMILY SUPPORT PAYMENT CENTER				
FAMILY SUPPORT PAYMENT C…	INV0038234	05/01/2026	FAMILY SUPPORT MO	149.38
			Vendor 00029 - FAMILY SUPPORT PAYMENT CENTER Total:	**149.38**
Vendor: 025326 - FIREMEN'S RELIEF ASSOCIATION				
FIREMEN'S RELIEF ASSOCIATI…	INV0038141	04/24/2026	FIREMANS RELIEF	104.06
FIREMEN'S RELIEF ASSOCIATI…	INV0038237	05/01/2026	FIREMANS RELIEF	260.15
			Vendor 025326 - FIREMEN'S RELIEF ASSOCIATION Total:	**364.21**
Vendor: 050188 - FLEXIBLE SPENDING ACCOUNT #1074334				
FLEXIBLE SPENDING ACCOUNT…	INV0038233	05/01/2026	DEPENDENT CARE ACCT 1074…	208.33
			Vendor 050188 - FLEXIBLE SPENDING ACCOUNT #1074334 Total:	**208.33**
Vendor: 04594 - INDIANA STATE CENTRAL COLLECTION UNIT				
INDIANA STATE CENTRAL COL…	INV0038215	05/01/2026	INSCCU	457.17
			Vendor 04594 - INDIANA STATE CENTRAL COLLECTION UNIT Total:	**457.17**
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0038148	04/24/2026	FEDERAL WITHHOLDING	10,313.89
INTERNAL REVENUE SERVICE	INV0038149	04/24/2026	MEDICARE WITHHOLDING	1,657.66
INTERNAL REVENUE SERVICE	INV0038212	05/01/2026	SOCIAL SECURITY WITHHOLDI…	2,811.34
INTERNAL REVENUE SERVICE	INV0038213	05/01/2026	FEDERAL WITHHOLDING	2,072.29
INTERNAL REVENUE SERVICE	INV0038214	05/01/2026	MEDICARE WITHHOLDING	657.46
INTERNAL REVENUE SERVICE	INV0038272	05/01/2026	SOCIAL SECURITY WITHHOLDI…	25,972.74
INTERNAL REVENUE SERVICE	INV0038273	05/01/2026	FEDERAL WITHHOLDING	40,240.12
INTERNAL REVENUE SERVICE	INV0038274	05/01/2026	MEDICARE WITHHOLDING	15,285.26
INTERNAL REVENUE SERVICE	INV0038279	05/01/2026	SOCIAL SECURITY WITHHOLDI…	89.10
INTERNAL REVENUE SERVICE	INV0038280	05/01/2026	FEDERAL WITHHOLDING	43.99
INTERNAL REVENUE SERVICE	INV0038281	05/01/2026	MEDICARE WITHHOLDING	55.10
			Vendor 001010 - INTERNAL REVENUE SERVICE Total:	**99,198.95**
Vendor: 039125 - JCPOA				
JCPOA	INV0038254	05/01/2026	JCPOA	1,125.00
			Vendor 039125 - JCPOA Total:	**1,125.00**
Vendor: 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309				
JUNCTION CITY FIRE FIGHTERS…	INV0038140	04/24/2026	I.A.F.F. LOCAL 3309	792.00
JUNCTION CITY FIRE FIGHTERS…	INV0038236	05/01/2026	I.A.F.F. LOCAL 3309	2,016.00
			Vendor 037195 - JUNCTION CITY FIRE FIGHTERS ASSOCIATION LOCAL 3309 Total:	**2,808.00**
Vendor: 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION				
JUNCTION CITY FIREFIGHTERS…	INV0038139	04/24/2026	FIREFIGHTERS AID ASSOCIATI…	5.00
JUNCTION CITY FIREFIGHTERS…	INV0038235	05/01/2026	FIREFIGHTERS AID ASSOCIATI…	275.00
			Vendor 00813 - JUNCTION CITY FIREFIGHTERS AID ASSOCIATION Total:	**280.00**
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA…	INV0038146	04/24/2026	QUARTERLY UNEMPLOYMENT ..	57.16
KANSAS DEPARTMENT OF LA…	INV0038210	05/01/2026	QUARTERLY UNEMPLOYMENT ..	22.68
KANSAS DEPARTMENT OF LA…	INV0038270	05/01/2026	QUARTERLY UNEMPLOYMENT ..	526.68
KANSAS DEPARTMENT OF LA…	INV0038277	05/01/2026	QUARTERLY UNEMPLOYMENT ..	1.90
			Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:	**608.42**
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0038147	04/24/2026	STATE WITHHOLDING	2,062.49
KANSAS DEPT OF REVENUE	INV0038211	05/01/2026	STATE WITHHOLDING	1,145.59
KANSAS DEPT OF REVENUE	INV0038271	05/01/2026	STATE WITHHOLDING	24,667.21
KANSAS DEPT OF REVENUE	INV0038278	05/01/2026	STATE WITHHOLDING	67.94
			Vendor 042540 - KANSAS DEPT OF REVENUE Total:	**27,943.23**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0038244	05/01/2026	INCOME WITHHOLDING ORD…	1,140.50
KANSAS PAYMENT CENTER	INV0038245	05/01/2026	GARNISHMENT	608.00
			Vendor 014435 - KANSAS PAYMENT CENTER Total:	**1,748.50**
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0038142	04/24/2026	KP&F	18,193.69
KANSAS PUBLIC EMPLOYEES	INV0038201	05/01/2026	KPERS #2	880.97
KANSAS PUBLIC EMPLOYEES	INV0038202	05/01/2026	KPERS #3	2,843.85
KANSAS PUBLIC EMPLOYEES	INV0038203	05/01/2026	KPERS INSURANCE	180.97
KANSAS PUBLIC EMPLOYEES	INV0038246	05/01/2026	KP&F	108,620.31
KANSAS PUBLIC EMPLOYEES	INV0038247	05/01/2026	KPERS #1	4,246.08
KANSAS PUBLIC EMPLOYEES	INV0038248	05/01/2026	KPERS #2	3,733.45
KANSAS PUBLIC EMPLOYEES	INV0038249	05/01/2026	KPERS #3	22,390.05
KANSAS PUBLIC EMPLOYEES	INV0038251	05/01/2026	KPERS INSURANCE	1,175.36
			Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:	**162,264.73**
Vendor: 02713 - KAREN COMPTON				
KAREN COMPTON	INV0038258	05/01/2026	CITY OF JC EMPLOYER PAID S…	10.83
			Vendor 02713 - KAREN COMPTON Total:	**10.83**
Vendor: 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION				
POLICE & FIREMEN'S INSURA…	INV0038253	05/01/2026	POLICE & FIRE INSURANCE	777.05
			Vendor 048289 - POLICE & FIREMEN'S INSURANCE ASSOCIATION Total:	**777.05**
Vendor: 03639 - STATE OF ARKANSAS				
STATE OF ARKANSAS	INV0038252	05/01/2026	GARNISHMENT	173.33
			Vendor 03639 - STATE OF ARKANSAS Total:	**173.33**
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI…	INV0038259	05/01/2026	UNITED WAY	9.50
			Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:	**9.50**
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0038145	04/24/2026	VSP INSURANCE	4.60
VSP INSURANCE CO.	INV0038205	05/01/2026	VSP PREMIUM SINGLE	8.33
VSP INSURANCE CO.	INV0038206	05/01/2026	VSP VISION PREMIUM FAMILY	21.92
VSP INSURANCE CO.	INV0038207	05/01/2026	VSP INSURANCE	13.80
VSP INSURANCE CO.	INV0038208	05/01/2026	VSP VISION INSURANCE SPOU…	7.36
VSP INSURANCE CO.	INV0038209	05/01/2026	VSP VISION INS STANDARD CH…	7.51
VSP INSURANCE CO.	INV0038260	05/01/2026	VSP Vision Insurance Pre-Tax	18.20
VSP INSURANCE CO.	INV0038261	05/01/2026	VSP PREMIUM SINGLE	207.43
VSP INSURANCE CO.	INV0038262	05/01/2026	VSP PREMIUM SPOUSE	70.60
VSP INSURANCE CO.	INV0038263	05/01/2026	VSP PREMIUM CHILD(REN)	72.08
VSP INSURANCE CO.	INV0038264	05/01/2026	VSP VISION PREMIUM FAMILY	248.79
VSP INSURANCE CO.	INV0038265	05/01/2026	VSP INSURANCE	221.96
VSP INSURANCE CO.	INV0038266	05/01/2026	VSP VISION INSURANCE SPOU…	61.84
VSP INSURANCE CO.	INV0038267	05/01/2026	VSP VISION INS STANDARD CH…	112.65
VSP INSURANCE CO.	INV0038268	05/01/2026	VSP VISION INSURANCE STAN…	335.11
			Vendor 03938 - VSP INSURANCE CO. Total:	**1,412.18**
Vendor: 01595 - W H GRIFFIN, TRUSTEE				
W H GRIFFIN, TRUSTEE	INV0038269	05/01/2026	12-22755-13	300.00
			Vendor 01595 - W H GRIFFIN, TRUSTEE Total:	**300.00**
			Department 000 - NON-DEPARTMENTAL Total:	**409,389.80**
Department: 001 - GENERAL EXPENSES				
Vendor: 04729 - Tricare				
Tricare	REFUND - APR 2026	04/28/2026	AMBULANCE PAYMENT REFU…	499.03
			Vendor 04729 - Tricare Total:	**499.03**
			Department 001 - GENERAL EXPENSES Total:	**499.03**
Department: 002 - INFORMATION TECHNOLOGY SYSTEMS				
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I…	1VQG-N777-G61K	04/28/2026	Charger block	115.98

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
AMAZON CAPITAL SERVICES I...	1VQG-N777-G61K	04/28/2026	Computer Backpacks	129.98
			Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:	**245.96**
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	Muni Court Building	13,412.40
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	JCPD Building	22,861.97
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	JCFD FS1	15,381.81
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	Door Control Licenses	2,471.78
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	JCFD FS2	17,338.94
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	DTF Building	8,494.01
AMERICAN DIGITAL SECURITY,...	INV0038172	04/28/2026	JCPD Warehouse	5,449.96
			Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:	**85,410.87**
Vendor: 02993 - DAVENPORT GROUP. LLC				
DAVENPORT GROUP. LLC	INV125016	04/28/2026	DG Care Service Agreement - ...	47,500.00
			Vendor 02993 - DAVENPORT GROUP. LLC Total:	**47,500.00**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - IT	16.53
			Vendor 03830 - PROCOPY, INC. Total:	**16.53**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Fiber Internet - MB	1,320.00
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - IT	105.85
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Dark Fiber Lease	625.00
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**2,050.85**
			Department 002 - INFORMATION TECHNOLOGY SYSTEMS Total:	**135,224.21**
Department: 003 - ADMINISTRATION				
Vendor: 04519 - ANGEL TREVINO				
ANGEL TREVINO	05.2026	04/27/2026	Monthly Stipend May 2026	200.00
			Vendor 04519 - ANGEL TREVINO Total:	**200.00**
Vendor: 04257 - ARIANA DIAZ LORENZO				
ARIANA DIAZ LORENZO	05.2026	04/27/2026	Monthly Stipend May 2026	200.00
			Vendor 04257 - ARIANA DIAZ LORENZO Total:	**200.00**
Vendor: 01323 - COLUMBIA CAPITAL MANAGEMENT LLC				
COLUMBIA CAPITAL MANAG...	26350004	04/28/2026	INVESTMENT SERVICES 3/2026	2,000.00
			Vendor 01323 - COLUMBIA CAPITAL MANAGEMENT LLC Total:	**2,000.00**
Vendor: 03399 - HONOR SCREENPRINTING & EMBROIDERY LLC				
HONOR SCREENPRINTING & ...	5653	04/24/2026	END GUN VIOLENCE	1,993.23
			Vendor 03399 - HONOR SCREENPRINTING & EMBROIDERY LLC Total:	**1,993.23**
Vendor: 04518 - MELISSA FLORES				
MELISSA FLORES	05.2026	04/27/2026	Monthly Stipend May 2026	200.00
			Vendor 04518 - MELISSA FLORES Total:	**200.00**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Administration	270.59
			Vendor 03830 - PROCOPY, INC. Total:	**270.59**
Vendor: 02419 - SIR SPEEDY				
SIR SPEEDY	118743	04/29/2026	BC'S FOR CITY MANAGER & CI...	109.53
			Vendor 02419 - SIR SPEEDY Total:	**109.53**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Admin	207.84
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**207.84**
			Department 003 - ADMINISTRATION Total:	**5,181.19**
Department: 008 - BUILDING MAINTENANCE				
Vendor: 01664 - AIR FILTER PLUS INC				
AIR FILTER PLUS INC	457983	04/29/2026	FILTERS FOR STOCK	1,469.60
AIR FILTER PLUS INC	458465	04/28/2026	FILTERS FOR STOCK	269.28
			Vendor 01664 - AIR FILTER PLUS INC Total:	**1,738.88**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 004325 - ASSOCIATED INSULATION INC				
ASSOCIATED INSULATION INC	26968	04/28/2026	TEST CEILING TILES FOR ASBE…	259.00
			Vendor 004325 - ASSOCIATED INSULATION INC Total:	**259.00**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	PLYWOOD FOR IT WALL	27.99
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	CAULK, CONNECTOR	20.97
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	LUMBER FOR IT WALL	18.97
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	PLYWOOD FOR DTS	39.99
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	TRIM FOR JOSH'S OFFICE	83.88
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SUPPLIES FOR DOOR FRAME, …	82.91
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	BATTERIES	65.97
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	PLYWOOD FOR WALLS	117.91
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SUPPLIES TO MOUNT TRIM IN…	53.46
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SHOP SUPPLIES	32.46
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	PARTS TO HANG WHITE BOAR…	53.96
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	DROP CLOTH, BIT SET, DRILL	80.95
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SHOP SUPPLIES	402.60
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	BULB	67.99
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	TOILET REPAIR KIT	29.99
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SHOP SUPPLIES	59.55
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	BOLTS AND DRILL BITS	65.97
			Vendor 04433 - KS STATEBANK Total:	**1,305.52**
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	214069	04/24/2026	WASH CONDENSER COILS A/C…	1,472.50
THERMAL COMFORT AIR, INC	214336	04/24/2026	WASH CONDENSER COILS, OP…	2,185.00
			Vendor 076635 - THERMAL COMFORT AIR, INC Total:	**3,657.50**
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	537412/2	04/24/2026	WALL PLATE AND SWITCH, M….	21.97
			Vendor 082680 - WATERS TRUE VALUE Total:	**21.97**
			Department 008 - BUILDING MAINTENANCE Total:	**6,982.87**
Department: 010 - PARKS DEPARTMENT				
Vendor: 04507 - ANTHONY JOHN SWIFT				
ANTHONY JOHN SWIFT	2293	04/29/2026	CONTRACT MOWING, HELLA…	2,550.00
ANTHONY JOHN SWIFT	2294	04/29/2026	CONTRACT MOWING, ATC CA…	415.00
ANTHONY JOHN SWIFT	2295	04/29/2026	CONTRACT MOWING, DRAIN…	225.00
ANTHONY JOHN SWIFT	2296	04/29/2026	CONTRACT MOWING, CONTR…	345.00
ANTHONY JOHN SWIFT	2297	04/29/2026	CONTRACT MOWING, ISLANDS..	1,100.00
ANTHONY JOHN SWIFT	2298	04/29/2026	CONTRACT MOWING, CONTR…	520.00
			Vendor 04507 - ANTHONY JOHN SWIFT Total:	**5,155.00**
Vendor: 03087 - BRADY INDUSTRIES OF KANSAS, LLC				
BRADY INDUSTRIES OF KANSA…	11630367	04/28/2026	PAPER TOWELS AND TOILET P…	564.06
			Vendor 03087 - BRADY INDUSTRIES OF KANSAS, LLC Total:	**564.06**
Vendor: 03750 - CARR CONSTRUCTION				
CARR CONSTRUCTION	241371	04/23/2026	FOUNTAIN REPAIR, HERITAGE	4,500.00
			Vendor 03750 - CARR CONSTRUCTION Total:	**4,500.00**
Vendor: 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC				
CAT CANS PORTABLE SERVICES..	I47934	04/28/2026	PORTABLE UNIT, FILBY FIELD	104.23
			Vendor 02898 - CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC Total:	**104.23**
Vendor: 04720 - EARTHPLANTER, LLC				
EARTHPLANTER, LLC	V212350	04/29/2026	PLANTERS FOR DOWNTOWN…	6,109.00
			Vendor 04720 - EARTHPLANTER, LLC Total:	**6,109.00**
Vendor: 00180 - GAME TIME ATHLETICS				
GAME TIME ATHLETICS	20912	04/24/2026	TENNIS NETS AND BASEBALL …	1,139.72
GAME TIME ATHLETICS	20942	04/29/2026	ATHLETIC FIELD MARKING PAI…	543.60
			Vendor 00180 - GAME TIME ATHLETICS Total:	**1,683.32**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 02910 - INLAND TRUCK PARTS COMPANY				
INLAND TRUCK PARTS COMP…	IN-1981412	04/24/2026	PARTS FOR POST HOLE AUGER	863.26
			Vendor 02910 - INLAND TRUCK PARTS COMPANY Total:	**863.26**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038127	04/24/2026	1017 1/2 W 5th 510405255 1…	44.06
			Vendor 043271 - KANSAS GAS SERVICE Total:	**44.06**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	WALMART, HAND SOAP, CLE…	65.28
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	WALMART, TOTES FOR STOR…	26.91
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, URINAL SCREENS, G…	153.98
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, REPLACEMENT BAT…	79.88
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	TACTACAM, TRAIL CAMERA S…	13.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, PRIME SUBSCRIPTI…	14.99
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	SOUNDTRACK YOUR BRAND, …	41.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	TACTACAM, TRAIL CAMERA S…	4.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	NITEOWL CREATIONS, HOODI…	94.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	CEDAR POINT CAR WASH	16.46
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	KING RMC WASH, CAR WASH	10.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	HIGHWIND BREWERY, STAFF …	242.24
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BULBS	39.98
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	TRACTOR SUPPLY, ANIMAL SH…	771.48
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BLEACH AND VALVE	25.98
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	MATERIALS TO REPAIR MINI …	37.98
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	LUMBER FOR MINI GOLF FEN…	231.87
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	CONCRETE FOR STORYWALK …	169.80
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	CONCRETE FOR MINI GOLF FE…	169.80
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	PART FOR MINI GOLF FENCE	38.97
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BOLTS AND SCREWS	28.36
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	FENCE PANELS FOR BALLFIELD…	1,115.46
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	TRACTOR SUPPLY, PARTS TO R…	8.55
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	PART TO REPAIR DOG PARK G…	7.18
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	LUMBER TO REPAIR TABLES	99.96
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BOLTS AND SCREWS	74.07
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BOLTS AND SCREWS	29.88
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	TRACTOR SUPPLY, SUPPLIES F…	67.97
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	MENARDS, FENCE PLANK FOR…	749.85
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	WALMART, WATER FOR CREW	21.88
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	TRUCK HITCH	243.97
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BOMGAARS, BACKPACK SPRA…	599.98
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	TOOLS	29.54
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	HOE	111.96
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	WRENCH	51.98
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	BATTERY CHARGER	64.97
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	GLOVES	115.96
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	MENARDS, RATCHET STRAP	29.99
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	PLUMBING CONNECTOR FOR …	56.79
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	CHEWY, DOG LITTER BAGS	237.91
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	FLYER SUBSCRIPTION	9.95
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	MAGNETIC LOGOS FOR NEW …	385.50
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	SAFETY VESTS FOR PARKS STA…	162.45
			Vendor 04433 - KS STATEBANK Total:	**6,551.71**
Vendor: 02691 - PHILLIPS PINEWOOD MULCH, INC.				
PHILLIPS PINEWOOD MULCH, …	22726	04/24/2026	CEDAR MULCH FOR LANDSCAP..	3,773.25
PHILLIPS PINEWOOD MULCH, …	22739	04/28/2026	PLAYGROUND MULCH	2,811.90
			Vendor 02691 - PHILLIPS PINEWOOD MULCH, INC. Total:	**6,585.15**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Parks	117.74
			Vendor 03830 - PROCOPY, INC. Total:	**117.74**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6748235	04/24/2026	PLUMBING SUPPLIES, BRAML…	205.85
			Vendor 066189 - REEVES-WIEDEMAN CO. Total:	**205.85**
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY …	165119763-001	04/24/2026	SPRAY GUN FOR PORTABLE C…	97.15
			Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:	**97.15**
Vendor: 02193 - STANION WHOLESALE ELECTRIC CO				
STANION WHOLESALE ELECTR…	6089740-00	04/24/2026	OUTLET PARTS	66.93
STANION WHOLESALE ELECTR…	6090313-00	04/24/2026	SECURITY CAMERAS AT PARKS	298.79
STANION WHOLESALE ELECTR…	6090709-00	04/24/2026	SECURITY CAMERAS FOR PAR…	1,536.66
STANION WHOLESALE ELECTR…	6092923-00	04/28/2026	PARTS FOR PARKS SECURITY C…	135.05
			Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:	**2,037.43**
Vendor: 02511 - TERRY GRAHAM				
TERRY GRAHAM	2572-1	04/24/2026	CONTRACT MOWING 4/13-4/…	2,191.80
TERRY GRAHAM	2576	04/28/2026	CONTRACT MOWING, 4/20-4/…	2,567.30
			Vendor 02511 - TERRY GRAHAM Total:	**4,759.10**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - Rathert Stadium	11.98
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Parks 1678	128.72
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - 5th Street Park	119.99
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**260.69**
Vendor: 04559 - TYLER JOE COLLINS				
TYLER JOE COLLINS	607280	04/24/2026	CONTRACT MOWING, 4/20 H…	2,328.00
TYLER JOE COLLINS	607283	04/29/2026	CONTRACT MOWING, HERITA…	2,328.00
			Vendor 04559 - TYLER JOE COLLINS Total:	**4,656.00**
Vendor: 081184 - VAN DIEST SUPPLY CO				
VAN DIEST SUPPLY CO	34154	04/29/2026	HERBICIDE AND WEED CONT…	1,535.70
VAN DIEST SUPPLY CO	34155	04/29/2026	HERBICIDE	2,273.75
VAN DIEST SUPPLY CO	34156	04/29/2026	BUCCANEER PLUS	356.00
			Vendor 081184 - VAN DIEST SUPPLY CO Total:	**4,165.45**
Vendor: 01015 - WALSH CUSTOMS & COLLISION				
WALSH CUSTOMS & COLLISION	17084912	04/24/2026	REPAIR TAILGATE, TRUCK 1008	1,119.15
			Vendor 01015 - WALSH CUSTOMS & COLLISION Total:	**1,119.15**
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	537240/2	04/24/2026	CIRCUIT BREAKER, HAMMOND	16.99
WATERS TRUE VALUE	537245/2	04/24/2026	GFCI COVER, HAMMOND	7.99
			Vendor 082680 - WATERS TRUE VALUE Total:	**24.98**
			Department 010 - PARKS DEPARTMENT Total:	**49,603.33**
Department: 011 - SWIMMING POOL				
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038128	04/24/2026	1017 W 5th - 510290042 154…	44.06
			Vendor 043271 - KANSAS GAS SERVICE Total:	**44.06**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	KANSAS.GOV, FOOD LICENSE, …	220.00
			Vendor 04433 - KS STATEBANK Total:	**220.00**
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6754056	04/28/2026	PLUMBING PARTS FOR CITY P…	143.35
REEVES-WIEDEMAN CO.	6754572	04/28/2026	PLUMBING PARTS, CITY POOL	87.00
REEVES-WIEDEMAN CO.	6754588	04/28/2026	PLUMBING PARTS FOR SPLASH..	14.49
REEVES-WIEDEMAN CO.	6754631	04/28/2026	PLUMBING PARTS FOR CITY P…	198.41
			Vendor 066189 - REEVES-WIEDEMAN CO. Total:	**443.25**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Pool	26.47
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**26.47**
			Department 011 - SWIMMING POOL Total:	**733.78**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 013 - SPIN CITY				
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038132	04/24/2026	915 S Washington	465.71
			Vendor 043271 - KANSAS GAS SERVICE Total:	**465.71**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	SUPPLIES TO REPAIR SPIN CITY…	188.93
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, SUPPLIES FOR EAST…	230.23
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, SUPPLIES FOR ST P…	141.85
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	KANSAS.GOV, FOOD LICENSE, …	250.00
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	CONCESSION ITEMS FOR SPIN…	77.40
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	CONCESSION ITEMS FOR SPIN…	70.96
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	WALMART, CONCESSION ITE…	50.83
KS STATEBANK	HANLON, MARCH 2026	04/22/2026	WALMART, FOOD GLOVES FOR..	9.60
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	BALLOONS AND TABLE CLOTH…	7.00
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, BALLOONS AND T…	18.96
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, SUPPLIES FOR EAS…	26.10
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	DILLONS, BALLOONS	51.81
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, SODA FOR SPIN CI…	53.64
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, SODA FOR SPIN CI…	72.50
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, SODA FOR SPIN CI…	83.24
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	WALMART, SODA FOR SPIN CI…	130.57
			Vendor 04433 - KS STATEBANK Total:	**1,463.62**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Spin City	52.93
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**52.93**
			Department 013 - SPIN CITY Total:	**1,982.26**
Department: 014 - jUNCTION CITY AIRPORT				
Vendor: 009007 - AIR AND FIRE SYSTEMS				
AIR AND FIRE SYSTEMS	77148	04/28/2026	PA AIRPORT COVERS	721.18
AIR AND FIRE SYSTEMS	77148	04/28/2026	PA AIRPORT COVERS SERVICE…	35.00
			Vendor 009007 - AIR AND FIRE SYSTEMS Total:	**756.18**
Vendor: 02686 - HAMPEL OIL DISTRIBUTORS INC				
HAMPEL OIL DISTRIBUTORS I…	92152325	04/28/2026	JET A FUEL SUPERFUND EXCIS…	10.66
HAMPEL OIL DISTRIBUTORS I…	92152325	04/28/2026	JET A FUEL FEDERAL EXCISE T…	605.12
HAMPEL OIL DISTRIBUTORS I…	92152325	04/28/2026	JET A FUEL - 2480 GALLONS	11,655.50
			Vendor 02686 - HAMPEL OIL DISTRIBUTORS INC Total:	**12,271.28**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038123	04/24/2026	540 W 18th St 510005287 154…	62.90
KANSAS GAS SERVICE	INV0038125	04/24/2026	540 AIRPORT 100-JULY 2016	216.61
			Vendor 043271 - KANSAS GAS SERVICE Total:	**279.51**
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6754260	04/28/2026	JET A FUEL TANK PARTS FOR A…	24.99
REEVES-WIEDEMAN CO.	6754260	04/28/2026	JET A FUEL TANK BLK STL NIP…	9.05
REEVES-WIEDEMAN CO.	6754260	04/28/2026	JET A FUEL TANK MAL TEE	13.05
REEVES-WIEDEMAN CO.	6754260	04/28/2026	JET A FUEL TANK BUSHING	10.15
REEVES-WIEDEMAN CO.	6754260	04/28/2026	JET A FUEL TANK BLK STL NIP…	6.85
			Vendor 066189 - REEVES-WIEDEMAN CO. Total:	**64.09**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Dark Fiber Lease	625.00
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Airport	26.47
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**651.47**
Vendor: 00654 - ULINE				
ULINE	206139004	04/21/2026	PW 50 GALLON MOBILE SPILL …	1,055.14
			Vendor 00654 - ULINE Total:	**1,055.14**
			Department 014 - jUNCTION CITY AIRPORT Total:	**15,077.67**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 017 - ROLLING MEADOWS GOLF COURSE				
Vendor: 03487 - BLACK CLOVER ENTERPRISES LLC				
BLACK CLOVER ENTERPRISES L...	BCE224987	04/25/2026	MERCH FOR RESALE	485.16
			Vendor 03487 - BLACK CLOVER ENTERPRISES LLC Total:	**485.16**
Vendor: 02104 - BRAMLAGE PROPERTIES, LLC				
BRAMLAGE PROPERTIES, LLC	May 2026	04/27/2026	BILLBOARD RENTAL-GOLF	350.00
			Vendor 02104 - BRAMLAGE PROPERTIES, LLC Total:	**350.00**
Vendor: 066611 - CALLAWAY GOLF				
CALLAWAY GOLF	942438747	04/23/2026	MERCHANDISE FOR RESALE	321.60
CALLAWAY GOLF	942456622	04/28/2026	BALLS FOR RESALE	786.00
			Vendor 066611 - CALLAWAY GOLF Total:	**1,107.60**
Vendor: 00952 - CASH-WA DISTRIBUTING				
CASH-WA DISTRIBUTING	15071563	04/22/2026	FOOD FOR RESALE	1,340.65
CASH-WA DISTRIBUTING	15088171	04/29/2026	FOOD FOR RESALE	1,225.06
CASH-WA DISTRIBUTING	1509947	04/22/2026	FOOD FOR RESALE	1,558.27
CASH-WA DISTRIBUTING	CM0001700	04/24/2026	CREDIT FOR FOOD	-12.80
			Vendor 00952 - CASH-WA DISTRIBUTING Total:	**4,111.18**
Vendor: 017410 - CROWN DISTRIBUTORS, INC.				
CROWN DISTRIBUTORS, INC.	W-7368876	04/28/2026	BEER FOR RESALE	209.83
CROWN DISTRIBUTORS, INC.	W-7374737	04/22/2026	BEER FOR RESALE	479.08
CROWN DISTRIBUTORS, INC.	W-7380817	04/28/2026	BEER FOR RESALE	820.46
			Vendor 017410 - CROWN DISTRIBUTORS, INC. Total:	**1,509.37**
Vendor: 04019 - FIRST-CITIZENS BANK & TRUST COMPANY				
FIRST-CITIZENS BANK & TRUST...	49065911	04/28/2026	CARTS LEASE	4,266.35
FIRST-CITIZENS BANK & TRUST...	49065911	04/28/2026	CARTS LEASE	4,266.35
			Vendor 04019 - FIRST-CITIZENS BANK & TRUST COMPANY Total:	**8,532.70**
Vendor: 026399 - FLINT HILLS BEVERAGE LLC				
FLINT HILLS BEVERAGE LLC	876691	04/22/2026	BEER FOR RESALE	555.11
			Vendor 026399 - FLINT HILLS BEVERAGE LLC Total:	**555.11**
Vendor: 026585 - FOOTJOY/TITLEIST				
FOOTJOY/TITLEIST	3028051903	04/22/2026	HATS FOR RESALE	99.38
FOOTJOY/TITLEIST	922887469	04/22/2026	HATS FOR RESALE	315.00
FOOTJOY/TITLEIST	922915113	04/22/2026	BALLS FOR RESALE	305.86
FOOTJOY/TITLEIST	922937633	04/28/2026	HATS FOR RESALE	75.00
FOOTJOY/TITLEIST	922937636	04/28/2026	HATS FOR RESALE	1,050.00
			Vendor 026585 - FOOTJOY/TITLEIST Total:	**1,845.24**
Vendor: 02855 - FRONTIER SPIRITS				
FRONTIER SPIRITS	041626	04/22/2026	LIQOUR FOR RESALE	319.02
			Vendor 02855 - FRONTIER SPIRITS Total:	**319.02**
Vendor: 04530 - HEARTLAND COCA-COLA BOTTLING COMAPNY LLC				
HEARTLAND COCA-COLA BOT...	51965191013	04/22/2026	DRINKS FOR RESALE	395.85
HEARTLAND COCA-COLA BOT...	52110617015	04/28/2026	DRINKS FOR RESALE	841.77
			Vendor 04530 - HEARTLAND COCA-COLA BOTTLING COMAPNY LLC Total:	**1,237.62**
Vendor: 00762 - KANSAS GOLF AND TURF				
KANSAS GOLF AND TURF	01-359829	04/22/2026	PARTS FOR MOWERS	349.00
KANSAS GOLF AND TURF	01-360139	04/23/2026	PARTS FOR MOWERS	293.79
			Vendor 00762 - KANSAS GOLF AND TURF Total:	**642.79**
Vendor: 03815 - KLMM-66 LLC				
KLMM-66 LLC	817037	04/24/2026	PEST CONTROL	151.00
			Vendor 03815 - KLMM-66 LLC Total:	**151.00**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	GOLF COURSE LIGHTS	64.98
			Vendor 04433 - KS STATEBANK Total:	**64.98**
Vendor: 04724 - MICHAEL MCCORMICK				
MICHAEL MCCORMICK	44	04/28/2026	GATOR REPAIR	50.00
			Vendor 04724 - MICHAEL MCCORMICK Total:	**50.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 020860 - MID KANSAS COOPERATIVE ASSOCIATION				
MID KANSAS COOPERATIVE A...	MHB101009167	04/22/2026	FUEL FOR EQUIPMENT	1,381.52
			Vendor 020860 - MID KANSAS COOPERATIVE ASSOCIATION Total:	**1,381.52**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Golf	72.81
			Vendor 03830 - PROCOPY, INC. Total:	**72.81**
Vendor: 067881 - ROLLING MEADOWS GOLF COURSE				
ROLLING MEADOWS GOLF C...	INV0038240	05/01/2026	EMPLOYEE CAR RENTAL FEE	182.70
ROLLING MEADOWS GOLF C...	INV0038241	05/01/2026	EMPLOYEE FAMILY MEMBERS...	114.74
ROLLING MEADOWS GOLF C...	INV0038242	05/01/2026	EMPLOYEE SENIOR MEMBERS...	9.80
ROLLING MEADOWS GOLF C...	INV0038243	05/01/2026	EMPLOYEE MEMBERSHIP SIN...	97.60
			Vendor 067881 - ROLLING MEADOWS GOLF COURSE Total:	**404.84**
Vendor: 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC				
SITEONE LANDSCAPE SUPPLY ...	165215488-001	04/28/2026	IRRIGATION REPAIR	1,550.85
			Vendor 00766 - SITEONE LANDSCAPE SUPPLY HOLDING, LLC Total:	**1,550.85**
Vendor: 071657 - SMALL'S PLUMBING				
SMALL'S PLUMBING	5933	04/28/2026	TOILET REPAIR	104.69
SMALL'S PLUMBING	5934	04/28/2026	HOT WATER HEATER REPAIR	1,112.90
			Vendor 071657 - SMALL'S PLUMBING Total:	**1,217.59**
Vendor: 01850 - TLC MOBILE SERVICES				
TLC MOBILE SERVICES	15727	04/22/2026	TOW JOB FOR MAVERICK	294.00
			Vendor 01850 - TLC MOBILE SERVICES Total:	**294.00**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Golf	78.50
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**78.50**
			Department 017 - ROLLING MEADOWS GOLF COURSE Total:	**25,961.88**
Department: 018 - EMERGENCY MEDICAL SERVICES				
Vendor: 04446 - DRAKE PHARMACY SOLUTIONS LLC				
DRAKE PHARMACY SOLUTION...	03172026	04/27/2026	MEDICAL SUPPLIES	353.84
			Vendor 04446 - DRAKE PHARMACY SOLUTIONS LLC Total:	**353.84**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS1 - EMS	6.42
PROCOPY, INC.	021758	04/28/2026	Print Costs - Kelly	24.78
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS2 - EMS Office	28.15
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS1 - Copier	39.29
			Vendor 03830 - PROCOPY, INC. Total:	**98.64**
Vendor: 03941 - SCARFF ENTERPRISES, LLC.				
SCARFF ENTERPRISES, LLC.	17407	04/27/2026	WHEEL TRIM & MOLDING/503	293.98
SCARFF ENTERPRISES, LLC.	17407	04/27/2026	WHEEL TRIM & MOLDING/503	50.00
SCARFF ENTERPRISES, LLC.	17492	04/27/2026	DOT INSPECTION/565	72.79
SCARFF ENTERPRISES, LLC.	17502	04/27/2026	DOT INSPECTION/563	72.79
			Vendor 03941 - SCARFF ENTERPRISES, LLC. Total:	**489.56**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - FS2 - Butler Building	68.49
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - FS2 E Building (Main...	68.49
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - FS1 50% split	283.47
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**420.45**
			Department 018 - EMERGENCY MEDICAL SERVICES Total:	**1,362.49**
Department: 019 - ANIMAL SHELTER				
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038118	04/23/2026	2424 N JACKSON- ANIMAL SH...	216.61
			Vendor 043271 - KANSAS GAS SERVICE Total:	**216.61**
Vendor: 03282 - MIDWEST VETERINARY SUPPLY, INC.				
MIDWEST VETERINARY SUPPL...	28422510-000	04/23/2026	Gloves/Eye ointment	6.13

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
MIDWEST VETERINARY SUPPL...	28422510-000	04/23/2026	Gloves/Eye ointment	100.00
			Vendor 03282 - MIDWEST VETERINARY SUPPLY, INC. Total:	**106.13**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Animal Shelter	169.13
			Vendor 03830 - PROCOPY, INC. Total:	**169.13**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Shelter	53.59
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**53.59**
			Department 019 - ANIMAL SHELTER Total:	**545.46**
Department: 022 - BUILDING CODES & INSPECTIONS				
Vendor: 03495 - JEFFREY ROETHER				
JEFFREY ROETHER	1477	04/28/2026	723 S Washington St Dead Tre...	1,500.00
JEFFREY ROETHER	1487	04/28/2026	420 W 12th	275.00
JEFFREY ROETHER	1487	04/28/2026	416 W 12th	200.00
JEFFREY ROETHER	1487	04/28/2026	1212 N Clay	150.00
JEFFREY ROETHER	1487	04/28/2026	1821 N Jefferson	125.00
JEFFREY ROETHER	1487	04/28/2026	635 W 14th	125.00
JEFFREY ROETHER	1487	04/28/2026	120 W 12th	250.00
JEFFREY ROETHER	1487	04/28/2026	1416 N Franklin	600.00
			Vendor 03495 - JEFFREY ROETHER Total:	**3,225.00**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Codes	519.97
			Vendor 03830 - PROCOPY, INC. Total:	**519.97**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - B&C	281.02
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**281.02**
			Department 022 - BUILDING CODES & INSPECTIONS Total:	**4,025.99**
Department: 023 - LAW ENFORCEMENT DEPARTMENT				
Vendor: 04717 - ANGEL ARMOR, LLC				
ANGEL ARMOR, LLC	INV18453	04/24/2026	INV18453-Odell-RISE Vest	1,622.00
			Vendor 04717 - ANGEL ARMOR, LLC Total:	**1,622.00**
Vendor: 028442 - GEARY COUNTY SHERIFF				
GEARY COUNTY SHERIFF	April 2026	04/28/2026	April 2026-Inmate.Prescriptio...	92.18
			Vendor 028442 - GEARY COUNTY SHERIFF Total:	**92.18**
Vendor: 015300 - KA-COMM				
KA-COMM	200395	04/23/2026	200395-April 2026	377.00
			Vendor 015300 - KA-COMM Total:	**377.00**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038116	04/23/2026	210 E 9TH-POLICE DEPARTME...	310.72
			Vendor 043271 - KANSAS GAS SERVICE Total:	**310.72**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	PLUMBING SUPPLIES, RESTRO...	293.00
			Vendor 04433 - KS STATEBANK Total:	**293.00**
Vendor: 00461 - O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	0208-463436	04/28/2026	0208-463436-Captain Murphy...	54.00
			Vendor 00461 - O'REILLY AUTO PARTS Total:	**54.00**
Vendor: 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.				
PEPSI COLA BOTTLING COMP...	1234 252767	04/21/2026	1234:252767-Sugar,Coffee,Cr...	193.50
			Vendor 02897 - PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC. Total:	**193.50**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Report Writing	127.79
PROCOPY, INC.	021758	04/28/2026	Print Costs - Patrol Sgt	31.64
PROCOPY, INC.	021758	04/28/2026	Print Costs - PD Chief	86.04
PROCOPY, INC.	021758	04/28/2026	Print Costs - Investigations	115.86
PROCOPY, INC.	021758	04/28/2026	Print Costs - DTF	162.52

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
PROCOPY, INC.	021758	04/28/2026	Print Costs - Dispatch MFP	583.94
PROCOPY, INC.	021758	04/28/2026	Print Costs - Records	401.64
PROCOPY, INC.	021758	04/28/2026	Print Costs - Dispatch P1	9.25
			Vendor 03830 - PROCOPY, INC. Total:	**1,518.68**
Vendor: 04707 - SHAFCOM				
SHAFCOM	10507	04/28/2026	(6) JPL Scount 3100 PushToTal…	439.42
			Vendor 04707 - SHAFCOM Total:	**439.42**
Vendor: 02812 - STANARD & ASSOCIATES, INC.				
STANARD & ASSOCIATES, INC.	SA000064332	04/21/2026	First & Second Line study guid…	767.50
STANARD & ASSOCIATES, INC.	SA000064333	04/21/2026	Detective/Investigator study g…	482.50
			Vendor 02812 - STANARD & ASSOCIATES, INC. Total:	**1,250.00**
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6061355778	04/23/2026	6061355778-Bulletin Board in…	107.48
STAPLES ADVANTAGE	6061828242	04/27/2026	6061828242-TPaper,PaperTo…	145.49
STAPLES ADVANTAGE	6061828242	04/27/2026	6061828242-069 Toner-B,Y,M…	594.95
STAPLES ADVANTAGE	6061828242	04/27/2026	6061828242-069 Toner-B,Y,M…	517.48
			Vendor 01167 - STAPLES ADVANTAGE Total:	**1,365.40**
Vendor: 04003 - STATE OF KANSAS, DEPT. OF REVENUE				
STATE OF KANSAS, DEPT. OF R…	26-281	04/28/2026	26-281-Vehicle Tags	9.54
			Vendor 04003 - STATE OF KANSAS, DEPT. OF REVENUE Total:	**9.54**
Vendor: 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC				
STORMONT VAIL HEALTH FLIN…	FH1002365281	04/24/2026	FH1002365281-Prisoner-Coult…	38.45
			Vendor 03898 - STORMONT VAIL HEALTH FLINT HILLS LLC Total:	**38.45**
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	209185DM	04/27/2026	DM209185-Difference owed.J…	1,562.50
THERMAL COMFORT AIR, INC	213902	04/28/2026	213902-PD.Dispatch.Duckwork..	1,226.00
			Vendor 076635 - THERMAL COMFORT AIR, INC Total:	**2,788.50**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - PD Video Room	391.96
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - DTF	303.14
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - PD	1,241.95
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**1,937.05**
Vendor: 00970 - VERIZON WIRELESS				
VERIZON WIRELESS	JCPD April 2026	04/21/2026	JCPD-April 2026 (Cell)	158.53
			Vendor 00970 - VERIZON WIRELESS Total:	**158.53**
			Department 023 - LAW ENFORCEMENT DEPARTMENT Total:	**12,447.97**
Department: 024 - FIRE DEPARTMENT				
Vendor: 04631 - FORGE FIRE & COMPANY LLC				
FORGE FIRE & COMPANY LLC	2107	04/28/2026	FORCE TRAINING DOOR FOR T…	10,950.00
			Vendor 04631 - FORGE FIRE & COMPANY LLC Total:	**10,950.00**
Vendor: 04728 - Jace Boswell				
Jace Boswell	9B7ADA1	04/27/2026	REIMBURSEMENT KU TESTING	30.00
Jace Boswell	9FDEA6F1	04/27/2026	REIMBURSEMENT KU TESTING	30.00
Jace Boswell	9FDEAAD9	04/27/2026	REIMBURSEMENT KU TESTING	30.00
Jace Boswell	9FDEAEC2	04/27/2026	REIMBURSEMENT KU TESTING	30.00
Jace Boswell	HUTCH REIMBURSEMENT - A…	04/28/2026	HUTCHINSON SCHOOL MEAL …	412.34
			Vendor 04728 - Jace Boswell Total:	**532.34**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038126	04/24/2026	2245 Lacy Dr 510021949 1615…	292.31
			Vendor 043271 - KANSAS GAS SERVICE Total:	**292.31**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS2 - EMS Office	28.15
PROCOPY, INC.	021758	04/28/2026	Print Costs - Kelly	24.81
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS1 - Copier	39.30
PROCOPY, INC.	021758	04/28/2026	Print Costs - FS1 - EMS	6.42
			Vendor 03830 - PROCOPY, INC. Total:	**98.68**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - FS2 E Building (Main…	68.49
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Internet - FS2 - Butler Building	68.49
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - FS1 50% split	283.46
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**420.44**
Vendor: 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC				
WEIS FIRE AND SAFETY EQUI…	200159	04/28/2026	PALLET OF FIRE SUPPRESSION …	8,400.00
			Vendor 083056 - WEIS FIRE AND SAFETY EQUIPMENT LLC Total:	**8,400.00**
			Department 024 - FIRE DEPARTMENT Total:	**20,693.77**
Department: 025 - STREET DEPARTMENT				
Vendor: 009001 - AIRGAS				
AIRGAS	9171367217	04/28/2026	WELDING BLANKETS	42.71
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	65.99
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	77.32
			Vendor 009001 - AIRGAS Total:	**186.02**
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW MONITORS	110.66
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW DOCKING STATION	44.88
			Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:	**155.54**
Vendor: 04507 - ANTHONY JOHN SWIFT				
ANTHONY JOHN SWIFT	2258	04/28/2026	FALCON RIDGE	15.00
ANTHONY JOHN SWIFT	2258	04/28/2026	DEER CREEK ADDITION 3 - CITY..	33.60
ANTHONY JOHN SWIFT	2258	04/28/2026	SUTTER WOODS SUBDIVISION…	193.20
ANTHONY JOHN SWIFT	2292	04/28/2026	GRADE WORK FOR ROLLING …	1,775.00
			Vendor 04507 - ANTHONY JOHN SWIFT Total:	**2,016.80**
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	SMS703310	04/21/2026	PW UPM 1.07 TONS	183.51
BAYER CONSTRUCTION CO.	SMS703380	04/21/2026	PW RECLAIMED ASPHALT MA…	235.87
BAYER CONSTRUCTION CO.	SMS703380	04/21/2026	PW RECLAIMED ASPHALT MA…	253.58
BAYER CONSTRUCTION CO.	SMS703528	04/21/2026	PW UPM 2.190 TONS	375.59
BAYER CONSTRUCTION CO.	SMS703606	04/23/2026	PW ROAD RAP	644.81
BAYER CONSTRUCTION CO.	SMS703669	04/27/2026	PW FILTERED ROCK	1,207.37
BAYER CONSTRUCTION CO.	SMS703810	04/27/2026	ROAD RAP	639.17
BAYER CONSTRUCTION CO.	SMS703810	04/27/2026	ROAD RAP 15.940 TONS	644.00
			Vendor 006660 - BAYER CONSTRUCTION CO. Total:	**4,183.90**
Vendor: 04634 - BEEMER TOOLS 2.0 LLC				
BEEMER TOOLS 2.0 LLC	267656	04/23/2026	PW BATTERIES FOR CORDLESS…	422.30
			Vendor 04634 - BEEMER TOOLS 2.0 LLC Total:	**422.30**
Vendor: 015555 - CENTRAL POWER SYSTEMS & SERVICES				
CENTRAL POWER SYSTEMS & …	X105016181-01	04/21/2026	PW FLEET ABSORBENT, DRUM…	68.24
			Vendor 015555 - CENTRAL POWER SYSTEMS & SERVICES Total:	**68.24**
Vendor: 01143 - CHAMPIONS CAR AND TRUCK WASH				
CHAMPIONS CAR AND TRUCK…	2067	04/21/2026	PW FLEET PREPAID CAR WAS…	20.00
			Vendor 01143 - CHAMPIONS CAR AND TRUCK WASH Total:	**20.00**
Vendor: 062634 - CRAFCO, INC.				
CRAFCO, INC.	9402699237	04/28/2026	WHITE 125 ML LINES 24" X 3'	3,799.00
CRAFCO, INC.	9403700176	04/23/2026	PW TIP LINELAZER	125.90
			Vendor 062634 - CRAFCO, INC. Total:	**3,924.90**
Vendor: 043802 - EVERGY				
EVERGY	INV0038152	04/27/2026	133-A 6th Street Acct#938452…	150.47
			Vendor 043802 - EVERGY Total:	**150.47**
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z24381	04/23/2026	PW FLEET BATTERY STOCK	80.76
			Vendor 02138 - FACTORY MOTOR PARTS Total:	**80.76**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 014201 - JIM CLARK AUTO CENTER				
JIM CLARK AUTO CENTER	45911	04/23/2026	PW #2501 AND 2503 CAB STE…	1,700.00
			Vendor 014201 - JIM CLARK AUTO CENTER Total:	**1,700.00**
Vendor: 03793 - JUNCTION CITY MAIN STREET				
JUNCTION CITY MAIN STREET	1027	04/30/2026	PURCHASE OF BOLLARDS - P…	896.53
			Vendor 03793 - JUNCTION CITY MAIN STREET Total:	**896.53**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038129	04/24/2026	2324 1/2 N Jackson - 5103944…	190.46
KANSAS GAS SERVICE	INV0038129-R	04/24/2026	2324 1/2 N Jackson - 5103944…	-190.46
KANSAS GAS SERVICE	INV0038117	04/23/2026	2324 1/2 N Jackson - 5103944…	190.46
			Vendor 043271 - KANSAS GAS SERVICE Total:	**190.46**
Vendor: 04111 - MID-STATES MATERIALS, LLC				
MID-STATES MATERIALS, LLC	165542	04/21/2026	PW AB3 111.06 TONS	2,156.69
			Vendor 04111 - MID-STATES MATERIALS, LLC Total:	**2,156.69**
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERI…	739880	04/21/2026	PW SHOP CONCRETE 12.50 CY	2,378.75
MIDWEST CONCRETE MATERI…	741185	04/27/2026	PW W PINE & S ADAMS FUEL …	17.50
MIDWEST CONCRETE MATERI…	741185	04/27/2026	PW W PINE & S ADAMS FLOW…	799.50
MIDWEST CONCRETE MATERI…	741465	04/27/2026	PW S MADISON & W PINE FU…	17.50
MIDWEST CONCRETE MATERI…	741465	04/27/2026	PW S MADISON & W PINE FIB…	21.00
MIDWEST CONCRETE MATERI…	741465	04/27/2026	PW S MADISON & W PINE SH…	100.00
MIDWEST CONCRETE MATERI…	741465	04/27/2026	PW S MADISON & W PINE 3 CY	490.50
			Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:	**3,824.75**
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK FUEL SURCH…	0.75
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK HEX WASH …	434.53
MSC INDUSTRIAL SUPPLY CO	8249829002	04/23/2026	PW FLEET PTFE COAT PH CON…	367.69
MSC INDUSTRIAL SUPPLY CO	8337211004	04/23/2026	PW FLEET STOCK PIPE CAP	111.09
MSC INDUSTRIAL SUPPLY CO	8337211005	04/28/2026	PW FLEET STOCK PIPE CAP ST…	33.56
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	**947.62**
Vendor: 04620 - NATIONAL SIGN COMPANY LLC				
NATIONAL SIGN COMPANY LLC	IN0001743	04/23/2026	TRAFFIC STOP SIGNS	1,501.10
NATIONAL SIGN COMPANY LLC	IN0001743	04/23/2026	TRAFFIC BLANKS	804.00
			Vendor 04620 - NATIONAL SIGN COMPANY LLC Total:	**2,305.10**
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, I…	2026-02-18	04/21/2026	PW DEMOLITION AND DISPOS…	300.00
ONE ACCORD ENTERPRISES, I…	2026-02-19	04/21/2026	PW REPLACED AND REPAIRED…	595.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	**895.00**
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160100838	04/28/2026	BULKY HULK	1,544.00
POMP'S TIRE SERVICE, INC.	1160100838	04/28/2026	VALVE STEMS	20.00
POMP'S TIRE SERVICE, INC.	1160100838	04/28/2026	FOAM FILL MATERIAL	1,182.00
POMP'S TIRE SERVICE, INC.	1160100838	04/28/2026	SERVICE SUPPLIES	14.40
POMP'S TIRE SERVICE, INC.	1160100838	04/28/2026	LABOR;	180.00
			Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:	**2,940.40**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Public Works	51.53
			Vendor 03830 - PROCOPY, INC. Total:	**51.53**
Vendor: 065885 - RAM EXTERMINATORS, LLC				
RAM EXTERMINATORS, LLC	32087	04/21/2026	PW MONTHLY PEST CONTROL…	13.00
			Vendor 065885 - RAM EXTERMINATORS, LLC Total:	**13.00**
Vendor: 04370 - SHELBYVILLE LAUNDRY, INC.				
SHELBYVILLE LAUNDRY, INC.	62469	04/27/2026	PW MAT SERVICE DELIVERY 4-…	9.52
			Vendor 04370 - SHELBYVILLE LAUNDRY, INC. Total:	**9.52**
Vendor: 02193 - STANION WHOLESALE ELECTRIC CO				
STANION WHOLESALE ELECTR…	6083843-00	04/21/2026	PW - ELECTRIC MODBOX TOO…	791.86

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
STANION WHOLESALE ELECTR…	6083843-01	04/27/2026	WIRE SPOOL DISPENSER	191.30
STANION WHOLESALE ELECTR…	6092949-00	04/27/2026	PW TIME SWITCH	294.63
			Vendor 02193 - STANION WHOLESALE ELECTRIC CO Total:	**1,277.79**
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6061828240	04/28/2026	PW OFFICE SUPPLIES; KITCHEN..	97.11
			Vendor 01167 - STAPLES ADVANTAGE Total:	**97.11**
Vendor: 02511 - TERRY GRAHAM				
TERRY GRAHAM	2572PW	04/27/2026	MOWING CONTRACT	207.00
			Vendor 02511 - TERRY GRAHAM Total:	**207.00**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones PW -25%	45.42
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**45.42**
Vendor: 03081 - VALOR FORD INC				
VALOR FORD INC	6018970	04/21/2026	PW EXHAUST FLUID PARTS	690.91
VALOR FORD INC	6018971	04/21/2026	PW EXHAUST PARTS #543	519.64
VALOR FORD INC	CM0001698	04/21/2026	PW CREDIT MEMOT CORE RET	-500.00
			Vendor 03081 - VALOR FORD INC Total:	**710.55**
Vendor: 082680 - WATERS TRUE VALUE				
WATERS TRUE VALUE	536862-2	04/21/2026	PW ISOCORE PICK MATTOCK	74.99
WATERS TRUE VALUE	536971-2	04/21/2026	PW ARCH CONCRET FORM	22.99
WATERS TRUE VALUE	537020-2	04/21/2026	PW DOCK TAN 25#	99.99
WATERS TRUE VALUE	537020-2	04/21/2026	PW POWER-LEVER LOPPER	35.99
WATERS TRUE VALUE	537029-2	04/21/2026	PW STIHL 18" CHAIN	33.30
WATERS TRUE VALUE	537033-2	04/21/2026	PW BULK PROPANE	30.70
WATERS TRUE VALUE	537210-2	04/21/2026	PW SHOP RAKE	18.99
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES CAULK …	14.99
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES SEALANT	14.99
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES CHSL K…	12.99
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES PAINT …	8.58
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES CONTA…	7.96
WATERS TRUE VALUE	537269-2	04/23/2026	PW TRAFFIC SUPPLIES SPRAY …	5.99
WATERS TRUE VALUE	537366-2	04/23/2026	PW NYLON TWINE	6.99
WATERS TRUE VALUE	537476-2	04/28/2026	PW CLEANER	8.99
WATERS TRUE VALUE	537476-2	04/28/2026	PW TOWELS	6.49
			Vendor 082680 - WATERS TRUE VALUE Total:	**404.92**
Vendor: 083160 - WELBORN SALES				
WELBORN SALES	8955	04/28/2026	CARBON PLOW BLADE	2,586.96
WELBORN SALES	8955	04/28/2026	PLOW BLADE 1/2"	2,375.28
			Vendor 083160 - WELBORN SALES Total:	**4,962.24**
Vendor: 084107 - WHITE STAR				
WHITE STAR	24068652	04/28/2026	BOBCAT COMPACT TRACK LO…	3,600.00
WHITE STAR	24068652	04/28/2026	82" ROOT GRAPPLE	1,350.00
WHITE STAR	24068652	04/28/2026	RNT - RPP RENTAL PROTECTI…	742.50
WHITE STAR	24068652	04/28/2026	RNT - DELIVERY	250.00
WHITE STAR	24068652	04/28/2026	ENVIRONMENTAL CHARGE	49.50
WHITE STAR	24068763	04/23/2026	PW AUGER ENVIRONMENTAL…	2.70
WHITE STAR	24068763	04/23/2026	PW AUGER BIT	75.00
WHITE STAR	24068763	04/23/2026	PW AUGER RENTAL PROTECT…	51.75
WHITE STAR	24068763	04/23/2026	PW AUGER DRIVE ASSY	270.00
WHITE STAR	24068764	04/23/2026	PW MINI SKID DELIVERY	125.00
WHITE STAR	24068764	04/23/2026	PW MINI SKID RENTAL PROTE…	211.50
WHITE STAR	24068764	04/23/2026	PW MINI SKID RENTAL	1,410.00
WHITE STAR	24068764	04/23/2026	PW MINI SKID ENVIRONMENT…	14.10
WHITE STAR	24068764	04/23/2026	PW MINI SKID DIESEL	8.50
WHITE STAR	24068823	04/28/2026	PW FLEET BOBCAT LOADER R…	3,649.50
WHITE STAR	24068823	04/28/2026	82" ROOT GRAPPLE	1,350.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
WHITE STAR	24068823	04/28/2026	RENTAL PROTECTION PLAN	742.50
			Vendor 084107 - WHITE STAR Total:	**13,902.55**
			Department 025 - STREET DEPARTMENT Total:	**48,747.11**
Department: 029 - LEGAL DEPARTMENT				
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Attorney	92.88
			Vendor 03830 - PROCOPY, INC. Total:	**92.88**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - City Attorney	104.05
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**104.05**
			Department 029 - LEGAL DEPARTMENT Total:	**196.93**
Department: 030 - MUNICIPAL COURT				
Vendor: 04341 - CODY ROUSE				
CODY ROUSE	Rest 24-5825	04/28/2026	Restitution Lockhart 24-5825	17.69
			Vendor 04341 - CODY ROUSE Total:	**17.69**
Vendor: 04343 - DEVANTE LEGRANDE				
DEVANTE LEGRANDE	Rest #24-5825	04/28/2026	Restitution #24-5825	8.00
			Vendor 04343 - DEVANTE LEGRANDE Total:	**8.00**
Vendor: 03346 - JC Animal Shelter				
JC Animal Shelter	Rest 25-9192B	04/30/2026	Restitution Case #25-9192B P…	100.00
			Vendor 03346 - JC Animal Shelter Total:	**100.00**
Vendor: 01469 - JOSHUA DOUGLASS				
JOSHUA DOUGLASS	05.05.2026	04/27/2026	PAYMENT-TWICE MONTHLY	3,229.16
			Vendor 01469 - JOSHUA DOUGLASS Total:	**3,229.16**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038090	04/23/2026	701 N JEFFERSON	185.25
			Vendor 043271 - KANSAS GAS SERVICE Total:	**185.25**
Vendor: 04716 - KNAPP, JEREMY A				
KNAPP, JEREMY A	BR CASE#26-6844	04/21/2026	KNAPP, JEREMY A BOND REF…	35.00
			Vendor 04716 - KNAPP, JEREMY A Total:	**35.00**
Vendor: 04711 - Nalani Gianna Deitrick				
Nalani Gianna Deitrick	#25-27077B	04/30/2026	25-27077B Cash Overpayment…	200.00
			Vendor 04711 - Nalani Gianna Deitrick Total:	**200.00**
Vendor: 04721 - OSBORNE, CRYSTAL LEA				
OSBORNE, CRYSTAL LEA	INV0038088	04/22/2026	Bond Refund 2025-00015247…	500.00
			Vendor 04721 - OSBORNE, CRYSTAL LEA Total:	**500.00**
Vendor: 04722 - PARIS WILLIAMS				
PARIS WILLIAMS	Rest 25-18799	04/24/2026	Restitution Case# 25-18799 M…	500.00
			Vendor 04722 - PARIS WILLIAMS Total:	**500.00**
Vendor: 04727 - PETERSON, CASH LOGAN				
PETERSON, CASH LOGAN	INV0038155	04/27/2026	Case #26-5867 Bond Refund	35.00
			Vendor 04727 - PETERSON, CASH LOGAN Total:	**35.00**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs- MC	256.44
			Vendor 03830 - PROCOPY, INC. Total:	**256.44**
Vendor: 02561 - SAPP BROS INC.				
SAPP BROS INC.	Rest #24-5825	04/28/2026	Restitution #24-5825	19.11
			Vendor 02561 - SAPP BROS INC. Total:	**19.11**
Vendor: 04342 - SOPHIA RIZZOTTO				
SOPHIA RIZZOTTO	Rest #24-5825	04/28/2026	Restitution #24-5825	15.20
			Vendor 04342 - SOPHIA RIZZOTTO Total:	**15.20**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Court	206.32
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**206.32**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 02501 - WALMART				
WALMART	Rest #25-6981	04/24/2026	Restitution Case# 25-6981 Joh…	110.00
			Vendor 02501 - WALMART Total:	**110.00**
			Department 030 - MUNICIPAL COURT Total:	**5,417.17**
Department: 040 - C.L. HOOVER OPERA HOUSE				
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	209395	04/29/2026	REPAIRED LEAK ON UNIT IN C…	1,724.99
			Vendor 076635 - THERMAL COMFORT AIR, INC Total:	**1,724.99**
			Department 040 - C.L. HOOVER OPERA HOUSE Total:	**1,724.99**
Department: 048 - RECREATION DEPARTMENT				
Vendor: 04517 - BRIANNA HARBIN				
BRIANNA HARBIN	INV0038168	04/28/2026	Fitness Instructor Pay- 12th St…	60.00
			Vendor 04517 - BRIANNA HARBIN Total:	**60.00**
Vendor: 04551 - DEVYN ALYUS DEROSIA				
DEVYN ALYUS DEROSIA	INV0038164	04/28/2026	Call of Duty Online Coaching	120.00
			Vendor 04551 - DEVYN ALYUS DEROSIA Total:	**120.00**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038130	04/24/2026	1002 W 12th St	888.05
			Vendor 043271 - KANSAS GAS SERVICE Total:	**888.05**
Vendor: 04433 - KS STATEBANK				
KS STATEBANK	AGUILAR, MARCH 2026	04/22/2026	12TH ST FRAME	29.97
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, GAMES FOR 12TH ST	25.17
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, GAMES FOR 12TH ST	21.99
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	AMAZON, GAMES FOR 12TH ST	17.69
KS STATEBANK	GRAY, MARCH 2026	04/22/2026	FUZEY DESIGNS, SERVICES FOR..	1,000.00
KS STATEBANK	PICKING, MARCH 2026	04/22/2026	SWANK MOTION PICTURES, …	525.00
			Vendor 04433 - KS STATEBANK Total:	**1,619.82**
Vendor: 04407 - LATAANIA RHYAN				
LATAANIA RHYAN	INV0038169	04/28/2026	Fitness Instructor Pay- 12th St…	15.00
			Vendor 04407 - LATAANIA RHYAN Total:	**15.00**
Vendor: 02040 - LATONJA ANDREWS				
LATONJA ANDREWS	INV0038167	04/28/2026	Fitness Instructor Pay- 12th St…	90.00
			Vendor 02040 - LATONJA ANDREWS Total:	**90.00**
Vendor: 03496 - MARITZA RINEHART				
MARITZA RINEHART	INV0038166	04/28/2026	Fitness Instructor Pay- 12th St…	20.00
			Vendor 03496 - MARITZA RINEHART Total:	**20.00**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - 12th ST	50.56
			Vendor 03830 - PROCOPY, INC. Total:	**50.56**
Vendor: 04712 - STEPHAN SOUTHERN				
STEPHAN SOUTHERN	INV0038170	04/28/2026	Esports - Twisters Prize Payout..	112.50
			Vendor 04712 - STEPHAN SOUTHERN Total:	**112.50**
Vendor: 03301 - TATIANA FERRACIOLI-SILVA				
TATIANA FERRACIOLI-SILVA	INV0038165	04/28/2026	Fitness Instructor Pay- 12th St…	120.00
			Vendor 03301 - TATIANA FERRACIOLI-SILVA Total:	**120.00**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - 12 ST	105.97
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**105.97**
			Department 048 - RECREATION DEPARTMENT Total:	**3,201.90**
			Fund 001 - GENERAL FUND Total:	**748,999.80**
Fund: 014 - WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0038216	05/01/2026	CITY OF JC EMPLOYER PD LIFE	9.95

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
ADVANCE LIFE INSURANCE	INV0038217	05/01/2026	ADVANCE LIFE INSURANCE BE…	39.60
			Vendor 043380 - ADVANCE LIFE INSURANCE Total:	**49.55**
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB…	INV0038257	05/01/2026	CITY OF JC EMPLOYER PAID S…	28.28
			Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:	**28.28**
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU…	INV0038219	05/01/2026	AFLAC BEFORE TAX	52.81
			Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:	**52.81**
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF …	INV0038221	05/01/2026	BLUE CROSS BLUE SHIELD	128.62
BLUE CROSS BLUE SHIELD OF …	INV0038222	05/01/2026	BLUE CROSS BLUE SHIELD	33.48
BLUE CROSS BLUE SHIELD OF …	INV0038223	05/01/2026	BLUE CROSS BLUE SHIELD	125.95
BLUE CROSS BLUE SHIELD OF …	INV0038226	05/01/2026	BLUE CROSS BLUE SHIELD	15.61
BLUE CROSS BLUE SHIELD OF …	INV0038227	05/01/2026	BLUE CROSS BLUE SHIELD	773.41
BLUE CROSS BLUE SHIELD OF …	INV0038228	05/01/2026	BLUE CROSS BLUE SHIELD	1,223.30
BLUE CROSS BLUE SHIELD OF …	INV0038229	05/01/2026	BLUE CROSS BLUE SHIELD	448.25
BLUE CROSS BLUE SHIELD OF …	INV0038230	05/01/2026	BLUE CROSS BLUE SHIELD	559.55
BLUE CROSS BLUE SHIELD OF …	INV0038231	05/01/2026	BLUE CROSS BLUE SHIELD	97.95
BLUE CROSS BLUE SHIELD OF …	INV0038232	05/01/2026	BLUE CROSS BLUE SHIELD	98.52
			Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:	**3,504.64**
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC…	INV0038238	05/01/2026	FLEX SPENDING-1074334	224.86
			Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:	**224.86**
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0038239	05/01/2026	CITY OF JUNCTION CITY (G-FEE)	2.51
CITY OF JUNCTION CITY	INV0038256	05/01/2026	TELEPHONE REIMBURSEMENT	18.55
			Vendor 012130 - CITY OF JUNCTION CITY Total:	**21.06**
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0038250	05/01/2026	EMPOWER FINANCIAL SERVIC…	258.76
			Vendor 01944 - EMPOWER RETIREMENT LLC Total:	**258.76**
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0038272	05/01/2026	SOCIAL SECURITY WITHHOLDI…	3,297.92
INTERNAL REVENUE SERVICE	INV0038273	05/01/2026	FEDERAL WITHHOLDING	1,808.55
INTERNAL REVENUE SERVICE	INV0038274	05/01/2026	MEDICARE WITHHOLDING	771.44
			Vendor 001010 - INTERNAL REVENUE SERVICE Total:	**5,877.91**
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA…	INV0038270	05/01/2026	QUARTERLY UNEMPLOYMENT ..	26.67
			Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:	**26.67**
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0038271	05/01/2026	STATE WITHHOLDING	1,201.44
			Vendor 042540 - KANSAS DEPT OF REVENUE Total:	**1,201.44**
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0038244	05/01/2026	INCOME WITHHOLDING ORD…	81.51
			Vendor 014435 - KANSAS PAYMENT CENTER Total:	**81.51**
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0038247	05/01/2026	KPERS #1	366.36
KANSAS PUBLIC EMPLOYEES	INV0038248	05/01/2026	KPERS #2	199.04
KANSAS PUBLIC EMPLOYEES	INV0038249	05/01/2026	KPERS #3	3,524.66
KANSAS PUBLIC EMPLOYEES	INV0038251	05/01/2026	KPERS INSURANCE	181.67
			Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:	**4,271.73**
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI…	INV0038259	05/01/2026	UNITED WAY	2.00
			Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:	**2.00**
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0038261	05/01/2026	VSP PREMIUM SINGLE	11.26
VSP INSURANCE CO.	INV0038262	05/01/2026	VSP PREMIUM SPOUSE	3.33

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
VSP INSURANCE CO.	INV0038263	05/01/2026	VSP PREMIUM CHILD(REN)	8.16
VSP INSURANCE CO.	INV0038264	05/01/2026	VSP VISION PREMIUM FAMILY	15.34
VSP INSURANCE CO.	INV0038265	05/01/2026	VSP INSURANCE	24.21
VSP INSURANCE CO.	INV0038266	05/01/2026	VSP VISION INSURANCE SPOU…	1.48
VSP INSURANCE CO.	INV0038268	05/01/2026	VSP VISION INSURANCE STAN…	16.37
			Vendor 03938 - VSP INSURANCE CO. Total:	**80.15**
			Department 000 - NON-DEPARTMENTAL Total:	**15,681.37**
Department: 532 - WATER DISTRIBUTION SYSTEM				
Vendor: 009001 - AIRGAS				
AIRGAS	9171367217	04/28/2026	WELDING BLANKETS	35.60
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	54.99
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	64.43
			Vendor 009001 - AIRGAS Total:	**155.02**
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW MONITORS	110.68
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW DOCKING STATION	44.88
			Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:	**155.56**
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	SMS704047	04/28/2026	PW FILTERED WASHED 8.410 …	236.74
			Vendor 006660 - BAYER CONSTRUCTION CO. Total:	**236.74**
Vendor: 04634 - BEEMER TOOLS 2.0 LLC				
BEEMER TOOLS 2.0 LLC	267656	04/23/2026	PW BATTERIES FOR CORDLESS…	211.14
			Vendor 04634 - BEEMER TOOLS 2.0 LLC Total:	**211.14**
Vendor: 01143 - CHAMPIONS CAR AND TRUCK WASH				
CHAMPIONS CAR AND TRUCK…	2067	04/21/2026	PW FLEET PREPAID CAR WAS…	20.00
			Vendor 01143 - CHAMPIONS CAR AND TRUCK WASH Total:	**20.00**
Vendor: 02719 - CORE & MAIN LP				
CORE & MAIN LP	Y507938	04/21/2026	PW SENSUS COMMAND LINK	1,000.00
			Vendor 02719 - CORE & MAIN LP Total:	**1,000.00**
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	192997	04/21/2026	PW FLEET #914 VAC TUBES	536.88
ELLIOTT EQUIPMENT CO.	192997	04/21/2026	PW FLEET #914 VAC TUBES TIP..	188.14
ELLIOTT EQUIPMENT CO.	193016	04/21/2026	PW FLEET #914 VAC TUBES	130.00
ELLIOTT EQUIPMENT CO.	193016	04/21/2026	PW FLEET #914 VAC TUBES C…	159.87
			Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:	**1,014.89**
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z24381	04/23/2026	PW FLEET BATTERY STOCK	67.30
			Vendor 02138 - FACTORY MOTOR PARTS Total:	**67.30**
Vendor: 01514 - MIDWEST CONCRETE MATERIALS				
MIDWEST CONCRETE MATERI…	739881	04/21/2026	PW COUNTRY CLUB & EISENH…	17.50
MIDWEST CONCRETE MATERI…	739881	04/21/2026	PW COUNTRY CLUB & EISENH…	369.00
MIDWEST CONCRETE MATERI…	739881	04/21/2026	PW COUNTRY CLUB & EISENH…	100.00
MIDWEST CONCRETE MATERI…	740280	04/21/2026	PW 701 ALLEN DRIVE 3.25 CY …	531.38
MIDWEST CONCRETE MATERI…	740280	04/21/2026	PW 701 ALLEN DRIVE SHORT …	100.00
MIDWEST CONCRETE MATERI…	740280	04/21/2026	PW 701 ALLEN DRIVE STRUX F…	78.00
MIDWEST CONCRETE MATERI…	740280	04/21/2026	PW 701 ALLEN DRIVE 3.25 CY …	17.50
MIDWEST CONCRETE MATERI…	741682	04/28/2026	PW W SPRUCE & S ADAMS F…	17.50
MIDWEST CONCRETE MATERI…	741682	04/28/2026	PW W SPRUCE & S ADAMS S…	100.00
MIDWEST CONCRETE MATERI…	741682	04/28/2026	PW W SPRUCE & S ADAMS F…	492.00
MIDWEST CONCRETE MATERI…	741747	04/28/2026	PW SPRUCE & S ADAMS FUEL …	17.50
MIDWEST CONCRETE MATERI…	741747	04/28/2026	PW SPRUCE & S ADAMS 3 LBS …	24.00
MIDWEST CONCRETE MATERI…	741747	04/28/2026	PW SPRUCE & S ADAMS 8 SAC…	177.50
MIDWEST CONCRETE MATERI…	741747	04/28/2026	PW SPRUCE & S ADAMS SHOR…	100.00
			Vendor 01514 - MIDWEST CONCRETE MATERIALS Total:	**2,141.88**
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK FUEL SURCH…	0.62
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK HEX WASH …	362.11

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
MSC INDUSTRIAL SUPPLY CO	8249829002	04/23/2026	PW FLEET PTFE COAT PH CON…	306.40
MSC INDUSTRIAL SUPPLY CO	8337211005	04/28/2026	PW FLEET STOCK PIPE CAP ST…	33.56
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	**702.69**
Vendor: 01810 - MUNICIPAL SUPPLY, INC. OF WICHITA				
MUNICIPAL SUPPLY, INC. OF …	0972897-IN	04/23/2026	PW TOP HAT WATER BOTTOM…	344.90
MUNICIPAL SUPPLY, INC. OF …	0972897-IN	04/23/2026	PW TOP HAT WATER LID	280.00
MUNICIPAL SUPPLY, INC. OF …	0973210-IN	04/27/2026	PW 4" MJ CROSS	261.79
MUNICIPAL SUPPLY, INC. OF …	0973211-IN	04/28/2026	4" MJ GATE VALVE OL	5,619.42
MUNICIPAL SUPPLY, INC. OF …	0973212-IN	04/27/2026	MEGALUG FOR PVC	681.80
MUNICIPAL SUPPLY, INC. OF …	0973212-IN	04/27/2026	GASKET KIT	487.20
			Vendor 01810 - MUNICIPAL SUPPLY, INC. OF WICHITA Total:	**7,675.11**
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, I…	2026-02-18	04/21/2026	PW DEMOLITION AND DISPOS…	300.00
ONE ACCORD ENTERPRISES, I…	2026-02-18	04/21/2026	PW DEMOLITION AND DISPOS…	300.00
ONE ACCORD ENTERPRISES, I…	2026-02-19	04/21/2026	PW REPLACED AND REPAIRED…	595.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	**1,195.00**
Vendor: 065885 - RAM EXTERMINATORS, LLC				
RAM EXTERMINATORS, LLC	32087	04/21/2026	PW MONTHLY PEST CONTROL…	13.00
			Vendor 065885 - RAM EXTERMINATORS, LLC Total:	**13.00**
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6747367	04/21/2026	PW DUAL RATED PIPE	99.00
REEVES-WIEDEMAN CO.	6747940	04/21/2026	PVC COMPRESSION COUPLING	74.60
REEVES-WIEDEMAN CO.	6747940	04/21/2026	PVE SCH 40 DUAL RATED PIPE	20.40
REEVES-WIEDEMAN CO.	6749612	04/23/2026	PW UTILITIES CELL CORE PIPE	194.50
REEVES-WIEDEMAN CO.	6752456	04/27/2026	PW UTILITY SUPPLIES SNAP L…	22.55
REEVES-WIEDEMAN CO.	6752456	04/27/2026	PW UTILITY SUPPLIES DRILL BIT	11.59
REEVES-WIEDEMAN CO.	6752456	04/27/2026	PW UTILITY SUPPLIES HOLE S…	24.69
REEVES-WIEDEMAN CO.	6753059	04/27/2026	PW UTILITY COMP UNION	124.58
REEVES-WIEDEMAN CO.	6753059	04/27/2026	PW UTILITY STIFFENER	10.78
			Vendor 066189 - REEVES-WIEDEMAN CO. Total:	**582.69**
Vendor: 069498 - SALINA SUPPLY COMPANY				
SALINA SUPPLY COMPANY	S100302630.001	04/28/2026	PW UTILITY MUELLERS; RESTR…	5,225.00
SALINA SUPPLY COMPANY	S100302630.001	04/28/2026	EZ GRIP MJ RESTRAINTS	720.00
SALINA SUPPLY COMPANY	S100302665.001	04/21/2026	SIP 4" EZ GRIP ULTRA MJ REST…	780.00
SALINA SUPPLY COMPANY	S100302673.001	04/21/2026	PW EZ GRIP CREDIT MEMO	-720.00
SALINA SUPPLY COMPANY	S100302721.001	04/21/2026	SMITH BLAIR 4" TOP COUPLING	2,385.00
SALINA SUPPLY COMPANY	S100302789.001	04/21/2026	SIP 4" EZ GRIP ULTRA MJ REST…	390.00
SALINA SUPPLY COMPANY	S100302789.001	04/21/2026	4"MJ BEND	100.92
SALINA SUPPLY COMPANY	S100302967.001	04/28/2026	MUELLER 4" MJ GATE VALVE	4,180.00
SALINA SUPPLY COMPANY	S100303111.001	04/23/2026	PW UTILITIES SPRUCE & ADA…	260.00
SALINA SUPPLY COMPANY	S100303111.001	04/23/2026	PW UTILITIES SPRUCE & ADA…	335.82
SALINA SUPPLY COMPANY	S100303114.001	04/28/2026	PW WATERMAIN GASKETED	660.00
SALINA SUPPLY COMPANY	S100303114.001	04/28/2026	PW 4"MJ TRANSITION ACCES…	480.00
SALINA SUPPLY COMPANY	S100303114.001	04/28/2026	COUPLING	2,040.00
			Vendor 069498 - SALINA SUPPLY COMPANY Total:	**16,836.74**
Vendor: 01740 - SCHULTE SUPPLY CORP.				
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	PENETRANT WITH SPRAYTECH	14.97
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	PIPE WRENCH	19.71
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	RAPIDGRIP HEAVEY DUTY PRO…	53.95
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	HYDRAULIC TRASH PUMP	1,850.00
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	CAGE HOLDER TO BIG WIPES	162.00
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	SHORTY SEWER SPADE	64.95
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	HEAVY DUTY BIG WIPES	159.60
SCHULTE SUPPLY CORP.	S1242279.005	04/21/2026	PW NUPLA SMALL ROUND SH…	47.95
SCHULTE SUPPLY CORP.	S1242279.006	04/28/2026	MAGNETIC LOCATOR TUBE W…	900.00
SCHULTE SUPPLY CORP.	S1242279.006	04/28/2026	HYDRAULIC BREAKER WITH EZ…	2,350.00
SCHULTE SUPPLY CORP.	S1242279.006	04/28/2026	FOUR WAY METER BOX WRE…	62.74
			Vendor 01740 - SCHULTE SUPPLY CORP. Total:	**5,685.87**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 04370 - SHELBYVILLE LAUNDRY, INC.				
SHELBYVILLE LAUNDRY, INC.	62469	04/27/2026	PW MAT SERVICE DELIVERY 4-...	9.52
			Vendor 04370 - SHELBYVILLE LAUNDRY, INC. Total:	**9.52**
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6061828240	04/28/2026	PW OFFICE SUPPLIES; KITCHEN..	97.11
			Vendor 01167 - STAPLES ADVANTAGE Total:	**97.11**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones PW -25%	45.41
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**45.41**
Vendor: 00654 - ULINE				
ULINE	206846956	04/23/2026	PW UTILITIES GOATSKIN GLO...	168.00
ULINE	206846956	04/23/2026	PW UTILITIES RUBBER COATED..	92.82
ULINE	207071170	04/27/2026	PW UTILITY GLOVES	205.18
			Vendor 00654 - ULINE Total:	**466.00**
			Department 532 - WATER DISTRIBUTION SYSTEM Total:	**38,311.67**
Department: 533 - WATER PLANT OPERATIONS				
Vendor: 03463 - CROSSLAND HEAVY CONTRACTORS, INC.				
CROSSLAND HEAVY CONTRAC...	30	04/30/2026	WASTEWATER TREATMENT P...	823,972.08
			Vendor 03463 - CROSSLAND HEAVY CONTRACTORS, INC. Total:	**823,972.08**
Vendor: 043802 - EVERGY				
EVERGY	05042026	04/21/2026	902 W Spruce	683.19
EVERGY	INV0038150	04/27/2026	920 W Spruce	76.80
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 9	536.27
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 6	885.95
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 2	42.80
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 19	1,602.51
EVERGY	INV0038151	04/27/2026	2101 N Jackson St PLANT	20,571.84
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 20	970.49
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 8	263.75
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 7	365.23
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 5	42.95
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 4	28.86
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 3	28.86
EVERGY	INV0038151	04/27/2026	2101 N Jackson St 1	47.01
			Vendor 043802 - EVERGY Total:	**26,146.51**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038120	04/23/2026	2101 N Jackson St	354.31
			Vendor 043271 - KANSAS GAS SERVICE Total:	**354.31**
			Department 533 - WATER PLANT OPERATIONS Total:	**850,472.90**
Department: 534 - WATER ADMINISTRATION				
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038133	04/24/2026	900 W Spruce - 510021949 15...	45.10
KANSAS GAS SERVICE	INV0038134	04/24/2026	2232 W ash	44.06
			Vendor 043271 - KANSAS GAS SERVICE Total:	**89.16**
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Public Works	51.54
PROCOPY, INC.	021758	04/28/2026	Print Costs - Customer Service	44.87
			Vendor 03830 - PROCOPY, INC. Total:	**96.41**
Vendor: 073810 - STATE OF KANSAS				
STATE OF KANSAS	Almaraz-Garcia	04/23/2026	Unclaimed Property Cesar Al...	169.37
STATE OF KANSAS	Brown	04/23/2026	Unclaimed Property Mary Br...	98.48
STATE OF KANSAS	Carter	04/23/2026	Unclaimed Property Charles C...	111.11
STATE OF KANSAS	Casimero	04/23/2026	Unclaimed Property Leonell C...	60.47
STATE OF KANSAS	Daniels	04/23/2026	Unclaimed Property William R...	28.74
STATE OF KANSAS	Ervin	04/24/2026	Unclaimed Property - Savann...	51.08
STATE OF KANSAS	Fambro	04/23/2026	Unclaimed Property Margui F...	89.61
STATE OF KANSAS	Fao	04/23/2026	Unclaimed Property Tatiana F...	41.98

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
STATE OF KANSAS	Fields	04/23/2026	Unclaimed Property James Fie…	347.94
STATE OF KANSAS	Hanson	04/23/2026	Unclaimed Property James A …	12.90
STATE OF KANSAS	Harris	04/23/2026	Unclaimed Property Brennan …	63.42
STATE OF KANSAS	Jack	04/23/2026	Unclaimed Property William M..	52.89
STATE OF KANSAS	Johnston	04/23/2026	Unclaimed Property Michael …	30.32
STATE OF KANSAS	Jones	04/23/2026	Unclaimed Property Cheyenne..	4.17
STATE OF KANSAS	Lamb	04/23/2026	Unclaimed Property Alexis R L…	36.61
STATE OF KANSAS	Logan	04/23/2026	Unclaimed Property Alexis Lo…	12.96
STATE OF KANSAS	Lowe	04/23/2026	Unclaimed Property Alyssa Lo…	6.47
STATE OF KANSAS	Martin	04/24/2026	Unclaimed Property - Jackson…	5.86
STATE OF KANSAS	Mates	04/23/2026	Unclaimed Property Samantha..	65.45
STATE OF KANSAS	Mathews	04/23/2026	Unclaimed Property Melba L …	57.79
STATE OF KANSAS	Mcintyre	04/23/2026	Unclaimed Property Justin E …	64.75
STATE OF KANSAS	Norah	04/24/2026	Unclaimed Property - Anthony…	13.30
STATE OF KANSAS	Oliver	04/23/2026	Unclaimed Property Makayla …	39.68
STATE OF KANSAS	Phifer	04/24/2026	Unclaimed Property - Alexis Ph..	19.42
STATE OF KANSAS	Phillips	04/23/2026	Unclaimed Property Anthony T..	34.94
STATE OF KANSAS	PORTER	04/23/2026	Unclaimed Property Keith Por…	20.19
STATE OF KANSAS	Powell	04/24/2026	Unclaimed Property - Powell	35.68
STATE OF KANSAS	Poytress	04/23/2026	Unclaimed Property Abigail C …	14.20
STATE OF KANSAS	Price	04/23/2026	Unclaimed Property Ashley N …	15.07
STATE OF KANSAS	Resendiez	04/23/2026	Unclaimed Property Amanda …	134.08
STATE OF KANSAS	Robbins	04/23/2026	Unclaimed Property Jill M Rob…	99.99
STATE OF KANSAS	Romero	04/23/2026	Unclaimed Property Abiygailr…	44.76
STATE OF KANSAS	Seay	04/24/2026	Unclaimed Property - Joshua …	9.35
STATE OF KANSAS	Tauala	04/23/2026	Unclaimed Property SiautafuT…	44.60
STATE OF KANSAS	Thomas	04/23/2026	Unclaimed Property Justin Th…	25.38
STATE OF KANSAS	Vandergrift	04/24/2026	Unclaimed Property - Karina V…	1.31
STATE OF KANSAS	Vassar	04/23/2026	Unclaimed Property Blake Vas…	35.04
STATE OF KANSAS	Villalobos	04/23/2026	Unclaimed Property Felix A Vil…	16.87
STATE OF KANSAS	Williams	04/23/2026	Unclaimed Property Laura L W…	23.24
STATE OF KANSAS	Wolfe	04/23/2026	Unclaimed Property Meladee …	12.24
STATE OF KANSAS	Wooldridge	04/23/2026	Unclaimed Property Kiara Woo..	26.74
STATE OF KANSAS	Zuniga	04/23/2026	Unclaimed Property Mckenna …	73.71
			Vendor 073810 - STATE OF KANSAS Total:	**2,152.16**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones - Customer Service	179.50
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**179.50**
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST…	1192310	04/27/2026	Shred Service 64 gallon - 5516	5.25
			Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:	**5.25**
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41914407	04/28/2026	Copier Lease Payment	182.71
			Vendor 086462 - XEROX CORPORATION Total:	**182.71**
			Department 534 - WATER ADMINISTRATION Total:	**2,705.19**
			Fund 014 - WATER UTILITY FUND Total:	**907,171.13**
Fund: 015 - WASTEWATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0038216	05/01/2026	CITY OF JC EMPLOYER PD LIFE	10.32
ADVANCE LIFE INSURANCE	INV0038217	05/01/2026	ADVANCE LIFE INSURANCE BE…	39.60
			Vendor 043380 - ADVANCE LIFE INSURANCE Total:	**49.92**
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB…	INV0038257	05/01/2026	CITY OF JC EMPLOYER PAID S…	29.63
			Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:	**29.63**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU…	INV0038219	05/01/2026	AFLAC BEFORE TAX	54.12
			Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:	**54.12**
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF …	INV0038221	05/01/2026	BLUE CROSS BLUE SHIELD	128.62
BLUE CROSS BLUE SHIELD OF …	INV0038222	05/01/2026	BLUE CROSS BLUE SHIELD	36.66
BLUE CROSS BLUE SHIELD OF …	INV0038223	05/01/2026	BLUE CROSS BLUE SHIELD	125.95
BLUE CROSS BLUE SHIELD OF …	INV0038226	05/01/2026	BLUE CROSS BLUE SHIELD	15.61
BLUE CROSS BLUE SHIELD OF …	INV0038227	05/01/2026	BLUE CROSS BLUE SHIELD	803.65
BLUE CROSS BLUE SHIELD OF …	INV0038228	05/01/2026	BLUE CROSS BLUE SHIELD	1,301.31
BLUE CROSS BLUE SHIELD OF …	INV0038229	05/01/2026	BLUE CROSS BLUE SHIELD	448.19
BLUE CROSS BLUE SHIELD OF …	INV0038230	05/01/2026	BLUE CROSS BLUE SHIELD	559.49
BLUE CROSS BLUE SHIELD OF …	INV0038231	05/01/2026	BLUE CROSS BLUE SHIELD	97.88
BLUE CROSS BLUE SHIELD OF …	INV0038232	05/01/2026	BLUE CROSS BLUE SHIELD	103.23
			Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:	**3,620.59**
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC…	INV0038238	05/01/2026	FLEX SPENDING-1074334	224.85
			Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:	**224.85**
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0038239	05/01/2026	CITY OF JUNCTION CITY (G-FEE)	2.49
CITY OF JUNCTION CITY	INV0038256	05/01/2026	TELEPHONE REIMBURSEMENT	19.87
			Vendor 012130 - CITY OF JUNCTION CITY Total:	**22.36**
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0038250	05/01/2026	EMPOWER FINANCIAL SERVIC…	258.76
			Vendor 01944 - EMPOWER RETIREMENT LLC Total:	**258.76**
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0038272	05/01/2026	SOCIAL SECURITY WITHHOLDI…	3,419.22
INTERNAL REVENUE SERVICE	INV0038273	05/01/2026	FEDERAL WITHHOLDING	1,871.07
INTERNAL REVENUE SERVICE	INV0038274	05/01/2026	MEDICARE WITHHOLDING	799.60
			Vendor 001010 - INTERNAL REVENUE SERVICE Total:	**6,089.89**
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA…	INV0038270	05/01/2026	QUARTERLY UNEMPLOYMENT ..	27.49
			Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:	**27.49**
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0038271	05/01/2026	STATE WITHHOLDING	1,245.61
			Vendor 042540 - KANSAS DEPT OF REVENUE Total:	**1,245.61**
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0038244	05/01/2026	INCOME WITHHOLDING ORD…	81.49
			Vendor 014435 - KANSAS PAYMENT CENTER Total:	**81.49**
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0038247	05/01/2026	KPERS #1	366.33
KANSAS PUBLIC EMPLOYEES	INV0038248	05/01/2026	KPERS #2	199.04
KANSAS PUBLIC EMPLOYEES	INV0038249	05/01/2026	KPERS #3	3,679.64
KANSAS PUBLIC EMPLOYEES	INV0038251	05/01/2026	KPERS INSURANCE	190.09
			Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:	**4,435.10**
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI…	INV0038259	05/01/2026	UNITED WAY	2.00
			Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:	**2.00**
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0038261	05/01/2026	VSP PREMIUM SINGLE	12.10
VSP INSURANCE CO.	INV0038262	05/01/2026	VSP PREMIUM SPOUSE	3.33
VSP INSURANCE CO.	INV0038263	05/01/2026	VSP PREMIUM CHILD(REN)	9.51
VSP INSURANCE CO.	INV0038264	05/01/2026	VSP VISION PREMIUM FAMILY	15.32
VSP INSURANCE CO.	INV0038265	05/01/2026	VSP INSURANCE	25.04
VSP INSURANCE CO.	INV0038266	05/01/2026	VSP VISION INSURANCE SPOU…	1.48

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
VSP INSURANCE CO.	INV0038268	05/01/2026	VSP VISION INSURANCE STAN…	16.33
			Vendor 03938 - VSP INSURANCE CO. Total:	**83.11**
			Department 000 - NON-DEPARTMENTAL Total:	**16,224.92**
Department: 540 - WASTEWATER DISTRIBUTION SYSTEM				
Vendor: 009001 - AIRGAS				
AIRGAS	9171367217	04/28/2026	WELDING BLANKETS	35.60
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	54.99
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	64.43
			Vendor 009001 - AIRGAS Total:	**155.02**
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW DOCKING STATION	44.88
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW MONITORS	110.66
			Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:	**155.54**
Vendor: 04634 - BEEMER TOOLS 2.0 LLC				
BEEMER TOOLS 2.0 LLC	267656	04/23/2026	PW BATTERIES FOR CORDLESS…	211.14
			Vendor 04634 - BEEMER TOOLS 2.0 LLC Total:	**211.14**
Vendor: 01143 - CHAMPIONS CAR AND TRUCK WASH				
CHAMPIONS CAR AND TRUCK…	2067	04/21/2026	PW FLEET PREPAID CAR WAS…	20.00
			Vendor 01143 - CHAMPIONS CAR AND TRUCK WASH Total:	**20.00**
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	192997	04/21/2026	PW FLEET #914 VAC TUBES	536.88
ELLIOTT EQUIPMENT CO.	192997	04/21/2026	PW FLEET #914 VAC TUBES TIP..	188.14
ELLIOTT EQUIPMENT CO.	193016	04/21/2026	PW FLEET #914 VAC TUBES	130.00
ELLIOTT EQUIPMENT CO.	193016	04/21/2026	PW FLEET #914 VAC TUBES C…	159.87
			Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:	**1,014.89**
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z24381	04/23/2026	PW FLEET BATTERY STOCK	67.30
			Vendor 02138 - FACTORY MOTOR PARTS Total:	**67.30**
Vendor: 03505 - MID-AMERICAN PUMP, LLC				
MID-AMERICAN PUMP, LLC	115558	04/28/2026	TIME ALARM SYSTEM	2,120.00
MID-AMERICAN PUMP, LLC	115558	04/28/2026	SAFE MODULE PLUS	350.00
MID-AMERICAN PUMP, LLC	115558	04/28/2026	SERVICE PACKAGE	347.40
			Vendor 03505 - MID-AMERICAN PUMP, LLC Total:	**2,817.40**
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK HEX WASH …	362.11
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK FUEL SURCH…	0.62
MSC INDUSTRIAL SUPPLY CO	8249829002	04/23/2026	PW FLEET PTFE COAT PH CON…	306.40
MSC INDUSTRIAL SUPPLY CO	8337211005	04/28/2026	PW FLEET STOCK PIPE CAP ST…	33.56
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	**702.69**
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, I…	2026-02-19	04/21/2026	PW REPLACED AND REPAIRED…	595.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	**595.00**
Vendor: 065885 - RAM EXTERMINATORS, LLC				
RAM EXTERMINATORS, LLC	32087	04/21/2026	PW MONTHLY PEST CONTROL…	13.00
			Vendor 065885 - RAM EXTERMINATORS, LLC Total:	**13.00**
Vendor: 01740 - SCHULTE SUPPLY CORP.				
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	HEAVY DUTY BIG WIPES	159.60
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	SHORTY SEWER SPADE	64.95
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	RAPIDGRIP HEAVEY DUTY PRO…	53.95
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	PIPE WRENCH	19.70
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	HYDRAULIC TRASH PUMP	1,850.00
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	PENETRANT WITH SPRAYTECH	14.98
SCHULTE SUPPLY CORP.	S1242279.004	04/28/2026	CAGE HOLDER TO BIG WIPES	162.00
			Vendor 01740 - SCHULTE SUPPLY CORP. Total:	**2,325.18**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 04370 - SHELBYVILLE LAUNDRY, INC.				
SHELBYVILLE LAUNDRY, INC.	62469	04/27/2026	PW MAT SERVICE DELIVERY 4-...	9.52
			Vendor 04370 - SHELBYVILLE LAUNDRY, INC. Total:	**9.52**
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6061828240	04/28/2026	PW OFFICE SUPPLIES; KITCHEN..	97.11
			Vendor 01167 - STAPLES ADVANTAGE Total:	**97.11**
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones PW -25%	45.41
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**45.41**
			Department 540 - WASTEWATER DISTRIBUTION SYSTEM Total:	**8,229.20**
Department: 541 - WASTEWATER ADMINISTRATION				
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Public Works	51.54
PROCOPY, INC.	021758	04/28/2026	Print Costs - Customer Service	43.55
			Vendor 03830 - PROCOPY, INC. Total:	**95.09**
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41914407	04/28/2026	Copier Lease Payment	177.34
			Vendor 086462 - XEROX CORPORATION Total:	**177.34**
			Department 541 - WASTEWATER ADMINISTRATION Total:	**272.43**
Department: 547 - WASTEWATER PLANT OPERATIONS				
Vendor: 043802 - EVERGY				
EVERGY	INV0038154	04/27/2026	427 Grant Ave	7,571.39
EVERGY	INV0038154	04/27/2026	427 Grant Ave South Pump	9,663.51
			Vendor 043802 - EVERGY Total:	**17,234.90**
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0038119	04/23/2026	427 Grant Ave	570.32
			Vendor 043271 - KANSAS GAS SERVICE Total:	**570.32**
Vendor: 01671 - UNDERGROUND VAULTS & STORAGE, INC.				
UNDERGROUND VAULTS & ST...	1192310	04/27/2026	Shred Service 64 gallon - 5516	5.25
			Vendor 01671 - UNDERGROUND VAULTS & STORAGE, INC. Total:	**5.25**
			Department 547 - WASTEWATER PLANT OPERATIONS Total:	**17,810.47**
			Fund 015 - WASTEWATER UTILITY FUND Total:	**42,537.02**
Fund: 018 - STORM WATER UTILITY FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0038216	05/01/2026	CITY OF JC EMPLOYER PD LIFE	2.54
ADVANCE LIFE INSURANCE	INV0038217	05/01/2026	ADVANCE LIFE INSURANCE BE...	33.55
			Vendor 043380 - ADVANCE LIFE INSURANCE Total:	**36.09**
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB...	INV0038257	05/01/2026	CITY OF JC EMPLOYER PAID S...	3.54
			Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:	**3.54**
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU...	INV0038219	05/01/2026	AFLAC BEFORE TAX	12.01
			Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:	**12.01**
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF ...	INV0038221	05/01/2026	BLUE CROSS BLUE SHIELD	51.46
BLUE CROSS BLUE SHIELD OF ...	INV0038222	05/01/2026	BLUE CROSS BLUE SHIELD	9.57
BLUE CROSS BLUE SHIELD OF ...	INV0038226	05/01/2026	BLUE CROSS BLUE SHIELD	3.47
BLUE CROSS BLUE SHIELD OF ...	INV0038227	05/01/2026	BLUE CROSS BLUE SHIELD	75.81
BLUE CROSS BLUE SHIELD OF ...	INV0038228	05/01/2026	BLUE CROSS BLUE SHIELD	104.10
BLUE CROSS BLUE SHIELD OF ...	INV0038230	05/01/2026	BLUE CROSS BLUE SHIELD	79.93
BLUE CROSS BLUE SHIELD OF ...	INV0038231	05/01/2026	BLUE CROSS BLUE SHIELD	7.53
BLUE CROSS BLUE SHIELD OF ...	INV0038232	05/01/2026	BLUE CROSS BLUE SHIELD	11.33
			Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:	**343.20**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC…	INV0038238	05/01/2026	FLEX SPENDING-1074334	46.50
			Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:	**46.50**
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0038256	05/01/2026	TELEPHONE REIMBURSEMENT	2.66
			Vendor 012130 - CITY OF JUNCTION CITY Total:	**2.66**
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0038250	05/01/2026	EMPOWER FINANCIAL SERVIC…	123.76
			Vendor 01944 - EMPOWER RETIREMENT LLC Total:	**123.76**
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0038272	05/01/2026	SOCIAL SECURITY WITHHOLDI…	839.88
INTERNAL REVENUE SERVICE	INV0038273	05/01/2026	FEDERAL WITHHOLDING	444.15
INTERNAL REVENUE SERVICE	INV0038274	05/01/2026	MEDICARE WITHHOLDING	196.46
			Vendor 001010 - INTERNAL REVENUE SERVICE Total:	**1,480.49**
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA…	INV0038270	05/01/2026	QUARTERLY UNEMPLOYMENT ..	6.73
			Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:	**6.73**
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0038271	05/01/2026	STATE WITHHOLDING	311.35
			Vendor 042540 - KANSAS DEPT OF REVENUE Total:	**311.35**
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0038247	05/01/2026	KPERS #1	64.50
KANSAS PUBLIC EMPLOYEES	INV0038248	05/01/2026	KPERS #2	99.50
KANSAS PUBLIC EMPLOYEES	INV0038249	05/01/2026	KPERS #3	892.04
KANSAS PUBLIC EMPLOYEES	INV0038251	05/01/2026	KPERS INSURANCE	49.05
			Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:	**1,105.09**
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI…	INV0038259	05/01/2026	UNITED WAY	1.00
			Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:	**1.00**
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0038261	05/01/2026	VSP PREMIUM SINGLE	2.50
VSP INSURANCE CO.	INV0038262	05/01/2026	VSP PREMIUM SPOUSE	1.33
VSP INSURANCE CO.	INV0038263	05/01/2026	VSP PREMIUM CHILD(REN)	2.06
VSP INSURANCE CO.	INV0038264	05/01/2026	VSP VISION PREMIUM FAMILY	2.21
VSP INSURANCE CO.	INV0038265	05/01/2026	VSP INSURANCE	1.83
VSP INSURANCE CO.	INV0038268	05/01/2026	VSP VISION INSURANCE STAN…	6.39
			Vendor 03938 - VSP INSURANCE CO. Total:	**16.32**
			Department 000 - NON-DEPARTMENTAL Total:	**3,488.74**
			Fund 018 - STORM WATER UTILITY FUND Total:	**3,488.74**
Fund: 019 - ECONOMIC DEVELOPMENT FUND				
Department: 120 - ECONOMIC DEVELOPMENT				
Vendor: 01223 - EMPRISE BANK				
EMPRISE BANK	05.01.2026	04/24/2026	Loan payment 22334130	30,716.88
EMPRISE BANK	05.01.2026	04/24/2026	Loan payment 22334130	3,311.86
			Vendor 01223 - EMPRISE BANK Total:	**34,028.74**
			Department 120 - ECONOMIC DEVELOPMENT Total:	**34,028.74**
			Fund 019 - ECONOMIC DEVELOPMENT FUND Total:	**34,028.74**
Fund: 023 - SANITATION FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 043380 - ADVANCE LIFE INSURANCE				
ADVANCE LIFE INSURANCE	INV0038216	05/01/2026	CITY OF JC EMPLOYER PD LIFE	8.62
ADVANCE LIFE INSURANCE	INV0038217	05/01/2026	ADVANCE LIFE INSURANCE BE…	99.28
			Vendor 043380 - ADVANCE LIFE INSURANCE Total:	**107.90**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03161 - ADVANCE SHORT TERM DISABILITY				
ADVANCE SHORT TERM DISAB…	INV0038257	05/01/2026	CITY OF JC EMPLOYER PAID S…	23.12
			Vendor 03161 - ADVANCE SHORT TERM DISABILITY Total:	**23.12**
Vendor: 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY				
AMERICAN FAMILY LIFE ASSU…	INV0038218	05/01/2026	AFLAC	25.26
AMERICAN FAMILY LIFE ASSU…	INV0038219	05/01/2026	AFLAC BEFORE TAX	99.91
			Vendor 066230 - AMERICAN FAMILY LIFE ASSURANCE COMPANY Total:	**125.17**
Vendor: 007921 - BLUE CROSS BLUE SHIELD OF KS INC				
BLUE CROSS BLUE SHIELD OF …	INV0038221	05/01/2026	BLUE CROSS BLUE SHIELD	51.42
BLUE CROSS BLUE SHIELD OF …	INV0038222	05/01/2026	BLUE CROSS BLUE SHIELD	14.23
BLUE CROSS BLUE SHIELD OF …	INV0038223	05/01/2026	BLUE CROSS BLUE SHIELD	125.89
BLUE CROSS BLUE SHIELD OF …	INV0038226	05/01/2026	BLUE CROSS BLUE SHIELD	10.44
BLUE CROSS BLUE SHIELD OF …	INV0038227	05/01/2026	BLUE CROSS BLUE SHIELD	727.88
BLUE CROSS BLUE SHIELD OF …	INV0038228	05/01/2026	BLUE CROSS BLUE SHIELD	728.76
BLUE CROSS BLUE SHIELD OF …	INV0038230	05/01/2026	BLUE CROSS BLUE SHIELD	119.91
BLUE CROSS BLUE SHIELD OF …	INV0038231	05/01/2026	BLUE CROSS BLUE SHIELD	60.24
BLUE CROSS BLUE SHIELD OF …	INV0038232	05/01/2026	BLUE CROSS BLUE SHIELD	100.02
			Vendor 007921 - BLUE CROSS BLUE SHIELD OF KS INC Total:	**1,938.79**
Vendor: 044005 - CITY OF JC FLEX SPENDING ACCT 1074334				
CITY OF JC FLEX SPENDING AC…	INV0038238	05/01/2026	FLEX SPENDING-1074334	210.86
			Vendor 044005 - CITY OF JC FLEX SPENDING ACCT 1074334 Total:	**210.86**
Vendor: 012130 - CITY OF JUNCTION CITY				
CITY OF JUNCTION CITY	INV0038239	05/01/2026	CITY OF JUNCTION CITY (G-FEE)	10.00
CITY OF JUNCTION CITY	INV0038256	05/01/2026	TELEPHONE REIMBURSEMENT	4.62
			Vendor 012130 - CITY OF JUNCTION CITY Total:	**14.62**
Vendor: 01944 - EMPOWER RETIREMENT LLC				
EMPOWER RETIREMENT LLC	INV0038250	05/01/2026	EMPOWER FINANCIAL SERVIC…	183.72
			Vendor 01944 - EMPOWER RETIREMENT LLC Total:	**183.72**
Vendor: 001010 - INTERNAL REVENUE SERVICE				
INTERNAL REVENUE SERVICE	INV0038272	05/01/2026	SOCIAL SECURITY WITHHOLDI…	2,517.22
INTERNAL REVENUE SERVICE	INV0038273	05/01/2026	FEDERAL WITHHOLDING	1,421.02
INTERNAL REVENUE SERVICE	INV0038274	05/01/2026	MEDICARE WITHHOLDING	588.62
			Vendor 001010 - INTERNAL REVENUE SERVICE Total:	**4,526.86**
Vendor: 00973 - KANSAS DEPARTMENT OF LABOR				
KANSAS DEPARTMENT OF LA…	INV0038270	05/01/2026	QUARTERLY UNEMPLOYMENT ..	20.17
			Vendor 00973 - KANSAS DEPARTMENT OF LABOR Total:	**20.17**
Vendor: 042540 - KANSAS DEPT OF REVENUE				
KANSAS DEPT OF REVENUE	INV0038271	05/01/2026	STATE WITHHOLDING	852.70
			Vendor 042540 - KANSAS DEPT OF REVENUE Total:	**852.70**
Vendor: 014435 - KANSAS PAYMENT CENTER				
KANSAS PAYMENT CENTER	INV0038244	05/01/2026	INCOME WITHHOLDING ORD…	246.00
KANSAS PAYMENT CENTER	INV0038245	05/01/2026	GARNISHMENT	205.00
			Vendor 014435 - KANSAS PAYMENT CENTER Total:	**451.00**
Vendor: 043859 - KANSAS PUBLIC EMPLOYEES				
KANSAS PUBLIC EMPLOYEES	INV0038247	05/01/2026	KPERS #1	64.45
KANSAS PUBLIC EMPLOYEES	INV0038248	05/01/2026	KPERS #2	947.85
KANSAS PUBLIC EMPLOYEES	INV0038249	05/01/2026	KPERS #3	2,237.93
KANSAS PUBLIC EMPLOYEES	INV0038251	05/01/2026	KPERS INSURANCE	138.73
			Vendor 043859 - KANSAS PUBLIC EMPLOYEES Total:	**3,388.96**
Vendor: 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY				
UNITED WAY OF JUNCTION CI…	INV0038259	05/01/2026	UNITED WAY	1.50
			Vendor 079629 - UNITED WAY OF JUNCTION CITY-GEARY COUNTY Total:	**1.50**
Vendor: 03938 - VSP INSURANCE CO.				
VSP INSURANCE CO.	INV0038261	05/01/2026	VSP PREMIUM SINGLE	12.88
VSP INSURANCE CO.	INV0038262	05/01/2026	VSP PREMIUM SPOUSE	1.33
VSP INSURANCE CO.	INV0038263	05/01/2026	VSP PREMIUM CHILD(REN)	3.39

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
VSP INSURANCE CO.	INV0038264	05/01/2026	VSP VISION PREMIUM FAMILY	3.30
VSP INSURANCE CO.	INV0038265	05/01/2026	VSP INSURANCE	16.76
VSP INSURANCE CO.	INV0038266	05/01/2026	VSP VISION INSURANCE SPOU…	1.44
VSP INSURANCE CO.	INV0038268	05/01/2026	VSP VISION INSURANCE STAN…	13.32
			Vendor 03938 - VSP INSURANCE CO. Total:	**52.42**
			Department 000 - NON-DEPARTMENTAL Total:	**11,897.79**
Department: 644 - SANITATION OPERATIONS				
Vendor: 009001 - AIRGAS				
AIRGAS	9171367217	04/28/2026	WELDING BLANKETS	28.48
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	51.55
AIRGAS	9171431863	04/28/2026	PW LEATHER WORK GLOVES - …	43.99
			Vendor 009001 - AIRGAS Total:	**124.02**
Vendor: 04639 - AMAZON CAPITAL SERVICES INC				
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW MONITORS	110.66
AMAZON CAPITAL SERVICES I…	1WJJ-7FWJ-63JN	04/28/2026	PW DOCKING STATION	44.90
			Vendor 04639 - AMAZON CAPITAL SERVICES INC Total:	**155.56**
Vendor: 01143 - CHAMPIONS CAR AND TRUCK WASH				
CHAMPIONS CAR AND TRUCK…	2067	04/21/2026	PW FLEET PREPAID CAR WAS…	20.00
			Vendor 01143 - CHAMPIONS CAR AND TRUCK WASH Total:	**20.00**
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z24381	04/23/2026	PW FLEET BATTERY STOCK	53.84
			Vendor 02138 - FACTORY MOTOR PARTS Total:	**53.84**
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK FUEL SURCH…	0.50
MSC INDUSTRIAL SUPPLY CO	8249829001	04/23/2026	PW FLEET STOCK HEX WASH …	289.69
MSC INDUSTRIAL SUPPLY CO	8249829002	04/23/2026	PW FLEET PTFE COAT PH CON…	245.12
MSC INDUSTRIAL SUPPLY CO	8337211005	04/28/2026	PW FLEET STOCK PIPE CAP ST…	33.56
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	**568.87**
Vendor: 061389 - ONE ACCORD ENTERPRISES, INC.				
ONE ACCORD ENTERPRISES, I…	2026-02-18	04/21/2026	PW DEMOLITION AND DISPOS…	300.00
ONE ACCORD ENTERPRISES, I…	2026-02-19	04/21/2026	PW REPLACED AND REPAIRED…	595.00
			Vendor 061389 - ONE ACCORD ENTERPRISES, INC. Total:	**895.00**
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 VALVE STEM	13.00
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 DISPOSAL FEE	16.00
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 ROAD SERVICE	322.00
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 FUEL SURCHA…	30.00
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 SERVICE SUPP…	25.76
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 MAXTREAD B…	291.47
POMP'S TIRE SERVICE, INC.	1160100527	04/21/2026	PW FLEET #588 CASING	75.00
			Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:	**773.23**
Vendor: 065885 - RAM EXTERMINATORS, LLC				
RAM EXTERMINATORS, LLC	32087	04/21/2026	PW MONTHLY PEST CONTROL…	13.00
			Vendor 065885 - RAM EXTERMINATORS, LLC Total:	**13.00**
Vendor: 04370 - SHELBYVILLE LAUNDRY, INC.				
SHELBYVILLE LAUNDRY, INC.	62469	04/27/2026	PW MAT SERVICE DELIVERY 4-…	9.53
			Vendor 04370 - SHELBYVILLE LAUNDRY, INC. Total:	**9.53**
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6061828240	04/28/2026	PW OFFICE SUPPLIES; KITCHEN..	97.11
			Vendor 01167 - STAPLES ADVANTAGE Total:	**97.11**
Vendor: 04351 - TIMOTHY WARD				
TIMOTHY WARD	04242026	04/27/2026	SANITATION DRIVER	214.00
			Vendor 04351 - TIMOTHY WARD Total:	**214.00**
Vendor: 01850 - TLC MOBILE SERVICES				
TLC MOBILE SERVICES	15730	04/23/2026	PW HAUL TRASH TRUCK -SPRI…	1,350.00
			Vendor 01850 - TLC MOBILE SERVICES Total:	**1,350.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03472 - TWIN VALLEY TELEPHONE, INC.				
TWIN VALLEY TELEPHONE, INC.	10442706	04/28/2026	Phones PW -25%	45.41
			Vendor 03472 - TWIN VALLEY TELEPHONE, INC. Total:	**45.41**
			Department 644 - SANITATION OPERATIONS Total:	**4,319.57**
Department: 645 - SANITATION ADMINISTRATION				
Vendor: 03830 - PROCOPY, INC.				
PROCOPY, INC.	021758	04/28/2026	Print Costs - Customer Service	43.55
PROCOPY, INC.	021758	04/28/2026	Print Costs - Public Works	51.54
			Vendor 03830 - PROCOPY, INC. Total:	**95.09**
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	41914407	04/28/2026	Copier Lease Payment	177.34
			Vendor 086462 - XEROX CORPORATION Total:	**177.34**
			Department 645 - SANITATION ADMINISTRATION Total:	**272.43**
			Fund 023 - SANITATION FUND Total:	**16,489.79**
Fund: 026 - FIRE EQUIPMENT RESERVE FUND				
Department: 420 - FIRE EQUIPMENT RESERVE				
Vendor: 03213 - DELTA FIRE & SAFETY INC.				
DELTA FIRE & SAFETY INC.	INVTX26-2668	04/27/2026	2 HELMETS	885.00
			Vendor 03213 - DELTA FIRE & SAFETY INC. Total:	**885.00**
			Department 420 - FIRE EQUIPMENT RESERVE Total:	**885.00**
			Fund 026 - FIRE EQUIPMENT RESERVE FUND Total:	**885.00**
Fund: 035 - EMPLOYEE BENEFITS FUND				
Department: 140 - EMPLOYEE BENEFITS				
Vendor: 053896 - COMPLIANCEONE				
COMPLIANCEONE	336625	04/22/2026	DRUG TESTING	636.00
COMPLIANCEONE	337565	04/22/2026	APRIL DRUG TESTING	660.00
COMPLIANCEONE	338117	04/22/2026	MAY DRUG TESTING	676.00
			Vendor 053896 - COMPLIANCEONE Total:	**1,972.00**
Vendor: 04583 - USI INSURANCE SERVICES LLC				
USI INSURANCE SERVICES LLC	5930807	04/22/2026	4TH INSTALLMENT PAY - 2026	20,000.00
			Vendor 04583 - USI INSURANCE SERVICES LLC Total:	**20,000.00**
			Department 140 - EMPLOYEE BENEFITS Total:	**21,972.00**
			Fund 035 - EMPLOYEE BENEFITS FUND Total:	**21,972.00**
Fund: 045 - SPECIAL PROJECTS				
Department: 019 - ANIMAL SHELTER				
Vendor: 002116 - JENNIFER ARNESON, DVM				
JENNIFER ARNESON, DVM	23393	04/21/2026	Max's Fund- Lemoine	145.22
JENNIFER ARNESON, DVM	23425	04/22/2026	Max's Fund- Perez	184.60
			Vendor 002116 - JENNIFER ARNESON, DVM Total:	**329.82**
			Department 019 - ANIMAL SHELTER Total:	**329.82**
			Fund 045 - SPECIAL PROJECTS Total:	**329.82**
Fund: 075 - JUNCTION CITY LAND BANK FUND				
Department: 390 - JC LAND BANK				
Vendor: 04507 - ANTHONY JOHN SWIFT				
ANTHONY JOHN SWIFT	2258	04/28/2026	OLIVIA FARMS 3RD PLAT	15.00
ANTHONY JOHN SWIFT	2258	04/28/2026	SPRING VALLEY ADDITION #2	15.00
ANTHONY JOHN SWIFT	2258	04/28/2026	SKYLINE DR #3	15.00
ANTHONY JOHN SWIFT	2258	04/28/2026	OLIVIA FARMS 2ND PLAT	30.00
ANTHONY JOHN SWIFT	2258	04/28/2026	DOC HARGREAVES ADDITION 2	240.00
ANTHONY JOHN SWIFT	2258	04/28/2026	DOCE HARGREAVES ADDITION…	325.00
ANTHONY JOHN SWIFT	2258	04/28/2026	SUTTER WOODS SUBDIVISION…	496.80
ANTHONY JOHN SWIFT	2258	04/28/2026	DEER CREEK ADDITION 2	600.00
ANTHONY JOHN SWIFT	2258	04/28/2026	MANN'S RACH ADDITION UNIT..	735.00
ANTHONY JOHN SWIFT	2258	04/28/2026	PRAIRIE RIDGE ADDITION NO 2	795.00
ANTHONY JOHN SWIFT	2258	04/28/2026	DEER CREEK ADDITION 3 - LA…	1,086.40

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
ANTHONY JOHN SWIFT	2258	04/28/2026	DOCE HARGREAVES ADDITION…	40.00
ANTHONY JOHN SWIFT	2258	04/28/2026	OLIVIA FARMS SUBDIVISION	40.00
ANTHONY JOHN SWIFT	2258	04/28/2026	1032 S WASHINGTON ST	40.00
ANTHONY JOHN SWIFT	2258	04/28/2026	HICKORY HILL REPLAT LOT 1 B…	55.00
ANTHONY JOHN SWIFT	2258	04/28/2026	MANN'S RACH ADDITION UNIT..	75.00
ANTHONY JOHN SWIFT	2258	04/28/2026	VILLAGE AT FREEDOM PLACE	80.00
ANTHONY JOHN SWIFT	2258	04/28/2026	TURKEY HOLLOW ADDITION	115.00
ANTHONY JOHN SWIFT	2258	04/28/2026	EHLERS ADDITION	120.00
ANTHONY JOHN SWIFT	2258	04/28/2026	TURKEY HOLLOW REPLAT OF …	135.00
ANTHONY JOHN SWIFT	2258	04/28/2026	PRAIRIE RIDGE ADDITION NO 1	150.00
ANTHONY JOHN SWIFT	2258	04/28/2026	SUTTER HIGHLANDS SUBDIVIS…	155.00
ANTHONY JOHN SWIFT	2258	04/28/2026	DEER CREEK ADDITION	760.00
ANTHONY JOHN SWIFT	2258	04/28/2026	RIVENDELL ADDITION	125.00
			Vendor 04507 - ANTHONY JOHN SWIFT Total:	**6,243.20**
			Department 390 - JC LAND BANK Total:	**6,243.20**
			Fund 075 - JUNCTION CITY LAND BANK FUND Total:	**6,243.20**
			Grand Total:	**1,782,145.24**

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	748,999.80
014 - WATER UTILITY FUND	907,171.13
015 - WASTEWATER UTILITY FUND	42,537.02
018 - STORM WATER UTILITY FUND	3,488.74
019 - ECONOMIC DEVELOPMENT FUND	34,028.74
023 - SANITATION FUND	16,489.79
026 - FIRE EQUIPMENT RESERVE FUND	885.00
035 - EMPLOYEE BENEFITS FUND	21,972.00
045 - SPECIAL PROJECTS	329.82
075 - JUNCTION CITY LAND BANK FUND	6,243.20
Grand Total:	**1,782,145.24**

Account Summary

Account Number	Account Name	Payment Amount
001-1-00100-0107	ACCOUNTS RECEIVABLE	499.03
001-2-00000-0249	UNEMPLOYMENT TAX	608.42
001-2-00000-0250	F.I.T PAYABLE	52,670.29
001-2-00000-0251	FICA PAYABLE	46,528.66
001-2-00000-0252	SIT PAYABLE	27,943.23
001-2-00000-0254	UNITED WAY PAYABLE	9.50
001-2-00000-0255	KPERS PAYABLE	35,450.73
001-2-00000-0256	KPFR PAYABLE	126,814.00
001-2-00000-0257	EMP MEDICAL INS PAYA…	66,748.85
001-2-00000-0259	GARNISHMENTS PAYABLE	2,828.38
001-2-00000-0260	JCPOA UNION DUES PAY…	1,125.00
001-2-00000-0261	AETNA DEFERRED COMP…	30,598.00
001-2-00000-0267	DENTAL INSURANCE PAY	5,312.74
001-2-00000-0275	I.A.F.F.	2,808.00
001-2-00000-0276	FIREMANS RELIEF ASSN	644.21
001-2-00000-0279	GARNISHMENT FEE	25.00
001-2-00000-0735	TELEPHONE REIMBURS…	166.30
001-2-00000-1282	AFLAC	2,204.16
001-2-00000-1287	ADVANCE LIFE	1,426.83
001-2-00000-2377	MED REIMB/DEP CARE	4,700.45
001-2-00000-2380	P & F INS. ASSOCATION	777.05
001-2-03000-9203	COURT REFUNDS	1,540.00
001-4-01700-0000-0372	GREEN FEES	222.14
001-4-01700-0000-0374	CART RENTAL	182.70
001-4-04800-0000-0456	SPECIAL EVENTS	64.85
001-5-00200-0000-0646	OPERATIONAL SUPPLIES	245.96
001-5-00200-0000-0714	REP & MAINT OF DATA …	1,320.00
001-5-00200-0000-0735	TELEPHONE	105.85
001-5-00200-0000-0749	OTHER SERVICES	48,125.00
001-5-00200-0000-0755	OFFICE EQUIP. SVC. (SVC…	16.53
001-5-00200-0000-0835	CAPITAL EQUIPMENT	85,410.87
001-5-00300-0000-0703	ADVERTISEMENTS & PRI…	109.53
001-5-00300-0000-0735	TELEPHONE	207.84
001-5-00300-0000-0749	OTHER SERVICES	4,593.23
001-5-00300-0000-0755	OFFICE EQUIP. SVC. (SVC…	270.59
001-5-00800-0000-0603	BUILDING MAINTENANC…	2,197.47
001-5-00800-0000-0646	OPERATIONAL SUPPLIES	868.90
001-5-00800-0000-0715	BUILDING MAINT. & RE…	3,916.50
001-5-01000-0000-0603	BUILDING MAINTENANC…	1,440.80
001-5-01000-0000-0610	CHEMICALS	4,191.43
001-5-01000-0000-0614	LANDSCAPING	12,732.13
001-5-01000-0000-0639	MATERIAL - BUILDING	2,791.72
001-5-01000-0000-0640	PLUMBING SUPPLIES	262.64

Account Summary

Account Number	Account Name	Payment Amount
001-5-01000-0000-0646	OPERATIONAL SUPPLIES	3,046.69
001-5-01000-0000-0651	PARTS FOR VEHICLES, E…	243.97
001-5-01000-0000-0652	TOOLS	1,833.75
001-5-01000-0000-0662	SHOP	64.97
001-5-01000-0000-0666	SUBSCRIPTIONS, BOOKS…	82.94
001-5-01000-0000-0670	MISC. & SAFETY SUPPLIES	693.90
001-5-01000-0000-0682	UNIFORMS	94.00
001-5-01000-0000-0722	RECREATION SUPPLIES &…	1,139.72
001-5-01000-0000-0735	TELEPHONE	260.69
001-5-01000-0000-0737	GAS UTILITIES	44.06
001-5-01000-0000-0747	MAINT & REPAIR EQUIP…	1,119.15
001-5-01000-0000-0749	OTHER SERVICES	4,630.69
001-5-01000-0000-0755	OFFICE EQUIP. SVC. (SVC…	117.74
001-5-01000-0000-0765	TRAVEL & TRAINING EXP…	242.24
001-5-01000-0000-0798	CONTRACT MOWING	14,570.10
001-5-01100-0000-0640	PLUMBING SUPPLIES	443.25
001-5-01100-0000-0646	OPERATIONAL SUPPLIES	220.00
001-5-01100-0000-0735	TELEPHONE	26.47
001-5-01100-0000-0737	GAS UTILITIES	44.06
001-5-01300-0000-0622	RECREATION SUPPLIES &…	475.95
001-5-01300-0000-0646	OPERATIONAL SUPPLIES	448.53
001-5-01300-0000-0673	FOOD SUPPLIES	539.14
001-5-01300-0000-0735	TELEPHONE	52.93
001-5-01300-0000-0737	GAS UTILITIES	465.71
001-5-01400-0000-0737	GAS UTILITIES	279.51
001-5-01400-0000-0749	OTHER SERVICES	14,798.16
001-5-01700-0000-0639	RMGC MATERIAL - BUILD..	1,217.59
001-5-01700-0000-0646	OPERATIONAL SUPPLIES	64.98
001-5-01700-0000-0648	MOTOR FUEL	1,381.52
001-5-01700-0000-0651	PARTS FOR VEHICLES, E…	642.79
001-5-01700-0000-0673	FOOD SUPPLIES	5,348.80
001-5-01700-0000-0675	SUNDRIES/ BEER PURCH…	2,383.50
001-5-01700-0000-0677	MERCHANDISE FOR RES…	3,438.00
001-5-01700-0000-0680	IRRIGATION REPAIR	1,550.85
001-5-01700-0000-0703	ADVERTISEMENTS & PRI…	350.00
001-5-01700-0000-0735	TELEPHONE	78.50
001-5-01700-0000-0746	MAINTAIN & REPAIR VEH..	294.00
001-5-01700-0000-0747	MAINT & REPAIR EQUIP…	50.00
001-5-01700-0000-0749	OTHER SERVICES	151.00
001-5-01700-0000-0753	EQUIPMENT RENT, LEASE	8,532.70
001-5-01700-0000-0755	OFFICE EQUIP. SVC. (SVC…	72.81
001-5-01800-0000-0651	PARTS FOR VEHICLES, E…	293.98
001-5-01800-0000-0659	MEDICAL SUPPLIES	353.84
001-5-01800-0000-0714	REP & MAINT OF DATA …	136.98
001-5-01800-0000-0735	TELEPHONE	283.47
001-5-01800-0000-0746	MAINTAIN & REPAIR VEH..	195.58
001-5-01800-0000-0755	OFFICE EQUIP. SVC. (SVC…	98.64
001-5-01900-0000-0616	ANIMAL MED SUPPLIES …	6.13
001-5-01900-0000-0670	MISC. & SAFETY SUPPLIES	100.00
001-5-01900-0000-0735	TELEPHONE	53.59
001-5-01900-0000-0737	GAS UTILITIES	216.61
001-5-01900-0000-0755	OFFICE EQUIP. SVC. (SVC…	169.13
001-5-02200-0000-0735	TELEPHONE	281.02
001-5-02200-0000-0744	BLIGHT CONDEMNATION	3,225.00
001-5-02200-0000-0755	OFFICE EQUIP. SVC. (SVC…	519.97
001-5-02300-0000-0603	BUILDING MAINTENANC…	438.49
001-5-02300-0000-0635	JAIL & PRISONER EXPEN…	92.18
001-5-02300-0000-0646	OPERATIONAL SUPPLIES	9.54

Account Summary

Account Number	Account Name	Payment Amount
001-5-02300-0000-0651	PARTS FOR VEHICLES, E…	54.00
001-5-02300-0000-0666	SUBSCRIPTIONS, BOOKS…	1,250.00
001-5-02300-0000-0667	OFFICE SUPPLIES	702.43
001-5-02300-0000-0673	FOOD SUPPLIES	193.50
001-5-02300-0000-0682	UNIFORMS	1,622.00
001-5-02300-0000-0713	REP. & MAINT. OF COM…	377.00
001-5-02300-0000-0714	REP & MAINT OF DATA …	391.96
001-5-02300-0000-0715	BUILDING MAINT. & RE…	2,788.50
001-5-02300-0000-0731	PRISONER EXPENSES	38.45
001-5-02300-0000-0735	TELEPHONE	1,703.62
001-5-02300-0000-0737	GAS UTILITIES	310.72
001-5-02300-0000-0755	OFFICE EQUIP. SVC. (SVC…	523.85
001-5-02310-0000-0667	OFFICE SUPPLIES	956.90
001-5-02310-0000-0755	OFFICE EQUIP. SVC. (SVC…	994.83
001-5-02400-0000-0610	CHEMICALS	8,400.00
001-5-02400-0000-0714	REP & MAINT OF DATA …	136.98
001-5-02400-0000-0735	TELEPHONE	283.46
001-5-02400-0000-0737	GAS UTILITIES	292.31
001-5-02400-0000-0755	OFFICE EQUIP. SVC. (SVC…	98.68
001-5-02400-0000-0765	TRAVEL & TRAINING EXP…	532.34
001-5-02400-0000-0835	CAPITAL EQUIPMENT	10,950.00
001-5-02500-0000-0611	GASES & WELDING SUPP…	42.71
001-5-02500-0000-0632	STREET MAINTENANCE(…	2,973.69
001-5-02500-0000-0646	OPERATIONAL SUPPLIES	7,544.28
001-5-02500-0000-0651	PARTS FOR VEHICLES, E…	11,215.41
001-5-02500-0000-0652	TOOLS	1,457.75
001-5-02500-0000-0667	OFFICE SUPPLIES	97.11
001-5-02500-0000-0669	COMPUTER SOFTWARE	155.54
001-5-02500-0000-0672	SIGNS	6,104.10
001-5-02500-0000-0682	UNIFORMS	143.31
001-5-02500-0000-0715	BUILDING MAINT. & RE…	917.52
001-5-02500-0000-0734	TRAFFIC SIGNAL MAINT…	125.90
001-5-02500-0000-0735	TELEPHONE	45.42
001-5-02500-0000-0737	GAS UTILITIES	190.46
001-5-02500-0000-0747	MAINT & REPAIR EQUIP…	194.40
001-5-02500-0000-0749	OTHER SERVICES	1,418.16
001-5-02500-0000-0751	CENTRAL GARAGE SERVI…	13,902.55
001-5-02500-0000-0755	OFFICE EQUIP. SVC. (SVC…	51.53
001-5-02500-0000-0769	TRAFFIC LIGHT ELECTRIC…	150.47
001-5-02500-0000-0797	CONTRACT OPERATIONS	1,775.00
001-5-02500-0000-0798	CONTRACT MOWING	241.80
001-5-02900-0000-0735	TELEPHONE	104.05
001-5-02900-0000-0755	OFFICE EQUIP. SVC. (SVC…	92.88
001-5-03000-0000-0702	CONTRACTOR SERVICES …	3,229.16
001-5-03000-0000-0735	TELEPHONE	206.32
001-5-03000-0000-0737	GAS UTILITIES	185.25
001-5-03000-0000-0755	OFFICE EQUIP. SVC. (SVC…	256.44
001-5-04000-0000-0715	BUILDING MAINT. & RE…	1,724.99
001-5-04800-0000-0603	BUILDING MAINTENANC…	29.97
001-5-04800-0000-0622	RECREATION SUPPLIES &…	525.00
001-5-04800-0000-0720	REC INSTRUCTORS FEE	425.00
001-5-04800-0000-0735	TELEPHONE	105.97
001-5-04800-0000-0737	GAS UTILITIES	888.05
001-5-04800-0000-0749	OTHER SERVICES	1,112.50
001-5-04800-0000-0755	OFFICE EQUIP. SVC. (SVC…	50.56
014-2-00000-0249	LEASES PAYABLE- CURR…	26.67
014-2-00000-0250	F.I.T PAYABLE	1,808.55
014-2-00000-0251	FICA PAYABLE	4,069.36

Account Summary

Account Number	Account Name	Payment Amount
014-2-00000-0252	SIT PAYABLE	1,201.44
014-2-00000-0254	UNITED FUND PAYABLE	2.00
014-2-00000-0255	KPERS PAYABLE	4,271.73
014-2-00000-0257	EMP MEDICAL INS PAYA…	3,259.08
014-2-00000-0259	GARNISHMENTS PAYABLE	81.51
014-2-00000-0261	AETNA DEFERRED COMP…	258.76
014-2-00000-0267	DENTAL INSURANCE PAY	245.56
014-2-00000-0279	GARNISHMENT FEE	2.51
014-2-00000-0735	TELEPHONE REIMBURS…	18.55
014-2-00000-1282	AFLAC	132.96
014-2-00000-1287	ADVANCE LIFE	77.83
014-2-00000-2377	MED REIMB/DEP CARE	224.86
014-4-53400-0000-0421	MISCELLANEOUS	2,152.16
014-5-53200-0000-0632	STREET MAINTENANCE	1,892.12
014-5-53200-0000-0646	OPERATIONAL SUPPLIES	26,556.35
014-5-53200-0000-0651	PARTS FOR VEHICLES, E…	1,784.88
014-5-53200-0000-0652	TOOLS	5,921.70
014-5-53200-0000-0667	OFFICE SUPPLIES	97.11
014-5-53200-0000-0669	COMPUTER SOFTWARE	155.56
014-5-53200-0000-0670	MISC. & SAFETY SUPPLIES	466.00
014-5-53200-0000-0682	UNIFORMS	155.02
014-5-53200-0000-0715	BUILDING MAINT. & RE…	1,217.52
014-5-53200-0000-0735	TELEPHONE	45.41
014-5-53200-0000-0749	OTHER SERVICES	20.00
014-5-53300-0000-0736	ELETRIC UTILITIES	26,146.51
014-5-53300-0000-0737	GAS UTILITIES	354.31
014-5-53300-0000-0836	CAPITAL IMPROVEMENTS	823,972.08
014-5-53400-0000-0735	TELEPHONE	179.50
014-5-53400-0000-0737	GAS UTILITIES	89.16
014-5-53400-0000-0749	OTHER SERVICES	5.25
014-5-53400-0000-0755	OFFICE EQUIP. SVC. (SVC…	279.12
015-2-00000-0249	LEASE PAYABLE-CURRENT	27.49
015-2-00000-0250	F.I.T PAYABLE	1,871.07
015-2-00000-0251	FICA PAYABLE	4,218.82
015-2-00000-0252	SIT PAYABLE	1,245.61
015-2-00000-0254	UNITED FUND PAYABLE	2.00
015-2-00000-0255	KPERS PAYABLE	4,435.10
015-2-00000-0257	EMP MEDICAL INS PAYA…	3,367.21
015-2-00000-0259	GARNISHMENTS PAYABLE	81.49
015-2-00000-0261	AETNA DEFERRED COMP…	258.76
015-2-00000-0267	DENTAL INSURANCE PAY	253.38
015-2-00000-0279	GARNISHMENT FEE	2.49
015-2-00000-0735	TELEPHONE REIMBURS…	19.87
015-2-00000-1282	AFLAC	137.23
015-2-00000-1287	ADVANCE LIFE	79.55
015-2-00000-2377	MED REIMB/DEP CARE	224.85
015-5-54000-0000-0646	OPERATIONAL SUPPLIES	2,817.40
015-5-54000-0000-0651	PARTS FOR VEHICLES, E…	1,784.88
015-5-54000-0000-0652	TOOLS	2,536.32
015-5-54000-0000-0667	OFFICE SUPPLIES	97.11
015-5-54000-0000-0669	COMPUTER SOFTWARE	155.54
015-5-54000-0000-0682	UNIFORMS	155.02
015-5-54000-0000-0715	BUILDING MAINT. & RE…	617.52
015-5-54000-0000-0735	TELEPHONE	45.41
015-5-54000-0000-0749	OTHER SERVICES	20.00
015-5-54100-0000-0755	OFFICE EQUIP. SVC. (SVC…	272.43
015-5-54700-0000-0736	ELECTRIC UTILITIES	17,234.90
015-5-54700-0000-0737	GAS UTILITIES	570.32

Account Summary

Account Number	Account Name	Payment Amount
015-5-54700-0000-0749	OTHER SERVICES	5.25
018-2-00000-0249	LEASE PAYABLE-CURRENT	6.73
018-2-00000-0250	F.I.T. PAYABLE	444.15
018-2-00000-0251	FICA PAYABLE	1,036.34
018-2-00000-0252	SIT PAYABLE	311.35
018-2-00000-0254	UNITED FUND PAYALBE	1.00
018-2-00000-0255	KPERS PAYABLE	1,105.09
018-2-00000-0257	EMP MEDICAL INS PAYA…	311.30
018-2-00000-0261	DEFERRED COMP	123.76
018-2-00000-0267	DENTAL INSURANCE PAY	31.90
018-2-00000-0735	TELEPHONE REIMBURS…	2.66
018-2-00000-1282	AFLAC	28.33
018-2-00000-1287	ADVANCE LIFE	39.63
018-2-00000-2377	FLEX SPENDING	46.50
019-5-12000-0000-0905	BONDS	30,716.88
019-5-12000-0000-0910	INTEREST EXPENSE	3,311.86
023-2-00000-0249	CURRENT LEASES PAYAB…	20.17
023-2-00000-0250	F.I.T PAYABLE	1,421.02
023-2-00000-0251	FICA PAYABLE	3,105.84
023-2-00000-0252	SIT PAYABLE	852.70
023-2-00000-0254	UNITED FUND PAYABLE	1.50
023-2-00000-0255	KPERS PAYABLE	3,388.96
023-2-00000-0257	EMP MEDICAL INS PAYA…	1,753.86
023-2-00000-0259	GARNISHMENTS PAYABLE	451.00
023-2-00000-0261	AETNA DEFERRED COMP…	183.72
023-2-00000-0267	DENTAL INSURANCE PAY	184.93
023-2-00000-0279	GARNISHMENT FEE	10.00
023-2-00000-0735	TELEPHONE REIMBURS…	4.62
023-2-00000-1282	AFLAC	177.59
023-2-00000-1287	ADVANCE LIFE	131.02
023-2-00000-2377	MED REIMB/DEP CARE	210.86
023-5-64400-0000-0520	REGULAR TIME SALARY …	214.00
023-5-64400-0000-0611	WELDING SUPPLIES	28.48
023-5-64400-0000-0651	PARTS FOR VEHICLES	622.71
023-5-64400-0000-0667	OFFICE SUPPLIES	97.11
023-5-64400-0000-0669	COMPUTER SOFTWARE	155.56
023-5-64400-0000-0682	UNIFORMS	95.54
023-5-64400-0000-0715	BUILDING MAINT. & RE…	917.53
023-5-64400-0000-0735	TELEPHONE	45.41
023-5-64400-0000-0746	MAINT & REPAIR VEHICL…	773.23
023-5-64400-0000-0749	OTHER SERVICES	1,370.00
023-5-64500-0000-0755	OFFICE EQUIP. SVC. (SVC…	272.43
026-5-42000-0000-0683	PROTECTIVE GEAR	885.00
035-5-14000-0000-0749	OTHER SERVICES	21,972.00
045-5-01901-0000-0725	MEDICAL EXPENSES	329.82
075-5-39000-0000-0798	MOWING CONTRACT	6,243.20
	Grand Total:	**1,782,145.24**

Project Account Summary

Project Account Key	Payment Amount
None	1,781,815.42
MAX'S FUND 04550190100000725	329.82
Grand Total:	**1,782,145.24**

City of Junction City

City Commission

Agenda Memo

May 5th, 2026

From: Kirt Nichols, Chief of Police

To: City Commission and Kim Zimmerman, City Manager

Subject: 2025 Edward Byrne Memorial Justice Assistance Grant (JAG)

Objective: The Police Department seeks approval to apply for the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) through the U.S. Department of Justice - Office of Justice Programs - Bureau of Justice Assistance.

Explanation of Issue: The Police Department is eligible to apply for grant funding through the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG). Currently the amount of the award is $18,553. This award is made to both the Junction City Police Department and Geary County Sheriff's Office as disparate jurisdictions. The Junction City Police Department is eligible to apply for 2/3 of the award or $12,369. The Geary County Sheriff's Office is eligible to apply for 1/3 of the award or $6,184. The Junction City Police Department would like to use the funds to enhance officer and staff wellness and strengthen critical communication systems, directly supporting public safety outcomes and operational efficiency. Law enforcement personnel routinely operate under high-stress conditions, extended hours, and irregular schedules, which can negatively impact both physical and mental health. The department's on-site fitness facility serves as an essential resource to promote wellness, resilience, and readiness; however, outdated equipment, including a heavily used treadmill and worn weight plates, limits its effectiveness and presents potential safety concerns. Replacing this equipment will improve accessibility, reduce injury risk, and support overall workforce readiness. In addition, the department seeks to upgrade dispatch headset equipment, which is vital to maintaining clear, reliable communication during emergency operations. High-quality headsets reduce auditory strain, improve clarity, and ensure dispatchers can accurately coordinate responses, ultimately enhancing response times and service delivery to the community. The Geary County Sheriff's Office will utilize grant funding to replace worn and outdated operational equipment critical to deputy safety and effective field operations. Planned investments include portable radio microphones, listen-only earpieces, drone batteries and propellers, and

radar unit replacement components. These items are essential to maintaining dependable communication, sustaining aerial support capabilities, and ensuring accurate traffic enforcement. Collectively, these upgrades will improve officer safety, increase operational reliability, and enhance the ability of both agencies to respond effectively to the needs of the community.

The grant will require a Memorandum of Understanding between the City of Junction City and Geary County. A Public Hearing will be held at a Geary County Commission meeting.

Budget Impact: The grant requires no matching funds and, therefore, has no budgetary impact.

Alternatives: The Commission may approve or deny the application.

Special Considerations: There are no special considerations.

Recommendation: Staff recommends a motion to proceed with the application for the 2025 Edward Byrne Memorial Justice Assistance Grant.

Enclosures:

City of Junction City

City Commission

Agenda Memo

May 5, 2026

From: **Chris Srackangast, Community Development Director**

To: **Governing Body**

Subject: **Special Event Permit – Junction City Expo**

Objective: Request approval of the Special Event permit application for the Junction City Expo on September 3, 2026.

Explanation of Issue: City staff has received a Special Event permit application for the Junction City Expo. The Junction City Expo is a community event hosted by the Junction City Area Chamber of Commerce that allows businesses and non-profits in the area to showcase their products and services while also highlighting different activities with performances (JCHS Cheer, band, children's martial arts, etc.). Event begins at 5 pm, set up for the event will begin around 8 that morning.

To accommodate for this event, 5th Street, from Washington to Jefferson, will need to be blocked off from 4:00-8:00 p.m.

Budget Impact: The Junction City Chamber of Commerce is a 501(c)6 non-profit organization. The Junction City Expo is a type 1 event; there are no fees required for this type of event. However, a formal request has been submitted to waive any permitting fees that may be associated.

Alternatives:

1. Approve the Special Event permit application for the Junction City Expo on September 3, 2026.

2. Disapprove of the Special Event permit application for the Junction City Expo on September 3, 2026.

3. Modify the request.

4. Table the request.

Recommendation: Staff recommends a motion to approve the Special Event Permit application for the Junction City Expo on September 3, 2026.

Enclosures: Special Event Permit Application, Event Map

APPLICATION OVERVIEW

License Type: Special Event Permit
ID # 26-000018 | **Started** January 14, 2026
Status: In Review

Address

500 N Washington St, Junction City, KS USA 66441

Legal

Jct City Pl , Lot All , Acres 3.1 , Whole Block (heritage Park) Section 12 Township 12 Range 05

Description

Non-Profit Community Event - The Junction City Expo is a community event that allows businesses and non-profits in the area to showcase their products and services while also highlighting different activities with performances (JCHS Cheer, band, children's martial arts, etc.). Event begins at 5 pm, set up for the event will begin around 8 that morning. 5th Street from Washington to Jefferson will need to be blocked off from 4:00 - 8:00 pm.

INFORMATION FIELDS

Type of Permit - Special Event
Type 1 - Non-commercial events by non-profits

Applicant Information - Special Event

Applicant Name
Nikki Garner

Applicant Address
222 W 6th St, Junction City KS 66441

Applicant Email Address
info@jcacc.org

Applicant Phone (Home)
785-762-2632

Applicant Phone (Office)
-

Applicant Phone (Cellular)
-

Applicant Fax
-

Additional Applicant Information - Special Event

Applicant Name
Kelly Cook

Applicant Address
222 W 6th St, Junction City KS 66441

Applicant Email Address
Kelly@jcacc.org

Applicant Phone (Home)
785-762-2632

Applicant Phone (Office)
-

Applicant Phone (Cellular)
-

Applicant Fax
-

Organization Information

Organization Name
Junction City Area Chamber of Commerce

Organization Address
222 W. 6th Street

Organization Phone Number
785-762-2632

Organization Fax
-

Event On-Site Contact Person Information

Name
Kelly Cook

Phone Number (Home)
-

Phone Number (Office
785-762-2632

Phone number (Cellular)
620-655-5504

Event Name
Junction City Expo

Event Location
Heritage Park, 101-199 W 6th St, Junction City, KS 66441

Event Start Date
09/03/2026

Event Start Time
5:00 PM

Event End Date
09/03/2026

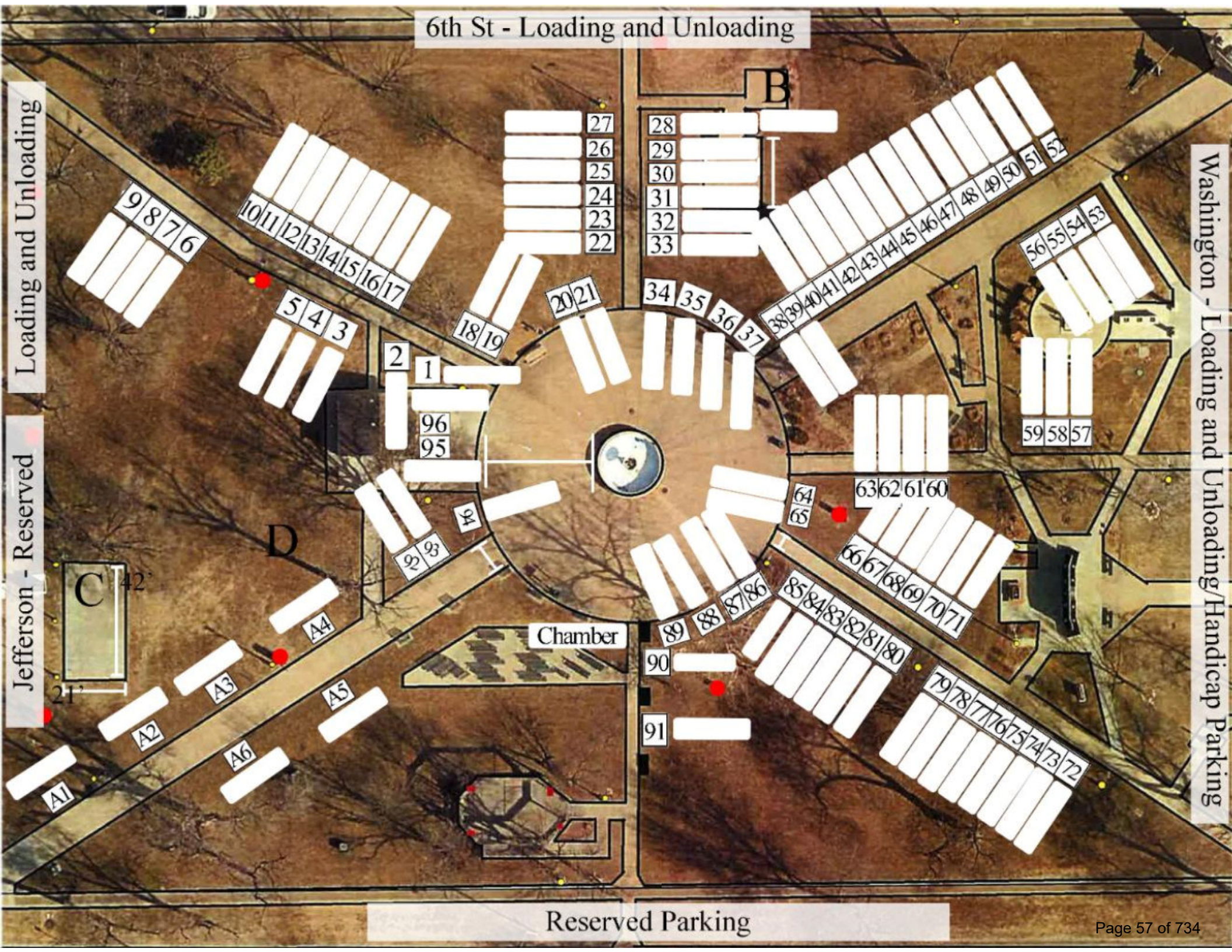
Event End Time
8:00 PM

Estimated Number of Attendees
500-2000

Event Description
The Junction City Expo is a community event hosted by the Junction City Area Chamber of Commerce that allows businesses and non-profits in the area to showcase their products and services while also highlighting different activities with performances (JCHS Cheer, band, children's martial arts, etc.). Event begins at 5 pm, set up for the event will begin around 8 that morning. 5th Street from Washington to Jefferson will need to be blocked off from 4:00 - 8:00 pm.

Copy of Written Authorization from Property Owner
Upload with permit.docx

Copy of Site Plan - Special Event
Heritage Park - BlockedBlank_updated2025_Food Trucks in Park.jpeg


6th St - Loading and Unloading
Loading and Unloading
Jefferson - Reserved
Washington - Loading and Unloading/Handicap Parking
Reserved Parking
Chamber
B
C
D
42'
21'
A1
A2
A3
A4
A5
A6
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96

JUNCTION CITY AREA CHAMBER OF COMMERCE

KELLY COOK

DIRECTOR OF MEMBER RELATIONS
OFFICE: 785.762.2632
KELLY@JCACC.ORG

January 20, 2026

On behalf of the Junction City Area Chamber of Commerce, I am writing to respectfully request the waiving of the permit fee associated with the Junction City Expo.

The Junction City Expo is a community-focused event designed to highlight local businesses, organizations, and resources while encouraging civic engagement and economic activity within our city. Attendance is open to the public and is intended to benefit the broader Junction City community.

We greatly appreciate the City's continued support of community events and partnerships, and we hope you will consider this request as part of that ongoing collaboration. Waiving the permit fee would help us direct more resources toward enhancing the event experience for attendees and participants.

Thank you for your time and consideration. Please feel free to contact me if any additional information is needed.

With Regards,

Kelly Cook
Director of Member Relations

City of Junction City

City Commission

Agenda Memo

May 5, 2026

From: **Chris Srackangast, Community Development Director**

To: **The Governing Body**

Subject: **Special Event Permit – JCMS JAG-K Family Day**

Objective: The consideration and approval of the Junction City Middle School JAG-K Family Day Special Event on May 23, 2026.

Explanation of Issue: The Building and Codes department has received a special event permit application for Family Day, hosted by Jobs for America's Graduates-Kansas (JAG-K) with the Junction City Middle School. This event will be held on May 23, 2026 from 1:00 p.m. to 5:00 p.m.

The special event is to bring families in our community together, while also supporting small local businesses. Attendees can expect music, local vendors, bounce houses and more.

The event is requesting to have 5th St closed, between Jefferson and Washington.

Budget Impact: JAG-K is a non-profit organization that partners with local schools. The event is a Type 1 event: there is no fee for this type of event.

Alternatives:

1. Approve the Junction City Middle School JAG-K Family Day Special Event on May 23, 2026.
2. Disapprove the Junction City Middle School JAG-K Family Day Special Event on May 23, 2026.
3. Modify the request.
4. Table the request.

Recommendation: Staff recommends to approve the Junction City Middle School JAG-K Family Day Special Event on May 23, 2026

Enclosures: Special Event Permit Application, Event Drawing.

SPECIAL EVENT PERMIT APPLICATION

This application must be filed at the office of the Code Administrator.
AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED OR PROCESSED.

Applicant Name: Raheem Melton
Address: 700 Wildcat In JC, ks, 66441
Email Address: raheemmelton@usd475.org
Phone Numbers: Home: _____ Office: _____
Cellular: 785-492-8453 Fax: _____

Alternate Applicant Name: _____
Address: _____
Email Address: _____
Phone Numbers: Home: _____ Office: _____
Cellular: _____ Fax: _____

Organization Name: JAG-K-JCMS
Address: 700 Wildcat In
Phone Numbers: Office: 785-492-8453 Fax: _____

Event On-Site Contact Person: Raheem Melton
Phone Numbers: Home: _____ Office: _____
Cellular: 785-492-8453

(Use separate sheet if necessary for names of additional applicants/organizations.)

Event Name: JCMS JAG-K Family Day
Event Location: 500 N Washington JC, ks, 66441

Event Date(s) and Time(s): May 23rd 2026 - 1pm-5pm

Estimated Number of Attendees: 400

Event Description: Family day is a community event to bring Families in our Community together, while Also Supporting Local Small Buisness. Giving kids a fun, and creative place in our community

(Use additional paper if necessary.)

Additional Required Documents:

☐ Detailed Site Plan, drawn to scale, showing the layout and uses to be established at the location for the Special Event. The site plan shall address all uses and supporting amenities proposed, including but not limited to required parking, access points, signage, sanitation facilities, and all other relevant materials.

☐ Written authorization from the property owner, naming the agent, and that the property owner is aware and approves of the requested Special Event Permit.

I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by a detailed site plan as required by City Code; and is accompanied by the appropriate fee.

Raheem Melton
(Applicant Name – Printed)

Applicant Signature

(Applicant Name – Printed)

Applicant Signature

OFFICE USE ONLY:

This application was received at the office of the Code Administrator at _____ (AM) (PM) on the _____ day of _____, 20____. This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of $_____.

Name

☐ Approved ☐ Disapproved

Title

Code Administrator

Date

W 6TH ST
W 5TH ST
N JEFFERSON ST
N WASHINGTON ST
500 N WASHINGTON ST
138 W 6TH ST
118 W 6TH ST
602 N WASHINGTON ST
606 N WASHINGTON ST
601 N WASHINGTON ST
107 E 6TH ST
113 E 6TH ST
507 N WASHINGTON ST
505 N WASHINGTON ST
510 N JEFFERSON ST
424 N JEFFERSON ST
129 W 5TH ST
Bounce House
Giants Kids
Vendors
Vendors "13"
Park Rent
(28)
(43)

City of Junction City – City Commission
Agenda Memo

From: HR
To: Mayor and Commissioners
Subject: Payroll #7 & #8 2026

Objective: The consideration and approval of Payroll #7 & #8 for the month of Aprill 2026.

Explanation of Issue: The payroll for April was calculated as the attachment outlines.

Alternatives: The City Commission has the following alternatives concerning the issues at hand,

Approve, disapprove, or table the Payroll #7 & #8

Recommendation: City Staff recommends the City Commission approve the April 2026 Payrolls.

Enclosures:

1. Calculation of Employer Expenses for Payroll #7& #8
2. General Ledger Totals

EMPLOYEE FULL NAME	TITLE	PAY FROM	PAY TO	PAY AMOUNT
ADAMS, ARIANA	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,826.00
AGUILAR, LEEJ	MAINT. WORKER I	3/16/2026	3/29/2026	$2,762.70
AGUILAR, VICTOR	BUILDING MAINTENANCE II	3/16/2026	3/29/2026	$2,332.80
AGUIRRE, ANTHONY	RECREATION SUPERVISOR	3/16/2026	3/29/2026	$632.03
AGUON, NOAH	CART ATTENDANT	3/16/2026	3/29/2026	$391.14
ALLEN, JOSHUA	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,018.61
ANTHONY, RUBEN	POLICE OFFICER	3/16/2026	3/29/2026	$2,378.69
APRILL, HAILEY	DISPATCHER I	3/16/2026	3/29/2026	$1,621.27
ARMS, JOEY	POLICE OFFICER	3/16/2026	3/29/2026	$2,824.42
ARNOLD, CLINTON	DETECTIVE	3/16/2026	3/29/2026	$3,003.90
AVINA, KAIYA	LEGAL ASSISTANT	3/16/2026	3/29/2026	$1,680.00
BABCOCK, ALVIN	INVESTIGATIONS DETECTIVE	3/16/2026	3/29/2026	$3,787.00
BADENOCH, BLYTHE	DISPATCHER I	3/16/2026	3/29/2026	$1,586.50
BATES, ROBERT	MAINT. WORKER I	3/16/2026	3/29/2026	$1,797.50
BELL, YERIELA	FIREFIGHTER/PARAMEDIC	3/16/2026	3/29/2026	$2,594.88
BERGES, TRAVIS	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,741.14
BERGMAN, JUSTIN	STREETS & TRAFFIC SUPERVISOR	3/16/2026	3/29/2026	$3,057.69
BERGMAN, KYLE	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,034.80
BLAKE, NICHOLAS	DETECTIVE	3/16/2026	3/29/2026	$3,811.40
BLISS, KAYLYNN	DETECTIVE	3/16/2026	3/29/2026	$2,446.49
BLOOMDAHL, JADON	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,325.60
BOGENHAGEN, TODD	FF/PARAMEDIC	3/16/2026	3/29/2026	$3,390.46
BOHANAN, TERRY	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,313.43
BOLAND, BRIAN	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,289.60
BOOTH, CHRISTOPHER	CAPTAIN/AEMT	3/16/2026	3/29/2026	$3,592.33
BORGES, ELIEL	SERGEANT	3/16/2026	3/29/2026	$5,102.96
BOSWELL, JACE	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,616.30
BREIDENSTEIN, CHRISTOPHER	PATROL LIEUTENANT	3/16/2026	3/29/2026	$4,160.96
BRENNAN, NOAH	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,128.32
BROWN , CALEB	POLICE OFFICER	3/16/2026	3/29/2026	$2,379.26
BROWN, HERBERT	MAINT. WORKER I	3/16/2026	3/29/2026	$1,735.76
BRUZINA, KRISTOPHER	FF ENGINEER/AEMT	3/16/2026	3/29/2026	$3,840.00
BUDZINSKI, CONNOR	POLICE OFFICER	3/16/2026	3/29/2026	$2,873.55
BUNKER, ALEXA	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
BUNTJER, MATTHEW	HELP DESK TECH	3/16/2026	3/29/2026	$2,155.52
BUTLER, TERRY	MAYOR/COMMISSIONER	3/16/2026	3/29/2026	$900.00
BYRD, RAMAR	MAINT. WORKER I	3/16/2026	3/29/2026	$1,823.20
CAMPBELL JR., GLENN	DETECTIVE SERGEANT	3/16/2026	3/29/2026	$3,118.08
CAMPBELL, AUBRIANNA	ANIMAL SHELTER ASSISTANT DIRECTOR	3/16/2026	3/29/2026	$2,282.80
CARR, SEAN	FF/PARAMEDIC	3/16/2026	3/29/2026	$4,176.27
CATHEY, DOUGLAS	POLICE LIEUTENANT	3/16/2026	3/29/2026	$4,719.63
CHIASSON, CARTER	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,163.25
CHILSON, SYDNEY	POLICE OFFICER	3/16/2026	3/29/2026	$2,657.05
CLARK, BLAKE	MAINT. WORKER I	3/16/2026	3/29/2026	$1,696.00
CLARK, CHELSEA	DISPATCHER I	3/16/2026	3/29/2026	$3,395.74
CLAYBORN, DARRYL	LEAD SUPERVISOR	3/16/2026	3/29/2026	$443.61
COLE, MATHEW	ASSISTANT CODES ADMINISTRATOR	3/16/2026	3/29/2026	$2,204.80
COLEMAN, LYNDSAY	COURT ADMIN	3/16/2026	3/29/2026	$2,660.00
CONTRERAS , MICHAEL	POLICE OFFICER	3/16/2026	3/29/2026	$2,431.57
CRABLE, COLTON	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,648.40
CRAIG, DANIEL	MAINT. WORKER II	3/16/2026	3/29/2026	$2,172.55
CRITES, CLIFFORD	PRO SHOP CLERK	3/16/2026	3/29/2026	$362.52
CROWLEY, NEIL	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,185.03
CRUZ, VIRGINIA	CUSTODIAN	3/16/2026	3/29/2026	$1,679.18
DARROW, ANDREW	DIRECTOR - IT	3/16/2026	3/29/2026	$5,003.60
DAUBIG, CHASE	UTILITY MAINT SUPR.	3/16/2026	3/29/2026	$2,976.18
DAVENPORT, CHARLES	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$810.90
DAVIS, DERRICK	DETECTIVE	3/16/2026	3/29/2026	$3,098.02
DEW, CLARISSA	PARKS MAINTENANCE I	3/16/2026	3/29/2026	$1,569.33
DEWITT, JACK	POLICE OFFICER	3/16/2026	3/29/2026	$2,434.48
DIAZ LORENZO DE BARRETO, ARIANA	CITY CLERK	3/16/2026	3/29/2026	$3,343.08
DIESTELKAMP, STEPHEN	CITY PROJECT MANAGER	3/16/2026	3/29/2026	$4,303.85
DOWNS, MICHAEL	SANITATION DRIVER	3/16/2026	3/29/2026	$3,057.69
DRAPER, BRADLEY	POLICE OFFICER	3/16/2026	3/29/2026	$2,618.73
DRISCOLL, RYLIE	CSI EVIDENCE CUSTODIAN	3/16/2026	3/29/2026	$2,264.16

DUPREE, MARIONNEAUX	ESPORTS SUPERVISOR	3/16/2026	3/29/2026	$866.55
EDDINGS ANDERSEN, HEATHER	PATROL SERGEANT	3/16/2026	3/29/2026	$3,106.98
EGYIR, CHARLES	MAINT. WORKER I	3/16/2026	3/29/2026	$1,703.95
ELBELAU, MASON	MAINT. WORKER I	3/16/2026	3/29/2026	$1,852.18
FAHEY, CATHY	ADMIN. SECRETARY II	3/16/2026	3/29/2026	$2,183.84
FARR, JAMES	FF/PARAMEDIC	3/16/2026	3/29/2026	$4,454.93
FEATHERS, CYNTHIA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	3/16/2026	3/29/2026	$2,386.94
FERRELL, JOSHUA	POLICE OFFICER	3/16/2026	3/29/2026	$2,342.14
FINE, KEITH	ASSISTANT CLUBHOUSE SUPERVISOR	3/16/2026	3/29/2026	$500.06
FLORES, MELISSA	CUSTOMER SERVICE REP	3/16/2026	3/29/2026	$1,780.80
FULMORE, ADRIAN	IT HELP DESK TECHNICIAN	3/16/2026	3/29/2026	$2,015.60
GALDARISI, NICKOLAS	MAINT. WORKER I	3/16/2026	3/29/2026	$1,437.11
GASTON, HUNTER	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,831.36
GEORGE, CHRISTOPHER	FF/PARAMEDIC	3/16/2026	3/29/2026	$3,447.60
GEORSKEY, TYLER	BUILDING INSPECTOR I	3/16/2026	3/29/2026	$1,865.60
GLADNEY, AMBER	DISPATCHER I	3/16/2026	3/29/2026	$2,723.20
GOODRUM, GARRICK	CART ATTENDANT	3/16/2026	3/29/2026	$496.08
GRAHAM, SARAH	ADMIN. SECRETARY II	3/16/2026	3/29/2026	$2,332.00
GRAY, JOSHUA	PARKS & REC DIRECTOR/DEPUTY PUBLIC WORKS DIRECTOR	3/16/2026	3/29/2026	$3,669.60
GRAY, RACHEL	PERMIT TECHNICIAN	3/16/2026	3/29/2026	$1,520.00
GRAY, VANESSA	ANIMAL SHELTER DIRECTOR	3/16/2026	3/29/2026	$2,865.78
GRITTON, COLE	ASSISTANT GOLF SUPERINTENDENT	3/16/2026	3/29/2026	$1,986.97
HAMILTON, CORY	POLICE OFFICER	3/16/2026	3/29/2026	$2,264.50
HAMILTON, ELIZABETH	CUSTOMER SERVICE MANAGER	3/16/2026	3/29/2026	$3,057.69
HANLON, CERSI	CUSTOMER SERVICE LEAD	3/16/2026	3/29/2026	$2,035.20
HANLON, RANDOLPH	PARKS MAINTENANCE SUPERVISOR	3/16/2026	3/29/2026	$2,324.38
HASLOUER, JASON	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,287.22
HAUG, ZACHARY	POLICE OFFICER	3/16/2026	3/29/2026	$2,430.69
HAYDEN, JESSICA	PARKS MAINTENANCE I	3/16/2026	3/29/2026	$1,522.28
HAYES, ANITA	MAINT. WORKER I	3/16/2026	3/29/2026	$1,475.40
HEINDEL, KELLY	ADMIN. SECRETARY II	3/16/2026	3/29/2026	$2,883.20
HERNANDEZ, ROBERT	MAINT. WORKER I	3/16/2026	3/29/2026	$1,711.90
HESS, BRANDON	FLEET MECHANIC I	3/16/2026	3/29/2026	$2,353.26
HESTER, JORDI	FLEET & FACILITIES MANAGER	3/16/2026	3/29/2026	$2,426.96
HICKEY, NAYOMIE	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
HINKIN, MICHAEL	ASSISTANT CITY ATTORNEY/PROSECUTOR	3/16/2026	3/29/2026	$3,846.16
HOLBERT, IZABELLA	CUSTOMER SERVICE REP	3/16/2026	3/29/2026	$1,272.00
HOLLE, AVERY	FIREFIGHTER /AEMT	3/16/2026	3/29/2026	$2,354.67
HUNT, MEGAN	MECHANIC I	3/16/2026	3/29/2026	$1,703.95
HURST, LON	DETECTIVE	3/16/2026	3/29/2026	$2,618.55
HYNES, TYLER	POLICE OFFICER	3/16/2026	3/29/2026	$2,789.40
IBARRA, RAY	DIRECTOR, PW	3/16/2026	3/29/2026	$4,810.77
IRWIN, JACOB	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,648.75
JACKSON, ANTONIO	MAINT. WORKER I	3/16/2026	3/29/2026	$1,743.70
JACKSON, JASMIN	POLICE OFFICER	3/16/2026	3/29/2026	$2,368.80
JACKSON, MARCUS	PARKS MAINTENANCE I	3/16/2026	3/29/2026	$1,336.50
JACOBS, JUSTIN	GROUNDSKEEPER	3/16/2026	3/29/2026	$3,081.42
JEFFERSON, MICHAEL	COURT SECURITY OFFICER	3/16/2026	3/29/2026	$795.00
JONES, ALLEN	GROUNDSKEEPER-PT	3/16/2026	3/29/2026	$58.57
KELLER, TARYN	ADMIN. SECRETARY I	3/16/2026	3/29/2026	$1,934.84
KIM, KERRY	DEPUTY DIRECTOR OF POLICE COMMUNICATIONS	3/16/2026	3/29/2026	$4,473.33
KINGSBURY, KRISTA	HR DIRECTOR	3/16/2026	3/29/2026	$3,669.23
KLUSA-CURIT, INGA	PAYROLL SPECIALIST	3/16/2026	3/29/2026	$2,332.00
KRAJKOSKI, STEVE	CODES ENFORCEMENT OFFICER II	3/16/2026	3/29/2026	$2,120.00
LAFEVER, SHELBIE	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
LANCASTER, KAY	ADMIN. SECRETARY I	3/16/2026	3/29/2026	$2,035.20
LANDES, JAMES PATRICK	COMMISSIONER	3/16/2026	3/29/2026	$700.00
LANKAS, JASON	FIRE CHIEF	3/16/2026	3/29/2026	$4,831.20
LEHMKUHL, LOGAN	FIREFIGHTER/PARAMEDIC	3/16/2026	3/29/2026	$3,214.38
LEWIS, GEOFFERY	MECHANIC II	3/16/2026	3/29/2026	$3,057.69
LINGLE, JACQUELINE	PROSHOP CLERK	3/16/2026	3/29/2026	$2,402.31
LITTLE, BRIANNA	RECREATION SUPERVISOR	3/16/2026	3/29/2026	$135.81
LOVELESS, ALICIA	RECORDS CLERK I	3/16/2026	3/29/2026	$1,526.40
LOW, CHRISTOPHER	POLICE OFFICER	3/16/2026	3/29/2026	$2,382.21
LUCERO, MATTHEW	MAINT. WORKER I	3/16/2026	3/29/2026	$67.58
MAILEA, ALEXYA	MAINT. WORKER II	3/16/2026	3/29/2026	$3,540.84

MARSTON, DOUGLAS	DISPATCHER I	3/16/2026	3/29/2026	$2,545.60
MARSTON, MITCHELL	POLICE LIEUTENANT	3/16/2026	3/29/2026	$3,597.17
MARTINEZ, EVAN	POLICE LIEUTENANT	3/16/2026	3/29/2026	$73.14
MARTINEZ, IRENE	RECORDS CLERK I	3/16/2026	3/29/2026	$1,516.35
MAU, BRANDON	PATROL LIEUTENANT	3/16/2026	3/29/2026	$3,678.65
MCCALLUM, JEREMY	CAPTAIN/PARAMEDIC	3/16/2026	3/29/2026	$3,542.32
MCCLELLAN, EMMA	DISPATCHER II	3/16/2026	3/29/2026	$3,231.49
MCCORMICK, SOMMER	ADMIN. SECRETARY I	3/16/2026	3/29/2026	$2,121.06
MCINTOSH, BRANDON	PROSHOP CLERK	3/16/2026	3/29/2026	$324.36
MCKIM, JENNIFER	COURT CLERK	3/16/2026	3/29/2026	$1,920.00
MCKONE, MICHAEL	MUN. COURT JUDGE	3/16/2026	3/29/2026	$3,354.93
MCNABB, JOHN	FIREFIGHTER/PARAMEDIC	3/16/2026	3/29/2026	$4,210.35
MELIA, PATRICK	FF ENGINEER/AEMT	3/16/2026	3/29/2026	$3,811.20
MENEFEE, BECKY	COURT LIAISON/COURT BAILIFF	3/16/2026	3/29/2026	$2,112.72
MILLER, CARISSA	MAINT. WORKER I	3/16/2026	3/29/2026	$1,540.71
MILLER, SCOTT	MAINT. WORKER I	3/16/2026	3/29/2026	$1,717.20
MONSER, TANYA	CITY TREASURER	3/16/2026	3/29/2026	$3,057.69
MORGAN, BRANDON	ANIMAL CONTROL	3/16/2026	3/29/2026	$1,618.00
MORGAN, NICOLE	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,680.00
MORTIMER, DAVID	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$4,526.64
MOWERY, SHANE	POLICE OFFICER	3/16/2026	3/29/2026	$2,438.32
MULLER, MAYGAN	DEPUTY CITY CLERK/EXECUTIVE ASSISTANT	3/16/2026	3/29/2026	$2,204.80
MUNGER, LEVI	MAINT. WORKER I	3/16/2026	3/29/2026	$2,060.64
MURPHY, ANDREA	RECREATION SUPERVISOR	3/16/2026	3/29/2026	$270.00
MURPHY, DUSTIN	CAPTAIN OF INVESTIGATIONS	3/16/2026	3/29/2026	$4,230.24
MYERS, DONOVAN	SUPERVISOR	3/16/2026	3/29/2026	$362.52
NABUS, RANDAL	CAPTAIN/AEMT	3/16/2026	3/29/2026	$4,246.80
NELSON, DAVID	FIRE MARSHAL	3/16/2026	3/29/2026	$3,716.00
NEWEY, ANDREW	MAINT. WORKER I	3/16/2026	3/29/2026	$1,701.30
NICHOLS, KIRT	POLICE CHIEF	3/16/2026	3/29/2026	$5,307.69
NIEMCZYK, KELLY	COMMISSIONER	3/16/2026	3/29/2026	$700.00
NOLTING, DAVID	PATROL SERGEANT	3/16/2026	3/29/2026	$3,302.90
NORIEGA, DANIEL	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,005.83
NORTH, NOAH	MAINT. WORKER I	3/16/2026	3/29/2026	$1,780.81
NUTTER, NICHOLAS	CAPTAIN/AEMT	3/16/2026	3/29/2026	$4,064.88
OBERMEYER, BRICE	CITY GRANT WRITER	3/16/2026	3/29/2026	$2,880.00
O'BRIEN, KARA	RECORDS CLERK I	3/16/2026	3/29/2026	$508.80
ODELL, CORY	ASSISTANT POLICE CHIEF	3/16/2026	3/29/2026	$4,807.69
OLSON, EMILY	SERGEANT DETECTIVE	3/16/2026	3/29/2026	$3,046.40
O'SHEA, KATHERINE	PUBLIC INFORMATION OFFICER	3/16/2026	3/29/2026	$2,798.40
PAQUETTE, MATTHEW	CAPTAIN OF OPERATIONS	3/16/2026	3/29/2026	$4,230.24
PAREDES, CARLOS	MAINT. WORKER I	3/16/2026	3/29/2026	$1,703.95
PARKER, ELIZABETH	PERMIT TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
PATE, KAYLEE	HR ASSISTANT	3/16/2026	3/29/2026	$2,077.60
PEREZ GAUBECA, ARTURO	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,992.80
PETERSON, NATHAN	ADMINISTRATIVE ASSISTANT II	3/16/2026	3/29/2026	$2,325.60
PICKING, SHELLY	SUPERVISOR	3/16/2026	3/29/2026	$2,730.40
PINAIRE, RICHARD	COMMISSIONER	3/16/2026	3/29/2026	$700.00
POWERS, ADAM	FF/PARAMEDIC	3/16/2026	3/29/2026	$3,196.28
QUIJADA, HAILIE	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
RABEK, PAUL	FIREFIGHTER/PARAMEDIC	3/16/2026	3/29/2026	$3,391.70
RADLEY, DENNIS	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,420.98
RATLIFF, KATELYNN	BUILDING INSPECTOR I	3/16/2026	3/29/2026	$2,204.80
RAUB, MATTHEW	FF ENGINEER/PARAMEDIC	3/16/2026	3/29/2026	$3,168.06
RICHMOND, MICHAEL	SANITATION DRIVER	3/16/2026	3/29/2026	$1,977.83
RILEY, SHARON	DIRECTOR, PD COMM	3/16/2026	3/29/2026	$3,091.83
RIVERS, MICHAEL	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,802.00
ROBBINS, DONNA	PROSHOP CLERK	3/16/2026	3/29/2026	$1,356.80
ROLLINS, BRANDY	CODES ENFORCEMENT OFFICER I	3/16/2026	3/29/2026	$1,600.60
ROSS, JEREMY	CAPTAIN/AEMT	3/16/2026	3/29/2026	$4,038.94
ROSS, TYLER	FIREFIGHTER ENGINEER/AEMT	3/16/2026	3/29/2026	$4,041.85
RUBASH, CALEB	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,768.40
RUBLE, TIMOTHY	GOLF SUPERINTENDENT	3/16/2026	3/29/2026	$2,856.80
RUIZ-CALDERON, GERARDO	POLICE OFFICER	3/16/2026	3/29/2026	$2,630.42
SANCHEZ, JASON	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,712.00
SANCHEZ-SOTO, GEAN	PATROL SERGEANT	3/16/2026	3/29/2026	$3,739.08

SANNER, CADIN	CRIME ANALYST	3/16/2026	3/29/2026	$2,449.04
SAUNDERS, JAKOBI	CART ATTENDANT	3/16/2026	3/29/2026	$508.80
SCHROEDER, BERNARD	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$3,977.67
SCOTT, JOSEPH	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,399.76
SHANNON , DIANA	COURT CLERK	3/16/2026	3/29/2026	$432.04
SHARP, SILVIA	ADMIN. SECRETARY II	3/16/2026	3/29/2026	$1,399.73
SHELTROWN, DONALD	ESPORTS COORDINATOR INTERNSHIP	3/16/2026	3/29/2026	$1,823.20
SHEPEK, JOHN	FF ENGINEER/AEMT	3/16/2026	3/29/2026	$3,602.40
SILVA, ANTHONY	GROUNDSKEEPER	3/16/2026	3/29/2026	$1,356.80
SINKLIER, CYNTHIA	ADMIN. SECRETARY II	3/16/2026	3/29/2026	$3,105.33
SLOAN, DAVID	POLICE LIEUTENANT	3/16/2026	3/29/2026	$4,002.26
SMALL, AUBREY	MAINT. WORKER I	3/16/2026	3/29/2026	$333.90
SMITH, FRANK	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,089.26
SOLANO, CHRISTOPHER	GROUDSKEEPER	3/16/2026	3/29/2026	$2,501.07
SPAULDING, LUCAS	GROUNDSKEEPER	3/16/2026	3/29/2026	$1,356.80
SPRANGER, JARRETT	POLICE OFFICER	3/16/2026	3/29/2026	$2,342.14
SRACKANGAST, CHRISTOPHER	COMMUNITY DEVELOPMENT DIRECTOR	3/16/2026	3/29/2026	$3,392.00
STAMM, DEVIN	POLICE OFFICER	3/16/2026	3/29/2026	$2,710.72
STEDMAN, TIMOTHY	INTERIM GOLF SUPERINTENDENT	3/16/2026	3/29/2026	$3,052.80
STEVENS, RYAN	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,550.00
STEWART, BRETT	FIREFIGHTER/AEMT	3/16/2026	3/29/2026	$2,270.40
STITES, BRITAIN	CITY ATTORNEY/PROSECUTOR	3/16/2026	3/29/2026	$5,300.00
STOVER, MICHAEL	CITY ELECTRICIAN	3/16/2026	3/29/2026	$2,400.00
STRICKLAND, IAN	CAPTAIN/AEMT	3/16/2026	3/29/2026	$4,566.40
SUTTON, JEREMY	CHIEF OF OPERATIONS	3/16/2026	3/29/2026	$3,556.80
SWIFT, CHARLES	FF ENGINEER/AEMT	3/16/2026	3/29/2026	$2,675.00
TAYLOR, KEY'AHN	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,647.06
TEIXEIRA, CASSIE	RECORDS CLERK I	3/16/2026	3/29/2026	$1,200.00
THOMAS, CASSANDRA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	3/16/2026	3/29/2026	$2,000.40
TILSON, LEETTA	LEGAL ASSISTANT	3/16/2026	3/29/2026	$1,760.00
TORRES, EDGAR	PROSHOP CLERK	3/16/2026	3/29/2026	$3,909.72
TREVINO, ANGEL	CUSTOMER SERVICE REP	3/16/2026	3/29/2026	$1,611.20
TURNER, MICHAEL	LIFEGUARD	3/16/2026	3/29/2026	$2,202.81
TUUU-PENA, TAULEIA	CUSTOMER SERVICE REP	3/16/2026	3/29/2026	$1,360.00
UPSHAW, ISAIAH	POLICE OFFICER	3/16/2026	3/29/2026	$2,110.40
VACANTI, MICHAEL	IT SPECIALIST-SALARY	3/16/2026	3/29/2026	$3,047.20
VALLON, MICHAEL	POLICE OFFICER	3/16/2026	3/29/2026	$3,173.78
VINCENT, ALEX	POLICE OFFICER	3/16/2026	3/29/2026	$2,434.47
VOSBURG, KENT	DIVISION CHIEF OF EMS/TRAINING	3/16/2026	3/29/2026	$3,716.00
WALKER III, BOBBY	POLICE OFFICER	3/16/2026	3/29/2026	$2,653.47
WALLACE, MATTHEW	POLICE OFFICER	3/16/2026	3/29/2026	$1,330.00
WALTANEN-VIRENIUS, ALLIE	KENNEL TECHNICIAN	3/16/2026	3/29/2026	$1,611.20
WARWICK, LILLIAN	CART ATTENDANT	3/16/2026	3/29/2026	$1,289.89
WEEKS, JESSE	MAINT. WORKER I	3/16/2026	3/29/2026	$1,780.80
WHITE, BRADLEY	FF ENGINEER/PARAMEDIC	3/16/2026	3/29/2026	$3,836.40
WICKER, JONATHAN	PROSHOP CLERK	3/16/2026	3/29/2026	$1,600.00
WIETMAN, DUSTIN	PROSHOP CLERK	3/16/2026	3/29/2026	$142.90
WIGTON, JAY	DARE/SRO OFFICER	3/16/2026	3/29/2026	$3,604.50
WILCOX, JAMEL	FINANCE DIRECTOR/DEPUTY CITY MANAGER	3/16/2026	3/29/2026	$4,105.17
WILKINSON, NATHAN	MAINT. WORKER I	3/16/2026	3/29/2026	$1,883.09
WILLIAMS, JOHN	MAINT. WORKER I	3/16/2026	3/29/2026	$2,365.68
WILLIAMS, LEIGHTON	SANITATION DRIVER	3/16/2026	3/29/2026	$2,057.46
WILLIAMS, MARVIN	RECREATION SUPERVISOR	3/16/2026	3/29/2026	$337.61
WILLIAMSON, LOGAN	DISPATCHER I	3/16/2026	3/29/2026	$2,428.99
WING, BRIAN	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,940.47
WINTERS, BRYSON	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$2,040.00
WISDOM, ASHLEY	CART ATTENDANT	3/16/2026	3/29/2026	$417.98
WOLNIK, DEANNA	RECORDS CLERK I	3/16/2026	3/29/2026	$1,632.41
WOODARD, DANIEL	FIREFIGHTER/EMT	3/16/2026	3/29/2026	$3,195.72
YOSKOWITZ, SAMANTHA	COMMISSIONER	3/16/2026	3/29/2026	$700.00
YOUNG, GLORIA	DISCOVERY CLERK I	3/16/2026	3/29/2026	$789.64
ZANDER, ZACH	MAINT. WORKER II	3/16/2026	3/29/2026	$2,517.17
ZIEGLER, MARISSA	PATROL SERGEANT	3/16/2026	3/29/2026	$2,972.45
ZIMMERMAN, KIM	CITY MANAGER	3/16/2026	3/29/2026	$6,719.23
ZISHKA, DAVID	EQUIPMENT OPERATOR	3/16/2026	3/29/2026	$2,247.20
ZUMBRUNN, CHRISTIAN	MAINT. WORKER I	3/16/2026	3/29/2026	$579.15

EMPLOYEE FULL NAME	TITLE	PAY FROM	PAY TO	PAY AMOUNT
ADAMS, ARIANA	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$2,260.80
AGUILAR, LEEJ	MAINT. WORKER I	3/30/2026	4/12/2026	$2,234.20
AGUILAR, VICTOR	BUILDING MAINTENANCE II	3/30/2026	4/12/2026	$2,332.80
AGUIRRE, ANTHONY	RECREATION SUPERVISOR	3/30/2026	4/12/2026	$548.55
AGUON, NOAH	CART ATTENDANT	3/30/2026	4/12/2026	$305.28
ALLEN, JOSHUA	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$3,645.43
ANTHONY, RUBEN	POLICE OFFICER	3/30/2026	4/12/2026	$2,334.40
APRILL, HAILEY	DISPATCHER I	3/30/2026	4/12/2026	$2,264.48
ARMS, JOEY	POLICE OFFICER	3/30/2026	4/12/2026	$2,915.31
ARNOLD, CLINTON	DETECTIVE	3/30/2026	4/12/2026	$3,075.14
AVINA, KAIYA	LEGAL ASSISTANT	3/30/2026	4/12/2026	$1,680.00
BABCOCK, ALVIN	INVESTIGATIONS DETECTIVE	3/30/2026	4/12/2026	$3,532.10
BADENOCH, BLYTHE	DISPATCHER I	3/30/2026	4/12/2026	$1,615.00
BARTOLOME, JC	MAINT. WORKER I	3/30/2026	4/12/2026	$1,493.88
BATES, ROBERT	MAINT. WORKER I	3/30/2026	4/12/2026	$1,864.04
BELL, YERIELA	FIREFIGHTER/PARAMEDIC	3/30/2026	4/12/2026	$3,243.60
BERGES, TRAVIS	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$3,165.11
BERGMAN, JUSTIN	STREETS & TRAFFIC SUPERVISOR	3/30/2026	4/12/2026	$3,057.69
BERGMAN, KYLE	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$4,076.49
BLAKE, NICHOLAS	DETECTIVE	3/30/2026	4/12/2026	$3,251.20
BLISS, KAYLYNN	DETECTIVE	3/30/2026	4/12/2026	$2,416.00
BLOOMDAHL, JADON	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$1,860.48
BOGENHAGEN, TODD	FF/PARAMEDIC	3/30/2026	4/12/2026	$2,849.36
BOHANAN, TERRY	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$4,112.60
BOLAND, BRIAN	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,820.00
BOOTH, CHRISTOPHER	CAPTAIN/AEMT	3/30/2026	4/12/2026	$4,462.81
BORGES, ELIEL	SERGEANT	3/30/2026	4/12/2026	$4,094.47
BOSWELL, JACE	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,524.25
BREIDENSTEIN, CHRISTOPHER	PATROL LIEUTENANT	3/30/2026	4/12/2026	$3,892.86
BRENNAN, NOAH	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,777.40
BROWN , CALEB	POLICE OFFICER	3/30/2026	4/12/2026	$2,288.68
BROWN, HERBERT	MAINT. WORKER I	3/30/2026	4/12/2026	$1,696.00
BRUZINA, KRISTOPHER	FF ENGINEER/AEMT	3/30/2026	4/12/2026	$3,720.00
BUDZINSKI, CONNOR	POLICE OFFICER	3/30/2026	4/12/2026	$2,709.73
BUNKER, ALEXA	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$1,611.20
BUNTJER, MATTHEW	HELP DESK TECH	3/30/2026	4/12/2026	$2,015.60
BYRD, RAMAR	MAINT. WORKER I	3/30/2026	4/12/2026	$1,823.20
CAMPBELL JR., GLENN	DETECTIVE SERGEANT	3/30/2026	4/12/2026	$3,153.92
CAMPBELL, AUBRIANNA	ANIMAL SHELTER ASSISTANT DIRECTOR	3/30/2026	4/12/2026	$2,282.80
CARR, SEAN	FF/PARAMEDIC	3/30/2026	4/12/2026	$2,915.03
CATHEY, DOUGLAS	POLICE LIEUTENANT	3/30/2026	4/12/2026	$4,854.08
CHIASSON, CARTER	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,906.13
CHILSON, SYDNEY	POLICE OFFICER	3/30/2026	4/12/2026	$2,570.36
CLARK, BLAKE	MAINT. WORKER I	3/30/2026	4/12/2026	$1,696.00
CLARK, CHELSEA	DISPATCHER I	3/30/2026	4/12/2026	$3,186.74
CLAYBORN, DARRYL	LEAD SUPERVISOR	3/30/2026	4/12/2026	$238.50
COLE, MATHEW	ASSISTANT CODES ADMINISTRATOR	3/30/2026	4/12/2026	$2,204.80
COLEMAN, LYNDSAY	COURT ADMIN	3/30/2026	4/12/2026	$2,660.00
CONTRERAS , MICHAEL	POLICE OFFICER	3/30/2026	4/12/2026	$2,484.75
CRABLE, COLTON	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,692.75
CRAIG, DANIEL	MAINT. WORKER II	3/30/2026	4/12/2026	$2,192.82
CRITES, CLIFFORD	PRO SHOP CLERK	3/30/2026	4/12/2026	$79.50
CROWLEY, NEIL	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$3,464.03
CRUZ, VIRGINIA	CUSTODIAN	3/30/2026	4/12/2026	$1,611.21
DARROW, ANDREW	DIRECTOR - IT	3/30/2026	4/12/2026	$5,003.60
DAUBIG, CHASE	UTILITY MAINT SUPR.	3/30/2026	4/12/2026	$2,976.18
DAVENPORT, CHARLES	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$324.36
DAVIS, DERRICK	DETECTIVE	3/30/2026	4/12/2026	$2,919.60
DEW, CLARISSA	PARKS MAINTENANCE I	3/30/2026	4/12/2026	$1,526.40
DEWITT, JACK	POLICE OFFICER	3/30/2026	4/12/2026	$2,326.94
DIAZ LORENZO DE BARRETO, ARIANA	CITY CLERK	3/30/2026	4/12/2026	$3,343.08
DIESTELKAMP, STEPHEN	CITY PROJECT MANAGER	3/30/2026	4/12/2026	$4,303.85
DOWNS, MICHAEL	SANITATION DRIVER	3/30/2026	4/12/2026	$3,057.69
DRAPER, BRADLEY	POLICE OFFICER	3/30/2026	4/12/2026	$2,652.50
DRISCOLL, RYLIE	CSI EVIDENCE CUSTODIAN	3/30/2026	4/12/2026	$2,245.08
DUPREE, MARIONNEAUX	ESPORTS SUPERVISOR	3/30/2026	4/12/2026	$413.40
EDDINGS ANDERSEN, HEATHER	PATROL SERGEANT	3/30/2026	4/12/2026	$3,526.53
EGYIR, CHARLES	MAINT. WORKER I	3/30/2026	4/12/2026	$1,725.15
ELBELAU, MASON	MAINT. WORKER I	3/30/2026	4/12/2026	$1,950.40

FAHEY, CATHY	ADMIN. SECRETARY II	3/30/2026	4/12/2026	$2,183.84
FARR, JAMES	FF/PARAMEDIC	3/30/2026	4/12/2026	$5,815.65
FEATHERS, CYNTHIA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	3/30/2026	4/12/2026	$2,459.71
FERRELL, JOSHUA	POLICE OFFICER	3/30/2026	4/12/2026	$2,070.40
FINE, KEITH	ASSISTANT CLUBHOUSE SUPERVISOR	3/30/2026	4/12/2026	$648.72
FLORES, MELISSA	CUSTOMER SERVICE REP	3/30/2026	4/12/2026	$1,780.80
FULMORE, ADRIAN	IT HELP DESK TECHNICIAN	3/30/2026	4/12/2026	$2,015.60
GALDARISI, NICKOLAS	MAINT. WORKER I	3/30/2026	4/12/2026	$1,576.75
GASTON, HUNTER	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,123.52
GEORGE, CHRISTOPHER	FF/PARAMEDIC	3/30/2026	4/12/2026	$3,519.60
GEORSKEY, TYLER	BUILDING INSPECTOR I	3/30/2026	4/12/2026	$1,865.60
GLADNEY, AMBER	DISPATCHER I	3/30/2026	4/12/2026	$1,991.60
GOODRUM, GARRICK	CART ATTENDANT	3/30/2026	4/12/2026	$511.98
GRAHAM, SARAH	ADMIN. SECRETARY II	3/30/2026	4/12/2026	$2,332.00
GRAY, JOSHUA	PARKS & REC DIRECTOR/DEPUTY PUBLIC WORKS DIRECTOR	3/30/2026	4/12/2026	$3,669.60
GRAY, RACHEL	PERMIT TECHNICIAN	3/30/2026	4/12/2026	$1,520.00
GRAY, VANESSA	ANIMAL SHELTER DIRECTOR	3/30/2026	4/12/2026	$2,865.77
GRITTON, COLE	ASSISTANT GOLF SUPERINTENDENT	3/30/2026	4/12/2026	$2,133.25
HAMILTON, CORY	POLICE OFFICER	3/30/2026	4/12/2026	$2,186.86
HAMILTON, ELIZABETH	CUSTOMER SERVICE MANAGER	3/30/2026	4/12/2026	$3,057.69
HANLON, CERSI	CUSTOMER SERVICE LEAD	3/30/2026	4/12/2026	$2,168.76
HANLON, RANDOLPH	PARKS MAINTENANCE SUPERVISOR	3/30/2026	4/12/2026	$2,324.37
HARMON, COLE	CART ATTENDANT	3/30/2026	4/12/2026	$552.00
HASLOUER, JASON	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$3,385.29
HAUG, ZACHARY	POLICE OFFICER	3/30/2026	4/12/2026	$2,583.13
HAYDEN, JESSICA	PARKS MAINTENANCE I	3/30/2026	4/12/2026	$1,577.36
HAYES, ANITA	MAINT. WORKER I	3/30/2026	4/12/2026	$1,441.61
HEINDEL, KELLY	ADMIN. SECRETARY II	3/30/2026	4/12/2026	$2,883.20
HERNANDEZ, ROBERT	MAINT. WORKER I	3/30/2026	4/12/2026	$1,730.45
HESS, BRANDON	FLEET MECHANIC I	3/30/2026	4/12/2026	$2,120.00
HESTER, JORDI	FLEET & FACILITIES MANAGER	3/30/2026	4/12/2026	$2,426.97
HICKEY, NAYOMIE	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$1,611.20
HINKIN, MICHAEL	ASSISTANT CITY ATTORNEY/PROSECUTOR	3/30/2026	4/12/2026	$3,846.15
HOLBERT, IZABELLA	CUSTOMER SERVICE REP	3/30/2026	4/12/2026	$1,272.00
HOLLE, AVERY	FIREFIGHTER /AEMT	3/30/2026	4/12/2026	$1,899.24
HOWARD, ERICA	POOL MANAGER	3/30/2026	4/12/2026	$289.38
HUNT, MEGAN	MECHANIC I	3/30/2026	4/12/2026	$1,735.75
HURST, LON	DETECTIVE	3/30/2026	4/12/2026	$2,616.30
HYNES, TYLER	POLICE OFFICER	3/30/2026	4/12/2026	$3,327.60
IBARRA, RAY	DIRECTOR, PW	3/30/2026	4/12/2026	$4,810.77
IRWIN, JACOB	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$523.20
JACKSON, ANTONIO	MAINT. WORKER I	3/30/2026	4/12/2026	$1,759.60
JACKSON, JASMIN	POLICE OFFICER	3/30/2026	4/12/2026	$2,575.60
JACKSON, MARCUS	PARKS MAINTENANCE I	3/30/2026	4/12/2026	$1,296.00
JACOBS, JUSTIN	GROUNDSKEEPER	3/30/2026	4/12/2026	$2,364.36
JEFFERSON, MICHAEL	COURT SECURITY OFFICER	3/30/2026	4/12/2026	$662.50
JONES, ALLEN	GROUNDSKEEPER-PT	3/30/2026	4/12/2026	$323.83
KELLER, TARYN	ADMIN. SECRETARY I	3/30/2026	4/12/2026	$1,952.73
KIM, KERRY	DEPUTY DIRECTOR OF POLICE COMMUNICATIONS	3/30/2026	4/12/2026	$5,051.45
KINGSBURY, KRISTA	HR DIRECTOR	3/30/2026	4/12/2026	$3,669.23
KLUSA-CURIT, INGA	PAYROLL SPECIALIST	3/30/2026	4/12/2026	$2,332.00
KOTSAKI, AIMAN	GROUNDSKEEPER	3/30/2026	4/12/2026	$1,326.00
KRAJKOSKI, STEVE	CODES ENFORCEMENT OFFICER II	3/30/2026	4/12/2026	$2,259.13
LAFEVER, SHELBIE	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$1,611.20
LANCASTER, KAY	ADMIN. SECRETARY I	3/30/2026	4/12/2026	$2,035.20
LANKAS, JASON	FIRE CHIEF	3/30/2026	4/12/2026	$4,831.20
LEHMKUHL, LOGAN	FIREFIGHTER/PARAMEDIC	3/30/2026	4/12/2026	$3,076.00
LEWIS, GEOFFERY	MECHANIC II	3/30/2026	4/12/2026	$3,057.69
LINGLE, JACQUELINE	PROSHOP CLERK	3/30/2026	4/12/2026	$2,402.31
LITTLE, BRIANNA	RECREATION SUPERVISOR	3/30/2026	4/12/2026	$334.56
LOVELESS, ALICIA	RECORDS CLERK I	3/30/2026	4/12/2026	$1,526.40
LOW, CHRISTOPHER	POLICE OFFICER	3/30/2026	4/12/2026	$2,742.11
LUCERO, MATTHEW	MAINT. WORKER I	3/30/2026	4/12/2026	$258.38
MAILEA, ALEXYA	MAINT. WORKER II	3/30/2026	4/12/2026	$2,253.53
MANSKER, HAILIE	DISPATCHER I	3/30/2026	4/12/2026	$1,539.00
MARSTON, DOUGLAS	POLICE LIEUTENANT	3/30/2026	4/12/2026	$2,545.60
MARSTON, MITCHELL	POLICE LIEUTENANT	3/30/2026	4/12/2026	$3,792.76
MARTINEZ, EVAN	PROSHOP CLERK	3/30/2026	4/12/2026	$69.96
MARTINEZ, IRENE	RECORDS CLERK I	3/30/2026	4/12/2026	$1,716.45
MAU, BRANDON	PATROL LIEUTENANT	3/30/2026	4/12/2026	$4,235.96

MCCALLUM, JEREMY	CAPTAIN/PARAMEDIC	3/30/2026	4/12/2026	$4,292.40
MCCLELLAN, EMMA	DISPATCHER II	3/30/2026	4/12/2026	$2,179.70
MCCORMICK, SOMMER	ADMIN. SECRETARY I	3/30/2026	4/12/2026	$2,130.60
MCINTOSH, BRANDON	PROSHOP CLERK	3/30/2026	4/12/2026	$467.46
MCKIM, JENNIFER	COURT CLERK	3/30/2026	4/12/2026	$1,920.00
MCKONE, MICHAEL	MUN. COURT JUDGE	3/30/2026	4/12/2026	$3,354.93
MCNABB, JOHN	FIREFIGHTER/PARAMEDIC	3/30/2026	4/12/2026	$4,436.51
MELIA, PATRICK	FF ENGINEER/AEMT	3/30/2026	4/12/2026	$3,493.60
MENEFEE, BECKY	COURT LIAISON/COURT BAILIFF	3/30/2026	4/12/2026	$2,112.72
MILLER, CARISSA	MAINT. WORKER I	3/30/2026	4/12/2026	$1,441.60
MILLER, SCOTT	MAINT. WORKER I	3/30/2026	4/12/2026	$1,733.10
MONSER, TANYA	CITY TREASURER	3/30/2026	4/12/2026	$3,057.69
MORGAN, BRANDON	ANIMAL CONTROL	3/30/2026	4/12/2026	$1,739.35
MORGAN, NICOLE	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$1,680.00
MORTIMER, DAVID	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$4,854.26
MOWERY, SHANE	POLICE OFFICER	3/30/2026	4/12/2026	$2,860.56
MULLER, MAYGAN	DEPUTY CITY CLERK/EXECUTIVE ASSISTANT	3/30/2026	4/12/2026	$2,204.80
MUNGER, LEVI	MAINT. WORKER I	3/30/2026	4/12/2026	$2,035.20
MURPHY, ANDREA	RECREATION SUPERVISOR	3/30/2026	4/12/2026	$345.00
MURPHY, DUSTIN	CAPTAIN OF INVESTIGATIONS	3/30/2026	4/12/2026	$4,230.24
MYERS, BYRON	PARK MAINTENANCE	3/30/2026	4/12/2026	$1,484.38
MYERS, DONOVAN	SUPERVISOR	3/30/2026	4/12/2026	$451.56
NABUS, RANDAL	CAPTAIN/AEMT	3/30/2026	4/12/2026	$4,246.80
NELSON, DAVID	FIRE MARSHAL	3/30/2026	4/12/2026	$3,716.00
NEWEY, ANDREW	MAINT. WORKER I	3/30/2026	4/12/2026	$1,955.70
NICHOLS, KIRT	POLICE CHIEF	3/30/2026	4/12/2026	$5,307.69
NOLTING, DAVID	PATROL SERGEANT	3/30/2026	4/12/2026	$3,234.91
NORIEGA, DANIEL	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,480.64
NORTH, NOAH	MAINT. WORKER I	3/30/2026	4/12/2026	$1,780.81
NUTTER, NICHOLAS	CAPTAIN/AEMT	3/30/2026	4/12/2026	$4,032.80
OBERMEYER, BRICE	CITY GRANT WRITER	3/30/2026	4/12/2026	$2,880.00
O'BRIEN, KARA	RECORDS CLERK I	3/30/2026	4/12/2026	$254.40
ODELL, CORY	ASSISTANT POLICE CHIEF	3/30/2026	4/12/2026	$4,807.69
OLSON, EMILY	SERGEANT DETECTIVE	3/30/2026	4/12/2026	$3,118.08
O'SHEA, KATHERINE	PUBLIC INFORMATION OFFICER	3/30/2026	4/12/2026	$2,948.40
PAQUETTE, MATTHEW	CAPTAIN OF OPERATIONS	3/30/2026	4/12/2026	$4,230.23
PAREDES, CARLOS	MAINT. WORKER I	3/30/2026	4/12/2026	$1,772.85
PARKER, ELIZABETH	PERMIT TECHNICIAN	3/30/2026	4/12/2026	$1,611.20
PATE, KAYLEE	HR ASSISTANT	3/30/2026	4/12/2026	$2,077.60
PEREZ GAUBECA, ARTURO	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$3,064.80
PETERSON, NATHAN	ADMINISTRATIVE ASSISTANT II	3/30/2026	4/12/2026	$2,325.60
PICKING, SHELLY	SUPERVISOR	3/30/2026	4/12/2026	$2,730.40
POWERS, ADAM	FF/PARAMEDIC	3/30/2026	4/12/2026	$3,416.97
QUIJADA, HAILIE	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$805.60
RABEK, PAUL	FIREFIGHTER/PARAMEDIC	3/30/2026	4/12/2026	$3,282.76
RADLEY, DENNIS	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$2,831.33
RATLIFF, KATELYNN	BUILDING INSPECTOR I	3/30/2026	4/12/2026	$2,204.80
RAUB, MATTHEW	FF ENGINEER/PARAMEDIC	3/30/2026	4/12/2026	$4,686.43
RICHMOND, MICHAEL	SANITATION DRIVER	3/30/2026	4/12/2026	$1,950.41
RILEY, SHARON	DIRECTOR, PD COMM	3/30/2026	4/12/2026	$3,091.84
RIVERS, MICHAEL	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$2,994.00
ROBBINS, DONNA	PROSHOP CLERK	3/30/2026	4/12/2026	$1,356.80
ROLLINS, BRANDY	CODES ENFORCEMENT OFFICER I	3/30/2026	4/12/2026	$1,727.80
ROSS, JEREMY	CAPTAIN/AEMT	3/30/2026	4/12/2026	$3,623.21
ROSS, TYLER	FIREFIGHTER ENGINEER/AEMT	3/30/2026	4/12/2026	$3,581.09
RUBASH, CALEB	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,435.79
RUBLE, TIMOTHY	GOLF SUPERINTENDENT	3/30/2026	4/12/2026	$2,856.80
RUIZ-CALDERON, GERARDO	POLICE OFFICER	3/30/2026	4/12/2026	$2,661.16
SANCHEZ, JASON	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,910.76
SANCHEZ-SOTO, GEAN	PATROL SERGEANT	3/30/2026	4/12/2026	$2,893.27
SANNER, CADIN	CRIME ANALYST	3/30/2026	4/12/2026	$2,816.40
SAUNDERS, JAKOBI	CART ATTENDANT	3/30/2026	4/12/2026	$572.40
SCHROEDER, BERNARD	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$4,400.71
SCOTT, JOSEPH	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,775.67
SHANNON , DIANA	COURT CLERK	3/30/2026	4/12/2026	$221.29
SHARP, SILVIA	ADMIN. SECRETARY II	3/30/2026	4/12/2026	$1,147.98
SHELTROWN, DONALD	ESPORTS COORDINATOR INTERNSHIP	3/30/2026	4/12/2026	$1,823.20
SHEPEK, JOHN	FF ENGINEER/AEMT	3/30/2026	4/12/2026	$3,537.10
SILVA, ANTHONY	GROUNDSKEEPER	3/30/2026	4/12/2026	$1,356.80
SINKLIER, CYNTHIA	ADMIN. SECRETARY II	3/30/2026	4/12/2026	$3,165.53

SLOAN, DAVID	POLICE LIEUTENANT	3/30/2026	4/12/2026	$3,912.33
SMALL, AUBREY	MAINT. WORKER I	3/30/2026	4/12/2026	$182.85
SMITH, FRANK	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,082.90
SOLANO, CHRISTOPHER	GROUDSKEEPER	3/30/2026	4/12/2026	$2,616.00
SPAULDING, LUCAS	GROUNDSKEEPER	3/30/2026	4/12/2026	$1,356.80
SPRANGER, JARRETT	POLICE OFFICER	3/30/2026	4/12/2026	$2,109.22
SRACKANGAST, CHRISTOPHER	COMMUNITY DEVELOPMENT DIRECTOR	3/30/2026	4/12/2026	$3,392.00
STAMM, DEVIN	POLICE OFFICER	3/30/2026	4/12/2026	$2,666.20
STEDMAN, TIMOTHY	INTERIM GOLF SUPERINTENDENT	3/30/2026	4/12/2026	$3,052.80
STEVENS, RYAN	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$2,592.50
STEWART, BRETT	FIREFIGHTER/AEMT	3/30/2026	4/12/2026	$3,005.93
STITES, BRITAIN	CITY ATTORNEY/PROSECUTOR	3/30/2026	4/12/2026	$5,300.00
STOVER, MICHAEL	CITY ELECTRICIAN	3/30/2026	4/12/2026	$2,400.00
STRICKLAND, IAN	CAPTAIN/AEMT	3/30/2026	4/12/2026	$4,566.40
SUTTON, JEREMY	CHIEF OF OPERATIONS	3/30/2026	4/12/2026	$2,845.44
SWIFT, CHARLES	FF ENGINEER/AEMT	3/30/2026	4/12/2026	$2,653.85
TAYLOR, KEY'AHN	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,625.65
TEIXEIRA, CASSIE	RECORDS CLERK I	3/30/2026	4/12/2026	$1,200.00
THOMAS, CASSANDRA	PROPERTY AND EVIDENCE CUSTODIAN SUPERVISOR	3/30/2026	4/12/2026	$2,262.95
TILSON, LEETTA	LEGAL ASSISTANT	3/30/2026	4/12/2026	$1,760.00
TORRES, EDGAR	PROSHOP CLERK	3/30/2026	4/12/2026	$3,825.64
TREVINO, ANGEL	CUSTOMER SERVICE REP	3/30/2026	4/12/2026	$1,611.20
TURNER, MICHAEL	LIFEGUARD	3/30/2026	4/12/2026	$2,209.44
TUUU-PENA, TAULEIA	CUSTOMER SERVICE REP	3/30/2026	4/12/2026	$1,360.00
UPHAM, PARKER	CART ATTENDANT	3/30/2026	4/12/2026	$42.00
UPSHAW, ISAIAH	POLICE OFFICER	3/30/2026	4/12/2026	$2,163.16
VACANTI, MICHAEL	IT SPECIALIST-SALARY	3/30/2026	4/12/2026	$3,047.20
VALLON, MICHAEL	POLICE OFFICER	3/30/2026	4/12/2026	$3,073.76
VINCENT, ALEX	POLICE OFFICER	3/30/2026	4/12/2026	$2,069.81
VOSBURG, KENT	DIVISION CHIEF OF EMS/TRAINING	3/30/2026	4/12/2026	$3,716.00
WALKER III, BOBBY	POLICE OFFICER	3/30/2026	4/12/2026	$2,474.06
WALKER, JEREMIE	MAINT. WORKER I	3/30/2026	4/12/2026	$1,695.75
WALLACE, MATTHEW	POLICE OFFICER	3/30/2026	4/12/2026	$2,467.22
WALTANEN-VIRENIUS, ALLIE	KENNEL TECHNICIAN	3/30/2026	4/12/2026	$1,611.20
WARWICK, LILLIAN	CART ATTENDANT	3/30/2026	4/12/2026	$1,272.00
WEEKS, JESSE	MAINT. WORKER I	3/30/2026	4/12/2026	$1,789.15
WHITE, BRADLEY	FF ENGINEER/PARAMEDIC	3/30/2026	4/12/2026	$3,836.40
WICKER, JONATHAN	PROSHOP CLERK	3/30/2026	4/12/2026	$1,600.00
WIETMAN, DUSTIN	PROSHOP CLERK	3/30/2026	4/12/2026	$307.24
WIGTON, JAY	DARE/SRO OFFICER	3/30/2026	4/12/2026	$3,326.90
WILCOX, JAMEL	FINANCE DIRECTOR/DEPUTY CITY MANAGER	3/30/2026	4/12/2026	$4,105.19
WILKINSON, NATHAN	MAINT. WORKER I	3/30/2026	4/12/2026	$2,084.05
WILLIAMS, JOHN	MAINT. WORKER I	3/30/2026	4/12/2026	$2,105.16
WILLIAMS, LEIGHTON	SANITATION DRIVER	3/30/2026	4/12/2026	$2,299.85
WILLIAMS, MARVIN	RECREATION SUPERVISOR	3/30/2026	4/12/2026	$206.70
WILLIAMSON, LOGAN	DISPATCHER I	3/30/2026	4/12/2026	$2,031.81
WING, BRIAN	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,298.27
WINTERS, BRYSON	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,700.78
WISDOM, ASHLEY	CART ATTENDANT	3/30/2026	4/12/2026	$482.29
WOLNIK, DEANNA	RECORDS CLERK I	3/30/2026	4/12/2026	$1,632.40
WOODARD, DANIEL	FIREFIGHTER/EMT	3/30/2026	4/12/2026	$2,915.96
YOUNG, GLORIA	DISCOVERY CLERK I	3/30/2026	4/12/2026	$789.64
ZANDER, ZACH	MAINT. WORKER II	3/30/2026	4/12/2026	$2,209.70
ZIEGLER, MARISSA	PATROL SERGEANT	3/30/2026	4/12/2026	$2,887.25
ZIMMERMAN, KIM	CITY MANAGER	3/30/2026	4/12/2026	$6,719.22
ZISHKA, DAVID	EQUIPMENT OPERATOR	3/30/2026	4/12/2026	$2,247.20
ZUMBRUNN, CHRISTIAN	MAINT. WORKER I	3/30/2026	4/12/2026	$579.15

Employer Paid Wages & Benefits

	Payroll # 7 2026	Payroll # 8 2026
	[redacted]	
	Retirement Contributions	
KPERS Tier 1	$ 3,039.89	$ 3,032.74
KPERS Tier 2	$ 3,689.60	$ 3,753.25
KPERS Tier 3	$ 22,219.69	$ 22,405.71
KPERS Retired	$ -	$ -
KP&F	$ 84,108.36	$ 104,725.04
Social Security	$ 19,372.11	$ 19,779.05
Medicare	$ 9,199.62	$ 11,025.92
BCBS Dental	$ 6,032.72	$ 6,113.42
Freedom Claims/BCBS	$ 58,088.25	$ 59,438.49
Advance (BCBS)	$ 269.88	$ 269.88
Employee Salary	**$ 464,783.34**	**$ 487,101.27**

CITY COMMISSION MINUTES

April 21, 2026 7:00 p.m.

CALL TO ORDER

The scheduled meeting of the Junction City Commission was held on Tuesday, April 21st, 2026, with Mayor Terry Butler presiding.

The following members of the Commission were present: Terry Butler, Sam Yoskowitz, Pat Landes, Richard Pinaire, & Kelly Niemczyk. Staff present were City Manager Kim Zimmerman, Deputy City Manager/ Finance Director Jamel Wilcox, City Clerk Ariana Diaz Lorenzo De Barreto, and Assistant City Attorney Michael Hinkin.

AGENDA ITEMS COMMENT(S):

N/A

CONSENT AGENDA

Commissioner Yoskowitz moved to approve the consent agenda as presented, seconded by Commissioner Landes. Ayes: Landes, Pinaire, Butler, Yoskowitz, & Niemczyk. Nays: None. Motion carried.

a. Consideration of Appropriation Ordinance A-8 dated – April 7th – April 22nd, 2026, in the amount of $1,511,003.98.
b. Consideration of Casey's #4625 Cereal Malt Beverage license application through December 31st, 2026.
c. Consideration of the Armed Forces Day Celebration on May 16th, 2026.
d. Consideration of the April 7th, 2026 City Commission Meeting Minutes.

SPECIAL PRESENTATIONS

a. Mayor Butler declared May 2026 as Treatment Court Month.

b. Mayor Butler declared April 24th, 2026, as the 154th Anniversary celebration of Arbor Day.

NEW BUSINESS

a. Commissioner Yoskowitz moved to approve Ordinance S-3329, rezoning the property located at 1304 West 14th Street from General Residential District "RG" to Neighborhood Commercial District "CN", seconded by

Commissioner Pinaire. Ayes: Pinaire, Butler, Landes, & Yoskowitz. Nays: None. Abstain: Niemczyk. Motion carried.

b. Commissioner Landes moved to approve Ordinance No. S-3330, final plat with a common address of 2440 Sawmill Road, seconded by Commissioner Niemczyk. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

c. Commissioner Landes moved to approve the request to hire Benesch Engineering as the Airport Consultants for a 5-year contract, seconded by Commissioner Niemczyk. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

d. Commissioner Landes moved to approve the Engineering Agreement at Freeman Feld to Benesch Engineering for the Design of the Rehab of Runway 18/36 with a FAA Grant with a 90/10 match in the amount of $4,038,000, the city paying a total of $509,393, seconded by Commissioner Pinaire. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

e. Commissioner Yoskowitz moved to approve the request to award bid for the Airport Road & Convention Center Pavement Improvements to APAC-Kansas Inc. in the amount of $413,373.55, seconded by Commissioner Niemczyk. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

f. Commissioner Landes moved to approve the three-year renewal of DG Care Services in the amount of $47,500 per year, seconded by Commissioner Yoskowitz. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

g. Commissioner Yoskowitz moved to approve the JCPD request to purchase two 2026 Chevy Tahoes to replace Unit 204 & Unit 206 in the amount of $146,211,10, seconded by Commissioner Pinaire. Ayes: Butler, Landes, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

UNFINISHED BUSINESS

a. Commissioner Yoskowitz moved to approve the request for a 3-month extension on the Dangerous and Unsafe Structure located at 338 West 15th Street, seconded by Commissioner Niemczyk. Ayes: Yoskowitz & Niemczyk. Nays: Landes & Butler. Abstain: Pinaire. Motion failed.

   Commissioner Yoskowitz moved to approve the request for a 3-month extension on the Dangerous and Unsafe Structure located at 338 West

15th Street as the last extension to be awarded, seconded by Commissioner Niemczyk. Ayes: Yoskowitz, Butler, & Niemczyk. Nays: Landes. Abstain: Pinaire. Motion carried.

PUBLIC COMMENT

Mary Snipes, 222 East 15th Street, Junction City Kansas, discussed the Citizen's Police Academy and her experience. Discussed the Felix Snipes Foundation and their annual walk on June 7th, 2026 at 4:00 p.m..

CORRESPONDENCE RECEIVED:

MAYOR, COMMISSIONER & STAFF COMMENTS

Mayor, Commissioners and Staff provided reports on Committees and Community Events.

ADJOURNMENT

a. Commissioner Landes moved to adjourn, seconded by Commissioner Yoskowitz at 8:49 pm Ayes: Landes, Butler, Yoskowitz, Pinaire, & Niemczyk. Nays: None. Motion carried.

APPROVED AND ACCEPTED THIS 5TH DAY OF MAY AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR APRIL 21ST, 2026.

Ariana Diaz Lorenzo De Barreto, City Clerk Terry Butler, Mayor

PROCLAMATION
PEACE OFFICERS' MEMORIAL DAY
AND
POLICE WEEK

WHEREAS, The Congress of the United States by Resolution passed in October 1962, designated May 15th of each year as "Peace Officers' Memorial Day" and the week in which the 15th falls as "Police Week", and

WHEREAS, all Junction City Police Officers currently serve our community combating crime and assisting the general public on a daily basis; and

WHEREAS, the safety and well-being of the citizens of this community are in the hands of these dedicated law enforcement personnel and we acknowledge the importance of their pursuit of justice;

NOW, THEREFORE I, Terry Butler, Mayor of the City of Junction City, Kansas, do hereby proclaim.

May 15th, 2026
PEACE OFFICERS' MEMORIAL DAY
&
May 10th – 16th, 2026
POLICE WEEK

FURTHER, by Public Law 103-322(36 U.S.C. 175) it is directed that the flag be flown at half-staff on Police Officers' Memorial Day.

GIVEN, under my hand and official this 5th day of May 2026.

_____
Mayor Terry Butler

ATTEST

_____
Arianna Diaz-Lorenzo, City Clerk

City of
Junction City, Kansas
Fire Department

EMS Week 2026
Proclamation

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of-hospital care.

The City of Junction City, Kansas, acknowledges emergency medical services system consists of emergency medical dispatchers, first responders, EMTs, advanced EMT, and paramedics.

THEREFORE, I, Terry Butler, Mayor of Junction City Kansas in recognition of this event do hereby proclaim the week of May 17 through 23, 2026, as

EMERGENCY MEDICAL SERVICES WEEK

The 52nd anniversary of **EMS Week*:* Improving Outcomes, Together.** I encourage the community to observe this week in honor of the EMS profession and the essential service it provides.

_____

Terry Butler, Mayor

CITY OF JUNCTION CITY, KANSAS PROCLAMATION

WEEK OF THE YOUNG CHILD™

May 8, 2026

WHEREAS, there are many childcare and pre-K day care facilities and providers in Junction City, Kansas, each is dedicated to providing high-quality early childhood education for infants, toddlers, preschoolers, and school-age children, ensuring all young learners receive a strong foundation for lifelong success; and

WHEREAS, the City of Junction City and its citizens proclaim a commitment to excellence in early learning and ensuring children receive the highest quality education and care in a nurturing environment; and

WHEREAS, the City recognizes early literacy is a key factor in a child's educational success, and the City encourages daycare and childcare providers to implement specialized literacy programs which enhance reading skills and foster a lifelong love for learning; and

WHEREAS, the City encourages citizens to utilize the **Dorothy Bramlage Public Library** and other literacy sources, where children and parents can borrow and utilize books, reinforcing the importance of literacy and making books more accessible to families in the community; and

WHEREAS, the City encourages daycare and childcare providers to proudly serve low-income and military families, ensuring that all children—regardless of economic status—have access to high-quality early learning experiences that prepare them for school and life; and

WHEREAS, the City encourages and hopes for continued thoughtful advocacy and resource allocation in local and state childcare advocacy programs, working to improve policies that support early childhood education, educators, and families across Kansas and beyond; and

WHEREAS, the City prays for groups and resources to support families by promoting breastfeeding education, resources, and advocacy for healthy early childhood development; and

WHEREAS, the Week of the Young Child™ is an annual celebration sponsored by the National Association for the Education of Young Children

(NAEYC) to recognize the critical role of early childhood education and honor the dedication of early childhood educators;

NOW, THEREFORE, BE IT RESOLVED, that the City of Junction City, Kansas, hereby recognizes May 8, 2026, as the Week of the Young Child and encourages all citizens to support and advocate for high-quality early childhood education and the dedicated professionals who nurture and educate our youngest learners.

IN WITNESS WHEREOF, we celebrate and commit to strengthening early learning opportunities for all children in our community.

Signed this ___ day of _____, 2026.

_____

Terry Butler, Mayor
Junction City, Kansas

City of Junction City

City Commission Agenda Memo

April 30, 2026

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Circle A and Opioid Funds

Background: The State previously enacted legislation concerning opioid settlement agreements and litigation. Due to that, the City receives payments throughout the year which are restricted to uses that go towards the prevention, mitigation, treatment, or reduction in harms of substance abuse.

Discussion of Issue: I previously provided you a summary of acceptable uses per the Attorney General's office.

- Supporting treatment for those suffering from substance abuse.
- Providing access to treatment for those suffering from substance abuse.
- Supporting peer-recovery for substance abuse.

The total is $10,000.

Staff Recommendation: Staff recommends approval of the request.

Possible Motions: I move to approve the expenditure of $10,000 of the opioid/Kansas Fights Addiction monies to the Circle A for the proffered uses.

Circle A Club
119 W 7TH Street
Junction City Kansas 66441

5 May 2026

To whom it may concern,

The facility located above is a 12 Step meeting hall for Alcoholics and Narcotics anonymous personnel to attend. We are a 501c3 organization. Meetings are held daily and on weekends 365 days per year, with attendee's averaging around 15 people(approximately 2-5 thousand individuals). Rent is charged per meeting for club usage. Currently the County is providing funds to cover short fall financials of income verses expenses. Which currently runs around $7,000 annually. These funds only cover annual maintenance costs to operate the building (i.e.; insurance, utilities, and general upkeep). The rear exterior of the building has not had any up keep or painting since 2007, plus upgrades to bathrooms is also needed. We would like to request $10,000 from the opioid funds to ensure the safety and access to the facility for those attending the meetings for their continued recovery. This request will provide funding the county is not programmed to provide for us. Thank you in advance for your consideration in this matter.

Thomas E Grelk
Chairperson Circle A Club

Charles Osbourn
President Circle A Club

RESERVED PARKING
UNAUTHORIZED VEHICLES WILL BE TOWED AWAY AT OWNER'S EXPENSE
119
PARKING
HOWIE'S TRASH SERVICE
785-776-3352
www.HowiesRecycling.com

Guide: How Kansas Municipalities Fight Addiction Fund Subdivisions Can Strategically Allocate Opioid Settlement Funds

A product of the Office of the Kansas Attorney General and Sunflower Foundation.

August 26, 2024

Table of Contents

Introduction - Opioid Settlements in Kansas 3

Executive Summary 4

Getting Started: Identify Strategies to Fit Your Community Needs 5

Strategy Considerations for Subdivisions Receiving Lower Payment Amounts 11

Schedule A Core Strategies 13

A. NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES 13

B. MEDICATION-ASSISTED TREATMENT ("*MAT*") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT 13

C. PREGNANT & POSTPARTUM WOMEN 16

D. EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME ("*NAS*") . 20

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES 22

F. TREATMENT FOR INCARCERATED POPULATION 26

G. PREVENTION PROGRAMS 28

H. EXPANDING SYRINGE SERVICE PROGRAMS 34

I. EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE 35

Unallowable Expenses under Opioid Settlement/MFAF 36

Schedule B Approved Uses 37

PART ONE: TREATMENT 37

PART TWO: PREVENTION 43

PART THREE: OTHER STRATEGIES 46

Introduction - Opioid Settlements in Kansas

Kansas has reached multiple settlements with major pharmaceutical companies, distributors and related firms as part of the state's ongoing efforts to bring accountability to those that fueled the opioid-addiction crisis and to provide funds to support addiction services. The settlements will result in Kansas receiving more than $340 million through 2038 to treat and fight opioid and substance use addiction.

The Kansas Fights Addiction Act, codified as KSA 75-775 to -781, was enacted by the state legislature in 2021. The Act directs the Kansas opioid settlement dollars be deposited into two funds - 75 percent of dollars are deposited into the Kansas Fights Addiction Fund (KFAF) and 25 percent are deposited into the Municipalities Fight Addiction Fund (MFAF). The Kansas prescription drug monitoring program, K-TRACS, receives $200,000 annually from the KFAF. All opioids recoveries must be allocated to opioid and substance use disorder (SUD) abatement.

The settlement dollars allocated to MFAF are to be paid to the 205 participating subdivisions upon receipt of funds by the State. The calculated amount each subdivision receives is based on payment shares outlined in the distribution tool, pursuant to the Kansas Fights Addiction Act Memorandum of Understanding between the Kansas Attorney General's Office, the League of Kansas Municipalities, and the Kansas Association of Counties.

Per the Kansas Fights Addiction Act, the KFAF is administered through the Kansas Fights Addiction (KFA) Grant Review Board. This board, hereafter referred to as the KFA board, fulfills the national settlement requirement of a statewide advisory committee to oversee the funds. State agencies, local governments and not-for-profit entities may seek funding for addiction treatment and abatement through this board. For more information about the KFA Grant Review Board and funding visit the Kansas Attorney General's Office website.

Disclaimer: Information in this document is not intended to take the place of statutory law, regulations, or guidance documents. Such information is subject to change. The information contained within is not legal advice, therefore, please consult with your own legal counsel for legal advice and assistance with your legal matters.

Executive Summary

The purpose of this resource is to help subdivisions in Kansas identify opportunities to effectively and strategically allocate opioid settlement funds received under the Municipalities Fight Addiction Fund (MFAF). By utilizing this resource subdivisions can develop localized plans of action to combat substance use disorder (SUD) within their communities. This resource discusses four primary tools to assist a municipality with decision making on utilization of their opioids funding:

1. **Getting Started and Conducting Local Needs Assessment:** To start, it is crucial to understand the categorization of potential uses for the settlement funds found in Exhibit E to the Opioids Settlements. However, it is recommended to prioritize local needs assessments to begin. By utilizing publicly accessible data such as data on overdose deaths and emergency department visits, communities can identify areas of greatest need. This data can be used to pinpoint specific strategies to consider.

2. **Creation of a Local Advisory Group:** Best practice includes the formation of a local advisory group which will assess community data and propose potential solutions or strategies for investment. It is important to ensure that this group includes partners from various sectors such as treatment, prevention, recovery, healthcare providers, law enforcement, individuals with lived experience of substance use disorder, local health departments, and schools. It is essential to establish a fair and transparent process for fund disbursement and ensure the group consists of members experienced in substance use-related issues to facilitate informed decision-making.

3. **Utilize Relevant Resources:** Resources included help assist subdivisions in identifying local needs and how to identify potential strategies to implement as solutions and a framework for decision-making. Additionally, reviewing the Kansas Prescription Drug and Opioid Advisory Committee's state strategic plan and annual reports will provide a wider perspective on potential strategies.

4. **Detailed List of Allowable Uses and Practical Tools:** The guide concludes with a detailed list of allowable uses of opioid remediation funds as outlined in Exhibit E. This list serves as a reference for communities to ensure their spending aligns with the designated areas. Additionally, a suite of practical tools is provided, including specific resources by allowable strategy with emphasis on Kansas specific resources. These resources aim to assist subdivisions in effectively and efficiently leveraging the allocated funds to address the substance use disorder crisis within their communities.

By utilizing this guide, local communities in Kansas can strategically allocate opioid settlement funds to combat the challenges posed by substance use disorders. for municipalities to assess the needs of the local community, establish a diverse advisory group, and adhere the principles of transparency and science and data-driven interventions. With the aim of creating a sustained impact, communities can make informed decisions, collaborate with neighboring counties, and utilize the practical tools provided. Together, we can overcome the opioid crisis and foster healthier and safer communities in Kansas.

Getting Started: Identify Strategies to Fit Your Community Needs

Best practice recommends the prioritization of a local needs assessment to begin. By utilizing publicly accessible data such as data on overdose deaths, emergency department visits, community risk and protective factors, communities can identify areas of greatest need. This data, readily available online and broken down demographically, can be used to pinpoint specific strategies to consider.

Utilize Publicly Available Data or Request Community-Level Data

a. KDHE Overdose Data Dashboard
- **Overview:** This dashboard provides insights into overdose deaths and emergency department visits by year, demographics, and county.
- **Access:** Accessible online via the dashboard or by contacting KDHE for community-level data reports.
    - To view the data via the dashboard:
        - Click on the dark blue buttons to see data related to that indicator listed. For example, "Overdose Deaths by County" shows a county map of overdose deaths for each county with reportable data, click on any county to see rates and number of overdoses for that county.
- **Local Example:** In Sedgwick County from 2013 to 2022, there were 1,194 drug poisoning deaths involving overdose. Identifying such trends may suggest a need for initiatives like increased naloxone distribution or overdose response teams.

b. Kansas Communities that Care Student Survey
- **Overview:** Offers insights into youth perceptions and behaviors related to substance use for youth in 6th, 8th, 10th, and 12th grades which can be filtered by question, grade, and county.
- **Access:** Accessible online via the website or by contacting Greenbush for community-level data reports.
    - To view the data via the website:
        - Click on view Survey Results. On the left-hand side of the screen you can select your county of interest and any category of interest to see your local data with state comparisons.
- **Local Example:** In 2024, 90.68% of youth in Kansas believe there is risk of harm if they use prescription drugs not prescribed to themselves. However, in Seward County only 81.45% of youth believe there is a risk of harm if they use prescription drugs not prescribed to them. This discrepancy in perceptions of prescription drug risks among youth in Seward County may indicate a need for targeted education and awareness campaigns among the youth population to prevent prescription drug misuse and increase understanding of the potential harms. Implementing Operation Prevention in local schools is an example of a prevention education strategy. Example strategies to raise awareness may include the use of the It Matters KS media campaign materials or One Pill Can Kill to raise awareness in the community.

c. Kansas Young Adult Survey (KYAS)
- **Overview:** The KYAS provides statewide data related to substance use from a

random sample of young adults between the ages of 18-25 both in college and not in college.

- **Access:** Accessible online through the website and/or reach out to Greenbush for a report of data available.
    - To view the data via the website:
        - Click on view KYAS Survey Results. Click on questions of interest such as Past 30-day Substance Use to see data regarding young adult use of different substances.
- **Kansas Example:** How much have you heard about Fentanyl – 81.90% of Kansas young adults taking the survey indicate they have heard about fentanyl and know what it is.
    - While the majority of young adults report familiarity with what fentanyl is, there is likely still a gap in knowledge indicating the possible need for targeting education associated with the risks of fentanyl to young adults in the state. An example strategy to address this need would be to implement education on this topic on college campuses.

d. Kansas Behavioral Health Indicators Dashboard

- **Overview:** This dashboard provides state and county level data related to income/poverty, crime, substance use, family functioning, depression/suicide, problem gambling, and SUD and mental health treatment related data.
- **Access:** Accessible online via the dashboard and/or reach out to Greenbush for a report of your community level data they have available.
    - To view the data via the dashboard:
        - Select your county of interest and click on buttons see relevant data under Substance Use and Substance Use & Treatment categories.
- **Local Example:** in 2024 Ness County experienced a higher rate of 1.48 as compared to the state rate of .15 for child removal due to parental substance use. An example strategy to address this need is to work with the local maternal health agencies, home visiting, and/or family preservation to provide additional support for these families in need.

e. SAMHSA Treatment Locator

- **Overview:** This dashboard can be utilized to identify treatment resources available or the lack thereof in your community.
- **Access:** Accessible online via the dashboard.
    - To view SUD services that exist in or near your community: Indicate your county/city of interest under “Find a Treatment Facility” and you can find listings of providers by different types of SUD services and eligibility.
        - Note: this database is not always the most up-to-date but can be utilized as a starting point to identifying supports within and near your community.
- **Local example:** In Colby, KS the closest buprenorphine (a MOUD) provider is 21.13 miles away. An example strategy would be to work with a local doctor, MD, NP, PA, or APRN to begin providing this service in the community and reduce travel barriers to accessing care.

f. Recovery Ecosystem Index

- **Overview:** This dashboard can be utilized to identify how your county compares to the state and national rates for various indicators such as SUD Treatment Facilities per 10,000, Average Distance to Nearest MAT Providers, etc.
- **Access:** Accessible online via the dashboard.
    - To view the data on the dashboard click on your county of interest and to identify your community's "Recovery Ecosystem Index Score" or the strength of recovery resources in you community and view the associated relevant indicators.
- **Local Example:** In Graham County there is no drug court, SUD treatment facilities, buprenorphine MOUD providers, or a drug free communities coalition. Example strategies could be to establish one of these resources i.e., a substance use prevention coalition in the community and/or work with healthcare providers to begin providing treatment services within the community or provide transportation vouchers to patients who access SUD services in surrounding communities.

g. Kansas Prevention Collaborative Coalition Directory
- **Overview:** This directory can be utilized to identify coalitions already existing in your community that can serve as a resource and provide ideas for strategies to fit your community. This directory also includes contact information for the local coalitions listed.
- **Access:** Accessible online via the directory and map.
    - To view information about a coalition located in your community, clink on the location pin within your county to view the coalition name, contact information, and type of coalition/funding. This information is also contained in a table below the map.
- **Local example:** Kingman County is listed as having the Kingman/Norwich Substance Abuse Prevention Task Force (KNSAP) in the county. An example strategy would be to work with this local coalition to identify and implement SUD prevention initiatives.

h. 1-800-CHILDREN
- **Overview:** This database provides information on a variety of different services available in or near your community within the areas of food, housing, parenting, early childhood, health, money and employment, education, safety, legal, seasonal, and behavioral health.
- **Access:** Accessible online via the database directory or via phone.
    - To view information about relevant services in your area you can use this database to search zip code, type of service, or keyword. Sort by closest to find services physically located in your community. To identify SUD resources, click on the "Health" icon within the blue menu on the top of the screen and select "Substance Abuse" within the drop down.
- **Local example:** Dodge City, Kansas shows a limited number of providers to treat opioid dependency based on the search by zip code and the using the primary filter of "Substance Abuse" under the "Health" menu option and adding the Personal Filter of "Opioid Dependency". The vast majority of resources that come up are either virtual options or statewide options that are not physically located in Dodge City. This may indicate the need to do a deeper dive of providers in the community and increase Opioid Use Disorder (OUD) treatment availability locally.

Creating A Local Advisory Group

Utilize this local advisory group to review data and needs in the community and identify potential solutions/strategies to invest in.

When determining the allocation of local opioid settlement funds, leveraging the expertise and insights of a local advisory group holds immense significance. This group serves as a crucial conduit for gathering nuanced insights into the community's specific challenges and needs pertaining to opioid misuse and addiction.

Engaging the local advisory group in reviewing community data and needs fosters a comprehensive understanding of the extent and nature of the opioid crisis within the locality. This review process serves as the bedrock for informed decision-making regarding resource allocation.

Ensure a Variety of Stakeholder Involvement

Moreover, the involvement of partners from diverse sectors is pivotal throughout this process. By including representatives from treatment, prevention, recovery, healthcare, law enforcement, first responders, individuals with lived experience with Substance Use Disorder (SUD), community coalitions, educational institutions, local health departments, and corrections facilities, a holistic and multifaceted approach to addressing the opioid crisis is ensured.

Each stakeholder brings unique perspectives, experiences, and resources to the table, enriching the dialogue and broadening the scope of potential solutions. Collaboratively engaging in the review, planning, and decision-making processes ensures that proposed strategies are not only evidence-based but also culturally sensitive and tailored to the specific needs of the community.

Furthermore, this inclusive approach promotes transparency, accountability, and community buy-in, as stakeholders are actively involved in shaping the direction of resource allocation. By fostering partnerships and collaboration across sectors, the local advisory group becomes a catalyst for collective action and sustainable change in combating opioid misuse and promoting health and well-being within the community.

Ensure a Comprehensive Approach

When selecting the appropriate approach for your community it is important to look across all sectors and areas to ensure a comprehensive approach. Focusing on one area only will not have a significant impact on the issue in your community. To truly impact the issue a comprehensive approach is a necessity, ensure your community is implementing strategies across all sectors including prevention, treatment, recovery, harm reduction, linkages to care, healthcare, public health, law enforcement, corrections, first responders, etc.

Utilize Existing Resources to Build Allocation Plans

a. Opioid Response Network (ORN): Request FREE training or assistance in identifying MFAF allowable uses and/or implementation of allowable uses across all strategy areas.

b. Reach out to your local Community Support Specialist in your Kansas region for FREE assistance with conducting a local needs assessment and developing a strategic plan to address prevention.

c. Kansas Overdose Prevention Strategic Plan: Refer to the Kansas Prescription Drug and Opioid Advisory Committee's state strategic plan and annual reports for guidance. This state plan provides an overview of various strategies and recommendations for Kansas that could be implemented in your community and inform local decision making.

d. Access information about Kansas Fights Addiction Fund (KFAF) grant opportunities, current grantees, and annual reports on the KFA grant webpage. This page features summary reports of grant funded projects, which can aid in identifying opportunities for collaboration with community organizations.

e. National Association of Counties Opioid Solutions Center: View additional resources from NACo including Guides for Conducting a Needs Assessment and Establishing an Advisory Body
   - **The Principles Quick Guide to Conducting a Needs Assessment** Quick Guide The Principles encourage communities to use settlement funds to supplement existing opioid abatement work (Principle 1) and invest in effective evidence-based interventions (Principle 2). Conducting a local needs assessment is an important early step in determining how to disburse these limited resources for maximum impact.
   - **The Principles Quick Guide to Creating a Settlement Council** Quick Guide The Principles encourage communities to spend money to save lives (Principle 1) and create a fair and transparent process (Principle 5). Creating a council with expertise in issues related to substance use can help create an informed process that ensures dollars from the litigation are going toward identified areas of need.

f. Consider guiding principles and implementation tools from Johns Hopkins Bloomberg School of Public Health to ensure effective use of funds:
   - Spend the money to save lives
   - Use evidence to guide spending
   - Invest in youth prevention
   - Focus on racial equity
   - Develop a fair and transparent decision-making process

g. National League of Cities National Opioid Settlement Dashboard: Your City, Your Funds. Utilize this resource to assist your community in getting started with an initial brainstorm of strategies specific to your community.

- This dashboard enables selection of your state, city, and/or county. It will display the total settlement amount for your community and provide initial customized recommendations for opioid settlement funds spending. While not exhaustive, this list may serve as a valuable starting point for community-specific brainstorming.
    - *Note: dollar amount listed on this dashboard may not reflect actual, please refer to guidance provided by the Kansas Attorney General's Office.*

h. Strategic Prevention Framework (SPF): Utilize this decision-making framework developed by SAMHSA, provides a structured approach to strategic decision-making to aid your subdivisions in making decisions about how to allocate MFAF dollars. This framework assists communities in assessing community needs and identifying strategies to deploy to address needs. The SPF includes the following:
    - **Assessment:** Identify local needs based on data.
        - Figure out what the problem is and how it is unique to your community.
    - **Capacity:** Build local resources and readiness to address identified needs.
        - Identify what you have to work with in your community including human and financial resources, existing services and programming, coalitions, etc.
    - **Planning:** Identify promising practices and evidence-based strategies and implementation methods that best fit your community's needs.
        - Identify what you should do and how you should do it.
        - When selecting strategies to implement with MFAF dollars, be sure to consider strategies that are science and data-driven and the strategy's conceptual and practical fit for your community's needs.
            - Science and Data-Driven:
                - Consider data and science to support identified strategies. For example: evidence-based programs can be found in federal registries, peer-reviewed journals, systematic reviews, and individual evaluation reports.
                - Recommended strategies and other evidence-based programs can also be found in Kansas' State Plan.
            - Conceptual and Practical Fit:
                - Consider if the identified strategies are directly related to identified gaps and needs within your community level data and that the strategy is a good fit and most appropriate for your community population. For example, a strategy that is implemented in an urban county will likely need a different approach within a more rural county.
            - Best practice encourages communities to use settlement funds to supplement existing opioid abatement efforts and invest in proven evidence-based interventions.
    - **Implementation:** Execute chosen strategies effectively.
        - Put your plan into action.
    - **Evaluation:** Assess the outcomes of implemented programs and evaluate effectiveness.

- Develop an evaluation plan prior to implementation and utilize the evaluation plan throughout implementation.
- Assess if your plan is succeeding or if adjustments may need to be made.
- Utilize the Johns Hopkins Opioid Settlement Indicators tool, organized by strategy which includes possible actions and indicators to measure for each associated strategy.

Strategy Considerations for Subdivisions Receiving Lower Payment Amounts

Even though your subdivision may not be receiving a large amount of funding year to year, there are still some approaches the subdivision can take to make upstream changes to combat addiction. One solution to consider is partnering with neighboring counties, municipalities, cities, townships, and existing coalitions to help support local efforts. Partnering would create the opportunity for a pooling of resources that can lead to a wider range of community benefit.

Subdivisions receiving lower amounts of funding may also consider focusing on one priority area at a time rather than attempting to address all priority areas and spreading funding too thin. For example, this may look like addressing the need to bring a MOUD provider into your community if that is identified as a gap in the community. Another example may be to work with a local coalition to implement education via school-based or after school programming. The subdivision may also consider letting the funding build up over time to invest in larger strategic approaches once funding has accumulated. Subdivisions may also consider applying for a grant through the Kansas Fights Addiction state opioid settlement process if the subdivision has an identified need and strategic approach. The KFA program releases funding opportunities periodically, information on this can be found here.

Interested in pooling your funds or combining efforts with other subdivisions in your community? Below are some resources to assist in this effort.

- National Association of Counties Resource: Building on a strong history of collaboration, including the National City-County Task Force on Opioids, NACo and the National League of Cities examined preliminary data on the distribution of opioid settlement dollars across cities, counties and states. This brief highlights how cities and counties are working together to abate the overdose crisis, including pooling opioid settlement funds to create a more comprehensive system of care for people with substance use disorder.
    - Download the brief to learn about the allocation of opioid settlement funds between cities, counties and states and how cities and counties are coordinating to maximize the impact of these funds.
- Counties in Action provides examples of what counties are doing across the nation to assist with your initial brainstorming of strategy allocations.

Detailed List of Allowable Uses and Practical Tools

This section will provide an overview of resources and examples, tailored to Kansas communities, for each allowable core strategy listed within Exhibit E of the National Settlement Agreements.

Exhibit E is a document contained within the national settlement agreements which provides a non-exhaustive list of allowable uses of settlement funds, providing guidance to states and localities on opioid spending. The document is split into two sections: Schedule A Core Strategies and Schedule B Approved Uses. The difference between core strategies outlined in Schedule A and approved uses detailed in Schedule B of Exhibit E for opioid settlement agreements lies in their respective focuses and functions within the agreement.

Core Strategies (Schedule A):

- Core strategies, as listed in Schedule A, typically represent overarching approaches or methods deemed essential for addressing the opioid crisis comprehensively.
- These strategies often encompass broad areas of intervention, such as prevention, treatment, recovery support, education, law enforcement, and public health initiatives.
- Core strategies serve as guiding principles or frameworks for how settlement funds should be allocated and utilized to combat opioid misuse and addiction within the community.
- They provide a strategic roadmap for stakeholders involved in implementing the settlement agreement, outlining key priorities and areas of emphasis.

Approved Uses (Schedule B):

- Approved uses, as specified in Schedule B, detail specific activities, programs, or interventions that are deemed acceptable for funding under the terms of the settlement agreement.
- These uses delineate the permissible ways in which settlement funds can be expended to address the opioid crisis.
- Approved uses may include funding for initiatives such as opioid overdose prevention programs, medication-assisted treatment (MAT) services, community education and awareness campaigns, law enforcement efforts targeting illicit opioid distribution, and support services for individuals in recovery.
- Unlike core strategies, which provide a broader strategic framework, approved uses offer granular guidance on the types of interventions and programs that qualify for funding under the settlement agreement.

In summary, while core strategies offer overarching guidance on how to approach the opioid crisis at a strategic level, approved uses provide specific examples of activities and programs that align with those strategies and are eligible for funding through the settlement agreement.

Schedule A Core Strategies

A. NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

A Resources

Naloxone, also known by its brand name Narcan, is a medication used to rapidly reverse opioid overdose. It works by binding to the same receptors in the brain that opioids bind to, effectively blocking the effects of opioids and restoring normal breathing in individuals experiencing an overdose. Naloxone is typically administered via injection or nasal spray and is considered a critical tool in emergency response efforts to prevent opioid-related fatalities.

- Request a free naloxone administration training for your organization or community from DCCCA. DCCCA manages the Kansas statewide naloxone program and are able to provide naloxone training for free to organizations in Kansas and Kansas residents as well as providing naloxone kits for free to individuals in Kansas. This program also offers a Training of Trainers on naloxone administration so that your organization can provide naloxone training to the community yourselves, if desired.
    - DCCCA can also assist in purchasing naloxone kits for your organization at a discounted rate. If interested, contact naloxone@dccca.org to request product.
- SAMHSA Overdose Prevention and Response Toolkit
- If unable to purchase naloxone for your community, provide information to individuals on how to request a free naloxone kit from DCCCA via the Naloxone Request Form. The free kit will be shipped directly to the address they enter on the form. Each kit comes with naloxone administration educational materials to provide guidance on how to administer naloxone and access further training.

B. MEDICATION-ASSISTED TREATMENT ("*MAT*") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;

3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

B Resources

B (1) & (4) MAT/SUD Treatment Resources

- Locate a treatment program in/near your community to partner with. While our resources for locating treatment facilities are not always the most up to date, they can serve as a starting point to identifying resources in your community.
    - Locate treatment and MAT resources by county for Kansas frontier, rural, and densely settled rural counties at https://www.dccca.org/sud-resource/.
    - SAMHSA Tx Locator you can search by state, county, city, zip code, type of services offered, etc.
    - KDADS November 2023 SUD Program List with program locations
    - KDADS Behavioral Health Services and Programs Overview

- Access MAT/MOUD resources
    - Substance Abuse and Mental Health Services Administration (SAMHSA) provides resources and guidance on MAT implementation, including toolkits, training materials, and best practices. Their website offers information on funding opportunities, technical assistance, and resources for healthcare providers.
    - American Society of Addiction Medicine (ASAM) offers resources and educational materials to support MAT implementation in various healthcare settings, including emergency departments. They provide guidelines, webinars, and training programs for healthcare providers.
        - ASAM also provides training opportunities to meet the new DEA education requirement for prescribers related to MAT/MOUD.
    - National Institute on Drug Abuse (NIDA) offers research-based information and resources on MAT/MOUD for opioid use disorder, including guidance on integrating MAT into emergency department settings.

B (2) Resources

- Locate a community coalition in your community to help brainstorm educational and awareness opportunities and/or provide the coalition funding to deliver identified educational and awareness opportunities.
    - Kansas Coalition Directory
    - No community coalition in your community? Reach out to your region's Community Support Specialist at DCCCA to discuss opportunities to start a coalition or identify other champions and resources that may exist in your community. DCCCA provides training and technical assistance to communities

in Kansas.
    - Identify evidence-based substance use prevention strategies by accessing the Kansas Evidence-Based Strategies Matrix.
- Access NASHP State Strategies for Preventing Substance Use and Overdose Among Youth and Adolescents to learn more about implementing primary prevention initiatives.
- Research existing programs and services related to substance use disorder prevention. Such as the Title IV-E Prevention Services Clearinghouse. This clearinghouse can be filtered for "substance abuse" to provide examples of existing programs and services as well as the evidence base associated with each.
- Access the Prevention Institute's free webinars and resources for Supporting Local Governments Using Opioid Settlement Funds on Evidence Based Programs.

B (2) Example School-Based Programming/Curriculum

- **Operation Prevention** is a free educational program by the DEA and Discovery Education targeting middle and high school students to prevent opioid misuse. It offers resources like videos, lesson plans, and interactive activities to educate students about the dangers of opioid addiction and empower them to make healthy choices.
- **Sources of Strength** is a peer-led program focused on prevention, including substance use disorders (SUD). It's designed to enhance protective factors and promote positive behaviors among youth. The program utilizes peer leaders to spread messages of hope, help, and strength within schools and communities. By fostering supportive relationships and encouraging healthy coping strategies, Sources of Strength aims to prevent substance misuse and promote overall well-being among young people.
- **Botvin LifeSkills Training** is an evidence-based substance use prevention program for middle and high school students. It focuses on teaching social and self-management skills, resistance strategies, and drug-related knowledge through interactive lessons.
- **Generation Rx** is a school-based program designed to educate students about the dangers of prescription drug misuse and promote safe medication practices. It provides interactive lessons and resources to help young people understand the risks associated with prescription drugs and make informed, healthy choices.
- **Good Behavior Game (GBG)** is a classroom-based behavior management strategy that has shown promise in preventing substance use disorders (SUDs) among youth. By fostering a positive and structured environment, the GBG promotes teamwork, self-regulation, and healthy social interactions, which are protective factors against SUDs. Through reinforcement of positive behaviors and peer support, the GBG can help build resilience and coping skills, reducing the likelihood of engaging in substance misuse later in life.
- **Too Good for Drugs** is a school-based prevention program designed for elementary, middle, and high school students. It aims to reduce risk factors associated with substance use by teaching social and emotional skills, decision-making, and refusal

strategies.

- **Project ALERT** is a free middle school-based substance use prevention program that aims to prevent or reduce adolescent substance use. It includes interactive lessons focused on decision-making, communication skills, and resistance strategies.

B (3) Resources

- Submit a technical assistance (TA) request to the Opioid Response Network (ORN) covering Kansas. The Opioid Response Network provides tailored education, training, and educational resources utilizing evidence-based practices all at no cost to you.
    - Example request form topics:
        - *Our organization would like to bring a training for healthcare providers in our community in aims to increase awareness of MAT and encourage providers to begin providing MAT to those who need it.*
        - *Our organization would like to bring a training to our community for our EMS, LEOs, and first responders to decrease stigma related to SUD and MAT.*
        - Note: requests do not have to be specific, ORN can assist with identification of potential strategies to implement in your community and provide educational support to facilitate implementation of identified strategies.
- PCSS Resources
    - Providers Clinical Support System provides a variety of trainings for healthcare professional on evidence-based practices to improve healthcare and outcomes in the prevention of those at risk and treatment for individuals with an opioid use disorder (OUD
    - PCSS provides free training that satisfy the DEA training requirements for MAT providers, to view training options visit: https://pcssnow.org/medications-for-opioid-use-disorder/8-hour-moud-education-options/

C. PREGNANT & POSTPARTUM WOMEN

1. Expand Screening, Brief Intervention, and Referral to Treatment ("*SBIRT*") services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co- occurring Opioid Use Disorder ("*OUD*") and other Substance Use Disorder ("*SUD*")/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

C Resources

Work with your SUD treatment providers, local health department, other community health centers, and primary care providers to provide education to their population on this issue.

C (1) Resources - Sample Action Step Guide included below.

C (2) Resources

- Work with your local Certified Community Behavioral Health Center (CCBHC), SUD treatment organization, Federally Qualified Health Center (FQHC), and other organizations that serve women with co-occurring diagnoses to provide needed physical, mental health, and SUD services for women with co-occurring diagnoses for at least 12 months postpartum.
    - Coverage in Kansas extends for up to 12 months post-delivery for beneficiaries of Kansas Medicaid and Medicaid and Children's Health Insurance Program (CHIP). These benefits include comprehensive coverage for new mothers, including routine check-ups to help with recovery from childbirth, behavioral health care, family planning, breastfeeding support, screenings for postpartum depression, and referrals to other services. Work with community partners to help ensure that this population is receiving the full benefits and all needed services under this program.
    - Provide funding and support to community partners in delivering and coordinating this level of service to the uninsured and underinsured populations.
    - Support the integration of behavioral health care and healthcare services for pregnant and postpartum women. Share resources such as the Agency for Healthcare Research and Quality (AHRQ) Pregnant and Postpartum Women and Behavioral Health Integration with community services providers that serve pregnant and postpartum women. Encourage collaboration and coordination of service providers in the community to expand integration of care for this population.

C (3) Resources

- Work with organizations in your community to provide or expand wrap around services.
    - Example partners: local recovery houses/oxford houses, SUD treatment providers, mental health centers, behavioral health/drug courts, schools, higher education, childcare centers, local home visiting programs such as Parents as Teachers, etc.)
    - Example strategies
        - Work with your local home visiting program to provide education and guidance on working with individuals with SUDs and/or identifying a potential undiagnosed SUD. Educate home visitors to provide linkages to SUD services and additional supports such as transportation vouchers for

client to attend services.

- Work with higher education in your community to implement programming that assists individuals with SUD or in recovery, with obtaining their high school diploma, GED, technical degrees, and job placement. Example in Wichita – A partnership between Goodwill and WSU Tech, NexStep Alliance provides the opportunity to earn a GED with the option to take college level classes and pursue a professional certificate, all on one campus.

- Work with childcare centers to provide childcare services for individuals attending SUD treatment and other wrap around service programming.

- Work with Friends of Recovery Association or other partner organizations to assist in establishing an oxford house in your community where gaps may exist or additional need for housing is present. Resource to locate oxford houses are within Kansas and nearest your community: https://www.friendsofrecovery.com/oxford_houses

    - Often these recovery houses can be opened with start-up cost assistance and sustained without the need for additional funding. Thus, is an impactful strategy that can be covered by a one-time funding opportunity and sustained.

  - Provide funding and support for recovery housing under various housing models such as National Alliance for Recovery Residences (NARR), Transitional Housing, Rapid Re-housing, Housing First, Permanent Supportive Housing, etc.

  - Partner with your local faith-based and SUD treatment organizations to implement and/or expand recovery housing in the community.

  - Consider ensuring equitable access to recovery housing in the community and ensuring that there are options for the MAT/MOUD population in local houses.

  - To learn more about recovery housing access resources such as SAMHSA's Best Practices for Implementation and Operation of Recovery Housing and HHS's Choice Matters: Housing Models that May Promote Recovery for Individuals and Families Facing OUD.

Sample C (1) Action Step Guide

Expanding Screening, Brief Intervention, and Referral to Treatment (SBIRT) services to non-Medicaid eligible or uninsured pregnant women involves a systematic approach to identify substance use disorders, provide interventions, and connect individuals with appropriate treatment and support. Here's a step-by-step guide:

1. **Assess Current SBIRT Infrastructure:**

- Evaluate existing SBIRT services within healthcare facilities, community health centers, obstetric clinics, and other relevant settings.
- Identify gaps in SBIRT coverage for non-Medicaid eligible or uninsured pregnant women.

2. **Engage Stakeholders:**
   - Convene a multidisciplinary team including obstetricians-gynecologists, midwives, doulas, nurses, social workers, substance use counselors, home visitors, and community advocates.
   - Collaborate with local health departments, substance use treatment providers, and community organizations.
3. **Identify Screening Tools:**
   - Select validated screening tools appropriate for identifying substance use disorders in pregnant women, such as the Alcohol, Smoking, and Substance Involvement Screening Test (ASSIST) or the Substance Use Risk Profile-Pregnancy (SURP-P).
4. **Train Healthcare Providers:**
   - Provide comprehensive training to healthcare providers on SBIRT protocols, including screening procedures, brief intervention techniques, and referral processes.
   - Ensure sensitivity to cultural factors, trauma-informed care principles, and confidentiality.
5. **Integrate SBIRT into Prenatal Care:**
   - Embed SBIRT procedures into routine prenatal care visits for all pregnant women, regardless of insurance status.
   - Implement standardized protocols for administering screenings, conducting brief interventions, and making referrals based on screening results.
6. **Offer Brief Interventions:**
   - Deliver brief interventions to pregnant women who screen positive for substance use, focusing on motivational interviewing techniques to explore readiness for change, raise awareness of risks, and promote behavior modification.
   - Provide education on the effects of substance use during pregnancy on maternal and fetal health, emphasizing harm reduction strategies and available treatment options.
7. **Facilitate Referrals to Treatment and Support Services:**
   - Establish partnerships with substance use treatment providers, mental health professionals, and community-based organizations offering supportive services.
   - Coordinate referrals for pregnant women identified as needing further assessment or treatment, ensuring timely access to appropriate care.
   - Provide assistance with navigation of insurance options, eligibility determination, and access to financial assistance programs for uninsured individuals.
8. **Ensure Continuity of Care:**
   - Implement care coordination processes to ensure continuity of care for pregnant women transitioning between prenatal care, substance use treatment, and other healthcare services.
   - Facilitate communication between healthcare providers, substance use counselors, and social service agencies to support comprehensive treatment planning and follow-up.
9. **Monitor and Evaluate SBIRT Implementation:**
   - Establish mechanisms for monitoring the implementation of SBIRT services, including tracking screening rates, intervention delivery, referral uptake, and patient outcomes.

- Collect feedback from healthcare providers, pregnant women, and community stakeholders to assess the effectiveness and acceptability of SBIRT services.
- Use evaluation findings to identify areas for improvement and inform ongoing quality assurance efforts.

D. EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME ("*NAS*")

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant- need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

D Resources

Neonatal Abstinence Syndrome (NAS), also known as Neonatal Opioid Withdrawal Syndrome (NOWS), refers to a group of withdrawal symptoms experienced by newborns who were exposed to opioids while in the womb. When a pregnant person uses opioids, whether prescribed or illicit, these substances can pass through the placenta to the fetus, leading to physical dependence on the drugs. After birth, when the supply of opioids is suddenly cut off, the newborn's body may undergo withdrawal, resulting in a range of symptoms.

Treatment for NOWS typically involves providing supportive care to the newborn to help alleviate withdrawal symptoms and ensure their safety and comfort. This may include monitoring in a neonatal intensive care unit (NICU), providing a calming environment, encouraging frequent feeding, administering medications to taper off opioids gradually, and offering developmental support.

Long-term outcomes for infants with NOWS can vary, but with appropriate care and support, many infants go on to lead healthy lives. However, NOWS underscores the importance of addressing opioid use disorder among pregnant individuals through comprehensive prenatal care, substance use treatment, and support services to improve outcomes for both parent and child.

Expanding comprehensive evidence-based and recovery support for babies with Neonatal Abstinence Syndrome (NAS), also referred to as Neonatal Opioid Withdrawal Syndrome (NOWS), requires collaboration between hospitals, birthing centers, and community partners.

- Reach out to hospitals, birthing centers, pediatricians, obstetricians, neonatologists, and other healthcare providers to build collaborative partnerships to build initiatives around this topic.
- Engage community organizations, substance use treatment providers, mental health professionals, social service agencies, and peer support groups to expand the network of support for NAS/NOWS babies and their families.
- Provide training to healthcare providers on NAS/NOWS. Submit a Technical Assistance

(TA) request with the Opioid Response Network (ORN) for assistance with this, if needed.

- Provide training to home visiting programs on NAS/NOWS and educate them on providing support to mothers and their babies before and after birth.
- Utilize NAS/NOWS guideline resources from the Vermont Oxford Network (VON).
    - https://public.vtoxford.org/nas-guidelines/
- Implement programming that links new mothers to home visiting services in your community. Home visiting programs serve families through the stages of prenatal to age 5. To learn more or locate a home visiting program in your area visit the Kansas Home Visiting website.
- Sample step-by-step action guide below.

Sample D Action Step Guide

Here's a step-by-step approach to expanding treatment for Neonatal Abstinence Syndrome (NAS)/Neonatal Opioid Withdrawal Syndrome (NOWS):

1. **Assess Current Resources and Needs:**
    - Assist your partners to evaluate existing resources, staffing, and protocols related to NAS/NOWS treatment in the healthcare facility.
    - Identify gaps in services, such as limited access to specialized care, lack of standardized protocols, or insufficient staff training.
2. **Form a Multidisciplinary Team:**
    - Assemble a multidisciplinary team comprising neonatologists, pediatricians, nurses, social workers, pharmacists, and addiction specialists.
    - Ensure representation from various departments to facilitate comprehensive care coordination.
3. **Develop Protocols and Guidelines:**
    - Collaborate with healthcare providers to identify the potential need to develop standardized protocols and clinical guidelines for screening, diagnosing, and treating NAS/NOWS in newborns, if not already in place.
    - If needed, encourage healthcare providers to establish protocols for providing evidence-based interventions, such as pharmacological treatment, non-pharmacological care, and developmental support for NAS/NOWS babies.
4. **Provide Training and Education:**
    - Submit a technical assistance (TA) request with the Opioid Response Network (ORN) to identify training options and other implementation resources.
    - Offer training sessions and educational programs for healthcare professionals on NAS/NOWS.
    - Provide NAS/NOWS training and education on support to provide to mothers pre- and post-natal to home visiting programs in your community.
    - Provide training on trauma-informed care, family-centered care, and cultural competence to support effective engagement with NAS/NOWS-affected families.
5. **Integrate Recovery Support Services:**
    - Integrate recovery support services into prenatal care, labor and delivery, and postpartum care settings to address the needs of pregnant women with substance use

disorders.
- Offer peer support programs, counseling services, case management, and referrals to substance use treatment and other supportive services for pregnant women and new mothers.
- Establish protocols to connect the new mother to home visiting services in the community.
    - To locate a home visiting program in or nearest your community visit the Kansas Home Visiting finding services webpage.

6. **Coordinate Care Transitions:**
    - Develop care coordination processes to facilitate seamless transitions for NAS/NOWS babies and their families between hospital care, pediatric follow-up, early intervention services, and community-based support services.
    - Ensure communication and collaboration among healthcare providers, social service agencies, and community organizations to support continuity of care and wraparound services.
7. **Promote Family Engagement and Empowerment:**
    - Involve parents and caregivers in treatment planning, decision-making, and advocacy efforts to support their active participation in the care of NAS/NOWS babies.
    - Provide resources, education, and support to empower families to navigate the healthcare system, access community resources, and promote the health and well-being of their children.

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

E Resources

E (1) Resources

- Work with your local SUD treatment provider(s) and/or your local mental health center or FQHC to provide and/or expand such services within emergency departments or establish appropriate procedures for warm hand-offs and linkages to

these community services.

- Provide funding for emergency departments to establish necessary programming to begin MAT/MOUD within emergency departments with additional protocols to ensure continuity of care and appropriate follow-up care after discharge.

- Provide education to physicians in the hospital emergency departments on MAT and induction in the emergency department as well as appropriate referral, transition, and warm handoff to ongoing MAT and other treatment services upon discharge. Work with hospitals to ensure they are, not just referring or sharing information with patients, but that they are linking and connecting patients to continuity of care in community services post discharge to avoid potential gaps in care.

- Sample Action Step Guide included below.

E (2) Resources

- Warm hand-offs are more than just simply providing a list of treatment options. They involve the partner directly engaging with the patient, identifying potential services required, discussing various options available within or near the community, and subsequently connecting the patient directly with the chosen service provider. This hands-on approach ensures a more personalized and supportive transition for individuals seeking help.

- Work with hospitals and primary care providers (PCP) to coordinate with treatment centers in your community to identify patients presenting with a substance use concern. Work with these partners to establish necessary processes to facilitate warm-handoffs from the hospital/PCP by linking patients directly to SUD treatment, recovery, and other community services, ensuring a seamless transition to community services. Planning discussions should include confidentiality and information sharing agreements as well as processes to respect patient autonomy and choice.

- Establish a Criminal Justice System Liaison: Within the criminal justice system, warm hand-offs occur when individuals with substance use issues are identified during intake or during their involvement with the system. Liaisons within the system connect these individuals with substance use disorder treatment and recovery programs as well as other support services upon release or as part of their rehabilitation plan.

E (3) Resources

- Support programming that expands integrated care (physical, mental, and behavioral health). Work with providers in the community to address both substance use and mental health issues concurrently, rather than treating them separately. This may involve creating integrated care plans developed collaboratively by a team of professionals.

    - Work with local FQHCs, SUD treatment providers, CMHC/CCBHC, and other health systems to implement or expand integrated care.

- Work with your local provider systems to provide training and education for staff members to increase their understanding of co-occurring disorders and the complex interactions between substance use and mental health. This includes training on screening, assessment, and evidence-based treatment approaches for co-occurring disorders, such as Integrated Dual Diagnosis Treatment (IDDT).

- Provide funding to support peer support services specifically tailored to individuals with co-occurring disorders. Peer support specialists who have lived experience with both substance use and mental health challenges can provide valuable support, empathy, and encouragement to individuals navigating recovery.

- Work with community providers to involve family members and peers in the treatment process to provide additional support and encouragement for individuals with co-occurring disorders. Family therapy sessions and peer support groups can help individuals build stronger support networks and enhance their recovery journey.

E (4) Resources

Work with organizations in your community to provide or expand wrap around services.

- Example partners: local recovery houses/oxford houses, SUD treatment providers, mental health centers, behavioral health/drug courts, schools, higher education, childcare centers, local home visiting programs such as Parents as Teachers, housing/homelessness services, food banks, clothing closets, etc.
- Example strategies
    - Provide assistance with access to wrap around supports such as case management, peer support, housing, employment, financial literacy, legal, transportation, clothing, food, life skills, family and social support services, etc.
    - Work with higher education in your community to implement programming that assists individuals with SUD or in recovery, with obtaining their high school diploma, GED, technical degrees, and job placement. Example in Wichita – A partnership between Goodwill and WSU Tech, NexStep Alliance provides the opportunity to earn a GED with the option to take college level classes and pursue a professional certificate, all on one campus.
    - Work with childcare centers to provide childcare services for individuals attending SUD treatment and other wrap around service programming to reduce barriers to accessing these services.
    - Provide transportation assistance for patients in accessing necessary services, resources, and appointments related to SUD, health, and other needed resources.
    - Work with Friends of Recovery Association or other partner organizations to assist in establishing an oxford house in your community where gaps may exist or additional need for housing is present. Resource to locate oxford houses are within Kansas and nearest your community: https://www.friendsofrecovery.com/oxford_houses

E (5) Resources

- Provide funding for local organizations such as local SUD treatment providers, local health departments, hospitals, primary care clinics, FQHCs, etc. to hire behavioral health staff to facilitate expansions above.
    - Initial funding may be necessary to assist these organizations in startup costs of bringing new staff on board, the position could potentially be sustainable via billable services following the initial start-up phase.
- Encourage local organizations to develop credentialed clinicians/assist them with seeking credentials/provide supervision hours/etc. During this time period the staff person may not be able to bill for services until fully credentialed so additional funding from MFAF could be necessary.
- Provide funding to local organizations to support onboarding bonuses and incentives to assist in the recruiting/hiring process.

Sample E (1) Action Step Guide

Expanding services like navigators and on-call teams to initiate Medication-Assisted Treatment (MAT) in hospital emergency departments can significantly enhance patient care and address substance use disorders more effectively. Here's a step-by-step approach to expanding these services:

1. **Assessment of Current Resources**: Evaluate the existing resources, staff, and infrastructure in the emergency department (ED). Determine the availability of personnel who can be trained to provide MAT and identify any gaps in resources.
2. **Training and Education**: Provide comprehensive training to ED staff, including physicians, nurses, and social workers, on MAT protocols, opioid use disorder (OUD) treatment, and harm reduction strategies. Training should cover medication options (such as buprenorphine, methadone, or naltrexone), patient assessment, and management of opioid withdrawal.
3. **Integration of Navigators**: Integrate navigators or care coordinators into the ED workflow. These individuals can serve as liaisons between patients, healthcare providers, and community resources. Navigators can help patients navigate the treatment process, connect them with MAT providers, and provide ongoing support.
4. **On-Call Teams**: Establish on-call teams composed of addiction medicine specialists, psychiatrists, or other healthcare professionals with expertise in MAT. These teams can provide consultation to ED staff, assist with patient assessments, and prescribe medications as needed. Ensure that on-call services are available 24/7 to address the needs of patients presenting to the ED at any time.
5. **Protocol Development**: Develop standardized protocols and guidelines for initiating MAT in the ED. Include protocols for patient screening, assessment, medication initiation, monitoring, and follow-up care. Ensure that protocols align with evidence-based practices and regulatory requirements.
6. **Collaboration with Community Partners**: Foster partnerships with community-based organizations, MAT clinics, substance use treatment centers, and mental health providers. Collaborate to facilitate seamless transitions of care for patients discharged from the ED, ensuring access to ongoing MAT and supportive services in the community.

7. **Patient Education and Engagement**: Educate patients about MAT options, benefits, and risks. Address misconceptions and stigma surrounding MAT and opioid use disorder. Engage patients in shared decision-making regarding their treatment plan and provide ongoing support to enhance treatment adherence and retention.
8. **Data Collection and Evaluation**: Implement systems for collecting data on MAT initiation, outcomes, and patient satisfaction in the ED. Monitor key performance indicators such as the number of patients initiated on MAT, retention rates, and overdose-related outcomes. Use data to evaluate the effectiveness of the program, identify areas for improvement, and inform decision-making.
9. **Quality Improvement Initiatives**: Continuously monitor and evaluate the quality of MAT services in the ED. Implement quality improvement initiatives to enhance the delivery of care, optimize workflows, and address barriers to access and engagement

F. TREATMENT FOR INCARCERATED POPULATION

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

F Resources

1. Provide funding for local jails to integrate SUD treatment including MOUD in jails and to provide reentry supports upon release which include linking to continuity of SUD services and additional supports needed.

2. Often jails contract SUD treatment services out to an organization that provides these services. Work with your local treatment provider for assistance starting programming such as this.

3. Move upstream and prevent this population from incarceration by implementing specialty courts, such as drug courts, within the judicial system.

    - A drug court is a specialized court program designed to handle cases involving individuals who have substance use disorders and who commit non-violent drug-related offenses. In lieu of incarceration, participants undergo substance abuse treatment, counseling, and regular judicial monitoring to promote recovery and reduce the likelihood of future criminal behavior. The court team, which includes judges, prosecutors, defense attorneys, treatment providers, and probation officers, collaborates to support participants through personalized treatment plans and incentives for compliance. Successful completion of the program often results in reduced charges or sentences, aimed at fostering long-term recovery and community reintegration.

- All Rise Drug Court Resource Library
- Sample action step guide for implementing a drug court in your community included below.

Sample F Action Step Guide

Starting a drug court in a community in Kansas involves several steps to ensure proper planning, collaboration with stakeholders, and adherence to legal requirements. Here's a step-by-step guide to help you navigate this process:

1. **Research and Planning:**
   - **Understand Drug Court Model:** Research different drug court models (e.g., adult, juvenile, family) to determine which type best suits your community's needs.
   - **Access Kansas Judicial Branch and local drug court resources:** Research which other districts in Kansas have established drug courts, and visit their court websites to review their manuals, handbooks, forms, and other resources related to the drug court program. For example:
     - Allen County Drug Court Program Handbook
     - Douglas County Drug Treatment Court manual, pamphlet, and participant handbook
     - Other Resources
       - All Rise - formerly National Association of Drug Court Professionals
       - National Treatment Court Resource Center (NTCRC)
       - Adult Treatment Court Best Practices I-VI
       - Adult Treatment Court Best Practices VII-X
   - **Assess Community Needs:** Identify the prevalence of substance abuse issues in your community and assess the existing resources and gaps.
   - **Engage Stakeholders:** Reach out to key stakeholders such as judges, prosecutors, defense attorneys, law enforcement, treatment providers, social services agencies, and community leaders to gauge interest and build support.
2. **Form a Planning Committee:**
   - **Convene Stakeholders:** Organize a planning committee comprising representatives from relevant agencies and organizations to guide the development of the drug court.
   - **Define Goals and Objectives:** Establish clear goals and objectives for the drug court, focusing on reducing substance abuse, improving public safety, and promoting rehabilitation.
   - **Outreach Established Drug Courts:** Reach out to established drug courts to learn how they started their program and lessons learned.
3. **Develop a Program Model:**
   - **Select Drug Court Type:** Based on research and stakeholder input, decide on the specific type of drug court (e.g., adult, juvenile, hybrid).
   - **Design Program Components:** Outline the key components of the drug court program, including eligibility criteria, participant screening and assessment procedures, treatment options, supervision requirements, and graduated sanctions

and incentives.

4. **Establish Legal Framework:**
    - **Consult Legal Experts:** Work with legal experts to understand the legal requirements for establishing a drug court in Kansas, including statutory authority, court rules, and procedural guidelines.
    - **Draft Program Documents:** Prepare necessary program documents, such as rules of procedure, participant handbook, and agreements with treatment providers.
5. **Implement the Drug Court:**
    - **Recruit and Train Staff:** Hire qualified staff, including a drug court coordinator, case managers, treatment providers, and judicial personnel. Provide training on drug court principles, procedures, and evidence-based practices.
    - **Develop Referral Processes:** Establish referral processes from the criminal justice system and other agencies, ensuring clear communication and collaboration.
    - **Launch Pilot Phase:** Consider starting with a pilot phase to test the program's feasibility and make necessary adjustments before full implementation.
6. **Monitor and Evaluate:**
    - **Monitor Program Operations:** Implement systems to track participant progress, compliance with court orders, and outcomes related to substance use, recidivism, and rehabilitation.
    - **Evaluate Program Effectiveness:** Conduct regular evaluations to assess the impact of the drug court on participants, public safety, and community well-being. Use evaluation findings to make data-driven improvements.
7. **Sustain and Expand:**
    - **Build Community Support:** Engage with the community through outreach efforts, public education campaigns, and partnerships to garner support for the drug court.
    - **Seek Sustainability:** Develop long-term strategies for program sustainability, including securing ongoing funding, maintaining stakeholder commitment, and integrating the drug court into the local criminal justice system.
8. **Continuous Improvement:**
    - **Adapt and Innovate:** Stay informed about emerging trends, research, and best practices in drug court operations. Continuously adapt and innovate the program to enhance effectiveness and meet evolving community needs.

G. PREVENTION PROGRAMS

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion

programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

G Resources

- Locate a community coalition in your community to help brainstorm educational and awareness opportunities and/or provide the coalition funding to deliver identified educational and awareness opportunities.
    - Kansas Coalition Directory
    - No community coalition in your community? Reach out to your region's Community Support Specialist at DCCCA to discuss opportunities to start a coalition or identify other champions and resources that may exist in your community. DCCCA provides training and technical assistance to communities in Kansas.
- SAMHSA Substance Misuse Prevention Amount Young Adults Guide
- Principles of Substance Abuse Prevention for Early Childhood
- Search the SAMHSA Evidence-Based Practices Resource Center or Kansas Evidence-Based Strategies Matrix to identify potential school-based programming options.

G (1) Resources

- It Matters KS, Kansas Prevention Collaborative media campaign. Free media campaign materials aimed at youth and young adults for substance use prevention and mental health promotion, developed by the Kansas Prevention Collaborative.
- DEA One Pill Can Kill The One Pill Can Kill Campaign offers an opportunity for the media, parents, teachers, educators, and community organizations to raise awareness about counterfeit prescription drugs. DEA has created free media materials to help you participate in raising awareness.
- CDC Rx Awareness Campaign free prescription opioid overdose prevention campaign materials. The Rx Awareness campaign is evidence-driven and tells the real stories of people whose lives were torn apart by opioid use and abuse.
- FDA Remove the Risk free media campaign materials aimed at raising awareness of the serious dangers of keeping unused opioid pain medicines in the home and provides information about safe disposal of these medicines.

G (2) Resources

- Work with your local schools to identify an evidence-based prevention curriculum to fit your population and needs in your community. Provide the schools or education provider with funding necessary to implement the curriculum within schools.
    - See examples of evidence-based SUD prevention curriculum within section B.

G (3) Resources

- Work with partners such as the Kansas Board of Pharmacy, Kansas Board of Healing Arts, Kansas Hospital Association, Kansas Healthcare Collaborative, KUMC Project, Echo, etc. to identify programming, technical assistance, and education needed.
- Provide support and/or funding to qualified educational institutions to provide

education on activities such as:

- **Academic Detailing Program:** Development and implementation of an academic detailing program targeted at medical providers, including those working in hospitals. Academic detailing involves one-on-one or small-group educational sessions led by trained professionals who provide evidence-based information on best practices in the field.
- **Online Training Modules:** Create online training modules or webinars that healthcare providers can access at their convenience.
- **Quality Improvement Initiatives:** Implementation of quality improvement initiatives within healthcare settings. This could involve developing standardized protocols for opioid prescribing, implementing electronic health record prompts or decision support tools such as K-TRACS utilization, and establishing regular audit and feedback mechanisms to monitor prescribing practices and identify areas for improvement.
- **Learning Collaboratives:** Facilitate peer-to-peer learning collaboratives among medical providers within healthcare networks. Collaboratives to facilitate opportunities for providers to share experiences, discuss challenges, and learn from each other's successes and failures in implementing best practices.

- Provide support to establish customized educational opportunities to address the specific needs of providers in your community, for the strategies above. Example topics may include opioid stewardship, responding to overdoses, opioid prescribing guidelines, risk assessment, alternative pain management strategies, utilization of K-TRACS, clinical support tools available, MOUD induction in emergency departments, managing acute pain in emergency departments, post-surgical care units, identifying and assessing patients for SUD and working with SUD populations, etc.
- Access resources such as PCSS Resources
    - Providers Clinical Support System provides a variety of trainings for healthcare professional on evidence-based practices to improve healthcare and outcomes in the prevention of those at risk and treatment for individuals with an opioid use disorder (OUD
    - PCSS provides free training that satisfy the DEA training requirements for MAT providers, to view training options visit: *https://pcssnow.org/medications-for-opioid-use-disorder/8-hour-moud-education-options/*
- Request free training and technical assistance from the Opioid Response Network (ORN).

G (4) Resources

- Provide public awareness and educational opportunities for the community relating to proper drug disposal.
- Establish or expand existing drug take-back disposal or destruction programs.
- Promote the DEA Drug Take-Back Days which typically occur the last Saturday in April and October.
- Host a community drug take-back day in partnership with local law enforcement to provide additional disposal opportunities in addition to the DEA's events held twice a year.
- Purchase or provide funding for the purchase of proper drug disposal methods to place in the community or to provide for in-home disposal.
    - Examples of drug disposal methods:

1. Install a medication disposal drop box such as MedSafe, Stericycle, or medication disposal kiosks. These disposal drop boxes provide for anonymity of the individual disposing of leftover medications and an accessible and convenient option for disposal outside of community disposal events. Costs typically include initial purchase of the kiosk and initial liners. Recurring costs include purchase of liners for the kiosk that can be shipped off for proper destruction once full.
    - Identify where these may already exist in your community to identify any gap areas by searching for your zip code or city on the DEA list of year-round drug disposal drop off locations.
    - If gaps do not exist in your community, provide education and awareness of this resource in the community to promote the use of existing resources.
2. Provide your community with in-home medication disposal options such as Deterra bags, Dispose Rx , and Rx Destroyer.
    - If unable to purchase these items, refer your community to resources to request free disposal resources such as via DCCCA's Medication Disposal Bag Request Form.
3. Many medications can be flushed down the toilet safely. Refer community members to the FDA Flush List and encourage individuals to flush medications on this list to prevent accidental poisonings and medication mistakes. The FDA reports that there are no signs of environmental effects caused by flushing recommended drugs.

G (5) Resources

- Reach out to the Overdose Response Strategy (ORS) team in Kansas. This team is comprised of a Drug Intelligence Officer with Midwest HIDTA and a Public Health Analyst with CDC Foundation. These staff provide free support and assistance with implementing diversion and deflection strategies as well as post-overdose response teams, overdose fatality review teams, or similar strategies.
- Access various training and resources from the Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP). Explore resources available and/or submit a request for free Training/Technical Assistance (TTA) to assist your community in implementing relevant strategies within public safety and criminal justice to address the substance use crisis.
- Utilize NACo's Post Overdose Response Team Brief as a resource to establish this in your community.
- Implement diversion and deflection programming within law enforcement organizations.
    - Example law enforcement strategies such as those listed in Schedule B:
        1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative ("PAARI");
        2. Active outreach strategies such as the Drug Abuse Response Team ("DART") model;
        3. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
        4. Officer prevention strategies, such as the Law Enforcement Assisted

Diversion ("LEAD") model; or

5. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise. Learn more about Kansas Crisis Intervention Teams.

- Sample post-overdose response team action step guide below.

Sample G (5) Action Step Guide Post-Overdose Response Teams

Creating a post-overdose response team involves careful planning, collaboration with relevant stakeholders, and adherence to legal and operational considerations. Here's an action step guide to help you establish a post-overdose response team:

1. **Conduct Needs Assessment:**
    - **Research Local Data:** Gather information on overdose trends, response times, and existing resources in your community.
    - **Identify Stakeholders:** Engage with local law enforcement, emergency medical services (EMS), public health agencies, substance use treatment providers, community organizations, and elected officials to assess their roles and perspectives.
2. **Form a Planning Committee:**
    - **Convene Stakeholders:** Establish a multidisciplinary planning committee comprising representatives from key stakeholders identified in the needs assessment.
    - **Set Goals and Objectives:** Define clear goals for the response team, such as reducing overdose fatalities, improving access to treatment, and enhancing community safety.
3. **Develop Protocols and Procedures:**
    - **Design Response Protocols:** Outline standardized protocols for responding to overdose incidents, including dispatch procedures, scene assessment, naloxone administration, medical evaluation, and referral to treatment.
    - **Standard Protocol Examples include:**
        - **Identify Program Participants:**
            - Utilize EMS, fire, and/or law enforcement data to identify individuals who have experienced an overdose.
            - Ensure privacy through data use agreements between partners and obtain participant consent before conducting outreach.
        - **Form a Multidisciplinary Outreach Team:**
            - Include the following members:
                - Health provider (e.g., treatment providers, case manager, peer recovery coach, social worker) to lead the outreach encounter.
                - EMS personnel to assist with providing information and leaving behind naloxone.
                - Law enforcement, if involved, to support the health provider discreetly (e.g., using an unmarked vehicle and plain clothes).
        - **Schedule Outreach Promptly:**
            - Conduct outreach within a few days of the overdose event to maximize engagement and support.

- **Conduct Outreach Encounter:**
  - Approach the person at their residence or virtually.
  - Perform a comprehensive assessment of needs and risks.
  - Utilize motivational interviewing techniques to encourage goal-setting and empowerment.
  - Provide education on harm reduction strategies, including overdose prevention, naloxone distribution and administration, and Good Samaritan Laws.
  - Inform about local services available such as Syringe Service Programs (SSPs), Medications for Opioid Use Disorder (MOUD), and social services.
  - Connect the individual with a peer support specialist for ongoing care and recovery support.
  - Leave behind naloxone and informational materials about local services.
  - Arrange transportation if needed to access services.
- **Engage Family and Social Networks:**
  - Reach out to family members or social networks if the individual who experienced overdose is unavailable or not responsive.
- **Follow-Up:**
  - Conduct follow-up communication based on participant consent, either in-person, via text, or phone call, to provide ongoing support and reinforcement of goals.

4. **Train First Responders:**
   - **Provide Naloxone Training:** Train first responders, including law enforcement officers, firefighters, and EMS personnel, on the proper use of naloxone (Narcan) for opioid overdose reversal.
   - **Educate on Harm Reduction:** Offer training on harm reduction principles, including overdose prevention strategies and linkage to treatment and support services.
5. **Establish Data Collection and Evaluation Mechanisms:**
   - **Develop Data Collection Tools:** Create tools to collect data on overdose incidents, naloxone administrations, outcomes, and referrals to treatment.
   - **Monitor Program Effectiveness:** Implement regular evaluations to assess the impact of the response team, such as reductions in overdose fatalities and improvements in linkage to care.
6. **Engage with Community Partners:**
   - **Build Community Partnerships:** Forge partnerships with community organizations, substance use treatment providers, peer support groups, and other stakeholders to enhance the response team's effectiveness.
   - **Promote Public Awareness:** Conduct public education campaigns to raise awareness about overdose prevention, naloxone availability, and the role of the response team in saving lives.
7. **Secure Funding and Resources:**
   - **Identify Funding Sources:** Explore funding opportunities from local government budgets, state grants, federal grants (e.g., SAMHSA grants), private foundations, and community donations.

- **Allocate Resources:** Ensure adequate resources for naloxone supply, training materials, personnel costs, data management systems, and ongoing program evaluation.

8. **Launch Pilot Program and Scale Up:**
    - **Implement Pilot Phase:** Begin with a pilot program to test protocols, identify challenges, and make necessary adjustments.
    - **Evaluate and Expand:** Based on pilot program outcomes, refine protocols and expand the response team's coverage area and capacity to serve more overdose incidents effectively.
9. **Maintain Sustainability and Continuous Improvement:**
    - **Establish Sustainability Plan:** Develop strategies to sustain the response team long-term, including securing ongoing funding, maintaining stakeholder engagement, and integrating the team into local emergency response systems.
    - **Adapt and Innovate:** Stay informed about emerging trends and best practices in overdose response and continuously improve the team's protocols and services based on new evidence and community feedback.

H. EXPANDING SYRINGE SERVICE PROGRAMS

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

H Resources

Currently this strategy is illegal in Kansas, syringes used in this fashion are considered drug paraphernalia. However, strategies to link individuals to OUD treatment and for screening/treatment of infectious diseases are allowable strategies and can be implemented without syringe services.

- Work with your local health department to explore options for linkages to care and screening for infectious diseases.
- Work with any organization in your community that provides services to residents to screen, identify, and link people to SUD treatment as indicated. Example partners: schools, local health departments, community centers, benefit offices, healthcare facilities, hospitals, etc.
    - Example strategy is to implement SBIRT (Screening, Brief Intervention, and Referral to Treatment) screening within schools. Work with school administrators, nurses, and behavioral health staff to determine how to bring SBIRT into the school.
- Implement other harm reduction strategies that are allowable in Kansas. To learn more about harm reduction strategies visit the Harm Reduction Resource Center.

I. EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE

The Kansas Fights Addiction Board is conducting a comprehensive statewide SUD needs assessment which will be used to guide the future, long-term investment strategies of the KFA board. The needs assessment is anticipated to be released in early 2025 and will be relevant to all Kansas communities to utilize in their own planning processes.

This needs assessment shall represent a comprehensive view of the state's SUD system across the lifespan, including all sectors from early childhood and prevention through treatment and long-term recovery. In addition, the assessment should include relevant research into the more innovative, cutting-edge practices and approaches being implemented in other states and countries to address the breadth of SUD-related needs. Ultimately, the results of the needs assessment will guide the long-term investments of the KFA board and potentially be used by all SUD funders in Kansas to fuel implementation of strategies for real systems change to reduce substance use initiation and SUDs, save lives, and improve the SUD systems of care.

Unallowable Expenses under Opioid Settlement/MFAF

Funds from the opioid settlements including the Municipalities Fight Addiction Fund (MFAF), are generally limited to expenses for substance use disorder abatement and remediation projects and activities that prevent, reduce, treat or mitigate the effects of substance abuse and addiction.

The opioids crisis can be viewed as including both a supply side (the individuals and organizations providing legal and illicit opioids and other products) and a demand side (the individuals dealing with substance use disorder, their families, and their communities). The opioid settlement dollars are meant to addresses issues on the demand side of the equation, focusing on treatment, recovery, prevention, and other strategies that seek to address the underlying causes for substance use disorder. These dollars are not intended for supply side efforts, such as drug interdiction or criminal law enforcement. To evaluate whether a proposed use is acceptable, a subdivision should determine whether the purpose of the expense is to address the demand side or the supply side of the crisis.

The following are examples of unallowable expenses under MFAF:

- Guns
- Canine units
- Police vehicles
- Drones
- Campaign contributions
- Non-abatement activities
- Equipment expenses unrelated to substance use abatement or remediation

Schedule B Approved Uses

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder ("OUD") and any co-occurring Substance Use Disorder or Mental Health ("SUD/MH") conditions through evidence-based or evidence- informed programs or strategies that may include, but are not limited to, those that:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment ("*MAT*") approved by the U.S. Food and Drug Administration.

2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine ("*ASAM*") continuum of care for OUD and any co-occurring SUD/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

4. Improve oversight of Opioid Treatment Programs ("*OTPs*") to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.

12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 ("*DATA 2000*") to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.

14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved mediation with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.

6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.

15. Engage non-profits and the faith community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative ("*PAARI*");

    2. Active outreach strategies such as the Drug Abuse Response Team ("*DART*") model;

    3. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

    4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion ("*LEAD*") model;

    5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

    6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions ("*CTI*"), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome ("NAS"), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.

6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.

7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.

8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.

10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPRORIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;

2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increasing electronic prescribing to prevent diversion or forgery.

8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.

2. Corrective advertising or affirmative public education campaigns based on evidence.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("*SAMHSA*").

7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.

13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.

2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the

following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring ("*ADAM*") system.

8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

APPROVED USE AREA	WHAT IT MEANS	EXAMPLES
Overdose reversal (Narcan)	Train people to respond to overdoses and increase access to overdose-reversal medication, especially for uninsured/underinsured residents.	Naloxone (Narcan) kits for police/fire/EMS and community partners; training for first responders, schools, families, and community groups.
Treatment for opioid addiction (including medications)	Expand access to treatment for opioid addiction and co-occurring mental health/substance use issues, including FDA-approved medications.	Paying for or contracting treatment capacity; supporting medication-based treatment; telehealth-based treatment access.
Hospital start treatment and follow-up connections	Help hospitals and emergency rooms start treatment quickly and connect people to follow-up care after overdose or crisis.	Care navigators; on-call addiction specialists; bridge clinic approaches; discharge planning and referrals to ongoing treatment and recovery supports.
Mobile treatment / outreach and peer support	Bring services to people where they are and use peer support to keep them connected to care.	Mobile outreach teams; peer recovery coaches; follow-up after overdoses; transportation to services.
Recovery supports (wraparound needs)	Fund practical supports that help people stay in treatment/recovery (housing, transportation, job supports, child care, etc.).	Recovery housing supports; transportation vouchers; employment/education supports; childcare tied to treatment participation.
Pregnant and postpartum mothers and affected families including newborn withdrawal	Evidence-based treatment and supports for pregnant/parenting women and families, including babies born with withdrawal symptoms.	Postpartum treatment supports (up to 12 months postpartum for uninsured women); provider training; family supports; care coordination for affected infants.
Jail-based treatment and reentry support	Provide addiction treatment (including medication-based treatment) in jail and ensure continuity of care when someone is released.	Contracting for jail-based treatment; reentry warm handoff to community treatment; reentry supports.
Problem-solving courts / treatment courts	Reduce repeat offenses and improve outcomes by diverting eligible people into supervised treatment instead of incarceration.	Support for a drug court model (staffing, treatment coordination, monitoring supports), typically in partnership with the court system and county.

APPROVED USE AREA	WHAT IT MEANS	EXAMPLES
Prevention (youth, schools, families, community education)	Evidence-based prevention programs to reduce first-time misuse especially among youth and families.	School/community prevention programming; education campaigns; evidence-informed curriculum; youth mental health supports that reduce misuse risk.
Safer prescribing / monitoring improvements	Reduce over-prescribing and improve prescribing/dispensing practices (including improvements to prescription monitoring programs).	Prescriber education/outreach; training on safe tapering/dosing; improvements to prescription drug monitoring tools.
Harm reduction education and infectious disease response	Reduce deaths and disease spread associated with drug use through education, linkages, and health supports.	Good Samaritan law education; overdose data tracking; HIV/Hepatitis C testing/treatment access tied to opioid-related intravenous use; mobile units linking to care.
Syringe service programs	Syringe service programs as a harm-reduction approach but notes this is currently illegal in Kansas; however, linkage-to-treatment and infectious disease screening/treatment strategies are still allowable without syringe distribution.	Partner with local health department/hospitals for infectious disease screening/treatment linkages; implement other harm reduction strategies allowable in Kansas.
Data, evaluation, dashboards, and cross-system coordination	Plan, coordinate, and measure what is working; staffing and tools to manage opioid-abatement programs are allowed.	Public dashboard showing spending/outcomes; staff support for program oversight/coordination; evaluation contracts; data tracking for overdoses/naloxone reversals.
First responder training and wellness (opioid-response related)	Training to respond safely (including fentanyl safety) and wellness supports for secondary trauma tied to opioid events.	Fentanyl safety education; responder wellness supports connected to opioid-response workload/trauma.

Yurii Zhupnyk
Owner, *By Yurii's Pizza*
342 Grant Ave.
Junction City, KS
ByYuriisKitchen@gmail.com

Yurii Petro Zhupnyk was born and raised in Western Ukraine, in the city of Kolomyia. From a young age, he showed a strong interest in community development and public service. At just 15 years old, Yurii was selected as one of three assistants to a land and zoning commissioner, where he developed a passion for city planning and local government.

After completing school, Yurii pursued his culinary ambitions by enrolling in a culinary trade school. At the age of 16, he continued his education in Odesa, Ukraine, specializing in Italian and French cuisine before immigrating to the United States at 18.

At 19, Yurii attended the Institute of Culinary Education, where he earned recognition as a knife instructor and completed advanced training in French and Italian cuisine, along with a Bachelor's degree in Business Management. During his studies, he also completed a four-month internship in Paris, France.

In 2016, Yurii worked at the five-star restaurant *Saison*, owned by OTG. By 2017, he had advanced to the role of Executive Sous Chef for the Northeast region, overseeing operations across seven states and more than 120 restaurants and pizza establishments.

In 2020, Yurii moved to Fort Riley, Kansas. There, he began cooking from home, sharing his passion for culinary arts with the local military community. His offerings quickly gained popularity, allowing him to expand into Junction City and surrounding areas.

Yurii is also deeply committed to giving back. He has personally funded and organized free community dinners during the Christmas season, with his most recent event serving 190 meals at the American Legion to individuals in need.

Today, Yurii continues to grow his business, with both a food truck and a brick-and-mortar location in development.

Hi Kim,

Thank you for your response. I am happy to wait until the May 5th meeting agenda.

As requested, please find my bio below:

I am a lifelong resident of Junction City, Kansas, where I have lived for 43 years. I am a proud mother of three children and a grandmother to one. My upbringing in a single-parent, low-income household, along with my experience raising my own children as a single mother, has given me both lived experience and a deep commitment to supporting families facing housing and economic challenges.

My professional background reflects a strong dedication to community service and advocacy. I previously served as the Housing Choice Voucher (HCV) Director in Manhattan, Kansas, where I gained valuable experience in housing programs, policy implementation, and supporting individuals and families in securing stable housing. My work has also extended into foster care systems and programs that support mothers and children, including those who are pregnant and postpartum, allowing me to collaborate with diverse community partners and better understand the needs of vulnerable populations.

Currently, I serve as a Program Coordinator at a juvenile detention center, where I focus on program development, coordination, and ensuring youth have access to the resources and support necessary for growth and stability.

I bring both professional expertise and personal perspective to the table, and I am passionate about being a voice for individuals and families who often go unheard. I would be honored to contribute my knowledge, leadership, and commitment to service as a member of the board.

Thank you for your time and consideration,

Natalie Waldo

City of Junction City

City Commission Agenda Memo

April 30, 2026

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Third Addendum in re Call Center and VA Project

Background: Highlands LLC has an agreement with the City to purchase the Call Center; however, it is intertwined with a current Veterans Administration award process. Highlands is one of two proposals being weighed. The VA just announced it will be holding public hearings/comment on the two sites.

Highlands asked for an extension to make the agreement stay in effect throughout the final processes of the VA.

The original Agreement and first two Addendums are attached only for reference.

Discussion of Issue: The attached Third Addendum would extend the agreement through to September 28, 2026.

Recommendation: I recommend that you approve the Third Addendum.

Possible Motions: I move to approve the Third Addendum and extend the Agreement with Highlands.

Call Center Purchase Third Addendum

This Call Center Addendum (hereinafter called the "**Third Addendum**"), dated as of the latest date set forth on the signature page hereto, by and between **City of Junction City, Kansas** (hereinafter called "**Seller**"), and **Highland Enterprises, LLC** (hereinafter called "**Buyer**") of purchase to the Call Center (hereinafter called the "**Premises**") previously agreed to by the parties;

Preliminary Statement

This Third Addendum is made to affect the End of the Conditions Period contemplated in the Original Agreement ("Agreement") dated November 19, 2024 in Section 3.2 and amended in the Second Addendum.

Buyer provided adequate notice and earnest monies to utilize the sixty (60) day Due Diligence extension per Section 3.2(d).

The Veterans Administration ("VA") has narrowed its process down to two sites including the Property contemplated in this Agreement and its Addendums. The VA is conducting public hearings or comment. This moved the date of the Agreement to terminate on May 30, 2026.

The parties do not desire or act to otherwise alter the Agreement or the first Addendum.

The parties have reviewed the underlying issues as a part of their due diligence.

Second Addendum Terms to Agreement

In consideration of the mutual covenants and promises contained herein & previously agreed to in the original Purchase, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Prior Obligations and Duties**. The Lessor and Lessee both agree, assent, and hold each other to the same obligations, duties, terms, etc. prescribed and agreed to in the original Agreement and Addendum aside from the following Section 2 of this Second Addendum.

2. **Amendment to Section 3.2 Conditions Period; Extensions of Conditions Period; Inspections and Tests.** This section shall be amended to read as follows:

Buyer shall have a period of time to conduct due diligence with the Property beginning on the Effective Date and ending at 11:59 p.m. (Central Standard Time) on September 28, 2026. The parties further agree as follows:

3. **Subsections Remain the Same**. The subsections (a) through (d) remain the same and in tact as drafted in the original Agreement.

[SIGNATURES FOLLOW ON NEXT PAGES]

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

CITY OF JUNCTION CITY, KANSAS

By: _____
Name: Terry Butler
Title: Mayor

Date: _____

ATTEST: (Seal)

_____
Ariana Lorenzo, City Clerk

Address for Notice Purposes:
_____
_____
_____
_____

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

HIGHLANDS ENTERPRISES, LLC

By: _____
Name: Richard Gregory
Title: President & Managing Member

Date: _____

Address for Notice Purposes:
Highlands Enterprises, LLC
12911 W 105th Street
Overland Park, KS 66215
Attn: Richard Gregory

PURCHASE AND SALE AGREEMENT

This PURCHASE AND SALE AGREEMENT (this "**Agreement**") is dated as of the ____ day of November, 2024 (the "**Effective Date**") and made by City of Junction City, Kansas, a municipal co (collectively the "**Seller**"), and Highlands Enterprises, LLC, a Kansas limited liability company, or its assigns ("**Buyer**"). Seller and Buyer are each a "**Party**" and are together the "**Parties.**"

RECITALS

A. Seller owns approximately 13.88 acres of real property (the "**Land**") and an approximately 47,252 square-foot building (the "**Building**") generally located at 2031 S. Spring Valley Road, Junction City, KS 66441, which Land is depicted in **Exhibit A** attached hereto, the legal description of which is to be determined by a survey prepared by a bonded, licensed surveyor in the state of Kansas; and

B. Seller desires to sell to Buyer and Buyer desires to buy from Seller all of the Land and Building subject to the terms and conditions of this Agreement.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1: DEFINITIONS, FORMS, & EXHIBITS

Section 1.1 Definitions. Capitalized terms defined in this Agreement shall be deemed to be defined as indicated herein. An instance of an uncapitalized term in this Agreement shall be deemed to be defined in this Agreement by a capitalized term where context indicates such failure to capitalize such term in such instance was not intentional.

ARTICLE 2: PURCHASE & SALE OF PROPERTY

Section 2.1 Sale. Seller agrees to sell and assign to Buyer, and Buyer agrees to buy and assume from Seller, subject to the terms, covenants and conditions set forth herein, the following:

(a) all of Seller's right, title, interest, and obligations, if any, in and to the Land;

(b) all of Seller's right, title, interest, and obligations, if any, in and to all and singular the estates, rights, privileges, easements and appurtenances belonging or in any way appertaining to the Land and all of the estate, right, title, interest, claim, or demand whatsoever of Seller, if any, therein or thereto, either in law or in equity, in possession or expectancy, now owned or acquired by Seller prior to the Closing Date, including, without limitation, (i) any easements, licenses, covenants and other rights-of-way or other appurtenances used in connection with the beneficial use and enjoyment of the Land, and (ii) all of Seller's right, title and interest, if any, in and to all roads and alleys adjoining or servicing the Land (collectively, the "**Appurtenances**");

(c) all of Seller's right, title, and interest in and to the Building, all adjacent parking facilities on the Land and all other improvements and fixtures located on the Land, as well as all Building and structures presently located on the Land, including without limitation, any heating and air conditioning systems and facilities used to provide any utility, refrigeration, ventilation or garbage disposal services used in connection with the operation or occupancy of the Land, and all on-site parking on the Land (collectively, the "**Improvements**");

(d) all of Seller's right, title, interest, and obligations, if any, in and to any intangible personal property, to the extent assignable, now or hereafter owned by Seller and used in the ownership, use or operation of the Land or Improvements, if any, including, without limitation, any and all lease or license rights to the Land or Improvements, including, without limitation: (i) the

lessor's interest in and to all leases, if any, of spaces in the Building (collectively, the "**Leases**"), along with all of the lessor's interest in all security deposits, prepaid rent, charges and other sums, if any, under the Leases, and all guaranties, if any, of the Leases; (ii) any and all utility contracts or other service, maintenance and utility agreements or rights relating to the ownership, use or operation of the Property (collectively, the "**Contracts**"); and (iv) licenses, permits, approvals, and certificates of occupancy, if any (collectively, the "**Intangible Property**").

Section 2.2 The Property. All of Seller's right, title, interest, and obligations, if any, in and to the items referred to in Section 2.1 subparagraphs (a) through (d) above are collectively referred to herein as the "**Property**."

Section 2.3 Purchase Price. The purchase price of the Property is Three Million, Seven Hundred and Fifty Thousand and No/100 Dollars ($3,750,000) (the "**Purchase Price**") to be paid as follows:

(a) Ten Thousand and No/100 Dollars ($10,000.00) earnest money (the "Deposit") to be deposited by Buyer in escrow to First American Title Company, 1201 Walnut Street, Suite 700, Kansas City, Missouri (the "Title Company"), within five (5) days of Buyer's receipt of a fully-executed copy of this Agreement. Said Deposit is to be held by the Title Company in escrow until released pursuant to section 2.4 herein.

(b) Three Million, Seven Hundred and Forty Thousand and No/100 Dollars ($3,740,000) (as may be increased or decreased by such sums as are required to take into account any Extension Fees, prorations, credits, or other adjustments required by this Agreement) by wire transfer or other immediately available funds at the consummation of the purchase and sale contemplated by closing hereunder (the "Closing").

Section 2.4 Disposition of Deposit. Seller and Buyer hereby instruct Escrow Agent to place the Earnest Money Deposit in an account on behalf of Seller and Buyer. The Earnest Money Deposit shall be applied as follows:

(a) if Buyer cancels this Agreement during the Conditions Period (defined below) the Earnest Money Deposit shall be paid immediately to Buyer;

(b) if the Earnest Money Deposit is forfeited by Buyer pursuant to Section 10.2 of this Agreement, such Earnest Money Deposit shall be paid to Seller as Seller's agreed and total liquidated damages, it being acknowledged and agreed that it would be difficult or impossible to determine Seller's exact damages; and

(c) if escrow closes, the Earnest Money Deposit shall be credited to Buyer, automatically applied against the Purchase Price and paid to Seller at Closing.

Section 2.5 Title to the Property.

(a) At the Closing, Seller shall convey, transfer and assign to Buyer title to the Land and the Improvements, subject to the Permitted Exceptions (as defined below) by a duly executed and acknowledged general warranty deed in a form acceptable to Buyer and Title Company (the "**Deed**").

(b) At the Closing, Seller shall transfer its right, title and interest, if any, to property other than the Land and Improvements, including personal property, if any, subject to the Permitted Exceptions, by a Bill of Sale (the "**Bill of Sale**") and an Assignment of Leases, Service Contracts and Warranties (the "**Lease Assignment**") in the form acceptable to Buyer and Title Company.

Section 2.5 Contracts. Seller will perform all of Seller's obligations under any contracts pertaining to the Property prior to Closing and shall remain liable, after closing, for the failure to perform any obligations under the contracts pertaining to the Property which, per the terms of the contracts, were to be performed prior to Closing. Seller may, with the written consent of Buyer, terminate, modify, enter into, or renew any contract in the ordinary course of Seller's business, provided that any new contract does not have any material adverse effect on the owner of the Property more burdensome than existed before the new Contract. Any contracts to be assumed and performed by Buyer after the Closing shall be assumed by Buyer in writing and, absent said written agreement by the Parties, no assumption of contracts shall be deemed to have occurred. Further, any expenses with respect to contracts assumed in writing by Buyer shall be prorated as of the Closing Date.

Section 2.6 Leases. Seller will perform all of Seller's obligations under any leases pertaining to the Property prior to Closing and shall remain liable, after closing, for the failure to perform any obligations under the leases pertaining to the Property which, per the terms of the Leases, were to be performed prior to Closing. From and after the date of this Agreement, Seller may not terminate, modify, enter into, or renew any lease except with the written consent of Buyer.

Section 2.7 Exclusive Negotiation. As of the Effective Date, the Seller and its agents shall cease negotiations with any existing or new prospective buyers of this Property, and unless and until this Agreement is terminated by either party, agrees not to enter into any agreements concerning the sale or transfer of the Property with any other person or entity other than Buyer.

ARTICLE 3: CONDITIONS PERIOD AND DUE DILIGENCE

Section 3.1 Due Diligence Materials. Seller shall deliver to or make available to Buyer copies or originals of all of the following documents, records and information relating to the Property that are within Seller's possession or control (collectively, "Due Diligence Materials"), including without limitation: (a) any existing ALTA survey; (b) any existing Phase I and Phase II environmental site assessments, surveys, reports, test results, tank permits or tank registrations, or any environmental abatement information known to Seller; (c) city agreements or correspondence, licenses, permits and governmental authorizations, including roads running through the Property, zoning ordinances, building permits and all other current governmental approvals relating to the Property; (d) any soil boring logs or reports; (e) 2022, 2023 and 2024 financial reports relating to the expenses and costs of operating the property; (f) any written notices from adjoining property owners, including any property owners' associations; (g) tax receipts for the previous year and other annualized expense documentation; (h) any title commitments or policies for the Property; (i) any easements, covenants and restrictions, declarations or reciprocal easements agreements governing or affecting the Property or common areas; (j) any existing or previous leases; (k) any contracts in effect as-of the Effective Date; (l) a list of all known defects or malfunctions affecting the Property with respect to the foundations, walls, roofs, heating, electrical, plumbing, or air conditioning systems, parking lots or drainage or sewer systems; (m) a schedule of any pending or incomplete tenant improvements and any unpaid tenant improvement costs or leasing commissions relating to any lease or to the Property and any unpaid pecuniary obligation to any tenant or broker owed by Seller; (n) any plans, specifications, documents, reports, studies, inventory, and records relating to the Property in Seller's possession, including without limiting the generality of the foregoing, any environmental reports, audits, or assessment.

Section 3.2 Conditions Period; Extensions of Conditions Period; Inspections and Tests. Buyer shall have a period of time to conduct due diligence in connection with the Property beginning on the Effective Date and ending at 11:59 p.m. (Kansas City time) on the two hundred and seventieth (270th) day after the later of the Effective Date or the date on which Seller delivers all of the Due Diligence Materials (the "**Conditions Period**"). The parties further agree as follows:

(a) During the Conditions Period, Seller shall make the Property available to Buyer and its agents, consultants and engineers for such inspections and tests as Buyer reasonably

requests. Buyer, its agents, consultants and engineers, shall have the right, at Buyer's sole risk, cost and expense, and upon reasonable request to Seller, to enter and conduct engineering and environmental inspections and surveys on the Property. Buyer shall repair any damage that occurs to the Property as a result of buyer's exercise of its rights under this paragraph and shall indemnify and hold Seller harmless from and against, any and all losses, claims, suits, liabilities, fees, expenses, costs or damages actually incurred or sustained by Seller directly arising out of actions taken at the Property by Buyer or its agents, engineers, contractors, representatives, consultants and/or such inspections and tests unless caused by the gross negligence or willful misconduct of Seller.

(b) Notwithstanding anything to the contrary in this Agreement, Buyer shall have the unilateral right to terminate this Agreement for any reason or no reason during the Conditions Period by providing written notice of said termination to Seller and, upon said termination, the full amount of the Deposit shall be immediately refunded to Buyer by the Title Company.

(c) Seller hereby agrees to, upon Buyer's reasonable request and at no cost to Seller, undertake reasonable efforts to cooperate with Buyer's efforts, if any, to obtain the necessary governmental approvals to modify the zoning of the Property or to modify any other land use restrictions or entitlements affecting the Property. Seller and Buyer acknowledge and agree that in the event that Buyer is unable, during the Conditions Period (as may be extended), to secure modifications to the zoning of property and/or modifications to the use restrictions or entitlements affecting the Property (as required by Buyer), this Agreement may be terminated by Buyer in Buyer's discretion and, following said termination, the full amount of the Deposit shall be immediately refunded to Buyer by the Title Company.

(d) Buyer shall have the right, at any time prior to the expiration of the Due Diligence Period, to extend the Due Diligence Period for an additional sixty (60) days (the "**Extended Due Diligence Period**"), by providing written notice of said extension to Seller and delivering to Title Company an additional deposit of Ten Thousand Dollars ($10,000) to be added to the Earnest Money.

If during the Extended Due Diligence Period Buyer determines for any reason or no reason, in its sole and absolute discretion, that it does not desire to purchase the Property, Buyer shall have the right to terminate this Contract by giving written notice to Seller on or before the expiration of the Extended Due Diligence Period, in which event the entire Earnest Money shall be returned to Buyer, and the parties shall have no further obligations to one another except for those obligations specifically noted, in this Contract, to survive termination of this Contract.

Section 3.3 [Reserved].

ARTICLE 4: TITLE

Section 4.1 Commitment and Survey. Seller shall, within ten (10) business days of the Effective Date, deliver to Buyer a commitment for title insurance (the "**Title Commitment**") from the Title Company, with respect to the Property, listing Buyer as the prospective named insured and showing as the policy amount the total Purchase Price for the Property, together with copies of the documents creating exceptions to title to the Property as shown thereon. Seller shall within ten (10) business days of the Effective date deliver to Buyer the most recent ALTA survey of the property in Seller's possession. Buyer shall, at Buyer's sole cost and expense, have the right to conduct an ALTA/NSPS survey of the Land and Improvements. The survey provided by Seller and the survey obtained by Buyer are collectively referred to as the "**Survey**".

Section 4.2 Title Approval. At any time during the Conditions Period, Buyer may advise Seller in writing of its objections to the exceptions to title to the Property as shown on the Title Commitment and/or any matter reflected on the Title Commitment or Survey to which Buyer objects. Any such exception or matter to title shown in the Title Commitment and/or any matter reflected in the Survey to which Buyer does not specifically object (by delivering written notice to Seller within such Conditions Period specifying the objected to exception) shall be deemed to have been approved by Buyer. Seller shall have no obligation to cure or attempt to cure any of Buyer's objections to the Title Commitment or the Survey. In the event Seller is unable or unwilling to so cure Buyer's title or Survey objections to the satisfaction of Buyer, if any, within ten (10) days following the timely delivery to Seller of Buyer's list of objections to the title to the Property, Seller shall so notify Buyer in writing of Seller's inability or unwillingness to cure such objections. Thereafter, Buyer may, at its option (exercised by delivering written notice to Seller within ten (10) days following the date Seller delivers written notice to Buyer that Seller is so unable or unwilling to cure such title objections), (i) accept title to the Property subject to the uncured objections raised by Buyer as permitted hereby, without an adjustment in the Purchase Price, in which event said uncured objections shall be deemed to be waived for all purposes and such uncured items as to which Buyer had an objection shall be deemed approved by Buyer, or (ii) terminate this Agreement, in which event the Deposit, and Extension Deposit, if then paid, shall be returned to Buyer by the Title Company and this Agreement shall be of no further force or effect, other than those rights and obligations that expressly survive termination of this Agreement. Additionally, if Buyer shall terminate as set forth herein (or for any other reason), Buyer shall, upon request from Seller, deliver to Seller copies of any Survey, title documents or other due diligence reports created by or for Buyer during the Conditions Period. If Buyer fails to give such written notice to Seller within such ten (10) day period, Buyer shall be deemed to have elected option (i) above. All matters disclosed by the Title Commitment and/or the Survey which Buyer either approves or is deemed to have approved are herein referred to as the "**Permitted Exceptions**."

Section 4.3 Owner's Title Insurance Policy for the Property. At or promptly after the Closing, Seller will cause the Title Company to deliver to Buyer an Owner Policy of Title Insurance (the "**Title Policy**") in the full amount of the Purchase Price, insuring Buyer's title to the Property, subject to the Permitted Exceptions. Buyer may purchase (and in such case shall be responsible for obtaining at Buyer's sole cost and expense), any endorsements to the Title Policy which Buyer may require. Buyer agrees Seller shall only be obligated to cause the Title Company to deliver a base title policy without any such endorsements. Buyer agrees to pay for any costs associated with the deletion of the "survey exception" from the Title Policy.

ARTICLE 5: REPRESENTATIONS AND WARRANTIES, COVENANTS, AND INDEMNIFICATIONS

Section 5.1 Representations and Warranties of Seller. Seller hereby represents and warrants to Buyer, which representations and warranties shall be deemed made by Seller to Buyer as of the Effective Date and also at Closing, that:

(a) Seller has not (i) made a general assignment for the benefit of creditors, (ii) filed any voluntary petition in bankruptcy or suffered the filing of an involuntary petition by Seller's creditors, (iii) suffered the appointment of a receiver to take possession of all, or substantially all, of Seller's assets, (iv) suffered the attachment or other judicial seizure of all, or substantially all, of Seller's assets, (v) admitted in writing its inability to pay its debts as they come due or (vi) made an offer of settlement, extension or composition to its creditors generally.

(b) Seller is not a "foreign person" as defined in Section 1445 of the Internal Revenue Code of 1986, as amended (the "**Code**") and any related regulations.

(c) Seller shall maintain and operate the Property through the Closing in such manner as is reasonably necessary to prevent material damage thereto, and Seller shall comply with all of Seller's obligations under any Leases, Contracts or agreements affecting the Property.

(d) This Agreement (i) has been duly executed and delivered by Seller, (ii) is the legal, valid and binding obligation of Seller, and (iii) does not violate any provision of any agreement or judicial order to which Seller is a party or to which Seller is subject. All documents to be executed by Seller which are to be delivered to Buyer at Closing (x) at the time of Closing will be duly executed and delivered by Seller, (y) at the time of Closing will be legal, valid and binding obligations of Seller, and (z) at the time of Closing will not violate any provision of any agreement or judicial order to which Seller is a party or to which Seller is subject.

(e) Seller has no knowledge of any violation of Environmental Laws related to the Property or the presence or release (other than as permitted by law) of Hazardous Materials on or from the Property except as disclosed in the environmental reports delivered to Buyer pursuant to Section 3 above ("**Environmental Reports**"). No part of the Property has been previously used by Seller, or, to Seller's knowledge, by any other person or entity, for the storage, manufacture or disposal of Hazardous Materials, except as may be disclosed in the Environmental Reports. Except as set forth in the Environmental Reports, there are, to Seller's knowledge, no underground storage tanks of any nature located on any portion of the Property. As used herein, "Environmental Laws" means, collectively, the Resource Conservation and Recovery Act and the Comprehensive Environmental Response Compensation and Liability Act and other federal laws governing the environment as in effect on the date of this Agreement together with their implementing regulations and guidelines as of the date of this Agreement, and all state, regional, county, municipal and other local laws, regulations and ordinances that are equivalent or similar to the federal laws recited above. As used herein, "Hazardous Materials" means any substance which is (i) designated, defined, classified or regulated as a hazardous substance, hazardous material, hazardous waste, pollutant or contaminant under any Environmental Law, as currently in effect as of the date of this Agreement, (ii) petroleum hydrocarbon, including crude oil or any fraction thereof and all petroleum products, (iii) PCBs, (iv) lead, (v) friable asbestos, (vi) flammable explosives, (vii) infectious materials, or (viii) radioactive materials.

If, before Closing, Buyer obtains knowledge that any representation or warranty of Seller in this Agreement is incorrect in any material respect, Buyer shall immediately notify Seller of such incorrectness. Upon receiving such notification, Seller shall have the right to take such action as shall be sufficient to render correct the representation or warranty which was incorrect. If Seller fails within five (5) days after receiving Buyer's notice to notify Buyer that Seller has rendered correct the representation and warranty, then Buyer's sole remedy, assuming that Buyer was correct in stating that Seller's representation or warranty was materially incorrect, shall be to terminate this Agreement by notice to Seller given within five (5) days after the expiration of such five (5) day period, in which case Buyer shall be entitled to the return of the Deposit, whereupon no party shall have any further rights or obligations under this Agreement other than those that expressly survive Closing or termination of this Agreement; otherwise, Buyer shall be deemed to have waived any right to terminate this Agreement or to recover from Seller on account of such incorrectness. If Buyer obtains knowledge before Closing that any representation or warranty of Seller herein is incorrect in any material respect but does not notify Seller as provided above, Buyer will be deemed to have forever waived any right to recover from Seller on account of such incorrectness.

Subject to the provisions of the preceding paragraph, and notwithstanding anything else to the contrary contained in this Agreement, in any exhibits attached hereto, or in any documents executed or to be executed at Closing or otherwise in connection herewith (collectively, the "**Purchase Documents**"), all of Seller's representations, warranties, covenants, undertakings, indemnities, and agreements contained in

any of the Purchase Documents (collectively, "**Seller's Undertakings**") shall survive the Closing for a period of twelve (12) months (the "**Survival Period**").

Section 5.2 Representations and Warranties of Buyer. Buyer hereby represents and warrants to Seller, which representations and warranties shall survive Closing for the Survival Period and be true and correct as of the Effective Date:

(a) Buyer has not (i) made a general assignment for the benefit of creditors, (ii) filed any voluntary petition in bankruptcy or suffered the filing of an involuntary petition by Buyer's creditors, (iii) suffered the appointment of a receiver to take possession of all, or substantially all, of Buyer's assets, (iv) suffered the attachment or other judicial seizure of all, or substantially all, of Buyer's assets, (v) admitted in writing its inability to pay its debts as they come due or (vi) made an offer of settlement, extension or composition to its creditors generally.

(b) This Agreement (i) has been duly executed and delivered by Buyer, (ii) is the legal, valid and binding obligation of Buyer, and (iii) does not violate any provision of any agreement or judicial order to which Buyer is a party or to which Buyer is subject. All documents to be executed by Buyer which are to be delivered to Seller at Closing (iv) at the time of Closing will be duly executed and delivered by Buyer, (v) at the time of Closing will be legal, valid and binding obligations of Buyer, and (vi) at the time of Closing will not violate any provision of any agreement or judicial order to which Buyer is a party or to which Buyer is subject.

ARTICLE 6: DAMAGE, CONDEMNATION

Section 6.1 Minor Loss. If any damage to the Property or destruction or condemnation of any portion thereof occurs after the Effective Date and before Closing, Seller shall promptly notify Buyer in writing of such occurrence. Buyer shall be bound to purchase the Property for the full Purchase Price as required by the terms hereof, without regard to the occurrence or effect of any such damage to the Property or destruction of any improvements thereon or condemnation of any portion of the Property occurring from and after the date of this Agreement, provided that: (a) in Seller's insurance carrier's reasonable judgment, the cost to repair any such unrepaired damage or destruction, or the diminution in the value of the remaining Property as a result of a partial condemnation, does not exceed $150,000.00, and (b) upon the Closing, there shall be a credit against the Purchase Price due hereunder equal to the amount of any insurance proceeds or condemnation awards actually paid to Seller as a result of such unrepaired damage, destruction or condemnation, plus the amount of any applicable deductible; such credit shall be reduced by any amounts actually expended by Seller in repairing or restoring the Property, except that such credit shall not be reduced by the amount of the deductible paid by Seller under its insurance policy, and (c) at Closing, Seller shall assign to Buyer any unpaid insurance proceeds to be paid to Seller, as a result of any such unrepaired damage or destruction or condemnation occurring after execution hereof and before Closing, except that Seller shall retain an amount of such proceeds or award equal to any amounts actually expended by Seller in collecting any such proceeds or awards plus any amounts expended by Seller in repairing or restoring the Property.

Section 6.2 Major Loss. If the cost to repair, in Seller's insurance carrier's reasonable judgment, of any unrepaired damage to the Property or destruction or condemnation of any portion thereof occurring after the Effective Date and before Closing exceeds or equals $150,000, then Buyer may, at its sole option to be exercised by the earlier of the Closing Date or fifteen (15) days after delivery of Seller's written notice to Buyer of the occurrence of the unrepaired damage or destruction or the commencement of condemnation proceedings, elect to terminate this Agreement by providing written notice to Seller. If Buyer timely elects to terminate this Agreement pursuant to this Section 6.2, then the Deposit, and the Extension Deposit, if then paid, shall be returned to Buyer, and neither party shall have any further rights or obligations hereunder, other than those that expressly survive Closing or termination of this Agreement. If Buyer shall not have timely elected to terminate this Agreement pursuant to this Section 6.2, then, subject to the other

terms of this Agreement, the parties shall consummate the purchase of the Property for the full Purchase Price as required by the terms hereof and upon the Closing, there shall be a credit against the Purchase Price due hereunder equal to the amount of any insurance proceeds or condemnation awards actually paid to Seller as a result of such unrepaired damage, destruction or condemnation, plus the amount of any applicable deductible, and if such credit is greater than the amount of the Purchase Price due hereunder, then Seller shall be entitled to any such excess. In addition at Closing in the event Buyer proceeds to Closing pursuant to this Section 6.2, Seller shall assign to Buyer any unpaid insurance proceeds to be paid to Seller, as a result of any such unrepaired damage or destruction or condemnation occurring after execution hereof and before Closing, except that Seller shall retain an amount of such proceeds or award equal to any amounts actually expended by Seller in repairing or restoring the Property.

ARTICLE 7: BROKERS AND EXPENSES

Section 7.1 Brokers. Buyer and Seller represent and warrant to each other that they have not dealt with any finder, broker, or realtor in connection with this Agreement other than Complete Real Estate Solutions attn: Clint Junghans ("**Transaction Broker**"). At Closing, Buyer shall pay to Transaction Broker a commission through a separate agreement between Buyer and Transaction Broker. Buyer and Seller each hereby agree to indemnify, defend, and hold the other harmless from any claim, liability, obligation, cost, or expense (including attorneys' fees and expenses) for fees or commissions relating to Buyer's acquisition of the Property asserted against either party by any broker or other person claiming by, through, or under the indemnifying party or whose claim is based on the indemnifying party's acts. The provisions of this Section 7.1 shall survive the Closing or any termination of this Agreement.

Section 7.2 Expenses. Except as provided in Section 9.4(b) below or elsewhere in this Agreement, each party hereto shall pay its own expenses incurred in connection with this Agreement and the transactions contemplated hereby.

ARTICLE 8: SELLER'S COVENANTS

Section 8.1 Seller's Covenants. From and after the Effective Date and until the Closing:

(a) Seller will (i) operate and maintain the Property in good condition and repair and in accordance with Seller's normal maintenance and management practices utilized in the ordinary course of Seller's business, (ii) not make any material alterations or changes to the Improvements, without the written approval of Buyer, which shall not be unreasonably withheld, and (iii) not remove any of the Personal Property except if required by normal maintenance and management practices and replaced by Personal Property of equivalent or greater value and utility.

(b) Seller will not sell, transfer, convey or encumber, or cause or permit to be sold, transferred, conveyed or encumbered, the Property, or any part thereof or interest therein.

(c) Seller will not enter into any new lease, terminate or renew or amend an existing Lease, without the prior written consent of Buyer, which consent shall not be unreasonably withheld.

(d) Seller will maintain its existing fire and extended coverage casualty insurance in force with respect to the Property.

ARTICLE 9: CLOSING AND ESCROW

Section 9.1 Escrow Instructions. Seller and Buyer agree to execute such escrow instructions as may be appropriate to enable the Title Company to comply with the terms of this Agreement.

Section 9.2 Closing. The Closing hereunder shall be held (either by mail or in person), and delivery of all items to be made at the Closing under the terms of this Agreement shall be made (either by mail or in person), at the offices of the Title Company, or such other place mutually agreed to by the parties,

on or before 5:00 p.m. Kansas City time on the 30th day following the expiration of the Conditions Period (as may be extended via the Extension Option in accordance with Section 3.1), or such earlier date as the Buyer may determine in its sole discretion (the "**Closing Date**"). Such date and time may not be extended without the written approval of both Seller and Buyer.

Section 9.3 Deposit of Documents.

(a) At or before the Closing, Seller shall deposit into escrow with the Title Company the following items:

(i) duly executed and acknowledged original Deed;

(ii) duly executed Bill of Sale;

(iii) duly executed Lease Assignment;

(iv) Tenant Estoppel duly executed by the tenant(s) to any lease(s);

(v) the standard Owner's Affidavit and Mechanic's Lien Affidavit (or any other reasonable document or security) required by the Title Company (including any reasonable document or security required by the Title Company to issue the Title Policy without a mechanic's lien exception);

(vi) an affidavit pursuant to Section 1445(b)(2) of the Code in a form complying with the requirements of the Code, and on which Buyer is entitled to rely, that Seller is not a "foreign person" within the meaning of Section 1445(f)(3) of the Code.

(b) At or before Closing, Buyer shall deposit into escrow with the Title Company and/or cause the Title Company to issue and deliver to Seller the following items:

(i) immediately available funds necessary to close this transaction, subject to any adjustments to be made pursuant to the terms and provisions of this Agreement;

(ii) duly executed Bill of Sale;

(iii) duly executed Lease Assignment.

(c) Buyer and Seller shall each deposit such other instruments as are reasonably required by the Title Company or otherwise required to consummate the purchase and sale of the Property in accordance with the terms hereof.

Section 9.4 Prorations.

(a) The following shall all be prorated as of 12:01 a.m. on the Closing Date, on the basis of a 365-day year:

(i) Prepaid tenant rents for periods of occupancy following the Closing shall be credited to Buyer at Closing.

(ii) The amount of all unapplied tenant security and other deposits, and any accrued interest due tenants thereon, shall be credited to Buyer.

(iii) For water, electricity, gas, and other utility charges, Seller shall endeavor to obtain meter readings on the day before the Closing Date, and if such readings are obtained, there shall be no proration of such items. Seller shall pay at Closing the bills therefor for the period through the day preceding the Closing Date and Buyer shall pay the bills therefor for the period subsequent thereto. If the utility company will not issue separate bills, Buyer will receive a credit against the Purchase Price for Seller's portion and will pay the entire bill prior to delinquency after Closing.

(v) Amounts paid or payable or received or receivable under assigned Contracts that were entered into by Seller during its period of ownership of the Property and which are expressly assumed by the Buyer at the Closing.

(vi) All property taxes and assessments affecting the Property shall be paid to the collecting authorities (i) by Seller if due and payable on or before the Closing Date, and (ii) by Buyer if due and payable after the Closing Date; provided, however, that if the amount of such taxes and assessments is not ascertainable on the Closing Date, 100% of the amount thereof for the year of Closing (or the year before Closing, whichever is most recent and calculable) shall be used for the purpose of such proration, and such prorations shall be final.

(vii) License and permit fees, if any, under assigned and expressly assumed licenses and permits.

(viii) Commissions of leasing and rental agents for any lease entered into before the Closing Date shall be paid exclusively by Seller.

(ix) Any operating expenses, including, without limitation, management fees for the Property and charges under service contracts, shall be paid by Seller until closing

(x) All other items customarily prorated or required by any other provision of this Agreement to be prorated or adjusted.

Seller and Buyer hereby agree that if any of the aforesaid prorations cannot be calculated accurately on the Closing Date, then the same shall be calculated within thirty (30) days after the Closing Date, or as soon as sufficient information is available to permit the parties to accurately calculate such proration(s), and either party owing the other party a sum of money based on such subsequent proration(s) shall pay said sum to the other party within ten (10) days after such calculation is made; provided, however, that the tax prorations and assessments referenced in Section 9.4(vi) herein shall be final as of the Closing Date.

(b) Seller shall pay the premium for the Title Policy without any additional premium to delete the so-called "survey exception" and without any extended coverage endorsements. Buyer may purchase, at Buyer's sole cost and expense, any endorsements for the Title Policy which Buyer may require. Buyer shall pay all expenses associated with the performance of Buyer's due diligence pursuant to Section 3.1 above. Escrow fees shall be split evenly between Buyer and Seller, each paying half. Transfer taxes, Recording charges, and any other expenses of the escrow for the sale shall be paid by Seller. All costs and charges described in this paragraph shall be paid at Closing. Each party shall pay their own attorneys' fees. Any bills received after the Closing and not previously prorated in escrow shall be divided as provided herein, and shall be paid promptly upon receipt of a bill therefor, and any and all other costs and expenses relating to the purchase and sale transaction contemplated hereby shall be paid by the party incurring same.

(c) The provisions of this Section 9.4 shall survive the Closing.

ARTICLE 10: PROVISIONS WITH RESPECT TO DEFAULT

Section 10.1 Default by Seller. In the event Seller fails to consummate the transactions contemplated herein for any reason (except in the event of a breach or violation by Buyer of any representation or warranty of Buyer set forth herein, a failure by Buyer to perform its obligations hereunder or to consummate the transactions contemplated herein or the termination hereof pursuant to a right granted to Buyer or Seller hereunder to do so), Buyer may either (i) terminate this Agreement by notifying Seller thereof in writing, and thereupon shall be entitled to a return of the Deposit, or (ii) enforce specific performance of this Agreement.

Section 10.2 Default by Buyer. If Buyer fails to cure any breach or breaches of this Agreement within five (5) business days after receipt of notice thereof from Seller except for Buyer's failure to timely close which there shall be no required notice or cure period, then as its sole and exclusive remedy, Seller shall be entitled to retain the Earnest Money Deposit in accordance with subsection 5(b) as Seller's agreed and total liquidated damages, it being acknowledged and agreed that it would be difficult or impossible to determine Seller's exact damages. In consideration of its right to keep the Earnest Money Deposit pursuant this Section 10.2, Seller irrevocably waives the remedy of specific performance and all other remedies, at law or in equity.

ARTICLE 11: MISCELLANEOUS

11.1 Notices. Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (i) in person, including, without limitation, delivery by a courier that provides a receipt; (ii) by certified mail, postage prepaid, return receipt requested; (iii) by a commercial overnight courier that guarantees next day delivery and provides a receipt; or (iv) by e-mail or fax, provided such notice is also given in one of the methods described in clauses (i)-(iii) above, and such notices shall be addressed as follows:

To Seller: City of Junction City, KS
Attn: City Manager
700 N Jefferson Street
Junction City, KS 66441

With a copy to: City Attorney700 N Jefferson Street
Junction City, KS 66441
Attn: Britain D. stites
Phone: 785-238-3103
Fax: n/a
Email: britain. stites@jcks.com

To Seller; Highlands Enterprises, LLC
12911 W 105th Street
Overland Park, KS 66215
Attn: Richard Gregory

With a copy to: Levy Craig Law Firm
4520 Main Street, Suite 1600
Kansas City, Missouri 64111
Attn: Scott E. Seitter
Phone: 816-460-1821
Email: sseitter@levycraig.com

or to such other address as either party may from time to time specify in writing to the other party. Any notice given by registered or certified mail shall be deemed to have been given on the third day after the same is deposited in the mail, any notice given by facsimile shall be deemed to have been given on the day sent if the sending party receives electronic confirmation of successful transmission of such notice.

11.2 Entire Agreement. This Agreement contains all representations, warranties and covenants made by Buyer and Seller and constitutes the entire understanding between the parties hereto with respect to the subject matter hereof. Any prior correspondence, memoranda, letters of intent or agreements are replaced in total by this Agreement.

11.3 Time. Time is of the essence in the performance by each of the parties of their respective obligations contained herein. In the event that a date for performance of any obligation under this Agreement or expiration of any time period falls on a Saturday, Sunday or a holiday on which national banks are required to be closed, the date for performance of such obligation or expiration of such time period shall be adjusted to be the next occurring calendar day which is not a Saturday, Sunday or bank holiday.

11.4 Attorneys' Fees. If either party hereto fails to perform any of its obligations under this Agreement or if any dispute arises between the parties hereto concerning the meaning or interpretation of any provision of this Agreement, then the defaulting party or the party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party on account of such default and/or in enforcing or establishing its rights hereunder, including, without limitation, court costs and reasonable attorneys' fees and disbursements. Any such attorneys' fees and other expenses incurred by either party in enforcing a judgment in its favor under this Agreement shall be recoverable separately from and in addition to any other amount included in such judgment, and such attorneys' fees obligation is intended to be severable from the other provisions of this Agreement and to survive and not be merged into any such judgment. The provisions of this Section 11.4 shall control over any conflicting provision contained in this Agreement.

11.5 No Merger. The obligations contained herein shall not merge with the transfer of title to the Property but shall remain in effect until fulfilled in accordance with the terms hereof.

11.6 Municipal Law. Both parties are of the understanding that the City of Junction City, Kansas, is a municipal corporation and governing by the Kansas Constitution and the statutes of the State of Kansas. This requires approval of the Agreement by the City Commission in an open public meeting, that the City meet its requirements under Budget Law and Cash-Basis Concerns though the parties acknowledge that this is the transfer of land from the City as opposed to the City acquiring real property.

11.7 Counterparts. This Agreement may be executed in two or more counterparts, each of which may contain as few as one signature and shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Facsimile signatures hereon shall be treated for all purposes as original signatures.

11.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

11.9 Interpretation of Agreement. The article, section and other headings of this Agreement are for convenience of reference only and shall not be construed to affect the meaning of any provision contained herein. Where the context so requires, the use of the singular shall include the plural and vice versa and the use of the masculine shall include the feminine and the neuter. The term "Person" shall include any individual, partnership, joint venture, corporation, trust, unincorporated association, any other entity and any government or any department or agency thereof, whether acting in an individual, fiduciary or other capacity.

11.10 Amendments. This Agreement may be amended or modified only by a written instrument signed by Buyer and Seller.

11.11 Drafts Not an Offer to Enter into a Legally Binding Contract. The parties hereto agree that the submission of a draft of this Agreement by one party to another is not intended by either party to be an offer to enter into a legally binding contract with respect to the purchase and sale of the Property. The parties shall be legally bound with respect to the purchase and sale of the Property pursuant to the terms of this Agreement only if and when the parties have been able to negotiate all of the terms and provisions of this Agreement in a manner acceptable to each of the parties in their respective sole discretion, including,

without limitation, all of the Exhibits hereto, and both Seller and Buyer have fully executed and delivered to each other a counterpart of this Agreement.

11.12 No Partnership. The relationship of the parties hereto is solely that of seller and buyer with respect to the Property and no joint venture or other partnership exists between the parties hereto. Neither party has any fiduciary relationship hereunder to the other.

11.13 No Third-Party Beneficiary. The provisions of this Agreement are not intended to and do not benefit any third parties.

11.14 Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and the remainder of this Agreement shall be construed and interpreted as if such invalid, illegal or unenforceable provision had never been contained herein.

11.15 Authority. Seller and Buyer each represent to the other that it has the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such person, and further represents that all formal requirements necessary or required by any statutes, laws, ordinances, codes, rules, regulations, orders, decrees, directives, articles of incorporation, charters or by-laws for it to enter into this Agreement have been fully complied with.

11.16 Construction. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both Seller and Buyer have contributed substantially and materially to the preparation of this Agreement.

11.17 Further Assurances. Seller and Buyer agree, at any time and from time to time after the execution of this Agreement, to execute, acknowledge where appropriate and deliver such further instruments and other documents (and to bear its own costs and expenses incidental thereto) and to take such other actions as the other of them may reasonably request in order to carry out the intent and purposes of this Agreement.

[This page's remainder is intentionally blank; signature pages follow.]

The parties hereto have executed this Agreement effective as of the Effective Date.

SELLER:

City of Junction City, Kansas

By: _____

Name: Pat Landes

Title: Mayor

BUYER:

HIGHLANDS ENTERPRISES, LLC,

a Kansas limited liability company

By: _____

Name: _____

Title: _____

Exhibit A- Site and Land Boundary

Call Center Purchase Addendum

This Call Center Addendum (hereinafter called the "**Addendum**"), dated as of the latest date set forth on the signature page hereto, by and between **City of Junction City, Kansas** (hereinafter called "**Seller**"), and **Highland Enterprises, LLC** (hereinafter called "**Buyer**") of purchase to the Call Center (hereinafter called the "**Premises**") previously agreed to by the parties;

Preliminary Statement

This Addendum is made to affect the Purchase Price contemplated in the Original Agreement ("Agreement") dated November 19, 2024 in Section 2.3.

The parties do not desire or act to otherwise alter the Agreement.

The parties have reviewed the underlying issues as a part of their due diligence.

Addendum Terms to Agreement

In consideration of the mutual covenants and promises contained herein & previously agreed to in the original Purchase, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Prior Obligations and Duties**. The Lessor and Lessee both agree, assent, and hold each other to the same obligations, duties, terms, etc. prescribed and agreed to in the original Agreement aside from the following Section 2 of this Addendum.

2. **Amendment to Section 2.3 Purchase Price.** This section shall be amended to read as follows:

> The purchase price of the property is Three Million, Two Hundred and Fifty Thousand and no/100 Dollars ($3,250,000) (the "Purchase Price") to be paid as follows:
>
> > (a) Ten thousand and no/100 Dollars ($10,000) earnest money (the "Deposit") to be deposited by the Buyer in escrow to First American Title Company, 1201 Walnut Street, Suite 700, Kansas City, Missouri (the "Title Company"), within five (5) days of Buyer's receipt of a fully executed copy of this Agreement. Said Deposit is to be held by the Title Company in escrow until released pursuant to Section 2.4 herein.
> >
> > **(b)**Three Million, Two Hundred and Forty Thousand and no/100 Dollars ($3,240,000) (as may be increased or decreased by such sums as are required to take into account any Extension Fees, prorations, credits, or other adjustments required by this Agreement and Addendum) by wire transfer or other immediately available funds at the consummation of the purchase and sale contemplated by closing hereunder (the "Closing").

[SIGNATURES FOLLOW ON NEXT PAGES]

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

CITY OF JUNCTION CITY, KANSAS

By: _____
Name: _____
Title: _____

Date: _____

ATTEST: (Seal)

_____
Ariana Lorenzo, City Clerk

Address for Notice Purposes:
_____
_____
_____
_____

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

HIGHLANDS ENTERPRISES, LLC

By: _____
Name: Richard Gregory
Title: President & Managing Member

Date: _____

Address for Notice Purposes:
Highlands Enterprises, LLC
12911 W 105th Street
Overland Park, KS 66215
Attn: Richard Gregory

Call Center Purchase Second Addendum

This Call Center Addendum (hereinafter called the "**Second Addendum**"), dated as of the latest date set forth on the signature page hereto, by and between **City of Junction City, Kansas** (hereinafter called "**Seller**"), and **Highland Enterprises, LLC** (hereinafter called "**Buyer**") of purchase to the Call Center (hereinafter called the "**Premises**") previously agreed to by the parties;

Preliminary Statement

This Second Addendum is made to affect the End of the Conditions Period contemplated in the Original Agreement ("Agreement") dated November 19, 2024 in Section 3.2.

The parties do not desire or act to otherwise alter the Agreement or the first Addendum.

The parties have reviewed the underlying issues as a part of their due diligence.

Second Addendum Terms to Agreement

In consideration of the mutual covenants and promises contained herein & previously agreed to in the original Purchase, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Prior Obligations and Duties**. The Lessor and Lessee both agree, assent, and hold each other to the same obligations, duties, terms, etc. prescribed and agreed to in the original Agreement and Addendum aside from the following Section 2 of this Second Addendum.

2. **Amendment to Section 3.2 Conditions Period; Extensions of Conditions Period; Inspections and Tests.** This section shall be amended to read as follows:

> Buyer shall have a period of time to conduct due diligence with the Property beginning on the Effective Date and ending at 11:59 p.m. (Central Standard Time) on March 31, 2026. The parties further agree as follows:

3. **Subsections Remain the Same**. The subsections (a) through (d) remain the same and in tact as drafted in the original Agreement.

[SIGNATURES FOLLOW ON NEXT PAGES]

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

CITY OF JUNCTION CITY, KANSAS

By: _____
Name: _____
Title: _____

Date: _____

ATTEST: (Seal)

_____
Ariana Lorenzo, City Clerk

Address for Notice Purposes:
_____
_____
_____
_____

[SIGNATURE PAGE TO CALL CENTER PURCHASE BETWEEN CITY OF JUNCTION CITY, KANSAS AND HIGHLANDS ENTERPRISES, LLC]

HIGHLANDS ENTERPRISES, LLC

By: _____
Name: Richard Gregory
Title: President & Managing Member

Date: _____

Address for Notice Purposes:
Highlands Enterprises, LLC
12911 W 105th Street
Overland Park, KS 66215
Attn: Richard Gregory

City of Junction City
City Commission
Agenda Memo

MAY 5, 2026

From: Jason Lankas, Fire Chief

To: City Commissioners

Subject: **Request to purchase a New Ambulance using RFP process with City Fiscal Policy.**

Objective: The Junction City Fire Department is requesting to purchase an Ambulance using the City's competitive sealed proposal RFP. (RFP Request for Proposals).

Explanation of Issue: Junction City Fire Department (JCFD) is in need of replacing aging ambulance in our fleet. The JCFD Fleet currently consists of 2012 Ford E450 Ambulance 128,839 miles,,, 2016 Ford E450 Osage Ambulance 174,035 miles,,, 2017 AEV Trauma Hawk Ford F550 Ambulance 162,128 miles,,, 2023 Ford E450 Braun Ambulance 45,329 miles,,, 2024 Ford F550 ARV Ambulance 8,735 miles.

The lifecycle of an ambulance is averaged to be 1-6 years for frontline and 7-10 years for reserve, and 11-15 as backup only. Having 2 units 0-5 years frontline service, 2 units 6-10 years secondary frontline and 1 unit 11-15 years backup only. In 2025 JCFD responded to 3,340 calls with 2,761 patients being transported.

Budget Impact: The cost of this vehicle will be covered in the capital equipment line item and lease purchase proceeds of the ambulance budget year 2026 not to exceed $330,000.00.

Staff Recommendation: Staff recommends approval to proceed with RFP.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Deny the request
2. Table the request
3. Modify the request

Enclosures: none

City of Junction City

City Commission

Agenda Memo

April 28, 2026

From: **Andrew Darrow, Information Technology Director**

To: **Kim Zimmerman, City Manager**

Subject: **Approval of IT Uninterrupted Power Supply System**

Objective: To request approval to proceed with purchasing and installation of a tower Uninterrupted Power Supply (UPS) System to support the IT Server room and the backup dispatch center at the Municipal Building.

Explanation of Issue: The Information Technology Department must ensure that critical IT infrastructure always stays operational. This is even more important during emergency operations or situations when Fire, EMS, Police, and Dispatch need to respond quickly and efficiently.

Over the last two years, we have had a handful of issues with the Municipal Building generator failing to kick on properly and the IT equipment shutting down abruptly. We have also had issues with the current smaller UPS systems we use failing to provide sufficient time to allow IT staff to come in and shut things down properly to avoid potential damage or corruption to critical data.

In 2025, due to remodeling at Fire Station 2, we also moved the backup dispatch units to the basement of the Municipal Building, creating another critical component that requires 100% uptime. Additionally, the IT Server room is wired to multiple panels throughout the building, making it difficult to trace and find which breakers things are connected to when an event happens, eating valuable time running throughout the building to get everything powered back on.

With all these issues and challenges, we started looking into and budgeted for a tower UPS system that would run the entire IT room and the backup dispatch center for at least one (1) hour, giving plenty of time for IT staff to shut down properly or for the generator to come online.

Over the past few months, we have worked with City Electrician Mike Stover to size and price out this project. Mike provided a quote from Stanion Wholesale Electric for buying the equipment and doing the installation in-house. Economy Electric and McLean Electric both walked the building and

were asked to give us a quote for a full-service solution that included installation.

The quotes received were as follows:

- Stanion - $103,060.68
- Economy Electric - $107,190.00
- McLean Electric – No bid received.

The Stanion bid was the lowest, but was only for the necessary equipment, leaving Mike to do all the installation himself. The Economy Electric bid includes all equipment and installation of the system. For that reason, IT recommends that we award the bid to Economy Electric in the amount of $107,190.

Budget Impact: Funds were budgeted in the IT Department budget to cover these costs.

Alternatives:

1. Approve, Disapprove, Modify, Table

Recommendation: Staff recommend a motion to approve this purchase as presented.

Enclosures: Economy Electric Quote, Stanion Quote, Email Extension of Economy Quote

Economy Electric INC. Bid Proposal

DATE: 3/9/2026
Estimate #: 26.0862.01

Submitted to:
City of Junction City
210 E. 9th Street
Junction City KS 66441
Phone: 785 238-0804 Email

From:
Economy Electric Inc.
PO Box 1225
Manhattan KS 66505
Phone: (785) 776-7279 Fax: (785) 776-1080

Attn: IT Department
Contact: Ron Rose

Job Name: JC 911 Call Center
Location: Junction City KS

Addenda Included: N/A
Price: **$107,190.00**

Included:

Provide and Install 100A 3PH MB Panel
Provide 100A Feeder to New Panel
Refeed (4) 20A Circuits to dispatch
Refeed 30A Min-Split
Refeed Data Outlets
Provide and Mount UPS
Terminate UPS
Add existing lights to UPS

PLEASE NOTE: Material Pricing is based on Todays Current Market with the possibility of it changing daily or weekly, If there is a price increase between today and date of order, Price increase will be negotiated and approved before ordering material.

Excluded:

Warranty on all existing equipment and circuits staying as is or being reused.

If Bid Proposal is approved please sign and date below. Return Bid Proposal to ron.econele@outlook.com .

Company	Signature	Date

Power Protection Products, Inc.

Date	Quote #
February 25, 2026	01654

Quoted By	Project	Quoted To
Terry Colling Terry@P3-inc.com (816) 792-4641	City of Junction City Kansas 911 Call center UPS	Steve Reed econele@yahoo.com

Part number:	Description: ISX #2608115 / 2608171	Price ea.	Qty	Total
ISX2608118	**Schneider Electric's Galaxy VS Series** UPS Capacity: 20 kVA / 20 kW with **N+1 Power Module Redundancy** Input Voltage: 208 Vac/3phase Output Voltage: 208 Vac-120v Bypass: 3CB Wall-Mounted Panel Runtime: 43 mins @ 10kW load Battery Type: Internal Modular (3 strings/rows) Required OCP: 100A Communications: SNMP, Modbus TCP/IP, or Modbus RTU Color: White Services: 7x24 Start Up Services w/ 1 Year Factory Warranty (next business day response)		1	
ISX2608178	**Adder**: replace Wall-Mounted Bypass Panel for Matching Maintenance Bypass with Cabling kit		1	

Lead time: 8-12 weeks
Quote valid for 30 days.
All prices exclude freight and taxes.
Terms and conditions: Net 10; please see last page.
Please send purchase orders to: PurchaseOrders@p3-inc.com

NOTE: *As you know, the US government is in the process of imposing tariffs on a variety of products and with a variety of countries. This product and these prices may or may not be impacted by these tariffs based on the time of order, production requirements and shipments. P3 reserves the right to adjust any quoted price based on these changes in cost.*

We greatly appreciate your business and patience during these volatile times. We're dedicated to bringing you the best products and services at the best prices, and we will continue to do so for as long as we're in business.

Accepted by: _____

Power Protection Products, Inc.

Date	Quote #
February 25, 2026	01654

TERMS AND CONDITIONS

Notice of objection to any additional terms and conditions furnished by the Buyer is hereby given. Any additional or different terms proposed by the Buyer are rejected unless expressly agreed to in writing by Seller.

TAXES: The price does not include any taxes. Buyer shall be responsible for the payment of all taxes applicable to, or arising from the transaction, the property, its sale, value, or use, or any services regardless of the person or entity actually taxed.
TERMS OF PAYMENT: Unless otherwise stated on the invoice, Terms of Payment are net within ten (10) days from the date of invoice.

DELIVERY: Unless otherwise agreed in writing, delivery will be made F.O.B. point of shipment. Shipping dates are approximate and are based on prompt receipt of all necessary information from the Buyer. Risk of loss or damage to the Product shall pass to the Buyer at the F.O.B. point.

FORCE MAJEURE: Seller shall not be liable for failure to perform or delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority or of the Buyer, riot, embargo, fuel or energy shortage, car shortage, wrecks or delay in transportation, or due to any other cause beyond Seller's reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

Warranty for Products: Seller warrants that the Products manufactured by various companies represented will conform to Seller's applicable specifications and be free from failure due to defects in workmanship and material for a period of one year from the date of installation. In the event that a Product fails to comply with the foregoing warranty, the manufacturer's warranty policy in place will be the primary warranty on all products sold. Seller also requires all non-conforming products be returned at Seller's expense for evaluation unless specifically stated otherwise in writing by Seller. This warranty does not cover failure or damage due to storage, installation, operation or maintenance not in conformance with Seller's recommendations and industry standard practices or due to accident, misuse, abuse, or negligence. This warranty does not cover reimbursement for labor, gaining access, removal, installation, temporary power or any other expenses, which may be incurred in connection with repair or replacement. This warranty does not apply to equipment not manufactured by Seller. Seller limits itself to extending the same warranty it receives from the supplier.

Warranty for Engineering Service: Seller warrants that the Engineering Services performed by it hereunder will be performed in accordance with generally accepted professional standards. The Engineering Services, which do not so conform, shall be corrected by Seller upon notification in writing by the Buyer within one year after completion of the Engineering Services. Unless otherwise agreed to in writing by Seller. Seller assumes no responsibility with respect to the suitability of the buyer's equipment or with respect to any latent defects in the same. This warranty does not cover damage to Buyer's equipment, components or parts resulting in whole or in part from improper maintenance or operation or from their deteriorated condition. **In no event shall Seller be responsible for gaining access, removal, installation, temporary power, or any other expenses, which may be incurred in connection with correction of the Services.** The conducting of any tests shall be mutually agreed upon and Seller shall be notified of, and may be present at, all tests that may be made,

Warranty for Power Systems Studies: Seller warrants that any Power Systems Studies performed by it will conform to generally accepted professional standards. Any portion of the study, which does not so conform, shall be corrected by Seller upon notification in writing by the Buyer within six (5) months after completion of the study. All warranty work shall be performed in a single shift straight time basis Monday through Friday, In the event that the study requires correction of warranty items, on an overtime schedule, the premium portion of such overtime shall be for the Buyer's account.

Limitation on Warranties for Products, Engineering Service and Power System Studies
THE FOREGOING WARRANTIES ARE EXCLUSIVE EXCEPT FOR WARRANTIES OF TITLE AND AGAINST PATENT INFRINGEMENT. SELLER DISCLAIMS ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
The remedies set forth above are the Buyer's sole remedies for failure of Seller to comply with its warranty obligations. Correction of non-conformities in the manner and for the period of time provided above shall constitute Seller's sole liability and Buyer's exclusive remedy for failure of Seller to meet its warranty obligations whether claims of the Buyer are based in contract, in tort, (including negligence or strict liability), or otherwise.

LIMITATION OF LIABILITY: The remedies of the Buyer set forth herein are exclusive and are the sole remedies for any failure of Seller to comply with its obligations hereunder. In no event shall Seller be liable in contract, in tort (including negligence or strict liability) or otherwise for damage to property or equipment other than the Products sold hereunder, loss of profits or revenue, loss of use of Product, cost of capital, claims of customers of the Buyer or any special, indirect, incidental or consequential damages whatsoever.

The total cumulative liability of Seller arising from or related to this contract whether the claims are based in contract, in tort (Including negligence or strict liability) or otherwise, shall not exceed the price of the Product or Service on which such liability is based.

TERMINATION: Any order may be terminated by the Buyer only by written notice and upon payment of reasonable termination charges including all costs plus profit. Seller shall have the right to cancel at any time by written notice for any material breach of the order by the Buyer.

Version 101304P3N

STANION
WHOLESALE ELECTRIC CO.

Stanion Wholesale Elec. Co
812 S. Main St.
PO Drawer F
Pratt, KS 67124
Website: www.stanion.com

QUOTE

Placed by	Ack Date	Order #
MIKE	02/04/26	6050671-00
PO #		Page #
EATON UPS		1

Ship To: **EXEMPT - CITY OF JUNCTION CITY**
2324 N JACKSON ST
JUNCTION CITY, KS 66441-2288

Correspondence To: **Stanion Wholesale Elec. Co**
812 S. Main St.
PO Drawer F
Pratt, KS 67124

Bill To: **CITY OF JUNCTION CITY**
700 N JEFFERSON ST
2131 **PO BOX 287**
JUNCTION CITY, KS 66441-0287

This Document is subject to our General Terms and Conditions of Business Transactions (which can be found at www.stanion.com/Policies/general-termstand-conditions-of-business-transactions), which are incorporated by reference herein as though fully set forth.

Instructions		
Ship Point	Via	Ship Date
Stanion Wholesale Electric 106		

Service Center: Manhattan, KS Ph: 785-537-4600 Fax: 785-537-5010

Ln #	Product and Description	Quantity Ordered	Quantity BO	Quantity Shipped	Qty U/M	Unit Price	Price U/M		Net Amount
	*								
	*								
	FROM THE REP CONCERNING THE UPS:								
	*								
	"Please note that the configuration below will support all equip they currently have as well as an added Mini Split not currently there for 2.5hrs. Anything greater would have to be a 3 Phase unit with Lithium Batteries which would be 200% more than the configuration you are Getting on this quote"								
	*								
	*								
1	BPM125HW EATON BPM125HW Bypass, 125A Hardwired	1		1	EA	1705.85000	EA		1705.85
2	9PXMBAT EATON 9PXMBAT Battery Pack, 9PXM, Bulk Shipping (30/Pa	96		96	EA	457.34000	EA		43904.64
3	9PXM12S20K EATON 9PXM12S20K UPS 20kVA 12 Slot w/ 5 UPM, 10 Battery P	1		1	EA	24216.08000	EA		24216.08
4	SR05NXXX-9PXME EATON SR05NXXX-9PXME Onsite 9PXM Rack Installation and Startu	1		1	EA	947.80000	EA		947.80
5	9RK EATON 9RK Eaton Rack kit 9PX/9SX/93PX/E	1		1	EA	92.66000	EA		92.66
6	SR42UBDP EATON SR42UBDP 42U SmartRack Deep Rack Enclosure Cabinet with doors & side panels	3		3	EA	1605.90000	EA		4817.70
7	9PXMRK2 EATON 9PXMRK2 Kit, Rack Mount Accessory, 9PXM	5		5	EA	492.03000	EA		2460.15
8	9PXM12SEBM EATON 9PXM12SEBM 9PXM 12 SLOT LOW COST EBM (Tower)	2		2	EA	4336.09000	EA		8672.18

Customer Copy

Clerical errors are subject to correction. Quantities shown are based on information provided to us and should be verified. Prices quoted are based on the quantities shown, and changes must be renegotiated. Prices are firm for _____ days(30 max) from

STANION
WHOLESALE ELECTRIC CO.

Stanion Wholesale Elec. Co
812 S. Main St.
PO Drawer F
Pratt, KS 67124
Website: www.stanion.com

QUOTE

Placed by	Ack Date	Order #
MIKE	02/04/26	6050671-00
PO #		Page #
EATON UPS		2

Ship To: **EXEMPT - CITY OF JUNCTION CITY**
2324 N JACKSON ST
JUNCTION CITY, KS 66441-2288

Correspondence To: **Stanion Wholesale Elec. Co**
812 S. Main St.
PO Drawer F
Pratt, KS 67124

Bill To: **CITY OF JUNCTION CITY**
700 N JEFFERSON ST
2131 **PO BOX 287**
JUNCTION CITY, KS 66441-0287

This Document is subject to our General Terms and Conditions of Business Transactions (which can be found at www.stanion.com/Policies/general-termstand-conditions-of-business-transactions), which are incorporated by reference herein as though fully set forth.

Instructions		
Ship Point	Via	Ship Date
Stanion Wholesale Electric 106		

Service Center: Manhattan, KS Ph: 785-537-4600 Fax: 785-537-5010

Ln #	Product and Description	Quantity Ordered	Quantity BO	Quantity Shipped	Qty U/M	Unit Price	Price U/M		Net Amount
9	9PXM12SEBM-C EATON 9PXM12SEBM-C 9PXM 12 SLOT EBM (Tower)	2		2	EA	5314.16000	EA		10628.32
10	9PXMCHGR EATON 9PXMCHGR SUPER CHARGER MODULE ASSY 9PXM/EATON	2		2	EA	2648.69000	EA		5297.38
11	QO124M125PSQD SQD QO124M125P QO PON N1 1PH 125A MB 24/36CIR	1		1	EA	144.44000	E		144.44
12	QOC24USSQD SQD QOC24US LOAD CENTER COVER QO	1		1	EA	14.80000	E		14.80
13	QO120SQD SQD QO120 MINIATURE CIRCUIT BREAKER 120/240V Inventory Guarantee - 105	10		10	EA	11.08000	E		110.80
14	QO230SQD SQD QO230 MINIATURE CIRCUIT BREAKER 120/240V Inventory Guarantee - 105	2		2	EA	23.94000	E		47.88
14	***Lines Total***	***Qty Shipped Total***		**128**				***Total***	**103060.68**

Clerical errors are subject to correction. Quantities shown are based on information provided to us and should be verified. Prices quoted are based on the quantities shown, and changes must be renegotiated. Prices are firm for _____ days(30 max) from quotation date and must be renegotiated after that time.

Invoice Total **103060.68**

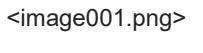
**Please note that the quoted prices are subject to change based on fluctuations in tariff rates and related import/export duties.*

Darrow, Andrew

From: Steve Reed <econele@yahoo.com>
Sent: Wednesday, April 29, 2026 11:44 AM
To: Darrow, Andrew
Cc: ron.econele@outlook.com
Subject: [External - Email] Re: UPS Project

"NOTICE: This email originated from outside our organization. DO NOT CLICK on any links or attachments unless you are expecting the content and know that it is safe."
The price we gave you originally is good for another 30 days. Let me know if you need anything else.
Thanks
Sent from my iPhone

> On Apr 28, 2026, at 2:22 PM, Darrow, Andrew <andrew.darrow@junctioncity-ks.gov> wrote:
>
> Hello,
>
> I am planning to take this to the commission on next Tuesday for approval and wanted to see if I can get an updated quote as the one I have says it is good for 30 days and we've already past that timeline. Can you please get it to me today or tomorrow so I can make my end of day Thursday timeline to get it on the agenda?
>
> Thanks,



Andrew Darrow, MS, CAPM, CGCIO, ITMLP
IT Director
City of Junction City, KS
700 N. Jefferson
Junction City, KS 66441
Phone 785-238-3103 Ext. 110
Cell 785-608-0804
Email andrew.darrow@junctioncity-ks.gov
(Please be advised of new email address)

President
Kansas GMIS
www.ksgmis.org

Vender Relations Director
GMIS International
www.gmis.org

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, disclose or distribute this e-mail message or its attachments. If you believe you have received this e-mail message in error, please contact the sender by reply e-mail and telephone immediately and destroy all copies of the original message.
Any views or opinions expressed in this email are those of the author and do not represent those of the City of Junction City.
Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arise from the use of this email or attachments.

City of Junction City

City Commission

Agenda Memo

5/5/2026

From: Joshua Gray, Parks and Recreation Director

To: Kim Zimmerman City Manager, and City Commission

Subject: Raymo Slope Mower

Objective: Approval of the purchase of a Raymo Electric Slope Mower

Explanation of Issue: Currently the City does not have a mower capable of handling the slopes of City ponds, the sides of bridges such as the Rucker Rd bridge at Helland Park etc., the golf course, and other city properties. This mower is able to safely mow these areas to allow more access for fishing and other recreation activities at our ponds.

The Raymo mower is a specialized piece of equipment that mowing companies generally do not have. It is designed to safely mow steep slopes with no risk to the operator. This mower is remote controlled and requires an operator so it will not replace a staff member. It is able to be driven up ramps and loaded into the back of a truck so no trailer is needed to haul it.

The City has used the Sourcewell Purchasing Cooperative, per Section 3.11 of the Fiscal Policy and selected Key Equipment for the amount $50,925.59.

Staff recommends awarding the bid to Key Equipment.

Budget Impact: This will be paid from the 2026 Parks and Recreation Budget.

Alternatives:

1. Approve, Disapprove, Modify, Table

Recommendation: City Staff recommends the purchase of the Raymo Electric Slope Mower from Key Equipment in the amount of $50,925.59.

Suggested Motion: I _____ recommend the approval to move forward with the purchase of the Raymo Electric Slope Mower from Key Equipment in the amount of $50,925.59.

Enclosures: Bid

04/20/26

City of Junction City
Attn: Joshua Gray
2324 N. Jackson
Junction City, KS 66441

Re: Raymo Electric Mower

Dear Joshua,

Thank you for your interest in remote controlled slope mowers. We are proud to represent the Raymo Electric Mower Line. These mowers are commercial grade and fully electric. Raymo is one machine with multiple configurations. With low operating cost, minimum maintenance, exceptional power and energy efficiency, it fits the budget for any municipality or contractor. Maintenance is as easy as it get; keep the blades sharp along with basic cleaning and 2 lubrication points. (No belts, hydraulic oil, engine oil, or filters) Spend more time mowing and less time in the shop.

With the low center of gravity and 4-wheel drive, the Raymo tackles banks and slopes with ease. At only 20in tall it can handle solar panels, low branches and other low clearance spaces. The compact design, high maneuverability and almost silent operation makes us a great choice for schools, cemeteries, hospitals and any other areas where peace and quiet are of high values.

Raymo offers multiple decks to get the job done, choose between delicate mowing, Turf and Finish mowing or aggressive brush mulching.

Turf and Grass - deck comes in a 42” or 52” deck.
Brush – has a 48” deck. Designed mowing of overgrown vegetation and rough areas.
Sickle – is 46” cutting width
Line Trimmer – 14” diameter designed to trim around a post or edging

Tires: We offer 3 types of tires. Standard (turf type), All terrain or spiked tires for extra traction.

Warranty: Raymo comes with a 2-year mower and 3-year battery warranty.

Raylink Telemetry System: provides the end user with live status of their mower and operations.

Junction City Sourcewell Customer Contract #2275

Raymo Torpedo w/ 48inch Brush deck, All Terrain Tires: **$50,925.59**

Pricing good for 30 days from date of proposal
Price includes: Delivery, lifetime training for operators
All applicable state and local taxes not included in price.(if applicable)

Thank you for your consideration of Key Equipment & Supply Co. and Raymo USA. If you have any questions, or would like additional information, please don't hesitate to contact me at 913-915-4967. I look forward to assisting you with safer vegetation management.

Respectfully,

Vince Deason
Territory Manager
Key Equipment & Supply Co.

Sample Photo

Customer Signature: _____ Date:_____

PO# _____ (if required)

Wetlands

Riverwalk Landing

The Bluffs

Rucker Road/Helland Park Bridge

Helland Park

LIMITED WARRANTY CONDITIONS FOR RAYMO PRODUCTS

1. Raymo s.r.o. (further referred to as “Raymo”) provides Warranty for new Products purchased from authorized Raymo Dealers or Distributors according to the conditions described hereinafter. At its option Raymo will repair or replace, without charge, any part covered by this warranty, which is found to be defective in material and/or workmanship, druing the applicable warranty term. The warranty terms are

   1.1 For commercial applications 24 months from the day the Product is delivered to the Customer, or from such a Product being set into operation, whichever happens first.

   1.2 For consumer applications 24 months from the day the Product is delivered to the Customer, or from such a Product being set into operation, whichever happens first.

   1.3 For rental applications 12 months from the day the Product is delivered to the Customer, or from such a Product being set into operation, whichever happens first.

   1.4 For new Spare Parts delivered outside the Product Warranty 3 months under the condition such a part is installed or mounted by and authorized Raymo Dealer or Distributor.

   1.5 For new Spare Parts delivered under Warranty the Warranty period expires together with the Warranty period of the whole Product.

   1.6 For battery Powerpacks 36 months from the day the Product is delivered to the Customer, or from such a Product being set into operation, whichever happens first.

2. All Warranty claims must be exercised with the authorized Raymo Distributor or Dealer from whom the Product was purchased. Warranty service covers parts and labor, but the Customer will be charged for any service call and/or for transporting the Product to and from the place where the inspection and/or Warranty work is performed and for any work not covered by this Warranty Policy. No entitlement to immediate delivery is created and Raymo has no liability for damages claimed for as a result of delayed delivery.

3. The Warranty will only be valid if the Product purchase is correctly registered at the Manufacturer´s website within 14 days of the date the Product is delivered to the Customer.

4. The Warranty does not apply to regular wear and tear (parts susceptible to regular wear and tear especially include the following: blades, blade hubs with bearings, spark plugs, air filters, chains, tires, sealings, fuses etc…), defects caused by depreciation, accidents, improper maintenance, unauthorized servicing, product alterations, improper use, abuse or failure to follow the Operator’s Manual.

5. In case of Products sold with a discount the Warranty does not extend to defect for which the discount was granted.

6. Raymo is not liable for any economic loss or for any incidental, consequential or special damages caused to persons or their property, which resulted from the failure or use of the Product.

7. The Warranty period is extended by the period of the duration of the Warranty claim assessment. (The Warranty claim assessment period begins on the day following the day the Product is accepted for assessment and terminates on the day the Warranty is acknowledged or rejected, not on the day the Customer collects the Product back). In case the Warranty claim is rejected, the Warranty period will not be extended!

8. Only the warranty expressed in this limited Warranty shall apply and no Dealer, Distributor or individual is authorized to amend, modify or extend this warranty in any way.

9. Extended warranty schemes may be available for purchase at conditions specified by Raymo in a separate document.

10. This Warranty gives you specific legal rights and you may have also other rights which may vary from country to country depending on the locally applicable legislation.

Kansas Golf and Turf Inc.

5701 N. Chuzy Drive
Wichita, KS 67219 US

Phone: (316) 267-9111 Fax: (316) 267-9156
Email:
Web site: www.kansasgt.com

Bill To:
ROLLING MEADOWS G.C.
CITY OF JUNCTION CITY
6514 OLD MILFORD ROAD
MILFORD, KS 66514

INVOICE

Invoice: 01-269207
Date: 12/23/2021

PO:
CustId: ROLLING ME

Cust Email: nicholasyoungers@gmail.com
Phone: (316) 304-2546
Salesperson: rblew
User: Admin

Ship To:
ROLLING MEADOWS G.C.
CITY OF JUNCTION CITY
6514 OLD MILFORD ROAD
MILFORD, KS 66514 US

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
41369 / HR600	UN	JACOBSEN JMP653F **S/N: MA500327** JA - JACOBSEN HR600 PLATFORM ROPS	1.0000		$69,345.00		$69,345.00
						Total:	$69,345.00

Totals

Sub Total:	$69,345.00
Total Tax:	$0.00
Invoice Total:	$69,345.00

Forms of Payment

Type	Description	Amount
CHG NET 10TH	Customer Id: ROLLING ME REMIT TO: 5701 N. CHUZY DRIVE WICHITA, KS 67219	$69,345.00
	Total Forms of Payment:	$69,345.00

Balance Due On This Invoice: $69,345.00

Vendor#_____ Ck #_____ Ck Date_____

GL Acct #_____

Invoice Amount $_____ Entered DT/BY_____

Dept Head/DT_____ AP Clerk_____/_____

Signature:_____

It is agreed as part of the consideration for this sale that the price shown here for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts and a 20% restocking fee will apply to all other returns.

CELEBRATING 25 YEARS IN BUSINESS - WE WOULD APPRECIATE YOUR GOOGLE REVIEW!!

City of Junction City

City Commission

Agenda Memo

April 30,2026

From: Ray Ibarra, Public Works Director

To: Kim Zimmerman, City Manager and City Commission

Subject: Approval to purchase the Aries Voyager Sewer Camera System

---

Objective: The consideration and approval to purchase the Aries Voyager Sewer Camera System in the amount of $199,743.00.

Explanation of Issue: Public Works currently has a Subsite sewer camera system that is seven years old and is not functioning due to issues with the camera and frame.

The City is a member of the Sourcewell Cooperative Purchasing Program which requests RFPs from national competitive solicitations from sewer camera system suppliers to get the best price for the Aires Voyager Sewer Camera System.

Elliott Equipment Co. is a supplier for the Sourcewell Cooperative Purchasing supplying the quote for the sewer camera system of $237,743.00 with a discount for the city's Subsite Camera in the amount of -$38,000.00 which makes the final purchase price of the sewer camera system $199,743.00.

Budget Impact: Funding is available within the Water Fund budget.

Alternatives: The City Commission may approve, modify, table, or deny the purchase request

Recommendation: City Staff recommends' approval of the purchase of the Aries Voyager Sewer Camera System in the amount of $199,743.00.

Suggested Motion: Commissioner _____ moves to approve the purchase of the Aries Voyager Sewer Camera System from Elliott Equipment Co. not to exceed $199,743.00 as presented.

Commissioner _____seconded the motion.

Enclosures: Sourcewell Quote and Information Brochure

3100 West 76th Street
Davenport, IA 52806
Ph: 563-391-4840

Elliott Sanitation Equip. Co.
1245 Dawes Avenue
Lincoln, NE 68521
Ph: 402-474-4840

4000 SE Beisser Drive
Grimes, IA 50111
Ph: 515-986-4840
Fx: 515-986-9530

14219 Norby Road
Grandview, MO 64030
Ph: 816-761-4840

4400 E 60th Ave
Commerce City, CO 80022
Ph: 303-853-4840

Quote

Date	Quote #
3/31/2026	24732
Proposed Shipping Date	
Stock	
Terms	
Net 30	
Rep	
KMH	

City of Junction City
700 N Jefferson
PO Box 287
Junction City, KS 66441
Attn: Accounts Payable

Here is our quotation on the goods named, subject to the conditions noted:

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Typographical and stenographic errors subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Quoted Prices are good for 60 days.

Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.

TERMS: Equipment is due on receipt. Carts, Containers, Parts & service are Net 30 unless otherwise noted on your account. Balances over 30 days from the date of invoice are subject to finance charges up to 1.5% per month.

Qty	Item	Description	Price	Total
1	Miscellaneous Eq...	*****Sourcewell Proposal***** Contract # 080525-ARS Aries Voyager System complete per the following specifications: upgrade to the large line kit for 8" and 11", remote extended lift arms, and field removal and install from trailer to current vehicle. Includes removing the current system in the unit. 7 x 14 trailer included in the proposal.	237,743.00	237,743.00
	Discount	Discount to customer (includes Subsite components from current unit)	-38,000.00	-38,000.00

Total $199,743.00

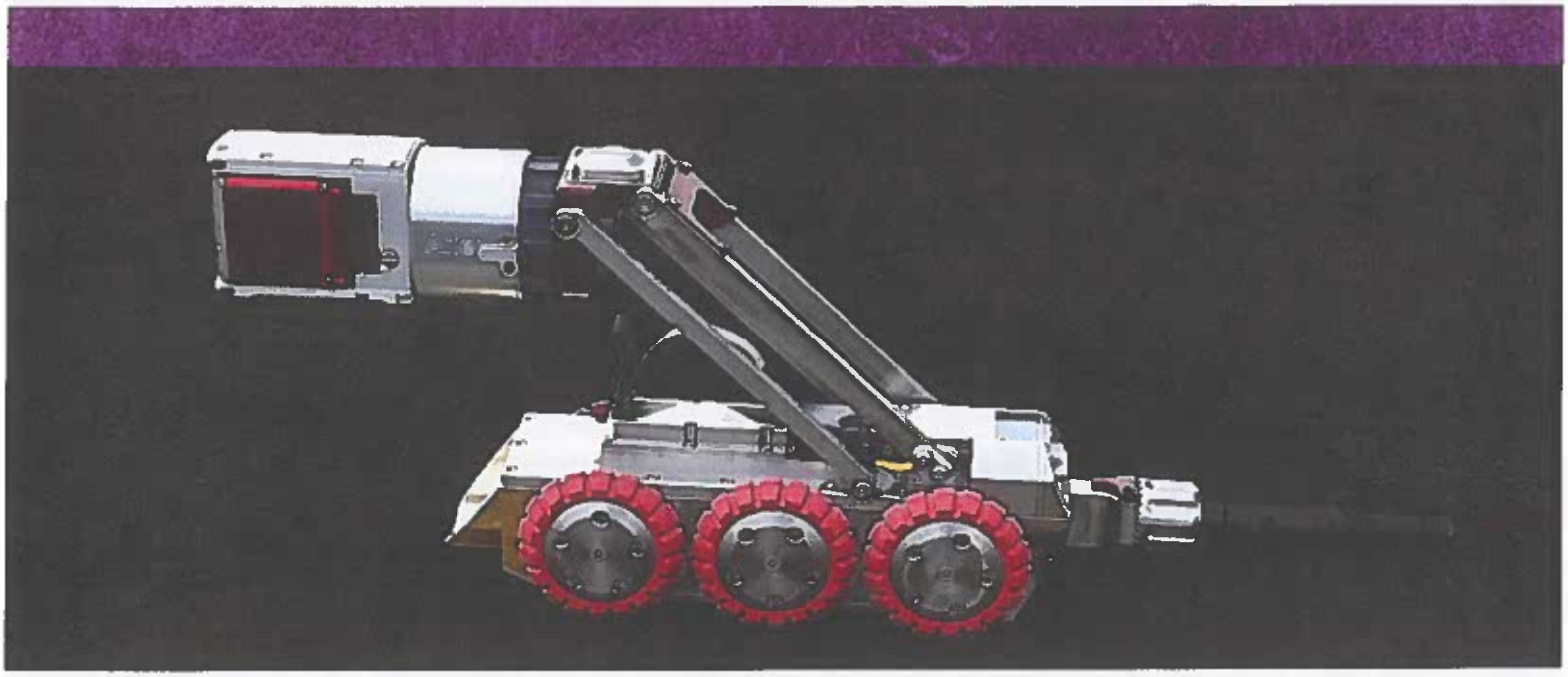
TO CONFIRM ORDER, SIGN AND RETURN

X_____

ARIES
INDUSTRIES, INC.

VOYAGER™ HD MAINLINE INSPECTION SYSTEM

raising the bar UNDERGROUND



Voyager™ HD Mainline Inspection System

The Voyager™ HD System powers through debris and steers past obstacles to capture detailed, high-definition video of mainline conditions. The system combines a durable tractor, full HD 1080p WiperCam™ camera, and 1200' cable reel–operated by a CANbus controller for unmatched responsiveness.

DESIGNED & BUILT
BY ARIES INDUSTRIES

Mobile

Mobile Voyager™ HD Mainline Inspection System

Take your HD mainline inspections wherever you need to go with the Mobile Voyager™. The compact reel has 800' of cable and can be carried in a pick-up truck bed or mounted in a truck, van, trailer, or Aries TrailBlazer Mobile Enclosure for maximum flexibility. The hand-held controller with 15" daylight readable touchscreen display and ergonomically advanced thumbsticks is CANbus enabled for instantaneous camera and tractor response. Optional green battery powerstation or gas generator.

raising the bar UNDERGROUND

Get more information about Voyager™

Clarity

The critical element of any inspection is the quality of the video captured underground. The compact Voyager™ HD WiperCam™ Camera delivers unmatched clarity to ensure no detail is missed.

- Pan and tilt 1080p full HD video camera
- 120x zoom capability
- Built-in lens wiper technology

Power

Debris and obstacles are no match for the rugged and responsive Voyager™ HD Transporter. Its all-wheel drive and instantaneous response give you complete control underground.

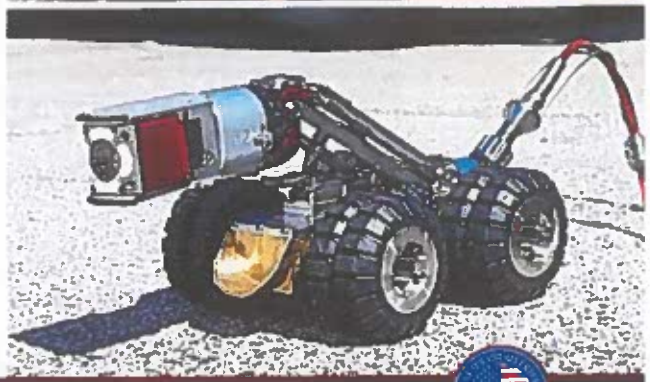
- Rear-viewing HD camera
- Multiple wheel configurations and integral camera lift
- Auto-drive to waypoints and auto-retrieve

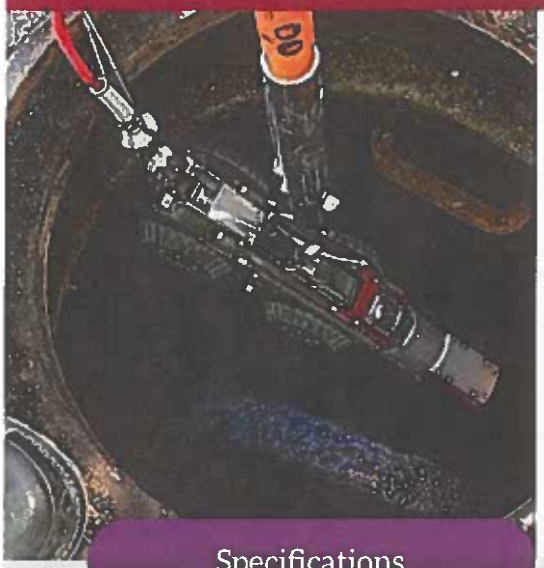
Control

Operate every element of the Voyager™ HD Mainline Inspection System with a single, ergonomically advanced joystick controller. The digital CANbus controller delivers instantaneous crawler and camera response, while the handheld pendant allows for operation right at the manhole.

Access

Getting there is half the battle. From fully-customized high cube trucks to the TrailBlazer mobile enclosure, we make sure you can take your HD inspections wherever you need to go. Once on the job site, 1200' of cable extends your reach and minimizes set ups.





Voyager™ HD Mainline Inspection System

Making the most of every minute in the field is our number one goal. That's why the Voyager™ HD Mainline Inspection System was built to withstand the toughest environments, while also being easy to operate and maintain. We minimized set ups with 1200' of cable and we back up the Voyager™ HD Mainline Inspection System with Total Support. That means you have a team of industry veterans ready to answer questions, train your team, complete repairs or ship out parts from our U.S.-based facility.

Specifications

Overall System Specifications:

- Includes: Controller, Crawler, Camera, Reel

Truck-Mounted Controller

- Digital CANbus controls for instantaneous crawler and camera response
- Ergonomically advanced joysticks for control interface and viewing live HD video
- 7" touchscreen displays system status
- Responds to multiple controls simultaneously
- Graphical crawler roll-angle display
- Loss of seal integrity alerts with proactive internal pressure, temperature & humidity monitoring
- Crawler speed display
- Handheld pendant near reel for rear controls and diagnostics

Mobile Voyager™ Controller

- Digital CANbus controls provides instantaneous camera and crawler response
- Controller has 15" daylight readable touchscreen display and ergonomically advanced thumbsticks for control interface and viewing live HD video
- HDMI output can 1) mirror the display, 2) provide video with overlay or 3) provide video only (H.264 format)

Tractor

- Fits pipes relined 6"-48" and larger
- Standard motorized camera lift with internal gearing
- Autonomous time-saving functions such as auto-drive to waypoints & auto-retrieve
- Tool-less camera and cable attach/detach with rugged connectors
- Tough, reflective Kevlar lift strap with deployment loop
- HD backup camera

Camera

- Pan & tilt, 120x zoom full HD camera captures and transmits excellent quality, full HD video (1080p x 1920p)
- Continuous 360° dual-access camera rotation
- In-the-pipe Aries WiperCam™ lens cleaning system with field-replaceable wipers
- Front camera bumpers
- Optional dual camera lasers for accurate crack measurement

Cable Reel

- Truck-mounted reel with 1200' of 6-conductor cable
- Portable reel with 800" of 6-conductor cable (Mobile Voyager)
- 1200-pound pull strength
- Simple 6-wire resinless cable termination
- Cable management with electronic clutch responsive to crawler movement
- Street-accessible reel controls with emergency stop
- Quick one-button downrigger deployment
- Level wind with footage counter
- Precisely adjustable drum tension control

ARIES

010424v1.0

Corporate Office
550 Elizabeth Street
Waukesha, WI 53186
Toll Free: 800-234-7205
Phone: 262-896-7205
Fax: 262-896-7099

Western Regional
5748 E. Shields Avenue
Suite 101
Fresno, CA 93727
Toll Free: 800-671-0383
Phone: 559-291-0383

Southern Regional
Atlanta, GA
Toll Free: 800-234-7205
Fax: 262-896-7099

Aries Canada Ltd.
95 Whitmore Road, Unit 1
Vaughan, Ontario
Canada, L4L 6E2
Toll Free: 877-730-7010
Phone: 905-265-2279

Sourcewell Contract # 120721-ARS
BuyBoard
HGACBuy

City of Junction City

City Commission

Agenda Memo

April 29, 2026

From: Ray Ibarra, Public Works Director

To: Kim Zimmerman, City Manager and City Commission

Subject: Award of Bid – 2026 Street Maintenance Program

Objective: The consideration and approval of the award of bid for the 2026 Street Maintenance Program to Shilling Construction Co., inc. in the amount of $792,789.00.

Explanation of Issue: The City has budgeted $2,000,000.00 for street maintenance improvements within the 2026 Street budget. Kaw Valley Engineering developed preliminary plans, construction estimates and quantities of material for the bidding of the 2026 street maintenance project. Kaw Valley Engineering and City staff evaluated, identified various road segments, and localized areas for repairs as part of this program.

Kaw Valley Engineering advertised bids through The Daily Union, the City's website, and direct solicitation. The bid opening was held on April 29th and received three qualified bids for the 2026 Street Maintenance Project, and the bid amounts are as follows:

BIDDER	BID AMOUNT
Shilling Constuction Company, Inc.	$792,789.00
Bayer Construction Co., Inc.	$884,045.35
APAC-Kansas Inc.	$944,152.90

The Engineer's Estimate for the Street Maintenance Project was $895,304.00 Shilling's bid was $102,515.00 under the Engineer's estimate. The 2026 Street Maintenance Projects will consist of the following types of road treatments which would be a mill, 2-inch overlay, and leveling course on Eisenhower, Allen St., Haven Dr., 12th , Coronado, Webster, Filley, E. 4th, East St., E. 5th, E. 6th , E. 7th & Reynolds.

Budget Impact: Funding for this project is available within the Street Fund.

Alternatives: The City Commission may approve, modify, table, or deny the bid request

Recommendation: City Staff recommends approval of the award of bid to Shilling Construction Co., Inc. of Manhattan, KS for the 2026 Street Maintenance Program in the amount of $792,789.00.

Suggested Motion: Commissioner _____ moves to approve the award of the 2026 Street Maintenance Program for $792,789.00 to Shilling Construction Co., Inc. of Manhattan, KS as presented.

Commissioner _____seconded the motion.

Enclosures: Kaw Valley Engineering, Inc. letter dated 4/29/2026, 2026 Street Maintenance Project-Bid Tabulation and Notice of Award

KAW VALLEY ENGINEERING, INC.

Office: 785.762.5040
Web: www.kveng.com
Address: 2319 N. Jackson
P.O. Box 1304
Junction City, KS 66441

April 29, 2026
A25D2388

Mr. Ray Ibarra, Public Works Director
City of Junction City
700 N Jefferson Street
Junction City, Kansas 66441

RE: Recommendation of Award of Contract
2026 Street Maintenance – Junction City, Kansas

Dear Mr. Ibarra:

Please find enclosed the Bid Tabulation Sheet for the above-referenced improvements.

Shilling Construction Company, Inc. was the low bidder and was below the Engineer's Estimate.

We, therefore, recommend award of this contract to Shilling Construction Company, Inc. in the amount of $792,789.00.

If you could present this to the City Commission for award of contract at their next regular meeting, it would be appreciated.

Sincerely,

Dustin J. Day, P.E.
Project Manager

Attachment: Bid Tabulation Sheet

XC: Shilling Construction Company, Inc.

DJD:bt
\\VMJC-FILE\Projects\A25_2388\DSN\Ltr To R Ibarra City Of JC Re Rec Of Award 2026 Street Maint.Docx

KAW VALLEY ENGINEERING, INC.
2319 North Jackson, PO Box 1304
Junction City, KS 66441
Tel: 785-762-5040

2026 STREET MAINTENANCE
JUNCTION CITY, KANSAS

Project No.: A25D2388
Date: April 29, 2026
Page: 1 of 1

Item	Qty	Unit	Engineer's Estimate		Shilling Construction Company, Inc.		Bayer Construction Co., Inc.		APAC-Kansas, Inc.	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
BASE BID - Eisenhower Drive, Burke Drive, Eisenhower Circle										
1. Mobilization	1	L.S.	$25,000.00	$25,000.00	$19,400.00	$19,400.00	$10,810.00	$10,810.00	$40,039.40	$40,039.40
2. Traffic Control	1	L.S.	$30,000.00	$30,000.00	$40,000.00	$40,000.00	$40,700.00	$40,700.00	$20,972.20	$20,972.20
3. Erosion Control	1	L.S.	$3,500.00	$3,500.00	$3,300.00	$3,300.00	$1,800.00	$1,800.00	$2,647.50	$2,647.50
4. Foundation Stabilization	50	C.Y.	$150.00	$7,500.00	$200.00	$10,000.00	$411.00	$20,550.00	$74.50	$3,725.00
5. Water Valve Adjustment	12	Each	$1,500.00	$18,000.00	$1,250.00	$15,000.00	$867.00	$10,404.00	$1,241.15	$14,893.80
6. Manhole Adjustment	23	Each	$2,000.00	$46,000.00	$1,650.00	$37,950.00	$1,291.00	$29,693.00	$1,358.85	$31,253.55
7. Pavement Marking (Multi-Component) (Yellow) (4")	4,006	L.F.	$1.00	$4,006.00	$0.90	$3,605.40	$1.05	$4,206.30	$0.95	$3,805.70
8. Pavement Marking (Intersection Grade) (White) (12")	141	L.F.	$12.00	$1,692.00	$8.00	$1,128.00	$9.45	$1,332.45	$8.40	$1,184.40
9. Pavement Marking (Intersection Grade) (White) (24")	321	L.F.	$24.00	$7,704.00	$9.00	$2,889.00	$10.70	$3,434.70	$9.45	$3,033.45
10. Pavement Marking Symbol (Intersection Grade) (White) (Left Arrow)	20	Each	$500.00	$10,000.00	$158.00	$3,160.00	$187.00	$3,740.00	$165.90	$3,318.00
11. HMA Commerical Grade Surface (Class A) (Patching)	200	Ton	$325.00	$65,000.00	$250.00	$50,000.00	$441.50	$88,300.00	$302.00	$60,400.00
ASPHALT SURFACING ITEMS - Mill & 2" Overlay										
12. HMA Commercal Grade Surface (Class A)	4,380	Ton	$110.00	$481,800.00	$100.00	$438,000.00	$107.00	$468,660.00	$131.40	$575,532.00
13. HMA Commercial Grade Leveling Course (Class A)	825	Ton	$125.00	$103,125.00	$110.00	$90,750.00	$181.50	$149,737.50	$128.30	$105,847.50
14. Edge Mill	5,459	S.Y.	$10.00	$54,590.00	$5.90	$32,208.10	$4.00	$21,836.00	$5.00	$27,295.00
15. Mill	10,682	S.Y.	$3.50	$37,387.00	$4.25	$45,398.50	$2.70	$28,841.40	$4.70	$50,205.40
		TOTAL BID FOR IMPROVEMENTS		**$895,304.00**		**$792,789.00**		**$884,045.35**		**$944,152.90**

00410
NOTICE OF AWARD

To: **Shilling Construction Company, Inc.**

PO Box 1568

Manhattan, Kansas 66502

PROJECT Description: **2026 Street Maintenance – Junction City, Kansas**

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated **April 7, 2026**, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of **$792,789.00**.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Statutory BOND, Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return and acknowledge copy of this NOTICE OF AWARD to the OWNER.

Dated the_____day of_____, 20___ .

City of Junction City
Owner

By:_____ By:_____

Title: **City Manager** Title: **City Clerk**

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By **Shilling Construction Company, Inc.**

This the _____day of _____ 20 _____

By _____

Title _____

END OF SECTION 00410

Work Change Directive No. 121

Project Name:
Water Treatment Plant Improvements Phase 2

Project Owner:
City of Junction City, Kansas

HDR Project No.:
10132258

Owner's Project No. (if applicable):

Contractor
Crossland Heavy Contractors, Inc.

Regulatory Agency Project No. (if applicable):
KPWSLF No. 3046

Initiated by: Engineer Date: 4/15/2026

You are directed to proceed with the following change(s):

General Description:

This WCD provides for the work to install one new 60 Amp disconnect for the main elevator motor as required by TK Elevator (TKE). This work requirement was inadvertently omitted from TKE's previous list(s) of requirements and was identified in a walk-through on 3/20/2026.

This WCD also provides for the increased labor cost of TKE due to a significant delay in performing the work. This delay largely resulted from the changes associated with moving the elevator equipment to a higher floor for reduced flooding risk, specifically incorporating requirements to make the new room acceptable to house the elevator equipment, labor cost escalation for annual union wages, and price increase for freight door installation. A time extension is included due to lead time on the disconnect switch and the time for TKE to perform the work, resulting in an updated Substantial Completion date of 07/31/2026 and an updated Final Completion date of 08/31/2026.

[X] Authorization for Work described herein to proceed on Time and Material basis or other mutually acceptable negotiated basis due to:

[ ] Nonagreement on pricing of Change Proposal Request.

[X] Necessity to expedite work described herein prior to agreeing on price and time changes.

[ ] Authorization for work described herein to proceed and be charged against Miscellaneous Work Allowance.

Estimated increase or decrease in Contract Price and Contract Time

Contract Price $59,406.00 (increase/decrease)

Contract Time 77 Days Substantial Completion, 77 Days Final Completion (increase/decrease) days

If the change involves an increase, the estimated amounts are not to be exceeded without further authorization.

File Attachments:
Sheet 50E604
COR-117 - Elevator Labor & Electrical Requirements

Accepted for Contractor by:	Date 4/16/2026
Recommended for Approval by (HDR Engineering, Inc.)	Date 4/16/2026
Approved for Owner by:	Date
Approved: (Other - when required)	Date

CROSSLAND
HEAVY CONTRACTORS

3252 Roanoke Road
Kansas City, MO 64111
PH: 816-960-4553

April 15, 2026

Matt Bond
HDR
10450 Holmes Road, Suite 600
Kansas City, MO 64131

Reference: Junction City WTP Improvements – COR-117 – Electrical Labor & Electrical Requirements

Mr. Bond,

Please see the attached change order request for the cost associated with the labor rate increases for TK Elevator and their freight door installer. From the initial flood to ongoing changes related to the elevator electrical room and subsequent requirements during pre-installation, the modernization continues to get delayed and TKE has requested to be compensated for their labor rate increases.

Additionally, this change order request includes the additional electrical requirements as advised by the elevator inspector.

We have requested an extension in time off 77 days for the lead time of the disconnect (3 weeks) that has to be completed prior to the elevator work (8 weeks) taking place.

This COR includes all costs for labor, equipment and materials required to complete the work.

Total Change Order Cost: See Below Summary Sheet

Please contact me with any questions regarding these items.

Regards,

Matt Rippe
Division Manager
Crossland Heavy Contractors

CROSSLAND HEAVY CONTRACTORS

Project: Junction City WTP Improvements

Description: Cost associated with TK Elevator labor rate increases from 2023-2026 and additional electrical upgrades required by the elevator inspector.

Materials	# of Units	UOM	Unit Price		Extension
			Total Materials		**$0.00**
			Total Materials w/taxes		**$0.00**
			Overhead & Profit	***15%***	**$0.00**
			Total Materials w/O&P		**$0.00**

Labor	Avg. Hourly $	# of Units	MH/U	Total MH	Extension
			Total Direct Cost Labor		**$0.00**
			Labor Burden	***40%***	**$0.00**
			Total w/Labor Burden		**$0.00**
			Overhead & Profit	***15%***	**$0.00**
			Total Labor w/O&P		**$0.00**

Equipment	# of Units	UOM	Unit Price		Extension
			Total Equipment		**$0.00**
			Overhead & Profit	***0%***	**$0.00**
			Total Equipment w/O&P		**$0.00**

Subcontractor	# of Units	UOM	Unit Price		Extension
TK Elevator	1	LS	$46,230.00		$46,230.00
DL Smith Electric	1	LS	$12,356.13		$12,356.13
			Total Direct Cost		**$58,586.13**
			Overhead & Profit	***0%***	**$0.00**
			Total Subcontractor w/O&P		**$58,586.13**

Total Proposal Amount			***$58,586.13***
	Bonds & Insurance	***1.4%***	***$820.21***
Total Proposal Amount w/Bond			***$59,406.34***
Total Proposal Amount w/Bond (Whole Number)			***$59,406***
Days Requested to extend Contract Time			***77***

Signature: _____ **Date:** 4/15/2026

Subcontract Change Order Request

Date: 02/11/2026

PROJECT NUMBER:	156961
CONTRACT DATE:	11/30/2021
CHANGE ORDER NUMBER:	2
PROJECT NAME:	WATER TREATMENT PLANT JC PH2
PROJECT ADDRESS:	2101 N JACKSON ST JUNCTION CITY, KS, 66441-4729
CONTRACTOR NAME:	Crossland Heavy Contractors
CONTRACTOR ADDRESS:	3252 Roanoke Road Kansas City, MO, 64111
SUBCONTRACTOR NAME:	TK ELEVATOR CORPORATION
SUBCONTRACTOR ADDRESS:	4939 Lulu Court, Ste 16 Wichita, KS, 67216

This request for a formal Change Order is made for the above-referenced Contractor and specifically intends to modify and amend the work, price and/or terms set forth in above-referenced Subcontract as follows:

Cost for labor escalation clause in contract. Clause provides that if work is not complete by 12/31/2021 an additional charge will be added to contract. Crossland Heavy Contractors agrees to issue a formal change order to TK Elevator for the above-described work before any associated labor will be scheduled.

TK Labor:

320 hours Labor x $25 an hour = 8k per year = $40,000

Cost reduced to $18.75 an hour= $30k

CHC will cover the 2022 portion of this cost @ $6,000.

This price includes the crew's union yearly labor rate increases, per diem and hotel increases, and benefits package increase.

TK Subcontractor:

$16,200 – 2026 price increase for installing freight doors

~~Remobilization:~~

~~$2,500 remobilization to deliver material~~

CHC will cover this cost.

Labor increase breakdown
Labor - $16
Per Diem - $3
Hotel - $3
Benefits - $1.75
Tools - $0.41

Elevator Door Subcontractor
Original - $48,600
2026 Cost - $64,800

The following costs are required to accomplish the above scope:

Material Cost Subtotal	$0.00	
Labor Cost Subtotal	~~$32,500.00~~	$24,000.00
Miscellaneous Cost Subtotal	$16,200.00	
Digital Options Cost Subtotal	$0.00	
SUBTOTAL	~~$48,700.00~~	$40,200.00
15.000% OH&P	~~$7,305.00~~	$6,030.00
Total Amount of this Change Order to be added to the contract price	~~$56,005.00~~	$46,230.00

In the event of any conflict between the work, price and/or terms and conditions of the above-referenced Subcontract or prior change orders thereto and this Change Order, this Change Order shall be final. Please sign two (2) copies of this Change Order and return two (2) copies to TK Elevator. A fully executed copy of this Change Order will be returned to you for your files.

Signed Acceptance:

By signing this Change Order where indicated below, the Contractor's signatory hereby acknowledges (a) that the Contractor agrees to all of the terms and conditions contained herein, (b) that the signatory has the authorization necessary to bind the Contractor to agreements of this nature, and (c) that this form is valid and binding notwithstanding any conflicts with procedures and/or forms required by the original Subcontract referenced above which are deemed to have been waived.

This change order/notice scope of work requires the anticipated or current project schedule, and associated time frames, to be adjusted commensurate with the time necessary for the engineering, material procurement and additional labor. TK Elevator will provide a revised project schedule on expedited schedule change order/notice scope of work to the purchaser upon request.

Subcontractor:		Contractor:	
TK Elevator Corporation		**Crossland Heavy Contractors**	
By: Kyle Foster	Date: 02/11/2026	By: Matt Rippe	Date:
Title: NI/MOD Superintendent		Title: Project Manager (Submittles & RFIs)	

CHANGE ORDER REQUEST

DL Smith POWER + ELECTRIC
1405 SW 41st Street
Topeka, Kansas 66609

Client Address:

Crossland Heavy Contractors
Contact: Matt Rippe
3252 Roanoke Road
Kansas City, MO 64111

CCN # 36
Date: 4/6/2026
Project Name: JUNCTION CITY WTP
Project Number: 21026
Page Number: 1

Work Description

Scope of Work:

Provide main motor disconnect for elevator.

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within **10** days from the date of receipt.
We request a time extension of **3** days.

Itemized Breakdown

Unit Price	Qty	Mtl Total	Lab Hrs
BREAKER INSTALL	1.00	1,330.00	6.00
60A 600V DSN SW FUSIBLE - NEMA 1	1.00	810.01	4.12
1" EMT T-ROD FROM CONC	93.00	1,781.11	60.33
DIS. MOTOR CONNECTION	1.00	175.76	4.36
Totals		**4,096.88**	**74.82**

Summary

General Materials		4,096.88
Material Markup	(@ 15.000 %)	614.53
Total Material		**4,711.41**
ELECTRICIAN	(74.82 Hrs @ $91.50)	6,846.03
PROJECT FOREMAN	(4.00 Hrs @ $98.65)	394.60
CONSUMABLES	(74.82 @ 0.00 @ $3.00 + 9.150 % + 0.000 % + 15.000 %)	281.75
Subtotal		**12,233.79**
BOND	(@ 1.000 %)	122.34
Final Amount		**$12,356.13**

CLIENT ACCEPTANCE

CCN # 36
Final Amount: $12,356.13

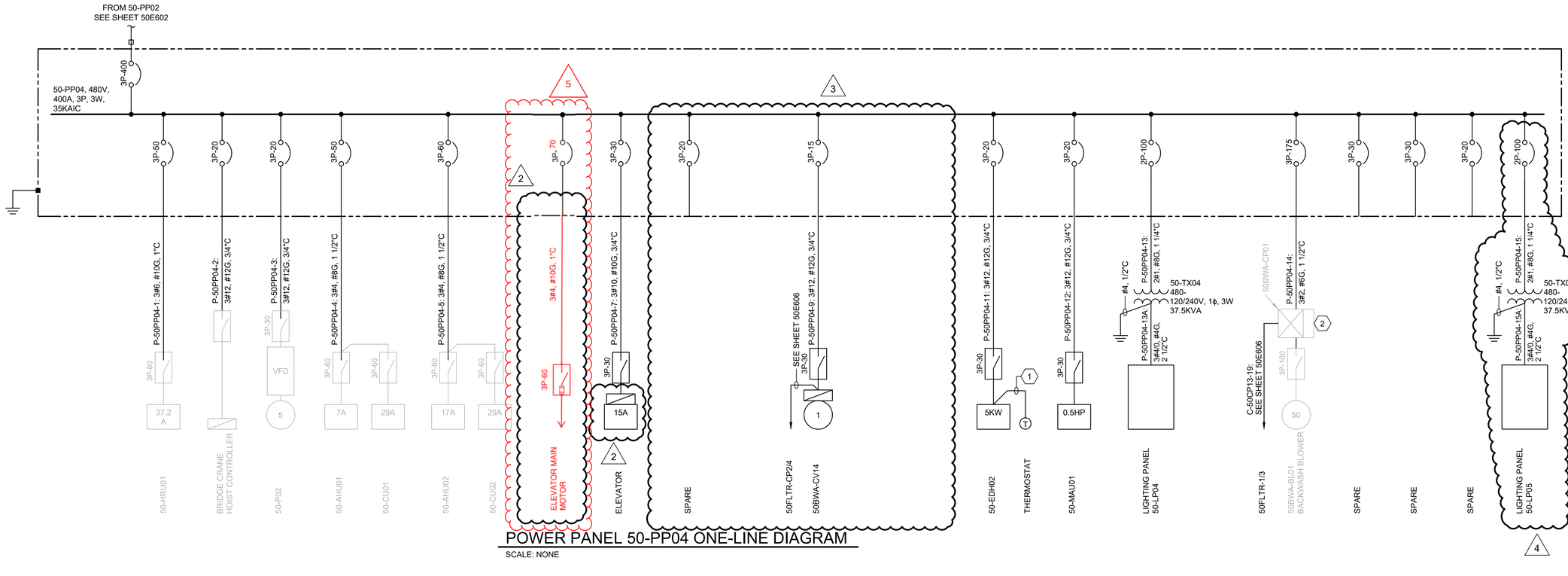
Name: _____

Date: _____

Signature: _____

Change Order #: _____

I hereby accept this quotation and authorize the contractor to complete the above described work.



POWER PANEL 50-PP04 ONE-LINE DIAGRAM

SCALE: NONE

GENERAL NOTES:

1. LOAD INFORMATION AND SYSTEM CONFIGURATION FOR EXISTING EQUIPMENT ARE BASED ON RECORD DRAWINGS PROVIDED BY OWNER.
2. ITEMS SHOWN SCREENED ARE EXISTING.
3. EQUIPMENT SHALL BE INSTALLED PER SEQUENCE OF CONSTRUCTION, SECTION 01 75 00.
4. ALL REQUIRED INTERCONNECTING WIRING BETWEEN THE VALE ACTUATOR AND THE LOCAL CONTROL PANEL SHALL BE FURNISHED AND INSTALLED

KEY NOTES:

1. WIRE PER HVAC SUPPLIER REQUIREMENTS.
2. RELOCATE MOTOR STARTER TO NEW LOCATION. SEE SHEET 50E407. ROUTE NEW CIRCUIT TO MOTOR DISCONNECT SWITCH. EXISTING CONDUIT CAN BE REUSED IF IN ACCEPTABLE CONDITION AND ADEQUATE SIZE PER NEC.

ISSUE	DATE	DESCRIPTION
5	3/31/2026	WCD #121
4	11-2022	WCD #53
3	11-2022	WCD #11
2	11-2022	ELECTRICAL UPDATES
1	07-2022	ISSUED FOR WCD-16
0	04-2021	ISSUED FOR BID

PROJECT MANAGER	D. LINDEMAN
CIVIL	D. LINDEMAN
STRUCTURAL	D. WISEMAN
ARCHITECTURAL	J. RICKERT
PROCESS	M. DUBEN
MECHANICAL	L. WORTH
ELECTRICAL	K. BUECHLER
INSTRUMENTATION	K. BUECHLER
PROJECT NUMBER	10132258

CITY OF JUNCTION CITY, KANSAS
WTP IMPROVEMENTS
PHASE 2

ADMINISTRATION AND PROCESS BUILDING
50-PP04 ONE-LINE DIAGRAM

0 1" 2"

FILENAME 50E604.dwg
SCALE NONE

SHEET 50E604

C:\pwworking\central\d1\d3882320\50E604.dwg, Pltd, 11/3/2022 2:31:22 PM, BRELISS

CPR

PROJECT NAME:	JunctionCity - WWTP Ph 2	DATE:	3/16/2026
PROJECT NUMBER:	10216572		
SUBJECT:	CPR #050 - RFI 77 Series 121 Flow Diversion Piping Reroute	CPR ID.:	00050

DESCRIPTION OF CHANGE:

This CPR provides for the work required to reroute the piping at the Series 121 Flow Diversion Structure in accordance with the revised configuration issued through RFI 77. The originally detailed piping layout could not be installed due to the field-verified location of the existing buried pipe. This CPR includes the labor, equipment, and material costs to install the revised piping and fittings necessary to complete the reroute. The value of this CPR is ~~an increase~~ a decrease in the Allowance (cost) of $50,070.00. There is no change in the Contract Time associated with this CPR.

All Work shall be in accordance with the terms, stipulations and conditions of original Contract Documents.

Time Change (Calendar Days):	0
Amount:	$50,070.00

Construction Mgr./Contractor:	By:	Date:	Recommendation: **[X] Approval** **[ ] Rejection** **[ ] No Recommendation**
		3/31/26	
Architect/Engineer:	By:	Date:	Recommendation: **[ ] Approval** **[ ] Rejection** **[ ] No Recommendation**
		3/30/2026	
Owner:	By:	Date:	Action: **[ ] Approval** **[ ] Rejection**

The Contractor is directed to make changes indicated above for the proposed amount and time after Owner approval.
If allowed by the Contract Documents, this document is considered a fully executed Change Order after Owner approval.

CROSSLAND
HEAVY CONTRACTORS

3252 Roanoke Rd.
Kansas City, MO 64111
tel 816.960.4553
fax 816.960.4590

March 13, 2026

Mr. Brent Hess
HDR, Inc.
10450 Holmes Road, Suite 600
Kansas City, MO 64131

Mr. Hess,

Please see cost proposal for rerouting the piping at the Flow Diversion structure per RFI 77.

Series 121 Flow Diversion Piping Modifications

Reroute the piping at the Flow Diversion structure per RFI 77

Total Cost: $50,070.00

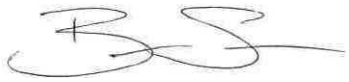
Total Cost Proposal: $50,070.00

Total Additional Days Requested: N/A

In addition to any specific subcontractor or supplier proposals, CHC has provided a price breakdown to show how the cost changes were accounted for and how all fees are included in the total CPR cost breakdown.

Please contact me with any questions regarding these items.

Respectfully,



Brett Shelton
Crossland Heavy Contractors

CROSSLAND
HEAVY CONTRACTORS

Project: Junction City WWTP Phase 2 Improvements

Description: Reroute Flow Diversion Structure Piping per RFI 77.

Materials		Units	UOM	Unit Price		Extension
	Pipe Materials - Ferguson	1.00	LS	$40,964.17		$40,964.17
				Total Materials		$40,964.17
				Total Materials w/taxes		$40,964.17
				Overhead & Profit	***15%***	$6,144.63
				Total Materials w/O&P		$47,108.80

Labor		Avg. Hourly $	Units	MH/U	Total MH	Extension
	Assistant Superintendent	$74.50	1.00	6.00	6.00	$447.00
	Pipe Fitter	$60.00	1.00	6.00	6.00	$360.00
	Operator	$58.00	1.00	6.00	6.00	$348.00
				Total Direct Cost Labor		$1,155.00
				Labor Burden	***40%***	$462.00
				Total w/Labor Burden		$1,617.00
				Overhead & Profit	***15%***	$242.55
				Total Labor w/O&P		$1,859.55

Equipment		Units	UOM	Unit Price		Extension
	Mini Excavator	1.00	DAY	$410.00		$410.00
				Total Equipment		***$410.00***
				Overhead & Profit	***0%***	***$0.00***
				Total Equipment w/O&P		***$410.00***

Subcontractor	Units	UOM	Unit Price		Extension
			Total Direct Cost		**$0.00**
			Overhead & Profit	***5%***	**$0.00**
			Total Subcontractor w/O&P		**$0.00**

Total Proposal Amount			***$49,378.35***
	Bonds & Insurance	***1.4%***	***$691.30***
Total Proposal Amount w/Bond			***$50,069.64***
Total Proposal Amount w/Bond (Whole Number)			***$50,070***
Days Requested to extend Contract Time			

Signature: _____ **Date:** **3/13/2026**

FERGUSON WATERWORKS

FERGUSON WATERWORKS #2923
1251 N CENTURY AVE
KANSAS CITY, MO 64120-2923

Phone: 816-627-2706
Fax: 816-920-5723

Deliver To: .
From: Christian Quiroga
christian.quiroga@ferguson.com
Comments:

FERGUSON WATERWORKS #2923
Price Quotation
Phone: 816-627-2706
Fax: 816-920-5723

Bid No: B439265
Bid Date: 06/26/25
Quoted By: CQX

Cust Phone: 620-429-1410
Terms: NET 10TH PROX

Customer:
CROSSLAND HEAVY CONTRACTO
PO BOX 350
23K10SP JUNCTION CITY WWTP
COLUMBUS, KS 66725

Ship To:
CROSSLAND HEAVY CONTRACTO
427 GRANT AVE
JUNCTION CITY WWTP-EAST PLA
JUNCTION CITY, KS 66441

Cust PO#: R040 - CHANGE ORDER

Job Name:

Item	Description	Quantity	Net Price	UM	Total
SP-24DIPFABSPOOL	24 DIP FAB SPL - DESCRIPTION BELOW SEQ #: 1530 24" X 1'2"TFS MJ X WC X TFS FLG PROTECTO 401 DI SPOOL PIECE- WC TO BE 6" FROM FLG SIDE	1	8192.680	EA	8192.68
SP-24DIPFABSPOOL	24 DIP FAB SPL - DESCRIPTION BELOW SEQ #: 1531 24" X 1'2" TFS FLG X PE PROTECTO 401 DI SPOOL PIECE WC TO BE 6" FROM FLG SIDE	1	5706.810	EA	5706.81
SP-24DIPFABSPOOL	24 DIP FAB SPL - DESCRIPTION BELOW SEQ #: 1532 24" X 4'6" FLG X PE - PROTECTO 401 DI SPOOL PIECE	1	5837.570	EA	5837.57
DMJRLA3024	DOM 30X24 MJ C153 RED L/A SEQ #: 1533 DOM 30X24 MJ C153 RED L/A	1	9359.980	EA	9359.98
DMJAP30	DOM 30 MJ C153 ACC PK SEQ #: 1534 DOM 30 MJ C153 ACC PK	1	1831.940	EA	1831.94
DMJAP24	DOM 24 MJ C153 ACC PK SEQ #: 1535 DOM 24 MJ C153 ACC PK	1	721.950	EA	721.95
SP-FRFAD2580D24EU	24 RESTRAINED FLANGE ADAPTER Cust Desc : _____ SEQ #: 1536 24" RESTRAINED FLANGE	1	6118.340	EA	6118.34
SP-STUDBLTPK24	24 STUD BOLT PACK SEQ #: 1537 24" STAINLESS STUD KIT FOR TPS WALL PIECES	3	1058.200	EA	3174.60
DMJGA24	24 MJ DOM GSKT SEQ #: 1538 24	1	20.300	EA	20.30

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!
Scan the QR code or use the link below to
complete a survey about your bids:
https://survey.medallia.com/?bidsorder&fc=2923&on=35423

FERGUSON WATERWORKS

FERGUSON WATERWORKS #2923
Price Quotation

Fax: 816-920-5723

12:29:11 JUN 26 2025
Reference No: B439265

DOM SBR GASKET

Net Total:	$40964.17
Tax:	$0.00
Freight:	$0.00
Total:	$40964.17

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at https://www.ferguson.com/content/website-info/terms-of-sale
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!
Scan the QR code or use the link below to complete a survey about your bids:
https://survey.medallia.com/?bidsorder&fc=2923&on=35423

RFI

PROJECT:	JunctionCity - WWTP Ph 2 10216572	DATE:	5/21/2025
OWNER:	City of Junction City, Kansas (7417)		
SUBJECT:	RFI-77 Series 121 Diversion Structure Elevation Busts	RFI NO.:	RFI No. 077
TYPE:	Construction		

QUESTION: After field verification of existing piping around series 121, it was determined that the elevations shown in the drawings for the existing 24" PCE lines were not matching with what we verified in the field. I have attached a marked-up document for your reference. Please advise how we should proceed with tie ins into the 121 structure.

CONTRACTOR SUGGESTION: CHC proposes to route piping based on marked-up drawing shown in blue.

RESPONSE: Please see the attached document for HDR response.

RESPONSE ACTION: Answered- This Response is considered a change

FROM

NAME	COMPANY	EMAIL	PHONE
Violet Liao		violet.liao@hdrinc.com	

TO

NAME	COMPANY	EMAIL	PHONE
Nathan Flack	Crossland Heavy Contractors	nflack@heavycontractors.com	
Brett Shelton	Crossland Heavy Contractors	bshelton@heavycontractors.com	

CC

Aaron Paxton
Apekshya Koirala (HDR, Inc.)
Armand Nguepgang Mendjionang
Brent Hess
Matt Bond

ATTACHMENTS

DATED	FILE NAME	DOCUMENT NUMBER
5/21/2025	RFI-77 Series 121 Diversion Structure Elevation Busts_HDR Response.pdf	

CROSSLAND HEAVY CONTRACTORS

RFI 0077

Junction City WWTP - 23K10SP

23K10SP

Multiple Sites
Junction City, KS 66441

Subject:	Series 121 Diversion Structure Elevation Busts		
Date:	4/16/2025	**Status:**	Open
Priority:		**Reason:**	
Discipline:		**Reference:**	

Cost Effect	Cost Amount	Time Effect	Number of Days	Completed Date

Author: Nathan Flack - Crossland Heavy Contractors, Inc.

Response Distribution:

Question

After field verification of existing piping around series 121, it was determined that the elevations shown in the drawings for the existing 24” PCE lines were not matching with what we verified in the field. I have attached a marked-up document for your reference. Please advise how we should proceed with tie ins into the 121 structure.

Proposed Solution

CHC proposes to route piping based on marked-up drawing shown in blue.

Response

Contractor verbally confirmed that the pipe elevations shown in Contractor's markup represent the pipe invert elevation. Contractor email dated 5/1/2025 confirmed they field verified the PCE line to Anoxic Basin 1 is 30" line with invert elevation of 1071.87. See attachment.

24"-PCE from PC 1 to Series 121: Maintain designed alignment. Due to field verification, revise elevations and structure penetration as shown in attached markups.

24"-PCE from PC 2 to Series 121: Contractor to verify existing location (Northing & Easting) of 24"-PCE line at existing PC 2. Minimal revisions to the designed alignment are acceptable as required to tie-in to the existing location. Revise elevations and structure penetration as shown in attached markups.

24"-PCE from Series 121 to Anoxic Basin 1: Provide eccentric 30"x24" reducer at the connection to the new pipe (point 426) due to field verification.

Contractor did not field verify piping prior to piping layout submittals. Contractor to revise and resubmit piping layout drawings with proper fittings and elevations based on these changes due to field verification. Revise reinforcing and grouting as shown in the attachments.

Primary Responder	Date Sent	Date Due	Date Responded
Brent Hess			5/21/2025

ES 118
MARY
IFIER
O. 1

SERIES 120
PRIMARY
SLUDGE
STATION

SERIES 118
PRIMARY
CLARIFIER
NO. 2

24"-PCE

Plan Elev. 1071.32

Exsisting Pipe Elev. 1071.75

CHC Believes this to be the location of the 24" PCE (PT 460)

CHC was not able to locate pipe in this location.

460

429

24"-PCE

427

Plan Elev. 1065.50

Exsisting Pipe Elev. 1072.93

426

425

428

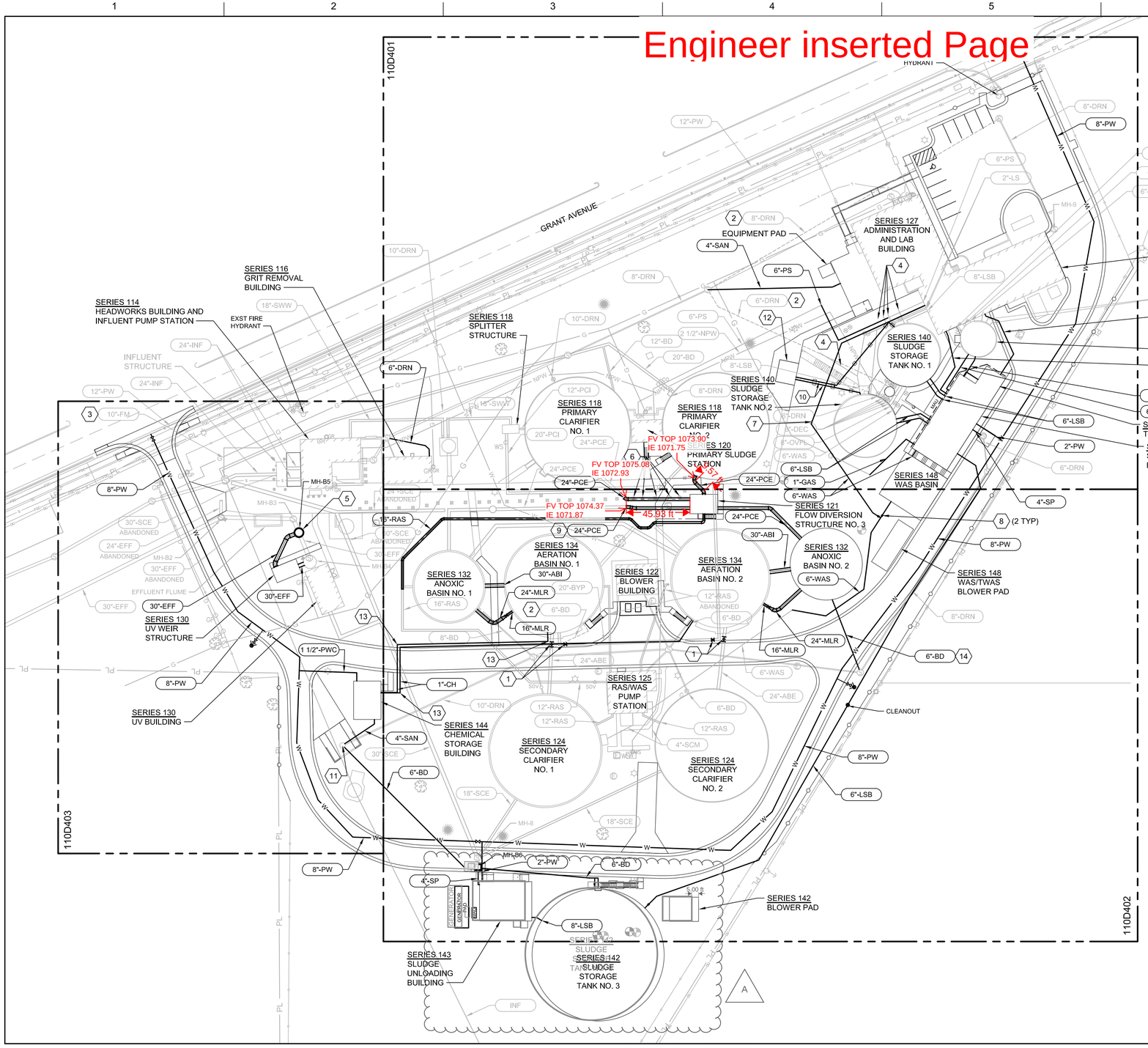
SERIES 121
FLOW DIVERSIO
STRUCTURE NO

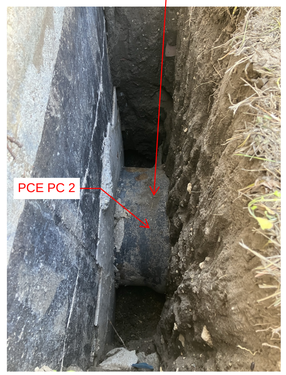
2

417

24"-PCE

Engineer inserted Page





N

GENERAL NOTES:

1. REFER TO DIVISION 1 FOR SEQUENCING REQUIREMENTS PERTAINING TO CONTINUOUS FACILITY OPERATION.
2. EXISTING PIPING LOCATIONS ARE BASED ON RECORD DRAWINGS FROM PRIOR CONSTRUCTION PROJECT.
3. CONTRACTOR SHALL POTHOLE HORIZONTAL COORDINATES AND SURVEY ELEVATIONS, DIAMETERS, AND MATERIAL OF ALL PIPING TIE-INS AND ALL MAJOR CROSSINGS. SUBMIT TO ENGINEER A REPORT SUMMARIZING THESE FINDINGS FOR ENGINEER REVIEW PRIOR TO PROVIDING PIPE SUBMITTALS. COORDINATE ALL POTHOLE SCHEDULING AND ACTIVITIES WITH OWNER. CONTRACTOR MAY CONDUCT ADDITIONAL POTHOLES AS DEEMED NECESSARY. CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING HORIZONTAL AND VERTICAL ALIGNMENT AS REQUIRED TO AVOID CONFLICTS AND PROVIDE FITTINGS FOR ONE FOOT VERTICAL SEPARATION AT ALL CROSSINGS.
4. SEE SHEET 02D501 THRU 02D503 FOR COMMON PROCESS DETAILS.
5. CONTRACTOR FIELD VERIFY EXISTING PIPE SUPPORT LOCATIONS. DEMOLISH AND REPLACE EXISTING PIPE SUPPORTS AS NEEDED FOR INSTALLATION OF NEW YARD PIPING. CONTRACTOR SHALL PROVIDE TEMPORARY SUPPORT UNTIL INSTALLATION OF FINAL SUPPORTS IS COMPLETE.
6. WATER MAIN AND IT'S APPURTENANCES SHALL FOLLOW THE REQUIREMENT OF THE JUNCTION CITY ENGINEERING DESIGN STANDARDS.

KEY NOTES: (#)

1. INSTALL PLUG VALVE ON EXISTING 20"-BYP AND 24"-ABE LINES.
2. APPROXIMATE PIPING ALIGNMENT SHOWN AS DASHED LINE BASED ON STATEMENTS BY OPERATOR. FIELD VERIFY.
3. FORCE MAIN FROM HOOVER PUMP STATION.
4. ABANDONED PIPING.
5. CONSTRUCT 6' DIAMETER MANHOLE OVER EXISTING 30"-EFF PIPE. REMOVE EXISTING PIPING AS REQUIRED TO CONSTRUCT NEW MANHOLE AND SHAPE MANHOLE INVERT TO PROVIDE PROPER DRAINAGE.
6. PIPE SUPPORTS WITH CONCRETE FOUNDATION FOR ABOVE GROUND PIPING, 20' MAXIMUM SPACING (RE: 4/002S508). FIELD VERIFY LOCATION OF SUPPORTS TO MINIMIZE CONFLICTS WITH EXISTING YARD PIPING AND DUCT BANKS. OBTAIN ENGINEERS APPROVAL FOR ANY CHANGES IN LOCATIONS.
7. 6"-WAS LINE TO 138 BIOSOLIDS BLEND TANK FOR USE DURING CONSTRUCTION AND FOR BYPASSING RDT/WAS THICKENING OPERATIONS.
8. 6" PLUG VALVE.
9. CONNECT EXISTING RCP TO NEW DIP WITH MISSION FLEX-SEAL ARC, FERNCO STRONG BACK RC COUPLING, OR APPROVED EQUAL.
10. REFER TO 110D404 FOR ABOVE GRADE 8"-PA PIPING LAYOUT.
11. INSTALL FLAP GATE ON 4'-SAN LINE INSIDE MANHOLE.
12. SERIES 140 BLOWER PAD.
13. INSTALL CHEMICAL PIPING MANHOLE. RE: DETAIL 6/002D504.
14. REPLACE 6"-BD AT ELEVATIONS INDICATED ON DRAWINGS.

ISSUE	DATE	DESCRIPTION
B	11/13/2024	RFI 058
1	01/12/2024	SI 009 (WC 008)
A	09/08/2023	RFI 006
0	06/2023	CONFORMED TO BID

PROJECT MANAGER	DON LINDEMAN
CIVIL	M. WIEBELHAUS
STRUCTURAL	D. WISEMAN
ARCHITECTURAL	R. MCKINLEY
PROCESS	D. LINDEMAN
MECHANICAL	P. KONECK-WILWERD
ELECTRICAL	N. WITTE
INSTRUMENTATION	K. BUECHLER
PROJECT NUMBER	10216572

DONALD E. LINDEMAN LICENSED 12435 KANSAS PROFESSIONAL ENGINEER
06-02-2023

CITY OF JUNCTION CITY, KS
WWTP IMPROVEMENTS
PHASE 2

EAST WASTEWATER TREATMENT PLANT
SITE PLANNING
OVERALL SITE PIPING PLAN

0 1" 2"

FILENAME 110D101.dwg
SCALE 1"=40'

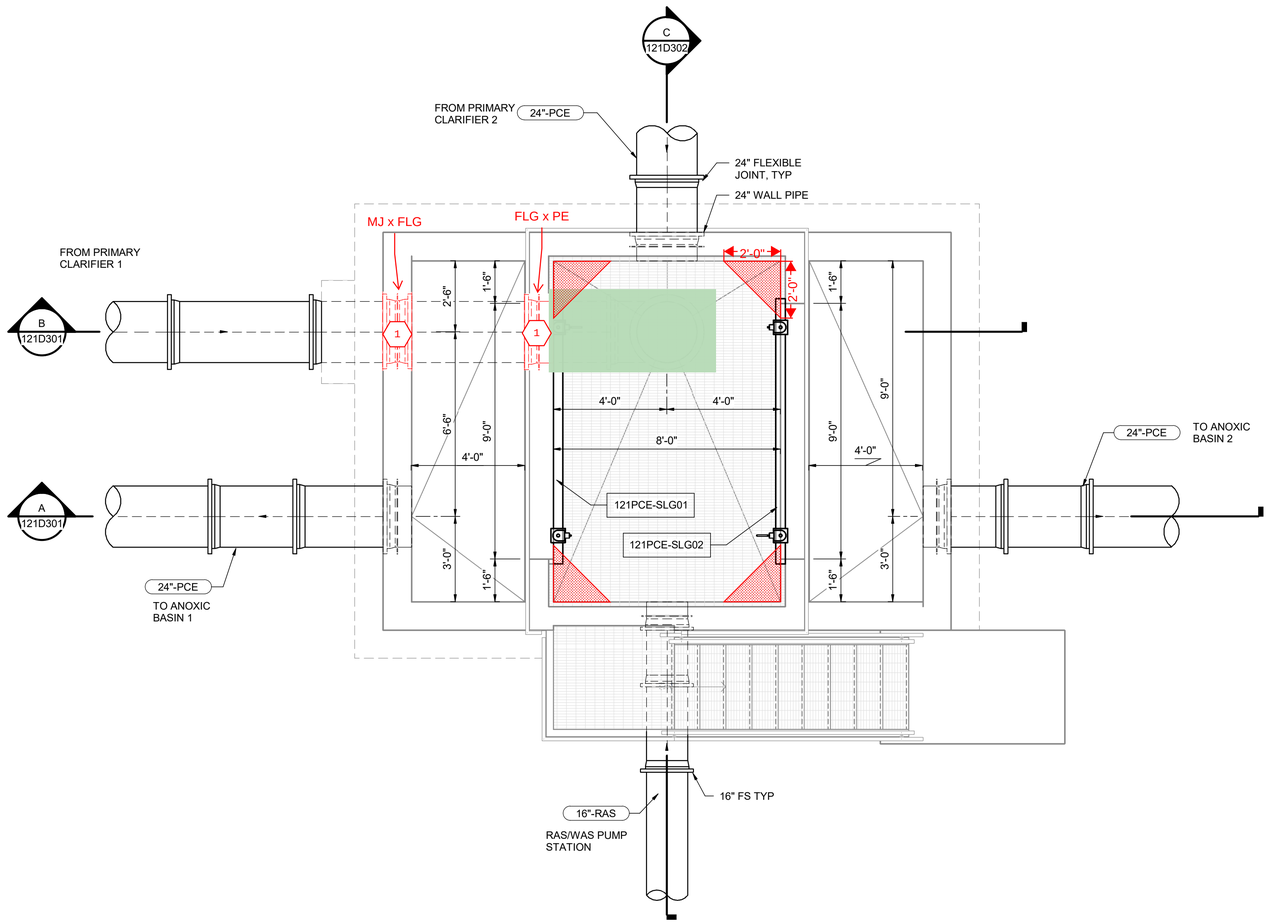
SHEET 110D101

C:\pwworking\centra801\d18847971\110D101.dwg, Plot, 5/24/2023 3:23:46 PM, SWILLARD

Engineer inserted Page

KEYNOTES:

1. Field cut reinforcement as required. Provide additional reinforcement around opening per detail 1/002S504. Hook bars where bars will not permit bars to extend as required per detail. Provide minimum 1'-11" vertical #5 lap length.



PROCESS PLAN

3/8" = 1'-0"

ISSUE	DATE	DESCRIPTION
0	06/2023	CONFORMED TO BID

PROJECT MANAGER	DON LINDEMAN
CIVIL	M. WIEBELHAUS
STRUCTURAL	D. WISEMAN
ARCHITECURAL	R. MCKINLEY
PROCESS	D. LINDEMAN
MECHANICAL	P. KONECK-WILWERD
ELECTRICAL	N. WITTE
INSTRUMENTATION	K. BUECHLER
PROJECT NUMBER	10216572

DONALD E. LINDEMAN LICENSED 12435 KANSAS PROFESSIONAL ENGINEER
06-02-2023

CITY OF JUNCTION CITY, KS
WWTP IMPROVEMENTS
PHASE 2

EAST WASTEWATER TREATMENT PLANT
FLOW DIVERSION STRUCTURE NO. 3
PROCESS PLAN

0 1" 2"

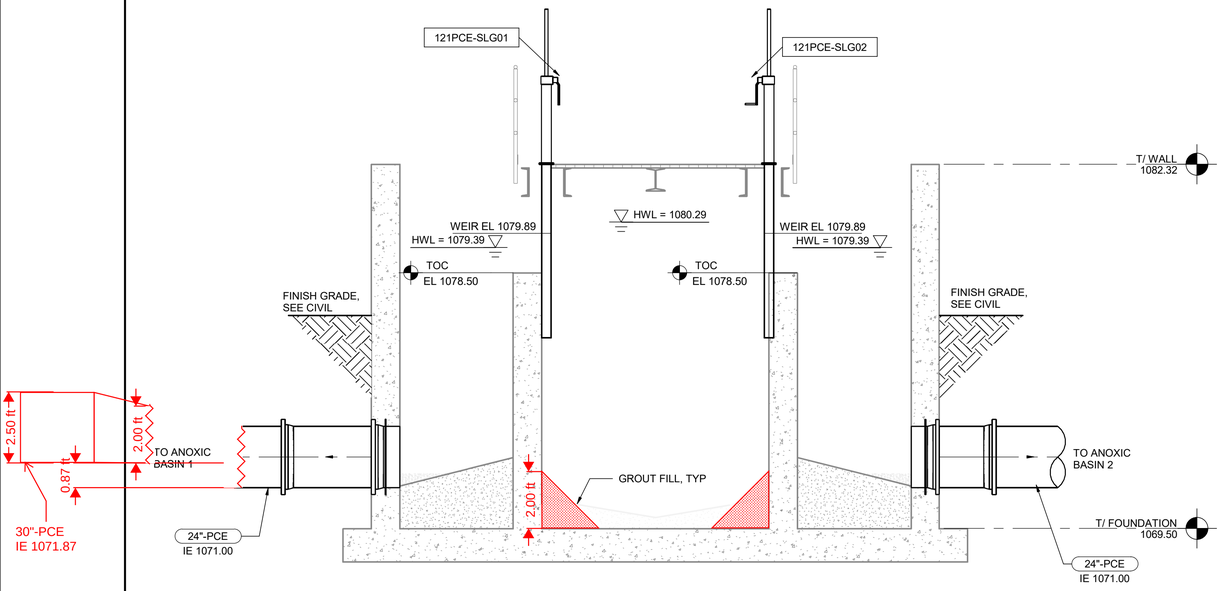
FILENAME 10216572-121-U-FlowDiversion.rvt

SCALE 3/8" = 1'-0"

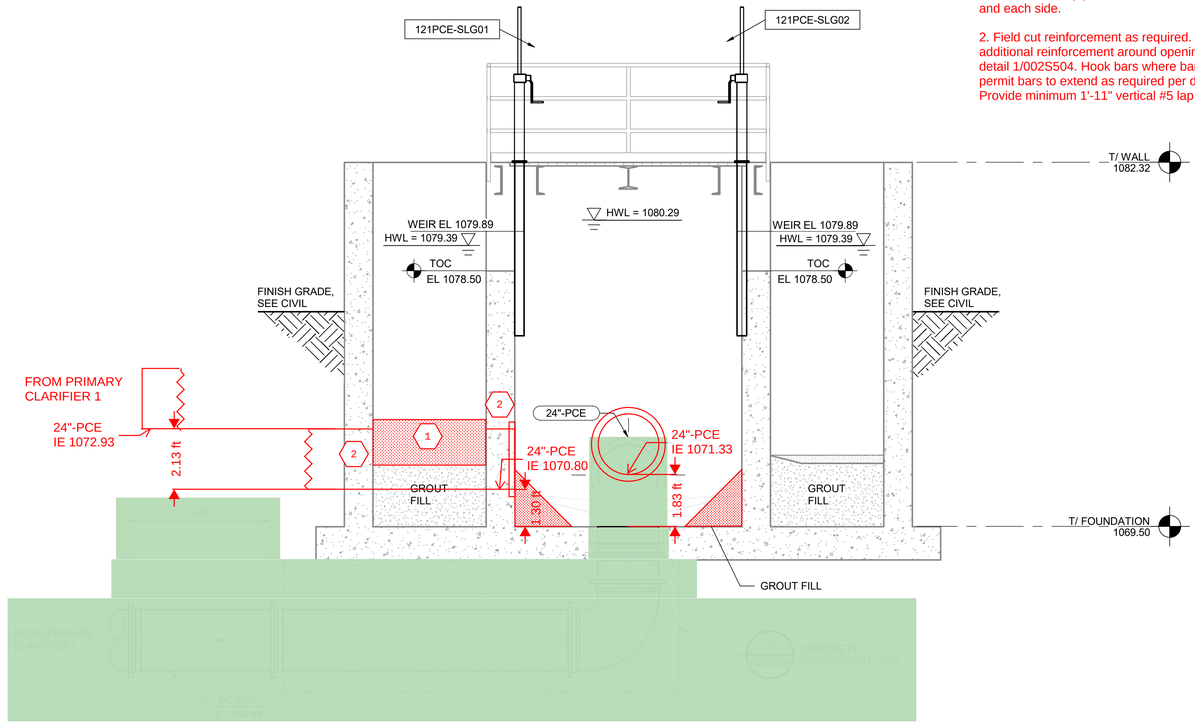
SHEET 121D101

BIM 360://10216572_Junction_City_WWTP_Phase_2_2018/10216572-121-U-FlowDiversion.rvt
5/24/2023 9:16:31 AM

Engineer inserted Page



A 121D101 SECTION
3/8" = 1'-0"



B 121D101 SECTION
3/8" = 1'-0"

KEYNOTES:

1. Grout encase pipe with minimum 6" cover top and each side.

2. Field cut reinforcement as required. Provide additional reinforcement around opening per detail 1/002S504. Hook bars where bars will not permit bars to extend as required per detail. Provide minimum 1'-11" vertical #5 lap length.

ISSUE	DATE	DESCRIPTION
0	06/2023	CONFORMED TO BID

PROJECT MANAGER	DON LINDEMAN
CIVIL	M. WIEBELHAUS
STRUCTURAL	D. WISEMAN
ARCHITECURAL	R. MCKINLEY
PROCESS	D. LINDEMAN
MECHANICAL	P. KONECK-WILWERD
ELECTRICAL	N. WITTE
INSTRUMENTATION	K. BUECHLER
PROJECT NUMBER	10216572

DONALD E. LINDEMAN LICENSED 12435 KANSAS PROFESSIONAL ENGINEER
06-02-2023

CITY OF JUNCTION CITY, KS
WWTP IMPROVEMENTS
PHASE 2

EAST WASTEWATER TREATMENT PLANT
FLOW DIVERSION STRUCTURE NO. 3
PROCESS SECTIONS

0 1" 2"

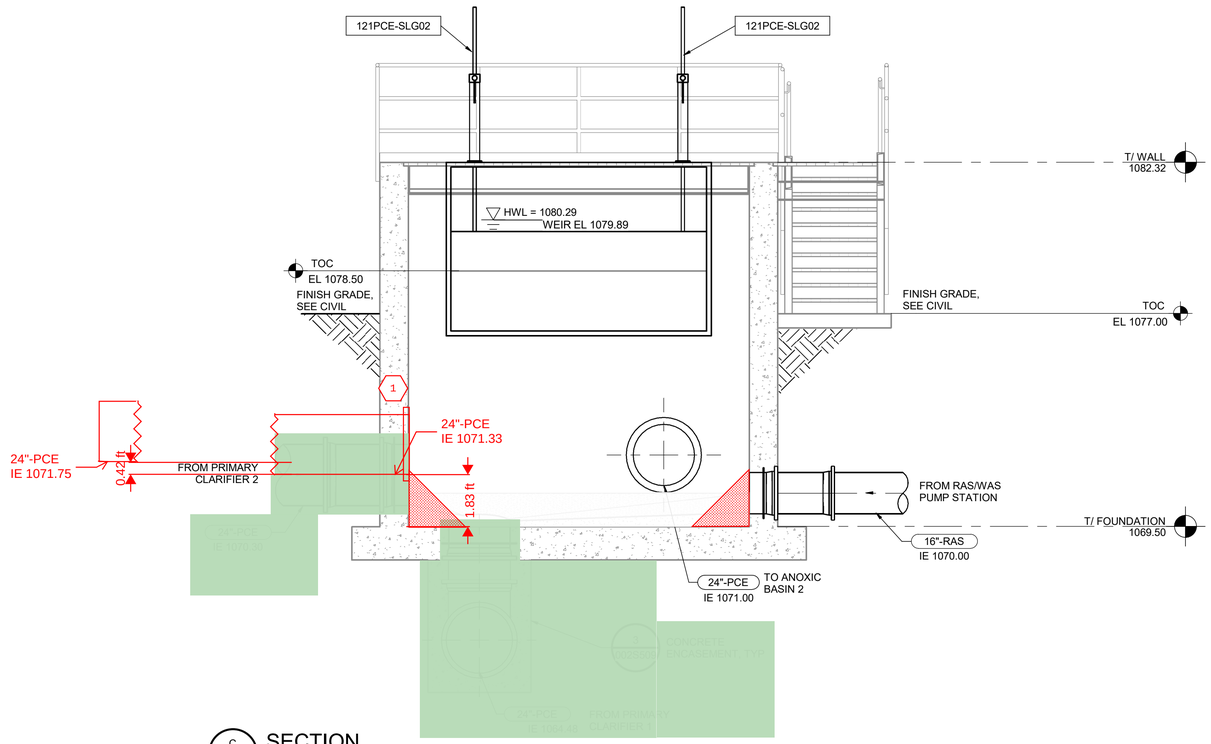
FILENAME 10216572-121-U-FlowDiversion.rvt
SCALE 3/8" = 1'-0"
SHEET 121D301

BIM 360://10216572_Junction_City_WWTP_Phase_2_2018/10216572-121-U-FlowDiversion.rvt
5/24/2023 9:16:35 AM

Engineer inserted Page

KEYNOTES:

1. Field cut reinforcement as required. Provide additional reinforcement around opening per detail 1/002S504. Hook bars where bars will not permit bars to extend as required per detail. Provide minimum 1'-11" vertical #5 lap length.



C 121D101 SECTION
3/8" = 1'-0"

BIM 360://10216572_Junction_City_WWTP_Phase_2_2018/10216572-121-U-FlowDiversion.rvt
5/24/2023 9:16:39 AM

ISSUE	DATE	DESCRIPTION
0	06/2023	CONFORMED TO BID

PROJECT MANAGER	DON LINDEMAN
CIVIL	M. WIEBELHAUS
STRUCTURAL	D. WISEMAN
ARCHITECURAL	R. MCKINLEY
PROCESS	D. LINDEMAN
MECHANICAL	P. KONECK-WILWERD
ELECTRICAL	N. WITTE
INSTRUMENTATION	K. BUECHLER
PROJECT NUMBER	10216572

DONALD E. LINDEMAN LICENSED 12435 KANSAS PROFESSIONAL ENGINEER
06-02-2023

CITY OF JUNCTION CITY, KS
WWTP IMPROVEMENTS
PHASE 2

EAST WASTEWATER TREATMENT PLANT
FLOW DIVERSION STRUCTURE NO. 3
PROCESS SECTIONS

0 1" 2"

FILENAME 10216572-121-U-FlowDiversion.rvt
SCALE 3/8" = 1'-0"
SHEET 121D302

Hess, Brent

From: Brannen Murphy <bmurphy@heavycontractors.com>
Sent: Thursday, May 1, 2025 4:30 PM
To: Hess, Brent; Jason Latimer
Cc: Nguepgang Mendjionang, Armand
Subject: RE: JCWWTP 121 Splitter Structure Pothole & 116 Grit Classifier

CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Brent,

We were able to confirm the pipe at the tie in location (point 426) is a 30” line with the FL Elev. Of 1071.87. We were able to locate this line coming out of Anoxic Basin 1 and can also confirm it is a 30” line. Let me know if you have any questions or need any more information regarding this.

Thank you,

CROSSLAND HEAVY CONTRACTORS

Brannen Murphy
Superintendent
427 Grant Ave.
Junction City, KS 66441

Phone: (913)-963-4798
bmurphy@heavycontractors.com
website: www.heavycontractors.com

Trust – Responsibility – Integrity – Passion

Please consider the environment before printing this e-mail.

From: Brannen Murphy
Sent: Thursday, May 1, 2025 8:16 AM
To: Hess, Brent <Brent.Hess@hdrinc.com>; Jason Latimer <jlatimer@heavycontractors.com>
Cc: Nguepgang Mendjionang, Armand <Armand.NguepgangMendjionang@hdrinc.com>
Subject: RE: JCWWTP 121 Splitter Structure Pothole & 116 Grit Classifier

Brent,

We have found the line we suspect to be the 24” PCE but it is looking like it is a 30” line. The flowline elevation of this line at point 426 is 1071.87. We have the VAC truck out here again today to verify that this is the line. We potholed next to the 121 structure and we have confirmed it is the 30” line going into the splitter. We are going to confirm this is a 30” line coming from Anoxic Basin 1. We will keep you posted.

Thank you,

Brannen Murphy
Superintendent
427 Grant Ave.
Junction City, KS 66441

Phone: (913)-963-4798
bmurphy@heavycontractors.com
website: www.heavycontractors.com

Trust – Responsibility – Integrity – Passion

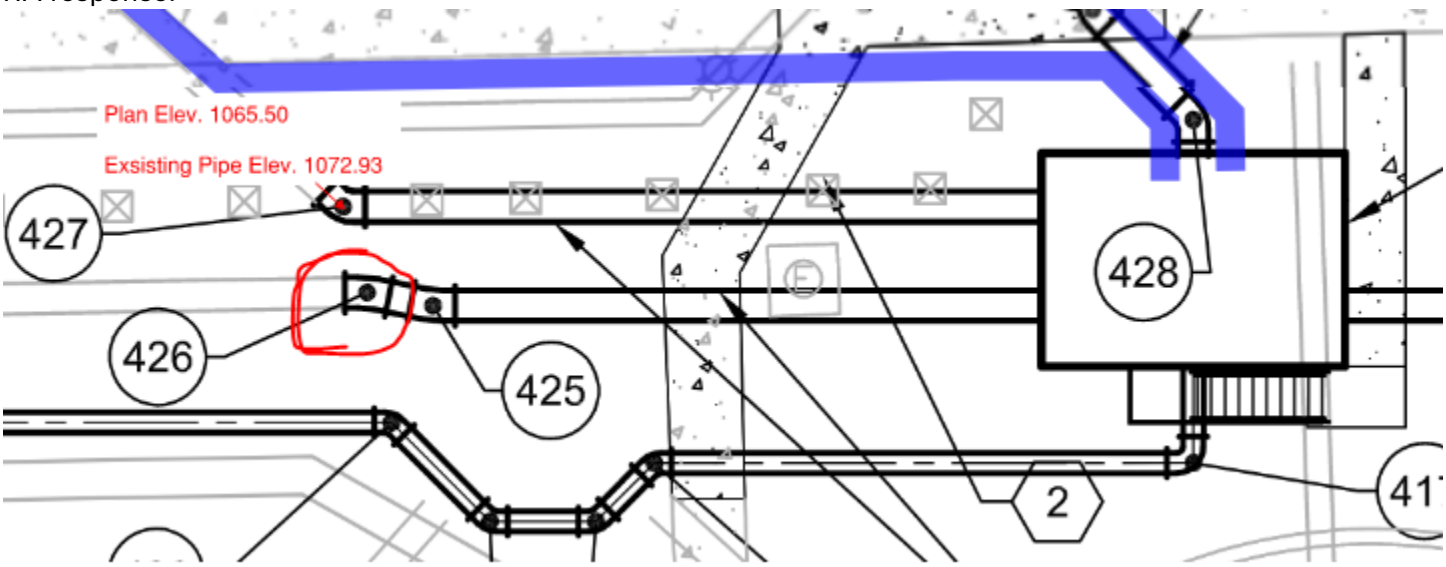
Please consider the environment before printing this e-mail.

From: Hess, Brent <Brent.Hess@hdrinc.com>
Sent: Friday, April 25, 2025 8:39 AM
To: Jason Latimer <jlatimer@heavycontractors.com>
Cc: Brannen Murphy <bmurphy@heavycontractors.com>; Nguepgang Mendjionang, Armand <Armand.NguepgangMendjionang@hdrinc.com>
Subject: JCWWTP 121 Splitter Structure Pothole & 116 Grit Classifier

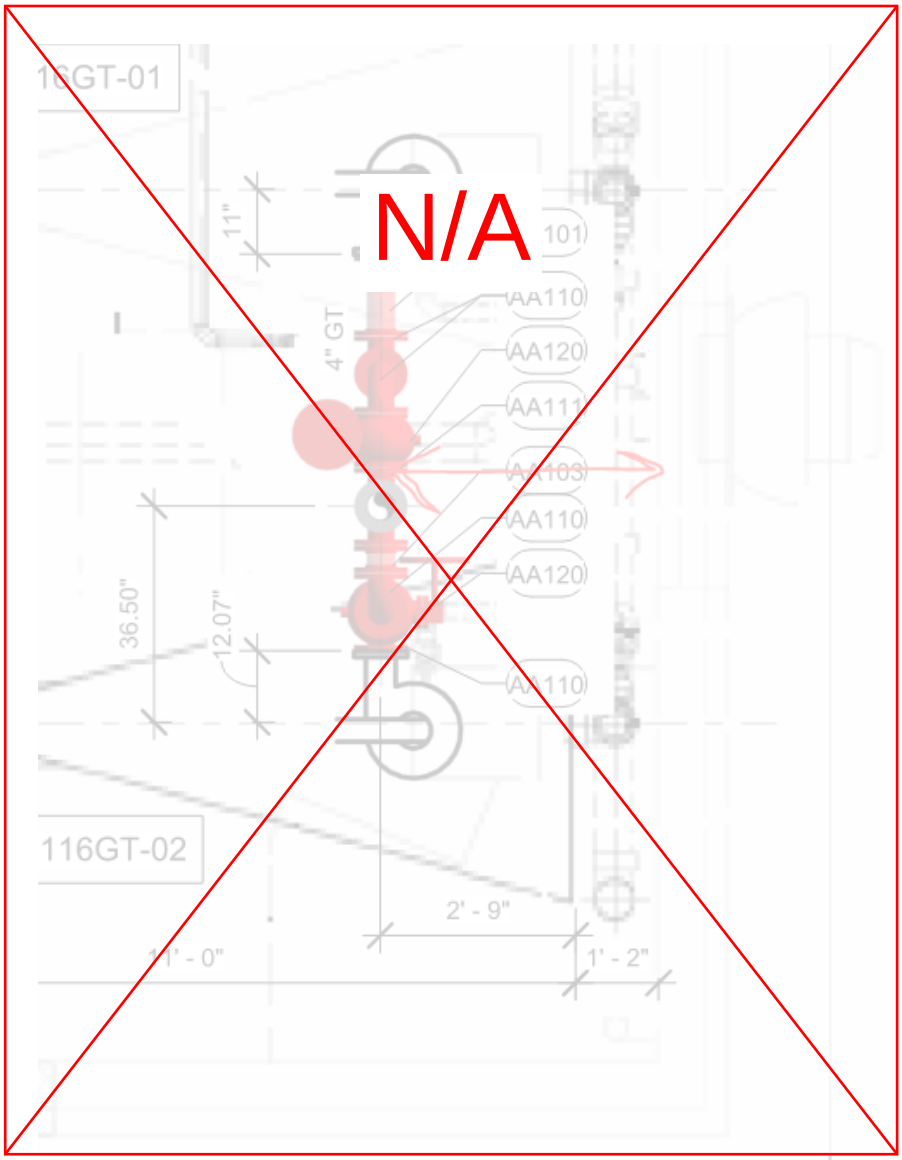
EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason,

As discussed, can you please provide the elevation of this line associated with Series 121? This will assist with the RFI response.



~~Can you also confirm this dim~~ N/A ~~existing flange & classifier? From my notes a while back, this was closer to 65IN for the existing, ficantly different from the 47IN for the new.~~



Thanks,

Brent Hess, P.E. (KS)
Water/Wastewater Engineer

HDR
10450 Holmes Road, Suite 600
Kansas City, MO 64131
D 816-360-2744 **M** 316-644-9794
Brent.Hess@hdrinc.com

hdrinc.com/follow-us

City of Junction City

City Commission

Agenda Memo

May 5, 2026

From: **Christopher Srackangast, Community Development Director**

To: **Governing Body**

Subject: **Dangerous and Unsafe Structure located at 408 West 7th St**

Objective: Discussion of 408 West 7th Street, a dangerous and unsafe structure.

Explanation of Issue: On May 3, 2022, the City Commission approved Resolution No. R-3003, setting a public hearing for June 21, 2022, to address the dangerous and unsafe condition of the single-family dwelling located at 408 W 7th St. The resolution was sent via Certified Mail (Restricted Delivery) to the property owner of record on May 5, 2022, and was signed for on May 23, 2022. Notice of the resolution was also published in the Daily Union on May 10 and May 17, 2022.

Following the public hearing held on June 21, 2022, the Commission approved Resolution No. R-3012, granting the owner 72 days to either repair or demolish the structure.

An evaluation conducted on March 28, 2022, revealed significant structural concerns, including a settling foundation with visible bulging and separation from the structure, numerous cracks, peeling and deteriorating siding, fire damage, missing corner caps, and broken or boarded windows. Several screens were missing, one back door was unsecure, shingles were aged, fascia boards were fire-damaged, and the storm drainage system was compromised.

A permit was applied for on November 4, 2022, to "Repair & Replace Limestone Foundation w/concrete where needed."

Some progress was made: the front porch was removed and its foundation replaced; a rear addition was removed; and part of the house's foundation was reconstructed.

On September 5, 2023, the Commission granted an extension until November 1, 2023, with the condition that no further permits be issued or extended before the scheduled November 7, 2023, meeting. The expectation was that the majority of the foundation work would be completed by that date. Mr. Bucher was informed of these requirements during an in-person office visit on September 26, 2023.

On November 7, 2023, the Commission approved another extension through the second meeting in December to allow Mr. Bucher time to apply for a permit extension and continue with foundation repairs. The permit extension was formally applied for on November 13, 2023.

On December 19, 2023, another extension was granted to continue foundation work. On May 7, 2024, the Commission approved an additional 180-day extension, again with the expectation that the foundation would be completed within that timeframe.

On November 5, 2024, the Commission approved another extension. At that time, Mr. Bucher stated his intention to construct a rear addition, which he indicated was necessary to complete the foundation work.

On January 31, 2025, a new permit was submitted and approved. This permit was for the reconstruction of the front and rear porches, siding, windows, roofing, sheetrock, furnace, and electrical and plumbing systems—enabling work on the addition and remaining foundation repairs to proceed.

On November 4, 2025, the Commission approved a 180-day extension for the exterior and interior of the work to be completed, making the structure habitable, removing it as a dangerous and unsafe structure. At that time the front porch had been enclosed, the rear addition had been completed, and the roof had been dried in.

Since that time, the only additional progress has been the wrapping of the remainder of the house. No inspections have been requested or completed.

The permit for the foundation of this structure was issued on November 4, 2022. Since that time, multiple extensions have been granted by the Commission, with minimal progress made on the project. The most recent extension, approved on November 4, 2025, allowed 180 days to complete both the exterior and interior work. However, the only advancement during this period has been the addition of further house wrapping. Given these circumstances, City staff is requesting a three-month extension to allow for completion of the exterior and interior work.

Alternatives:

1. Approve a 3-month extension for the completion of the exterior and the interior work.

2. Disapprove a 3-month extension for the completion of the exterior and the interior work.

3. Modify the request.

4. Table the request.

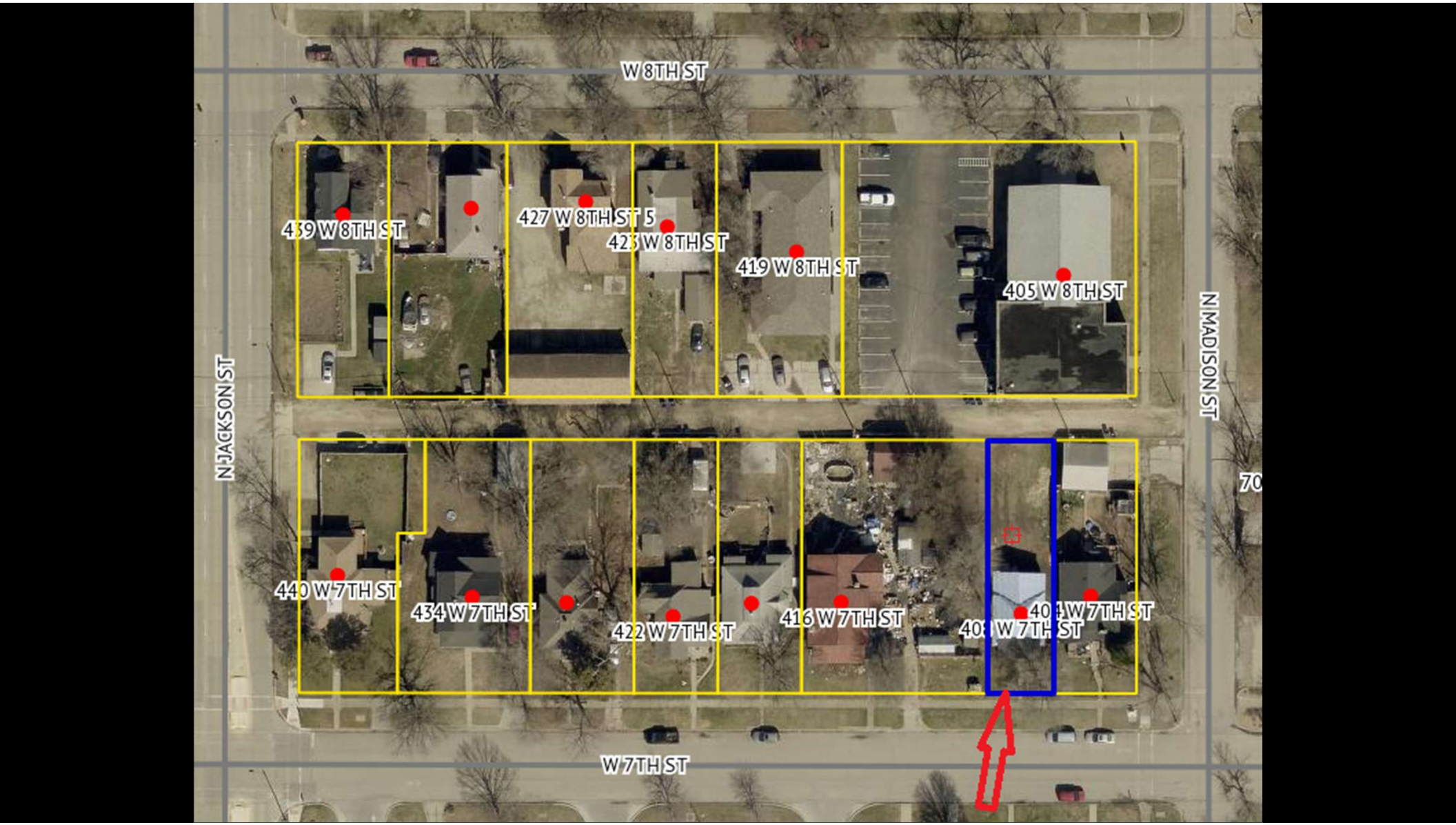
Recommendation: Staff recommends approval of a 3-month extension for the completion of the exterior and the interior work.

Enclosures: Pictures dated April 27, 2026

408 West 7th Street

Dangerous and Unsafe Structure

May 5, 2026 Commission Meeting


W 8TH ST
439 W 8TH ST
427 W 8TH ST 5
423 W 8TH ST
419 W 8TH ST
405 W 8TH ST
N JACKSON ST
N MADISON ST
440 W 7TH ST
434 W 7TH ST
422 W 7TH ST
416 W 7TH ST
404 W 7TH ST
W 7TH ST

Network: Apr 27, 2026 at 3:31:22 PM CDT
Local: Apr 27, 2026 at 3:31:22 PM CDT
N 39° 1' 45.768" W 96° 50' 8.519"
408 W Seventh St
Junction City KS 66441
United States
HOUSE WRAP
BUILDERS CHOICE
MID AM

Network:Apr 27, 2026 at 3:31:32 PM CDT
Local:Apr 27, 2026 at 3:31:32 PM CDT
N 39° 1' 45.890", W 96° 50' 8.680"
408 W Seventh St
Junction City KS 66441
United States
Grip Rite
House-Wrap
HOUSE WRAP
BUILDERS CHOICE
MID AM

Network:Apr 27, 2026 at 3:31:47 PM CDT
Local:Apr 27, 2026 at 3:31:47 PM CDT
N 39° 1' 45.914", W 96° 50' 8.090"
408 W Seventh St
Junction City KS 66441
United States
HOUSE WRAP
BUILDERS CHOICE
MID AM

Network:Apr 27, 2026 at 3:31:56 PM CDT
Local:Apr 27, 2026 at 3:31:56 PM CDT
N 39° 1' 45.898", W 96° 50' 8.005"
408 W Seventh St
Junction City KS 66441
United States
HOUSE WRAP
BUILDER'S CHOICE

Network: Apr 27, 2026 at 3:31:58 PM CDT
Local: Apr 27, 2026 at 3:31:58 PM CDT
N 39° 1' 45.898", W 96° 50' 8.005"
408 W Seventh St
Junction City KS 66441
United States

Network:Apr 27, 2026 at 3:32:11 PM CDT
Local:Apr 27, 2026 at 3:32:11 PM CDT
N 39° 1' 45.985", W 96° 50' 8.317"
408 W Seventh St
Junction City KS 66441
United States
BUILDERS CHOICE
HOUSE WRAP
BUILDERS CHOICE
ESR - 2514

Network:Apr 27, 2026 at 3:32:20 PM CDT
Local:Apr 27, 2026 at 3:32:20 PM CDT
N 39° 1' 46.134", W 96° 50' 8.224"
408 W Seventh St
Junction City KS 66441
United States
LDERS
OICE

Network:Apr 27, 2026 at 3:32:45 PM CDT
Local:Apr 27, 2026 at 3:32:45 PM CDT
N 39° 1' 46.707", W 96° 50' 8.226"
408 W Seventh St
Junction City KS 66441
United States
Grip Rite
www.grip-rite.com
House-Wrap
ICC-ES ESR-3729, GRADE D
MEETS ASTM E 2357

Network:Apr 27, 2026 at 3:32:57 PM CDT
Local:Apr 27, 2026 at 3:32:57 PM CDT
N 39° 1' 46.852", W 96° 50' 8.339"
408 W Seventh St
Junction City, KS 66441
United States
Grip Rite
House-Wrap

Network:Apr 27, 2026 at 3:33:17 PM CDT
Local:Apr 27, 2026 at 3:33:17 PM CDT
N 39° 1' 46.765", W 96° 50' 8.544"
408 W Seventh St
Junction City KS 66441
United States
Grip Rite
www.grip-rite.com
House-Wrap
ICC-ES ESR-3729, GRADE D
MEETS ASTM E 2357

Network:Apr 27, 2026 at 3:33:19 PM CDT
Local:Apr 27, 2026 at 3:33:19 PM CDT
N 39° 1' 46.765", W 96° 50' 8.544"
408 W Seventh St
Junction City KS 66441
United States
Grip Rite
www.grip-rite.com
House-Wrap
ES ICC-ES ESR-3729, GRADE D
MEETS ASTM E 2357

Network:Apr 27, 2026 at 3:33:26 PM CDT
Local:Apr 27, 2026 at 3:33:26 PM CDT
N 39° 1' 46.695", W 96° 50' 8.602"
408 W Seventh St
Junction City KS 66441
United States
Grip Rite
www.grip-rite.com
House-Wrap
ES ESR-3729, GRADE D
MEETS ASTM E 2357

Network:Apr 27, 2026 at 3:34:27 PM CDT
Local:Apr 27, 2026 at 3:34:27 PM CDT
N 39° 1' 46.099", W 96° 50' 8.667"
416 W Seventh St
Junction City KS 66441
United States
Grip Rite
www.grip-rite.com
House-Wrap
ICC-ES ER-1729, GRADE D
MEETS ASTM E 2357

City of Junction City

City Commission

Agenda Memo

May 5, 2025

From: **Chris Srackangast, Community Development Director**

To: **Governing Body**

Subject: **Dangerous and Unsafe Structures located at 432 West 12th Street**

Objective: Discussion of the Dangerous and Unsafe Structure located at 432 West 12th Street.

Explanation of Issue: On March 21, 2023, the Commission approved Resolution No. R-3040, scheduling a public hearing for May 16, 2023, to address the dangerous and unsafe conditions at 430 W 12th St. The resolution was sent to the property owner of record via Certified Mail Restricted Delivery on March 22, 2023, and was published in the Daily Union on March 29, 2023, and April 5, 2023.

Inspection of the structure of the property exhibited numerous deficiencies that posed significant safety hazards, including:

- Stone and concrete foundation was showing signs of cracking
- Asbestos tile siding was chipping, had holes and was missing in areas.
- The east side door was boarded up and the wood was rotting.
- The rear door had a tree growing up in the concrete preventing the open storm door from closing.
- The rear door was rotting from the weather.
- The window trim was deteriorating, rotting and/or missing.
- There were asphalt shingles missing and the roof was sagging.
- There was storm drainage missing. The front porch was cracked and settling.
- The roof of the porch was settling and sagging.
- The rear porch had trees growing in the crack and settling.

During the May 16, 2023, public hearing no one appeared on behalf of the property. Following the hearing, the Commission approved Resolution No. R-3057, declaring the structure located at 432 W 12th St to be dangerous and unsafe.

Richard Pinaire, Esquire, representing his client Taylor and Taylor, LLC, reached out to City Attorney Britain Stites. On September 5, 2023, Britain Stites submitted a memorandum to the Commission, requesting a one-year continuance, with an update to be provided in six months. This request was made to allow Taylor and Taylor, LLC to proceed with the land transaction and begin construction on the structure.

During the meeting, Carl Taylor explained that the first six months would focus on bringing the structure up to code, while the following six months would be dedicated to remodeling the property. Additionally, Richard Pinaire, Esquire, confirmed that the initial six-month period would involve work on the exterior of the property.

The Commission approved the one-year extension with an update in six months.

A status hearing was held on April 16, 2024.

A roof permit was issued on December 12, 2023. A mid-roof inspection was conducted and successfully passed; however, no final inspection had been completed and the permit expired on June 9, 2024.

A remodel permit to remove drywall, insulate, update plumbing and mechanical, add new drywall and paint was issued to a contractor on June 11, 2024.

On September 5, 2023, Carl Taylor stated that it would take twelve months to repair this structure to make it habitable. More than twelve months had passed, and the structure was still not habitable.

The City Commission granted a 90-day extension, until April 7, 2025, for the Contractor to request the required inspections and to make the required repairs to the exterior and the interior of the structure according to Chapter 235, Article III of the City Code of Ordinances and Section 108 of the adopted 2012 International Property Maintenance Code.

Carl requested an on-site meeting with City staff on March 19, 2025. Improvements were ongoing, and inspections were being completed.

On April 15, 2025, the City Commission granted a 6-month extension, through October 13, 2025.

On October 21, 2025, The City Commission granted a 180-day extension. Interior work was ongoing. Plumbing and framing rough-in inspections were completed and approved on August 8, 2025. The electrical rough-in inspection was completed and approved on September 5, 2025.

On April 28, 2026, a final inspection was completed and passed. City staff is requesting that this structure be removed from the dangerous and unsafe structure list.

Alternatives:

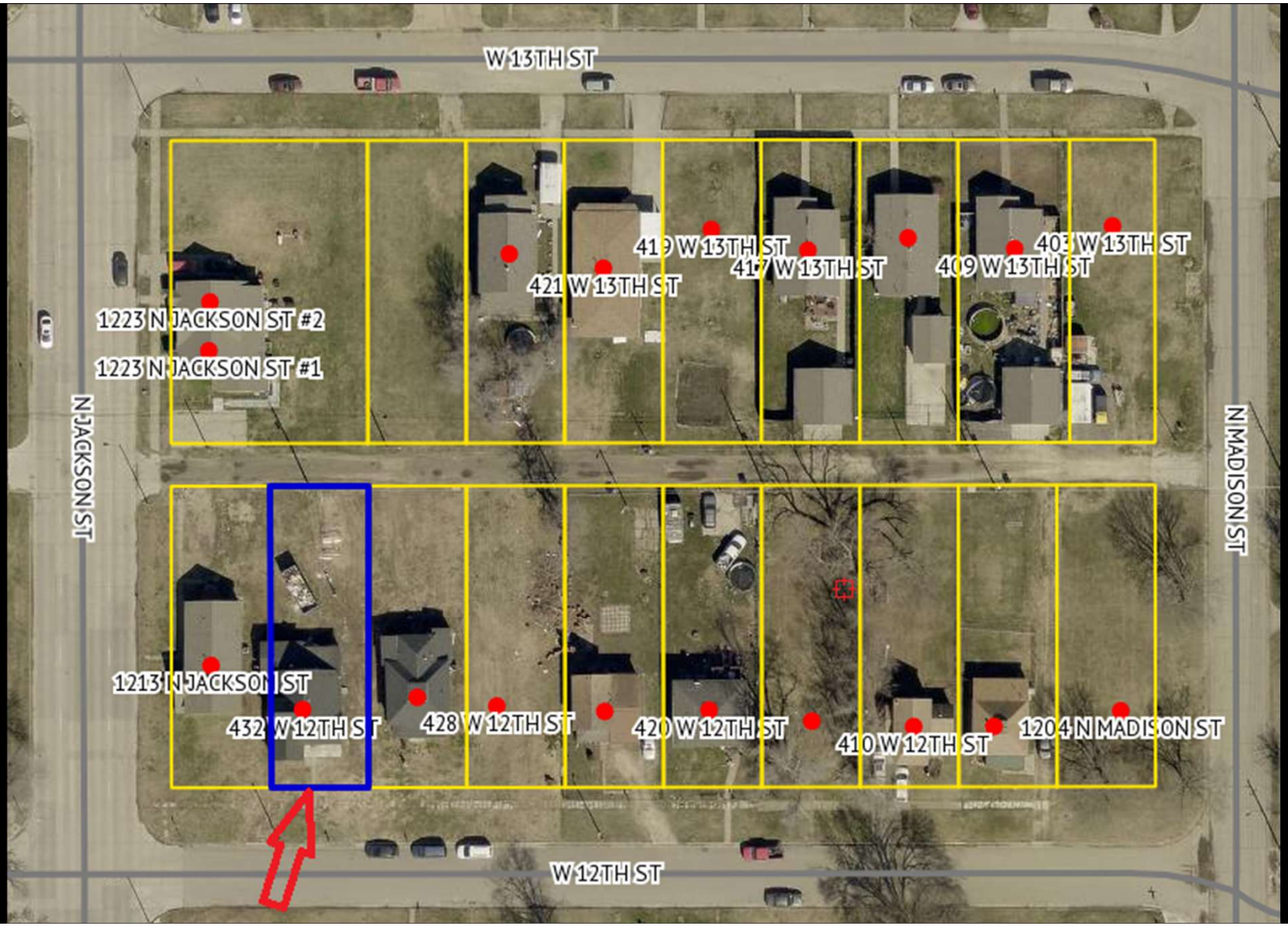
1. Approve removing the structure located at 432 W 12th St from the dangerous and unsafe structure list.
2. Disapprove removing the structure located at 432 W 12th St from the dangerous and unsafe structure list.
3. Modify the request.
4. Table the request.

Enclosures: Pictures dated April 23, 2026

432 W 12th St

Dangerous and Unsafe Structure

May 5, 2026, Commission Meeting


W 13TH ST
1223 N JACKSON ST #2
1223 N JACKSON ST #1
421 W 13TH ST
409 W 13TH ST
N JACKSON ST
N MADISON ST
1213 N JACKSON ST
428 W 12TH ST
420 W 12TH ST
410 W 12TH ST
W 12TH ST

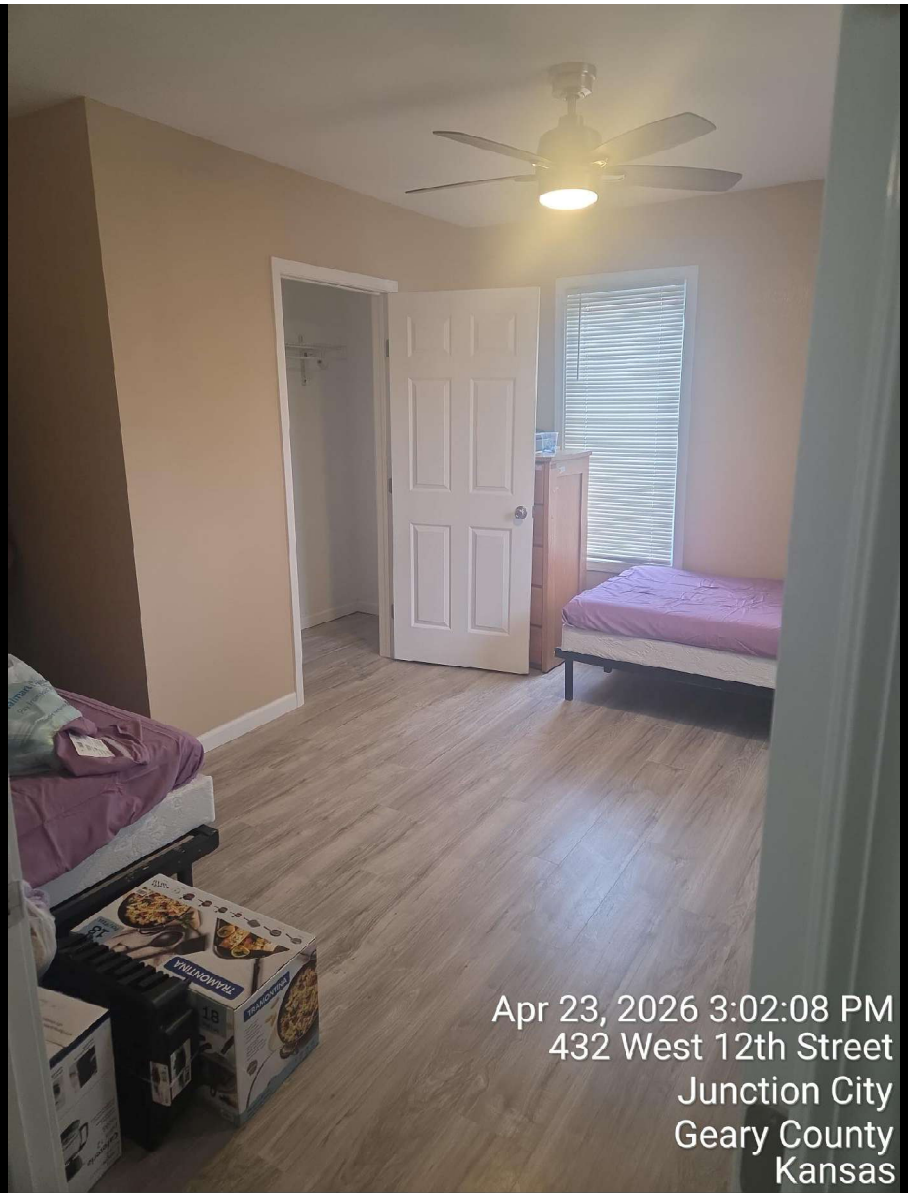
Apr 23, 2026 2:55:03 PM
429 West 12th Street
Junction City
Geary County
Kansas

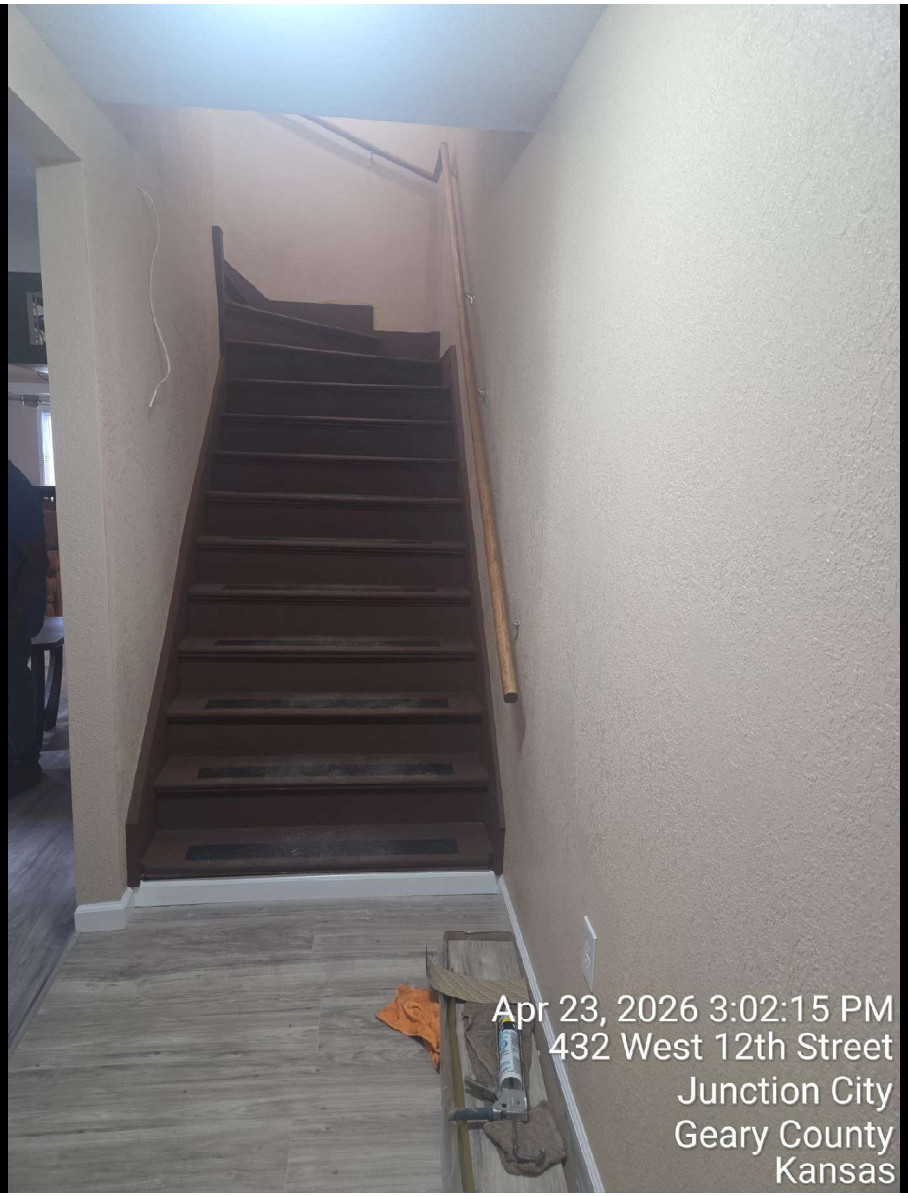
Apr 23, 2026 2:55:30 PM
432 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 2:56:03 PM
430 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 2:57:51 PM
432 West 12th Street
Junction City
Geary County
Kansas

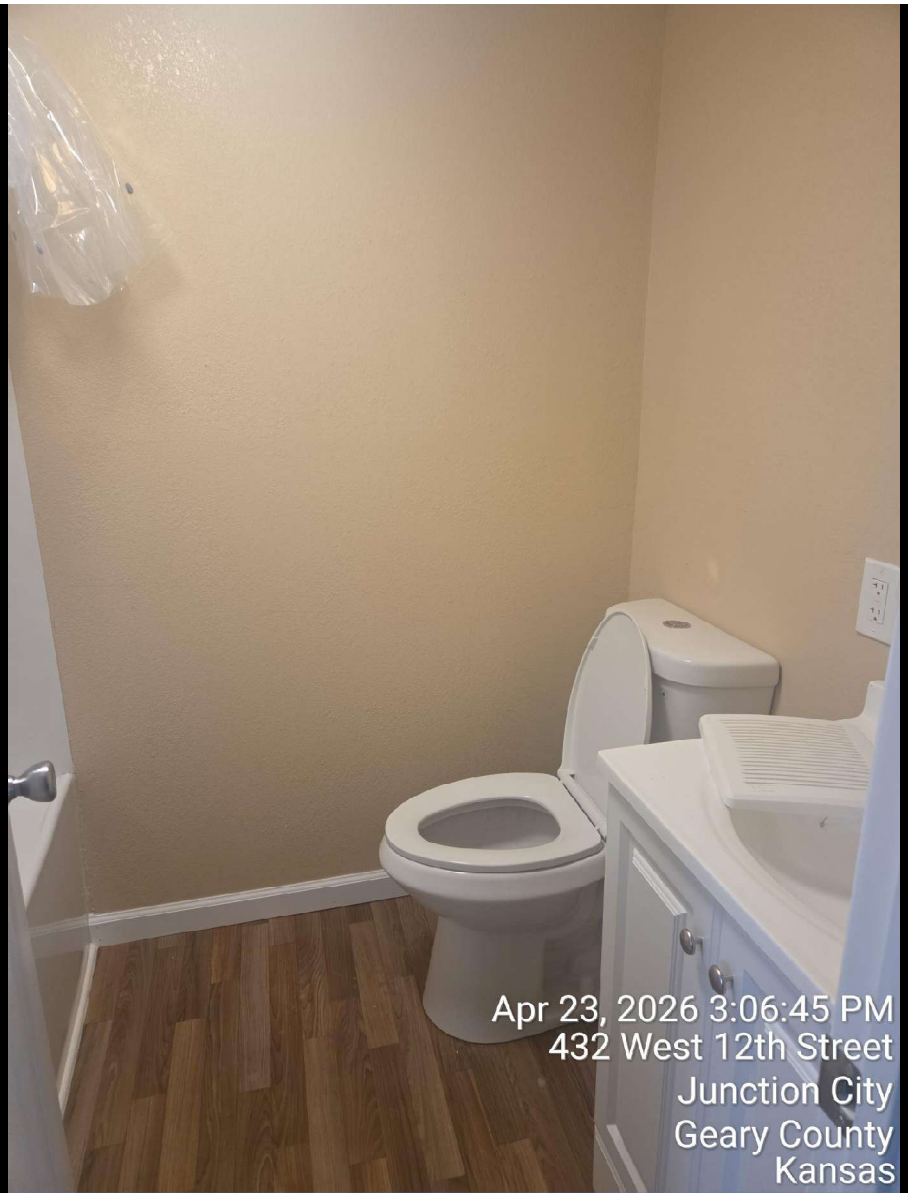
Apr 23, 2026 3:01:37 PM
439 West 12th Street
Junction City
Geary County
Kansas

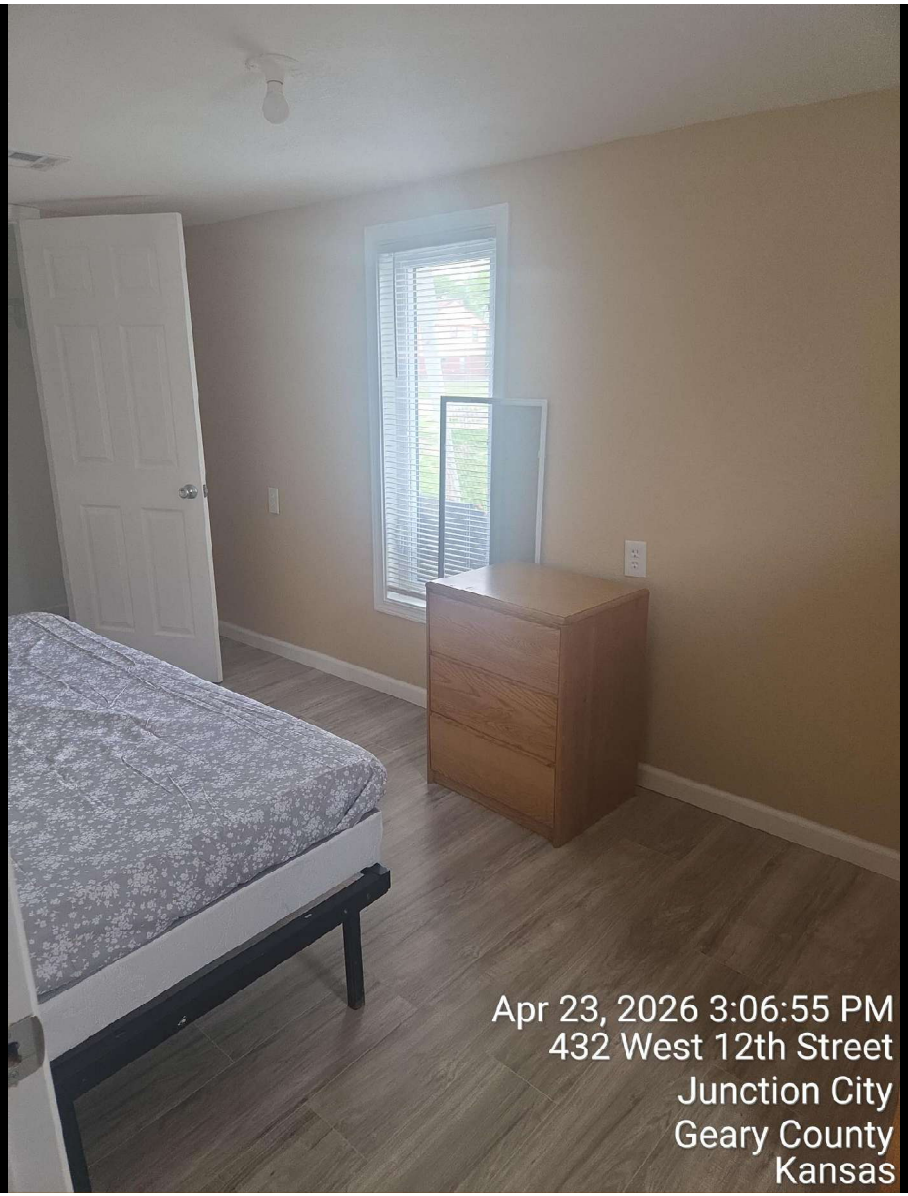

Apr 23, 2026 3:02:08 PM
432 West 12th Street
Junction City
Geary County
Kansas

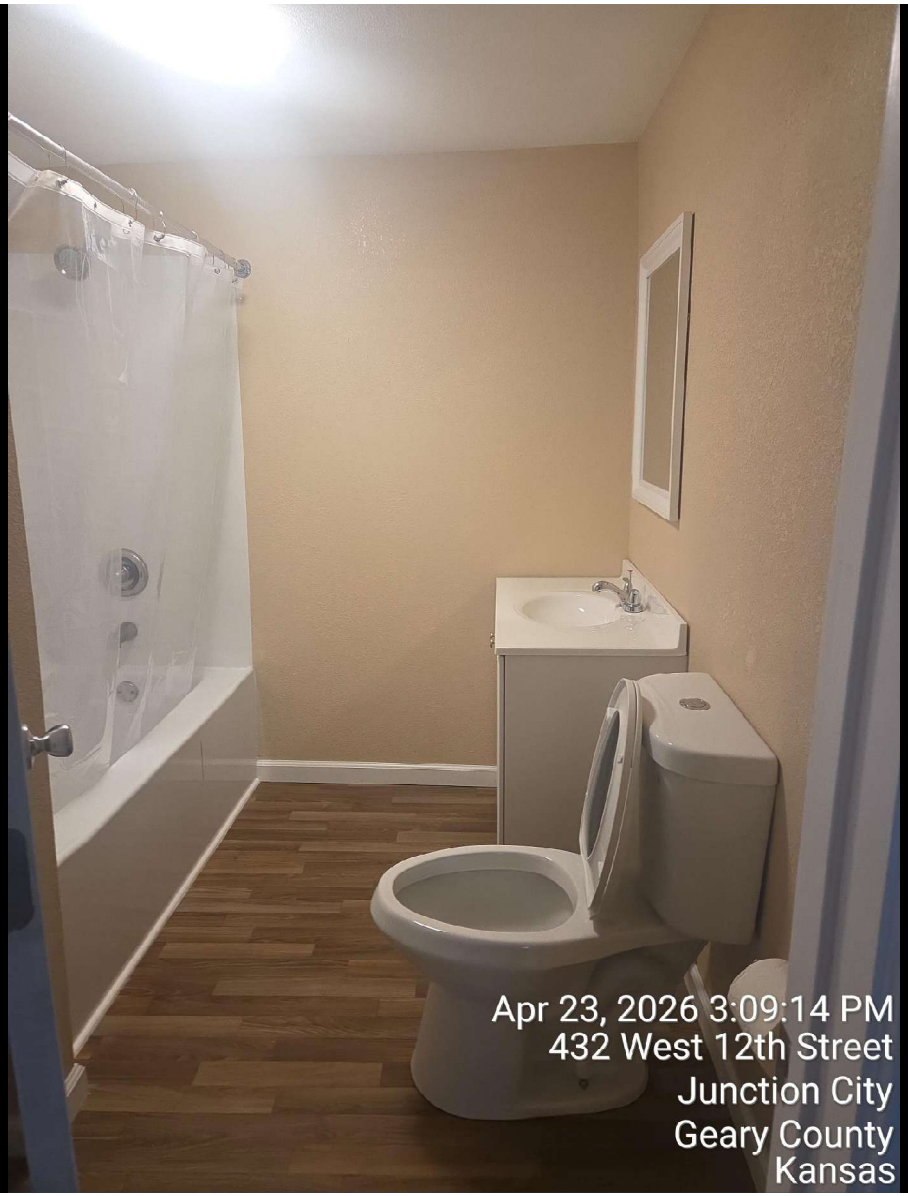

Apr 23, 2026 3:02:15 PM
432 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 3:02:55 PM
432 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 3:04:33 PM
432 West 12th Street
Junction City
Geary County
Kansas


Apr 23, 2026 3:06:45 PM
432 West 12th Street
Junction City
Geary County
Kansas

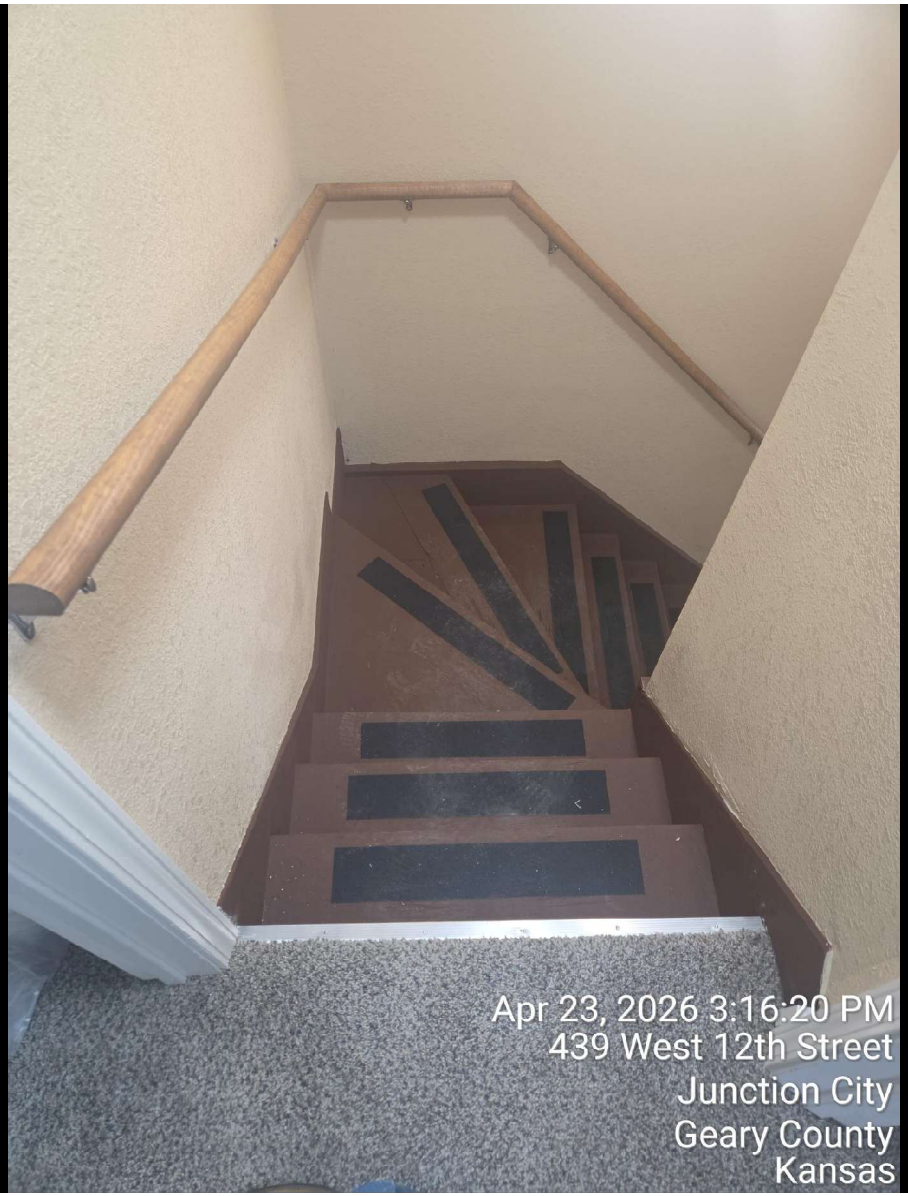

Apr 23, 2026 3:06:55 PM
432 West 12th Street
Junction City
Geary County
Kansas


Apr 23, 2026 3:09:14 PM
432 West 12th Street
Junction City
Geary County
Kansas

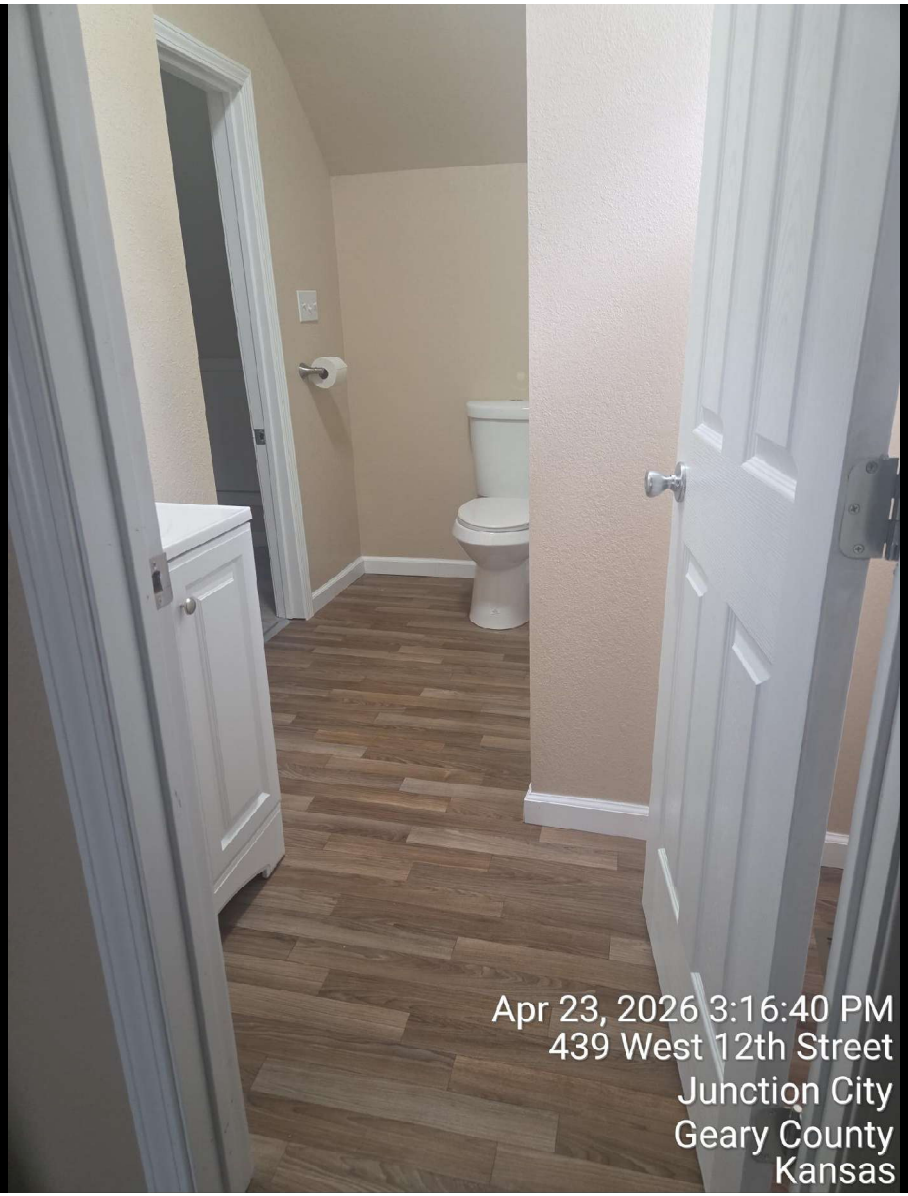
Reliance
Apr 23, 2026 3:11:16 PM
432 West 12th Street
Junction City
Geary County
Kansas

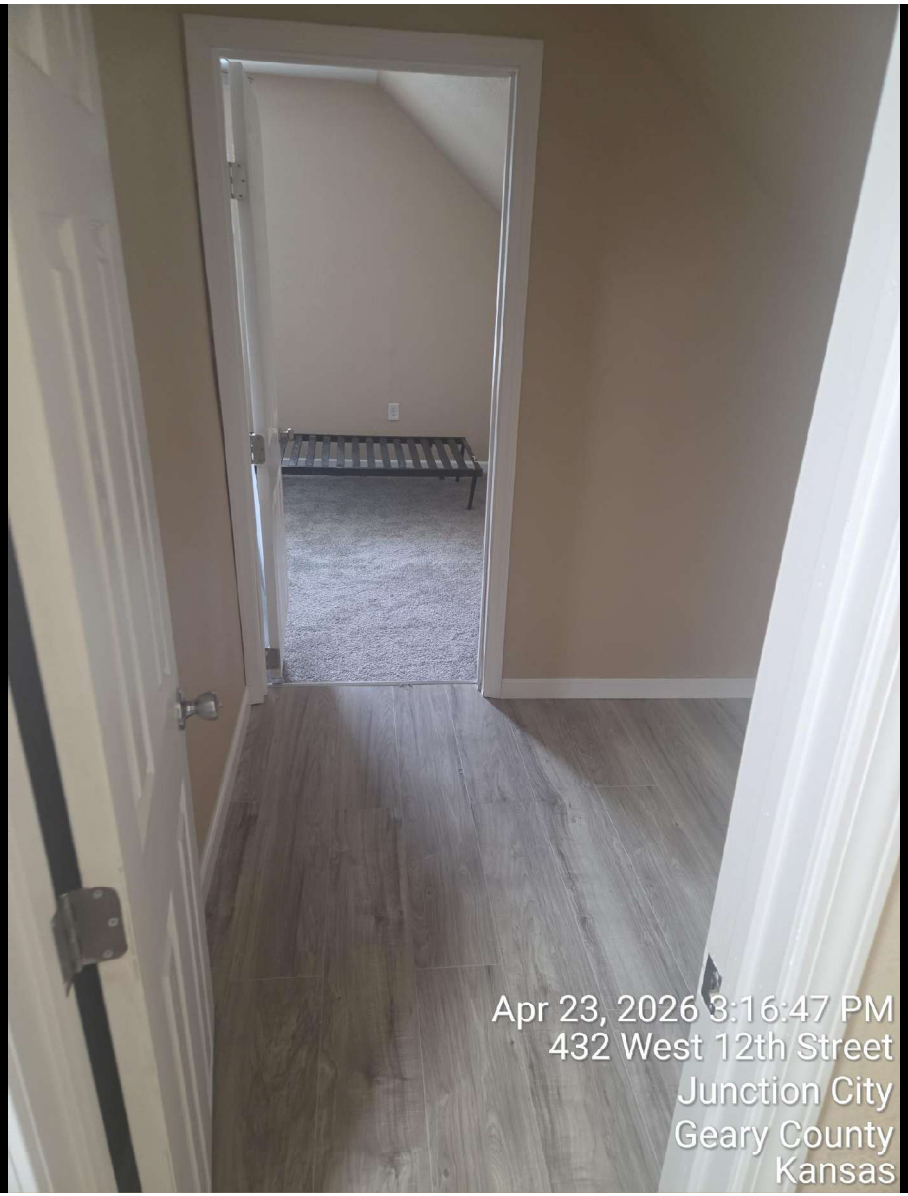
Apr 23, 2026 3:11:25 PM
432 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 3:16:17 PM
439 West 12th Street
Junction City
Geary County
Kansas


Apr 23, 2026 3:16:20 PM
439 West 12th Street
Junction City
Geary County
Kansas

Apr 23, 2026 3:16:29 PM
439 West 12th Street
Junction City
Geary County
Kansas


Apr 23, 2026 3:16:40 PM
439 West 12th Street
Junction City
Geary County
Kansas


Apr 23, 2026 3:16:47 PM
432 West 12th Street
Junction City
Geary County
Kansas

City of Junction City

City Commission Agenda Memo

April 29, 2026

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Draft/Proposed Personnel Policy

Background: City staff resumed a full review of the City's personnel policy in 2024. The policy has not been meaningfully updated since 2009, aside from two limited changes in 2012 relating to residency requirements and paid time off for certain new non-union employees.

This review was completed through multiple changes in Human Resources leadership, City management, and ongoing changes in employment law. The working group included Human Resources, Kelly Heindel, Cindy Sinklier, input from department heads, and the City Attorney's Office.

Discussion of Issue: The proposed policy was presented to the City Commission in February 2026 and again in April 2026. Discussion occurred at both meetings. The only identified issue was the residency requirement, and additional information and legal analysis were provided afterward. No revisions were made following the April discussion aside from clearing up the Remote Work section, and no further comments have been received.

The current policy is outdated. Continued delay in adopting the revised handbook impairs consistent administration and increases legal and operational risk.

Staff Recommendation: Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook.

Possible Motions: I move to approve the Personnel Policies as presented and updated in 2026.

CITY OF JUNCTION CITY

PERSONNEL POLICIES HANDBOOK

UPDATED May 5, 2026

Table of Contents

SECTION 1: INTRODUCTION 7
SECTION 1.1 APPLICABILITY 7
SECTION 1.2 AUTHORITY 7
SECTION 1.3 ORGANIZATIONAL STRUCTURE 7
SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY 9
SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK 9
SECTION 1.6 DEPARTMENT PERSONNEL POLICIES 10
SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY 10
SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS 10
SECTION 1.9 GRATUITIES 11
SECTION 1.10 COMPLIANCE 11
SECTION 1.11 AMENDMENTS 12
SECTION 1.12 OFFICIAL COPIES AND DISTRIBUTION 12
SECTION 2: STANDARDS OF CONDUCT 13
SECTION 2.1 BASIC STANDARDS 13
SECTION 2.2 READINESS 13
SECTION 2.3 DRESS AND APPEARANCE 13
SECTION 2.4 CONFIDENTIALITY 16
SECTION 2.5 POLITICAL ACTION 17
SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES 20
SECTION 2.7 TOBACCO AND OTHER LEGAL SUBSTANCES POLICY 23
SECTION 3: HIRING POLICIES 25
SECTION 3.1 NATURE OF EMPLOYMENT 25
SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY 25
SECTION 3.3 AMERICANS WITH DISABILITY ACT 25
SECTION 3.4 IMMIGRATION COMPLIANCE 26
SECTION 3.5 VACANCIES 26
SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE 27
SECTION 3.7 EMPLOYMENT OF RELATIVES 30
SECTION 3.8 RESIDENCY REQUIREMENT 31
SECTION 3.9 REFERENCE CHECKS 35
SECTION 3.10 NEW HIRE ORIENTATION 35
SECTION 4: POSITION CLASSIFICATION PLAN 36
SECTION 4.1 OVERVIEW 36
SECTION 4.2 JOB DESCRIPTIONS 37
SECTION 4.3 WORK SCHEDULES 37
SECTION 5: EMPLOYEE COMPENSATION 39
SECTION 5.1 THE PAY PLAN 39
SECTION 5.2 PAY CALENDARS AND PAY DAYS 40
SECTION 5.3 PAYROLL DEDUCTIONS 40
SECTION 5.4 DIRECT PAYROLL DEPOSIT 41
SECTION 5.5 TIMEKEEPING 41
SECTION 5.6 BREAK AND MEAL PERIODS 43

SECTION 5.7 OVERTIME AND COMPENSATORY TIME 43
SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME 44
SECTION 5.9 HOLIDAY & HOLIDAY PAY 46
SECTION 5.10 PAY RATE ADJUSTMENTS 48
SECTION 5.11 FINAL PAY 50
SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE 52
SECTION 5.13 RETENTION BONUS....53
SECTION 6: EMPLOYEE RECORDS....54
SECTION 6.1 KORA COMPLIANCE 54
SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES 54
SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES....54
SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION....54
SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE....55
SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD....55
SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS....56
SECTION 7: EMPLOYEE STATUS 57
SECTION 7.1 STATUS CATEGORIES 57
SECTION 7.2 PROBATIONARY STATUS....58
SECTION 8: PERFORMANCE MANAGEMENT PROGRAM 60
SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW 60
SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD....61
SECTION 9: LEAVE, USE, AND PROHIBITION....63
SECTION 9.1 ABSENTEEISM 63
SECTION 9.2 PAID TIME OFF (PTO) 63
SECTION 9.3 VACATION LEAVE 67
SECTION 9.4 SICK LEAVE....69
SECTION 9.5 MED BANK LEAVE 75
SECTION 9.6 PERSONAL LEAVE 76
SECTION 9.7 BEREAVEMENT LEAVE 76
SECTION 9.8 LEAVE WITHOUT PAY (LWOP) 79
SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE....80
SECTION 9.10 COMPENSATORY TIME OFF 82
SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE 84
SECTION 9.12 MILITARY LEAVE 87
SECTION 9.13 FAMILY AND MEDICAL LEAVE ("FMLA") 89
SECTION 9.14 INJURY LEAVE....94
SECTION 10: EMPLOYEE BENEFITS....95
SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE 95
SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F 98
SECTION 10.3 OPTIONAL BENEFIT PLANS 100
SECTION 10.4 MILESTONE ACKNOWLEDGEMENT 100
SECTION 11: DISCRIMINATION, HARASSMENT, & RETALIATION PROHIBITED ...101
SECTION 11.1 PROTECTED CHARACTERISTICS....101
SECTION 11.2 DISCRIMINATION....101
SECTION 11.3 HARASSMENT 101

SECTION 11.4 SEXUAL HARASSMENT 102
SECTION 11.5 FRATERNIZATION 103
SECTION 11.6 CONFLICT OF INTEREST 103
SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING 104
SECTION 11.8 RETALIATION 105
SECTION 11.9 PROHIBITED CONDUCT 106
SECTION 11.10 REPORTING 106
SECTION 11.11 INVESTIGATION 107
SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW 108
SECTION 12: ACCOMMODATION AND INTERACTIVE PROCESS 109
SECTION 12.1 ACCOMMODATION 109
SECTION 12.2 INTERACTIVE PROCESS 109
SECTION 12.3 EXPECTATIONS AND OUTCOMES 109
SECTION 13: REMOTE WORK POLICY 110
SECTION 13.1 ELIGIBILITY 110
SECTION 13.2 POLICY 110
SECTION 13.3 TYPES OF REMOTE WORK 110
SECTION 13.4 EMPLOYEE ELIGIBILITY 111
SECTION 13.5 USE OF CITY EQUIPMENT FOR REMOTE WORK 112
SECTION 13.6 CONDITIONS APPLICABLE TO ALL REMOTE WORKERS 113
SECTION 13.7 ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK 114
SECTION 13.8 CITY MANAGER REMOTE WORK 114
SECTION 14: DRUGS AND ALCOHOL POLICY 115
SECTION 14.1 DRUG-FREE WORKPLACE 115
SECTION 14.2 SAFETY-SENSITIVE POSITIONS 115
SECTION 14.3 CDL EMPLOYEES 123
SECTION 15: VIOLENCE FREE WORKPLACE 130
SECTION 15.1 DEFINITIONS 130
SECTION 15.2 PROHIBITED CONDUCT 130
SECTION 15.3 POSSESSION AND USE OF WEAPONS REQUIREMENTS 131
SECTION 15.4 REPORTING 132
SECTION 15.5 ACTIVE KILLER 132
SECTION 15.6 A.L.I.C.E. 132
SECTION 16: SAFETY, ACCIDENTS, INJURIES, AND LIGHT DUTY 135
SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY 135
SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES 135
SECTION 16.3 WORKERS COMPENSATION 136
SECTION 16.4 RETURN TO WORK 138
SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA) 138
SECTION 16.6 LIGHT DUTY WORK PROGRAM 139
SECTION 16.7 FIT FOR DUTY OBSERVATIONS 139
SECTION 16.8 SAFETY ISSUES 140
SECTION 17: CITY-OWNED PROPERTY 141
SECTION 17.1 GENERAL USE 141
SECTION 17.2 NON-VEHICLE EQUIPMENT ISSUED BY CITY 142

SECTION 17.3 STOLEN, LOST, OR DAMAGED EQUIPMENT 143
SECTION 18: MEETING AND PROFESSIONAL DEVELOPMENT 145
SECTION 18.1 GENERAL 145
SECTION 18.2 TUITION, TRAVEL, AND PER DIEM 145
SECTION 18.3 NEW EMPLOYEE ORIENTATION 145
SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES 146
SECTION 18.5 REQUIRED TRAINING FOR SUPERVISORS 146
SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT 146
SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE 146
SECTION 19: TRAVEL 152
SECTION 19.1 PURPOSE 152
SECTION 19.2 DEFINITIONS 152
SECTION 19.3 APPROVAL PROCESS 152
SECTION 19.4 MODES OF TRANSPORTATION 153
SECTION 19.5 OTHER EXPENSES 154
SECTION 19.6 LODGING 154
SECTION 19.7 DAILY MEAL ALLOWANCE 154
SECTION 19.8 GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS 155
SECTION 19.9 BUSINESS MEALS 155
SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD 156
SECTION 19.11 UNAUTHORIZED EXPENSES 156
SECTION 20: TECHNOLOGY USAGE 157
SECTION 20.1 GENERAL USE 157
SECTION 20.2 TECHNOLOGICAL EQUIPMENT 157
SECTION 20.3 NETWORK 159
SECTION 20.4 REPORTING 161
SECTION 20.5 CELL PHONES AND COMPUTERS 161
SECTION 21: SOCIAL MEDIA 162
SECTION 21.1 PURPOSE 162
SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA 162
SECTION 21.3 COMMENT POLICY 164
SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES 165
SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT 166
SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES 166
SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY 166
SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT 166
SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS 167
SECTION 21.10 PUBLIC RECORDS AND RETENTION 167
SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS 167
SECTION 21.12 DISCIPLINE 167
SECTION 21.13 DISCLAIMERS 167
SECTION 22: ARTIFICIAL INTELLIGENCE POLICY 168
SECTION 22.1 PURPOSE 168
SECTION 22.2 USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE 168
SECTION 22.3 INPUT OF INFORMATION IN A.I. 168

SECTION 22.4 A.I. AND DECISION-MAKING 168
SECTION 22.5 RESTRICTIONS ON A.I. 168
SECTION 22.6 DEPARTMENT SPECIFIC RULES 169
SECTION 22.7 CONTRACTORS, VENDORS, SOFTWARE 169
SECTION 23: INFECTIOUS DISEASE POLICY 170
SECTION 23.1 PURPOSE 170
SECTION 23.2 INFECTIOUS DISEASE - DEFINITION 170
SECTION 23.3 REMOTE WORK LOCATIONS 170
SECTION 23.4 INFECTION CONTROL MEASURES 170
SECTION 23.5 BUSINESS TRAVEL 171
SECTION 24: CORRECTIVE ACTION 172
SECTION 24.1 CORRECTIVE ACTION 172
SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES 175
GROUP 1 OFFENSES 176
GROUP 2 OFFENSES 177
GROUP 3 OFFENSES 178
SECTION 25: INVESTIGATIONS 180
SECTION 26: SEPARATION FROM EMPLOYMENT 181
SECTION 26.1 GENERAL 181
SECTION 26.2 EXIT EMPLOYMENT ACTIONS 182
SECTION 26.3 REDUCTION IN FORCE-LAYOFF 182
SECTION 26.4 FINAL PAY 183
SECTION 27: GLOSSARY 184

SECTION 1: INTRODUCTION

SECTION 1.1 APPLICABILITY

This Personnel Policies Handbook applies to all employees and supersedes and replaces all prior City personnel policy manuals and memoranda which were issued on subjects covered in this Personnel Policies Handbook. Prior resolutions, which are not agreements with individual or groups of employees, are superseded and replaced by this Personnel Policies Handbook. This Personnel Policies Handbook is not intended to and does not create a contract of employment, either expressed or implied. This handbook is about the processes and parameters for the City of Junction City, Kansas, and its employees.

This Personnel Policies Handbook does not apply to elected officials except for how they do not manage employees who are not the city manager.

SECTION 1.2 AUTHORITY

This Personnel Policies Handbook as well as any department personnel policies and guidelines are issued by authority of the City Manager. Requirements of this policy may be waived or amended at the discretion of the City Manager if such waiver is in the best interest of the City and not in violation of federal, state, or local law.

SECTION 1.3 ORGANIZATIONAL STRUCTURE

The City Government of Junction City

In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates.

The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions.

The five members of the Commission are elected on a City-wide basis. Elections are held for three Commissioners in November of each odd-number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two-year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice-Mayor are selected by the Commissioners.

As provided by Kansas Statutes and City ordinance 105.112, an individual commissioner is forbidden to interfere in any way with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the

Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted.

To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room at 701 North Jefferson Street.

As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows:

- To see that all laws and ordinances are enforced;
- To appoint and remove all Department Heads and all subordinate officers and employees in the department, which appointments shall be made upon qualifications, skills, and abilities required by the job position and in compliance with being an Equal Opportunity Employer;
- To exercise control over all departments and divisions that may be created by the City Commission;
- To attend all meetings of the Commission with the right to take part in the discussion but not to vote;
- To recommend to the Commission the adoption of such measures as they may deem necessary or expedient;
- To prepare the annual budget and keep the Commission fully advised as to the financial condition and needs of the City;
- To perform such other duties as may be required of them as provided by Kansas Statutes, or by ordinance or resolution as determined by the City Commission.

In order to effectively operate an organization, much of the authority and responsibility of running the City is delegated to administrative staff, Department Heads, supervisors and ultimately to each employee. Each Department Head is responsible to the City Manager, and the City Manager is, in turn, responsible to the City Commission for the efficient operation and maximum provision of service.

It is the responsibility of everyone connected with the City to recognize that the chief function of local government always is to serve the best interests of all the people.

The City of Junction City, Kansas (the "City") is a city of the first class organized under the commission-manager form of government. The City is comprised of departments and sub-departments broken down on an organizational chart available upon request from the Human Resources Department.

Each department and sub-department have been established with a set supervisory chain. The chain consists of the Department Heads reporting to the City Manager and sub-department managers and/or supervisors reporting to the Department Heads and employees in accordance with their job titles reporting to their respective manager and/or supervisor as assigned by the Department Head.

In the absence of the City Manager, the City Manager shall delegate who will act in the same capacity as the City Manager. If the City Manager is incapable in any manner of

delegating the duties of City Manager, then the City Commission shall hold an emergency meeting to delegate the Interim City Manager.

SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY

The policies contained in this handbook will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and policies that may include but shall not be limited to:

a. Encourage and exercise leadership in the development of effective personnel administration within the departments in the City government.
b. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling, and personnel utilization.
c. Assure equal employment opportunities and encouragement for every person regardless of race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits in securing and holding without discrimination in recruitment, hiring, placement, promotion, demotion, discipline, termination, or other employment related processes for which they are qualified. These opportunities, encouragements, and protections extend against retaliation, harassment, and other employment concerns. These protections apply in conjunction with Federal and State Law, considering required duties for the position(s).
d. Evaluate from time to time the operations and effectiveness of these policies.
e. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to title, pay or status, evaluations, personnel actions, and benefits. Official Employee records will be held in the Human Resources Department per Section 6.2.
f. The City Manager is the only employee of the City that has any authority to enter into any contract or agreement with any other employee concerning their employment.
g. Apply and carry out these policies and perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these policies.
h. These policies shall be construed to be in line with, or not contradict, Federal law, State law, or any collective bargaining unit or other contract with an employee(s).

SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK

A collective bargaining unit's contract shall control if there is a conflict or inconsistency between the contract and this Personnel Policies Handbook or any department personnel policy.

An employee's individual written employment contract shall control if there is a conflict or inconsistency between the employment contract and this Personnel Policies Handbook or any department personnel policy.

This Personnel Policies Handbook shall control if there is a conflict or inconsistency

between a department personnel policy or procedure and this Personnel Policies Handbook.

SECTION 1.6 DEPARTMENT PERSONNEL POLICIES

All departments may develop personnel policies, guidelines, regulations, or otherwise utilized by those areas specific to their department which are not covered in this Personnel Policies Handbook.

Department personnel policies and guidelines shall be developed in conjunction with and approved by the Department Head and the Human Resources Department. Human Resources will obtain approval from the City Attorney, and then the City Manager.

Each Department shall furnish their updated and current personnel policies and guidelines to the Human Resources Department.

SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY

a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits.
b. Equal Employment Opportunity will be assured in the personnel system and provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.

SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS

The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees:

a. Be dedicated to the concepts of effective and democratic local government.
b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.
d. Be foresighted, responsive, and accountable.
e. Work as a team and communicate politely and effectively.
f. At no time, use their position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group.
g. Seek no favor, personal benefit, or profit secured by confidential information or by misuse of public time for personal gain.

h. This section incorporates Junction City Ordinance 100.055 and section 9 of the City Fiscal Policy.

SECTION 1.9 GRATUITIES

Employees or agents of the City of Junction City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties of sub agreements. Without violating this policy, such vendors or contractors may give business gifts of nominal value such as pens, calendars, meals, etc. to employees.

a. City employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the City employee primarily because of their official position, if any of the following apply:
    1. A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor;
    2. A reasonable person would believe the employee is under an obligation to or the influence of the donor;
    3. The item consists of cash, or anything easily convertible to cash (ex. gift cards exceeding $50, entertainment tickets regardless of the amount or value, et cetera); or
    4. The value of the gift exceeds $50, or the accumulation of the value of gifts from a single donor to the employee exceeds $200 in a twelve (12) month period.
b. For the purposes of this section, the terms “gifts”, “benefit”, and “gratuity” shall mean the transfer of cash, goods, or services without reasonable and valuable consideration.
c. In evaluating what a reasonable person in the community would believe in connection with this section, employees are encouraged to seek assistance from their supervisors, peers, Department Head, Human Resources, City Manager, or their designee, or the City Attorney.
d. If after consideration of the circumstances surrounding the potential acceptance of any gift, benefit, or gratuity, an employee determines it is reasonable to accept the gift, benefit, or gratuity, they shall disclose the nature of the gift, benefit, or gratuity, and all the relevant circumstances to their supervisor.
e. Prizes or rewards from open “drawings” such as a raffle will most likely not be a gift, benefit, or gratuity especially when the prize or reward is won at an event hosted or operated by a non-vendor and the prize or reward does not affect or appear to affect the employee’s decision-making or recommendations concerning work duties or vendor selection.

SECTION 1.10 COMPLIANCE

Employees are required to comply with the following:

a. Policies and procedures as set forth in this Personnel Policies Handbook;
b. Department or division personnel or policy manuals;
    i. Includes “personnel policies and guidelines”;
    ii. Include “code(s) of conduct”;

iii. Includes specific policies concerning implementation or compliance with federal, state, and other regulations including but not limited to:
   1. HIPAA
   2. CJIS
   3. Cybersecurity/NIST

c. Safety procedures and guidelines; and
d. Standard operating procedures.

Employees are required to comply with instructions and to perform any duties which may be assigned to the employee.

SECTION 1.11 AMENDMENTS

If any inconsistency arises between the handbook and practice, the handbook will govern. The City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.

Suggestions for amendments to the City's personnel policies or department policies and guidelines are welcome at any time from any employee and shall be submitted in writing to the Department Head.

If the Department Head agrees and approves the amendments, they shall forward them to the Human Resources Department for approval. Requests shall contain a memo outlining the need for the amendment and the intent of the policy. A draft copy of the proposed amendment may also be submitted.

The Human Resources Department will obtain approval from the City Attorney, and then the City Manager. Changes to the City Personnel Policies require Commission approval.

If the proposed change or revision is denied then the Department Head, City Manager, or their designee shall give a memorandum in response with justification of denial.

SECTION 1.12 OFFICIAL COPIES AND DISTRIBUTION

The Human Resources Department will maintain the official copy of Personnel Policies Handbook, any department personnel policies and guidelines, and any amendments.

A working copy of this Personnel Policies Handbook and any department policies shall be maintained by the Human Resources Department in electronic form and each section amended shall have an effective date clearly marked.

Amendments to policies shall be distributed in a manner that will provide all employees with access to them. It is the responsibility of each employee to review, understand, and maintain an updated copy of any personnel policies and guidelines manual that may be distributed. Each employee will sign an acknowledgement that they have had the opportunity to review and ask questions and that they understand and agree to abide by such policies and guidelines.

SECTION 2: STANDARDS OF CONDUCT

SECTION 2.1 BASIC STANDARDS

As a representative of the City, employees' conduct reflects directly on the City. The City's success depends on achieving and maintaining a positive reputation in the community. Therefore, employees are required to conduct themselves in a professional and courteous manner, whether dealing with co-workers, supervisors, vendors, or the general public.

Any conduct that adversely affects the employee's performance, the performance of fellow employees, or otherwise adversely affects citizens, suppliers, agents, or the City's business interests is prohibited.

SECTION 2.2 READINESS

1. Readiness for Work.
2. Employees are to be ready for work at the precise time at which they are expected. This includes reporting to the correct place, at the correct time, and with the proper equipment. Employees are also expected to remain at or return to work as scheduled by their supervisors.

SECTION 2.3 DRESS AND APPEARANCE

Each staff member will present themselves in a manner appropriate for their assigned duties according to established guidelines. This includes their personal hygiene, grooming, and dress.

The City of Junction City dress and appearance policy is designed to help us all provide a consistent professional appearance to our citizens, vendors, and colleagues. Employees' appearance reflects on the City. The goal is to be sure that employees maintain a professional appearance and not negatively affect business or interactions with citizens, vendors, or colleagues.

This policy applies to all employees, interns, and temporary workers representing the City. Those three groups will be referred to as employees throughout this subsection. Employees are expected to dress appropriately for their position. Exceptions for employees should be brought up with their supervisors for guidance to ensure appropriate attire for their position while engaging in job duties.

The following topics or articles of clothing have lists of examples. Those lists are non-exhaustive but are intended to provide examples to management, employees, and supervisors.

1. The City expects employees:
    a. to always present a clean, professional appearance in light of job duties and requirements;
    b. to address and keep up with daily hygiene needs due to job duties, public interaction, and working alongside fellow employees;

c. to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear considering job duties and requirements;
d. to follow the dress and appearance policy at all times when representing the City during work, at City-sponsored training, and governing body or other appointed board meetings.

2. **The City opens itself to employees, managers, and department heads seeking guidance, clarification, and other aid regarding this policy from the Human Resources Department.**
3. The below are guidance. Department Heads may develop their own departmental policy/policies in light of their department's needs as well as in a collective bargaining agreement.
4. Prohibited and Always Unacceptable:
    a. All lewd, vulgar, hateful, or generally offensive attire shall be unacceptable;
    b. Political commentary, slogans, and other similar statements while on-duty or completing work activities/duties;
    c. Underwear or other undergarments intentionally being visible.
5. Slacks/Pants/Jeans:
    a. Acceptable: Khakis, Business Slacks, Dress Pants, Dress Capris, or Jeans;
    b. Unacceptable: Pajama pants and sweatpants;
    c. Must be accompanied by a business appropriate top;
    d. Present a professional appearance considering job duties and professionalism;
    e. Shall not be over-revealing such as showing exposed buttocks, groin, pubic, or midriff area(s);
    f. Shall not be over-revealing by being too tight or otherwise affecting interaction with the public, colleagues, or co-workers;
    g. Shall not be too loose or with lack of fastening (belt, suspenders, et cetera);
    h. Jeans may be affected by Departmental policy.
6. Leggings/Yoga Pants
    a. Must be accompanied by a top that when combined presents a professional appearance;
    b. The top shall cover the buttocks, groin, and pubic area;
7. Skirts
    a. Should be a professional length so the employee may walk, work, sit, and complete all job duties before the public comfortably;
    b. Shall not be a miniskirt;
    c. Shall not be over-revealing such as exposing buttocks, groin, pubic, or midriff area(s).
8. Tops/Shirts/Blouses
    a. Must cover the shoulder/both shoulders;
    b. Can be sleeveless; however, the top cannot be one where the sleeves were removed;
    c. Shall present a professional appearance;
    d. Generally, graphic t-shirts/tee shirts alone are not professional in appearance for office workplace attire. A Department Head may create an individual

allowance such as community, athletic, or other morale-based allowances on graphics which are not otherwise contrary with the Dress and Appearance.

e. Shall not be over-revealing such as showing midriff area(s), having plunging necklines, or spaghetti straps.

9. Dresses
    a. No minidresses;
    b. No backless, strapless, or spaghetti strap dresses without an accompanying top to make the dress appear professional;
    c. Dresses follow the same guidance for both skirts and tops/blouses;
10. Shorts
    a. Only acceptable for appropriate activities;
    b. Appropriate activities are department or seasonally dependent;
    c. Appropriate activities include but are not limited to:
        i. Police bicycle patrol;
        ii. Fire Department uniform;
        iii. Parks and Recreation activities within the parks or golf course;
        iv. Public Works so long as no safety issue presents itself.
11. Shoes
    a. Shoes shall be appropriate in terms of dress and safety concerning job duties;
    b. Prohibited footwear:
        i. Flip flops;
        ii. House slippers;
        iii. Shoes that are in disrepair.
12. Rompers
    a. Must meet dress length guidelines and present a professional appearance;
    b. Rompers follow the same guidance for dresses, shorts, skirts, and tops/blouses.
13. Hats or Other Headwear
    a. Hats or other headwear shall follow department or job requirements.
    b. Baseball caps, beanies, and other headwear shall not be permitted for office or other inside-only jobs.
14. Hair
    a. Must present a kept and professional appearance;
    b. Hair includes what is on one's head and beard or moustaches.
15. Body Piercings, Other Jewelry, Tattoos, or Other Body Modifications
    a. "Body Modifications" is the deliberate altering of a person's body for aesthetics or other similar rationale including piercings, tattoos, or other long-lasting or permanent modifications. "Body Modifications" shall not include transgender or other sex assignment related procedures.
    b. Visible body piercings, other jewelry, tattoos, or other body modifications may be displayed unless they are:
        i. Lewd, vulgar, hateful, political, or generally offensive;
        ii. Pose safety concerns; or,
        iii. Presents safety risk to regular operation of job.

c. If management determines an employee's tattoos or piercings may present a conflict, safety concern, or safety risk, then the employee can seek clarification from Human Resources.

16. Make Up or Other Temporary Body Adornments
    a. Shall be done in a professional manner;
    b. Shall not distract from the performance of job duties.
17. Discretion
    a. The City Manager shall have discretion to heighten, lessen, or otherwise amend the policy as deemed appropriate and in light of appropriate laws, regulations, or ordinances, or other circumstances including but not limited to weather conditions.
18. Clothing or Grooming Accommodations
    a. Clothing and grooming styles dictated by religion, ethnicity, disability, or other protected class are exempt considering necessary work duties.
    b. These exemptions or accommodations are intended to maintain a consistent policy for all employees.
    c. Please see Human Resources for Accommodation.
19. Dress Code Violations:
    a. Supervisors are expected to inform employees when an employee violates the dress code.
    b. Supervisors and management shall consider fairness, impartiality, job duties, and incidental violations of the dress and appearance policy.
    c. Department Heads shall ensure that supervisors fairly and consistently implement this policy.
    d. Employees in violation are expected to immediately correct the issue.
        i. This may include having to leave work to change clothes.
        ii. Time spent correcting dress code issues will be unpaid.
    e. Supervisors or Department Heads shall not misuse or abuse this policy to single out employees.
    f. Any violation will be evaluated for potential corrective action.
    g. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

SECTION 2.4 CONFIDENTIALITY

1. Confidentiality
    a. Employees may be privy to confidential information in the course of their employment with the City. Employees are expected to keep such information confidential. This includes taking precautions to safeguard confidential information from being inadvertently overheard or otherwise disclosed.
    b. Confidential information includes, but is not limited to:
        i. Social security numbers;
        ii. Information regulated by federal or state law and identified as confidential;
        iii. City computer system's passwords and access codes;

iv. Confidential or proprietary information of businesses or industries with whom the City is in discussions as an economic development prospect;
v. Information discussed by the City Commission in executive session;
vi. Information provided to or by the City Attorney's office under the City's attorney-client privilege;
vii. Personal Health Information, known as PHI or ePHI, which is received by the City in any manner which causes that information to come under the Health Insurance Portability and Accountability Act "HIPAA" disclosure rules;
viii. Criminal Justice Information which is received by the City in any manner which causes that information to come under the Criminal Justice Information System ("CJIS" or "K-CJIS") promogulated by the Federal Bureau of Investigation or the Kansas Bureau of Investigation (FBI or KBI).
ix. Information which has been specifically designated as confidential by a City official with authority to make such a designation.

c. However, this policy shall in no way limit an employee from fulfilling their official City duties, subject only to compliance with federal, state, and local laws.
d. This duty of confidentiality includes maintaining training, licensing, certification, or other continuation of HIPAA, KCJIS, or other confidentiality protection and compliance with federal, state, or other regulations.
e. This duty of confidentiality extends beyond the duration of the employment relationship between the City and the employee. The City reserves the right, at any time, to pursue any remedy available in a court of law for a violation by an employee or former employee of this duty.

SECTION 2.5 POLITICAL ACTION

1. Public Representations

Employee's comments may at times be construed as the opinions or views of the City when in fact it is that of the individual employee. For this reason, it is imperative that employees clearly identify when the opinions expressed are their own, and not necessarily those of the City. This applies to all forms of communication, including but not limited to, verbal, social media, correspondence, emails, blogging, and text messages.

Further, employees shall receive permission from the City Manager before making public postings that officially represent the City, or which are presented with any association to the City. This includes social media, brochures, websites, blogs, or any other form of distributed information. This specifically does not include operational materials such as individual correspondence or forms. For the purposes of Section 2.5, statements made, written, or posted on behalf of a Union or other political action committee is not "any association to the City".

2. Political Activity

People employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates.

The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees.

a. People employed by the City of Junction City may:
    i. Join political organizations, civic associations, or civic betterment groups.
    ii. Take part in political campaigns and activities, so long as their actions maintain the neutrality and the effectiveness of the public service employees.
    iii. Running for elected office:
        1. An employee who desires to become a candidate for elected office may do so; however, the employee must not conduct any political campaign activities during working hours.
        2. Upon taking any elected office, excluding seats on board of education or other non-partisan positions only including other city councils or city commissions outside of the City of Junction City, the employee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in their position with the City.
        3. An employee who strives to become a candidate for City Commission must first resign from City employment. This resignation will be effective as of the date of filing for the elected office. After election, whether successful or not, an employee will not be returned to their former employment with the City, unless specifically approved by the City Manager.

b. People employed by the City of Junction City SHALL NOT:
    i. Use their office or position to influence elections, nominations, or any other political purpose.
    ii. Require or advise other employees to make political contributions.
    iii. Use political influence in connection with their employment status.
    iv. Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships.

c. Further, political activity of any type on the part of any employee while on duty is prohibited by the City. This shall include but is not limited to:
    i. soliciting or receiving political contributions,
    ii. any form of campaigning for a candidate for public office,
    iii. wearing or displaying political badges, buttons, hats/shirts/other forms of clothing or décor, or signs on their person or on City property.

d. Employees affected by the Hatch Act
    i. The City receives federal funding, grants, and other such support.

ii. The Federal Government passed a law, 5 U.S.C. Sec. 1501 – 1508, commonly known as the Hatch Act which ensures that federal monies are administered in a nonpartisan fashion.
iii. Violation of the Hatch Act can lead to the City losing federal monies, terminating an employee, or both.
iv. Based on the Hatch Act, employees are prohibited from doing the following activities:
    1. Being a candidate for public office in a partisan election (where political party is announced by one or more candidates nominated or elected) if the employee's salary is entirely federally funded;
    2. Using official authority or influence to interfere with or affect the results of an election or nomination; or
    3. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state, District of Columbia, or local official, officer, or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
v. Based on the Hatch Act, employees are permitted to engage in the following activities in their personal capacity, not in their official capacity on behalf of the City:
    1. Register and vote as they choose
    2. Assist in voter registration drives
    3. Express opinions about candidates and issues
    4. Contribute money to political organizations
    5. Attending political fundraising functions
    6. Attend and be active at political rallies and meetings
    7. Join and be active members of a political party or club
    8. Sign and circulate nominating petitions
    9. Campaign for or against referendum questions, constitutional amendments or municipal ordinances
    10. Campaign for or against candidates in partisan elections
    11. Make campaign speeches for candidates in partisan elections
    12. Distribute campaign literature in partisan elections
    13. Campaign for and hold office in political clubs or parties
    14. Volunteering to work on a partisan political campaign
    15. Participating in any activity not specifically prohibited by law or regulation

SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES

1. Outside Employment Purpose and Definition
    a. For the purposes of this Policy, "Outside Employment" includes the following:
        i. Reporting to another entity as an employee; or
        ii. Being self-employed when required to report income to the IRS ($600 or more in a year);
    b. For the purposes of this Policy, "Volunteering" pertains to the following:
        i. Performing volunteer work if it requires the same job skills or qualifications used in the employee's primary employment; or
        ii. Performing volunteer work if it presents a real or perceived conflict of interest.
        iii. As for this policy "Volunteering" does not include activities which do not inherently create a conflict with the City such as the following non-exclusive list:
            1. Coaching a volunteer youth league;
            2. Leading a scout troop; or,
            3. Other similar unlisted activities which may incidentally utilize work skills but do not create a conflict with the City.
        iv. In addition, employees paid hourly wages cannot volunteer for the City. If they do work for the City, then it must be compensated accordingly in light of the federal Fair Labor and Standards Act ("FLSA").
    c. Purpose
        i. The City seeks to avoid Conflict(s) of Interest between the services provided for and to the public.
        ii. The City seeks to provide efficient and focused services to benefit the public and the City services which support those public services.

2. Volunteering

    Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time.

    Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Volunteering involve the use of City property, or Volunteer during the time in which the employee's primary employment is scheduled.

    In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee.
    a. Employees shall not engage in Volunteering as defined herein without the written approval of the Department Head or their designee. The Department

Head or their designee shall consider the following prior to authorizing an employee to engage in Volunteering:

i. Whether a conflict of interest exists;
ii. Whether there is the appearance of a conflict of interest;
iii. Whether the Volunteering involves work in an area of expertise that conflicts with the employee's primary employment;
iv. Whether the Volunteering involves goods or services purchased by the City;
v. Whether the Volunteering results in competition of good or services provided by the City;
vi. Whether the Volunteering may compromise the employee's credibility or objectivity in performing the duties of their primary employment.

b. A Department Head shall require approval by the City Manager or their designee.

3. Outside Employment Evaluation and Process

Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time.

Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Outside Employment involve the use of City property, or work during the time in which the employee's primary employment is scheduled.

In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee.

Employees shall not engage in Outside Employment without the written approval of the City Manager or their designee.

a. The City Manager or their designee shall consider the following prior to authorizing an employee to engage in Outside Employment:

i. Whether a conflict of interest exists;
ii. Whether there is the appearance of a conflict of interest;
iii. Whether the Outside Employment involves work in an area of expertise that conflicts with the employee's primary employment;
iv. Whether the Outside Employment involves goods or services purchased by the City;
v. Whether the Outside Employment results in competition of good or services provided by the City;
vi. Whether the Outside Employment may compromise the employee's credibility or objectivity in performing the duties of their primary employment.

4. Personal Conduct and Off-Duty Employment

   Employees are expected to engage in off-duty activities, including outside employment and social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that:

   - Interferes with their ability to perform official duties;
   - Reflects discredit upon the City;
   - Creates a conflict of interest with City responsibilities;
   - Damages public confidence in the employee or the City.

5. Public-Facing and High-Visibility Roles

   Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the "high standard of professionalism" shall only be applied to conduct if written within a departmental policy or code of conduct.

6. Disclosure of Off-Duty Income:

   Any employee who earns more than $600 in gross income in a calendar year from off-duty employment, self-employment, or monetized online activity (including but not limited to content platforms, social media, or consulting work) must disclose the nature of that work to the Human Resources Department in writing. This disclosure is solely for the purpose of reviewing potential conflicts of interest, improper use of City affiliation, or interference with City duties. Disclosure forms will be kept confidential and reviewed in accordance with City conflict-of-interest policies.

7. Use of Uniform or City Equipment

   Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct.

   Any photographs, videos, or other media posted to social media, which is monetized or used as an "influencer", that depict an employee in uniform, in a City vehicle, or

using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use are acceptable.

Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.

8. Protected Activity and Employee Rights

   Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City's operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.

9. Discipline

   Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.

SECTION 2.7 TOBACCO AND OTHER LEGAL SUBSTANCES POLICY

1. Smoking and Vaping

   The following policy regarding tobacco and other legal substances use includes (i) the smoking of tobacco products such as by means of cigarettes, cigars, and pipes, (ii) the use of electronic cigarettes ("e-cigarettes"), personal vaporizers ("vapes"), other similar electronic nicotine delivery systems, that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Any reference to "smoking" includes all other uses of tobacco or nicotine within this subsection including vaping and other delivery systems.
   a. Smoking is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public.
   b. Smoking is prohibited and not permitted in any of the following places:
      i. Within any City building or enclosed structure;
      ii. Within 20 feet of any entrance or exit to any City building;
      iii. Within 20 feet of any ventilation intake or open window to any City building;
      iv. Within 5 feet of, or while inside, any City-owned vehicle; or
      v. Within 5 feet of any City-owned equipment.
   c. Smoking may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees.

2. Chewing and Other Legal Substance Use

The following policy regarding tobacco and other legal substances use includes (i) chewed tobacco or nicotine including gum, loose tobacco, or pouches, or (ii) other legal substances that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Nothing in this policy prohibits the use of legal substances that are legally and medically prescribed to an employee which do not affect their job duties and performance of said duties.

a. Chewing tobacco or nicotine is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. This includes the following non-exclusive examples:
    i. At a meeting with fellow City employees;
    ii. Riding or driving a City vehicle;
    iii. Responding to a citizen request or dispatched to a call;
    iv. Talking with a citizen or a vendor at a window or within an employee's office;
    v. Conducting work activities in view of the public;
    vi. And other similar situations.

b. Chewing tobacco or nicotine as it affects City employees shall be addressed by each Department Head according to their Department's needs in conjunction with the Human Resources Department, unless otherwise indicated in this policy.

c. Chewing and Other Uses are prohibited and not permitted within the following places:
    i. Within any City building or enclosed structure readily accessible to the public;
    ii. Within 20 feet of any entrance or exit to any City building;
    iii. Within 20 feet of any ventilation intake or open window to any City building;
    iv. Within 5 feet of, or while inside, any City-owned vehicle; or
    v. Within 5 feet of any City-owned equipment.

d. Chewing may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees.

SECTION 3: HIRING POLICIES

SECTION 3.1 NATURE OF EMPLOYMENT

All employees who do not have individual, written contracts for specific, fixed terms are employees-at-will. Accordingly, the employee or the City may terminate the employment relationship at any time, either with or without cause, and with or without advance notice.

SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY

The City of Junction City is an equal opportunity employer. Employment and advancement opportunity shall be available to all persons without regard to an individual's race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits.

Further, anyone reporting or opposing a discriminatory practice shall in no way influence opportunities for employment or advancement within the City Workforce. Any employee or candidate for employment who believes that they or someone else has been discriminated against shall immediately inform the Human Resources Department or the City Manager of their concerns and any information relating to the matter at hand.

1. EEO Reporting
    a. Pursuant to Public Law 88-352, Title VII, EEO-4 reporting will be conducted biennially (at least once every two years) by the Human Resources Department and filed with the Equal Employment Opportunity Commission.

SECTION 3.3 AMERICANS WITH DISABILITY ACT

The City is committed to the recruitment, employment, and promotion of the most qualified individuals. It is the City's policy to provide equal employment opportunity for persons with disabilities in full compliance with federal, state, and local laws, such as the Americans with Disabilities Act Amendments Act ("ADAAA" or "ADA").

The City does not discriminate against qualified job applicants and employees with known physical or mental disabilities in any employment practice, including, but not limited to recruitment, hiring, education, training, promotion, compensation, participation in social or recreational functions, use of City facilities, transfer, corrective action, layoff, recall, and termination.

Pursuant to the ADA and other applicable laws, the City will provide qualified individuals with known disabilities reasonable accommodations to assist them in performing the essential functions of their job. However, where an accommodation would produce an undue hardship on the City or present a health or safety risk, the requested accommodation may be determined unreasonable and denied. Any questions regarding this policy or requests for an accommodation should be made to the Human Resources Department. Upon request for accommodation the Human Resources Department and the City Manager are committed to

engaging in a meaningful dialogue to come to a reasonable accommodation if one can be provided.

SECTION 3.4 IMMIGRATION COMPLIANCE

The City is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of hire.

Former employees who are rehired must also complete the Form I-9 if they have not completed one with the City within the past three years, if their previous Form I-9 has not been retained, or if their previous Form I-9 is no longer valid. Employment with the City is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.

SECTION 3.5 VACANCIES

1. Job Announcements
    a. The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection.
    b. Open recruitment as used by the City means that the City will, as a general rule:
        i. Advertise open position(s) in various means or media;
        ii. Be transparent about the application process, job responsibilities, and job requirements;
        iii. Engage in Equal Opportunity processes;
        iv. Engage in non-discriminatory practices; and,
        v. Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position.
    c. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department.
    d. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision not to post the position.
    e. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants.
    f. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply.

g. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position.
h. The City shall follow and adhere to processes in collective bargaining agreements.

2. Selection
   a. Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions.
   b. All applicants must have an application on file to be considered for selection.
   c. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney.
   d. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws.
   e. Departments Heads may request hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager.
   f. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to.
   g. Department Heads or designees will ensure all pre-employment checks are done for selected applicants. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer.
      Please refer to Section 3.6 of this manual.
   h. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 22 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.

SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE

The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department.

A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks.

The City of Junction City guarantees that all information obtained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need-to-know basis.

1. Criminal Background Check
    a. The City of Junction City requires a criminal background check for all employees upon hire.
    b. Falsifying Information
        i. If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application.
    c. Background Checks Conducted By
        i. Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager.
    d. Junction City Police Department and Information Technology Department Process.
        i. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made.
    e. Factors to Consider
        i. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City.
        ii. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City.
        iii. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results.

2. Credit Checks
    a. Credit checks will be performed based on duties as reflected in the job description or checklist.
    b. Credit Checks Conducted By
        i. Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check.
    c. Notice of Results: Pre-Adverse Action
        i. If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a "pre-adverse action notification". A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant with the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days).

d. Notice of Results: Adverse Action
    i. Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following:
        1. The name, address, and phone number of the agency supplying the report.
        2. A notice of the individual's right to dispute the accuracy of, or completeness of any information the agency furnished.
        3. A notice of the individual's right to an additional free consumer report from the agency upon request within 60 days.

3. Psychological Tests
    a. All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator.
    b. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test.

4. Drug and Physical Screening Test
    a. All candidates shall be subject to a pre-employment drug screening test. Physicals will be conducted per the Pre-Employment Background Check Matrix. The Human Resources Department will create, maintain, and update the Matrix for each Department and position per the applicable job description(s).
        i. All pre-employment physicals (if applicable) and drug tests must be completed, with results provided to the City, before the scheduled new hire orientation date.
        ii. Vacancies requiring a commercial driver's licensure (CDL) will follow the policies and guidelines set by the Department of Transportation.
        iii. All other vacancies not requiring a CDL will conduct a standard drug screening test set by a third-party administrator.
        iv. If a positive drug test result occurs, the candidate will have an opportunity to justify or explain the test result with a prescription or other potentially helpful information.
        v. Results will be reviewed by the Human Resources Department and shared with the appropriate hiring designee within the department.
    b. Disqualification
        i. A disqualification is possible, in accordance with federal and state laws, for post-offer physicals based on how the medical condition limits that employee's ability to perform a major life activity, the essential functions of the position and whether an accommodation can be made or there is a direct threat of substantial harm to the employee or others.
        ii. A disqualification for post-offer positive drug test will occur.
    c. Notice of Results: Adverse Action
        i. Human Resources Department in conjunction with the department will send adverse action notification to an applicant after employment is denied based on results from a pre-employment physical or drug screen. The notice will include the following:

1. The name, address, and phone number of the agency supplying the results.
2. A notice of the individual's right to dispute the accuracy of, or completeness of any information the agency furnished.

5. Departmental Hiring Tests
    a. Departments may have additional testing for critical positions within their department. All additional testing administered on a department level shall be reviewed by the Human Resources Department and approved by the City Manager.

    b. Notice of Results: Disqualification
        i. Department Heads and hiring managers shall notify the Human Resources Department of a candidate who is disqualified based on an additional test administered.
        ii. Human Resources Department in conjunction with the department will send disqualification notification to an applicant after employment is denied based on results from testing.

6. Other Reasons for Disqualification
        i. The applicant has made a false statement of material fact in the application or at some time during the selection process.
        ii. The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process.
        iii. The applicant's poor past employment history.
        iv. The applicant was previously terminated from a department of the City and deemed ineligible to rehire.

7. Rescinding Job Offer Process
    a. Any applicant who was given a Conditional Offer Letter but does not pass or meet all eligibility criteria in the hiring process shall be issued a Rescinding Offer Letter by the Human Resources Department in conjunction with the department.
        i. Hiring managers must notify the Human Resources Department of the change in status for a newly hired employee.
        ii. Hiring managers must be prepared with a narrative on the reasoning for the change in status for employment.
        iii. Notification to the applicant will be completed by the Human Resources Department in conjunction with the department.

SECTION 3.7 EMPLOYMENT OF RELATIVES

1. Nepotism

    A person in the immediate family of any employee of the City will not be appointed to any position that would:
    a. Members of an Immediate Family, Extended Family, or a Significant Other shall not be employed to supervise each other.

i. Create either a direct or indirect supervisor subordinate relationship with a family member; or
ii. Create either an actual conflict of interest or the appearance of a conflict of interest.

b. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters.
c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign.
d. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City.
e. The State of Kansas, as well as the City, recognizes "Common Law" marriage. Employees living under common law marriage will be affected by this policy.
f. If marriage or some other circumstance causes employees to be in violation of this policy, Department Heads must formulate a plan of action and submit it to the Human Resources Department and City Manager for review and approval to ensure this policy violation will no longer exist.
g. Changes that need to be made to ensure there is no violation of this policy must be completed within 30 days of when the issue is first recognized.
h. When it is in the best interest of the City, the Department Head may waive this policy in writing with all applicable employees signing the waiver. If the Department Head is implicating this section, then the City Manager must evaluate the possibility of waiver. If the City Manager implicates this section, then the City Commission must evaluate possibility of waiver with advice of the Human Resources Director and the City Attorney.

2. Definitions
   a. For purposes of this section, the following words and terms shall be defined in the following manner:
      i. Extended Family means an employee's great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
      ii. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
      iii. Significant Other means an individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.

SECTION 3.8 RESIDENCY REQUIREMENT

1. Executive Staff — City-Limits Residency
   a. Requirement. Due to continuity-of-operations, emergency management coordination, and leadership availability needs, Executive Staff (Department

Heads) must reside within the corporate city limits of Junction City, Kansas, within ninety (90) days of appointment.

b. Positions covered. Executive staff or their equivalents shall be defined as:
    i. City Manager,
    ii. Deputy/Assistant City Manager,
    iii. City Attorney,
    iv. Finance Director,
    v. Chief of Police,
    vi. Fire Chief,
    vii. Director of Public Works,
    viii. Human Resources Director,
    ix. Information Technology Director,
    x. Director of Parks and Recreation,
    xi. Community Development Director, and
    xii. Animal Shelter Director.

2. Exemption. Executive staff who, as of the effective date of this Personnel Policies Handbook, reside outside the corporate city limits of Junction City but reside within Geary County or upon the Fort Riley Military Reservation may continue to do so while continuously employed in the same Executive Staff position. This exemption does not apply upon promotion/appointment into Executive Staff from a non-Executive Staff position, rehire, or after a break in service.
3. Waivers – Executive Staff.
    a. The City Manager may grant a written waiver of the Executive Staff city-limits residency requirement only upon documented findings of one or more of the following:
        i. recruitment/retention necessity (including hard-to-fill positions);
        ii. specialized qualifications;
        iii. temporary hardship; or
        iv. housing availability constraints.
    b. Waivers shall be time-limited (up to twelve (12) months unless otherwise specified), may include conditions (e.g., interim availability expectations), and may be renewed only upon documented review.
4. City Manager residency authority. The City Commission is the only authority regarding the City Manager's residency requirement. Any waiver or modification for the City Manager must be approved by the City Commission in writing.
5. Address reporting. Employees covered by this subsection must provide and maintain a current primary residence address on file with Human Resources and notify Human Resources of any address change within ten (10) business days.
6. Emergency Staff — Response-Time Requirement
    a. Requirement and scope. Because all members of the Fire/EMS Department, and the identified Public Works divisions may be called back to duty while off-duty in case of an emergency or priority issue to address. All sworn law

enforcement officers of the Police Department may be called back to duty while off-duty for the same reasons.

b. Response Time definition. "Response Time" refers to the time from acknowledgment of a call-back directive (by phone, radio, paging, text, or other method designated by the City) until the employee reports in-person to the designated duty location.

c. Response-time standards.

i. Fire/EMS Department: All firefighters shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.

ii. Police Department: All sworn police officers shall be able to report within a thirty (30) minute response time to their respective headquarters or other designated duty location.

iii. Public Works — Water/Wastewater Division: All employees in the Water/Wastewater Division shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.

iv. Public Works — Street Division: All employees in the Street Division shall be able to report within a sixty (60) minute response time to their respective headquarters or other designated duty location.

7. Waivers – Emergency Staff.

a. A Department Head may grant a waiver or temporary modification of the Response-Time Requirement for an individual employee.

b. Response-Time Requirement waivers must be time-limited and must specify interim operational mitigation (e.g., alternate call-back coverage).

c. Documented bases may include recruitment/retention necessity, temporary hardship, or housing availability constraints.

d. Department Heads shall forward waivers of the Response-Time Requirement for Emergency Staff to the Human Resources Department within three (3) business days.

e. Human Resources shall maintain waivers in the employee's personnel file.

f. Waivers shall be administered consistently and in compliance with applicable law and any memorandum of understanding.

8. Standardized Method for Evaluating Response-Time Compliance

When evaluating compliance with the response-time requirements in subsection (2), the City will use a standardized mapping platform (e.g., Google Maps or a successor platform) from the employee's primary residence address to the employee's designated duty location, using the "fastest route" setting and a consistent time-setting methodology for similarly situated employees. Employees remain responsible for actually meeting the required response time when called back.

9. Timeline for Compliance; Administration and Enforcement

a. New employees / new appointments. New employees and employees promoted/appointed into positions covered by this Section must comply with the applicable requirement(s) within ninety (90) days of hire/appointment/assignment, unless a written waiver/extension is approved.
b. Noncompliance process. If an employee is not in compliance by the applicable deadline, the Department Head shall notify Human Resources. Human Resources will coordinate a documented review, including written notice to the employee, an opportunity to request a waiver/extension, and determination of appropriate action. Corrective action may include reassignment (where feasible) and discipline up to and including separation when compliance is an essential condition of the position.

10. All Other Employees

    Unless otherwise mentioned in prior subsections of Section 3.8, employees not explicitly mentioned do not have a residency or response time requirement.

11. Collective Bargaining Agreements. Where there is a conflict between these policies and an employee's Collective Bargaining Agreement, the Collective Bargaining Agreement controls and defines the issue, process, et cetera.

SECTION 3.9 REFERENCE CHECKS

The City of Junction City may conduct reference checks on the job applicant(s) selected for City vacancies. This process is conducted to verify the accuracy of the information provided by the applicant.

The only information that can be collected during a reference check for employment is information pertaining to the quality and quantity of work performed by the applicant relative to the position being hired for, the applicant's attendance record, education (if applicable), and other issues that can impact the workplace.

SECTION 3.10 NEW HIRE ORIENTATION

New hire orientation is mandatory for all new hire employees. Department Heads or hiring managers shall connect with the Human Resources Department to schedule a new hire orientation for all new hire employees. For re-hires, Department Heads or designee shall treat the re-hire as a new hire unless otherwise indicated by the Human Resources Department.

General City new hire orientation will be conducted on a scheduled date and time. The location for new hire orientation will be at the discretion of the Human Resources Department.

The Human Resources staff will review all necessary documentation and ensure supervisors or managers are aware of any incomplete requirements that may result in a delay of new hire orientation.

The Human Resources staff may turn away any new hire employee from orientation due to a variety of reasons. The Human Resources staff shall inform the Department Head or their designee as to the reasoning why the new hire employee was turned away from completing a new hire orientation as scheduled. The variety of reasons shall only include one or more of the following:

- Incomplete documents or other pre-employment/onboarding documentation;
- Excessive tardiness;
- Potential conflict of interest or apparent conflict due to personal relationship(s);
- Disruptive behavior that is not conducive to the onboarding process; or,
- Reasonable suspicion of drug or alcohol usage or abuse.

SECTION 4: POSITION CLASSIFICATION PLAN

SECTION 4.1 OVERVIEW

The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable.

See Human Resources for the Job Position And Pay Range Resolution.

1. Contents of Job Position And Pay Range Resolution
    a. Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate.
    b. Job Position and Pay Range Resolution establishes the basis for the Classification Plan.
    c. Resolution required by City Ordinance 105.420.

2. Establishing a New Position or Combining Positions
    a. Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval.
    b. Contents required to be submitted with a request for a new position or the combining of positions to create a new position:
        i. Job description
        ii. Suggested Pay Rate
        iii. Reason for new position

3. Abolishing Positions
    a. A written request must be submitted to the Human Resources Department for the abolishment of a position.
    b. The City Manager will have the final approval on the abolishment of any city position.

4. Recordkeeping
    a. A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department.
    b. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.

SECTION 4.2 JOB DESCRIPTIONS

All positions held by the City of Junction City shall have a job description that is maintained and kept up to date.

Job descriptions shall be made available to employees as a general description of work performed and to provide a framework of expectations of the job.

The provisions of the job description are to be observed in the handling of all personnel actions and activities.

A detailed job description of the position duties, requirements, and responsibilities as well as any other requirements imposed by local, state, or federal law.

SECTION 4.3 WORK SCHEDULES

All City of Junction City employees are categorized as either exempt or non-exempt depending on their salary and the type of work they do. Each employee shall follow the schedules outlined below.

An employee's Work Schedule is dependent on their assigned classification.

1. Exempt Employees
    a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
    b. Exempt employees are generally assigned to five eight-hour days, with some variation permissible.

2. Non-Exempt Full-Time Employees
    a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
    b. Non-exempt full-time employees are generally assigned to five eight-hour days, with some variation permissible.

3. Non-Exempt Full-Time Shift Employees
    a. The workweek shall be seven (7) consecutive days unless otherwise stated in the active collective bargaining agreement for union employees. Apart from Dispatchers, the workweek shall begin with the department's respective starting time on Monday, beginning at midnight through Sunday at 11:59 p.m.
    b. Dispatchers' workweek shall be Sunday at 6 a.m. through the following Sunday at 5:59 a.m.
    c. Non-exempt shift employees are generally assigned to a rotating schedule at the discretion of their Department Head or a designee delegated by the

Department Head. The length of the rotating shifts may vary and may be dependent on the active collective bargaining agreement for union employees.

4. Part-Time Employees
    a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
    b. Part-time employees are hourly employees assigned to a work schedule that is not equivalent to full time. Determination of hours for part-time employees is at the discretion of the supervisor with approval from the Department Head.
    c. The Human Resources Department must be notified for all part-time employees who are anticipated to exceed working twenty (20) or more hours in a workweek. Department Heads, designees and supervisors are not allowed to permit a part-time employee to work over 999 hours in a calendar year without prior approval from the Human Resources Department and City Manager.

5. Seasonal Employees
    a. The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday.
    b. This Work Schedule is utilized during times of temporary need for additional assistance for seasonal work, special projects, and internships or to cover positions due to the temporary inability of an employee to fulfill their position. Actual work assignments are assigned by need and can be very sporadic.

Assignment of flexible hours or alternative work schedules shall be developed by Department Heads. The arrangements will not exceed the hours laid out in the work schedule they fall under.

SECTION 5: EMPLOYEE COMPENSATION

SECTION 5.1 THE PAY PLAN

Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances.

1. Contents of Pay Plan
    a. A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position.
    b. An assigned status category for each job position.
    c. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 *et sequential*.
    d. The Pay Plan does not override pay ranges contained in the collective bargaining agreements.

2. Pay Plan Status Categories
    a. Exempt Full Time Employees
        i. Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act.
        ii. The Paid-hours standard shall be 40 hours per work week.
        iii. There is no Overtime or Accrued Compensatory Time Compensation.
    b. Non-Exempt Full Time Employees
        i. Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act.
        ii. The Paid-hours standard shall be 40 hours per work week.
        iii. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week.
        iv. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under.
    c. Non-Exempt Full Time Shift Employees
        i. Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
        ii. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees.
        iii. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week.

iv. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under.

d. Part Time Employees
   i. Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
   ii. There is no paid-hours standard for part-time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked.
   iii. The overtime compensation threshold for part-time employees shall be 40 hours per work week.

e. Seasonal Employees
   i. Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act.
   ii. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked.
   iii. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.

SECTION 5.2 PAY CALENDARS AND PAY DAYS

1. Pay Calendars

   The City currently operates under two different pay calendars: bi-weekly Dispatch calendar and bi-weekly main calendar. Payroll calendars will be available upon request.
   a. Employees classified as Dispatchers will operate under a pay calendar that runs Sundays through Saturdays.
   b. All other City employees will operate under a pay calendar that runs Mondays through Sundays.

2. Pay Days
   a. Employees shall be paid bi-weekly on the Friday following the end of the pay period.
   b. When a payday falls on a recognized holiday, paychecks will be available to employees by 5:00 p.m. on the preceding business day.

SECTION 5.3 PAYROLL DEDUCTIONS

The City offers employees the opportunity to voluntarily participate in payroll deductions that have been established between the City and outside providers.

In order to participate in the voluntary payroll deduction programs, an employee must complete and submit the required forms of authorizations for payroll deductions to the Human Resources Department.

Changes or cancellations of payroll deductions must be submitted to the Human Resources Department. All payroll deduction forms submitted to the Human Resources Department are required to be signed by the employee for validation. A form submitted without signature will not be processed until a signature is acquired from the employee.

Employees may obtain more information on voluntary payroll deduction elections available from the Human Resources Department.

SECTION 5.4 DIRECT PAYROLL DEPOSIT

To increase payroll efficiency and to provide greater convenience to City employees, the City requires employees to utilize the Direct Deposit System. The inability to participate in the City's direct deposit plan may result in a delay of the hiring process for an applicant.

Upon hire, each employee will be required to complete and submit a signed "Direct Deposit Authorization" form along with a voided check or deposit slip. The City will not be held liable for errors made on the "Direct Deposit Authorization" form submitted by the employee.

Changes to banking information for direct deposits are required to be done in person with the Human Resources Department. Employees are responsible to coordinate with their banking institutions for any issues regarding deposit timelines, deposit processes, etc. The City will not be held liable for any issues occurring due to changes of direct deposit information. Employees are encouraged to verify that their bank has deposited funds in their account.

Direct Deposit Authorization forms are available at the Human Resources Department.

SECTION 5.5 TIMEKEEPING

The City reserves the right to conduct an administrative investigation for any employee who falls under reasonable suspicion for timekeeping abuse. Employees who are found to abuse timekeeping records are subject to disciplinary action.

1. General Provisions
    a. All time worked whether on or off the premises will be recorded.
    b. Inaccurate timekeeping shall be subject to administrative investigation and potential disciplinary action.

c. Other than the employee, only the employee's Department Head or authorized time keeping personnel designated by the Department Head shall be permitted to make changes to an employee's timecard.
d. If the City inadvertently fails to pay an employee properly, the employee must report the discrepancy to Human Resources Department to initiate corrective action.

2. Non-Exempt Employees

All non-exempt employees are held responsible to submit and ensure the accuracy of their timecards/timesheets. For shift employees, timecards/timesheets shall be submitted on the last scheduled working day of the pay period. If this is not possible, shift employees shall submit timecards/timesheets on their next scheduled working day.

a. All timecards/timesheets must be signed by the employee and supervisor.
b. All timecards/timesheets must clearly identify and accurately record any leave taken in the pay period. Separate leave request forms shall be filled out and submitted with timecards/timesheets.
c. Incorrect time recording on timecards/timesheets are required to be verified and initialed by supervisors for correction. "Initialed" may include physical initials, email narrative, redone within the payroll portal or software, or other similar methods.
d. Employees must notify the Human Resources Department when a discrepancy is found on the timecard/timesheet after submission.
e. Incorrect timecards/timesheets will be sent back to the Department for correction if found during the payroll process and are due back to the Human Resources Department before the payroll process is complete.

3. Exempt Employees

Exempt employees have a set working schedule and are not eligible for overtime and/or compensatory time off.

a. All timecards/timesheets must be signed by the employee and supervisor.
b. Exempt employees are required to submit a leave form for any leave used in the pay period.
c. If an exempt employee works at least four-plus (4+) hours per workday, then they should not be charged for Vacation, Sick, or Personal Leave, or PTO unless it is deemed abused in a pay period.
d. Leave charge for exempt will not be less than eight (8) hours. Ex. If worked four (4) hours for the day, then time entered will be eight (8) hours. No leave will be used.
e. Department heads have the authority to set conditions of leave usage parameters for exempt employees.

SECTION 5.6 BREAK AND MEAL PERIODS

1. Breaks

   Breaks are short periods of compensable time off during the workday that typically lasts 5-15 minutes at a time. Breaks shall not be in excess of 15 minutes per break period.

   Breaks are not required; however, employees may be allowed such breaks depending on the work assigned and departmental needs. The approval and scheduling of breaks shall be at the discretion of the supervisor. Employees may be allowed two (2) breaks during the workday under the following conditions.

   a. Breaks taken by employees working out-of-doors shall be taken at the worksite. Employees will not take breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head.
   b. Employees whose regular work activity takes place in a single location will take breaks at the worksite or a location specified by the supervisor.
   c. Department heads are authorized to develop flexible alternatives to break rules.

2. Meal Periods

   A meal period is time off during the workday that typically lasts thirty to sixty (30-60) minutes. Meal periods shall not be less than thirty (30) minutes nor exceed sixty (60) minutes. Department Heads are authorized to determine the length of meal period times at their discretion. Union employees will follow guidelines set in their collective bargaining agreement.

   a. Employees are free to leave the work site during meal periods.
   b. Meal periods will not be accumulated and used for time off or for any absences from hours of employment.
   c. Scheduled meal periods will be coordinated along with supervisor or Department Head input.

3. Collective Bargaining Agreements

   Employees, a part of a collective bargaining unit with an agreement, shall follow their collective bargaining agreements for break and mealtimes.

SECTION 5.7 OVERTIME AND COMPENSATORY TIME

This Section only applies to non-exempt employees.

The Department Head is ultimately responsible for the control of overtime and compensatory time for non-exempt employees. All overtime and compensatory time, to the extent possible, shall be authorized in advance. Working additional hours for the purpose of

receiving additional pay or accruing extra compensatory time off for future use is prohibited and subject to administrative investigation under reasonable suspicion for timekeeping abuse.

Holiday time off, personal days, vacations and work lost due to work related disability, bereavement leave, civil leave, sick leave, military leave, personal leave and leaves of absence shall not be eligible for purposes of computing overtime and compensatory time off. Only actual time worked will be counted towards the computation of overtime.

Union employees will follow guidelines set in their collective bargaining agreement.

*Exempt employees are not eligible for overtime pay or compensatory time off.

1. Overtime

   The granting of overtime shall be done by the Department Head and is contingent upon an existing need, such as additional workload, special projects, events, or to cover the absence of another employee.

   As outlined in the Fair Labor Standards Act (FLSA), non-exempt employees shall receive one and one-half times their regular rate(s) of pay for working in excess of 40 hours in a work week. In lieu of receiving overtime pay for overtime worked, an employee may elect to receive compensatory time off.

2. Compensatory Time

   In lieu of paying non-exempt employees for overtime worked, employees may be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked. Acceptance of compensatory time off by the employee is made knowingly and voluntarily without coercion or pressure prior to the performance of the overtime worked.

   Compensatory time off must be provided to and used by the employee within four weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the following two pay periods of when it was earned, the supervisor will report it to the Human Resources Department for payout on the next pay period. Payout of unused compensatory time off will be at the rate of one and one-half times the employee's regular rate(s) of pay.

SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME

On-call Status and Call Back provisions are only applicable to non-exempt and non-union full-time, seasonal, or part-time City employees who are subject to a call back. Exempt

employees are not eligible for compensation related to being on an on-call status or for call back time. Union employees will follow guidelines regarding being on an on-call, standby status, or call back status outlined in their collective bargaining agreement.

Department Heads will be responsible for submitting a request for approval to the City Manager to utilize a departmental on-call status schedule and call back roster schedule.

If approved, the Department Head will ensure the submission of on-call status and call back timecards/timesheets to the Human Resources Department each pay period to ensure efficient payroll processing.

1. On-Call Status
    a. Eligible employees who have been assigned to be the primary callback employee during a predetermined timeframe shall be on an on-call status.
    b. Ineligibility of being on the on-call status schedule will be at the discretion of the supervisor and provisions stated in the expectations for employees on an on-call status.
    c. Employees unable to respond as expected while on an on-call status will be subject to an administrative investigation. Failure to respond while on an on-call status may lead to disciplinary action at the discretion of the Department Head.
    d. Expectations for employees on an on-call status are as follows:
        i. Carrying of a City issued cell phone approved by the Department Head. Or the Employee shall allow calls to a personal cell phone.
        ii. Respond on worksite within 30 minutes.
        iii. Must not consume alcohol or utilize controlled substances, except the proper use of prescription drugs or over-the-counter drugs shall not be prohibited by this policy.
        iv. Responsible to notify the supervisor immediately of their inability to report.

2. Compensation for On-Call Status
    Department Heads shall determine the compensation for their employees on an on-call status. The terms of compensation shall be determined at the departmental level and written in departmental policy. Once compensation has been determined, approval from the City Manager is required. Department Heads shall submit written departmental policy to the Human Resources Department to ensure correct compensation for employees.

3. Call-Back Time
    a. Callback time is authorized when designated employees are called back to work unexpectedly for an emergency or when employees on an on-call status are called back to work.
    b. Expectations for employees who are called back are as follows:

i. Respond within the time allocated by the supervisor on the emergent incident.
ii. Identify on timesheet/timecard reason for call back.

4. Compensation for Call-Back Time
   a. Compensation regarding on-call status and call-back will be determined at the departmental level. Employees shall be given access to review this departmental policy any time it is requested. Employees will be required to acknowledge the terms and conditions of being on an on-call status before they are able to be added to an on-call listing for the department.
   b. Working in response to a call-back is eligible for purposes of computing overtime pay for non-exempt full time, part time, or seasonal employees. For any hours worked over the forty (40) hours in the workweek, eligible employees will be paid at the overtime pay rate. (Refer to Section 5.10). Eligible employees may substitute compensatory time off for any call-back hours worked in excess of 40 hours in the workweek. Compensatory rules of usage and payout apply. (Please refer to Section 5.7).

SECTION 5.9 HOLIDAY & HOLIDAY PAY

1. Designated Holidays

   All full-time employees in the City workforce will be afforded the opportunity to observe the following holidays:

   New Year's Day (January 1st)
   Martin Luther King Day (3rd Monday in January)
   President's Day (3rd Monday in February)
   Good Friday (Friday before Easter Sunday)
   Memorial Day (Last Monday in May)
   Juneteenth (June 19th)
   Independence Day (July 4th)
   Labor Day (1st Monday in September)
   Indigenous People's Day (2nd Monday in October) also known as Columbus Day
   Veterans Day (November 11th)
   Thanksgiving (4th Thursday in November)
   Day After Thanksgiving (4th Friday in November)
   Christmas Eve (December 24th)
   Christmas (December 25th)

   The City Commission reserves the right to designate other paid holidays at their discretion.

2. Office Closures
    a. City offices, except for the Police and Fire Department, shall be closed for each Designated Holiday listed above.
    b. If any Designated Holiday falls on a Saturday, City offices shall be closed on the preceding Friday; and
    c. If the Designated Holiday falls on a Sunday, City offices shall be closed on the following Monday.

3. Holiday Pay During Office Closures
    a. Eligibility
        i. All exempt and non-exempt full-time employees are eligible for holiday pay during office closures.
        ii. Seasonal and Part-time employees are not eligible for holiday pay during office closures.
    b. Payout
        i. Eligible employees for holiday pay during office closures shall be paid the equivalent of eight (8) hours at their hourly rate per Designated Holiday as part of regularly scheduled work hours.
        ii. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.

4. Holiday Pay Worked
    a. Eligibility
        i. All non-exempt full-time and part-time employees scheduled to work during a Designated Holiday.
        ii. Seasonal employees are not eligible for holiday pay worked.
    b. Payout
        i. All non-exempt full-time and part-time employees, except for union employees, who work on a Designated Holiday will be paid at a rate at time and a half their regular rate.
        ii. All seasonal employees who work on a Designated Holiday will be paid at their regular rate.
        iii. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.

5. Vacation/Personal/Sick Leave or Paid Time Off Not Applicable on Holiday
    a. If Leave or PTO is scheduled and a Holiday is in the middle of the Leave or PTO usage, then Leave or PTO shall not be used on an observed Holiday.
    b. Example, an Employee schedules PTO on the workday before and the workday after Veteran's Day, then the employee will only use 16 hours of PTO for the two days and no PTO for Veteran's Day.

c. If an employee is a member of a collective bargaining unit, then that agreement will control and guide.

6. Unscheduled Leave Usage Prior to, After, or During Holiday
    a. Whereas the City permits paid Holidays, that does not alleviate the workload for workdays prior to or after the Holidays. In addition, some City services still need to be provided throughout the Holiday.
    b. If an employee calls in unscheduled Leave usage or PTO on the day prior to a holiday or the day after a holiday, then the employee shall not receive Holiday pay. The employee may still use the applicable Leave or PTO.
    c. If an employee calls in unscheduled Leave usage or PTO on a Holiday, then the employee shall not receive Holiday pay. The employee may still use the applicable Leave or PTO.
    d. If the employee utilizes Sick Leave or PTO for health, a doctor's note or other credible proof shall allow the employee to receive Holiday pay and not be charged Leave or PTO usage.
    e. If an employee is a member of a collective bargaining unit, then that agreement will control and guide.

SECTION 5.10 PAY RATE ADJUSTMENTS

1. Cost of Living Adjustment ("COLA")
    a. Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees.
    b. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year.
    c. The COLA shall take effect:
        i. Upon the first pay period following the completion of the initial 12 months of employment by the City;
        ii. Upon the first pay period following the end of the previous fiscal year; or,
        iii. Upon the City Manager's discretion.
        iv. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.

2. Other Benefit Allowances
    a. Other Benefit Allowances
        i. Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera.
    b. Eligibility
        i. The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances.
        ii. Predetermined positions within the City.

c. Payout
    i. Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement.
    ii. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed.
    iii. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase.
    iv. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement.

3. Working out of Classification
    a. Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows:
        i. Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and,
        ii. However, the following shall not trigger compensation for working out of classification:
            1. incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or,
            2. assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization.
        iii. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed.
    b. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification.

4. Change of Status

An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments

must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department.

5. Wage Garnishments

   A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off.

   In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court.

   There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager.

   Contact the Human Resources Department for more detailed information.

SECTION 5.11 FINAL PAY

Employees leaving employment with the City shall be paid according to the following terms:

1. All hours worked in the last pay period leading up to their final day of employment.
2. All accrued and unused compensatory time hours unused or unpaid as of leaving employment in light with this Personnel Policy Handbook and applicable law.
3. All earned leave hours under the following terms:
   a. Employees exempted/left into Vacation leave. Payout of vacation hours are up to a maximum of:
      i. 240 hours for the 8-hour per day (40 hours per work) employee;
      ii. 720 hours for Fire Department Battalion Chiefs, Chief positions within the Fire Department, and executive or administrative Fire/EMS position that was promoted from within the local bargaining unit;
      iii. 720 Vacation hours for Police Chief, Assistant Police Chief, Captains, or Lieutenants promoted from within the local bargaining unit per Resolution R-2824 approved by the City Commission whichever is greater; or
      iv. Some other total accumulated negotiation vacation hours for those employee groups who have an express written agreement with the City Manager.

4. Employees participating in the City's Paid Time Off ("PTO") plan shall be paid for accrued and unused PTO hours at the employee's final regular rate of pay, up to the maximum PTO payout amount applicable based on the employee's completed months of service of the final day of employment, as set forth in the table below:

Months (Years) of Service	Maximum PTO Hours Paid at Final Pay
1 day through 24 months (0 to 2 years)	208
25 months through 48 months (2 to 4 years)	248
49 months through 60 months (4 to 5 years)	288
61 months through 72 months (5 to 6 years)	328
73 months through 84 months (6 to 7 years)	368
85 months through 96 months (7 to 8 years)	408
97 months through 108 months (8 to 9 years)	448
109 months through Retirement (9-plus years)	480
KPERS Eligible Retirement Prior to 109 months/9 years of service	480

5. For eligible City employees exempted into City leave plan of sick hours for a maximum of:
    a. Retirement:
        i. Upon retirement from the City of Junction City, eligible full-time employees will be paid all of their accumulated sick leave up to a maximum not to exceed 240 hours.
        ii. Fire and Police personnel will be paid their sick leave according to the union contract(s).
        iii. The Fire Chief, Fire Department Battalion Chiefs, Chief positions within the Fire Department, executive or administrative Fire/EMS position that was promoted from within the local bargaining unit, Police Lieutenants, Police Captains, the Chief of Police, and Assistant Chief of Police will be paid all of their accumulated sick leave up to a maximum not to exceed 720 hours. If the employee(s) listed in this subsection enters into another agreement with the City, then that will supersede the accumulation of sick leave payout referred to in this section.

b. All City employees who leave City employment, except for retirement:
    i. Upon leaving employment with the City, an employee will not receive reimbursement or pay for their accumulated sick leave or medical bank.
    ii. If a non-retiring employee has another agreement regarding final pay, then the standing agreement will dictate reimbursement or final pay concerning accumulated sick leave. Written and signed documentation of agreement is required. The signatures must include the City Manager and the employee.
c. For employees with Med Bank Leave:
    i. Med Bank Leave shall not be considered working hours for the purpose of overtime compensation.
    ii. Employees shall not be paid for any unused accrued Med Bank Leave upon non-retirement separation from employment unless a pre-existing agreement was made with the City Manager or the employee retires from the City fully vested in KPERS or KP&F (outside hires for Police or Fire Chief or other similar command/administrative City staff). Documentation regarding existing agreement may be required.
    iii. Employees who accumulated Med Bank Leave upon retirement shall be paid out their accumulated Med Bank Leave up to a maximum of 480 (four hundred eighty) hours of PTO plus Med Bank Leave.
        a. Example: If a City employee retires fully vested in KPERS with 432 hours of PTO and at least 48 hours of Med Bank Leave, then the retiring employee will be paid out 480 hours.
        b. Example: If a City employee retires without being fully vested in KPERS with 432 hours of PTO and 96 hours of Med Bank Leave, then the retiring employee will be paid out 432 of PTO and 0 hours of Med Bank Leave.
        c. Example: If a City employee retires fully vested in KPERS with 300 hours of PTO and 120 hours of Med Bank Leave, then the retiring employee will be paid out 420 hours (300 hours of PTO and 120 hours of Med Bank Leave).

6. Final Pay shall be reduced by monies owed by the employee for stolen, lost, or damaged equipment as determined under Section 17.3 in accordance with federal and state wage laws.

SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE

A. Final Pay for a deceased employee shall be paid to the dependents of the employee in line with Section 5.11 so long as the employee qualifies under 5.11.B.
B. To qualify for Final Pay under this Section, the employee must be a current employee of the City at the time of their death.

C. Refer to Section 11.1.6 for insurance coverage of a deceased employee's spouse or other dependents.

SECTION 5.13 RETENTION BONUS

The following is dependent on City Manager discretion and budget permitting.

All full-time employees and part-time employees employed with the City as of or by December 1st shall be eligible for a Retention Bonus. The employees under a collective bargaining unit do not qualify for a retention bonus but are still eligible for their longevity pay provisions.

Retention Bonuses, if granted, shall follow the table below:

Months of Service	Full-Time Employee	Part-Time Employee
0 to 24 months (0-2 years)	$100.00	$50.00
25 to 60 months (2-5 years)	$150.00	$75.00
61 to 120 months (5-10 years)	$250.00	$125.00
121 to 180 months (10-15 years)	$500.00	$250.00
181 to 240 months (15-20 years)	$750.00	$375.00
241 to 300 months (20-25 years)	$1,000.00	$500.00
301 to 360 months (25-30 years)	$1,250.00	$625.00
361 and more months (30+ years)	$1,500.00	$750.00

The granting of a retention bonus is within the discretion of the City Manager and if the budget permits.

Other longevity pay for those under collective bargaining units shall be governed by those agreements.

Retention Bonus is subject to taxes, KPERS or KP&F contributions, and other applicable deductions or fees.

SECTION 6: EMPLOYEE RECORDS

SECTION 6.1 KORA COMPLIANCE

The City will comply with K.S.A. 42-215, *et sequential*, the Kansas Open Records Act ("KORA"), in maintaining and disclosing personnel information.

SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES

a. The Human Resources Department shall maintain, store, keep, and manage all Personnel Files.
b. Departments, aside from the Human Resources Department, must send personnel information and documents to Human Resources.
c. Departments may keep a copy of the documentation but only in conjunction with and by approval of the Human Resources Department after turning in the original document(s).

SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES

a. Certain personal information is required to be maintained to satisfy governmental requirements; other information is vital for benefits purposes. Human Resources shall keep such information in personnel files for all persons employed.
b. The personnel file may include, but is not limited to, such information as the employee's job application, resume, training records, performance review records, compensation history, (to include compensation rate changes), and any other related documents and materials.
c. Copies of professional licenses, certifications, and training verifications must be submitted to the Human Resources Department.
d. All background documentation, investigatory documentation, I-9 forms, and anything pertaining to medical and health records are maintained separately and access to such information is highly restricted.
e. Personnel files are City property.

SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION

a. Access to personnel records shall be restricted to maintain as much confidentiality as practical.
b. The City reserves the right to verify employee information such as employment status and job title to law enforcement, public safety officials, or medical officials who have a valid need to ascertain limited, specific information about the employee, without notification to the employee involved.
c. The City will cooperate with Federal, State, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek

the advice of legal counsel before permitting an investigator to review a personnel file.

d. Under no circumstances may the personnel file be removed from the City premises except for when copies of personnel records and/or the removal of records off of the City premises are accompanied by a court order. Copies of the court order shall be maintained by the Human Resources Department.
e. All requests for recommendations or information concerning employees shall be handled through the Human Resources Department or their designee.
f. Without a full release form signed by the employee, including telephone inquiries, the only information the Human Resources Department will provide for employment verification is the date of hire, the position held, and date of termination.
g. Employment verification inquiries with a full release form information released may be provided as requested. Release of information will be in accordance with K.S.A. 44-119a.

SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE

a. Current employees may review their own personnel file.
b. All personnel files shall be viewed only on the City's property and in the presence of the Human Resources Department or their designee, at a time convenient to the Human Resources Department or their designee.
c. Under no circumstances may an employee remove their personnel file, or any part of it, from the Human Resources Department.
d. Employees may request copies of documents in their personnel file. However, medical, internal investigation, disciplinary actions, and other similar records may be denied for copies or be copied with redactions upon review and decision by Human Resources.
e. Former employees will not be permitted to have access to their personnel file unless a review of the file is ordered by a court of law or granted by the Human Resources Department within their discretion.

SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD

a. An employee may request an amendment to a record in the personnel file. The employee is required to submit a written request to their immediate supervisor and Department Head.
b. An amendment may add to, substitute, or subtract from a personnel record.
c. Employee request shall be submitted to the Human Resources Department for consideration and review by the Department Head.
d. Response to the written request shall be within ten (10) working days of when the request was submitted by the Department Head to the Human Resources Department.
e. The response shall indicate whether the request was denied or approved and the reasoning for such action.

SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS

a. An employee's eligibility to receive certain benefits and benefit payments may be affected by failing to provide current personal information.
b. Employees shall report the changes in writing to their Department Head and the Human Resources Department within fifteen (15) days.
c. Changes needing to be reported shall include but are not limited to:
    1. mailing address,
    2. telephone number(s),
    3. name(s) and number(s) of dependent(s), if any,
    4. marital status, and
    5. Emergency contact information.
d. Some changes may require proof and will be requested by the Human Resources Department.
e. An employee failing to provide adequate documentation for any changes may delay results and alter benefit eligibility for certain programs.
f. The City of Junction City shall not be held responsible for any adverse action that occurs due to the employee's failure to comply with ensuring the Human Resources Department is notified in a timely manner of any changes to their personal information or status.

SECTION 7: EMPLOYEE STATUS

Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.

SECTION 7.1 STATUS CATEGORIES

An employee may be moved to a higher position in one classification range to a position of another classification range as a result of performance evaluation, transfer, and/or for a credential or reclassification promotion.

1. Credential Promotions
    a. Select positions are established in such a way as to allow for credential promotion upon attaining and maintaining a specific type of professional certification or education. Recommendations for promotion shall be made by the Department Head to the City Manager for final approval. The Human Resources Department shall maintain a record of these positions and the corresponding professional certification, licensing, educational requirements, or other similar credentials.

2. Demotion

    An employee may be moved to a reduced rank or status position as a result of an unsatisfactory performance evaluation, transfer, or disciplinary action.

    Demotions of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager.
    a. Department Heads shall be required to submit a written narrative to the Human Resources Department describing recommendation and reasoning for a reduction in rank or status position for the employee.
    b. Upon approval, a formal counseling and written notice of the action will be provided to the employee and placed in the employee's personnel records.

3. Transfer

    Transfers of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager.
    a. Vacancies may be filled through a transfer by a qualified employee in the same or different department.
    b. No public announcement is required when filling a vacancy through a transfer.
    c. Department Heads shall be required to work with the Human Resources Department in advance of filling a vacancy using this method instead of posting the vacancy publicly.

4. Reclassification

   A reclassification is necessary whenever there is a significant change to an employee's current positional duty attributes outlined in their job description. Supervisors must submit documentation illustrating the drastic change of duties from the employee's current duties to new duties the employee would take on. The Human Resources Department will oversee the process of reclassification and submit the request to the City Manager for final approval.

   Employees in positions affected by a reclassification may not be required to serve a probationary period. Each situation will be assessed on a case-by-case basis to determine whether or not a new probationary period is required.

   Under certain circumstances, a reclassification should not affect an employee's performance review schedule and consideration of a pay increase. Each situation will be assessed on a case-by-case basis to determine the effect a reclassification will have on performance reviews and scheduled salary adjustments.

5. Temporary Work in a Higher Classification

   Periodically, an employee will be asked to temporarily work in a higher classification to cover during periods of absences or to assist during times of increased work. This shall be considered a standard requirement of all positions and shall not necessitate any changes in pay. Any work in a higher classification that necessitates pay rate changes shall refer to Section 5.10(3) of this Policies and Procedures Guideline.

SECTION 7.2 PROBATIONARY STATUS

1. Initial and Change in Status Probation
   a. To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months.
   b. Union employees will follow the probationary period outlined in their collective bargaining agreement.

2. Extended Probationary Period

   An extended probationary period provides the employee with an opportunity to bring their performance in line with department and organizational expectations.
   a. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies.
   b. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period.

c. The City Manager or designated delegate shall make the final decision of an extended probationary period request.
d. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends.
e. Notification to the employee will include the following information:
    i. Duration of an extended probationary period.
    ii. Explanation of why an extended probationary period was decided on.
    iii. Follow up timeline regarding performance on an extended probationary period.
    iv. Actions regarding the outcome of the extended probationary period.
f. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days.
g. The total accumulated time on an extended probationary period may not exceed six (6) months.
h. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.

SECTION 8: PERFORMANCE MANAGEMENT PROGRAM

SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW

1. General
    a. All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation.
    b. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such.
    c. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee.
    d. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5.
    e. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only.

2. Department Responsibility
    a. Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following:
        i. Name of Supervisor
        ii. Name(s) of employee(s) the supervisor will oversee
        iii. Effective date of change
    b. Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training.
    c. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee.

3. Frequency of Employee Evaluations in the Performance Management Process
    a. All full-time and part-time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City.
    b. Evaluations shall occur with frequency as set in Section 8.2.

4. Employee Performance Management Process
    a. Counseling and Evaluation on Performance
        i. Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative

approval for a meeting, then the supervisor may meet with the employee.

ii. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback.

iii. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor.

iv. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct.

v. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file.

5. Employee Challenging Performance Evaluation
    a. If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation.
    b. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head.
    c. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge.
    d. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.
    e. The final performance evaluation and any other related documents (challenges, annotations, et cetera) shall be submitted to the Human Resources Department to be placed in the employee's personnel records.
    f. The Human Resources Department or designee will close out the open evaluation process to indicate completion.

SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD

Depending on employee status, all City employees will fall under the General City Workforce or New Hire/Change of Status observation time periods and counseling schedules.

1. General City Workforce
    a. Supervisors will conduct performance evaluations of every qualified employee under their supervision.
    b. A "qualified employee" is one who has worked for the City for more than one year (12 months) continuously regardless of which department(s) they have worked within.

c. Performance evaluations shall occur at least once per year. Supervisors shall conclude the performance evaluation prior to December 31 of each calendar year.
d. If employee conduct or job performance is unsatisfactory or otherwise concerning to the supervisor, Department Head, Human Resources Department, or City Manager, then the supervisor may conduct more performance evaluations as warranted.

2. New Hires or Change in Status Evaluation Schedule
    a. After initial hire, an employee shall be evaluated by their supervisor:
        i. Three months (90 days) after their start date;
        ii. Six months (180 days) after their start date; and,
        iii. Twelve months (365 days) after their start date.
        iv. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs.
    b. After promotion in status, an employee shall be evaluated by their supervisor:
        i. Three months (90 days) after the promotion; and,
        ii. Six months (180 days) after the promotion.
        iii. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs.

SECTION 9: LEAVE, USE, AND PROHIBITION

SECTION 9.1 ABSENTEEISM

Attendance is a requirement of the City and employees are expected to work the schedule approved by their supervisor. The City will try to accommodate an employee whenever illness occurs or personal emergencies cause absences. However, excessive absences are disruptive and create a hardship for other employees and will not be tolerated. Being absent for three (3) consecutive working days without notifying their supervisor shall be considered job abandonment or as defined by a collective bargaining agreement for employees who do not work 8-hour shifts. Absenteeism may affect benefit eligibility, pay or leave/PTO accumulation rate, and leave or other benefit usage requirements.

SECTION 9.2 PAID TIME OFF (PTO)

1. General
    a. The City grants Paid Time Off (PTO) to eligible employees pursuant to this policy. PTO is accrued based on an employee's hire date and length of service.
    b. Employees who participate in the PTO leave plan do not accrue sick, personal, or vacation leave.
    c. The provisions of the PTO policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Eligibility
    a. Full-time employees who were employed by the City prior to January 20, 2009, who opted into the City's Paid Time Off (PTO) transition policy effective June 12, 2012.
    b. Full-time employees hired after the effective date for the City's transition to Paid Time Off policy dated June 12, 2012.
    c. All union employees will follow their active collective bargaining agreement provisions regarding accrual of leave time.

3. Accrual
    a. Employees shall accrue PTO. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year.
    b. PTO shall accrue for every pay period per year.
    c. Accumulated PTO is available for use after accrual following the hiring date.
    d. Eligible employees accrue the following hours of PTO:

Accumulation of Hours Schedule	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrued "Carry-Over"
1 Day through 24 months (0 to 2 years)	8.0	208	208
25 months through 48 months (2 to 4 years)	8.0	208	248
49 months through 60 months (4 to 5 years)	8.0	208	288
61 months through 72 months (5 to 6 years)	9.0	234	328
73 months through 84 months (6 to 7 years)	9.0	234	368
85 months through 96 months (7 to 8 years)	9.0	234	408
97 months through 108 months (8 to 9 years)	9.0	234	448
109 months through 120 months (9 to 10 years)	9.0	234	480
121 months through 180 months (10 to 15 years)	10.0	260	480
181 months through 240 months (15 to 20 years)	11.0	286	480
241 months-plus (20+ years)	12.0	312	480

4. Carry-Over
    a. Any unused PTO within annual max accrued per year will "carry-over" into the next year.
    b. Any unused PTO in excess of the Max Annual Accrual as of the last day of the last pay period in each year shall be forfeited.
    c. Employees are responsible for working with their supervisor to schedule any PTO before the last day of the last pay period in the year to avoid forfeiture or loss of PTO.

5. Scheduling
    a. Employees are only allowed to request PTO hours they currently hold in their PTO bank. Employees cannot go into a negative PTO bank unless special circumstances such as but not limited to medical concerns exist. Any requests to go into negative PTO or other LWOP statuses must be reviewed and approved by the Department Head and the City Manager or their designee.
    b. Employees are encouraged to request PTO thirty (30) days in advance.
    c. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee's request.
    d. Due to specific department and division scheduling needs, there may be days or periods in which PTO shall not be approved. There may also be times when PTO is revoked; however, this will only be done due to extenuating circumstances or emergencies.
    e. A request for PTO may be approved or denied considering the following:
        i. Sufficiency of department staffing levels; and,
        ii. Order in which the requests are received.

6. Recording
    a. Any PTO used shall be submitted to the supervisor on an Employee Leave Request form or other such medium as utilized by the employee's Department Head or City Manager.
    b. Non-exempt employees must take a minimum of fifteen (15) minute increments at a time.
    c. Exempt employees must take a minimum of one full working day (8 hours) at a time.
    d. PTO taken shall be recorded on timecards/timesheets, paper or electronic.
    e. Employees may not use more PTO than the paid-hours standard for the workweek.

7. Buy-Back of PTO

    Budget permitting, if an employee has accrued over 480 hours of PTO by December 1st, the City may purchase up to a total of eighty (80) hours over the 480 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

    Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures.

8. Payout

    See Section 5.11 Final Pay.

9. Unscheduled PTO Audits
    a. Unscheduled PTO is PTO used by an employee without prior approval by a supervisor or department head.
    b. An audit of an employee's unscheduled PTO usage will be conducted by the Department Head and the Human Resources Director when:
        i. When requested by the Department Head such as if elected after an employee uses three (3) or more consecutive days' or shifts' worth of unscheduled PTO.
        ii. When an employee exceeds the following unscheduled PTO use thresholds during a twelve-month period. Workers Compensation related to absences or sick leave conversion incentives will not be included in the threshold total.
            1. An 8-hour shift and uses over 96 hours (12 days) of sick leave.
            2. A 12-hour shift and uses over 138 hours (12 days) of sick leave.
            3. A 24-hour shift and uses over 288 hours of (12 days) of sick leave.
        iii. When it is suspected that the employee has abused or used an excessive amount of unscheduled PTO.

iv. Or as otherwise contained within another agreement such as with a collective bargaining unit or other contract.

c. If the audit determines that the unscheduled PTO usage is due to medically verifiable situations such as extensive hospitalization and recuperation, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the results of the audit and that no abuse or excessive unscheduled PTO usage was found.

d. If the audit determines that the employee has abused or used their unscheduled PTO inappropriately, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the findings and that the employee will be required to submit a medical certificate for all uses of unscheduled PTO during the next six (6) months.

e. Failure to submit a medical certificate or other justifiable reason verifying each unscheduled PTO request during this six-month period will result in the denial of unscheduled PTO and the absence will be recorded as leave without pay. In addition, the employee may be subject to disciplinary action in accordance with the provisions contained in Section 24: Corrective Action. Upon completion of the six-month period, the employee's unscheduled PTO use will be reevaluated.

f. The employee shall be responsible for the use and maintaining of their own PTO.

g. Certification for unscheduled PTO:

    i. by Physician or other medical professional (RN, PA, ARNP, or other similar individual accepted by the City):

        1. Medical certificates, signed by a licensed physician, may be required to be presented to the employee's supervisor under the following circumstances:

            a. Within twenty-four (24) hours after returning to work from sick leave that extended for more than three (3) working days or shifts, or

            b. When requested by the supervisor.

        2. A medical certificate signed by a licensed physician or other medical professional may be required by the employee's Department Head to substantiate a request for unscheduled PTO, to justify any unscheduled absence, or if unscheduled PTO usage from duty occurs frequently, predictably, or habitually.

    ii. By non-medical person if the reason for unscheduled PTO is not medical or illness or injury related. For example, a child's principal, note from a court clerk for a court hearing, or other similar information to justify unscheduled PTO usage that is not similar to sick leave is usage.

SECTION 9.3 VACATION LEAVE

1. General
    a. The City grants paid Vacation Leave to eligible employees pursuant to this policy. Vacation Leave is accrued based on an employee's hire date and length of service.
    b. The provisions of the Vacation Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Eligibility
    a. Full-time employees who were employed by the City prior to January 20, 2009, who decided not to select participating in Junction City's Paid Time Off (PTO) policy effective June 12, 2012.
    b. All union employees will follow their active collective bargaining agreement provisions regarding Vacation Leave.

3. Accrual
    a. Employees shall accrue Vacation Leave. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year.
    b. Vacation Leave shall accrue every payroll period per year.
    c. Accumulated Vacation leave is available for use after accrual following the hiring date.
    d. Eligible employees accrue the following hours of Vacation Leave:

Accumulation of Hours Schedule	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrual
1 Day through 60 months (0 to 5 years)	3.34	86.84	240
61 months through 120 months (5 to 10 years)	5.00	130.00	240
121 months through 180 months (10 to 15 years)	5.67	147.42	240
181 months through 240 months (15 to 20 years)	6.67	173.42	240
241 months through 252 months (21 years)	7.00	182.00	240
253 months through 264 months (22 years)	7.34	190.84	240
265 months through 276 months (23 years)	7.67	199.42	240
277 months through 288 months (24 years)	8.00	206.00	240
288 months through Retirement (Over 24 years)	8.34	216.84	240

Max annual accrual hours for Fire Police Department positions: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, other administrative "chiefs" in JCFD, Battalion Chiefs, Police Chiefs, Police Captains, Police Lieutenants, or their equivalent are in the table below:

Accumulation of Hours Schedule-Non-Union Fire & Police Department Command Staff	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrual
1 Day through 60 months (0 to 5 years)	5.00	130	720
61 months through 120 months (5 to 10 years)	7.50	195	720
121 months through 180 months (10 to 15 years)	8.50	221	720
181 months through Retirement (Over 15 years)	10.00	260	720

For accrual per payroll period, the employee shall accrue per the table above or within an agreement entered into between the employee or group of employees and the city manager.

4. Carry-Over
    a. Any unused Vacation Leave in excess of the annual max accrued per year as of the last day of the last pay period in each year shall be forfeited. Only the Vacation Leave annual max amount for the employee will carry-over into the next year.
    b. Employees are responsible for working with their supervisor to schedule any leave time off before the last day of the last pay period in the year to avoid forfeiture or loss of Vacation Leave.
    c. Any unused Vacation Leave within annual max accrued per year will "carry-over" into the next year.

5. Scheduling
    a. Employees are only allowed to request Vacation Leave hours they currently hold in their Vacation Leave bank.
    b. Employees are encouraged to request Vacation Leave thirty (30) days in advance.
    c. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee's request.
    d. Due to specific department and division scheduling needs, there may be days or periods in which Vacation Leave shall not be approved. There may also be times when Vacation Leave is revoked; however, this will only be done due to extenuating circumstances or emergencies.

e. If an employee is using approved vacation leave and becomes ill while on vacation, the employee may request to utilize Sick Leave as opposed to Vacation Leave or other options available to the employee.
f. A request for Vacation Leave may be approved or denied considering the following:
    i. Sufficiency of department staffing levels; and,
    ii. Order in which the requests are received.

6. Recording
    a. Any Vacation Leave used shall be submitted to the supervisor on an Employee Leave Request form.
    b. Vacation Leave taken shall be recorded on timecards/timesheets, paper or electronic.
    c. Employees may not use more Vacation Leave than the paid-hours standard for the workweek or work week.

7. Buy-Back of Vacation Leave

    Budget permitting, if an employee, not a member of Police or Fire command staff, has accrued over 240 hours of vacation by December 1st, the City will purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

    Those employees in the command staff as defined above must have accrued 480 or more hours of Vacation Leave to be eligible for the possibility of vacation buy-back. Budget permitting, the City may purchase up to eighty (80) hours over the 480 hours accrued at straight time. The employee will have the same option concerning direct deposit or deposit in to KPERS 457 as laid out in the previous paragraph.

    Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures.

8. Payout
    See Section 5.11 Final Pay.

SECTION 9.4 SICK LEAVE

1. General
    a. The City allows paid Sick Leave to eligible employees who meet the qualifying conditions, pursuant to this policy. Leave that qualifies for Sick Leave may also qualify for Family and Medical Leave ("FMLA").

b. Sick Leave shall not be considered working hours for the purpose of overtime compensation.
c. The provisions of the Sick Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.
d. Employees are encouraged to schedule sick leave in advance and to obtain supervisory approval.
e. Excessive sick leave used that is not protected by State or Federal law can be cause for disciplinary action.

2. Definitions
    a. For purposes of this section, the following words and terms shall be defined in the following manner:
        i. Extended Family means an employee's great-grand parent, great-grand child, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
        ii. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included.

3. Eligibility
    a. Full-time eligible employees who were employed by the City prior to January 20, 2009, who decided not to opt into the City's Paid Time Off (PTO) policy effective June 12, 2012, but instead to continue to be participate in the City's sick leave policy.
    b. All union employees will follow their active collective bargaining agreement provisions regarding Sick Leave.

4. Qualifying Conditions
    a. Employees may use Sick Leave for the following reasons:
        i. The illness or injury of the employee or an Immediate Family member or Significant Other.
        ii. Doctor, dental, other medical, and other healthcare appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include wellness-checks and unscheduled appointments such as emergency room visits and childbirth.
        iii. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy.
        iv. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook.
        v. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook.

5. Accrual
    a. Employees shall accrue Sick Leave every pay period.

b. Accumulated Sick leave is available for use after the accrual (first payroll) following the hiring date.
c. Eligible employees accrue the following hours of Sick Leave:

Max annual accumulation hours based on the balance of employee's sick leave as of June 20, 2012. If hours accumulated as of June 20, 2012, exceed 1040 hours on this day, the employee's accumulation maximum will be whatever their balance is in excess of 1040 hours.

Accumulation of Hours Schedule	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrual
Sick Leave for Eligible Employee	4.00	104	1040 hours

Max annual accumulation hours for Fire Department positions outside of the collective bargaining unit: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, Battalion Chiefs, or their equivalent.

Accumulation of Hours Schedule-Non-Union Fire Department Command Staff	Hours Per Pay Period	Estimated Annual Accrual	Max Annual Accrual
Sick Leave for Non-Union Fire Department Employees With EMS Training/Certification	8.00	208	Unlimited

Max annual accumulation hours based on the balance of a Police Department employee's sick leave if JCPD employee was promoted to the rank of Lieutenant prior to July 2017. Their accumulation of sick hours will mirror other non-Fire Department City employees; however, their max accrual is unlimited without a cap.

Accumulation of Hours Schedule	Hours Per Pay Period	Annual Accrual	Max Annual Accrual
Sick Leave for Eligible Employee Non-Union JCPD Employee	4.00	104	Unlimited

6. Notification
    a. Employees are expected to notify the appropriate supervisor, as soon as possible, and/or according to departmental policy of the need for time-off work and the amount of leave time actually needed.

7. Recording
    a. Any Sick Leave used shall be submitted to the supervisor on an Employee Leave Request form.

b. Any Sick Leave used shall be recorded on timecards/timesheets, paper or electronic.
c. Employees may not use more sick leave than the Paid-hours standard for the workweek or work week.
d. If an employee uses three or more consecutive days' worth of Sick Leave, then the City may request the employee to bring a doctor's note or other similar medical documentation supporting the Sick Leave used. If the request is made, then the employee shall produce the documentation.

8. Payout

See Section 5.11 Final Pay.

9. Buy-Back of Sick Leave

Budget permitting, if an employee, not a member of Police or Fire command staff nor a member of a collective bargaining unit, has accrued over 240 hours of sick leave and 240 hours of vacation by December 1st, the City may purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.

Procedures shall follow those used for vacation buy-back. Usage of buy-back does not and will not affect the Merit Attendance Award or trigger a Sick Leave Audit.

10. Attendance Merit Award

a. At the end of each fiscal year, any employee who has an accumulation of sick leave of three hundred sixty (360) hours or more is eligible for the Attendance Merit Award. The Award consists of extra Vacation leave time for those employees that have reached the minimum threshold level of 360 sick leave hours and have used no more sick time within the last 12 months than indicated in the following schedule:

Sick Leave Usage Fiscal Year	Award Extra Vacation Leave
0 - 8 hours	24 hours
8¼ - 16 hours	20 hours
16¼ - 24 hours	16 hours

b. Each qualifying employee will have the option of converting the appropriate amount of extra vacation leave hours earned. This extra vacation leave will be added to the vacation leave record of the qualifying employees. The extra vacation days are granted free and are not days subtracted from the employee's sick leave account.

11. Use of Sick Time Without Sick Leave Accumulated
    a. Refer to the Leave Without Pay ("LWOP") Section in addition to this subsection.
    b. Refer to the Short-Term Disability Section in addition to this subsection.
    c. An employee will not be granted sick leave when they have none accumulated.
    d. Absences for a fraction of a day will be charged according to the number of hours actually used to the nearest quarter (¼) hour.
    e. Short Term Disability
        i. Any full-time employee may apply for Short Term Disability. Short Term Disability is for sick/illness or injury purposes of the employee.
        ii. The employee must complete the necessary paperwork for review by insurance.
        iii. The employee will be placed in a leave without pay status upon approval of the Short-Term Disability.
        iv. This section needs to be read in conjunction with the insurance provider's Short Term Disability compensation coverage as that can adjust numbers, time, or other components.
    f. During a period of leave without pay, no sick leave, personal time, vacation time, or PTO will be accumulated.
    g. During this period, the employee is responsible for any deductions they have selected.
    h. Arrangements must be made with the Human Resources Director for these benefits, and the employee will be billed a monthly invoice for the deductions.

12. Return to Work and Evaluation of Ability to Complete Essential Work Functions & Duties

    The City may require an employee to submit to a medical or psychological exam or be referred for a second medical evaluation and opinion to determine his/her fitness or ability to perform the essential functions/tasks/work required for a position, or continued employment in a position. The City will pay the expense for these exams.

13. Sick Leave Audits
    a. An audit of an employee's sick leave usage will be conducted by the Department Head and the Human Resources Director when:
        v. When requested by the Department Head such as if elected after an employee uses three (3) or more consecutive days' or shifts' worth of sick leave.
        vi. When an employee exceeds the following sick leave use thresholds during a twelve-month period, Workers Compensation related

absences or sick leave conversion incentives will not be included in the threshold total.

1. An 8-hour shift and uses over 96 hours (12 days) of sick leave.
2. A 12-hour shift and uses over 138 hours (12 days) of sick leave.
3. A 24-hour shift and uses over 288 hours (12 days) of sick leave.

vii. When it is suspected that the employee has abused or used an excessive amount of sick leave.

viii. Or as otherwise contained within another agreement such as with a collective bargaining unit or other contract.

b. If the audit determines that the sick leave usage is due to medically verifiable situations such as extensive hospitalization and recuperation, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the results of the audit and that no abuse or excessive sick leave usage was found.

c. If the audit determines that the employee has abused or used their sick leave inappropriately, the Department Head and the Human Resources Director will cooperate to send a letter to the employee advising them of the findings and that the employee will be required to submit a medical certificate for all uses of sick leave during the next six (6) months.

d. Failure to submit a medical certificate verifying each sick leave request during this six-month period will result in the denial of sick leave and the absence will be recorded as leave without pay. In addition, the employee may be subject to disciplinary action in accordance with the provisions contained in Section 24: Corrective Action. Upon completion of the six-month period, the employee's sick leave use will be reevaluated.

e. The employee shall be responsible for the use and maintaining of their own sick leave.

f. Certification by physician or other medical professional (RN, PA, ARNP, or other similar individual accepted by the City):

ix. Medical certificates, signed by a licensed physician, may be required to be presented to the employee's supervisor under the following circumstances:

4. Within twenty-four (24) hours after returning to work from sick leave that extended for more than three (3) working days or shifts, or
5. When requested by the supervisor.

x. A medical certificate signed by a licensed physician or other medical professional may be required by the employee's Department Head to substantiate a request for sick leave, to justify any unscheduled sick absence, or if sick absences from duty occur frequently, predictably, or habitually.

SECTION 9.5 MED BANK LEAVE

1. General & Eligibility
    a. The City allows eligible employees who meet the qualifying conditions.
    b. To qualify and be eligible for Med Bank Leave, an employee must:
        i. Be a full-time employee;
        ii. Accrue Paid Time Off ("PTO"); and,
        iii. Not accrue Vacation, Sick, or Personal Leave.
    c. Immediate Family and Significant Other are defined as in the Glossary.

2. Conversion of PTO to Med Bank Leave
    a. At the end of the last pay period of the year, the Human Resources Department will issue a form allowing eligible employees to convert up to a maximum of eighty (80) hours of PTO to their Med Bank Leave.
    b. The maximum hours of Med Bank Leave that may be accumulated is 1040 hours.
    c. Employees will have until the last Friday of the first payroll of the following year to submit the request for PTO hours to Med Bank Leave hours.

3. Qualifying Conditions
    a. Employees may use Med Bank Leave for the following reasons:
        i. The illness or injury of the employee or an Immediate Family member or Significant Other.
        ii. Doctor appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include well-checks and unscheduled appointments such as, but not limited to, emergency room visits and childbirth.
        iii. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy.
        iv. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook.
        v. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook.

4. Notification
    Employees are expected to notify the appropriate supervisor, as soon as possible and/or in accordance with departmental policy, of the need for time-off work and the amount of Med Bank Leave time actually needed.

5. Recording
    An employee shall clearly record on the electronic or paper timecards any Med Bank Leave used.

6. Payout

   See Section 5.11 Final Pay.

SECTION 9.6 PERSONAL LEAVE

A. Eligibility
   a. Full-time employees who accrue Vacation Leave and Sick Leave. Does not include employees who accrue PTO.
   b. As otherwise allowed or detailed in a collective bargaining agreement. If an employee promotes out of the respective collective bargaining unit, then they are covered by this policy and not the collective bargaining agreement.
   c. Does not include part-time, season, or temporary employees.

B. Accrual
   a. Two (2) days per year. Two days is irrespective of shift length.
      1. 8-hour shifts accrue 16 hours. This includes exempt command staff or other executive positions.
      2. 12-hour shifts accrue 24 hours.
      3. 24-hour shifts accrue 48 hours.
   b. Personal Leave does not carry over from one year to the next. It expires at the end of the year accrued, which is the end of the last pay period so long as the employee has Department Head approval prior to usage.

C. Usage
   a. Personal Leave must be used within the year accrued or else the Leave is forfeited.
   b. Prior to usage, the employee must make a written request to use Personal Leave with Department Head, or their designee, approval.
   c. Personal Leave shall be used in an identical fashion as an employee would use Vacation or Sick Leave, dependent on their Exempt or Non-Exempt Status unless otherwise detailed in a collective bargaining agreement.
      1. Exempt Employees shall use Personal Leave in full shift increments.
      2. Non-Exempt Employees not covered by a collective bargaining agreement may use Personal Leave in no smaller than quarter hour (15 minute) increments.
      3. Non-Exempt Employees under a collective bargaining agreement shall follow their agreement.

SECTION 9.7 BEREAVEMENT LEAVE

1. General

   The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Junction City. “Relating to the death” means dealing with the grief, logistics, et cetera of the death of a person, not before the death.

The provisions of the Bereavement Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Eligibility
    a. Full-time employees only.
    b. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave.
    c. Immediate Family. The City notes that this definition for Bereavement Leave differs from the use of Immediate Family for the rest of the Personnel Policies. For the purposes of Bereavement Leave "Immediate Family" shall be defined to include the following person(s), the employee's:
        a. spouse,
        b. domestic partner,
        c. child,
        d. stepchild,
        e. parent,
        f. stepparent,
        g. father,
        h. mother,
        i. brother,
        j. sister,
        k. stepbrother,
        l. stepsister, or
        m. an adult who stood in loco parentis to the employee during childhood.
    d. Other Family. For the purposes of Bereavement Leave "Other Family" shall be defined to include the following person(s), the employee's:
        a. father-in-law,
        b. mother-in-law,
        c. son-in-law,
        d. daughter-in-law,
        e. brother-in-law,
        f. sister-in-law,
        g. grandparent,
        h. grandchild,
        i. spouse's grandparent, or
        j. foster child.
    e. The City Manager shall have discretion to extend time allotted or coverage of who is a covered family member for the purposes of Bereavement Leave.
    f. If an employee is covered by a Collective Bargaining Agreement, then that Agreement shall govern the employee's use and access to Bereavement Leave instead of this policy.

3. Time Allotted
    a. Employees are allowed up to forty-eight (48) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's

Immediate Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts, then this is six (6) days total off of work for Bereavement.

b. Employees are allowed up to twenty-four (24) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's Other Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts, then this is three (3) days total off of work for Bereavement.
c. Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.
d. In addition to Bereavement Leave, an employee may, with their supervisor's approval, use any available Vacation or Personal Leave, or PTO for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

4. Notification
    a. An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor as soon as possible.
    b. Notification requirement is the same for current or retired City employees.

5. Recording
    a. An employee shall clearly record on the timecards/timesheets any Bereavement Leave used. The relationship to the deceased shall be recorded in the comments section of the timecard/timesheet.
    b. The notation shall need to state "Immediate Family Member" or "Other Family Member" if Bereavement Leave is utilized.
    c. The relationship shall need to be explicitly expressed in the notation and if Bereavement Leave is used more than two (2) weeks apart then proof of obituary or funeral service or the like shall be provided to the employee's supervisor.

6. Payout
    a. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.
    b. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit.

SECTION 9.8 LEAVE WITHOUT PAY (LWOP)

1. General
    a. Any leave that is not paid leave shall be considered Leave Without Pay (LWOP).
    b. LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action.
    c. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP.
    d. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head.

2. Eligibility
    a. All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following:
        i. Leave that qualifies under the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook.
        ii. Leave that qualifies under the "Military Leave" section of this Personnel Policies Handbook.
        iii. Leave that qualifies under the "Family Medical Leave Act" section of this Personnel Policies Handbook.
        iv. Suspension Without Pay as outlined in the "Corrective Action" section of this Personnel Policies Handbook.
        v. Or other leave that is approved under Subsection 1.d of this Section.

3. Time Allotted
    Employees may be granted Unpaid Leave on a case-by-case basis.

4. Notification
    a. Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action.
    b. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status.
    c. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP.
    d. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too.

5. Recording
    a. Any LWOP used shall be recorded on timecards/timesheets.
    b. The reason LWOP is being used shall also be recorded in the comments section of the timecard.

c. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP.

6. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay
    a. The City issues paychecks based upon two-week payroll periods.
    b. Leave is accumulated during those two-week payroll periods.
    c. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever.
    d. If an employee goes into LWOP in the same payroll period as a holiday, then the employee will not earn holiday pay on a day not worked.

7. Effects on Retirement and Health Insurance
    a. Unpaid Leave for an entire pay period shall result in the loss of the City's contribution towards retirement and health insurance, unless the leave requested:
        i. Qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave", or other similar sections of this Personnel Policies Handbook; or
        ii. Is a result of a Workers Compensation claim.
    b. Failure of Employee to pay the employee's share of health insurance in a timely manner when on LWOP that qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave" or other similar sections of this Personnel Policies Handbook may result in the loss of health insurance.

SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE

1. General
    a. The following benefit is dictated by K.S.A. 44-1132 as enacted as of February 2025.
    b. The City shall endeavor to make this Section to comply with K.S.A. 44-1132; however, if the law changes, then that will supersede this Section.

2. Eligibility
    a. All employees are eligible.
    b. An employee shall maintain eligibility so long as they meet the requirements, processed, and expectations of this Section and K.S.A. 44-1132.

3. Qualifying Conditions
    a. The City shall grant an employee who is a victim of Domestic Violence or a victim of Sexual Assault leave from work for the following purposes:
        i. To obtain or attempt to obtain any relief, including, but not limited to:
            1. a temporary restraining order,
            2. restraining order, or

3. other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children.

ii. To seek medical attention for injuries caused by Domestic Violence or Sexual Assault.

iii. To obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of Domestic Violence or Sexual Assault.

iv. To make court appearances in the aftermath of Domestic Violence or Sexual Assault.

4. Time Allotted
   a. There is no cap on the amount of time, so long as Vacation/Sick/Personal Leave or PTO is available so long as the reason or justification meets the Subsection 3: Qualifying Conditions listed above.
   b. However, once an employee has exhausted all available Leave or PTO, they shall be allowed an additional eight (8) days of LWOP per a calendar year. Total hours for the 8 days shall be determined by the employee's current Work Schedule.
   c. This subsection is to be construed in light of K.S.A. 44-1132(d).
   d. If a collective bargaining agreement gives an employee more time, then that shall govern. However, a collective bargaining agreement shall not lessen the amount of time an employee is entitled to under this Subsection and K.S.A. 44-1132.

5. Notification
   a. Employees shall give reasonable advance notice to the appropriate supervisor of the need for time off work and the amount of leave time actually needed, unless such advance notice is not feasible. Within forty-eight (48) hours of returning to work upon the conclusion of the absence, then the employee must provide documentation supporting the need for the requested leave.
   b. If advance notice is not feasible, within forty-eight (48) hours after the beginning of the absence meeting the requirements of Subsection 3: Qualifying Conditions, the employee must provide documentation supporting the need for the requested leave.

6. Documentation
   a. Employees shall provide documentation within the time limits in Subsection 5: Notification with any of the following:
      i. A police report indicating that the employee was a victim of Domestic Violence or Sexual Assault.
      ii. A court order protecting or separating the employee from the perpetrator of an act of Domestic Violence or Sexual Assault.
      iii. Other evidence from the court or prosecuting attorney that the employee has appeared in court.

iv. Documentation from a medical professional, Domestic Violence advocate or advocate for victims of Sexual Assault, Healthcare Provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of Domestic Violence or Sexual Assault.

7. Confidentiality

   To the extent allowed by law, the City shall maintain the confidentiality of any employee requesting leave due to Domestic Violence or Sexual Assault, including the confidentiality of any supporting documentation provided.

8. Recording
   a. Employees shall clearly record on timecards/timesheets any Vacation/Sick/Personal Leave, PTO, or LWOP used.
   b. A Leave Request shall be completed with and submitted to the employee's supervisor, Department Head, and the Human Resources Department.

SECTION 9.10 COMPENSATORY TIME OFF

1. General
   a. All non-exempt full-time employees are eligible for the possibility of compensatory time off (commonly known as "comp time").
   b. Exempt employees (salaried), part-time, and seasonal employees are not eligible for compensatory time off.
   c. Employees who are eligible for overtime compensation may elect, with the approval of their supervisor, to receive compensatory time off in lieu of cash payment for overtime compensation.
   d. The provisions of the Compensatory Time Off policy will not affect those governed by a collective bargaining unit that states anything to the contrary.

2. Accrual
   a. Accrual of compensatory time off shall be at the request of the employee. The employee shall notify their department's timekeeper that they wish to have the overtime converted to compensatory time and the timekeeper shall convert no less than a minimum of 15 minutes on the electronic timecard.
   b. The City Manager may at any time deny accrual based on departmental needs.
   c. Compensatory time off is credited at 1½ times the hours desired to be converted. One hour worked over forty (40) hours per week for non-union/collective bargaining unit employees is the equivalent of one-and-a-half hours of compensatory time, the same as overtime calculations.
   d. Eligible employees electing to receive compensatory time off in lieu of overtime compensation may accrue a maximum of forty-five (45) hours of compensatory time off (derived from thirty (30) hours of overtime worked).

3. Use of Compensatory Time Off
    a. Compensatory time off may be used for the same reasons and according to the same procedures that Vacation Leave, Sick Leave, Personal Leave, or PTO are used and shall be clearly documented on the employee's electronic timecard.
    b. Compensatory time off shall be utilized prior to other leave or time off usage by the Employee.
    c. Employees are required to use the compensatory time off within four (4) weeks of accrual.
    d. Any compensatory time used shall be recorded on timecards/timesheets.
    e. Employees may not use more compensatory leave than the paid-hours standard for the workweek or work week.
    f. If this subsection conflicts with a collective bargaining agreement, then

4. Documentation
    a. The Employee shall notate usage of compensatory time off.
    b. If an employee elects to use PTO, Vacation/Sick/Personal Leave, or other time off and fails to use compensatory time then the Human Resources Department is authorized to utilize compensatory time prior to the usage of other leave or time off.
    c. At the beginning of each month, the Human Resources Department shall produce and distribute a report of all employees with earned and banked compensatory time off.
    d. Upon production of the report, the Human Resources Department shall distribute the report to the employees' immediate supervisor and Department Head.
    e. Supervisors and Department Heads are to encourage their employees on usage of compensatory time off or shifting compensatory time off to a payout of the time.

5. Payout of Compensatory Time Off
    a. If an employee does not use Compensatory time off within four (4) weeks of accrual, then the City will pay out the Compensatory time as calculated below.
    b. Compensatory time off will be paid based upon the employee's final or current regular rate of pay.
    c. Upon separation from employment or Reclassification to exempt status, all accrued compensatory time off shall be paid.

SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE

1. Eligibility
    a. Employees classified as Exempt, Non-Exempt/Regular, PD-Shift, Fire/EMS-Shift, and Part-Time are eligible for Public Service Leave.
    b. Employees classified as Seasonal are not eligible for Public Service Leave; however, Unpaid Leave may be available on a case-by-case basis. See the "LWOP" section of this Personnel Policy Manual.

2. Qualifying Conditions
    a. Employees may be granted Public Service Leave under the following conditions:
        i. While serving as a member of a jury;
        ii. If due to the employee's scheduled hours on election days they do not have two consecutive hours off while the polls are open to exercise their voting rights, employees may request such time off subject to the entitlements and restrictions imposed by state law;
        iii. To serve as a subpoenaed witness in a court where the employee is not a witness on their own behalf in action where they are a party or being paid by the court as a professional witness not associated directly with the performance of job duties on behalf of the City.

3. Notification
    Employees are expected to notify the appropriate supervisor, as soon as possible, of the need for time off work and the amount of leave time actually needed.

4. Documentation
    a. Public Service Leave shall not be authorized without adequate and sufficient documentation provided prior to court hearing(s).
    b. Employees shall provide documentation which may include, but is not limited to:
        i. Court documents verifying order to appear in court.
        ii. Court documents verifying appearance in court for specified matters or other evidence from the court that the employee has appeared in court.

5. Recording
    a. Approved Public Service Leave shall be clearly recorded on the timecards/timesheets.
    b. Employees shall also record in the comments section of the timecard why public service leave is being used.
    c. Employees shall turn into their supervisor the documentation, such as a signed subpoena, from the court showing the need to use public service leave.

6. Payout
    a. Public Service Leave is paid time off and shall be paid as to actual time missed as long as the total hours submitted do not exceed the Paid-hours standard.
    b. Public Service Leave shall not be considered working hours for the purpose of overtime compensation.
    c. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit.
    d. If any term of a collective bargaining agreement covers payment to an employee, then that is controlling.

7. Fees
    a. Employees are not required to turn in any payments for jury service or mileage/travel reimbursements.
    b. If an employee is compensated for or hired as a professional or expert witness, then the employee shall turn those fees into the City. Or the employee may elect to use Vacation Leave or PTO in place of Public Service Leave and keep the witness fees.
    c. Employees shall turn into their supervisor the documents from the court showing the number of days the employee served.

8. Examples for Application of Public Service Leave
    a. The City understands that this is a complicated or nuanced use of leave. Therefore, the City will give examples of the application of Public Service Leave.
    b. Examples:
        i. The hearing or trial is not during an employee's duty hours then they do not need to utilize Public Service Leave or other leave. Nor will they be compensated for their time.
        ii. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action responded to while on-duty. Then they will be compensated as they are working and do not need to utilize Public Service Leave.
        iii. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action which occurred while off-duty and is not job-related. Then they will be granted Public Service Leave. The hours on Public Service Leave do not count towards overtime calculation though.
        iv. A firefighter is subpoenaed to testify concerning an ambulance run. They will be compensated if the hearing is while on-duty or will be compensated for their time. They do not need to use Public Service Leave.
        v. A Parks & Recreation employee is allegedly injured. They engage in a lawsuit or other litigation concerning injury. Since they are a party to

the case, then they do not qualify for Public Service Leave and must utilize Vacation Leave, Personal Leave, or PTO.

vi. A street maintenance employee is called in for jury duty. For every day during jury selection and the trial itself, the employee will be granted Public Service Leave.

vii. A salaried supervisor is subpoenaed to testify in a non-work-related matter. The testimony takes six (6) hours. The employee lists it as an eight (8) hour workday with six (6) hours of Public Service Leave, and two (2) hours of regular time worked; however, this does not impact overall pay as they do not receive overtime compensation. If the employee was not salaried, then the Public Service Leave would be compensated while not going towards hours worked for overtime compensation.

viii. If an employee is a party to a case such as a plaintiff, defendant, spouse or parent in a divorce or custody proceeding, or similar hearings then they do not qualify for Public Service Leave but must use Vacation Leave, Personal Leave, or PTO.

ix. If an employee is a victim in a sexual assault or domestic violence matter, then they utilize Leave as allowed under the Domestic Violence/Sexual Assault Leave Section. In addition, they qualify for this Domestic Violence/Sexual Assault Leave if they are a plaintiff in a related matter such as a Protection from Stalking or Protection from Abuse case.

x. An administrative assistant elects to vote in an election. They leave the office for up to two (2) consecutive hours to vote at a polling station or advance vote at the County Clerk's office. They are allowed up to two (2) consecutive hours of Public Service Leave. If they spend more than two consecutive hours voting and the time is during their normal duty hours, then they must supplement the Public Service Leave with Vacation Leave, Personal Leave, or PTO. For all the below hypotheticals, the administrative assistant's duty hours are from 8 a.m. to Noon and 1 p.m. to 5 p.m.

    1. Employee goes to polling station at 7 a.m. Votes and is in the office by 9 a.m. They utilize one (1) hour of Public Service Leave at most.
    2. Employee heads to the polling station at 10 a.m. They return at 1 p.m. They utilize the two (2) Public Service Leave hours.
    3. Employee heads to polling station at 4 p.m. They utilize one (1) Public Service Leave hour.
    4. Employee heads to polling station by or before 1 p.m. They return to work at 4:30 p.m. They utilize both Public Service Leave hours and ninety (90) minutes of Vacation Leave, Personal Leave, or PTO.

5. If the Employee took the entire election day off with Vacation Leave, Personal Leave, Sick Leave, or PTO, then they do not get to utilize Public Service Leave.

SECTION 9.12 MILITARY LEAVE

1. General
    a. The following benefits are dictated by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 "USERRA", which provides employment and reemployment rights for persons who voluntarily or involuntarily require leave to undertake military service or certain types of service in the National Disaster Medical System.
    b. In addition to the following benefits, USERRA provides protection from certain employment actions for past and present members of the uniformed services and applicants to the uniformed services.
    c. Additional information on specific benefits and protections covered by USERRA can be obtained from the Human Resources Department.
    d. If there is a conflict or contradiction between the City's Military Leave section in this Personnel Policies Handbook and USERRA, then USERRA controls and is to be followed.
    e. For additional benefits related to military service see the "Family and Medical Leave" section of this Personnel Policies Handbook.
    f. Employee and Employer rights may be found at the federal Department of Labor website concerning USERRA: https://www.dol.gov/agencies/vets/programs/userra/aboutuserra.

2. Eligibility, Qualifying Conditions and Time Allotted
    a. An employee's eligibility, qualifying conditions, and time allotted shall be controlled by and in accordance with USERRA.
    b. Specific information can be obtained from the Human Resources Department.

3. Notification
    a. Because of the complexity of USERRA, it is critical that employees communicate with the Human Resources Department regarding their military service status and any potential need for leave.
    b. Where leave is needed, employees must give advance notice to the Human Resources Department of military service, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The notice should include the anticipated amount of leave time needed.
    c. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices.

4. Reinstatement
    a. Employees returning from Military Leave shall be reinstated in accordance with USERRA, which generally places the employee in the Position they would have attained had they remained continuously employed or a comparable position depending on the length of military service.
    b. The City shall do its best within staffing, financial, and other concerns to hold a position for an employee while on Military Leave and temporarily have another employee Work Out of Classification per that section of this Personnel Policy Handbook to fill the position. The City's goal is to reinstate and reemploy an employee on Military Leave in the same or identical position upon return; however, the City will evaluate every employee and their position within the City returning from Military Leave. If the City cannot restore an employee to their former position, then the City will restore the Employee, provided they follow applicable and appropriate processes, to a position of like pay and responsibility pursuant to USERRA.
    c. Employees on Military Leave have varying deadlines to apply for reinstatement with the City upon the end of their military duty, as follows:
        i. Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.
        ii. Employees on military leave for thirty-one (31) or more days, but less than one hundred eighty-one (181) days must apply for reinstatement to the City no later than fourteen (14) days following completion of service.
        iii. Employees on military leave for over one hundred eighty (180) days must apply for reinstatement to the City not later than ninety (90) days after completion of service.
        iv. More specific information regarding reinstatement can be obtained from the Human Resources Department.

5. Documentation
    a. Employees shall provide documentation to establish the following as controlled by and in accordance with USERRA:
        i. The reinstatement request is timely.
        ii. Service limitations have not been exceeded.
        iii. Entitlement has not been forfeited.

6. Forfeiture
    a. An employee's entitlement to USERRA benefits may be forfeited under certain circumstances as controlled by and in accordance with USERRA.

7. Use of Vacation Leave
    a. Employees may, but are not required to, use accrued Vacation Leave, Personal Leave, or PTO in lieu of LWOP Leave.

8. Recording

   Employees shall complete a Leave Report whenever possible and reasonable.

9. Effects on Health Insurance Benefits
   a. 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.

10. Effects on Vacation Leave, Sick Leave and Longevity Pay
    a. Benefits based on length of service shall be as required by and in accordance with USERRA.
    b. Generally, for purposes of determining benefits, employees will be treated as though they were continuously employed.

SECTION 9.13 FAMILY AND MEDICAL LEAVE ("FMLA")

1. Basic Leave Entitlement
   a. FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:
      i. Incapacity due to pregnancy, prenatal medical care, or childbirth;
      ii. Care for the employee's child after birth, or placement for adoption or foster care;
      iii. Care for the employee's spouse, child, or parent, who has a serious health condition;
      iv. Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence;
      v. Serious health condition that makes the employee unable to perform the employee's job;
      vi. Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard;
      vii. Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period.
   b. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: https://www.dol.gov/agencies/whd/fmla.

2. Definition of Serious Health Condition
   a. A serious health condition is an:
      i. Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility;

ii. Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
iii. Subject to certain conditions, the continuing treatment requirement may be met by:
    1. A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider;
    2. One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or
    3. A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year.
iv. Other conditions may meet the definition of continuing treatment.

3. Military Definitions
    a. Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.
    b. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are:
        i. Army Reserve
        ii. Naval Reserve
        iii. Marine Corps Reserve
        iv. Air Force Reserve
        v. Space Force Reserve
        vi. Coast Guard Reserve
        vii. Air National Guard of the United States
        viii. Army National Guard of the United States
    c. Veteran: Any person, who served honorably on active duty in the armed forces of the United States.

4. Military Family Leave Entitlements
    a. Eligible employees whose spouse, son, daughter, or parent on active duty or call to active-duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies.
    b. Qualifying exigencies may include:
        i. A service member has received a week or less in notice of deployment;
        ii. Attending certain military events;
        iii. Arranging alternative childcare;
        iv. Addressing financial and legal arrangements;
        v. Attending certain counseling sessions;

vi. To spend time with the covered service member on rest and recuperation breaks during deployment up to fifteen (15) days;
vii. Attending post-deployment reintegration briefings;
viii. Other purposes arising out of the call to duty as agreed upon by the employee and employer.

c. FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin to take up to twenty-six (26) weeks of leave to care for a covered service member during a single one-year (12-month) period. A covered service member is a current or retired member of the Armed Forces, including a member of the National Guard or Reserves, who has:
   i. A serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy;
   ii. Is in outpatient status;
   iii. A serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating;
   iv. A physical or mental condition for which the covered veteran has received a Veteran Administration Service-Related Disability Rating (VASRD) of fifty percent (50%) or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave;
   v. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of disability or disabilities related to military service or would so absent treatment
   vi. An injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers;
   vii. Is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which there is undergoing medical treatment, recuperation, or therapy;
   viii. Is otherwise on outpatient status; or
   ix. Is otherwise on the temporary disability retired list.

d. A veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy for a serious injury or illness. For a veteran, a serious injury or illness is defined as a
   i. qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

5. Eligibility Requirements
    a. Employees are eligible if they have worked for the City for at least one year and a minimum of one thousand two-hundred fifty (1,250) hours in the last year (12 months).
    b. The amount of leave time available for the birth of a child is shared by the parents when both parents work for the City and both require such leave. This will need to be clarified and calculated with the Human Resources Department.

6. Employee Responsibilities
    a. Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and should notify the Human Resources Department as well as their supervisor.
    b. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the City's normal call-in procedures for utilizing Sick Leave or Unscheduled PTO.
    c. If notice is not timely, the City may require explanation, and the period of delay counts as a non-FMLA absence.
    d. Certification issued by a health care provider is required to support an employee's request for leave due to a serious health condition. The employee must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
    e. Certification shall be submitted on forms maintained by the Human Resources Department for this purpose.
    f. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will have fifteen (15) days to return the required certification paperwork. If the City deems a medical certification to be incomplete or insufficient the City will specify what information is lacking and the employee will have seven calendar days to cure the deficiency. If after seven (7) calendar days the information requested has not been received, the employee may be denied the use of FMLA leave.
    g. Employees may be required to provide a six (6) month recertification supporting the need for leave of an ongoing condition; where an extension to leave is requested; if there is a significant change in pattern of absences before/after scheduled days off, duration of absences longer than specified on the certification; or if there is doubt on validity.
    h. The City reserves the right to require a fitness-for-certification specifically to address the employee's ability to perform the essential functions of the employee's job or where job safety concerns exist.
    i. The City also reserves the right to require a return-to-work statement from the employee's health care provider stating the employee is able to return to work with or without restrictions or reduced work schedule.

7. Supervisor's Responsibility
    a. It is the supervisor's responsibility to notify the Human Resources Office when an employee has or will be using any form of leave, either Paid or

Unpaid, that could be due to a qualifying FMLA health condition. This would include an employee's absence of three (3) or more consecutive days with unscheduled PTO or Sick Leave usage.

b. Any return-to-work certifications, doctor's documentation, or notices regarding Sick Leave, Med Bank Leave, PTO, or FMLA leave given to the supervisor shall be forwarded to the Human Resources Department immediately.

8. Validity of Certification

   If the City questions the validity of the certification of the existence of a serious health condition, the City may require, at its own expense, a second opinion. Some circumstances may require a third opinion.

9. Benefits and Protections
   a. During FMLA leave, the City must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.
   b. Employees will be responsible for their contribution to such health care coverage, if any, as if actively at work.
   c. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, entitlement, and other employment terms.
   d. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

10. Use of Leave
   a. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.
   b. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations.
   c. Leave due to qualifying exigencies may also be taken on an intermittent basis.

11. Substitution of Paid Leave
   a. The City will require an employee to use paid leave during FMLA.
   b. Any FMLA leave may be taken with pay to the extent the employee has unused and available Med Bank Leave, PTO, Sick Leave, Vacation Leave, or Personal Leave.
   c. If the term of FMLA leave exceeds the employee's unused and available paid leave, then the remainder of any such FMLA leave will be without pay regardless.

12. The City's Responsibilities
   a. The City must inform employees requesting leave whether they are eligible under FMLA in writing.

b. The City will send out notice of possible eligibility along with the certification form to the employee once the City becomes aware that leave may qualify for FMLA.
c. The City will inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. The City will notify the employee of the designated 12-month FMLA year which is measured forward from the date of first FMLA usage.
d. If the City determines the leave is not FMLA-protected, the City will notify the employee.

SECTION 9.14 INJURY LEAVE

1. If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) workdays. If an investigation of the accident is necessary, the employee will be charged Sick Leave or PTO until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used Sick Leave or PTO.
2. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury.
3. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for Workers Compensation benefits. If Workers Compensation benefits are paid to the employee, the seven (7) days of injury leave shall be reimbursed to the City. Failure to reimburse the City will fall under the Corrective Actions required for discipline. Further details on Workers Compensation benefits are found in Section 16.3.

SECTION 10: EMPLOYEE BENEFITS

SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE

The City offers health and dental insurance plans to employees and their dependents. Membership in the plan is completely voluntary. Employees shall have the option of electing single coverage, employee with children coverage, employee with spouse coverage, or family coverage.

A complete listing of group health and dental insurance plans available for each benefit year can be obtained from the Human Resources Department.

1. Eligibility
    a. Exempt and non-exempt active full-time employees.
    b. Retirees from the City who are at least 50 years-old but less than the age of 65 years-old with a minimum of ten (10) consecutive years of service with the City.
    c. Employees who have been approved for medical disability retirement through KPERS or KP&F.
    d. Part-time and Seasonal employees are not eligible to participate in voluntary group health and dental insurance plans.

2. Open Enrollment Periods

    Open enrollment occurs yearly for the August 1st to July 31st benefit year coverage period. The Human Resources Department will decide specific open enrollment dates for the upcoming benefit year. Once enrollment dates have been set, the Human Resources Department is responsible for coordinating and communicating open enrollment dates to eligible City employees.

3. Changing Coverage

    Coverage cannot change during any time other than during the enrollment period unless there is a qualifying event. Qualifying events can be but are not limited to the following:
    a. Loss of other health coverage;
    b. Birth, adoption, or placement of a child;
    c. Marriage or Divorce; or,
    d. Death of Employee or Dependent.

    For a complete listing of qualifying events, employees may contact the Human Resources Department.

    Employees are responsible to notify the Human Resources Department staff immediately whenever there is a change in benefit coverage due to a qualifying event. The Human Resources Department staff will not be held responsible for any missed deadline of benefit changes due to untimely notification from employees.

4. Grace Period for New Employees

The effective date of health and dental insurance coverage for new employees is the first day of the calendar month following a 30-day grace period after initial hire. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health and/or dental insurance coverage plan before the next open enrollment period unless they have a qualifying event.

5. City and Employee Contribution

The City evaluates and determines on a yearly basis the amount the City will contribute to the group health and dental insurance policies for eligible employees except for retirees. Health and dental insurance policies for retirees will be covered under "Retirement."

The City shall be responsible to pay for a fixed percentage, determined by the City Manager, for health and dental premiums available for every benefit year. Employees requesting such coverage shall also be responsible for a fixed percentage, also determined by the City Manager, for health and dental care premiums available.

The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. All eligible employees, except for retirees electing to participate in the City health and dental insurance plans offered, will be responsible for any membership premiums not covered by the City.

Contrary portions contained within a collective bargaining agreement shall supersede this Section.

6. COBRA Coverage

Employees who resign from the service of the City and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to continue health and dental coverage with the City plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The City provides the following individuals the opportunity to continue health and dental coverage for up to thirty-six (36) months under the COBRA plan after their coverage would have otherwise terminated. COBRA participants are subject to pay the premiums required set forth by the City of Junction City:

a. Surviving dependent(s) of covered employee(s).
b. A former covered spouse whose coverage ceases due to divorce or legal separation.
c. Covered dependents of Medicare eligible covered employees.
d. Covered dependent children who become ineligible under the health and dental plan due to age or marriage.

Eligible employees who lose their single or family health and dental coverage due to involuntary termination, strike, layoff, discharge (other than for misconduct), or a reduction in work hours, will have the opportunity to continue their single or family health and dental coverage with the City for up to eighteen (18) months, subject to certain restrictions.

In all cases, the covered individual is responsible for notifying the Human Resources Department staff immediately of any changes in employment status and dependent eligibility. The covered individual(s) must pay the full monthly cost for the health and dental coverage during the continuation period. The City will not absorb any part of the cost of continued health and dental coverage.

7. Benefits after Retirement

Eligible retirees may elect to continue their coverage (health, dental, vision) in the City's group health insurance plan, and that of any covered spouse or eligible dependent of the retiree, provided that such election must be made in writing within thirty (30) days of retirement.

Eligible retirees who wish to continue coverage for their spouse up to the age of sixty-five (65) and dependent children up to the age of twenty-six (26) must be covered on the day preceding their retirement and must elect to continue coverage with the City's health and dental insurance plan as a retiree.

Eligible retirees electing to continue health and dental insurance coverage after retirement must pay all premiums for the coverage elected under the terms set forth by the City and applicable State and Federal laws.

Eligible retirees who reach the age of sixty-five (65), with ten (10) years of consecutive service with the City, who has a spouse under the age of sixty-five (65) may continue health coverage for their spouse up to the age of sixty-five (65) and eligible children for up to thirty-six (36) months after transition to their new primary insurance plan.

Eligible retirees may elect to continue dental coverage under the City's dental insurance plan for as long as they desire so long as the retiree pays the required premium each month.

An eligible retiree's continued coverage for themselves and any dependents under the City's health insurance plan will terminate upon the first of the following events to occur:

a. The retiree's death;
b. The retiree attaining the age-eligible for Medicare. Once a retiree reaches the age of sixty-five (65), Medicare is required to be the primary insurance carrier;
c. The retiree fails to pay any monthly premium when due; or,

d. The retiree elects to discontinue utilizing the City's health insurance.

Once a retiree discontinues coverage for any reason, the retiree and any dependents are no longer eligible for insurance coverage with the City after thirty (30) days of the termination event. If the termination event is death of the retiree, then the spouse or any other dependent has up to thirty-six (36) months of coverage remaining per Kansas law.

SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F

The following benefits comply with the Retirement Act established in 1962. This is a statewide defined-benefit retirement plan for state and local public employees. This policy does not provide a complete listing of the available benefits. For more information go to www.kpers.org or visit the Human Resources Department.

There is no waiting period for participation. However, employees hired prior to July 1, 2009, were required to undergo a waiting period up to one full year prior to participation and may have service credit they may purchase. See the "Purchasing Service Credit" subsection below.

1. Eligibility
    a. Any City employee working 1,000 hours per year (approximately ~19 hours per week) or more is required to participate in either the Kansas Public Employees Retirement System ("KPERS") or the Kansas Police and Firemen's Retirement System ("KP&F").
    b. It is the responsibility of the Department Head to ensure the Human Resources Department is notified at the time of hire of a Part-Time employee who is eligible for KPERS or KP&F benefits.

2. Arrangement
    a. City employees who are Firefighters or Police Officers are enrolled in KP&F.
    b. All other eligible City employees are enrolled in KPERS.
    c. Temporary, Seasonal, or Part-Time employees who do not work over 1,000 hours per year are not eligible to participate in either retirement program.

3. Contributions

    Contributions are made by both the employee and the City on behalf of the employee. This is a predetermined percentage that is dictated by KPERS and KP&F.

4. Guaranteeing your Benefits

    Once an employee has been in the program for the required minimum years, an employee will have earned enough service credit to guarantee a retirement benefit.

5. Borrowing

   Kansas law does not allow an employee to borrow from their contributions.

6. Purchasing Service Credits

   Service credit is an important factor used to calculate your retirement benefit. An employee may be able to increase their retirement benefit and possibly retire earlier by purchasing service credits.

   The cost of purchasing is based on the employee's age and salary and is a percentage of the employee's current salary (or current final average salary).

7. Long-Term Disability Benefits

   Active members that become disabled may be eligible for disability benefits. Specific circumstances have bearing on actual benefits available.

8. Death Benefits

   Death benefits are available under both KPERS and KP&F. Specific circumstances have bearing on actual benefits available. Additional benefits may apply if the employee's death is job-related.

9. Retirement

   Retirement is based on age and years of service credit and is also dependent on enrollment in either KPERS or KP&F. For more information go to www.kpers.org or talk to the Human Resources Department.

10. Significant Life Change

    It is important to keep beneficiaries up to date and to discuss options with Human Resources staff whenever there is a significant life change such as, but not limited to:
    a. Marriage;
    b. Divorce;
    c. separation from employment; or,
    d. call to Active Military Duty.

SECTION 10.3 OPTIONAL BENEFIT PLANS

The City may, at its discretion, offer other optional benefit plans for employees to consider.

Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan.

1. Eligibility
    a. The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees.

2. City Provided Benefits
    a. Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment
    b. Short Term Disability
    c. Employee Assistance Program or Resources (EAP or EAR)
    d. Dental Insurance
    e. Vision Insurance/Service Plan
3. Optional Benefit Programs
    a. Flexible Spending Account
    b. Supplementary Coverage Plans
    c. Deferred Compensation-KPERS 457 Plan

Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.

SECTION 10.4 MILESTONE ACKNOWLEDGEMENT

Human Resources Department and the City Clerk will work to acknowledge employees of the City before the City Commission at five-year milestones (5, 10, 15, 20, 25, and 30 years, et cetera). The City may take other steps to acknowledge years-of-service as well.

SECTION 11: DISCRIMINATION, HARASSMENT, & RETALIATION PROHIBITED

SECTION 11.1 PROTECTED CHARACTERISTICS

Protected characteristics include race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law. "Sex" as a protected characteristic includes pregnancy, childbirth, or other related medical conditions, sexual orientation, and gender identity as well as similar related conditions, statuses, et cetera.

"Protected characteristics" include those listed above as well as those protected by the various federal and state laws as well as similar unlisted laws or those later codified after the adoption of these personnel policies: Title VII of the Civil Rights Act of 1964, American with Disabilities Act ("ADA"), Pregnant Workers Fairness Act ("PWFA"), Family Medical Leave Act ("FMLA"), Pregnancy Discrimination Act, Age Discrimination in Employment Act ("ADEA"), Genetic Information Nondiscrimination Act ("GINA"), the Kansas Act Against Discrimination, and other such similar anti-discrimination laws.

SECTION 11.2 DISCRIMINATION

Discrimination is conduct based on protected characteristics that result in the loss of employment opportunities, benefits, or privileges. Discrimination is not limited to the discrimination of employees and can also include the vendors, providers of services, business partners, and the general public.

SECTION 11.3 HARASSMENT

Harassment is verbal, written, or physical conduct that degrades or displays hostility or hatred toward others based upon protected characteristics that:

1. Creates an intimidating, hostile, or offensive working environment;
2. Unreasonably interferes with an individual's work performance; desire to come to work; or
3. Otherwise adversely affects an individual's employment opportunities.
4. This includes, but is not limited to:
    a. Ethnic, racial, or sex-based slurs;
    b. Derogatory joke emails;
    c. Sharing pornography or sexually demeaning depictions of people including A.I.-generated and deepfake images and videos;
    d. Asking intrusive questions about a person's sexual orientation, gender identity, gender transition, or intimate body parts;
    e. Mimicking or mocking someone's disability; or,
    f. Other similar but unlisted acts, omissions, or other ways to create a hostile work environment.

Harassment is not limited to the harassment of employees and can also include the vendors, providers of services, business partners, and the general public. Harassment includes sexual harassment.

SECTION 11.4 SEXUAL HARASSMENT

Sexual harassment shall not be tolerated in the City of Junction City, Kansas.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, physical, or written conduct of a sexual nature and occurs when the conduct:

1. Explicitly affects an individual's employment or terms thereof;
2. Implicitly affects an individual's employment or terms thereof;
3. Unreasonably interferes with an individual's work performance; or,
4. Creates an intimidating, hostile, or offensive work environment.
5. Sexual harassment can occur in a variety of circumstances but not limited to the following:
    a. The victim as well as the harasser may be any person. The victim does not have to be of a different sex than the harasser or victim;
    b. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, division, or department, a co-worker, or a non-employee;
    c. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct;
    d. Sexual harassment may occur without economic injury to or discharge of the victim;
    e. The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.
    f. Sexual harassment can occur face-to-face, verbally over telephone or Teams or other oral communications, written over text messages, electronic mail (e-mail), or letter, or in any other fashion or mode of communication.
    g. Conduct that is sexual harassment can be any of the following, though not limited to these examples:
        i. unwelcome flirtations;
        ii. unnecessary or unwelcome touching including activities such as patting; pinching, brushing, hugging, brushing against, or other similar unlisted actions;
        iii. sexual advances or requests for sexual favors;
        iv. subtle or explicit pressure for sexual activities or propositions;
        v. sexually degrading, foul, obscene, or other sexual commentary, gestures, innuendo, or jokes; or,
        vi. displays of sexually suggestive, foul, obscene, or other explicit materials whether digital, printed, or on another medium.

SECTION 11.5 FRATERNIZATION

While the City encourages amicable relationships between supervisors and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a supervisor's ability to perform their job and is therefore strictly prohibited.

Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. This policy applies to all City employees (full-time, part-time, seasonal). Work-related problems that occur in full or in part due to personal relationships with co-workers will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal choice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if:

a. The employees involved have a direct or reporting relationship (supervisory) to each other or
b. It unreasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation, or ability to conduct themself appropriately or
c. It unreasonably interferes with or adversely affects the work environment of other employees, or
d. The relationship between the employees creates a conflict of interest (see definition below), or
e. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (Please refer to Sections 1.7, 2.1, 2.3, 2.5, 2.6, 2.7, 3.7, 11.6, 11.9, 15.2, 20.3.c, 21.12, and 24.2) for more on Prohibited Conduct).

Any involvement of a romantic nature between a supervisor and anyone they supervise, either directly or indirectly, must be reported immediately to Human Resources by anyone that has knowledge of the relationship. Fraternization referred in subsequent sections for Retaliation and Prohibited Conduct only refers to supervisor-subordinate fraternization or fraternization which outwardly negatively affects the workplace for one or more employees of the City.

SECTION 11.6 CONFLICT OF INTEREST

A "conflict of interest" is defined as it is in Section 1.8 as well as the additions listed:

- Any activity or relationship creating or appearing to create a conflict between the employee's personal interests and the business of the City of Junction City;
- Such conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant;

- A situation or perception which may interfere with the City's obligations concerning Equal Employment Opportunities, harassment, or discrimination.

SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING

The City prohibits hazing, bullying, harassing, intimidating, and violent conduct against any person in any form, including members of the public.

1. Bullying
    a. Bullying means any unwelcome or unreasonable behavior that demeans, intimidates, or humiliates a person or multiple people either as individuals or as a group, and includes cyberbullying.
    b. Bullying includes, but is not limited to:
        i. physical actions, including violence, gestures, theft, or damaging property;
        ii. oral or written acts, including taunts, insults, name-calling, put-downs, extortion, or threats.
    c. Examples of bullying may include but are not limited to the following:
        i. Ridiculing a person or their family
        ii. Microaggressions such as verbal, nonverbal, and environmental slights, snubs, or insults, which communicate hostile, derogatory, or negative messages to another person
        iii. Persistent name calling or behavior that is hurtful, insulting, or humiliating to a reasonable person
        iv. Using a person as the target of jokes
        v. Deliberate exclusion, isolating people from normal work interaction or workplace social activity
        vi. Abusive or offensive language or remarks or gestures
        vii. Teasing; spreading rumors
        viii. Unfair blaming for mistakes
        ix. Pushing, shoving, kicking, poking, tripping, or other unwelcome touching
        x. Damage or disruption to a person's work area or property
        xi. Threatening gestures
        xii. Glances or behaviors that convey threatening messages or other signs of hostility
        xiii. Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others
        xiv. Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.
    d. Bullying is not any of the following:
        i. expressing a differing opinion,
        ii. providing instruction or training,
        iii. offering timely and constructive feedback,

iv. discussing performance issues, or
v. ensuring safe workplace practices.

2. Hazing
    a. Hazing means any activity, on or off City property, that a reasonable person believes would negatively impact the mental or physical health or safety of an employee or put the employee in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group or organization.
    b. Hazing includes actions that subject an employee to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment, disrespect, or criminal activity, or other stress-inducing activities.
    c. Hazing may also include, but is not limited to:
        i. acts of physical brutality;
        ii. whipping;
        iii. beating;
        iv. branding;
        v. exposing to the elements;
        vi. forcing consumption of any food, liquor, drug or other substance;
        vii. forcing inhalation or ingestion of tobacco products; or
        viii. any other forced physical activity that could adversely affect the physical health or safety of an individual.
    d. Hazing may occur even when all employees involved are willing participants.

3. Cyberbullying
    a. Cyberbullying means the sending or posting of harmful or cruel text or images using the Internet or other digital communication devices, including online materials that threaten or raise concerns about violence against others, suicide or self-harm

SECTION 11.8 RETALIATION

Retaliation is an activity that may deter or dissuade a reasonable person from exercising their rights to report, oppose, or complain about discrimination, fraternization, harassment, or sexual harassment. Retaliation can be defined as an interference or action taken against a person/employee, which could be perceived as an adverse action because that person/employee:

1. Voiced reasonable good faith opposition to discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing;
2. Filed a good faith complaint of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; or,
3. Participated in an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing.

An individual who partakes in any of the above-mentioned listed activities are to be treated the same as if a "protected class" akin to Section 11.1 and 11.2.

Retaliation is prohibited against employees who report in good faith potential violating acts relating to any form of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or prohibited conduct. Anyone who engages in retaliatory actions will be subject to discipline, up to and including dismissal.

SECTION 11.9 PROHIBITED CONDUCT

The City prohibits all forms of discrimination and harassment based on a person's protected characteristics. The City also prohibits retaliation against anyone.

Specifically, employees are prohibited from:

1. Engaging in any conduct that could be interpreted or perceived by any employee as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
2. Failing to promptly report conduct that could be interpreted as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
3. Failing to cooperate with an investigation fully and completely;
4. Making a false accusation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; or
5. Providing false information pertaining to an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation.

Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, including e-mails, text messages, social media messaging, et cetera, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law.

SECTION 11.10 REPORTING

Employees shall promptly report any actions or comments which they believe constitute discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation whether they are the recipient of such conduct or are a witness. This includes conduct by non-employees as well as employees.

Reports are of the highest priority and should be made to the employee's supervisor, their Department Head, or the Human Resources Director. The employee can decide which person to report to based on who the employee feels the most comfortable with.

Supervisors or Department Heads must notify Human Resources Director immediately when an employee has made a report to them. The Human Resources Director shall immediately communicate with and reach out to the reporting employee(s).

Reports of conduct by the City Manager may be made to the employee's supervisor, their Department Head, the Human Resources Director, or the City Attorney. Upon receiving a report of conduct by the City Manager, any other person shall forward the report to the City Attorney immediately. The City Attorney shall place this report on the City Commission agenda for its next scheduled meeting to brief the City Commission via executive session.

The following information will be important to an investigation and should be noted as close to the time of the incident as possible:

1. Date and time of the alleged incident(s);
2. Place where the alleged incident(s) occurred;
3. Description of the conduct or language used;
4. Name(s) of the person(s) who experienced the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
5. Name(s) of the person(s) who allegedly engaged in the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation;
6. Any employment action taken (for example: demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and,
7. Persons present or known witnesses to the alleged incident(s).

The City does not retaliate against and does not tolerate retaliation against, those who report discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation in good faith or those who cooperate with investigations.

SECTION 11.11 INVESTIGATION

All complaints will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation:

- Employees shall fully and completely cooperate with such investigations;
- The records concerning such investigations shall be kept by the Human Resources Department. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the Human Resources Director, the disclosure of the requested records is necessary;
- The Human Resources Director shall coordinate all investigations revolving around discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, retaliation, and other related issues in this section;
- Unless authorized by the Human Resources Director, a Department Head or their designee shall not investigate their own department, division, or shift. If the Human Resources Director authorizes another to investigate the

allegation(s), then the investigator(s) shall inform the Human Resources Director of the status of the investigation;

- Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager; and,
- The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney.
- If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.

SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW

If the City's policies conflict with local, state, or federal law, the appropriate local, state, or federal law shall govern.

SECTION 12: ACCOMMODATION AND INTERACTIVE PROCESS

SECTION 12.1 ACCOMMODATION

Accommodations are to be reasonable or otherwise as required by law. They can be required by the ADA, PWFA, or other similar laws. They assist the City in maintaining employees as well as retaining quality employees while working through situations which affect major life activities.

Accommodations are to aid employees in navigating the workplace concerning a disability, maternity/paternity, or other similar considerations.

SECTION 12.2 INTERACTIVE PROCESS

An employee must reach out to a supervisor, manager, Department Head, or Human Resources to seek a reasonable accommodation. Without the employee's initiative the City cannot assume or presume that an employee needs an accommodation. Upon receiving the notice from an employee, the City will work with the employee to figure out the proper accommodation.

Different laws, disabilities, situations, or conditions regulate what accommodations are or are not reasonable. Therefore, each situation for any employee will have to be assessed individually and on a case-by-case basis in a fact dependent evaluation.

Human Resources will develop and maintain a detailed procedure to implement this policy.

SECTION 12.3 EXPECTATIONS AND OUTCOMES

Both the City and the employee need to understand that this is an interactive process. An initial request by either party may not be the final accommodation. The accommodation must be reasonable and accommodating.

The reasonable accommodation will have to fit within the requirements of the request, the applicable situation, the applicable law, and the constraints or restraints upon the City such as but not limited to financial, physical office space, or other limitations.

Reasonable accommodations cannot be an "undue hardship" upon the City meaning that to provide the accommodation the City would undergo significant difficulty or expense to provide the single accommodation. An undue hardship is based upon financial difficulties as well as accommodations which are unduly extensive, substantial, disruptive, or fundamentally altering the nature or operation of the City.

SECTION 13: REMOTE WORK POLICY

SECTION 13.1 ELIGIBILITY

The Remote Work Policy applies to all regular full-time and part-time employees. There is no right to remote work. If Remote Work is a reasonable accommodation, then refer to Section 12 Accommodation and Interactive Process.

SECTION 13.2 POLICY

Remote work can benefit the City through the efficient use of resources and facility space, the continued productivity of employees, reduced absenteeism, and improved recruitment, retention, and engagement of qualified and committed employees. Remote work can benefit the employee by allowing for increased flexibility, productivity, convenience, health and well-being.

The City understands that it has to balance the needs of the City, especially dealing with and providing services to the public, fellow employees, vendors, and the Commission with the aforementioned realities of the contemporary workplace.

Remote work is a prerogative of the City and a discretionary privilege of the employee, not an entitlement of an employee. Any agreement or practice relating to remote work is voluntary and can be terminated upon (1) the employee's request and (2) the City's determination of an effective and operationally prudent return-to-worksite date. This Remote Work Policy does not create a contract of employment nor does it alter an employee's at-will employment. The City reserves the right, at any time, to unilaterally amend this Remote Work Policy and to reflect such changes by amendment to an existing remote work agreement.

SECTION 13.3 TYPES OF REMOTE WORK

Remote work is defined as performing job duties at a location other than the employee's typical City work site. In most cases, remote work involves performing work by using a technological connection to communicate with the main office or to perform job duties.

Types of remote work include the following:

Temporary remote work means informal, temporary arrangements made to respond to occasional, short-term conditions, such as inclement weather, short illness, City facility issue, or other special conditions. For example, temporary remote work may include two days in which the employee works from home due to an ice storm.

Recurring remote work means a work schedule that includes working remotely intermittently while also reporting to the City work site at times. For example, an employee may work in a City office for three days each week and at home two days each week. The remote work location must be approved by the City and previously designated. The remote work location cannot be a

roving or floating location due to the need to protect and secure private, confidential, or otherwise non-divulgeable information.

Alternate workplace means remote work in which the employee's primary workplace is the employee's home or another remote location. For example, an employee who relocates outside of the area may continue to work from their new location without regularly reporting to the City work site. The remote work location must be approved by the City and previously designated. The remote work location cannot be a roving or floating location due to the need to protect and secure private, confidential, or otherwise non-divulgeable information.

SECTION 13.4 EMPLOYEE ELIGIBILITY

Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions as well as operational needs, service expectations, supervision requirements, and security obligations, some positions may be suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality.

A supervisor may informally approve temporary remote work to prevent disruption to a City operation, if the employee is prepared and capable of performing their job duties remotely for the temporary, occasional period. This request and approval needs to be reduced to writing in an e-mail at a minimum and involve approval by the Department Head.

An employee's supervisor and department head must review and respond to a request for recurring remote work or an alternative workplace. An employee is eligible to request recurring remote work or an alternate workplace, if the employee meets the following criteria:

1. They have at least ninety (90) days of service in their current role, unless otherwise approved by Department Head;
2. They have not received disciplinary action or a Performance Improvement Plan in the previous year (12 months); and
3. In the case of an alternate workplace:
    a. The state outside of Kansas is approved by the City Manager and on an interim, temporary basis (not a permanent relocation); or
    b. The alternate workplace is temporary while waiting for the position to be filled by a new hire and the duties are still fulfilled by an employee who is leaving the City, with approval of the City Manager.

The following factors shall be considered when reviewing an employee's request for recurring remote work or an alternate workplace:

A. Whether the employee is able to work productively and independently;
B. Whether the employee is an exempt or non-exempt (hourly) employee;
C. Whether the employee's position involves on-site supervision of City employees, operations, or facilities;
D. Whether the employee's position requires access to, or use of, City work site activities or resources, or close or frequent supervision or input from others who are based at a City work site;
E. Whether the employee's position involves routine interaction with the public;
F. The impact of remote work on the City's operation or use of City facilities; and,
G. Other factors that are specific to the employee's position and request.

The employee must complete the Remote Work Application and Agreement forms provided by Human Resources to request recurring remote work or an alternative workplace. The supervisor and Department Head must review the employee's request and approve or deny it. Their decision is final; there is no process or right for an employee to appeal. The supervisor must provide a copy of the completed request form to the Department Head and Human Resources.

Requests for a reasonable accommodation will follow the process(es) contained in Section 12 Accommodations and Interactive Process.

Due to the additional compliance requirements and employment costs that vary from state-to-state, an out-of-state alternate workplace requires the advance approval of the Department Head, Legal, Finance, IT, and Human Resources as well as the City Manager, and must be supported by a substantiated business purpose instead of as a convenience to the employee.

SECTION 13.5 USE OF CITY EQUIPMENT FOR REMOTE WORK

City employees need to utilize City-issued hardware, software, and other tools when remote working. Such equipment includes laptops, cell phones, and other provided equipment. In addition, employees are to use City software, licenses (such as for Outlook, Microsoft Office, et cetera), and other operations through City hardware due to cybersecurity, cyberliability, and other protections offered on City equipment. Employees must use IT-approved software, applications, VPNs, and other access requirements.

Unless advance approval is granted by IT, employees may not use personal devices for City work while remote working. Open records (KORA), confidentiality (HIPAA, CJIS, NDA, etc.), retention, and other requirements apply to all City work and records regardless of where stored.

The City may utilize tracking or monitoring software to ensure an employee remote working is actually working.

SECTION 13.6 CONDITIONS APPLICABLE TO ALL REMOTE WORKERS

An employee who remote works must meet the following requirements:

1. The employee must accurately report the hours worked on the timesheet per the employee's exempt or non-exempt status. Non-exempt employees may not work outside normal work hours. All time actually worked must be reported.
2. Overtime cannot be worked without advance approval. Unauthorized overtime may result in discipline. FLSA will be applied.
3. Breaks, mealtimes, and other similar policies apply to remote work.
4. The employee must be accessible during the employee's designated working hours, as may be adjusted by the supervisor.
5. The employee may be required to report to a City worksite to train, clarify job responsibilities, assess the employee's suitability for remote work, or to establish relationships. Such commuting costs are normally at the employee's expense.
6. The employee must report all on-the-job accidents and injuries that occur in the remote work location to the Human Resources Department within twenty-four (24) hours of the accident/injury. The City is not liable for home-office conditions. The employee is expected to:
    a. Maintain a safe work area;
    b. Be able to certify conditions, especially if an injury occurs;
    c. Allow the City to inspect or request photographs and video of the work area.
7. Personal disruptions, such as household traffic and non-business telephone calls, must be kept at a minimum as is implemented and followed in the office.
8. All terms and conditions of City employment continue to apply, including but not limited to:
    a. Conditions, terms, and implementation of this Personnel Policy Handbook;
    b. Confidentiality preservation pursuant to nondisclosure agreements, privilege, confidentiality, HIPAA, CJIS, et cetera;
    c. Departmental Policies; and

    Proper and appropriate use of City equipment, including hardware and software.

SECTION 13.7 ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK

If an employee's request for recurring remote work or an alternate worksite is approved, the remote work agreement will be finalized. The remote work agreement is voluntary and can be terminated by the City or the employee at any time. The City can unilaterally amend any existing remote work agreement to be consistent with changes to this Policy.

Although the Remote Work Agreement can be terminated at any time, for any reason, the supervisor, Department Head, and the employee must review the Remote Work Agreement and assess it for continuation during an employee's performance evaluation and during any personnel action that involves discipline, promotion or change in position. If an employee's Remote Work Agreement is terminated for any reason, the supervisor must notify Human Resources and the Department Head.

An employee approved to do remote work must comply with the following:

1. Remote work is not a substitute for regular child or adult care.
2. The employee is not permitted to work at other jobs or run their own business during scheduled work hours.
3. The employee is responsible for establishing and maintaining a remote work environment that is free of safety hazards or fire hazards. The employee is responsible for establishing and maintaining a remote work environment that is ergonomically correct. The employee must maintain a safe and suitable remote work area and must provide reasonable verification upon request.
4. The City is not responsible for injuries or damage to the person or property of others (including family members) at the employee's remote work site.
5. The employee cannot hold any in-person work meetings within the employee's home.
6. The employee may only work from the approved remote work location unless authorized for a temporary change.

The employee agrees, if remote work is approved, that the work location is conducive to productive work occurring and can be professional if remote meetings, such as with Zoom or Teams or other similar media, occur.

SECTION 13.8 CITY MANAGER REMOTE WORK

If the City Manager elects to temporarily do remote work, then they shall inform the Mayor of the temporary usage of remote work; otherwise, the City Manager is to not do remote work due to the nature of the job duties and requirements according to the Commission and K.S.A. 12-1040(c) and (d) and other such laws that define a city manager's powers and authority.

SECTION 14: DRUGS AND ALCOHOL POLICY

SECTION 14.1 DRUG-FREE WORKPLACE

The City of Junction City is dedicated to providing a safe, healthy, and productive work environment: a Drug-Free Workplace. To further that goal and make this a drug-free environment, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of illicit or improperly used legal controlled substances.

SECTION 14.2 SAFETY-SENSITIVE POSITIONS

1. Purpose

As a part of its commitment to safeguard the health of its employees and provide a safe place for its employees to work, the City of Junction City (hereinafter "City") has established this policy regarding the use of controlled substances and the misuse of alcohol by its employees. Substance abuse seriously endangers the safety of employees and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the City. The City has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the City to prevent the use and/or presence of these substances in the workplace in accordance with the following guidelines.

2. Scope

As a condition of employment, employees are required to abide by the terms of this policy. This anti-drug and alcohol misuse prevention policy primarily governs actions in the areas of alcohol and drugs. Other City policies may apply in these areas to the extent that they do not conflict with this policy.

Certain employees may be subject to additional requirements under state and/or federal policies.

3. Definitions for the Drug and Alcohol Policy as It Pertains to Non-DOT Employees

a. "ILLEGAL DRUGS"

"Illegal drugs" are 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. Examples include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP) as well as prescription drugs that are not lawfully obtained and/or not properly utilized. The term "illegal drugs" also includes mind-altering and/or addictive substances that are not sold as drugs or medicines but are used for the mind- or behavior- altering effect (e.g. glue, peyote). Medical Marijuana or

Recreational Use is prohibited under this policy. The Federal Government and the Department of Transportation do not recognize Medical Marijuana Prescriptions or Recreational Use. Federal Law always supersedes State law(s). This City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators and/or contractors to be employed or perform work at any of their locations, terminals, or operations while on Medical Marijuana or Recreational Use. The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.

b. LEGAL DRUGS
"Legal drugs" are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

c. 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, the quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

d. CITY PROPERTY
The term "City Property" includes work sites; parking lots; vehicles; offices owned, rented, utilized, or serviced by the City or by any customer of the City; employee-owned or employee-rented vehicles on the property of the City or of any customer of the City while on City business; and locations where the employee represents the City in anycapacity.

e. ON DUTY
The term "On Duty" includes all working hours as well as meal periods and break periods, regardless of whether on premises and all hours when the employee represents the City in any capacity.

f. COVERED EMPLOYEES
The term "Covered Employees" applies to any employee who is a non-DOT mandated employee.

g. DESIGNATED EMPLOYEE REPRESENTATIVE (DER)
Point of contact for all employees with questions or processes involving the Drug Testing Program. The DER shall be the Human Resources Director or their designee.

h. MEDICAL REVIEW OFFICER (MRO)
"A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug results."

i. POSITIVE TEST RESULT
A positive test result is any drug or alcohol result that is over the testing level.

j. EMPLOYEE ASSISTANCE RESOURCES (EAR)
The Human Resources Department shall provide, at any employee's request, a list of mental health providers, counselors, follow-up services, assessment providers, et cetera within the Junction City or surrounding areas which participate in or under the City's health insurance plan. Such request shall

be confidential and undisclosed to others.

k. DRUG-RELATED CRIME The term "Drug-Related Crime" is an offense, misdemeanor, or felony where at least one element pertains to alcohol, narcotics or other substances including but not limited to the following: possession of illegal drugs, driving under the influence, possession of paraphernalia, misuse of prescription medication, distribution, or manufacture of drugs, etc.

l. SAFETY-SENSITIVE POSITIONS
The term "Safety-Sensitive Positions" means all City employees who are traditionally emergency or first responders as well as those who operate or maintain large equipment, tools, or deal with minors. Safety-Sensitive Positions are all City employees assigned to the following positions or job requirements:

i. Sworn law enforcement officer;
ii. Crime scene or laboratory technicians;
iii. Animal control officer;
iv. Any other employee who carries a firearm as a part of their City-issued and required equipment;
v. Firefighter with EMT, AEMT, or Paramedic certification;
vi. Engineer, captain, fire marshal, or any chief in the Fire Department;
vii. Dispatchers and their supervisors;
viii. Director of Communications of the Police Department;
ix. Drivers required to have, maintain, and keep a Commercial Driver's License (CDL);
x. Those employees who operate heavy equipment such as backhoes, forklifts, pneumatic lifts, et cetera;
xi. Those employees who operate power equipment such as chainsaws, large lawn mowers, et cetera;
xii. Supervisors, managers, and department heads of Parks & Recreation as well as Public Works;
xiii. Maintenance workers;
xiv. Mechanics;
xv. Electrician;
xvi. Groundskeepers;
xvii. Golf cart attendants;
xviii. Managers, supervisors, or superintendents of the golf course;
xix. Those who deal with children or minors such as but not limited to Supervisors or Coordinators in Recreation or Esports;
xx. Employees of the Animal Shelter;
xxi. Other similar positions as listed above; and,
xxii. Those who volunteer.

m. Non-Safety-Sensitive Positions

i. Non-Safety-Sensitive Positions are those jobs or positions within the City that do not directly impact or affect public safety. These positions are typically administrative, clerical, or other office-based positions in contrast to the Safety Sensitive Positions listed in subsection L above.
ii. They can include light field work or work that does not include heavy or powered equipment that is inherently dangerous.

4. Drug Use Prohibitions

   a. The use, sale, purchase, possession, manufacture, distribution or dispensing of illegal drugs on City property or while on duty is against City policy and is cause for immediate termination.
   b. It is also against City policy for any employee to report to work or to work with the presence of illegal drugs in the employee's body. Employees who violate this policy are subject to disciplinary action, up to and including termination.
   c. The use of legal drugs can also affect the safety of the employee, fellow employees, or members of the public. Therefore, any employee who is taking any legal drug that might impair safety, performance, or any motor function, must advise his or her supervisor before reporting to work under such medication. A failure to do so may result in disciplinary action. Improper use of "legal drugs" is prohibited and may result in disciplinary action up to and including termination.
   d. Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in disciplinary action, up to and including termination.

5. Alcohol Use Prohibitions

   a. The consumption, possession, or being under the influence of alcohol on City property or while on duty is prohibited and will result in disciplinary action, up to and including termination. There may be occasions, however, removed from the usual work setting, at which it is permissible to consume alcohol in moderation (e.g., City picnics, receptions, civic activities, sporting events).
   b. Notwithstanding the exception mentioned above, it is always against City policy to report to work or to work under the influence of alcohol and such action will result in disciplinary action, up to and including termination.
   c. Employees asked to submit to an alcohol test and the test result is .04 or higher will be considered positive.
   d. Refusal to submit to, efforts to tamper with, or failure to pass an alcohol test will result in disciplinary action, up to and including termination.

6. Testing Events

   a. Pre-Employment Testing
      i. Applicants will be advised of the City's pre-employment testing requirements in writing following an offer to hire and prior to referral for a physical and/or drug and/or alcohol testing. Applicants will be asked to sign the Applicant Drug/Alcohol Testing Consent Agreement.
      ii. All applicants considered final candidates and who have received an offer for a position shall be tested for the presence of illegal drugs and/or alcohol and must receive negative test results as a part of the hiring process.
      iii. Applicants shall produce and remit a sample for pre-employment drug

testing by a date given by Human Resources or the Supervisor/Department Head. That date shall not be pushed back or moved without City Manager approval.

iv. If the position is a non-safety-sensitive position, then the test results and their barrier to employment is within the discretion of the City Manager.

b. Random Testing
   i. All safety-sensitive personnel are subject to random, unannounced drug and/or alcohol testing.
   ii. Selection of employees for random testing shall be conducted through the use of a computerized random number generator by the third-party testing agency.
   iii. Random testing will be unannounced and unpredictable and spread reasonably throughout the calendar year.
   iv. Employees are required to proceed immediately to the collection site upon notification of testing.
   v. Drug and alcohol testing will be conducted anytime an employee is on duty. If a collective bargaining agreement specifies time constraints, then the City will honor that.
   vi. The list of employees selected will be retained by the DER in a secure location.

c. Post-Accident Testing
   i. Employees who are involved in an accident shall be tested for the presence of drugs and/or alcohol following an accident or other occurrence that involves one or more of the following covered events:
      i. a fatality,
      ii. an injury to an employee or other individual requiring medical treatment, or
      iii. damage to vehicles and/or other property.
   ii. To be tested for vehicle or property damage, the employee must be at fault.
   iii. Damage to a vehicle is damage which disables or otherwise makes a vehicle inoperable.
   iv. Damage to other property must exceed an approximate value of $500.
   v. Testing needs to occur within two (2) hours of the incident or as soon as is practicable.
   vi. If the employee in question is an emergency responder, then the decision as to whether the employee can complete responding to an emergency is within the discretion of their immediate supervisor if the employee can safely complete their duties concerning all involved.

d. Reasonable Suspicion Testing
   i. In deciding whether there is reasonable suspicion to believe the employee has used alcohol or drugs in violation of this policy the supervisor must base their conclusion on observations of the employee while the employee is on City property or performing work related

duties. The supervisor must also base their conclusions on specific, articulable observations concerning the employee's appearance, behavior, speech, or odors of the employee. The observations may include indications of the use, abuse, chronic, or withdrawal effects of drugs and alcohol.

ii. In deciding on reasonable suspicion for testing, the factors to be considered include but are not limited to the following. Any one of the following would not in itself warrant a reasonable suspicion test, but several observations in a relatively short period of time may. A determination of what warrants a reasonable suspicion test will be reviewed by the DER and City Attorney. If it is founded, testing under "reasonable suspicion" is not warranted, the DER and/or City Attorney must submit a report explaining the reason why testing is not warranted under reasonable suspicion.

1. Substance abuse and usage can alter a person's habits, behaviors, and appearance. An employee may become aggressive for no apparent reason, may be highly irritable, be lethargic, may show signs of depression, appear to be sleepy, or may display drastic changes in mood.
2. The employee may have been involved in a serious or potentially serious accident that appears to have been caused by human error or a flagrant violation of established safety, security, or other operating procedures.
3. Some physical signs include bloodshot eyes, glazed eyes, dilated or constricted pupils, an inability to maintain balance when walking, or sitting, slurred speech, drooling, poor hand and eye coordination, and answering questions or making statements that are out of context. The employee may also have an odor of alcohol or some other unfamiliar odor about their presence.
4. Supervisors or Department Heads must have another supervisor or Department Head substantiate and concur that the employee should be tested under this section. Both supervisors will complete a report within twenty-four (24) hours of making their own individual observations of the employee and submit it to the DER and City Attorney for a review and to discuss a course of action.
5. Upon deciding there is reasonable suspicion to test the employee, the employee must be taken as soon as possible to an approved collection site to obtain a breath, blood, or urine sample.
6. After the collection of the sample, the employee will not be allowed to drive themselves. The employee will need to schedule their own transportation from work. This section does not apply if an alcohol test is administered and the result is less than .04 Blood or Breath Alcohol Concentration (BAC or BrAC).
7. If an alcohol test required by this section is not administered within two (2) hours following the Supervisor/Department Head's determination of reasonable suspicion, the Supervisor/Department Head shall file a record stating the

reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours, attempts to administer such testing shall cease and the Supervisor/Department Head shall state in the record the reasons.

8. If a Supervisor/Department Head decides of reasonable suspicion under this section, even if an alcohol test is not performed, the employee in question will not be permitted to perform or continue to perform a safety-sensitive function until:
    i. An alcohol test is administered and the employee's alcohol concentration measures less than .04; or
    ii. At least twenty-four (24) hours have elapsed following a positive determination of an alcohol concentration that measures .04.
9. Except as provided in the preceding paragraph, the City will not take any disciplinary action against an employee with respect to alcohol use, based solely on the employee's behavior and/or appearance, in the absence of an alcohol test.
10. The employee may request union representation as long as the testing is not delayed more than one (1) hour. The unavailability of a union representative shall not prohibit the completion of testing.

e. Follow-Up Testing
    i. Any covered employees who have participated in a substance abuse counseling or rehabilitation program and all supervisor referrals due to work performance problems will be subject to unannounced follow-up testing as determined by the Substance Abuse Professional or at the discretion of the City for a twelve-month period following completion of the program.

f. Additional Testing
    i. Additional testing may also be conducted as required by applicable state or federal laws, rules, or policies, or as deemed necessary by the City.

7. Testing Procedures

a. The City will determine for which drugs and/or alcohol testing will be performed.
b. Specimen samples will be analyzed by an appropriately licensed or certified laboratory.
c. The testing laboratory will report the finding of a confirmed positive test result to a designated Medical Review Officer (MRO). The MRO will contact the employee to verify the positive result. Following the verification of a positive result by the MRO, the Designated Employee Representative (DER) will be informed of the positive test result.

d. An employee may request and receive from the City a copy of the test result report.
e. If an employee challenges the validity or accuracy of the verified positive result, they may appeal, in writing, to the MRO, within three (3) working days of the employee having been notified of the positive result.
f. The employee will be responsible for all costs associated with conducting any requested retest.

8. Disciplinary Action

a. Any violation of the City's substance abuse policy, including a verified positive drug or confirmed alcohol test, will result in discipline up to and including termination.
b. Any employee engaging in the use, sale, purchase, possession, or distribution of drugs or alcohol on duty or on City property is subject to criminal prosecution and disciplinary action, up to and including termination.

9. Investigation

a. To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right to search all vehicles, containers, lockers, or other items on City property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon City request.
b. The City will turn over all confiscated drugs to the proper law enforcement authorities. Further, the City will cooperate with and may enlist the services of the proper law enforcement authorities during any investigation.
c. Failure to consent to a search or to display personal property for visual inspection will result in the employee being relieved of duty, the suspension of access to all City property, and may result in disciplinary action, up to and including termination.

10. Arrest or Conviction for Drug-Related Crime or Driving Under the Influence ("DUI")

a. If an employee is arrested or convicted of a drug-related crime, the City may investigate the circumstances and City officials may require a drug test.
b. As a condition of employment, an employee shall notify the City's Designated Employee Representative (DER) of any criminal drug conviction or for any plea of guilty, nolo contendere (no contest), or suspended imposition (diversion) of sentence that has been entered on a criminal drug charge under any federal, state, or local law. The employee must give notice in writing to the City within five (5) days of such conviction, plea, or imposition.
c. As a condition of employment, an employee shall notify the City's Designated Employee Representative (DER) of any driving under the influence ("DUI") conviction or for any plea of guilty, nolo contendere (no contest), or suspended imposition (diversion) of sentence that has been entered on a DUI charge under any federal, state, or local law. The employee must give notice in writing to the

City within five (5) days of such conviction, plea, or imposition.

11. Confidentiality

    a. Results of an applicant's or employee's test for the use of illegal drugs or alcohol shall be remitted to the DER. In order to effectively address the employees with drug or alcohol problems, it will be necessary for the DER to consult with other persons in the process. However, such results may be disseminated only on a need-to-know basis.
    b. Employees are encouraged to approach their supervisor or DER at any time with any questions they have about the City's substance abuse policy as stated herein.

SECTION 14.3 CDL EMPLOYEES

1. Applicability

   This policy applies to any employee of the City of Junction City who holds a Commercial Driver's 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:

   a. 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;
   b. Has a gross vehicle weight rating of 26,001 or more pounds;
   c. Is designed to transport sixteen (16) or more passengers, including the driver; or,
   d. 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 Policies (49 CFR Part 172, Subpart F).

2. Testing Procedures

   It is a condition of employment that all employees who hold a Commercial Driver's License (CDL) and use that license to operate a commercial motor vehicle submit to drug and alcohol testing. All testing conducted under this policy will follow procedures as set forth in 49 CFR Part 40. The Procedures have been developed to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to ensure that the test results are attributed to the correct employee.

3. Definitions

   Words and phrases used in this policy are as defined and found in 49 CFR Parts 40.3 and 382.107.

4. Prohibitions
    a. Alcohol
        i. No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
        ii. No driver shall use alcohol while performing a safety-sensitive function. **This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance that would cause alcohol to be present in the body.**
        iii. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
        iv. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until a post-accident alcohol test has been administered, whichever occurs first.

    b. Controlled Substances

    The Department of Transportation currently tests for: Marijuana metabolites (Marijuana and other THC related drugs), Cocaine metabolites (Cocaine and other related drugs), Amphetamines (including Amphetamines, Methamphetamines), Opioids (including Opioids, Opiates, Morphine, and other related drugs), and Phencyclidine (PCP). This may include testing for synthetic versions of the drugs listed.

    No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance.
        i. **ILLEGAL DRUGS.** The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act is always prohibited unless a legal prescription has been written for the substance. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.
        ii. **MEDICAL MARIJUANA OR RECREATIONAL USE IS PROHIBITED UNDER THIS POLICY.** The Federal Government and the Department of Transportation do not recognize Medical Marijuana prescriptions or Recreational Use. Federal Law supersedes State law(s) though State law may be stricter. The City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators, and/or contractors to be employed or perform work at any of the City's locations or operations while using marijuana regardless of the reason for the usage.
        iii. **LEGAL DRUGS.** The appropriate use of legally prescribed drugs and non-prescription medications is not 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. In addition, the employee

must obtain a written release from a licensed medical practitioner releasing the person to perform their job duties any time they obtain a performance-altering prescription.

iv. **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, the quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

v. **CBD OIL.** The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.

5. Refusal to Test

No driver shall refuse to submit to an alcohol or controlled substance test required by 49CFR, Parts 40 and 382.

a. As an employee, you have refused to take a drug test if you:

i. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency policies, after being directed to do so by the employer.

ii. Fail to remain at the testing site until the testing process is complete.

iii. Fail to provide a urine specimen for any drug test required by this part or DOT agency policies.

iv. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of the provision of a specimen.

v. Fail to provide a sufficient amount of urine when directed and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure.

vi. Fail or decline to take an additional drug test the employer or collector has directed you to take.

vii. Failing to undergo a medical examination when required.

viii. Failing to cooperate with any part of the testing process.

ix. For an observed collection, fail to follow the observer's instructions to raise and lower clothing above the waist, lower clothing and underpants, and turn around to permit the observer to determine if you have a type of prosthetic or other devices that could be used to interfere with the collection process.

x. Possess or wear a prosthetic or another device that could be used to interfere with the collection process.

xi. Adulterate or substitute the specimen.

xii. Admit to the collector or MRO that you adulterated or substituted the specimen.

xiii. Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency policies.

xiv. Fail to provide a sufficient breath specimen, and the physician has determined through a required medical evaluation that there was no adequate medical explanation for the failure.
xv. Failing to sign Step 2 of the alcohol testing form.
xvi. The employee refuses to wash their hands – after being directed to do so.

b. For Pre-employment Tests, the Following Are NOT Refusals:
i. Failure to appear for the test.
ii. Failure to remain at the site prior to the commencement of the test.
iii. Failure to provide a specimen before the test commences.

6. Tests Required (DOT)

a. Pre-employment or Transfer testing
i. Any applicant offered a safety sensitive position or an employee transferring to a safety sensitive position must first take a pre-employment drug test. This applicant or employee must receive a verified negative test result before performing any safety sensitive function. Details of pre-employment testing and exemptions can be found in 49 CFR Part 382.301.
ii. The City of Junction City must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR Parts 40 382.413 and 391.23 (e).
iii. Applicants offered a safety sensitive position and employees transferring to a safety sensitive position must sign release of information forms allowing the City of Junction City to receive alcohol and controlled substances information from previous employers.

b. Post-accident testing
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.
ii. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
iii. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
iv. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows the location of the driver). If an employee leaves the scene of the accident prior to submission to such a test, employee may be deemed by the employer to have refused to submit to testing. 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.

c. Random Testing
Details of the random testing process can be found in 49 CFR Part 382.305.
i. All drivers that perform safety sensitive functions are subject to

random alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A trained supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms are consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

d. Reasonable suspicion testing
Details of the reasonable suspicion testing process can be found in 49 CFR Part 382.307.
   i. All drivers that perform safety-sensitive functions are subject to reasonable suspicion alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A trained supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. Examples of reasonable suspicion include, but are not limited to, the following:
      1. Physical signs and symptoms are consistent with prohibited substance use or alcohol misuse
      2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
      3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

e. Return-to-duty Testing
Details of the return-to-duty testing process can be found in 49 CFR Part 40, Subpart O.

f. Follow-up Testing
Details of the follow-up testing process can be found in 49 CFR Part 40, Subpart O.

1. Handling of Test Results, Confidentiality
   a. Access to records
      i. Except as required by law or expressly authorized by the release by an employee, the City of Junction 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 of Junction 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, 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), (including, but not limited to, a Workers Compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

2. Consequences for Drivers Engaging in Prohibited Conduct
   a. Use of drivers who fail or refuse a drug test
      i. **General.** Compliance with this drug testing policy is a condition of employment. Refusal to take a required drug test or failure of a drug test shall result in removal from performing safety sensitive functions. Additional disciplinary action results may be up to and include termination.
      ii. **Prohibitions on Use.** The City of Junction City will remove from performing a safety sensitive function any employee who: a. Fails a drug test as verified by the Medical Review Officer (MRO), or
      iii. Refuses to take a drug test required by this policy.
      iv. Required Referrals and Evaluation. Any applicant or employee who fails or refuses a drug test will be referred to as a Substance Abuse Professional (SAP) for evaluation and treatment.
   b. An employee may be given an opportunity to retain his or her employment, provided they first do the following:
      i. Have been evaluated by an SAP, and
      ii. Have completed the recommended evaluation/rehabilitation program successfully,
      iii. Receive a verified negative test result on a return-to-duty test

3. Retesting of Drug Positive Samples
   a. **General.** An applicant/employee may request a retest of a positive sample, within seventy-two (72) hours of notification of the positive test result from the MRO. **The request may be verbal or in writing to the MRO.**
   b. **Retest Provisions**. The retest will be conducted at a different SAMHSA certified laboratory. The test will be conducted on the split sample that was provided by the applicant/employee at the same time as the original sample. **All costs for such testing are to be reimbursed to the City of Junction City by the applicant/employee unless the result of the split sample test invalidates the result of the original test.** The method of collecting, storing, and testing the split sample will be consistent with the procedures

set forth in 49 CFR Part 40.

c. **Detection Levels.** Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.

4. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.

5. Employees should consult their health insurance policy to the extent of nervous, mental and substance abuse coverage.

6. A second positive test whether drug or alcohol or the equivalent will result in immediate termination of employment.

The City of Junction City may impose such additional disciplinary actions as the City deems appropriate. This may include removal from performing covered functions, suspension (with or without pay), and even termination. Any such action taken shall be in accordance with Section 24 and any applicable collective bargaining agreement.

SECTION 15: VIOLENCE FREE WORKPLACE

SECTION 15.1 DEFINITIONS

1. **Weapons** include any device that is designed to or traditionally used to inflict harm or any device that could be reasonably construed as a weapon. This includes **Handguns** but does not include a pocketknife or utility knife with a blade not more than four inches in length provided it is not used to commit an act or threat of violence.
2. **Handgun** shall have the same meaning as given such term under the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., including any amendments thereto.
3. **Acts, Threats, or Conduct Involving Violence** include intimidation, harassment, coercion, stalking, or any other conduct involving threatening or violent behavior.

SECTION 15.2 PROHIBITED CONDUCT

Unless such conduct is specifically required or authorized as a part of an employee's duties, employees are prohibited from:

1. Engaging, participating, encouraging, or condoning Acts, Threats, or Conduct Involving Violence:
    a. That are against any persons involved in the City's operation including, but not limited to, employees, contractors, citizens, and vendors;
    b. That are sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating work environment;

2. During or in the course of the employee's performance of work for the City; or while on City property:
    a. Having in their possession fireworks or explosives while on duty or during working hours, with the exception of employees authorized and directed to utilize explosives or handle fireworks as part of their official City duties.
    b. Having in their possession a Weapon, while on duty or during working hours with the exception of the following:
        i. Commissioned officers of the Police Department.
        ii. Employees authorized or directed to utilize a City issued or approved Weapon as part of their official City duties.
        iii. Personal possession by an employee of self-defense sprays such as Mace or pepper spray, provided the employee takes the proper precautions to assure that the spray is secure, and the spray is always kept concealed unless used for justified self-defense.
        iv. Concealed carry of a Handgun by an employee in accordance with State of Kansas law.

SECTION 15.3 POSSESSION AND USE OF WEAPONS REQUIREMENTS

1. With regard to using a firearm, commissioned law enforcement officers, a court-appointed bailiff, and other required security officers are the only employees authorized to use deadly force while acting for and on behalf of the City of Junction City and within the scope of that authority.

2. With the exception of an employee exercising their lawful right of self-defense under prevailing legal standards, under no circumstances will any employee other than commissioned law enforcement officers, bailiff, or other security officers use deadly force in connection with the performance of job-related responsibilities.

3. Any employee who carries a concealed Handgun in accordance with State of Kansas law while on duty must abide by the following requirements:
    a. At all times when such Handgun is not in the employee's immediate possession, the employee is responsible for safely securing the Handgun.
    b. This shall include, but not be limited, to the following:
        i. In the event it may become necessary for the employee to leave the Handgun in a City vehicle (such as if the employee's duties may necessitate the employee to enter premises which are lawfully posted against the possession of firearms), the employee is required, at their own expense, to provide a lock-box or other such secure container for that purpose, and may not leave the Handgun in any such City vehicle without its being so secured.
        ii. When the employee is using a personal vehicle in the course of the employee's duties and is likewise required to or otherwise elects to leave the Handgun in such vehicle, the employee is required to secure the Handgun in such vehicle in a manner as will not allow its access by any other person or employee.
        iii. If the employee otherwise needs to or elects to remove such Handgun from his or her possession, the Handgun must be secured in a lockbox provided by the employee or otherwise secured in a portion of the workplace to which only the employee has access (such as a locker or a locked portion of a desk). The fact that there are administratively available master keys to that area does not prevent its use for this purpose.
        iv. If the means by which the employee is carrying a concealed Handgun is through its being concealed in another item in such person's possession such as a purse, briefcase, or article of clothing, then that item cannot be out of the employee's immediate possession unless the Handgun or the item in which the Handgun is concealed is secured in a manner as described above.

4. The employee assumes all expenses and all risks associated with the possession of such a Handgun.

5. Under no circumstances shall the City be liable for any loss of or damage to any such Handgun, and under no circumstances shall the City be responsible for providing any accommodation for such possession or for securing the Handgun.
6. Nothing herein shall prevent an employee from lawfully storing a Handgun inside a personal vehicle which is not being used for City business.

SECTION 15.4 REPORTING

Employees shall promptly report to their supervisor, the Human Resources Director, or their Department Head any actions or comments which they believe constitute a violation of this policy whether they are the recipient of such conduct or are merely a witness.

It is mandatory that any report received by a supervisor or Department Head is communicated to the Human Resources Director.

SECTION 15.5 ACTIVE KILLER

An Active Killer is an individual actively engaged in killing or attempting to kill people in a populated area.

Immediately upon the sight or sound of an Active Killer, observing personnel will conduct all of the following quickly, keeping their best interest of safety in mind:

1. Contact 911.
2. Initiate **ALERT** and **LOCKDOWN**, if possible. Alerts should be made through the phone system to notify all city buildings of the event.
3. These actions can be performed simultaneously by multiple persons (staff and/or citizens) and in no particular order.

SECTION 15.6 A.L.I.C.E.

ALICE is an acronym: Alert, Lockdown, Inform, Counter, Evacuate. The components of ALICE are non-sequential.

The first responding officers' objective is to locate and stop the threat. As soon as practical, the officer(s) will assist in establishing a Unified Command presence.

Witnesses, employees, and citizens should remain calm and follow officers' directions, with their hands raised, so as not to appear to be a threat. Use clear language, or plain talk, to alert others of an Active Killer. Codes are discouraged.

1. Alert and Lockdown
    a. Information shall be given in plain language.
    b. Information shall include all known information that answers the basic questions of Who, What, Where, When.
    c. Information should be provided by any and all means possible, i.e. Public Address system, email notification, etc.

d. Persons outside a building shall take appropriate action based on location of event.
e. Personnel shall continue to **INFORM people** through **constant real-time updates** of the activity, both citywide and to responding emergency agencies. This information can be received through use of the camera/monitor systems or eyewitnesses can relay activity and location of events.
f. Personnel shall not compromise their safety in an attempt to provide real-time updates.

2. Evacuation or Lockdown
    a. Upon receiving **ALERT** information, staff and citizens in securable rooms may decide to either remain in **LOCKDOWN** or **EVACUATE,** keeping the best interest of safety in mind.
    b. If the **ALERT** yields information that indicates the ability to **EVACUATE**, staff will direct citizens to exit building and go to the **Community Rally Point** that is in the opposite direction from the on-going event. ***Staff and Citizens should not escape by entering a long hallway if at all possible. All belongings should be left behind.***
    c. Persons inside the building, but outside of locked rooms, may go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate **Community Rally Point**.
    d. If evacuation is not possible either due to location of activity or infrastructure design, staff and citizens may remain in **LOCKDOWN** and conduct the following:
        i. Ensure door is locked.
        ii. Use drop bolt and any other lock enhancement.
        iii. Make room as dark as possible.
        iv. Barricade door with any large and heavy items.
        v. Door should not be opened for anyone except for identifiable Law Enforcement personnel
    e. Staff and citizens should take items that can be used as distraction devices, in order to proactively defend the occupants should the secure area be breached. For example, office supplies or furniture may be used as improvised hurdles or weapons if the Active Killer comes into an area once secure but is now breached.
    f. Move to an area out of the field of fire should shooting through the door occur.

3. Counter
    a. When the Active Killer is among staff and citizens, then the following COUNTER measures may be attempted at your own discretion:
        i. Cause distractions
            1. Create as much noise as possible.
            2. Create as much movement as possible.
            3. Throw items at the face of the intruder.
    b. The goal is to increase the level of skill necessary to accurately shoot a weapon at the room occupants.
    c. If capable, take control of the intruder (keeping the best interest of safety in mind).

i. While distractions are conducted, one person grabs and secures each limb of the intruder.
ii. Each person uses their body weight on one limb to hold the intruder down until law enforcement arrives.
iii. SWARM the intruder to the point that they are no longer able to move and cause harm.
iv. Isolate and secure the weapon. Do not hold the weapon in your hand in order to avoid being considered a threat to incoming law enforcement.

4. Provide aid and accountability
    a. Staff and citizens may provide first aid for the injured until medical personnel can enter building.
    b. Once you are at a safe rally point, begin to account for the co-workers and citizens who were with you at the time the incident began. If possible, make a list of names and the departments those individuals were in.

SECTION 16: SAFETY, ACCIDENTS, INJURIES, AND LIGHT DUTY

SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY

The City employs a risk management and loss prevention program to protect the well-being of all employees and to maintain a safe and efficient workplace. Risk management initiatives will endeavor to reduce insurance costs through elimination or control exposure to risk by employees. Due to risk management and for the employees' sake, the City shall take measures to provide for the safety of all employees.

SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES

1. Notification
    a. Employees involved in or who are witnesses to an accident or injury involving:
        i. employees in the course of their duties,
        ii. City vehicles,
        iii. City equipment, or
        iv. incidents occurring on City owned property shall immediately notify the appropriate supervisor or Department Head. The Supervisor or Department Head shall notify the Human Resources Department or designee.
    b. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager.
    c. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits.
    d. Failure to report timely may lead to disciplinary action leading up to and including termination.

2. Reporting
    a. Upon an accident occurring involving a City-owned or rented vehicle, an employee shall immediately contact law enforcement with jurisdiction to investigate the accident and make a report for Human Resources and insurance purposes. Refer to the Drug Testing Policy Section of this Personnel Policy Handbook as well.
    b. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second pages of the initial report along with any waivers need to be and shall be provided to the Human Resources Director no later than twenty-four (24) hours after the incident occurs.
    c. Accidents or incidents involving City property, equipment, or any person must also be reported to the City Clerk for insurance claim purposes to seek or defend a potential claim.

d. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury.
e. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director.
f. All reports of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City.

3. Medical Treatment
    a. If medical attention is required, an employee is to utilize, whenever reasonably possible and in the following order of priority, the City's Designated Clinic designated for accidents, an emergency room, or ambulatory service.
    b. The City will choose a Designated Clinic; however, depending on shift hours, the emergency room may be suitable.
    c. Electronic or telehealth visits may be permissible given the Designated Clinic's policies or practices.

4. Payout
    a. Pay will be determined and assessed based on the incident and/or injury and provisions set forth by Injury Leave provisions and the Workers Compensation carrier for the City of Junction City.
    b. Injury Leave Payout: If the employee is injured on the job and unable to work, the City will grant the employee Injury Leave for up to seven (7) calendar days. If an investigation is necessary, the employee will be charged sick leave or Paid Time Off until the investigation is complete. If the investigation verifies the credibility of the accident, the charged leave will be reversed, and the employee will be granted Injury Leave.

5. Drug and Alcohol Testing
    Please refer to Section 14 or 15 in this Personnel Policy to determine if drug and alcohol testing will be required.

SECTION 16.3 WORKERS COMPENSATION

The City provides Workers Compensation benefits for job-related injuries, disability, or death to its employees in accordance with State of Kansas law.

1. Qualifying Conditions
    a. Qualifying conditions are based on the accidental injury of an employee in the course of employment with the City and by reason of performing their duties for the City.
    b. Exposure to a disease, bacteria, et cetera can be considered an "accidental injury" so long as allowed per the Laws of the State of Kansas for Workers Compensation.

2. Eligibility
    a. All employees are eligible.
    b. Workers' Compensation eligibility starts on the first date of employment.

3. Notification
    a. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager.
    b. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits.
    c. Failure to report timely may lead to disciplinary action leading up to and including termination.

4. Reporting
    a. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second pages of the initial report along with any waivers need to be and shall be provided to their Department Head or their designee no later than twenty-four (24) hours after the incident occurs.
    b. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury.
    c. The Department Head shall forward the report, information, et cetera to Human Resources as soon as is practicable.
    d. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director.
    e. Human Resources shall respond to or update the Department Head and employee upon receipt of information.
    f. All reports of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City.

5. Authorized Physician
    a. The City has the authority to select the medical provider who will treat the injury initially upon report.
    b. The City through the Human Resources Department shall send a job description for the affected employee to the medical provider and to Workers Compensation upon request.
    c. Workers' Compensation shall take over treatment and other medical-related selection as allowed per statute or regulation.

6. Workers Compensation Payout
    a. Employees will receive a weekly check as determined by the State of Kansas.
    b. The check will be issued only when the employee is unable to work.
    c. For any wages not covered by Workers Compensation offered by the City, an employee may utilize accrued Sick Leave or Paid Time Off (PTO).
    d. Arrangements concerning Workers Compensation and ancillary issues must be made by the employee with the Human Resources Department within the

first seven (7) days after the date of injury. Such arrangements shall be made in writing.

e. Employees are still responsible for ensuring all their elected deductions are paid. Failure to communicate and decide may lead to the City seeking to recoup the funds as is legally permissible.
f. If Workers Compensation pays the employee for the first seven (7) days, then the employee shall reimburse the City in the amount of the Workers Compensation pay for any Injury Leave compensation to prevent double pay for the same time period.

7. Effects on Benefits
    a. During the period of time an employee is eligible for Workers Compensation benefits the City shall continue normal City contributions towards retirement, life insurance and health insurance.
    b. Employees shall be responsible for making payment arrangements for the employee's contribution toward these benefits, as well as any other optional programs to which the employee may be contributing. Failure to provide employee's contribution shall result in forfeiture of City's contribution and loss of benefit.

SECTION 16.4 RETURN TO WORK

Prior to returning to work, employees are required to provide a release to return to work from the treating health care provider.

1. **Without Limitations:** Employees who have been released without limitations may be required to undergo a fit for duty assessment as outlined in the "Fit for Duty Observation" (16.7) section of this Personnel Policy Manual.
2. **With Limitations:** Employees who have been released to perform work with limitations may be able to return to work under a Light Duty Work Program (Please refer to Section 16.6) if available. Should an employee turn down or fail to perform offered work that they are capable of doing the City may take all actions permitted under law, including but not limited to, contesting the employee's entitlement to further Workers Compensation benefits.
3. **Follow-up Appointments:** Employees with an approved Workers Compensation claim that have been released to perform work and have follow-up appointments during their regularly scheduled shift, may count the time away from work for doctor's visits, as time worked. Once the employee has been released from doctor's care for the accident/injury, they may no longer count doctor's visits as time worked.

SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA)

Family Medical Leave can run concurrently with Workers Compensation and the approved FMLA hours deducted from the employee's annual event amount according to FMLA policy and procedures. (Please see Section 9.13 for more on FMLA).

SECTION 16.6 LIGHT DUTY WORK PROGRAM

Employees who are temporarily unable to perform the duties of their position because of an injury may qualify for a Light Duty Work Program. The ultimate goal is to return the light duty employee back to full duty. Employees under a collective bargaining agreement will follow the provisions per their active collective bargaining agreement (See Section 16.3).

1. Duration

   The assignment may be for any duration. As a general rule, it should not exceed 6 months.
   Dependent on the condition, status, or injury the duration may be shortened or lengthened as considered in application of the Americans with Disabilities Act, Pregnant Workers Fairness Act, and other similar protections under federal, state, or local law.

2. Requirements

   For work to be considered suitable under this program the following conditions must be met:
   a. A physician certification must be obtained clearing the employee to participate in such a program.
   b. It must be reasonably likely that the employee will return to work in full capacity to the position held by the employee prior to assignment to the program;
   c. The work assigned must be a meaningful and productive part of the department's operations; and,
   d. Employee must be qualified for the assignment.

3. Development and Approval

   A Light Duty Work Program is developed by the Department Head in conjunction with the Human Resources Director and must be approved by the City Manager or designee. All involved may consult with the City Attorney if necessary.

SECTION 16.7 FIT FOR DUTY OBSERVATIONS

1. General

   The City shall accept and follow a certified medical provider's prognosis or "doctor's note" to deem an employee fit for duty. City employees and officials are not medical doctors nor are they acting in that capacity. However, if an employee voices concerns or is observed to be unable to fulfill job duties within the limitations set forth or lifted by a medical provider, then a supervisor or Department Head shall inform the Human Resources Director who shall then in turn inform Workers Compensation.

2. Applicability

   Department Heads shall submit a narrative to the Human Resources Director to determine if a "fit for duty" observation raises concerns for the employee's safety, job duties being fulfilled, or overall workplace safety. Department Head, in consultation with Human Resources, may place the employee on administrative leave with pay pending a "second opinion" from the same or another licensed health care provider.

   Human Resources and Department Heads shall refer back to an employee's current job description.

3. Workers' Compensation

   The follow-through and determination is made by Workers Compensation and medical providers utilized during Workers Compensation process. City employees or officials shall not substitute their judgment aside from merely observing in the workplace.

SECTION 16.8 SAFETY ISSUES

Employees shall promptly report unsafe conditions or actions to the appropriate supervisor or Department Head. If the unsafe condition or action persists, employees shall notify the Human Resources Director.

SECTION 17: CITY-OWNED PROPERTY

SECTION 17.1 GENERAL USE

Employees shall use City-owned property appropriately and take care to utilize it in the manner in which it was made and for the use which it was intended.

1. Vehicles
    a. General. Employees may be authorized to use City-owned vehicles. These uses are limited and highly regulated.
    b. Authorized employees shall utilize City-owned vehicles for City purposes only.
    c. Any use of a City-owned vehicle for personal convenience is strictly prohibited, unless the vehicle is assigned per Section 17.1.2.
    d. Employees are mandated to use seatbelts while operating City-owned vehicles and abide by all Kansas traffic laws, City traffic ordinances, and other regulations applying to the use and operation of vehicles. Violation of traffic laws, ordinances, or regulations can lead to administrative disciplinary action.
    e. Employees authorized to drive a City vehicle shall have a current and valid Driver's License. If the Employee's Driver's License privilege has a violation, restriction, suspension, or other impact upon the privilege then their driving status and job qualification will be subject to review by the Department Head and Human Resources.
    f. If a meal break or other de minimis incident arises while an employee is already utilizing a City vehicle for City purposes, then that use may be acceptable with approval of a supervisor or Department Head.

2. Assigned Vehicles
    a. Select employees, due to the nature of their position responsibilities, are assigned a City-owned vehicle and are authorized to take that vehicle to their home.
    b. Assignment shall be approved by the Department Head. Use is intended to be for official business only; however, incidental uses may be used (e.g. picking up employee's children from school, grocery store stop on the way home, et cetera). Other personal uses need authorization from the City Manager.
    c. Outside of Subsection (b) above, non-City-employee persons may be passengers in incidental or authorized personal uses. However, only City employees within the Department of the assigned vehicle may operate the vehicle or other appropriately authorized employees such as a City mechanic.
    d. Assignment of the vehicle shall be documented in writing or in a digital format. Verbal or oral is insufficient.
    e. This is also known as "take home" vehicle colloquially.
    f. All policies concerning "Vehicles" apply to "Assigned Vehicles" as well.

3. Use During On-Call, Standby, or Call-Back Status Assignments
    a. Employees may be assigned On-Call, Standby, or Call-Back Status under Section 5.8 of this Personnel Policy.

b. Employees so designated may be authorized to take a City-owned vehicle to their home during hours they are assigned to standby status, within City limits.
c. The following criteria shall be considered when determining if a position shall be authorized for such use:
    i. Time-critical emergency responses;
    ii. The need for direct transportation to the site of an emergency; and
    iii. Special equipment is needed for such responses.
d. Assignment and use shall be approved by the Department Head.

SECTION 17.2 NON-VEHICLE EQUIPMENT ISSUED BY CITY

1. General
    a. Employees may be authorized to use City-owned equipment including but not limited to the express items listed in Section 17.2.
    b. These uses are limited and highly regulated.

2. Assigned Electronic Devices
    a. Select employees, due to the nature of their position responsibilities, are assigned a City-owned electronic device and may be authorized to take that device to their home. Assignment and use shall be approved and documented by the Department Head and the IT Department Head.
    b. Examples of assigned electronic devices: cellular telephone, laptop computer, tablets, radios.
    c. Employees, supervisors, and department heads shall refer to and abide by Section 14 *et sequential* as applicable.
    d. The IT Department shall develop, provide, maintain, and store forms facilitating assignments of non-vehicle equipment pertaining to electronic devices and other similar equipment.

3. Uniforms
    a. Some job positions or duties require City-issued uniforms.
    b. Employees will keep uniforms, shirts, jackets, etc. in a clean and presentable state per their job duties.
    c. Uniforms, shirts, jackets, etc. are for City work and City work-related events and shall not be worn for any other reason. Incidental wear, such as a grocery store stop on the way to or from City shall, is permissible.
    d. Employees are expected and required to follow Department-specific rules.

4. Credit Cards
    a. Credit cards in the name of the City of Junction City ("Purchasing Cards") may be issued to employees in each department in order to facilitate an efficient means of purchasing goods and services for the benefit of the City.
    b. Policy use of these cards is contained in Junction City Fiscal Policy Handbook.
    c. Purchasing Cards shall not intentionally or knowingly be used for personal private purchases.

5. Passwords, Combinations, Keycards, Fobs, Keys, and Other Access Control
    a. Employees granted access to City buildings, properties, IT, etc. will be responsible for keeping these items in a safe and secure manner.
    b. Combination locks may be provided by the City and may be removed at any time.
    c. Employees are expected to follow guidelines or other requirements for securing access control as prescribed by IT or access control responsible employees.

6. Work Tools and Equipment
    a. Some employees will be assigned work tools and equipment which can include job or safety-required clothing items.
    b. These work tools and equipment are the property of the City and must be used within the scope of the tool's design, equipment's design, and the employee's duties for the City.
    c. These tools and equipment must be maintained in good and safe working order throughout their useful lifespan.
    d. Should a work tool(s) or equipment be broken, lost, or stolen, the employee shall report such incident to the supervisor or Department Head or immediate Supervisor.
    e. Upon termination, resignation, retirement, or other change in status, an employee must return all work tools or equipment in good and working condition.
    f. If the equipment is clothing and the employee leaves employment of the City, then the Department Head may waive return of the boots, gloves, et cetera if the value is depreciated below $250 total.

7. Identification Badges
    a. The City shall issue and require employees to have identification badges or cards. These identification badges shall double as FEMA badges in the result of an emergency for designated employees.
    b. Employees will be responsible for keeping their identification badges in a safe and secure manner.
    c. Should the employee's identification badge be lost or stolen, the employee needs to be reported immediately to the supervisor, Department Head, or Human Resources.
    d. An employee should never use another employee's identification badge for any reason.

SECTION 17.3 STOLEN, LOST, OR DAMAGED EQUIPMENT

Employees are responsible for equipment assigned to them by the Department and the City. The City expects them to protect and safeguard the equipment from loss, damage, or theft. At any time upon request, the employee shall produce the equipment for inspection by a supervisor or Department Head. Upon resignation or termination, the employee must produce and return the assigned equipment to the City.

Failure to report the theft, loss, or damage to equipment within a day (24 hours) may lead to disciplinary action against the employee.

If an employee resigns, retires, or is terminated and equipment creates an outstanding debt, then the employee shall be responsible for recovery of the loss, theft, or damage. Refer to Section 5.11.

SECTION 18: MEETING AND PROFESSIONAL DEVELOPMENT

SECTION 18.1 GENERAL

All meetings and professional development activities available to City employees shall be identified as being either required or optional. Department Heads shall assess professional development activities to determine if the contents of such activities are required for staff to successfully perform their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.

SECTION 18.2 TUITION, TRAVEL, AND PER DIEM

a. Departmental Heads will authorize registration fees if applicable, travel and per diem expenses according to Section 19: Travel for all training and professional development required by the City. Training and professional development required by the City includes but is not limited to the following:
    i. Required continuing education or development per the job description;
    ii. Required education or development per mandatory licensing for the job position;
    iii. Required education or development per a collective bargaining agreement.
b. Departmental Heads may approve registration fees (if applicable), travel and per diem expenses, for all training and professional development that is optional to assist staff in performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs of the job duties as assigned. Optional but suggested training and professional development includes but is not limited to the following:
    i. Desired or suggested licensure or certification;
    ii. Professional membership fees or dues;
    iii. Requirements for a promotion but not for current job duties or description.
c. Meetings, training, and travel will comply with the requirements of FLSA and overtime compensation.
d. City Manager may change approval delegation according to their discretion.

SECTION 18.3 NEW EMPLOYEE ORIENTATION

a. All employees who are new hires or rehired to the City are required to attend New Employee Orientation training.
b. Please refer to Section 3.10 for more on New Hire Orientation.
c. All forms and other documents provided to a new hire shall be completed on the first day of employment as required by the Human Resources Department.

SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES

a. To meet federal, state, city, or department requirements all employees new to the City are required to complete specific training courses as soon as possible upon entering employment for the City. Training shall be completed within the first thirty (30) days; however, it is desired to finish those within the first day of employment if possible.
b. Employees will be notified of specific training deadlines.
c. Additional training may be required by the supervisor, Department Head, IT Department, or Human Resources Department for existing employees at which time notification will be sent with details regarding the need for training and the deadline to complete such training.
d. Documentation of required training attendance shall be submitted to Human Resources for records retention.

SECTION 18.5 REQUIRED TRAINING FOR SUPERVISORS

To meet federal, state, city, or department requirements all new supervisors to the City are required to complete specific training courses as soon as possible upon entering supervision for the City. The new supervisor will be notified of specific training deadlines.

Additional training may be required by the Department Head or Human Resources Department for existing supervisors at which time notification will be sent with details regarding the need for training and the deadline to complete such training.

SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT

a. It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.
b. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy.
c. In an agreement, the City may

SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE

A. Definitions
1. Accredited: official recognition or approval that the content, curriculum, faculty, or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization.

2. Assistance: payment to an approved college or university for eligible expenses submitted in accordance with this policy.
3. Distribution Date: date on which reimbursement or assistance payment is received by the employee or institution.
4. Professional Organization: an association made up of members who are part of the same industry, profession, or career field.
5. Reimbursement: payment to an employee for eligible expenses submitted in accordance with this policy.
6. Tuition. The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken.

B. Employee Eligibility
1. A full-time employee who has been employed by the City for at least 12 months may submit a request or application for tuition reimbursement or assistance.
2. The full-time employee has not received disciplinary or corrective action resulting in a Performance Improvement Plan or suspension in the immediately preceding twelve (12) months prior to the submission of the request/application; and
3. The full-time employee has not exhausted the $5,250.00 per calendar year per Internal Revenue Service (IRS) regulations.

C. Eligible Course or Program for Reimbursement and Assistance
1. Eligible courses include all core and elective courses required for competition of a:
   i. certificate,
   ii. state licensure,
   iii. General Education Development (GED),
   iv. High School Equivalency (HSE),
   v. associate's, bachelors', master's, or doctoral degree program offered through, in, or associated with an accredited training or educational institution, school, or professional organization.
2. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program, or curses taken as a non-degree seeking student.
3. Courses dropped after an official "drop/add" date are not eligible for reimbursement or assistance. No reimbursement or assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by the City. No reimbursement or assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above demonstrated by a semester GPA of 2.0 or higher.

D. Costs Eligible for Reimbursement and Assistance
1. Employees may receive up to $5,250.00 per calendar year for reimbursement and assistance.
2. Total reimbursement and assistance calculations are determined based on the distribution date and if budget permits any reimbursement or assistance.

3. Only tuition costs are eligible for reimbursement and assistance. All other fees are ineligible for reimbursement and assistance.

E. Coordination with Other Education Financial Aid Program(s)
   1. Employees interested in pursuing advanced academic or professional education are encouraged to file a FAFSA® as they may qualify for additional federal loans, grants, and other scholarships. Receiving reimbursement or assistance under this policy does not prohibit an employee from filing a FAFSA for additional federal aid.
   2. Scholarship awards, grant funding, and financial assistance (including any applicable employee discounts), other than student loans, which can be applied to tuition must be deducted from the total amount requested for Reimbursement or Assistance prior to consideration for payment, except as required by federal law or regulation. However, these funds can be applied first to non-eligible courses taken concurrently with the eligible courses at the same institution before being deducted from the total amount requested for Reimbursement or Assistance. Student loans do not need to be deducted from the total amount requested for Reimbursement or Assistance.
   3. Agency or employee association fees, membership dues, or licensure expenses that may not be reimbursable under this policy may be eligible for expensing or somewhere within a departmental budget. However, total spending per employee per calendar year for reimbursement, assistance, and other professional development cannot exceed $5,250.00 unless an exception has been approved by the employee's Department Head.

F. Employee Responsibilities
   1. Pursuing either Reimbursement or Assistance, but not both, for each course the employee seeks coverage under this policy;
   2. Submitting a completed Education Reimbursement & Tuition Assistance Application Form to the Appointing Authority or Designee(s) at least 30 calendar days prior to the start date of their course(s). Updating the Education Reimbursement & Tuition Assistance Application Form to reflect any changes in course availability due to educational institution, school, or professional organization changes before the course start date.
   3. Requesting Reimbursement or Assistance only for eligible courses and costs under this policy;
   4. Maintaining adherence to this policy to avoid disqualification;
   5. Informing the Appointing Authority or Designee(s) of course completion, proof of payment, and final grade within 30 calendar days of course completion or within 30 calendar days of grades released, whichever date comes last; and
   6. Initiating the reimbursement process by submitting an expense report through State Personnel Department | Education Reimbursement and Tuition Assistance PeopleSoft Financials within 30 calendar days of receiving final approval on State Form 57438. Expense reports must include proof of payment, State Form 57438 with Final Approval completed, along with final grades or proof of course completion if not graded.

G. Supervisor Responsibilities

Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify the employee has sought approval.

H. Human Resources Responsibilities

1. Working with agency leadership to assess employee, course, and cost eligibility;
2. Maintaining a copy of each Education Reimbursement and Tuition Assistance Application and approval in the employee's personnel file; and
3. Completing review of, and initial verification on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course.
4. Communicating to employees the availability of Reimbursement and Assistance;
5. Developing and implementing an effective process within the agency for reviewing requests, approving requests, and paying Reimbursement and Assistance;
6. Reviewing in a timely manner submitted Education Reimbursement and Tuition Assistance Applications to verify an employee's eligibility, intended coursework, and cost;
7. Completing review of, and initial decision on, each Education Reimbursement and Tuition Assistance Application prior to the start date of the course;
8. Tracking the utilization of Education Reimbursement and Tuition Assistance against the calendar year limit of $5,250;
9. Reimbursing employees no more than $5,250 per calendar year;
10. Recouping funds from employees that go beyond the calendar year limit of $5,250;
11. Communicating to all agency employees the agency process and designated agency contact(s) for the process;
12. Communicating the determination to the employee and providing them with a copy of the completed form with approval signatures in a timely manner;
13. Verifying successful completion of the course and submission of all documents to determine if the employee remains eligible for final approval of Reimbursement or Assistance;
14. Coding Tuition Assistance expenses using the appropriate account when the reimbursement is paid directly to an approved college or university;
15. Supporting and recognizing the learning and development efforts of employees;
16. Implementing all aspects of this policy effectively and in a timely manner, including assigning appropriate staff and back-up staff to ensure employees can access the program and obtain the benefits without any administrative delays; and
17. Reporting to the Finance Director on the availability and use of funds for requests under this policy.
18. Interpreting this policy and advising Departments on adoption of their own processes to effectuate this policy.

19. Periodically reviewing reports on Reimbursement and Assistance and, where necessary, reimbursing state agencies for expenditures under this policy.

I. Procedures

1. Applying

Employees seeking Reimbursement and Assistance must submit the following information on the correct form at least 30 calendar days before the first day of the course:

• An Education Reimbursement or Tuition Assistance Application with employee information, course start date/anticipated end date, intended certificate, degree, or trade path; and

• The course description(s) from the institution

2. Determining Eligibility

Appointing Authorities or Designee(s) are responsible for reviewing each application for Reimbursement and Assistance to determine the following: • The eligibility of the employee to participate in this program; • The eligibility of the course for Reimbursement or Assistance; and • The eligibility of recorded costs for which Reimbursement or Assistance is sought. Following the eligibility determination, the Appointing Authority or Designee(s) must notify the eligible employee of the decision and provide them with a copy of the completed form for their records with signatures of approval. Should any change in coursework or request be modified following the initial application, the employee must notify the Appointing Authority or Designee(s) immediately. A modification in coursework or initial application constitutes a new request which may be reviewed again and could result in a different determination.

3. Reimbursement to Employee

i. Following successful completion of the approval process and the conclusion of the course with a satisfactory grade of at least a "C" or above (or an equivalent "pass" grade), the employee must notify the Human Resources Department and provide the following:

a. Official documentation for completion of the course with a grade of "C" or higher (or an equivalent "pass" grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the educational institution no more than thirty (30) calendar days from the date of course completion. A course initially designated as "Incomplete" will not be considered complete until the final grade is issued.

b. Proof of payment by the employee, including itemized receipts of tuition, or account statements for reimbursement no more than thirty (30) calendar days from the course completion.

c. Reimbursement to the employee will not be issued until the eligible course is successfully completed and official notice of the final grade is submitted for verification. A course is considered complete as of the date official notice of the final grade is provided to the employee.
d. The employee must create and submit an expense report through a form created and maintained by the Human Resources Department.
e. Reimbursement is due upon the employee's submission of all required documentation for course completion, eligible grade, and expense report.
f. If the employee leaves employment with the City within two years (24 months) of completion and reimbursement, then the Employee shall owe monies received for reimbursement or assistance. Rates of reimbursement or assistance to be repaid shall be expressly and explicitly dictated within an individual contract between the employee and City.

ii. Human Resources and Finance staff must properly document the use of funds for this purpose. Reimbursement, if appropriate, should be made as soon as practicable after eligibility is determined.

J. Reimbursement to Approved Colleges and Universities

The City will reimburse approved colleges and universities upon receipt of the following from the approved college or university:

i. Official documentation for completion of the course(s) with a grade of "C" or higher (or an equivalent "pass" grade), or the receipt of a certificate of satisfactory completion when no grade may be given by the college or university, and
ii. An invoice reflecting the amount due for the completed course(s), City fiscal staff will pay the balance due directly to the approved college or university.

K. Disqualification and Repayment

Employees who fail to comply with all guidelines and procedures set forth within this policy will be disqualified from Reimbursement or Assistance eligibility for the non-compliant submission.

SECTION 19: TRAVEL

SECTION 19.1 PURPOSE

Performance of City of Junction City official business will necessitate periodic travel by City employees beyond their offices or locations of normal work activities. The City shall pay for reasonable, essential travel expenses which directly and logically relate to the conduct of City business. City travelers shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact, relate to and were necessary for conducting City business.

SECTION 19.2 DEFINITIONS

a. **Authorized Travel** is travel that is directly relevant to and necessary for successful accomplishment of legitimate City requirements (i.e., official City business, approved continuing education or professional development).
b. **Authorized Individuals** are individuals who are either performing City business or representing the City in some fashion.
c. **Meals and Incidental Expenses (M&IE) Only Per Diem** is the then-current Federal Per Diem Substantiation Method published by the Internal Revenue Service.
d. **Mileage Reimbursement Rate** is the maximum mileage reimbursement rate permitted without tax consequence as set or issued by the Internal Revenue Service.
e. **Purchasing Card** is any credit card or other similar item or arrangement which authorizes credit purchases by an elected official, Department Head, or employee in the name of the City of Junction City. May be known as a procurement card.
f. **Reimbursable Expenses** are only those expenses for which City funds will be used for reimbursement.
g. **Reporting Destination** is the location at which the employee has been directed by their supervisor to report for work for that particular day.
h. **Travel Approving Official** is the Department Head or City Manager to whom the traveling employee most closely reports.

SECTION 19.3 APPROVAL PROCESS

a. Any authorized individual intending to travel on City business for any period of time exceeding one (1) overnight stay must submit a request in writing to their travel approving official at least seven (7) days prior to the planned departure date. Requests must be accompanied by sufficient information (e.g., copy of seminar brochure) about the proposed travel and an outline of the anticipated travel cost to allow informed decisions. The

notifications must be specific regarding the reason for travel. When necessary, requests should indicate who will be responsible during the absence.

b. The travel approving official must approve the request prior to the planned departure date.
c. Business/Travel expenses for Department Heads will be approved by the City Manager.
d. Business/Travel expenses for personnel below the Department Head level will be approved by the Department Head or their assigned designee.
e. Travel-approving officials may not authorize travel that exceeds the remaining amount in their department or division budget for travel. If a travel-approving official seeks to exceed their budget for travel, then they need City Manager approval or otherwise get approval and authorization as provided in the Financial or Fiscal Policy(ies) of the City.

SECTION 19.4 MODES OF TRANSPORTATION

Employees needing to travel may use the following means of transportation:

a. City Vehicle
    i. Allowable expenses include actual expenses for fuel, oil, emergency repairs, and other operating expenses.
    ii. Employees without assigned City vehicles may request a City vehicle for business travel.
    iii. City vehicle issuance is based on availability and shall be approved by the Department Head that has responsibility for the assigned vehicle.
b. Commercial Carrier
    i. The employee's Department Head or the Department Head's designee shall schedule the commercial carrier.
    ii. Allowable expense is economy or tourist class if by air; first class day coach if by train.
    iii. If possible, commercial travel should be planned far enough in advance to take advantage of reduced fares.
    iv. Under no circumstances will an airline be selected or route established solely for the purpose of accruing airline bonus points.
c. Private Vehicle
    i. Rates for reimbursement will be the Mileage Reimbursement Rate.
    ii. Mileage will be determined by the usually traveled, direct route in accordance with Google Maps or another similar mapping/route tool.
d. Rental Vehicle
    i. May be authorized if public transportation is unavailable or is more expensive due to location or required frequency of trips.
    ii. Rental vehicle expenses may be reimbursed as for City or Private Vehicles.

SECTION 19.5 OTHER EXPENSES

a. Other business expenses directly attributed to City-related travel, i.e., taxi, bus fares, tolls, parking fees, fax service, office supplies, and courier services are allowed as long as receipts detailing the charges are provided.
b. Airport parking will be reimbursed with prior approval. A receipt for parking will be required.

SECTION 19.6 LODGING

a. The City will pay lodging costs associated with attendance at an authorized business meeting, seminar, or conference.
b. If in the conference area, reimbursement will be for the single room rate.
c. If a room is shared with another conference attendee, half of the double occupancy rate will be reimbursed.
d. Should a corporate or government rate be available, the employee is expected to avail themself of such rate and reimbursement will be limited to that amount.
e. Phone calls and internet access charges (above and beyond "free" Wi-Fi provided by lodging) on the hotel bill will be the employee's financial responsibility unless identified as to who was called and the nature of City business conducted. If free Wi-Fi is not provided by the lodging establishment, then the City may reimburse or otherwise pay for internet access if the employee utilizes a City-provided laptop.

SECTION 19.7 DAILY MEAL ALLOWANCE

a. A daily meal allowance ("Per Diem" or M&IE) is established to cover the cost of meals and tips on the meal. All meals will be paid for or reimbursed on an actual cost basis, not to exceed the allowable per diem rate.
b. Per Diem will be provided, paid for, or reimbursed in accordance with the existing IRS allowance as shown on the internet address "gsa.gov". This is the approved and accepted website for M&IE Per Diem: https://www.gsa.gov/travel/plan-book/per-diem-rates. Employees will attach a copy of the per diem schedule and attach it to their travel request.
c. Conference meals with a separate sign-up and charge should be deducted from the Per Diem. This does not apply to meals included in the total cost of the conference where a separate charge and sign-up are not listed.
d. Expenses for meals associated with a training seminar within the city limits of Junction City will not be reimbursed.
e. Reimbursement may be made for meals in conjunction with local meetings or training outside the city limits of Junction City (no overnight stay involved). The meals must coincide with the meeting or training to be considered for reimbursement.

f. The original receipt must be submitted to substantiate claim. The receipt must identify name and address of restaurant, date, and amount of services.
    i. Receipt must be itemized.
    ii. City will not pay for or reimburse the purchase of alcohol.
g. Purchases on City Purchase Cards are not to exceed the allowable per diem rates.
h. Union employees with an active bargaining contract will follow the terms outlined in their collective bargaining agreement in respect to meal reimbursements.

SECTION 19.8 GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS

a. "Local" pertains to training, conferences, or meetings which do not require an "overnight stay" in lodging.
b. Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City.
c. A travel request form is necessary for local training and conferences when the registration fee exceeds $1,000 per employee.
d. Advances for meals and travel for local conferences, seminars, or meetings will not be given.
e. Note: It will be the approving authority's responsibility to monitor the time of departure and return.

SECTION 19.9 BUSINESS MEALS

a. Expenses, that include meals, paid directly to a professional organization, will be reimbursed for the full amount paid. When meals are paid for separately or directly to a restaurant, the daily meal allowance will be followed.
b. Expenses for meals associated with meetings between City employees and officials outside the organization or between City employees and Commissioners or other similar members of elected or appointed bodies are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions.
c. Expenses for meals or refreshments between two or more employees are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions when authorized by the approving authority.
d. During emergencies, meals may be provided with the approving authority's authorization.

SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD

The purchasing card may be utilized for similar purposes as can be reimbursed under this Section of the Personnel Policy.

SECTION 19.11 UNAUTHORIZED EXPENSES

a. Specifically exempt from reimbursement are expenses incurred by attendance at political rallies or events held for the specific purpose of promoting the candidacy of an individual for public office.
b. Expenditures incurred by members of the public official's or employee's families will not be reimbursed.
c. Reimbursement will not be made for expenditures which do not involve a public purpose, or those not necessarily incurred in the performance of a public purpose authorized by law, i.e., alcohol/liquor, tickets to movies, plays, sporting events, etc.
d. If there is an additional lodging fee (except for telephone usage, data ports, dial up access to City resources) i.e., any form of entertainment, such fee will not be reimbursed.
e. Entertainment costs (such as streaming, movies, personal phone calls, etc.) will not be reimbursed.
f. If per diem is paid, expenses covered under per diem will not be eligible for reimbursement.

SECTION 20: TECHNOLOGY USAGE

SECTION 20.1 GENERAL USE

The City recognizes that use of the Telephones, Internet, E-mail, and other Electronic Devices has many benefits and is vitally essential to the workplace. Therefore, employees are encouraged to use the Telephones, Internet, E-mail, and other Electronic Devices systems appropriately, effectively, and professionally.

Unacceptable use of the Telephones, Internet, and E-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of Telephones, Internet, E-mail, and other Electronic Devices.

This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City of Junction City complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

SECTION 20.2 TECHNOLOGICAL EQUIPMENT

1. City-Owned/Provided Phones or Electronic Devices
    a. Personal Calls
        1. Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period.
        2. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head.
        3. Employees are prohibited from utilizing the City's international service for personal calls.
        4. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera.
        5. Department Heads may establish additional guidelines for their departments.
    b. Data Usage or Document Production
        1. Data Usage such as for internet and other related activities shall only be for business-related activities.
        2. Document Production is the same as Data Usage.
    c. Prohibited Uses of City-Owned Phones and Devices
        1. Sexually explicit or similar phone calls similar to 900 numbers;
        2. Sending, viewing, or soliciting sexually oriented messages or images;
        3. Messages or images with offensive or harassing statements or language; or
        4. Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for personal usage (assuming some of the cost) then the usage may be private and personal so long

as it does not detract from an employee's job, duties, or other City tasks.

2. City-Required Cellular Phones or Electronic Devices
    a. The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided with a City-issued cell phone.
    b. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director.
    c. The City will assume all responsibility for the phone contract.
    d. The employee may elect to use the City-issued phone as a personal phone as well but will assume some of the cost of the phone.
    e. The employee will authorize the monthly expense of using a City-issued cell phone as a personal cell phone.
    f. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head.

3. Personal Cellular Phones or Electronic Devices

    Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities.

4. Cellular Phone Usage

    If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements:
    1. Within Department Head discretion:
        a. Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive.
        b. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard.
    2. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy.
    3. Using a cellular phone while operating motorized equipment or power tools is prohibited.
    4. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions:
        a. Proper use of a hands-free device;
        b. Use by emergency personnel as authorized and directed as part of their official City duties; or

c. To contact law enforcement, a health care provider, the Fire/EMS Department, or another emergency entity in an emergency situation.

SECTION 20.3 NETWORK

1. Computers/Network

The following policies include remote use of the City's network as well as use on City property. Usage may be monitored for compliance.

a. Privacy and Personal Use
   i. Computer equipment and related technology is the property of the City as well as any data stored or conveyed through the City's system. Electronic mail and other data, including internet access, is not private and is subject to archival and monitoring by the City and may be subject to open records and litigation requests.
   ii. Any personal use of the City's system should be kept to a minimum and ideally only during the employee's breaks or lunch period.
   iii. Though employees may be permitted to infrequent and minimal personal use, employees are forbidden and prohibited from using City equipment and related technology to set up, start, operate, maintain, or otherwise conduct business for a second job or other private personal business for profit or income.
   iv. Employees shall, even when on breaks or during non-working hours, abstain from using City equipment and related technology to access websites known to frequently carry viruses or cause other system problems; this includes online dating services and file-sharing services or live streaming websites not used for work purposes.
   v. Employees shall comply with any additional or more specific requirements in this regard as may be communicated by the Information Technology Department.
   vi. Employees who are unsure of the appropriateness of an item should consult with the Information Technology Division and the Department/Division Head or use their personal equipment/networks.

b. Security
   i. Employees are responsible for keeping their access to the City's network secure, which includes, but is not limited to maintaining the confidentiality of passwords.
   ii. Each employee shall take reasonable measures to prevent their access to the City's network from being used inappropriately by others, and shall be held responsible for the effects of, or harm caused by any such use.
   iii. Employees are encouraged at a minimum to:
      1. Secure workstations with a password-protected screensaver or session lock with the automatic activation feature set at ten (10) minutes or less.

2. Log off or lock workstations when unattended. This can be done by pressing the Windows key + L.
3. Use passphrases or passwords that may include a combination of letters, numbers, and symbols that are fourteen (14) characters or more as recommended by National Institute of Standards and Technology ("NIST"). The IT Department, considering requirements of HIPAA or CJIS or other requirements, shall decide the necessary passphrase or password requirements.

iv. The system will periodically require password changes. Akin to passphrases or passwords, IT will require changes in conjunction with HIPAA, CJIS, or NIST.

c. Prohibited Conduct

The following prohibitions do not apply to situations where employees have been authorized and directed as part of their official City duties to participate in such conduct.

i. Prohibited conduct includes, but is not limited to:
1. Accessing sites prohibited by the Information Technology Department.
2. Unauthorized use of another's account or password/passphrase.
3. Unauthorized remote access to the City's network.
4. Attempting to gain unauthorized access into any computer account or system.
5. Accessing sexually oriented sites and viewing or distributing sexually explicit material.
6. Creating or forwarding "chain letters", "Ponzi schemes", or other "pyramid schemes" of any type.
7. Violation of copyright, trade secret, patent, or other rights to intellectual property.
8. Falsely impersonating another user.
9. Tampering with data or maliciously restricting the flow of data.
10. Developing, using, or introducing malicious programs that harass other users, or infiltrate a computer, computing system, or network. This includes, but is not limited to viruses, worms, Trojan horses, phishing, malware, spyware/adware, and e-mail bombs.
11. Employees shall not use the City's email system as their personal email for purposes of notifications for non-City endorsed website accounts. Department Heads, with IT Department approval, may allow usage of the City email for notifications. An example is school notifications concerning an employee's child.

d. Additional Considerations and Policies

i. Installation of additional programs, software, or hardware must be preapproved in writing through and by the Information Technology Department.

ii. Employees are responsible for continuing and completing IT-issued training. This training must be actively engaged with by the employee. Failure to complete the IT-issued training will result in the employee losing access to the City's network and systems. Examples shall include but are not limited to:
    1. Phishing identification
    2. Malware/Spam awareness
    3. HIPAA Privacy and Security
    4. Password protection/creation

iii. If an employee is absent from their job duties and has access to the network or City technology for an elongated period of time, then the IT Department should and will temporarily disable or deactivate an employee's access. However, this will be coordinated with the Department Head and Human Resources.

iv. The IT Department may and will promulgate further policies required for usage of and access to the City's network and systems.

SECTION 20.4 REPORTING

1. Reporting
    a. Employees shall promptly report any actions that they believe constitute a violation of this policy. This includes conduct by non-employees as well as employees.
    b. Reports should be made to the employee's supervisor, the Department Head, Human Resources Department, Information Technology Department, or the City Manager, whichever one the employee feels most comfortable reporting to.
    c. Reports regarding any unusual system behavior, such as missing files, frequent system crashes, or misrouted messages should be reported immediately to the Information Technology Division as well as any potential or actual security breaches.

SECTION 20.5 CELL PHONES AND COMPUTERS

For the purposes of the Personnel Policy Handbook and any Information Technology Department policies issues, usage of computers, email, text messages, cellular telephones (cell phones), et cetera shall be interchangeable due to the evolution, prevalence, and nature of technology in 2025, 2026, and beyond.

SECTION 21: SOCIAL MEDIA

SECTION 21.1 PURPOSE

The purpose of the City of Junction City Social Media Policy is to enhance the use of online technology while providing safeguards to the risks of social media. The City recognizes that Social Media has become a popular form of communication and values the benefits that can be realized through effective use. Through the use of Social Media, the City can better disseminate information about the City's mission, meetings, activities, and current issues.

Definitions

a. **Comments**: Includes without limitation, any content, information, articles, pictures, videos, or any other form of communicative content posted through Social Media. May also be referred to as "Posts" or "Postings."
b. **City Social Media Accounts:** Authorized Social Media accounts created to represent the City of Junction City, Kansas, or any departments of the City.
c. **External Use:** The activities of employees on Social Media accounts not created or controlled by the City of Junction City.
d. **Internal Use:** The use of or interaction with Social Media accounts created or controlled by the City of Junction City.
e. **Social Media:** Content created by individuals, using accessible publishing technologies, through and on the Internet. Examples of social media include but are not limited to Facebook, blogs, Discord, Twitch, Reddit, WhatsApp, Yahoo, YouTube, Instagram, Pinterest, Google Plus, X f/k/a Twitter, LinkedIn, MySpace, LiveJournal, TikTok, and Vyne.

SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA

This policy establishes guidelines for City employees relating to the establishment and use of Social Media as a means of conveying information about the City of Junction City to the public. The City of Junction City desires to be transparent with the public while assuring and ensuring the accuracy and created expectations through Social Media.

1. General Internal Usage of Social Media
    a. Posting to social media platforms on behalf of the City will focus messaging on the City's broad interests, specific programmatic interests, and policy interests. City Social Media Accounts will not contain any political information or be used for political activity.
    b. City Social Media Accounts are prohibited from exchanging any form of material that is:
        i. Prohibited by federal, state, or local law; or City policies, specifically including this Personnel Policy, Social Media Policy, other Human Resources' policies, and Information Technology Department's policies;

ii. Threatening, obscene, vulgar, offensive, abusive, derogatory, discriminatory, disparaging, defamatory, harassing or that which constitutes personal attacks of any kind;
iii. Involving sales, solicitation, or facilitates any for-profit non-City business activity, including the sale of personal goods and services or any charitable fundraising campaigns that are not sanctioned by the City;
iv. Used for any political advocacy efforts or any non-City activity that would cause the City to incur any liability. Though City Social Media may be used to inform the public about City-led ballot initiatives such as but not limited to sales tax initiatives.

2. Organization and Processes for City Social Media Accounts
   a. The establishment or use of City Social Media Accounts are subject to approval by the City Manager. All City Social Media Accounts shall be administered by authorized users designated by their Department Heads. All City Social Media Accounts will make clear that they are maintained by the City of Junction City and are subject to the City of Junction City Social Media Policy.
   b. If and when an employee uses Social Media to communicate on behalf of the City of Junction City, they shall only communicate on behalf of the City through a City Social Media Account.
   c. If and when a non-exempt employee uses Social Media to communicate on behalf of the City of Junction City, it will be considered time worked and should be done during regular work hours.
   d. All City policies, rules, policies, and standards of conduct apply to employees that engage in social networking activities. All incidents involving social media and employees shall be reviewed with consideration of these Personnel Polices and all federal, state, and local laws such as but not limited to Freedom of Expression as guaranteed under the First Amendment and the Kansas Constitution.
   e. Wherever possible, City Social Media Accounts should link back to the official City of Junction City website for forms, documents, online services, and other information necessary to conduct business with the City of Junction City.
   f. The Public Information Officer will monitor content on City Social Media Accounts to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of Junction City.
   g. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law.
      i. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date, and identity of the poster, when available.
      ii. Any "commenter" or other user of social media may appeal the removal of their comment or other posting within five (5) days of removal. Upon appeal, the City Attorney shall review and provide a written response with requisite legal authority.

h. The City of Junction City's website at www.junctioncity-ks.gov will remain the City's primary and predominant internet presence.
i. All City Social Media Accounts shall adhere to applicable federal, state, and local laws, policies, and policies.
j. Employees shall follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City.
k. City Social Media Accounts are subject to the Kansas Open Records Act. Any content maintained in a Social Media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
l. This Social Media Policy may be revised at any time.
m. These guidelines must be displayed to users or made available by hyperlink.

SECTION 21.3 COMMENT POLICY

1. As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.

2. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Junction City Social Media sites and are subject to removal by the Public Information Officer:
   a. Profane, obscene, violent, or pornographic content;
   b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
   c. Defamatory attacks;
   d. Threats to any person or organization;
   e. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
   f. Conduct in violation of any federal, state, or local law;
   g. Encouragement of illegal activity;
   h. Information that may tend to compromise the safety or security of the public or public systems; or
   i. Content that violates a legal ownership interest, such as a copyright.

3. A comment posted by a member of the public on any City of Junction City Social Media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Junction City nor do such comments necessarily reflect the opinions or policies of the City of Junction City.

4. The City of Junction City reserves the right to deny access to City of Junction City Social Media sites to any individual who violates the City of Junction's Social Media Policy.

5. All comments posted to any City of Junction City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at www.facebook.com/terms.php, and the City of Junction City reserves the right to

report any violation of Facebook's Statement of Right and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

6. This Comment Policy must be displayed to users or made available by hyperlink.

SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES

The City of Junction City understands that Social Media has become a common form of communication. Employees, who personally and whether on-duty or off-duty, who choose to utilize Social Media should adhere to the following policies:

1. Employees who participate in Social Media outlets are subject to the same standards for such communications as set forth in the City of Junction City Policies and Procedures Manual.

2. Minimal personal computer usage is allowed during the workday, including participating in non-work-related Social Media outlets. However, at no time should these activities impact productivity or cause performance issues.

3. Confidential or proprietary information or similar information of third parties who have shared such information with the City of Junction City should never be shared on Social Media outlets.

4. Any employee posting a Comment on Social Media relating to City business shall make it clear that they are not speaking on behalf of the City of Junction City but speaking in their capacity as a private citizen. In these instances, the employee shall use a disclaimer such as: "The postings on this site are my own and do not necessarily represent the City's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any City policy.

5. If a user identifies themselves as a City employee, the employee shall ensure that their profile and related content is consistent with City of Junction City's performance and conduct standards regarding how to present themselves to colleagues, citizens, and other stakeholders.

6. While the City of Junction City encourages its employees to enjoy and make good use of their off-duty time, City employees may be subject to discipline if their activities have the effect of disrupting the functioning or efficiency of the workplace. Activities which are considered disruptive include, but are not limited to: harassing, demeaning, or creating a hostile working environment for any other employee; disrupting the smooth and orderly flow of work within the City; disrupting working relationships, or any action that detrimentally affects the reputation of the City.

SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT

Employees are expected to engage in off-duty activities, including social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that:

- Interferes with their ability to perform official duties;
- Reflects discredit upon the City;
- Creates a conflict of interest with City responsibilities;
- Damages public confidence in the employee or the City.

SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES

Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the "high standard of professionalism" shall only be applied to conduct if written within a departmental policy or code of conduct.

SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY

Employees may not post content on a personal account that appears to speak on behalf of the City unless they are expressly authorized to do so in writing by the City Manager or their designee. Official communications on social media must only be made through designated City channels by approved personnel. Any social media post that uses a City logo, insignia, uniform, title, or other identifying information may not imply City endorsement or official communication without prior written approval by the City Manager or their designee.

SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT

Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct.

Any photographs, videos, or other media posted to social media, which is monetized or used as an "influencer", that depict an employee in uniform, in a City vehicle, or using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use is acceptable.

Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.

SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS

Employees are prohibited from using personal social media accounts during work hours, except during designated break periods. If there are not designated break periods, the social media shall not detract from an employee's work or productivity. City equipment and networks must not be used to access or post to personal social media accounts unless expressly permitted in writing by the employee's Department Head. Official social media account use is limited to designated staff and must comply with the City's Records Retention and Public Communications policies as well as the Social Media Policy.

SECTION 21.10 PUBLIC RECORDS AND RETENTION

Any social media communication made in an official capacity may constitute a public record under the **Kansas Open Records Act (KORA)**. Departments managing official social media accounts must maintain records of posts in accordance with the City's records retention schedule. Designated account managers are responsible for ensuring compliance with archiving and transparency requirements.

SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS

Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City's operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.

SECTION 21.12 DISCIPLINE

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.

SECTION 21.13 DISCLAIMERS

Employees who identify themselves as City employees on personal accounts or post work-related content are strongly encouraged to include the following disclaimer: "The views expressed are my own and do not represent the views of the City of Junction City."

SECTION 22: ARTIFICIAL INTELLIGENCE POLICY

SECTION 22.1 PURPOSE

Employees of the City are expected and encouraged to utilize all appropriate tools for their jobs which can include burgeoning and developing technologies such as Artificial Intelligence ("AI"). Those new tools do come with risks and are to be used appropriately and with caution while they aid the fulfilling of duties.

SECTION 22.2 USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE

Employees may only use an AI which is vetted, reviewed, and approved by the IT Department. Non-approved AI services or tools are prohibited.

SECTION 22.3 INPUT OF INFORMATION IN A.I.

Information or data utilized with AI or inputted may only be information that is allowed to be inputted. Confidential, privileged, or other private information may not be inputted into AI unless safeguards within the employee's particular job are met. In addition, HIPAA and CJIS protected information shall not be placed in AI unless explicitly approved by the federal oversight agency.

Information inputted in A.I. may likely be disclosable as a public record under KORA.

SECTION 22.4 A.I. AND DECISION-MAKING

Prior to usage of AI results or generated product, all uses of AI shall be reviewed by knowledgeable, skilled, or otherwise applicable employees for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.

SECTION 22.5 RESTRICTIONS ON A.I.

A.I. generated product or answers or responses shall not:

- Be used verbatim without full review and revision being utilized prior to usage;
- Be assumed to be truthful, credible, or accurate;
- Be treated as the sole source of reference;
- Be used to draft official statements, policy, legislation, or regulations independent of employee drafting, revision, et cetera;
- Be solely relied upon for making final decisions;
- Be used to impersonate individuals or organizations.

SECTION 22.6 DEPARTMENT SPECIFIC RULES

Department Heads may create, draft, and utilize rules for A.I. usage within each specific department or subdivision in collaboration with the IT Director and the City Attorney.

SECTION 22.7 CONTRACTORS, VENDORS, SOFTWARE

Department Heads, the IT Department, and the City Manager shall seek, request, and annotate when contractors, vendors, and software purchased utilizes A.I., especially generative A.I. The third-party must provide whether generative A.I. was utilized in the creation of the product or the provision of the service.

SECTION 23: INFECTIOUS DISEASE POLICY

SECTION 23.1 PURPOSE

The City remains committed to safeguarding the health and well-being of staff. To slow the spread of the novel viruses or diseases, the City may implement a strict cleaning regiment, enforce social distancing practices, and limited public access to City facilities. Despite these precautions, the City recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the City may require staff and visitors to follow specific guidelines related to decreasing the spread of infectious diseases in addition to the below enumerated Sections.

This policy outlines the specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the City's ability to maintain essential operations and provide necessary services to customers.

SECTION 23.2 INFECTIOUS DISEASE - DEFINITION

Infectious Disease. According to the federal Centers for Disease Control ("CDC") and the Kansas Department of Health and Environment ("KDHE"), emerging infectious diseases are new infections resulting from changes or evolution of existing organisms known infections spreading to new geographic areas or population, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents breakdowns in public health measure. As of the adoption of these Personnel Policies, these include but are not limited to COVID-19, influenza, staph infections, the Ebola virus, and the Zika virus.

SECTION 23.3 REMOTE WORK LOCATIONS

The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several work locations, including employees' home offices only if necessary and work-from-home is unavoidable. Refer to Section 13 for more detail on Remote Work Policy implementation.

SECTION 23.4 INFECTION CONTROL MEASURES

The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees

can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

a. **Exposure Self-Check.** The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention, if needed. Before coming to work, the City suggests all employees to provide a self-check of the following example questions, to reduce work performance or productivity to suffer due to infectious disease(s):
    i. Do you have a temperature?
    ii. Have you been exposed to an individual who has tested positive for [known easily contagious/infectious disease]?
    iii. Have you traveled to an area listed on KDHE's mandatory quarantine list?
    iv. Do you have symptoms for a known and declared disease requiring quarantine according to the federal CDC or state KDHE?
    v. Do you feel ill?

    If the answers to any of these questions is "YES," the employee must notify their supervisor. The supervisor will work with the employee on the appropriate next steps including telework or utilizing leave as appropriate.
b. **Meetings.** If a pandemic is declared, the City encourages all employees to limit meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, they must be conducted in a manner consistent with social distancing requirements.
c. **Cleaning.** The City approves the installation or use, wherever possible, of improved equipment or cleaning methods to guard against the spread of infection at the workplace. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal.
d. **Training.** The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home. Regardless, the City will not make or require medical decisions which are the employee's and the employee's only.

SECTION 23.5 BUSINESS TRAVEL

The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Manager, and if necessary, outside authorities.

SECTION 24: CORRECTIVE ACTION

SECTION 24.1 CORRECTIVE ACTION

1. General

   The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued.

   Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions.

   The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement.

2. Applicability

   It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct:
   a. Conduct not consistent with this Personnel Policy Manual;
   b. Conduct not consistent with any other City policies or procedures;
   c. Conduct not consistent with an employee's Department's policies or procedures;
   d. Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City;
   e. Failure to cooperate with an internal investigation;
   f. Failure to perform job assignments efficiently and satisfactorily;
   g. Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions.

h. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions.
i. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets;
j. Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City.
k. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or
l. Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City.

3. Forms of Corrective Action

The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City.

The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s).

Corrective action includes, but is not limited to the following:

a. Verbal Warning
    i. A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary.
    ii. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning.
b. Written Warning
    i. A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies.
    ii. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The

Department Head and the City Manager shall approve all Written Warnings.

c. Performance Improvement Plan (PIP)
    i. A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient.
    ii. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future.
    iii. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary.
d. Salary Reduction
    i. A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.
    ii. Reduction shall only be for a set period of time ranging from one pay period up to no more than six (6) months. The City Manager may terminate the salary reduction early.
    iii. Upon reinstatement from a salary reduction, an employee shall receive increase to pay based upon longevity or seniority automatically.
e. Suspension with Pay
    i. Suspension with Pay is also known as Administrative Leave when an employee is pending an internal investigation such as one conducted by Human Resources or JCPD Internal Affairs.
    ii. Suspension with Pay is a temporary removal from position responsibilities without the loss of pay or benefits and normally coincides with an investigation. The decision to suspend will be a Department Head recommendation with the approval of the City Manager.
    iii. There may be situations where the Department Head will need to remove an employee immediately and then notify Human Resources and the City Manager. The City Manager will then decide to follow the Department Head's removal and Suspension with Pay of an employee or reverse that decision.
f. Suspension Without Pay
    i. Suspension Without Pay is a temporary removal from position responsibilities and includes a suspension of pay and possible

suspension of certain benefits depending on the duration of the suspension.

ii. The decision to suspend will be a City Manager decision with Department Head recommendation. The Department Head will review with the Human Resources Office and seek the approval of the City Manager.

iii. Suspension Without Pay may be a result of a disciplinary decision and investigation.

iv. Suspension Without Pay may be a result of a pending investigation or criminal prosecution, which with a conviction will very likely result in termination of the employee.

g. Demotion

i. A Demotion is a change in job position as contained within the Resolution as required by Ordinance 105.420, which may be accomplished by change in position or reclassification of the employee's current position.

ii. The decision to demote will be a Department Head recommendation. The Department Head will review with the Human Resources Office and get the approval of the City Manager.

iii. Demotion decisions shall be in writing and signed by the City Manager, Human Resources Director, Department Head, and Employee.

h. Termination

i. A Termination is the removal of an employee from employment. The decision to terminate an employee will be the Department Head's recommendation. The Department Head will review with the Human Resources Department and get the approval of the City Manager.

ii. The City may, in its sole discretion, take other corrective action if it believes such action is appropriate and necessary. The City Manager may use their discretion to determine if the misconduct warrants immediate termination.

iii. Terminations shall be in writing and signed by the City Manager, Human Resources Director, Department Head, and Employee as is possible.

i. Collective Bargaining Unit Guidance

i. Some employees are members of a collective bargaining unit.

ii. Those collective bargaining unit agreements shall control how corrective action is assessed and how it proceeds if the agreement details.

SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES

The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single

corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.

GROUP 1 OFFENSES

*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely.

OFFENSE	MINIMUM	MAXIMUM
First	Verbal Warning	Termination
Second	Written Warning	Termination
Third or Subsequent	PIP	Termination

1. Late to work without an excuse acceptable to the Department Head or their designee.

2. Failure to properly check in at the beginning of the work shift.

3. Failure to report in writing personal injury or accident that occurs on the job within twenty-four (24) hours.

4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time, or leaving the job during working hours without permission of the Department Head or their designee. Stopping work or preparing to leave work without authorization before the lunch period, official break in work, or before specified quitting time.

5. Disregarding job duties by neglect of work, carrying on personal business, surfing social media too much, or reading for pleasure.

6. Unexcused or unauthorized absence on one or more scheduled days of work in violation of these Personnel Policies or collective bargaining agreement. Can include Leave Without Pay (LWOP) not otherwise allowed or permitted.

7. Establishment of a pattern of sick leave abuse. Excessive absenteeism.

8. Violation of dress code and hygiene section of this Personnel Policy.

9. Failure to observe precautions for personal safety, posted rules, signs, protocols, safety instructions, or the use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees, contractors, or the public. Contributing to or creating unsafe working conditions.

10. Violating traffic policies, reckless driving, or improper operation of a motor vehicle owned by the City or owned by the employee that is used for City business. Except that in the Police and Fire Department, policies will be further defined and qualified by each Department in consultation with the City Attorney. Reckless driving includes operating a motor vehicle while utilizing an electronic device unless otherwise allowed per law.

11. Careless workmanship resulting in spoilage or waste of materials or delay in labor.

12. Failure to attend meetings called by the City without presenting an excuse acceptable to the immediate supervisor, Department Head, or City Manager, dependent on who called the meeting, prior to the meeting.

13. Failure or delay in carrying out orders, work assignments, or instructions. Failing to provide, upon request to a Supervisor, accurate and timely information, orally or in writing, relating to the operation of the division or department.

14. Incompetence, inefficiency, or unsatisfactory work performance.

15. Unauthorized use of City resources or assets to include, but not limited to; envelopes, stationary, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time, etc.

16. Personal matters materially effecting job performance or personnel policies.

GROUP 2 OFFENSES

*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely.

OFFENSE	MINIMUM	MAXIMUM
First	Written Warning	Termination
Second or Subsequent	PIP	Termination

1. Smoking, vaping, or chewing tobacco in an unauthorized area or in a City vehicle.

2. Permitting any person who is not an employee of the City of Junction City to enter or ride in a City vehicle without the authorization of the Supervisor or Department Head, except when in the course and scope of their official duties as a City employee.

3. Unauthorized possession of, loss of, or damage to City property or the property of others or endangering the same through carelessness.

4. Gambling or unlawful betting on City premises.

5. Covering up or attempting to conceal defective work; removing or destroying the same without permission.

6. Use of a City vehicle or City equipment or City buildings for purposes other than employer-directed use. Consider if usage was a violation of the Technology Usage Section within this Personnel Policy.

7. Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees, citizens, or supervisor.

8. Unauthorized use of City property for private work or performing private work on City time.

9. Sleeping during working hours. Firefighter/EMT/AEMT/Paramedic shift personnel on down time excepted.

10. Disclosing confidential or privileged records or information unless directed to do so by their Supervisor or Department Head.

11. Violation of JCFD HIPAA Privacy and Security Policies and Procedures as maintained by the Privacy or Security Official of the Junction City Fire Department and supporting City staff. Same for CJIS violations concerning the Municipal Court, Legal Department, or Junction City Police Department. HIPAA and CJIS violations can be made by staff not in those departments though they are still held to the same standards so long as trained by the appropriate JCFD or JCPD staff.

GROUP 3 OFFENSES
* A verbal warning is not an appropriate disciplinary action for these offenses.
*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file.

OFFENSE	MINIMUM	MAXIMUM
First or Subsequent	PIP	Termination

1. Disorderly conduct; fighting or engaging in dangerous horseplay.

2. Threatening, intimidating, coercing, or interfering with employees or supervision at any time.

3. Resisting competent authority.

4. Reporting for duty or being on duty under the influence of alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal; unauthorized possession of, or attempting to, bring alcohol, drugs, narcotics, or other mind-altering substances, non-prescribed, legal, or illegal on City premises. An employee may bring prescription medication on City premises for the prescribed use.

5. Selling alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal on City premises.

6. Possession of open carry firearms, explosives, or other weapons on the employer's premises. Police personnel excepted as authorized by the Chief of Police or court personnel excepted as authorized by the Municipal Judge or City Attorney.

7. Conviction of a misdemeanor or felony while in the employ of the City. The City may treat a conviction of a misdemeanor as a Group I or II offense depending on the law and the facts of the incident.

8. Conviction of drunk or reckless driving while operating a City-owned vehicle or operating a personal vehicle while doing City business.

9. Being under the influence of narcotics or drugs without the written orders of a physician during working hours.

10. Violates Section 9 or engages in other similar behavior which affects fellow employees, vendors, citizens, or City operations.

11. Actual or attempted theft of City property or the property of others while on duty.

12. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability, or marital status and any reprisal action against an employee for reporting such discrimination.

13. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, record investigation, official investigation (administrative and/or criminal), or other proper proceeding concerning an employee or applicant.

14. Falsifying attendance records for oneself or another employee.

15. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the employee. Insubordination.

16. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, Workers Compensation, or unemployment compensation payment.

17. Accepting bribes in the course of work.

SECTION 25: INVESTIGATIONS

All complaints, incidents, accidents, and other circumstances which may implicate these personnel policies or other policies, procedures, and practices of the City will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation:

- Employees shall fully and completely cooperate with such investigations;
- The records concerning such investigations shall be kept by the assigned investigator. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the investigator, the disclosure of the requested records is necessary;
- The City Manager may authorize investigations due to the seriousness or other factors;
- The City will follow other more specific policies, collective bargaining agreement, or departmental policies if they exist and pertain to the situation(s);
- Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager as necessary; and,
- The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney.
- If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.

SECTION 26: SEPARATION FROM EMPLOYMENT

SECTION 26.1 GENERAL

Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below.

1. Notice
    a. Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor.
    b. Notice can be in any written form including letter, email, form, et cetera.
    c. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately.

2. Return of Property

    Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession.

3. Withholding Wages
    a. Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover:
        i. Property provided to the employee.
        ii. Obtain repayment of an advance.
        iii. Recover a payroll overpayment.
        iv. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee.
    b. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.

SECTION 26.2 EXIT EMPLOYMENT ACTIONS

1. Exit Meeting
    a. Exiting employees need to contact the Human Resources Office as soon as possible in order to set up an exit meeting.
    b. Exit meetings are as much for the benefit of the exiting employee as they are for the City. During an exit meeting an employee will receive information and have an opportunity to discuss important issues that may be time sensitive and require action by the employee.
    c. This includes providing an opportunity:
        i. For employees to return any City-owned property that they may have in their possession;
        ii. For the Human Resources Office to provide information on certain employee benefits such as life insurance and health insurance potential continued coverage or conversion;
        iii. To discuss any retirement related issues; and
        iv. To cover any other area that may be relevant to the situation and pertinent to the exiting employee.
    d. Attendance at this meeting is vital to every employee who separates from employment with the City.

2. Exit Interview

    In conjunction with the exit meeting listed above will be an opportunity for the exiting employee to comment on their employment. This process is completely voluntary and is requested in order to assist the City in maintaining a healthy work environment and in identifying areas that may be improved or that may be underappreciated.

SECTION 26.3 REDUCTION IN FORCE-LAYOFF

The City Manager, or with their approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager shall determine when a reduction in force-layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff.

1. When possible, reductions in services provided by the City shall be accomplished before reductions in force-layoff are initiated. In the case of an Enterprise Fund, reductions in services shall be considered before reduction in force-layoff.
2. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered.
3. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified for reduction in force-layoff, may at their discretion submit their request for retirement in lieu of reduction in force.
4. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal, or temporary employees in the same Classification as described in Section 3.

5. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performance evaluation. The remainder of the employees subject to reduction in force-layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification but is not necessarily a controlling factor.
6. Reduction in force-layoff of employees subject to a collective bargaining unit which will supersede these parameters per the contract.
7. Any reduction in force-layoff shall be subject to all applicable laws of the State of Kansas and the United States.
8. In their sole discretion, the City Manager may modify these guidelines to identify position for reduction in force-layoff which are in the best interests of the City, within the parameters of paragraphs 6 and 7.

SECTION 26.4 FINAL PAY

Refer to Section 5.11 Final Pay for clarity and steps to be followed.

SECTION 27: GLOSSARY

The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.

CALL BACK	Service required after the normal work week.
CITY MANAGER	Chief Executive/Administrative Officer of the City of Junction City, Kansas. Duties and powers defined by Ordinance 105.280 and K.S.A. 12-1040(c) as well as by the City Commission.
CLASSIFICATION	The assignment of individual positions in the service of the City on the basis of the type, difficulty, and responsibility of the work performed in the position.
COLLECTIVE BARGAINING AGREEMENT	A collective bargaining agreement is a formal agreement between a labor organization and an employer that outlines the terms and conditions of employment, including wages, hours, and other terms. As used in this Personnel Policy handbook, collective bargaining agreement may refer to agreements with a single employee or groups of employees not in a formal union or other labor organization recognized by the Kansas Public Employer-Employee Relations Act ("PEERA") or the Public Employee Relations Board ("PERB").
COMMAND STAFF	Police and Fire/EMS Department command staff are employees not under the collective bargaining unit agreements such as but not limited to chief, assistant chief, operations chief, EMS/training chief, police captain, police lieutenant, fire marshal, and battalion chief. Command staff shall not include captain, engineer, paramedic, firefighter, and other similar roles in the Fire Department. Command staff shall not include sergeant, detective-sergeant, patrol officer, community involvement officer, and detective. Other job titles shall be examined against similar roles within the department to see if they are or are not a part of command staff.
DEMONSTRATED ABILTIY	The employee's current ability to perform the essential duties of the job.
DEMOTION	The movement of an employee from one position to another position having a lower set of duties, initiated by the City for reasons including, but not limited to: disciplinary action,

	unsatisfactory work performance, or at the employee's request.
DEPARTMENT	A major functional unit of the municipal government as specified by Ordinance 105.270.A.
DEPARTMENT HEAD	The individual appointed by the City Manager who is responsible for the administration of a department or as otherwise defined by Ordinance 105.270.B.
DISCIPLINARY ACTION	A procedure designed to correct the actions of an employee for a violation of the personnel rules, department policies or accepted work behavior. Also known as CORRECTIVE ACTION.
DISCIPLINARY PROBATION	A time period specified by a Supervisor or Department Head in which an employee is required to demonstrate their fitness for the position.
DISCRIMINATION	To single out an employee for unfavorable treatment or treating employees differently.
DIVISION/SECTION	An activity, program, or sub-unit within a Department.
EMERGENCY	A sudden and unforeseen event that requires the immediate attention or services of an employee.
EXAMINATION	An assessment of an applicant's capability to perform the duties of a position by means of written, oral, physical, or performance testing. May be medical, psychological, skills-based, or as otherwise needed for a job position.
EMPLOYEE	Any person employed by the City of Junction City, KS
EXEMPT EMPLOYEE	A City employee who does not qualify for overtime pay.
EXTENDED FAMILY	An employee's great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included.
FULL-TIME EMPLOYEE	An employee that does not work less than 2080 hours a year. The calculation of hours worked is only applicable to time worked as a City of Junction City, KS employee.
IMMEDIATE FAMILY	An employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law

	relationships of the same character are also included. Bereavement Leave has a more extensive definition of Immediate Family than is used in the rest of the Personnel Policy.
INSUBORDINATION	The willful disobedience of an order issued by a Supervisor or Department Head OR any disrespectful, mutinous, insolent, or abusive act towards a Supervisor.
LAYOFF	The separation of an employee from City employment which has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee. Layoff does not apply to suspensions, medical conditions, or leaves of absences.
LEAVE	A period of authorized absence from work.
LENGTH OF SERVICE	Is measured from an employee's original date of employment with the City. Employees with a break in service may be credited for their prior service in certain circumstances within City Manager discretion.
OVERTIME	Time worked in excess of regularly scheduled workweek as defined by Fair Labor Standards Act.
NON-EXEMPT EMPLOYEE	A City employee who may qualify for overtime pay.
PROBATION PERIOD	The job period from the date of employment or promotion during which an employee is evaluated. This period may be extended as a disciplinary measure or to better judge the capabilities of the employee in a certain position.
PART-TIME EMPLOYEE	An employee whose work week varies and is temporary in nature, is not eligible for any benefits, and does not accrue vacation, sick or personal leave, and is not eligible for paid holidays. KPERS eligibility is a separate consideration.
PAY PERIOD	An established interval of time during which the employee's attendance at work is accounted for in order to establish the individual's pay.
POSITION	A group of duties and responsibilities assigned or delegated by an appointed authority, requiring the employment of one person. A position may be defined as one of, or a combination of the following:

PROMOTION	Assignment of an employee to a position of a higher class, which has a higher maximum salary range, and which requires the assumption of additional responsibilities and duties.
RECLASSIFICATION	The reassignment of a position from one position to another position or to a newly created grade as a result of a change in duties or responsibilities performed by the employee or the requirements for the position; or upon approval by the City Manager for purposes of revising the pay plan. The pay rate may be changed as determined by the nature of the reclassification.
RESIDENT	Living within Geary County.
RESIGNATION	The formal notification by an employee that they are relinquishing their position.
RETIRE, RETIREMENT, RETIRING	Retire, Retirement, Retiring, and other similar words are interchangeable. Retirement from the City means separation or termination of employment when the employee is immediately eligible to receive a monthly retirement benefit under KPERS or KP&F unless otherwise defined or clarified in a collective bargaining agreement.
SALARY RANGE	The level of the pay plan is assigned to a position that establishes the minimum and maximum amounts of money that can be earned within on position.
SALARY REDUCTION	The lowering of the pay rate of an employee within the salary range established for the position held by the employee.
SALARY SCHEDULE	The listing of all salary ranges for the entire City workforce, according to job specification.
SEXUAL HARASSMENT	Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This may include, but is not limited to offenses of sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; a display of sexually suggestive objects or pictures; demanding sexual favors accompanied by implied or overt threats; or any offensive or abusive physical contact.

SIGNIFICANT OTHER	An individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.
SUPERVISOR	Any person responsible to a superior for directing the work of others.
SUSPENSION	The temporary removal of an employee from a position with or without pay.
TERMINATION	The separation of an employee from employment with the City.
TRANSFER	The movement of an employee from one department, division, or unit of the City to another.
UNCLASSIFIED SERVICE	All elected officials and all persons appointed to any Commission, or those persons who serve voluntarily without pay.
WORK WEEK	Seven (7) consecutive days beginning with the department's respective starting time on Monday with one (1) unpaid meal period of a minimum of 30 minutes during the day (not to exceed one (1) hour). Additional circumstances may require a change in the normal workweek or the requirement of a 12- or 24-hour shift schedule such as for JCPD, Dispatch, or JCFD.
VACANCY	An established position that is not occupied and for which funds have been budgeted.

Personnel Policies & Guidelines

City of Junction City, Kansas

January 20, 2009

PERSONNEL POLICIES & GUIDELINES

CITY OF JUNCTION CITY, KANSAS

January 20, 2009

TABLE OF CONTENTS

TITLE	SECTION	PAGE
GENERAL	1	6
City Government of Junction City	1.1	6
Purpose of Rules and Regulations	1.2	7
Department Rules and Regulations	1.3	8
Administration of the Personnel Rules	1.4	8
Employee Access to Personnel Files	1.5	9
Equal Employment Opportunity	1.6	12
Conflict Of Interest/Code Of Ethics	1.7	12
CLASSIFED AND UNCLASSIFIED SERVICE	2	13
Unclassified Service	2.1	13
Classification Plan	2.2	13
Purpose of the Classification Plan	2.3	13
Classification of Positions	2.4	14
Effect of Classification Changes	2.5	14
PAY PLAN	3	14
Authority to Approve Salaries	3.1	14
The Pay Plan	3.2	15
Standards for Determination of Salary Ranges	3.3	15
Application of the Pay Plan/Total Remuneration	3.4	15
Beginning Salary	3.5	16
Salary Step Advancements	3.6	16
Pay for Exceptional Services	3.7	16
Pay Rate Adjustments	3.8	16
City Manager Approval of Pay Adjustments	3.9	17
Overtime and Compensatory Time	3.10	17
Call-Back Time	3.11	18
Holiday Compensation	3.12	18
Pay Days	3.13	18
Payroll Deductions	3.14	19
Direct Payroll Deposit	3.15	19

Termination Procedure	3.16	19
Final Pay	3.17	20
Health Coverage	3.18	21
Deceased Employee	3.19	22
Working Out of Classification Pay	3.20	22
Longevity	3.21	23
SELECTION AND PLACEMENT	4	24
Applications and Applicants	4.1	24
Qualifications for Employment	4.2	25
Disqualifications for Employment	4.3	25
Age Requirements	4.4	26
Residency Requirement	4.5	26
Nepotism	4.6	26
Citizenship Verification	4.7	27
Notification to Unsuccessful Applicants	4.8	27
New Hire In-Processing	4.9	27
Training	4.10	27
EMPLOYMENT PROBATION PERIOD	5	28
Initial Probation Period	5.1	28
Promotional Probation Period	5.2	28
Evaluation During Any Probation Period	5.3	28
Extension of Any Probation Period	5.4	29
Resignation or Dismissal	5.5	29
Appeal Rights During Probation	5.6	29
Other Probationary Periods	5.7	29
CHANGE OF STATUS	6	29
Promotion	6.1	29
Transfers	6.2	29
Salary Reduction	6.3	30
Demotion	6.4	30
Resignations	6.5	30
Medical Termination	6.6	30
Notification to Administrative Services Department	6.7	31
ATTENDANCE	7	31
Work Schedules	7.1	31
Attendance	7.2	31
Late For Work	7.3	32
Work Breaks	7.4	32
Meal Periods	7.5	32
Holidays	7.6	33

Flex-Time/Alternative Work Schedules	7.7	33
VACATION, SICK LEAVE AND OTHER LEAVE	8	34
Vacation Leave	8.1	34
Sick Leave	8.2	36
Injury Leave	8.3	40
Military Leave	8.4	40
Maternity Leave	8.5	41
Family And Medical Leave	8.6	42
Personal Leave	8.7	44
Bereavement Leave	8.8	44
Civil Leave	8.9	44
Leave of Absence	8.10	45
Absence Without Leave	8.11	45
Short Term Disability	8.12	45
EMPLOYEE WELFARE	9	45
Retirement	9.1	45
Social Security	9.2	46
Health and Dental Care	9.3	46
Life Insurance	9.4	47
Worker's Compensation	9.5	47
Risk Management	9.6	48
Drug Free Work Place	9.7	48
Employee Assistance Program	9.8	49
Short Term Disability	9.9	49
CONDUCT	10	50
Dress and Appearance	10.1	50
Political Activity	10.2	50
Outside Employment	10.3	52
Use of City Vehicles	10.4	52
Accidents While Using a City Vehicle	10.5	53
Travel Expense And Reimbursement	10.6	53
Workshops and Seminars	10.7	56
Education Policy	10.8	56
Telephone, Cell Phone, and Electronic Device Usage	10.9	56
Cell Phone Policy	10.10	56
Anti-Harassment	10.11	58
Internal and External Electronic Communication	10.12	59
Software and Hardware	10.13	61
Social Media	10.13a	62
Fraternization/Personal Relationships	10.14	65

EMPLOYEE PERFORMANCE EVALUATIONS	11	66
General	11.1	66
Frequency of Evaluations	11.2	66
Responsibility for Employee Performance Evaluations	11.3	67
Promotion Dependent on Employee's Performance Evaluation	11.4	67
Unsatisfactory Evaluation	11.5	67
GRIEVANCE POLICY	12	68
General Statement	12.1	68
Definitions	12.2	68
Grievance Procedure	12.3	68
Discrimination Grievances	12.4	71
RULES OF CONDUCT	13	71
Disciplinary Action	13.1	71
Reprimand	13.2	75
Suspension	13.3	76
Disciplinary Probation	13.4	77
Demotion	13.5	77
Dismissal	13.6	78
REDUCTIONS	14	78
Salary Reduction	14.1	78
Reduction In Force - Layoff	14.2	78
AMENDMENT OF POLICIES	15	79
DEFINITION OF TERMS	16	80
APPENDIX A – GRIEVANCE PROCEDURE FORM		85
APPENDIX B – FMLA EMPLOYEE RIGHTS & RESPONSIBILITIES		86

SECTION 1: GENERAL

1.1 The City Government of Junction City

In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates.

a. The City Commission

(1) The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are: to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, authorize the salaries for all City employees and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions.

(2) The five members of the Commission are elected on a City-wide basis. Elections are held for three Commissioners in April of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two-year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice-Mayor are selected by the Commissioners at the second meeting in April each year.

(3) As provided by Kansas Statutes, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted.

(4) To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room of the Municipal Building.

b. The City Manager

(1) As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows:

(a) To see that all laws and ordinances are enforced;

(b) To appoint and remove all heads of departments and all subordinate officers and employees in the department, which appointments shall be upon merit and fitness alone;
(c) To exercise control over all departments and divisions that may be created by the City Commission;
(d) To attend all meetings of the Commission with the right to take part in the discussion but not to vote;
(e) To recommend to the Commission the adoption of such measures as he/she may deem necessary or expedient;
(f) To prepare the annual budget and keep the Commission fully advised as to the financial condition and needs of the City;
(g) To perform such other duties as may be required of him/her as provided by Kansas Statutes, or by ordinance or resolution as determined by the City Commission.

(2) In order to effectively operate an organization, much of the authority and responsibility of running the City is delegated to administrative staff, Department Heads, supervisors and ultimately to each employee. Each Department Head is responsible to the City Manager and the City Manager is, in turn, responsible to the City Commission for the efficient operation and maximum provision of service.

(3) It is the responsibility of everyone connected with the City to recognize that the chief function of local government at all times is to serve the best interests of all the people.

1.2 Purpose of Rules and Regulations

a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, they are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with the City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be

dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Junction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time.

b. Policies contained in this handbook apply to all City departments and employees, except for any contrary provisions or amendments which may be approved by the City Commission or any provisions which are inconsistent with negotiated labor contracts. These policies shall not supplement any terms, conditions or benefits specifically set forth in negotiated labor contracts.

1.3 Departmental Rules and Regulations

The "City of Junction City Personnel Rules and Regulations" shall not be construed as limiting the power and authority of any Department Head to make, or cause to be made, any rules and regulations governing the conduct and performance of department employees. Departmental rules and regulations shall not conflict with provisions of these rules and shall be approved by the City Manager. Such rules and regulations when approved, published and distributed, shall have the force and effect of rules of the department and disciplinary action may be based upon breach of any such rules and regulations.

1.4 Administration of the Personnel Regulations

The regulations contained in this manual will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and regulations that may include but shall not be limited to:

a. Encourage and exercise leadership in the development of effective personnel administration within the several departments in the City government, and to make available the facilities of his office to this end.

b. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling and personnel utilization.

c. Assure equal employment opportunities and encouragement for every person regardless of race, sex, age, religion, national origin or ancestry, handicap or familial or veteran status in securing and holding without discrimination in employment in any field of work or labor for which (s)he is qualified.

d. Investigate from time to time the operations and effectiveness of these rules and policies.

e. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to: title, pay or status, evaluations, personnel actions and benefits.

f. Apply and carry out these rules and the policies thereunder and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these rules.

1.5 Employee Access to Personnel Files

a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration.

b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be reported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance.

c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department.

d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees.

e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

(1) <u>Employee</u>

(a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk-in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file.

(b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution.

(c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. The Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an amendment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.

(2) Management Staff

Management staff may examine active and separated employee files on a "need to know" basis.

(3) Government Inquiries

The City will cooperate with Federal, State, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek advice of legal counsel before permitting an investigator to review a personnel file. The City may permit a government investigator to review a personnel file on City premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Administrative Services Department the City's Attorney and, when appropriate, the employee.

f. Information Requests and Employment References

(1) If employees wish the City to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.

(2) Employment references on former employees will be provided by the Administrative Services Department only, as follows:

(a) References with written approval for date of employment, pay level, job description and duties, and wage history may be released when accompanied by a written approval of the employee or former employee. The following information may also be released according to K.S.A. 44-119a:

(1) Written employee evaluations that were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.
(2) Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation. This information will be released in writing and a copy retained in the employee's personnel file.

(b) Telephone Inquiries

Information will be verified by the Administrative Services Department via telephone (after reasonable caller identification) but will be limited to the following:

(1) Date of hire and date of separation
(2) Job title(s)
(3) Confirmation of salary stated by caller

g. Personnel File Contents

When an employee is hired by the City of Junction City, a personnel file will be established generally containing the following information:

(1) Application for employment and related hiring documents, such as resumes and course transcripts.

(2) Personal information changes and personnel action notices of pay and employment status changes.

(3) Performance documents including performance appraisals.

(4) Employee history updating information submitted by employees including recent education, records of outside achievements, changes affecting withholding tax, etc.

(5) Other documents pertaining to employment such as appreciation letters, corrective action reports, employment contracts, employment verifications, training records, and references from previous employers.

(6) Medical records, documents necessary for the administration of company benefit programs, and any investigatory information will be kept in a separate confidential file. I-9 forms are also kept in a separate file. These files may be examined only by appropriate officials conducting an investigation.

h. File Retention

All information in the personnel file will be retained in the active files area during an employee's duration of employment with the City of Junction City. Upon termination of their employment, the employee's personnel file will then be retained in the Archives for ten (10) years.

1.6 Equal Employment Opportunity

a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, age, religion, national origin or ancestry, disability, or familial status, or veteran status.

b. Equal Employment Opportunity will be assured in the personnel system and affirmative action provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.

1.7 Conflict of Interest/Code of Ethics

The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees:

a. Be dedicated to the concepts of effective and democratic local government.

b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.

c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.

d. Be foresighted, responsive, and accountable.

e. Work as a team and communicate politely and effectively.

f. At no time, use his/her position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group.

g. Seek no favor, personal aggrandizement, or profit secured by confidential information or by misuse of public time for personal gain.

SECTION 2: CLASSIFIED AND UNCLASSIFIED SERVICE

2.1 Unclassified Service

a. The unclassified service shall comprise all positions in all departments and offices and under all boards and commissions cited below:

(1) All persons holding elective office

(2) The City Manager

(3) Persons appointed to any commission

b. Persons who fall in the above category will not be included in the Position Classification Plan, nor will they be subject to these regulations unless otherwise stipulated.

2.2 The Classification Plan

The Position Classification Plan is based upon assigned work duties and responsibility. The plan is maintained to provide standardized position classification and pay determination for the City workforce. The City Manager retains the authority to establish, combine or abolish positions in the City workforce. To support this authority the Classification Plan shall include:

a. An outline of positions in the City workforce arranged in appropriate groups.

b. Job descriptions in such form that accurately reflect the duties and responsibilities of the position.

c. Copies of the current job descriptions and pay plan policy are available for review in the Administrative Services Department. Job descriptions are also located on the g drive on the City's server.

2.3 Purpose of the Classification Plan

a. To clearly define the duties and responsibilities of each position through written job descriptions.

b. To establish educational and work experience qualifications, standards for recruiting, testing and other selection devices.

c. To provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority and other relevant relationships between individuals and groups of positions.

d. To assist appointing authorities in determining personal service costs and projections for annual budget requirements.

e. To provide a basis for developing standards of work performance.

f. To establish lines of promotional opportunity.

g. To indicate employee training needs and development potential.

h. To provide uniform and meaningful titles for all positions.

i. To provide the fundamental basis of the compensation program and other aspects of the personnel program.

2.4 Classification of Positions

a. Each position in the City workforce shall be classified in accordance with the character, required skill level, and responsibility of its designated duties.

b. It shall be the duty of the Department Heads to report to the City Manager and the Administrative Services Director any and all organizational and program changes that significantly alter or effect changes in existing or proposed positions. When a Department Head requests the establishment of new or additional positions, the request is forwarded to the City Manager and the Administrative Services Director with a statement of the work duties and responsibilities and employment standards of the proposed position.

2.5 Effect of Classification Changes on Employees

a. When the title of a position is changed without a change in duties and responsibilities, the employee shall have the same status in the retitled position as (s)he had in the former position.

b. When a position is assigned to a grade different from the one to which it was previously classified, the pay status of the employee(s) affected will be changed in accordance with Sections 3 and 6 of this policy.

SECTION 3: PAY PLAN

3.1 Authority to Approve Salaries

The City Commission shall have the power to approve a pay plan for all City employees.

3.2 The Pay Plan

The pay of all employees is established by the pay plan for the position in which each is employed. Each position is assigned a salary grade. The pay plan for the City workforce shall include:

a. A schedule of standard salary grades and rates of pay indicating the minimum and maximum rates of pay for each salary grade.

b. A list of all positions showing the salary grade.

c. Supplements, amendments and/or revisions from time to time, as established by the City Manager and approved by the City Commission.

3.3 Standards for Determination of Salary Grades

a. Salary grades shall be related directly to the Position Classification Plan for the City workforce, and shall be determined with consideration to the relative responsibility and difficulty of work tasks in the position.

b. Salary grades may take into consideration prevailing rates of pay for similar employment in private and public jurisdictions in the area, employee turnover, cost of living factors, budget policies, and economic considerations of the City.

3.4 Application of the Pay Plan - Total Remuneration

a. Full-time employees shall be paid at the salary rate established for the regular hours worked and shall be the total remuneration for the employee. Except as otherwise provided in this section, no employee shall receive pay from the City in addition to the salary authorized under the schedules provided in the pay plan. This includes services rendered, either in the discharge of the ordinary duties or any additional duties which may be required or which the employee may undertake or volunteer to perform. The City Manager at his/her discretion, may, in order to recruit qualified, professional employees, increase the beginning salary grade or any other employee benefit levels.

b. Part-time employees shall be compensated on the basis of an equivalent hourly rate paid for only those hours that were actually worked.

c. Seasonal and Exempt employees are exempt from the pay plan and shall be compensated on the basis of an hourly rate for only those hours that were actually worked. In the event that a Seasonal employee works more than 40 hours during the work week as defined in Section 7.1 (b), the employee will be compensated as outlined in Section 3.10**.**

3.5 Beginning Salary

The minimum rate of pay for a range shall normally be paid to any person on his/her original appointment to a position in the municipal service. Original appointment above the minimum rate may be made upon the approval of the City Manager.

3.6 Salary Step Advancements

a. The criteria for advancing within the appropriate salary range shall include, but is not limited to, available funds, a "meet standards" or higher rating on the employee's performance evaluation report prepared by the Supervisor and/or Department Head and a recommendation by the employee's Department Head.

b. Full-time employees may be eligible for an Anniversary Increase effective on the employee's anniversary date. The rate for the Anniversary Increase will be determined by the City Commission.

c. Employees who have reached their highest or last eligible salary step (known as topped out), will not be eligible for a salary step advancement, unless the grade is adjusted and recommended by the City Manager for the approval of the City Commission.

3.7 Pay for Exceptional Services

Additional pay may be granted on a one time basis to reward exceptional service rendered by an employee. A recommendation for pay for exceptional service shall be made by the Department Head for approval by the City Manager.

3.8 Pay Rate Adjustments

The following personnel actions may affect the pay status of an employee in the manner provided:

a. Transfers

(1) When an employee is transferred between departments or to another position within the same department to a position with the same pay grade (and therefore the same maximum salary rate) the pay rate of the employee will remain unchanged.

(2) When an employee is transferred between departments or to another position within the same department to a position with a different grade where the current rate being paid to the employee is below the minimum rate established for the position to which the person is transferring, the pay rate of the employee will be increased to the minimum salary rate of the new position.

(3) When an employee is transferred between departments or to another position within the same department to a position where the employee's current rate of pay is above the maximum salary grade for the position the employee will be assigned to, the pay rate of the employee will be the maximum salary grade of the new position until a revision of the pay plan is proposed by the City Manager and approved by the City Commission.

(4) All transfers require the approval of the City Manager.

b. Promotion

(1) When an employee is promoted to a position of a higher grade than the prior job, the amount of the promotional pay increase will be an increase of an amount sufficient to reach the minimum salary range for the new position.

(2) If the current pay of the individual being promoted to a higher grade falls within the salary range for that higher grade, the employee will be paid the next pay step in the new position that is above but closest to the employee's previous pay.

c. Demotion

When an employee is demoted to a position where the employee's current rate of pay is above the maximum salary range for the position, the employee will be assigned to the maximum salary range of the new position. If the employee's current rate of pay is within the salary range for the new position, the pay rate of the employee will remain unchanged.

3.9 City Manager Approval Of Pay Adjustments

The City Manager will approve all employee pay adjustments prior to their implementation.

3.10 Overtime and Compensatory Time

a. The Fair Labor Standards Act (FLSA), as amended in 1985, provides that covered, nonexempt employees receive not less than one and one-half times their regular rate of pay for each hour worked in a work week in excess of 40 hours per week. This compensation for overtime may be in the form of cash or compensatory time. Compensatory time will be provided to the employee at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked.

b. Acceptance of compensatory time off by the employee will be made freely and without coercion or pressure. Supervisors will maintain records of compensatory time off earned by employees. Compensatory time off must be provided to and used by the employee within six weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not

used within the six weeks of when it was earned, the supervisor will report it to the Administrative Services Department for a cash payment at the regular overtime rate. This payment will be made at the next regular pay period.

c. Overtime payments shall not be made unless authorized in advance by the employee's Department Head, a designated assistant, or by other established administrative procedures.

d. Recognized holidays, personal days, vacations and work lost due to work related disability, bereavement leave, jury leave, sick leave, military leave, personal leave and leaves of absences shall not be eligible for purposes of computing overtime.

e. Exempt employees are expected to perform the duties of their position without regard to working a specified number of hours. Exempt employees are not entitled to overtime pay.

3.11 Call-back Time

a. When an employee is called back to work in an emergency, payment will be made for a minimum of one hour's work.

b. Once an employee arrives at the work site after being called back into service, all working time must be compensated. If this causes the hours worked for a nonexempt employee to exceed the maximum hours standard for the pay period, the employee will receive overtime pay or compensatory time.

3.12 Holiday Compensation

a. Section 7.6 lists the holidays for which holiday compensation is paid.

b. All full-time employees will receive 8 hours of pay for holidays. In addition to holiday pay, employees who are eligible for overtime pay and are scheduled to work on a holiday will be paid at a rate of time and one half for the hours worked.

c. Part-time employees are not eligible for holiday pay.

d. Seasonal and temporary employees are not eligible to receive holiday pay.

3.13 Pay Days

The wages of employees will be paid every two weeks. Payments will be deposited directly to a financial institution account designated by the employee.

3.14 Payroll Deductions

a. The City offers employees the opportunity to voluntarily participate in payroll deduction benefit plans established with outside providers. A current list of the benefit plans is available in the Administrative Services Department.

b. Many programs may be deducted on a pre-tax basis. Information about these plans may be obtained by contacting the Administrative Services Department.

3.15 Direct Payroll Deposit

The City requires employees to utilize the Direct Deposit System. This system is designed to reduce the City's administrative cost and burden, to increase payroll efficiency, and to provide greater convenience to City employees.

a. Employees must complete a "Direct Deposit Authorization" form.

b. Information required on the form includes depository name, depository address, depository routing and transit number, account number, and type of account, i.e., savings and/or checking.

c. To verify institution and account routing codes, a voided copy of the employee's personal check or deposit slip must be attached to the authorization form. If the deposit is to be made to a savings account, the employee must provide a copy of a savings deposit slip or bankcard with the account number.

d. Any financial institution that is a member of the Federal Reserve System can be utilized for this purpose. If, after original sign-up, an employee changes financial institutions, he/she must complete a new authorization form with the Administrative Services Department to insure proper and timely deposit to their account. Any changes effective for a particular pay day must be received by the Administrative Services Department no later than 5 p.m. the Monday prior to the pay day.

e. Employees' pay will be released from the City's payroll account to the bank-clearing house by the end of banking hours each payday. Generally, funds will be deposited to an individual's account within 24 hours; however, due to bank transfers, this can not be guaranteed. Employees are encouraged to verify that their bank has deposited funds in their account. Notify the Administrative Services Department if problems are experienced with the automatic payroll deposit.

3.16 Termination Procedure

a. Upon notification by an employee that he/she is voluntarily terminating their employment with the City, the employee's Department Head will notify the Administrative Services Department of the action and the effective date. The Administrative Service Department will notify the employee's department of the necessary actions to coordinate the employee's smooth and efficient departure. The

Administrative Services Department will also set a date for the employee's exit interview. The employee must complete and sign a Personnel Action Report with the effective date of the resignation**.**

b. When completed, each department will return the employee's clearance papers to the Administrative Services Director for final audit and the coordination of any necessary follow-up actions.

c. The Administrative Services Department will schedule an exit interview with the departing employee to review records, sign clearance papers, and gather information for managerial review and review of the employee's benefit continuation rights.

3.17 Final Pay

Employees leaving the service of the City shall be paid according to the following terms:

a. Wage Rate Used To Compute Final Pay.

(1) Full-time employees will be paid for all accumulated vacation leave based on the employee's anniversary date rate of pay up to a maximum of 240 hours for the 8 hour employee, 480 hours for Fire Department Battalion Chiefs and the Fire Chief, or some other total of accumulated vacation leave for those employee groups, who due to special circumstances, have an express written agreement with the City Manager.

(2) Part-time and seasonal employees are not eligible for final pay.

b. Sick Leave

(1) As used in this section, "RETIRED" means any employee who has terminated employment and is receiving a retirement benefit for service with the City from the Kansas Public Employees Retirement System/Kansas Police and Firemen's Retirement System.

(2) Upon retirement from the City of Junction City, full-time employees will be paid one-quarter (¼) of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract. The Fire Chief, Fire Department Battalion Chiefs, Police Lieutenants, Police Captains and the Chief of Police will be paid one quarter (¼) of the accumulated sick leave up to a maximum not to exceed 480 hours.

(3) Upon resignation from the City of Junction City, an employee will not receive reimbursement or pay for their accumulated sick leave.

3.18 Health and Dental Coverage

a. Termination: Group Health and Dental coverage shall terminate on the last day of the same month of the employee's final day on the payroll.

b. Options to Continue Health and Dental Coverage:

(1) A City employee is eligible for Retiree coverage if they:

(a) are at least 50 but less than 65 on the date of retirement;
(b) have worked at least 10 years for the City prior to the date of retirement; and
(c) make the contributions for retiree coverage as required by the City.
(d) have applied and is approved for a medical disability retirement through KPERS or KP&F.

(2) A retired employee's spouse and/or dependent children up to the age of 23 may also continue coverage if covered on the day preceding the employee's retirement and the employee remains covered as a retiree.

(3) Under the City plan, an employee who retires at sixty-five (65) years of age will use Medicaid and Medicare as their primary insurance. An employee retiring at age sixty-five (65) with ten (10) years of service who has a spouse under the age of sixty-five (65) may provide for the spouse and children for up to thirty-six (36) months as shown in paragraph d (3) and (4) below.

(4) Under the City plan, an employee who retires and elects to continue Dental coverage, may continue their coverage until they pass away, so long as the retiree pays the required premium each month.

c. Employees who resign from the service of the City, and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to select coverage under terms of COBRA as set forth by the Consolidated Omnibus Budget Reconciliation Act.

d. The group health and dental plan provides the following individuals the opportunity to continue group health coverage for up to thirty-six (36) months under the COBRA plan after their coverage would otherwise terminate subject to certain conditions:

(1) Widows of covered employees (applies to covered surviving spouses and children of deceased employees).

(2) A former covered spouse whose coverage ceases due to divorce or legal separation provided they pay all the premiums as set forth by the City Manager and applicable State and Federal laws.

(3) Covered spouses and children of Medicare eligible covered employees.

(4) Covered dependent children who become ineligible under the group plan due to age or marriage provided they pay all the premiums as set forth by the City of Junction City and applicable State and Federal laws.

e. Covered employees who lose their single or family group health and dental coverage due to involuntary termination, strike, layoff, discharge (other than for misconduct), or a reduction in work hours, will have the opportunity to continue their single or family group health and/or dental coverage under the group plan for up to eighteen (18) months, subject to certain restrictions.

f. Critical Point: In all cases the covered individual is responsible for notifying the Administrative Services Department immediately of any changes in employment status and dependent eligibility. The continuee must pay the full monthly cost for the health and/or dental coverage during the continuation period. The City is not required to absorb any part of the cost of continued health coverage.

3.19 Deceased Employee

a. Final Compensation for a deceased employee shall be paid to the dependents of the employee in accordance with the terms of paragraph 3.17 Final Pay.

b. Health and dental insurance for a deceased employee's dependents may continue. Dependents of a deceased employee shall be eligible to continue group coverage with the City for a period not to exceed 36 months under COBRA provided that said dependents have been covered by the City's plan immediately preceding the employee's death and also provided that the dependent of the deceased employee pays all premiums for such coverage under the terms set forth by the Consolidated Omnibus Budget Reconciliation Act.

3.20 Working Out of Classification Pay

a. The purpose of this policy is to define and delineate circumstances when employees will receive compensation for the performance of duties in a higher classification than they normally perform.

b. An employee may be assigned to work at any position in the same or lower grade without a change in pay. To meet organizational needs, an employee may also be assigned to work temporarily in a higher grade position with no change in pay. Temporary assignments, lasting beyond four (4) weeks, should be reviewed by the Department Head to determine if additional compensation is due based upon the change in job responsibilities. The Department Head has the discretion to select employees on the basis of qualifications and performance for assignment to work in a position outside of the employee’s normal job classification.

c. Compensation for working out of classification is provided as compensation to an employee for the temporary performance of duties normally performed of a higher classification. No compensation is provided for incidental "filling in" during the temporary absence of an individual for vacation, sick leave, or training.

d. The assumption and performance of duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the employee and his or her supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.

e. Compensation for the performance of temporary duties will be for assignments of an extended period of time and the Department Head determination that a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of four (4) weeks.

f. Working out of classification compensation shall be allowed only after approval is granted by the City Manager. A written memo and Personnel Action Report recommending the personnel action will be sent by the Department Head for review by the Administrative Services Department to ensure that the request is in conformance with this procedure. The memo should state the reasons and justification for the temporary placement of the employee. Following review and recommendation of the written request by the Administrative Services Department, it shall be forwarded to the City Manager for consideration. Recommendation of the request shall be accomplished prior to the assumption of higher classification responsibilities.

g. If approval of the City Manager is granted, Administrative Services will initiate a Personnel Action Report to complete the temporary change in status and reflect any additional compensation granted.

h. When the temporary assignment is completed, a Personal Action Report will be completed to reinstate the employee to his/her former position classification. The employee's salary will be readjusted to its previous level at the rate of pay where it would have been, including any general salary adjustments that may have been given. The employee's date of hire and anniversary date will remain unchanged during temporary assignments when an employee works outside of his/her normal position classification.

3.21 Longevity

a. Budget permitting, in December of each year, employees will receive longevity pay. Upon five (5) years of continuous service with the City, the employee will receive $3.00 for each month of service. In order to be eligible for longevity pay, employees must have at least five (5) years of continuous service with the City of Junction City.

For example, for an employee who has nine (9) years of service, he/she will receive $324.00. (9 years x 12 month in a year x $3.00 = $324.00)

SECTION 4: SELECTION AND PLACEMENT

4.1 Application and Applicants

a. There will be open recruitment of applicants for vacant positions. All recruiting activities will follow the guidelines set by the City's Affirmative Action Program. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their race, color, sex, age, national origin or ancestry, physical handicap, or familial or veteran status. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.

b. All vacant positions in the City will be filled after open recruitment in accordance with the City's Affirmative Action Program. Additionally, if the Department Head and the City Manager determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contain sufficient numbers of qualified applicants it may be utilized to fill the vacant position. Any established eligibility lists will be maintained for a period of not more than one year from when the position is filled.

c. A current employee of the City may upon his/her own initiative submit an application for another vacant position within the City. That application will be considered equally with all other applications.

d. All applications shall be made through the City’s on-line application process.. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be electronically signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application. Upon interview, the applicant will physically sign their application.

e. All applications will be processed through the Administrative Services Department.

4.2 Qualifications for Employment

a. All appointments to City employment are made upon merit and fitness alone. Applicants for any position with the City shall meet the minimum qualifications for the position as set forth in the class position description.

b. Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge, background information, and any other qualifications or attributes which enter into the position determination. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted. The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices.

c. The City requires any employee to have his/her current phone number on record as an employment condition.

d. The Department Head or City Manager may also require any employee to have a valid driver's license and/or a Commercial Drivers' License (CDL) with applicable endorsements as a condition of employment if necessary for the performance of the position**.** Applicants applying for a position requiring a CDL will be required to submit to a drug and alcohol screening as a condition of employment.

e. In the event a sufficient number of applicants have not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the City Manager. In such cases, notification will be given to the applicants.

4.3 Disqualification for Employment

a. The City Manager or Department Head may refuse to consider an applicant, or after examination, may disqualify such applicant, or may take steps to remove such person already appointed if one or more of the following are determined:

(1) The applicant does not meet the preliminary requirements established for the position.

(2) The applicant has made a false statement of material fact in the application or at some time during the selection process.

(3) The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process.

(4) The applicant's past employment history indicates a poor employment risk.

(5) The applicant was previously dismissed from a department of the City.

(6) The applicant tested "confirmed positive" on drug and/or alcohol pre-employment screen test.

b. Conviction of a Felony

Except for positions with the Police Department, careful consideration to the effect an appointment would have will be given to an applicant who has a felony conviction record.

4.4 Age Requirements

Age requirements which constitute a bona fide occupational qualification may be established for any position within the City.

4.5 Residency Requirement

a. All full time and part time employees appointed to positions in the municipal service shall live within Geary County within ninety (90) days of the date of employment. Employees who reside on Fort Riley are considered to reside within Geary County. Employees who, at the effective date of this manual, live outside the Geary County limits, may continue to do so. However, if the employee relocates to Geary County after the effective date of this manual, the employee is required to retain their residency in Geary County as a condition of their continued employment. This requirement also applies to Department Heads and the City Manager**.**

b. All employees shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.

4.6 Nepotism

a. A person in the immediate family of any employee of the City will not be appointed to any position that would:

(1) Create either a direct or indirect supervisor subordinate relationship with a family member; or

(2) Create either an actual conflict of interest or the appearance of a conflict of interest.

b. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters.

c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign. If a decision cannot be

made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City.

d. The State of Kansas, as well as the City, recognizes "Common Law" marriage. Employees living under common law marriage will be affected by this policy.

e. When it is in the best interest of the City, the City Manager may waive this policy.

f. A definition of immediate family may be found in Section 16: Definition of Terms.

4.7 Citizenship Verification

All employees initially hired after November 7, 1986, for any position with the city, shall complete employment eligibility verification statement (I-9 Form) in accordance with applicable federal immigration control acts and regulations.

4.8 Notification to Unsuccessful Applicants

All applicants not selected for a vacancy will be notified in writing. All applications and associated documents are the property of the City and will remain on file for two (2) years**.**

4.9 New Hire In-processing

On the first day at work, the employee will report to their Department Head or designee for Departmental orientation. To meet federal employment policy guidelines, in-processing appointments for new employees must be made with the Administrative Services Department within three (3) days of the new employee's initial employment starting date.

4.10 Training

a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employees in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager.

b. The cost of employee travel and attendance at seminars, lectures, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off-site or out-of-City seminars, lectures, conferences, meetings and training programs.

SECTION 5: EMPLOYMENT PROBATIONARY PERIOD

5.1 Initial Probation Period

All original appointments are subject to a probationary period of twelve (12) months of actual service. The probation period is necessary to evaluate the work of the new employee and encourage his/her adjustment to the position. During this time the employee's work habits, skills, attitude, competence, and other pertinent characteristics for successful job performance will be observed by the immediate supervisor and Department Head. Evaluations will occur as outlined in Section 11. At the completion of the probation period, the Department Head, with the City Manager's approval**,** will determine whether the employee will continue as an employee or be terminated.

5.2 Promotional Probationary Period

Each employee promoted to a classification with greater pay and responsibility shall satisfactorily complete a twelve (12) month probation period. Any employee who fails to satisfactorily complete such probationary period may be returned to the pay and position held immediately prior to the promotion or, if available, to a position with the previous pay rate and responsibility. Evaluations will occur as outlined in Section 11**.**

5.3 Evaluation During Any Probationary Period

a. During the probation time, the Department Head and the immediate Supervisor will conduct written performance evaluations of the employee. The evaluation schedule will occur as outlined in Section 11**.** A copy will be given to the employee. The original will be forwarded to the Administrative Services Department for review. The evaluation will be approved and signed by the City Manager. The evaluation will be placed in the employee's personnel file**.**

b. If warranted by the Department Head and approved by the City Manager, a pay increase on the probationary evaluation may be granted.

c. The Administrative Services Department will send a monthly evaluation notice to the Department Head stating which employee is due to be evaluated that month. Evaluations are to be completed and submitted to the City Manager and the Administrative Services Department no later than the end of the month. Any pay increase noted on the evaluation will be effective the first day of the pay period in which the effective date falls.

5.4 Extension of Any Probationary Period

At the end of any probationary period if there is reason to believe that the employee's ability to perform satisfactorily is questionable, the appointing authority may grant an extension of the probationary period, in units not to exceed ninety (90) days.

5.5 Resignation or Dismissal During Initial Probation Period.

a. During the initial probation, any employee who resigns or is dismissed and who is subsequently re-employed shall commence a new initial probation period.

b. At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed by a Department Head, with approval of the City Manager, by notifying the employee in writing.

5.6 Appeal Rights of Employees During Initial Probationary Period.

Dismissal during the initial probation period for failure to meet performance standards shall not, in its self, be considered valid grounds for a grievance.

5.7 Other Probationary Periods

An employee, not in their initial or a promotional probationary period, may be placed on probation by a supervisor with the recommendation of the Department Head and approval of the City Manager. An employee may be placed on probation as a disciplinary measure as covered in paragraph 13.4 Disciplinary Probation, or to extend a performance evaluation period to permit additional time to assess the employee's ability to meet the required job standards.

SECTION 6: CHANGE OF STATUS

6.1 Promotion

It is the policy of the City of Junction City to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees when possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. Recommendations for promotion will be made by the Department Head to the City Manager for final approval.

6.2 Transfers

a. All transfers shall be made for the convenience and the best interest of the City.

b. When a vacancy occurs, an employee who wishes to transfer from his/her current position to the vacant position in another department or division, the employee must

complete an on-line application through the City's standard application process**.** That application will be considered equally with all other applications. If a transferee is selected, the employee's start date for the position will be coordinated between the gaining and losing departments and the Administrative Services Department.

c. Transfers from part-time to full-time or full-time to part-time employment within the same or to another department will be based on the recommendation of the Department Head and approved by the City Manager.

6.3 Salary Reduction

An employee's pay rate may be reduced within the pay range established for the position held by that employee, as a result of performance evaluation, transfer, or for disciplinary purposes. Such a salary reduction shall be approved by the City Manager. A written notice of this action will be provided to the employee and placed in the employee's personnel file**.**.

6.4 Demotion

An employee may be demoted from a position in one classification range to a position of another classification range as a result of performance evaluation, transfer or for disciplinary purposes. Such a demotion shall be approved by the City Manager. A written notice of this action will be provided to the employee and placed in the employee's personnel file**.**.

6.5 Resignations

Any employee may resign from the service of the City by presenting a personnel action sheet to the Department Head. Such resignation shall be promptly forwarded to the Administrative Services Director and the City Manager. Such resignation may be withdrawn by the employee at any time prior to the effective date with the recommendation of the (resigning) employee's Department Head and the approval of the City Manager.

6.6 Medical Termination

a. Any employee who has a health limitation or disability, unrelated to a worker's compensation claim, and is unable to perform the essential functions of their position with or without a reasonable accommodation may be medically terminated by the City. Should an employee be medically terminated, he/she will be allowed to cash in a maximum amount of vacation leave as set forth in the Final Pay paragraph 3.17.

b. An employee may be on sick leave, compensable or otherwise, for a period of not more than six months. Eligible employees who meet the criteria may apply for Short term Disability benefits as outlined in Section 8.12. The City may request proof of continuing disability as a condition of continuance of any sick leave. In situations where an employee's physical or mental condition raises a question as to his/her

capability to perform the job, the City may require an employee to take a sick leave of absence.

6.7 Notification to Administrative Services Department

a. An employee should notify his/her supervisor when there is a change in any of the following:

(1) Address
(2) Telephone number
(3) Person to notify in case of accident and/or illness
(4) Marital status
(5) Number of dependents
(6) Insurance beneficiary
(7) Military status
(8) Outside employment

b. This information allows the City of Junction City to help in emergencies, to inform employees of changes in work schedules, and to ensure an employee receives proper insurance coverage.

SECTION 7: ATTENDANCE

7.1 Work Schedules

a. This section is intended only to provide a basis for work schedules. None of these provisions shall be construed as a guarantee of minimum or maximum hours of work or weeks of work to any employee or to any group of employees.

b. The department's work schedule shall be determined by the Department Head and approved by the City Manager. The work week is defined as seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday, with one (1) unpaid meal period of a minimum of 30 minutes during the day. Additional circumstances may require a change in the normal workweek or the requirement of a 12 or 24 hour shift schedule.

7.2 Attendance

All employees of the City should be at work in accordance with the general regulations. Prompt appearance for work as well as preparation for work at the specified time is required for all employees.

7.3 Late For Work

If an employee knows they will be late for work or absent because of illness or other reasons, they must notify their Supervisor or Department Head as soon as possible before

the start of his/her shift. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while they are absent. Repeated lateness may be grounds for disciplinary action or dismissal.

7.4 Work Breaks

a. Work breaks are not compensable and scheduled by supervisors around the necessary task and duty requirements. Any time allocated during the day for work breaks will not be accumulated and used for time off or for any absences from hours of employment. Abuse of this policy may result in disciplinary action as prescribed in Section 13.

b. Employees may be allowed two (2) 15-minute breaks during the workday under the following conditions:

(1) Any work breaks taken shall be at a time specified by supervisor personnel and will not adversely interfere with the work productivity of the department.

(2) Work breaks taken by employees working out-of-doors shall be taken at the work site. Employees will not take work breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head.

(3) Employees whose regular work activity takes place in a single location will take work breaks at the work site or at a location specified by the supervisor.

(4) In special circumstances Department Heads are authorized to develop flexible alternatives to work break rules.

7.5 Meal Periods

Every employee, except those on continuous operations, shall receive one unpaid meal period of a minimum of 30 minutes during each work shift (not to exceed one (1) hour). Employees shall be completely relieved of all duties during the designated meal period. Employees are free to leave the duty site during meal periods. Meal periods may not be skipped and accumulated to be used for time off. Meal periods may not be used to cover an employee's late arrival or early departure from work.

7.6 Holidays

a. All full time employees in the City workforce will be afforded the opportunity to observe the following holidays. Compensation will be in accordance with Section 3.12.

New Year's Day (January 1st)
Martin Luther King's Birthday (Third Monday in January)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (First Monday in September)
Veterans' Day (November 11th)
Thanksgiving Day (Fourth Thursday in November)
Thanksgiving Friday (Fourth Friday in November)
Christmas Day (December 25th)

b. Holidays that fall on a Saturday are usually observed on the preceding Friday and those which fall on a Sunday are usually observed on the following Monday. Exception: essential employees in the Police and Fire Department will observe the holidays of January 1, July 4, November 11, and December 25 on that day whether or not it falls on a Saturday or Sunday.

c. Other paid holidays may be designated by the City Commission.

7.7 Flex-Time/Alternative Work Schedules

a. In order to accommodate both the City's and employees' needs, Department Heads are permitted to develop and adopt flex-time/alternative work schedules. These arrangements will not exceed the hours authorized in the employees pay plan or exceed 40 hours for the workweek.

b. Department Heads will notify the Administrative Services Department when they identify and designate those individuals and/or positions for an alternative work schedule program.

c. Meal periods, rest breaks, and shift start and end times will be established before individuals are placed into a flex-time/alternative work schedule. Supervisors will discuss these issues with the employee(s) and document the discussion and the specific schedule to be worked.

SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE

The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no-pay status. No-pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's

Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave**.**

8.1 Vacation Leave

a. Accumulation of Hours

(1) Full-time employees will receive vacation leave in accordance with the following schedule. All calculations will be based on the employee's hire date with the City. Vacation time is earned each pay period of the year. The only exception is when there are three (3) pay periods in a month. Vacation time will not accrue in the third pay period.

(a) From 6 months through 5 years:
80 hours (3.34 hrs/pay period)

(b) From 5 years & 1 month through 10 years:
120 hours (5 hrs/pay period)

(c) From 10 years & 1 month through 15 years:
136 hours (5.67 hrs/pay period)

(d) From 15 years & 1 month through 20 years:
160 hours (6.67 hrs/pay period)

(e) 20 years & 1 month:
168 hours (7.00 hrs/pay period)

(f) 21 years & 1 month:
176 hours (7.34 hrs/pay period)

(g) 22 years & 1 month:
184 hours (7.67 hrs/pay period)

(h) 23 years & 1 month:
192 hours (8.00 hrs/pay period)

(i) 24 years & 1 month:
200 hours (8.34 hrs/pay period)

(2) Part-time, Seasonal and Temporary employees are not eligible to receive vacation leave credit.

(3) Fire Department Battalion Chiefs accumulate vacation leave in accordance with the following schedule, based on their hire date with the City. Vacation time is earned each pay period of the year. The only exception is when there

are three (3) pay periods in a month. Vacation time will not accrue in the third pay period.

(a) From 1 year through 5 years:
120 hours (5 hrs/pay period)

(b) From 5 years 1 month through 10 years:
180 hours (7.50 hrs/pay period)

(c) From 11 years through 15 years:
204 hours (8.50 hrs/pay period)

(d) From 16 years to retirement
240 hours (10 hrs/pay period)

b. When Taken

(1) Vacation leave must be earned before it can be granted. Vacation leave is accrued each pay period except when a third pay period of the month occurs**.**

(2) Although an employee may earn vacation leave credit for the first six (6) months of service, no vacation leave may be taken by an employee until they have been in continuous service of the City for a period of six (6) months.

(3) Each Department Head shall schedule vacation leave with particular regard to operational requirements and, insofar as possible, at the request of the employee(s).

c. Eligible employees may accumulate vacation leave to a maximum of 240 hours, 480 hours for Fire Department Battalion Chiefs, Fire Marshal and Fire Chief, or some other total of accumulated vacation leave for those employee groups, who due to special circumstances, have an express written agreement with the City Manager. The City Manager may extend, for a limited time, the maximum accumulation when it is determined in consultation with the Department Head that an employee cannot be allowed to take vacation leave due to temporary heavy work schedules.

d. Compensation for accumulated vacation leave upon resignation or termination will be in accordance with Section 3.17 Final Pay.

e. Waiving vacation is prohibited. Vacation leave is granted to employees as a period of personal time; therefore, no employee shall be permitted to waive vacation leave for the purpose of receiving double pay.

f. Holidays, set forth in Section 7.6, which occur during an employee's scheduled vacation period shall not be counted as a day of vacation; the employee will receive holiday pay.

g. Budget permitting, if an employee has accrued over 240 hours of vacation by December 1st, the City will purchase up to a total of 40 hours over the 240 hours accrued at straight time. The employee will have the option of a check for the cash amount or the option of putting the cash amount into their personal Deferred Compensation account.

8.2 Sick Leave

a. Accumulation of Hours

(1) Full-time employees receive credit at the rate of four (4) hours per pay period, or to a maximum of 96 hours per calendar year.

(2) Part-time, Seasonal and Temporary employees are not eligible to earn or receive sick leave.

(3) Fire Department Battalion Chiefs receive credit at the rate of eight (8) hours per pay period, or to a maximum of 192 hours per calendar year.

b. When Taken

(1) Sick leave must be earned before it can be granted. Earned sick leave is credited each pay period, except when a third pay period of the month occurs.

(2) Sick leave may be taken after an employee has been employed by the City for a period of one complete month.

(3) Sick leave shall be granted to employees for the following reasons:

(a) Personal illness or physical incapacity of the employee.
(b) Enforced quarantine of an employee. The provisions of the Family and Medical Leave Act may apply in some circumstances. See Section 8.6 below.
(c) In the case of actual personal sickness or disability of the employee or for their medical, dental, eye or other examinations or treatment for which arrangements cannot be made outside of working hours.
(d) City employees may use up to forty (40) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16. Fire Department Battalion Chiefs may use up to fifty-six (56) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16.

(4) When an employee finds it necessary to be absent, they will notify their Supervisor or Department Head (in accordance with specific department procedure) prior to the regular time for reporting for work.

(5) An employee must keep his/her Supervisor informed of his/her condition if the absence is for more than three days in duration and provide a medical certificate in accordance with paragraph 8.2 k.

(6) Holiday pay while on sick leave.

(a) If the employee is on sick leave the day preceding or the day following the holiday, the holiday will be charged against the accrued sick leave of the employee.

(b) When an employee has a scheduled medical or dental appointment on the day preceding or the day following a holiday, they may receive holiday pay if an appointment slip is provided as verification.

c. Sick leave is credited to employees each pay period in accordance with the credit schedule outlined in Section 8.2a.

d. Accumulation of Sick Leave

(1) All full-time employees in the employ of the City on or before December 31, 1994 who have an accumulation of more than 1040 sick leave hours, may accumulate up to the accrued balance of their sick leave hours as of December 31, 1994 which then will become their accumulation maximum. However, upon retirement, sick leave payback will be in accordance with the provisions of Section 3.17b.

(2) All full-time employees in the employ of the City on or before December 31, 1994 who have a sick leave accumulation of 1040 hours or less and all full-time employees hired by the City after December 31, 1994 may accumulate sick leave to a maximum of 1040 hours. Fire Battalion Chiefs and the Fire Chief may accumulate sick leave with no maximum number of hours.

e. Attendance Merit Award

(1) At the end of each fiscal year, any employee who has an accumulation of sick leave of 360 hours or more is eligible for the Attendance Merit Award. (Police personnel, Fire personnel and Battalion Chiefs will follow the schedule in the union contracts.) The Award consists of extra Vacation leave time for those employees that have reached the minimum threshold level of

360 sick leave hours and have used no more sick time within the last 12 months than indicated in the following schedule:

Sick Leave Usage Fiscal Year	Award Extra Vacation Leave
0 - 8 hours	24 hours
8¼ - 16 hours	20 hours
16¼ - 24 hours	16 hours

(2) Each qualifying employee will have the option of converting the appropriate amount of extra vacation leave hours earned. This extra vacation leave will be added to the vacation leave record of the qualifying employees. The extra vacation days are granted free and are not days subtracted from the employee's sick leave account.

f. Sick leave is not counted as hours worked when computing overtime pay. (See Section 3.10d.)

g. Except as described in paragraph 8.2i, an employee will not be granted sick leave when they have none accumulated. Absences for a fraction of a day will be charged according to the number of hours actually used to the nearest quarter (¼) hour. An employee who is sick or disabled and has exhausted all sick may apply for Short term Disability. To qualify for Short term Disability, the employee must have exhausted all of his/her sick leave and it must be the 15th day after the incident. The employee must complete the necessary paperwork. Once approved, the employee will receive a benefit that is 50% of their base pay up to $500 per week for up to 26 weeks. The employee will be placed in a leave with out pay status upon approval of the Short term Disability**.** During a period of leave without pay, no sick leave or vacation time will be accumulated. During this period, the employee is responsible for any deductions they have selected. Arrangements must be made with the Administrative Services Director for these benefits and the employee will be billed a monthly invoice for the deductions**.**

h. The City may require an employee to submit to a medical or psychological exam or be referred for a second medical evaluation and opinion to determine his/her fitness or ability to perform the essential functions/tasks/work required for a position, or continued employment in a position. The City will pay the expense for these exams.

i. Sick Leave Audits

(1) An audit of an employee's sick leave usage will be conducted by the Department Head and the Administrative Services Department when:

(a) When requested by the Department Head.

(b) When an employee exceeds the following sick leave use thresholds during a twelve-month period. (Worker's Compensation related absences or sick leave conversion incentives will not be included in the threshold total.)

(1) An 8-hour shift and uses over 96 hours (12 days) of sick leave.
(2) A 12-hour shift and uses over 138 hours (12 days) of sick leave.
(3) A 24-hour shift and uses over 288 hours of (12 days) of sick leave.

(c) When it is suspected that the employee has abused or used an excessive amount of sick leave.

(2) If the audit determines that the sick leave usage is due to medically verifiable situations such as extensive hospitalization and recuperation, the Administrative Services Director will send a letter to the employee advising them of the results of the audit and that no abuse or excessive sick leave was found.

(3) If the audit determines that the employee has abused or used their sick leave inappropriately, the Department Head will send a letter to the employee advising them of the findings and that the employee will be required to submit a medical certificate for all uses of sick leave during the next six months. Failure to submit a medical certificate verifying each sick leave request during this six-month period, will result in the denial of sick leave and the absence will be recorded as leave without pay. In addition, the employee may be subject to disciplinary action in accordance with the provisions contained in Section 13: Rules of Conduct. Upon completion of the six-month period, the employee's sick leave use will be reevaluated.

(4) The Administrative Services Department will send an alert letter to an employee, through the Department Head, once they have used eighty (80) hours of sick leave during a twelve (12) month period. The letter is to alert the employee that they are approaching the mandatory audit mark threshold of 96 hours and that they should review their future use of sick leave.

j. Certification by Physician

(1) Medical certificates, signed by a licensed physician, may be required to be presented to the employee's supervisor under the following circumstances:

(a) Within twenty-four (24) hours after returning to work from sick leave that extended for more than three (3) working days or shifts, or

(b) When requested by the supervisor.

(2) A medical certificate signed by a licensed physician may be required by the employee's Department Head to substantiate a request for sick leave, to justify any unscheduled sick absence, or if sick absences from duty occur frequently, predictably, or habitually.

(3) If the employee is determined to have abused or used their sick leave excessively, the Department Head may require the employee to submit a medical certificate for all uses of sick leave as specified in paragraph 8.2j(3) for a period up to six months.

8.3 Injury Leave

a. If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged sick leave until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used sick leave.

b. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury.

c. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for worker's compensation benefits. If worker's compensation benefits are paid to the employee the seven (7) days of injury leave will be reimbursed to the City. Further details on Worker's compensation benefits are found in Section 9.5.

8.4 Military Leave

a. Military duty means training and service performed by an inductee, enlistee, or officer in the armed forces of the United States, including time spent in reporting for and returning from training or drill meetings. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard.

b. Eligibility. Any employee called upon to suspend their service with the City for military duty shall be placed on military leave without pay. Military leave will extend through 30 days after the employee's release from military service. If the employee is not deployed or accepted for military duty, the employee will be reinstated to their position without loss of status or reduction in pay.

c. Restoration. An employee returning from military leave is entitled to restoration of his or her former position or a position of like pay and responsibility, pursuant to applicable law.

d. Vacation and Sick leave. Vacation and Sick leave does not continue to accrue during the absence of the employee/service member. Upon restoration to City service all vacation and sick leave accrual shall be restored unless the employee had been paid for unused vacation leave at the time of his or her departure for duty.

e. Military Training. Any employee who is a member of any reserve component of the United States armed forces or the National Guard shall be granted military leave for short tour of active duty or field training encampment. An employee of the City may take military leave in accordance with State and Federal statutes. An employee who is on reserve status may schedule vacation time to coincide with any field training or summer camp. Such scheduling should be coordinated with the employee's supervisor. Employees will notify their supervisor upon entering or leaving reserve status.

8.5 Maternity Leave

a. Disabilities resulting from and/or related ***to*** pregnancies, childbirth, and the associated recovery are considered temporary disabilities.

b. Maternity Leave is paid leave only to the extent that the employee elects to utilize available accrued Sick or Vacation leave while absent. An employee may also take leave without pay. Maternity Leave, with or without pay, shall not exceed a total of 12 weeks (according to the Family Medical Leave Act – Section 8.6) following termination of the pregnancy or delivery. If medical complications related to the pregnancy occur, the employee may remain on Maternity Leave until released by their physician.

c. An employee on maternity leave is required to contact her Department Head or supervisor and report her return-to-work plans within two (2) weeks after the termination of the pregnancy or delivery. Upon return to work she will be required to provide a physician’s certification stipulating she is medically fit to return to work.

d. The employee may apply for Short term Disability as outlined in Section 8.12.

8.6 Family and Medical Leave

Employees may be entitled to job-protected leaves of absence if the following conditions are met:

- The employee worked for the City for at least 12 months;

- The employee is currently employed with the City;
- During the last 12 months of employment with the City the employee worked at least 1,250 hours.
- At least 50 employees are employed by the City within 75 miles of the employee's workplace.

Eligible employees may take a leave of absence for the following reasons:

- The birth of the employee's child and to care for the newborn child.
- The placement of a child with the employee for adoption or foster care.
- A serious health condition that makes the employee unable to perform the employee's job.
- A serious health condition affecting the employee's spouse, child or parent, for which the employee is needed to provide care.
- Any qualifying exigency as determined by the Secretary of Labor arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Except as explained below in the section entitled "Caregiver Provision," an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period commencing the first date leave is taken for any of the reasons listed above. If both a husband and wife work for the City, they may take a total of twelve weeks during the twelve-month period for the birth, adoption or placement of a child or to care for a parent with a serious health condition.

Caregiver Provision: An eligible employee, as defined above, who is a spouse, son, daughter, parent or "next of kin" of a member of the Armed Forces, including a member of the National Guard or Reserves, will be provided 26 weeks of unpaid leave during a single 12 month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty that may render the servicemember medically unfit to perform his or her duties.

When the need for leave is foreseeable, an employee should ordinarily provide the City with the required notice at least 30 days prior to the intended leave. When the need for leave is not foreseeable, an employee must provide the City with notice of the need for leave as soon as possible. The employee may be required to furnish medical certification of a serious health condition or certification of the need for leave under the Caregiver

Provision. If required, the employee must furnish certification within 15 days or the City may delay the commencement of the leave until the certification is submitted.

The employee's health benefits must be maintained during any period of unpaid leave under the same conditions as if he or she continued to work.

a. If the employee normally pays a portion of the premiums for his or her health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee.

b. The employee will have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be cancelled, provided the City notifies the employee in writing at least 15 days before the date that the health coverage will lapse.

The City may do the same with other benefits (e.g., life insurance, disability insurance, etc.) while the employee is on FMLA leave. If the City does pay the premiums for other benefits, when the employee returns from leave he or she may be expected to reimburse the City for the payments made on his or her behalf.

The requested leave will be counted against the employee's annual FMLA leave entitlement.

Any accrued Paid Time Off (vacation, sick leave, personal time) shall be applied to time off available under the FMLA. If the employee has exhausted Paid Time Off, the employee will not be paid during the leave. Time off under workers' compensation or short term disability will also be applied to a leave under the FMLA.

While on leave, the employee may be required to furnish the City with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change and he or she is able to return to work earlier than the date indicated above, the employee may be required to notify the City at least two weeks prior to the date the employee intends to report for work.

The employee may be required to furnish recertification of a serious health condition.

The employee must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on return from leave. If the employee does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, the serious injury or illness of a covered servicemember or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

The employee may be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided.

If the City determines that an employee has obtained leave or continued to take leave under this policy based on fraudulent, dishonest or misleading conduct of any kind, the employee will be subject to immediate discharge.

Additional information regarding employee rights and responsibilities under the FMLA are included at the end of the employee handbook/manual.

8.7 Personal Leave

a. Full-time employees are eligible for two (2) days of personal leave each year. Fire and Police personnel are eligible for personal time according to their union contracts. Battalion Chiefs are eligible for 48 hours of personal leave. Part-time, seasonal or temporary employees are not eligible for personal leave. Personal leave hours are allotted on a fiscal year basis and do not accrue from year to year. New employees are eligible for this leave after one full month of employment. Full-time employees hired July 1st and after of the fiscal year will receive one (1) day of personal leave. Employee who are hired after November 1st of the fiscal year, are not eligible for personal leave until the following fiscal year.

b. Prior to the use of any personal hours, the employee is required to make a written request, which must receive the approval of the Department Head prior to being taken.

8.8 Bereavement Leave

a. Upon request, a full-time employee will be granted up to two (2) consecutive days (shifts) leave with pay when a death occurs in the employee's immediate family. Immediate family is defined in Section 16. The day of the funeral will be the last day for which payment will be made, unless the City Manager grants an extension.

b. Normally, paid bereavement leave is not granted if the funeral falls on a holiday, weekend, or a scheduled day off. Bereavement Leave may be granted to travel on a workday for a weekend funeral. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave.

8.9 Civil Leave

a. Civil Leave with pay will be granted to employees while performing emergency civilian duty connected with civil defense, jury duty, or appearing in Court as a subpoenaed witness. Police Officers appearing in Court as a result of the performance of their duties are excluded. Employees who receive a check for jury duty are allowed to keep the check.

b. Employees will be granted time off to vote, if the polls are not open at least two hours before or two hours after their scheduled hours of work.

c. If an employee is involved in a personal lawsuit or court case as plaintiff or as defendant and the action is not related to their duties with the City, the employee may, at the discretion of the Department Head or City Manager, take leave without pay or elect to use vacation or personal leave.

8.10 Leave Of Absence

Special leaves of absence without pay may be granted when the employee has exhausted all available leave time (personal, vacation, and sick leave). With adequate justification, a Department Head may grant such leave if it is to be five (5) workdays or less in duration. A request for a leave of absence without pay for a period longer than five (5) workdays must be approved by the City Manager. During a leave of absence without pay for a period of more than five (5) work days, the employee will not accrue sick or vacation leave.

8.11 Absence Without Leave

Any unauthorized absence from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the employee's supervisor and/or Department Head. An employee who is absent for one (1) or more days/shifts without authorized leave shall be deemed to have voluntarily resigned.

8.12 Short Term Disability

An employee who is sick or disabled and has exhausted all sick leave may apply for Short term Disability. To qualify for Short term Disability, the employee must have exhausted all of his/her sick leave and it must be the 15th day after the incident. The employee must complete the necessary paperwork. Once approved, the employee will receive a benefit that is 50% of their base pay up to $500 per week for up to 26 weeks. The employee will be placed in a leave with out pay status upon approval of the Short term Disability. During a period of leave without pay, no sick leave or vacation time will be accumulated. During this period, the employee is responsible for any deductions they have selected. Arrangements must be made with the Administrative Services Director for these benefits and the employee will be billed a monthly invoice for the deductions.

SECTION 9: EMPLOYEE WELFARE

9.1 Retirement

a. All full-time employees are covered by the Kansas Public Employee's Retirement System (KPERS) and are subject to membership rules of the system. Employees are required to enroll in KPERS as set forth by the KPERS Retirement System.

b. Retirement for sworn Police Officers and Uniform Fire personnel is provided through the Kansas Police and Fire Retirement System (KP&F). Coverage for these employees starts from the date of employment.

c. Retirement benefits are calculated using formulas specified in state statutes. For more information contact the Administrative Services Department. Employees can contact KPERS directly at 1-888-275-5737 or at www.kpers.org.

9.2 Social Security

Social Security is an employee taxed retirement system required by the federal government. Social Security consists of joint contributions by the employee and the employer. Contributions are based upon a percentage of the employee's salary and are automatically deducted from their paycheck. Details regarding current Social Security deductions, requirements, and benefits are available from the Administrative Services Department.

9.3 Health and Dental Care

a. The City has a group hospitalization and medical plan. Membership in the plan is completely voluntary. The City pays the premium for the employee to be enrolled in the individual plan. A Family plan is available and to enroll family members the employee must contribute the difference in cost between the individual plan and the family plan they prefer. The City retains the right to assess a portion of single coverage to all City employees requesting such coverage. The employee shall be responsible for the designated cost of the single coverage if assessed by the City and the cost of the family coverage**.**

b. The effective date of health and dental coverage is the first day of the calendar month following initial employment. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health or dental insurance unless they experience a qualifying event as defined in the plan document for the City's health insurance. Employees are also eligible to enroll in the City's health and dental insurance during the open enrollment period which occurs each July for an effective date of August 1st of each year**.**

c. Employees who are eligible for retirement may continue group health coverage for themselves and their dependents. See Section 3.18 (b) (1) for age requirements for continuing health care coverage. Employees who are eligible for retirement may also continue dental coverage for themselves and their dependents. Employees electing to continue coverage after retirement must pay all premiums for the coverage under the terms set forth by the City policies and applicable State and Federal laws.

d. The City will pay 100% of the Employee Dental Benefit Premium. Group Dental Plan coverage for dependents of full-time employees will be on a contributory basis, with the employee paying 50% of the premium for their dependent's benefits and the City paying the balance. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. The

employee shall be responsible for the designated cost of the single and/or family coverage if assessed by the City.

9.4 Life Insurance

a. Full-time employees are provided with a $20,000 life insurance policy. The City will pay 100% of the initial life insurance premium. Employees may apply for additional voluntary life insurance coverage for themselves and their dependants. The additional life insurance is not connected to the $20,000 life insurance policy provided to the employee by the City**.** The cost of the additional premiums will be deducted from the employee's pay. Employees leaving the employment of the City either by retirement or by terminating employment, may elect to continue the additional voluntary life insurance policy. Employees are responsible for payment of the premiums.

b. By participating in KPERS, employees are provided additional life insurance coverage while an active employee. The KPERS coverage is a percentage of the employee's current annual salary as determined and computed by the Board of Trustees of KPERS. Upon retirement through the KPERS system, employees may convert the life insurance coverage to an individual policy. Employees can obtain the necessary paperwork in the Administrative Services Department. KPERS must receive the paperwork within thirty (30) days of the employee's last day on payroll. Employees enrolled under the KP&F system are not eligible for the life insurance through KPERS**.**

9.5 Worker's Compensation

Employees injured on the job are covered by the Kansas State Worker's Compensation Act. Should an employee be injured on the job or contract an occupational disease, they will receive compensation. To initiate a claim, the following procedure is established:

a. The employee shall report any injury IMMEDIATELY regardless of extent, to his/her immediate Supervisor.

b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital designated by the City.

c. The Supervisor shall inform the Department Head as soon as possible of the accident and the action taken.

d. The Supervisor shall see that an Employee Incident Report Form has been prepared and shall forward it to the Department Head within 24 hours. This form can be found on the g drive**.**

e. This report shall be forwarded to the Administrative Services Department within five (5) calendar days and then to the City Manager for review. All reports will be reviewed by the City's Safety Committee during the monthly safety meeting**.**

f. An employee who is injured on the job and is covered by the Kansas State Worker's Compensation Act will receive a weekly check from the City's Worker's Compensation insurance company. This check is equivalent to 66 and 2/3 percent of the employee's base pay to a maximum as determined by the State of Kansas. The check will be issued only when the employee is unable to work. If an employee wishes to make up the difference between the Worker's Compensation check and a full pay check, the employee may elect to use a combination of vacation, sick or personal leave. The employee will need to make arrangements with the Administrative Services Department within the first seven days after the date of injury. In order to maintain any deductions, the employee will need to make arrangements with the Administrative Services Department to pay the necessary deduction amounts while on Worker's Compensation leave**.**

9.6 Risk Management

a. The purpose of the risk management and loss prevention program of the City of Junction City is to protect the well being of all employees and to maintain a safe and efficient work place. Risk management initiatives will reduce insurance costs through elimination or control of employee exposure to risk.

b. It is the policy of the City of Junction City to take measures to provide for the safety of all employees.

c. Likewise, all employees shall comply with the safety rules outlined herein and established for individual departments and divisions. Responsibility for using proper procedures in performing every duty rests with each employee.

d. All accidents shall be reported immediately in accordance with the established policy. The Supervisor and employee shall complete an Employee Incident Report Form as soon as possible. The prompt reporting of accidents will ensure that injured personnel receive prompt medical attention and correct any safety hazard at the job site.

9.7 Drug Free Work Place

a. The City of Junction City recognizes that the use and abuse of drugs and alcohol in today's society is a very serious problem which has found its way into the workplace. The City of Junction City also recognizes the significant threat that a drug-impaired employee can pose to the safety of the worker, co-workers and the general public. In order to address the safety threat presented by the problem of drug and alcohol abuse, the City has established this policy requiring drug and alcohol testing under certain circumstances.

b. In light of the above, the City of Junction City has adopted a Drug and Alcohol Testing Policy (Policy Resolution 03-04) to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations.

c. The City of Junction City's testing program is incorporated in an overall Drug and Alcohol Testing Policy (Policy Resolution 03-04) that is designed to create a drug-free environment and provide help to those employees who may suffer from problems with substance abuse. The Policy has been developed in compliance with existing federal regulations in a manner that ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse. For specific information on this policy contact the Administrative Services Department.

d. Section 9.8 describes the Employee Assistance Program of the City of Junction City.

9.8 Employee Assistance Program (EAP)

a. The City of Junction City recognizes that a wide range of individual problems not directly related to one's employment can affect job performance. These problems may include personal issues, family issues, marital conflict, emotional difficulties, substance abuse, financial, and/or legal difficulties.

b. The City provides an Employee Assistance Program for the welfare and protection of its employees and their dependents. The recommendation of an employee for this program will be the responsibility of supervisors and employees. The employee may request an appointment with a counselor or may be referred by their supervisor. The counselor keeps all matters discussed confidential. A copy of the Employee Assistance Program is located in the Administrative Services Department**.**

9.9 Short term Disability

The City's Short Term Disability policy is outlined in Section 8.12.

SECTION 10: CONDUCT

10.1 Dress and Appearance

It is the policy of City of Junction City that each employee's dress and appearance shall be in neat and conservative attire appropriate to their position to enhance a professional working relationship with the public and co-workers.

All clothing and other items depicting/suggesting messages about drugs, alcohol, sex, violence, and/or foul language are prohibited.

Although an employee may pierce his or her body, it is unacceptable for an employee to wear body piercing jewelry or ornaments that are readily visible to others. Examples of unacceptable areas would include but not limited to items such as Nose, eyebrow, eyelids, tongue, lips, neck, etc. The normal wearing of earrings in the ears is acceptable. All body jewelry and ornaments should be discreet and non-offensive. They must not be depicting or contain suggestive messages about drugs, alcohol, sex, violence and/or foul language.

Although an employee may tattoo his or her body, the City of Junction City discourages all employees from obtaining tattoos while employed with the City.

Employees with tattoos will attempt to cover visible tattoos with appropriate clothing. Employees, who have tattoos on their ankle, hand, lower leg, which are discreet and non-offensive, are allowed to have that tattoo visible when wearing appropriate professional attire.

Tattoos depicting/suggesting a message about drugs, alcohol, sex, violence, and/or foul language are prohibited and shall be covered at all times.

In the event that a supervisor or the Department Head believes that an employee's clothing attire is inappropriate for the work place; the supervisor or Department Head shall consult with the employee about their clothing attire on an individual basis.

10.2 Political Activity

Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees.

a. Persons employed by the City of Junction City may:

(1) Join political organizations, civic associations, or civic betterment groups.

(2) Take part in political campaigns and activities, subject to conditions in paragraph b of this Section.

(3) Running for elected office:

(a) An employee who desires to become a candidate for any elected office may do so, however, the employee must not conduct any political campaign activities during working hours. Upon taking any elected office, excluding seats on boards of education, the employee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in his/her position with the City.

(b) An employee who strives to become a candidate for City Commission must first resign from City employment. The resignation will be effective as of the date of filing for the elected office. After election, whether successful for not, an employee will not be returned to his/her former employment with the City, unless specifically approved by the City Manager

b. Persons employed by the City of Junction City SHALL NOT:

(1) Use their office/position to influence elections, nominations, or any other political purpose.

(2) Require or advise other employees to make political contributions.

(3) Use political influence in connection with their employment status.

(4) Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships. Further, political activity of ANY type on the part of any employee while on duty is prohibited. This shall include but is not limited to soliciting or receiving political contributions, any form of campaigning for a candidate for public office, wearing or displaying political badges, buttons, or signs on their person or on City property.

10.3 Outside Employment

City employees are discouraged from any outside employment. However, outside employment is permitted when it complies with the following conditions:

a. An employee must receive written approval from his/her Department Head and the City Manager prior to accepting outside employment, any change in the conditions of an approved outside employment, or any change in outside employers. The employee requesting approval for outside employment must submit the request on a Personnel Action Report.

b. The outside work must not interfere with the employee's City expected job performance, established hours, or create a "conflict of interest".

c. If an employee has outside employment which has been approved by the Department Head and the City Manager and is injured in the performance of the outside employment and are unable to perform their City job, they may use sick leave or vacation to cover their absence. Under no circumstances will an employee be permitted to use the City Worker's Compensation program or injury leave for injuries received while working for an outside employer.

10.4 Use of City Vehicles

a. City owned vehicles are to be used for official business only. The City Manager and Department Head must authorize non-employee passengers in City-owned vehicles. Employees required to retain vehicles overnight shall use such vehicles only for activities authorized by the Department Head and/or the City Manager.

b. All employees authorized to drive a City vehicle shall have a current, valid Driver's License. If a violation or restriction has been imposed upon the employee's license, their driving status and job qualification will be subject to review by the Department Head and/or the City Manager.

c. Employees operating City vehicles or operating personal vehicles while on City business are expected to observe all traffic laws. City employees who demonstrate careless disregard of traffic regulations damage the image of the City of Junction City and are subject to administrative disciplinary action.

d. Employees are prohibited from talking, text messaging and emailing on their cell phones and using their Blackberry while driving a City vehicle or operating a motorized piece of equipment. Employees are to pull over before using their cell phone or Blackberry. This policy is for safety purposes. Disregard of this policy may result in disciplinary action.

10.5 Accidents While Using a City Vehicle

a. City policy for accidents involving City-owned vehicles is:

(1) WITHIN THE CITY LIMITS: Any accident involving a City-owned vehicle will be investigated by the Police Department. The employee involved will immediately notify the Supervisor of the accident. The Supervisor will immediately notify the Department Head. The Department Head and the Police Department will notify the Administrative Services Director as soon as the accident report is available. The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee must complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days.

(2) OUTSIDE THE CITY LIMITS: Accidents occurring outside the City limits in City-owned vehicles will be investigated by the law enforcement agency having jurisdiction at the accident scene. The employee involved will immediately notify his Supervisor of the accident. The Supervisor will immediately notify the Department Head who will notify the Administrative Services Director. The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee must complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days**.**

(3) Drug and alcohol testing procedures will be performed in accordance with the City's Drug and Alcohol Testing Policy.

10.6 Travel Expense and Reimbursement

a. Administration

(1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to allow proper review and approval of the expenses. At a minimum, this would include the following:

(a) Record expenses daily and by each type of travel or business expense.
(b) A business purpose should be noted for each expenditure.
(c) Business meals and entertainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred.
(d) Only original receipts are acceptable.

(2) Travel Advances. If expenditures are expected to be incurred by an employee during a trip, a temporary advance may be authorized. It is the

responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity and follow-up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of the advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested.

(3) Approval. Employee expense reports are to be approved by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee**.**

(4) Auditing. The Administrative Services Department will establish procedures to:

(a) Check for adequate support documentation.
(b) Verify the mathematical accuracy of the data.
(c) Provide reimbursement to the employee, when applicable.

b. Air Travel

(1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y-Class (tourist, economy, business or coach) is to be used.

(2) Every effort should be made in obtaining discounted airfares by making reservations as far in advance as possible.

(3) Travel itineraries are not acceptable as support for airfare expenses. Only the original flight coupon receipt will be accepted.

c. Rental Cars

(1) The lowest priced rental car should be rented from a car rental agency. If more than two employees are traveling together or if business equipment or supplies are being transported, a "mid" or "intermediate" vehicle may be permitted.

(2) Refueling should be done as required by the rental company**.**

d. Lodging

(1) The type of hotel/motel room selected should provide comfortable living quarters at a reasonable cost to the City.

(2) Personal items/expenses such as in-room movies, toiletries, bar accessories and newspapers will not be reimbursed.

e. Business Use of Personal Vehicle

(1) Should it become necessary for an employee to use their personal vehicle in the performance of official duties for the City, the rate of reimbursement will be at the current IRS rate allowed per mile actually driven. Approval to use a personal vehicle for the conduct of City business will be approved in advance by the Department Head. Approvals will be submitted on the Expense Report Form in advance with an estimate of mileage to be used. Recurring requests will be submitted monthly.

(2) Tolls and parking fees are not included in the mileage allowance, and thus are separately reimbursable.

(3) Traffic fines will not be reimbursed.

f. Meals

(1) The actual cost of meals is reimbursable while the traveler is away from home overnight and the cost is reasonable and customary for the location.

(2) Receipts are required for all meals.

(3) Meals should be reported separately and not totaled as a daily meal expense.

(4) Meal charges that occur on a trip that is not an overnight trip are considered a taxable benefit. When this occurs, the employee must pay for the meal and then submit their receipt through their department to the Administrative Services Department. The receipt will be added to their pay on the next pay period.

g. Miscellaneous

(1) Reasonable gratuities, approximately 20%, to waiters, waitresses, cab drivers, etc., are reimbursable.

(2) Business related phone charges necessitated by out of town travel are reimbursable.

(3) The City's travel expense policy cannot specifically cover every expenditure or set of circumstances that may relate to employee travel or other business matters. Therefore, employees and their Department Heads must exercise

judgment in determining whether certain expenditures meet the criteria for reimbursement.

10.7 Workshops and Seminars

Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.

10.8 Education Policy

It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.

10.9 Telephone, Cell Phone, and Electronic Device Usage

a. Business telephones are available for "limited use." Employees are obligated to reimburse the City for all long distance telephone calls made for personal business. Personal long distance calls are to be authorized by the Department Head.

b. The use of private cell phones for talking, text messaging or emailing is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.

c. The use of any electronic device including, but not limited to: iPod, CD player, electronic gaming devices, headsets, personal computers, etc. is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.

10.10 Cell Phone Policy

This policy states the official guidelines for acquisition and usage of city-owned cellular equipment used for city business. This policy provides the framework for proper usage of city cellular equipment and services. The framework’s flexibility enables employees to provide the best service to the public while limiting public expense.

The City recognizes that employees whose job requires them to be in the field routinely have both a business and personal need to use available cellular communication services. The City expects appropriate and responsible use of City cellular equipment.

It is the responsibility of the Department Head to determine the needs of their employees for cellular equipment. If it is determined there is a need, the Department Head is to make the necessary arrangements to obtain cellular service and equipment for the employee.

For those employees who utilize the assigned City cell phone for business purposes only, they will not be taxed on the value of the monthly service charge for the cell phone. In the circum stance that the employee uses the City cell phone for personal use, the employee must reimburse the City for that call(s) at the current rate per minute for calls or be taxed on the entire amount of the monthly cell phone bill. Included are personal text messages. All out-going personal text messages generate a charge each month. Employees will be responsible for these charges.

For those employees who utilize the assigned City cell phone for business and personal use, the entire amount of the monthly cell phone bill will be taxed as income to the employee. Department Heads are responsible for reviewing monthly bills with the employee to determine any personal usage. If it is determined that the employee owes a reimbursement to the City, the employee must reimburse the City with a personal check made payable to "City of Junction City" with a copy of the bill with the highlighted calls.

Each Department Head is responsible for completing and signing the necessary form stating either there were not any personal calls for each phone or listing the personal calls and/or text messages and attaching the reimbursement with the form. The form and reimbursement is to be submitted to the Administrative Services Department.

Any employee assigned a City cell phone will make decision to determine which of these options applies to them. The election will be made on a per pay period basis.

The following are unauthorized uses of City cellular equipment:

- Any call for the purpose of personal entertainment, such as 900 numbers or movie links.
- Sending, viewing or soliciting sexually oriented messages or images.
- Messages or images with offensive or harassing statements or language.

The Department Head shall retain the right to suspend or discontinue the use of any or all cellular equipment in their departments if such action is determined to be in the best interest of the City.

Employees are advised that cell phone calls may be intercepted; employees should be aware of this and take proper precautions when discussing confidential information on a cell phone.

Employees in possession of City cellular equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return for inspection. Employees unable to present the equipment in good working condition within 24 hours may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Disregard of this policy may result in disciplinary action.

The City reserves the right to change or amend this policy at any time.

10.11 Anti-Harassment

Discrimination or harassment of City personnel by anyone – managers, administrators, supervisors, co-workers or non-City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City.

Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities.

Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, including e-mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law.

Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit condition of employment; or

2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive or offensive working environment.

This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this

policy will be subject to corrective action up to and including termination. A salaried exempt employee may be suspended in full-day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law.

Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director. Multiple avenues are provided so that the individual bring concerns to any one of the designated individuals.

The City will not retaliate against, nor permit retaliation against, any City personnel who honestly and in good faith opposes discrimination or harassment, makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation.

Upon receipt of a complaint under this policy, the City will conduct an investigation, and appropriate action will be taken based on the circumstances. Confidentiality will be maintained to the maximum extent possible under the circumstances.

10.12 Internal and External Electronic Communication

The City of Junction City provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified communications access to its employees, the City of Junction City places certain restrictions on workplace use of the same.

The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the City. Accordingly, all messages and files created, sent, received or stored within the system should be related to City business and are and will remain the property of the City. A system or Citywide distribution of e-mail (announcements, bulletins, etc.) requires Department approval in advance of the distribution. Some offices may require a higher approval level. The City reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient.

All employees with access to the City's computer network will be assigned a user name and password. At no time will the employee divulge their password to another person, even other City employees. By disseminating their password to a third party, the

employee will enable this third party to access the City's computer network and act as that employee. This may allow unauthorized access to sensitive information, inappropriate use of the email system, or use of the Internet in violation of this section. Disregard of this policy may result in disciplinary action. The only exception to this provision is for the Fire Department and compliance under HIPAA. The Privacy/Information Security Officer and/or his/her designee will have access to all Fire Department employee user IDs and their passwords.

While the City encourages employee use of the Internet, its use is restricted to the following:

- to communicate with employees, vendors, or clients regarding matters within an employee's assigned duties;
- to acquire information related to, or designed to facilitate the performance of regular assigned duties; and
- to facilitate performance of any task or project in a manner approved by an employee's supervisor.

The content of e-mail, voice mail messages for any file may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability.

Regarding Internet and e-mail access and usage, be advised that use of the Internet and e-mail provided by the City expressly prohibits the following:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the City in violation of company policy or proprietary agreements.
- Offensive or harassing statements or language including disparagement of others based on their race, sex, age, religion, national origin or ancestry, handicap or familial or veteran status or political beliefs.
- Sending, soliciting, or accessing sexually oriented messages or images.
- Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside Junction City.
- Sending chain letters.
- Gambling or engaging in any other activity in violation of local state or federal law.
- The circulating of jokes, comics or non-job related computer graphics and videos.

While the City's computer systems are designated for official use, it is recognized that employees occasionally utilize e-mail and other access to the Internet for purposes other than official use. Such occasional use is not prohibited, but should be done with discretion and restraint.

Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary action may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.

10.13 Software and Hardware

The City of Junction City provides and maintains computer hardware and software systems for use by employees in the performance of their daily duties. As a condition of providing these previously identified computer systems to its employees, the City of Junction City places certain restrictions on workplace use of the same.

All data created or produced by employees on the above identified computer systems remains the sole property of the City of Junction City.

Employees are prohibited from loading software onto computer systems with out the approval of the Information Systems Department.

Employees wishing to bring additional software for installation onto city owned computer systems may do so by providing the Information Systems Department with an unregistered original retail copy of the software. The information Systems Department will test the software for system compatibility with the city's computer network prior to installing the software. All software installed in this manner will become the property of the City of Junction City and will not be returned to the employee.

The use of personally owned computer hardware (printers, USB drives, cameras, etc.) in conjunction with the City's computer network is prohibited. If an employee wishes to utilize personal hardware in the performance of their daily duties, the employee will provide the hardware to the Information Systems Department for system compatibility inspection. The hardware will become the property of the City of Junction City and will not be returned to the employee.

Documentation for all hardware devices and software installed on the City's computer systems will be maintained by the Information Systems Department.

Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary action may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.

10.13 (a) Social Media Policy

Social Media Definition:

'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement.

Principles:

These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media both on and off our website — officially or unofficially, these guidelines are for you.

We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge.

Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance.

As a member of the City of Junction City staff, keep the following principles in mind:

Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of your posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions."

Be responsible and honest at all times.

Be credible, accurate, fair, and thorough.

Post meaningful, respectful comments - in other words, no spam and no remarks that are off-topic or offensive. The best way to get your posts read is to contribute subjects or information your readers will value. Social communication from our City should help our employees. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better—then it's adding value.

When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts.

Always remember that your online comments are permanently available to all, and may be republished in other media.

Stay within the legal framework and be aware that anti-trust, libel, copyright and data protection laws apply. Don't plagiarize.

Respect proprietary information and confidentiality both of our employees and internal operations. Don't disclose sensitive, confidential or "inside" information, make commitments or engage in activities on behalf of the City of Junction City unless you are authorized to do so. If you are in doubt, avoid any contribution until you have received express permission from the City Manager. In other words, "If in doubt, leave it out."

If a mistake is made in any posts, admit it. Be upfront and quick with any correction. If a modification is made to an earlier post—make it clear that it is a modification.

Even in your private communications, don't forget your position. If you post in your official City capacity, the City of Junction City reserves the right to moderate content of employee postings. Should Junction City staff exercise that prerogative, content moderation will be based solely on whether or not the content violates the law, or is offensive and/or denigrating to the City, organization or personalities involved.

OFFICIAL OR SANCTIONED USE:

Official and sanctioned use shall be limited to supervisory personnel and to other employees as designated by the City Manager. It is imperative that a documented trail of employee participation is available to prevent misuse of official social media tools.

All City of Junction City social media sites shall be approved by the City Manager or the Information Technology designee.

City of Junction City social media sites and use thereof shall comply with the general provisions of Section 130: Personnel.

City of Junction City blogs and other social media tools are subject to the State of Kansas public records laws. All sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

City of Junction City social media articles containing any of the following forms of content shall not be allowed for posting:

Comments not topically related to a particular issue or article being commented upon;

Profane language or content

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, genetic information or sexual orientation;

Comments that support or oppose political campaign or ballot measures;

Sexual content or links to sexual content;

Solicitations of commerce;

Conduct or encouragement of illegal activity;

Information that may tend to compromise the safety or security of the public, public systems; or

Content that violates a legal ownership interest of any other party.

All City social media sites shall clearly indicate that they are maintained by the City of Junction City and shall have City of Junction City contact information prominently displayed.

Unofficial or Non-Sanctioned Use

The choice to participate in social media is yours. If you decide to participate in social media, you are making a commitment to following the guidelines established in this policy and the following statements:

The City of Junction City respects the legal rights of our employees. In general, what you do on your own time is your affair. However, activities inside or outside of work that affect your job performance, the performance of coworkers, or the City of Junction City's interests are a proper area of oversight.

All employees that engage in social media need to be aware that you have no right to privacy with respect to social media. The City of Junction City may monitor employee use of social media regardless of location.

City of Junction City employees also need to be aware that City policies on anti-harassment, ethics, and City loyalty and confidentiality where applicable extend to all forms of communication (including social media) both inside and outside the workplace.

10.14 Fraternization/Personal Relationships

The City of Junction City recognizes that social relationships develop between employees from time to time. For purposes of this policy, a personal relationship is defined as a relationship that is a dating or romantic consensual relationship. Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. This policy applies to all City employees (full time, part time, seasonal). Work

related problems that occur in full or in part due to personal relationships with co-workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal choice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if:

1. The employees involved have a direct or reporting relationship (supervisory) to each other or
2. It reasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation or ability to conduct himself or herself in an appropriate manner, or
3. It reasonably interferes with or adversely effects the work environment of other employees, or
4. The relationship between the employees creates a conflict of interest (see definition below), or
5. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (see Anti-Harassment Policy, Section 10.10).

In some cases, appropriate disciplinary action, up to and including termination, against one or both employees involved may be imposed.

A conflict of interest is defined as any activity or association (relationship) that creates or appears to create a conflict between the employee's personal interests and the business of the City of Junction City. A conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant. Such situations or perceptions may interfere with the City's obligation to provide equal employment opportunity and in some instances, may constitute harassment and/or sex discrimination.

The City Manager, Department Heads and Supervisors at all levels are responsible for:

1. Knowing and complying with the provisions of this policy.
2. Maintaining a workplace free of harassment and discrimination.
3. Implementing appropriate action for failure to comply with the provisions of this policy.
4. Reporting employees', or their own, involvement in a personal relationship to the appropriate authority in their chain of command.

All employees are responsible for:

1. Knowing and complying with the provisions of this policy.
2. Maintaining a workplace free of harassment and discrimination.

3. Reporting employees', or their own, involvement in a personal relationship to the appropriate authority in their chain of command.

Reporting Procedures

1. Employees in a personal relationship must report it to their immediate supervisor or to the appropriate authority in their chain of command within thirty (30) days to ensure that all potential conflicts of interest have been adequately addressed. The Department Head then consults with the City Manager and the Administrative Services Director.
2. The Department Head and the Administrative Services Director addresses, in writing, how the situation is to be handled to eliminate any conflict of interest. A copy is to be filed in each affected employee's personnel file.
3. Failure to report or resolve such matters may result in disciplinary action.

The City's Nepotism Policy (Section 4.6) will be followed if two employees become related while they are employed by the City.

All reports remain confidential, but may be disclosed as evidence in the process of possible related conflict of interest, harassment or discrimination complaints.

SECTION 11: EMPLOYEE PERFORMANCE EVALUATIONS

11.1 General

Employee performance evaluations shall be prepared for all full-time and part-time employees of the City workforce. Information contained in the employee's performance evaluation is personal and confidential in nature and should be treated as such. Violating confidentiality may result in disciplinary action**.**

11.2 Frequency of Evaluations

(a) Initial Hire: Three (3) months, six (6) months and twelve (12) months from date of initial hire or upon termination of employment.

(b) Promotional Appointments: Three (3) months and nine (9) months from date of promotion. The annual evaluation date will change to the promotion date; however, the promotion date will not affect the employee's years of service with the City.

(c) Full time and part time employees with more than one year of continuous employment: On the anniversary of their employment, upon transfer from one department to another or within the same department, upon significant change of job duties or responsibilities or at any time for unsatisfactory performance.

11.3 Responsibility for Employee Performance Evaluations

a. The Office of the City Manager shall have the ultimate responsibility for administering the performance evaluation system. Under the direction of the City Manager, the Administrative Services Director will administer the performance evaluation system.

b. Each employee shall be rated by his/her immediate supervisor, and that rating will be reviewed by the next higher supervisor, and finally by the Department Head. Employees are required to submit information to assist in the evaluation process. Any information requested of the employees must be first approved by the Administrative Services Director and must be required by all employees of that Department at the time of their evaluation. Any information provided by employees as required by the Department Head will become part of the original Performance Evaluation and will be treated as such**.** Upon Department Head approval, the rating supervisor will review the evaluation with the employee and the employee will sign the evaluation.

a. A copy of the original Performance Evaluation will be provided to the employee during the supervisor/employee review and the original of the performance evaluation shall be transmitted through the Administrative Services Department to the Office of the City Manager. After the Manager's approval, the original performance evaluation will be returned to the Administrative Services Department for inclusion in the employee's individual personnel file.

11.4 Promotion Dependent on Employee's Performance Evaluation

One of the criteria for promotion is a "meet standards" or higher rating in all applicable factors on the employee's most recent Performance Evaluation. If recommended by the Department Head the City Manager may use discretion and a promotion may be granted.

11.5 Unsatisfactory Performance Evaluation

An unsatisfactory rating on a performance evaluation could lead to disciplinary action.

SECTION 12: GRIEVANCE POLICY

12.1 General Statement

a. It is the policy of the City of Junction City that employees have the right to air complaints and concerns regarding matters affecting his or her employment that they consider unjust.

b. When a question exists as to whether or not a particular matter is covered by the grievance policy, final judgment will rest with the City Manager.

c. A grievance claim will be denied when the grievance concerns City Commission policies, ordinances, or statutes; pertains to matters in which the grieved has no direct interest; or when the City Manager has good reason to believe that a grievance has been brought in bad faith or for inappropriate reasons.

d. Grievance procedures will be followed when the matter affecting employment involves a liberty interest of the employee.

12.2 Definitions

a. Grievance: A complaint filed by an employee in response to action(s) of the employee's Supervisor involving interpretation or application of rules and regulations, suspension, demotion, and/or dismissal. Grievances founded in allegations of discrimination should follow the procedure outlined in Section 12.4 herein.

b. Liberty Interest: A liberty interest is that interest an employee has in his/her employment which can be adversely affected by an allegation of misconduct which, if publicized, could negatively impact on the employee's standing or reputation within the community concerning the employee's good name, honesty, honor or integrity and which could affect the employee's freedom or ability to obtain other employment.

12.3 Grievance Procedure

It is the desire of the City to address grievances informally (not necessarily in writing) and that the Supervisor and employee are expected to make every effort to resolve problems when they arise. Direct communications and discussion will most likely result in a full disclosure of facts and a fair and speedy resolution of most complaints arising during day-to-day City operations. If direct communication does not resolve the issue the following procedure will be the guide to a successful resolution.

a. Step Number 1. Any employee who believes they have a grievance shall, within a period of ten (10) working days, after the date of action, submit their grievance in writing on the grievance form found in Appendix A of this manual to the immediate supervisor and will include the following information:

(1) Name of grieved.
(2) Date of occurrence giving rise to the grievance.
(3) A specific statement of actual grievance including all relevant facts.
(4) The relief sought.
(5) Signature of grieved.
(6) Date filed.

b. The supervisor shall provide a written answer to the employee within ten (10) working days of receipt of the grievance.

c. Time Limits. No grievances shall be entertained or processed unless filed within the time limits and according to the guidelines set forth in this policy. If a grievance is not appealed within the time limits, it shall be deemed settled on the basis of the last answer by the City. If the City fails to provide an answer within the limits specified, the employee may immediately appeal to the next step in the procedure. The parties may mutually agree in writing to extend the time limits.

d. Step Number 2. If the employee disagrees with the decision of the Supervisor, the employee may forward the grievance in writing to the Department Head within ten (10) working days of receipt of the Supervisor's written response.

e. The Department Head shall obtain relevant information from the employee and Supervisor and make an inquiry into the facts and circumstances of the grievance. The Department Head shall inform the employee of a decision and reasons supporting the decision in writing within ten (10) working days of receipt of the employee's grievance. This step shall constitute the employee's pre-termination hearing if the grievance involves a proposed termination or affects a liberty interest.

f. Step Number 3. If, after receiving the Department Head's written response, the employee still feels aggrieved, they may forward a written appeal to the City Manager within ten (10) working days.

(1) If the disciplinary action taken or approved by the Department Head does not affect a liberty interest of the employee or does not amount to termination of employment, the City Manager, will review all relevant information, and make his/her decision. The decision will be presented to the employee, Department Head, and Supervisor in writing. This decision is final and subject to no further appeal. This shall be done within ten (10) working days of receipt of the grievance.

(2) If the disciplinary action taken or approved by the Department Head affects a liberty interest of the employee or amounts to termination of employment, the employee may ask for a hearing. At this time the aggrieved employee shall provide all information to be considered by the hearing officer to the City Manager. Upon receipt of this appeal and any accompanying information, the City Manager will request that the Department Head provide the following information:

(a) The facts, supporting information, and statements collected in the grievance.
(b) Information deemed relevant to the grievance.
(c) The Department Head's decision and reasons supporting the finding.

g. Within ten (10) working days of receipt of the appeal, the City Manager will appoint an impartial Hearing Officer from a group of local attorneys who have consented to such an appointment. Hearing Officers will be compensated for their services.

h. The City Manager (or his designee) shall schedule the hearing within ten (10) working days of the appointment by the City Manager.

(1) The City Manager (or his designee) will provide the Hearing Officer with a copy of all information provided by the aggrieved employee and the Department Head.
(2) The City Manager may appoint a staff member to provide procedural and administrative assistance to the Hearing Officer throughout the process and to keep minutes and other records of the proceedings as necessary. This staff member shall record the proceeding and make a transcript of the proceedings. All records will be maintained as designated by the City Manager with other information relating to the grievance and may be made available for review by the employee upon his/her request.

i. Hearing Procedure. The Hearing Officer shall conduct the hearing in accordance with the following procedures:

(1) Shall allow the Department Head and/or Supervisor of the aggrieved employee to present all facts and evidence available which bear on the grievance, to call any witnesses who can be expected to contribute materially to the issue, and shall ask questions of the Department Head, Supervisor, and any witnesses regarding the grievance.

(2) Shall allow the aggrieved employee to restate the grievance, to call any witnesses expected to contribute materially to the issue, and ask questions of the aggrieved employee and any witnesses present regarding the grievance.

(3) Shall call or recall other witnesses as deemed necessary.

(4) The Hearing Officer is not bound by the rules of evidence for trials.

(5) No City employee, serving as witness, shall be subject to any restraint, interference, discrimination, or reprisal for any of his or her testimony in the hearing.

(6) All parties shall be allowed the right to legal counsel. The employee is responsible for any legal expenses on their behalf.

(7) The hearing will not be open to the public unless the employee and City both agree in writing to a public hearing.

(8) The Hearing Officer will render a written recommendation to the City Manager within three (3) working days of the hearing's conclusion.

j. City Manager's Decision

Upon receipt of the Hearing Officer's recommendation, the City Manager shall consider the appeal, the recommendation, and all relevant information, and within three (3) calendar days notify the aggrieved employee in writing of the final decision in the matter. The decision of the City Manager is final and subject to no further appeal.

12.4 Discrimination Grievances.

Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity.

a. The grievance shall be submitted in writing, specifying that the individual is filing a Discrimination Grievance, to the City Manager for review and follow-up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies.

b. The City Manager (or his designee) will review and take action within thirty (30) working days of receipt of the grievance.

SECTION 13: RULES OF CONDUCT

13.1 Disciplinary Action

a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly.

b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee’s performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the violation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance.

c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action.

d. Disciplinary Actions will be included in the employee’s personnel file permanently or for a period specified in the disciplinary action.

e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved.

f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing.

GROUP I

OFFENSE	MINIMUM	MAXIMUM
First	Warning	1 day suspension w/o pay
Second	1 day suspension w/o pay	3 day suspension w/o pay
Third	3 day suspension w/o pay	5 day suspension w/o pay
Fourth	5 day suspension w/p pay	10 day suspension w/o pay
Fifth	Discharge	

1. Late to work without an excuse acceptable to the City.

2. Failure to properly check in at the beginning of the work shift.

3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours.

4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City.

5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.

6. Unexcused or an unauthorized absence on one or more scheduled days of work.

7. Establishment of a pattern of sick leave abuse. Excessive absenteeism.

8. Failure to observe precautions for personal safety, posted rules, signs, protocols, safety instructions or the use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees or the public. Contributing to, or creating, unsafe working conditions.

9. Violating traffic regulations, reckless driving or improper operation of a motor vehicle owned by the City or owned by the employee that is used for City business. Except that in the Police and Fire Department, regulations will be followed as

established by each Department. Reckless driving includes operating a motor vehicle while utilizing an electronic device**.**

10. Careless workmanship resulting in spoilage or waste of materials or delay in production.

11. Failure to attend meetings called by the City without presenting an excuse acceptable to the City prior to the meeting.

12. Failure or delay in carrying out orders, work assignments or instructions.

13. Incompetence, inefficiency or unsatisfactory work performance.

14. Stopping work or making preparations to leave work without authorization before the lunch period, official break in work or before specified quitting time.

15. Unauthorized use of City resources/assets to include, but not limited to; envelopes, stationary, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time, etc.

GROUP II

OFFENSE	MINIMUM	MAXIMUM
First	Warning	5 day suspension w/o pay
Second	5 day suspension w/o pay	10 day suspension w/o pay
Third	10 day suspension w/o pay	Discharge

1. Smoking in an unauthorized area or in a City vehicle.

2. Permitting any person who is not an employee of the City of Junction City to enter or ride in a City vehicle without the authorization of the Supervisor or Department Head, except when in the course and scope of their official duties as a City employee.

3. Unauthorized possession of, loss of, or damage to City property or the property of others, or endangering the same through carelessness.

4. Gambling or unlawful betting on City premises.

5. Covering up or attempting to conceal defective work; removing or destroying the same without permission.

6. Use of the City vehicle or City equipment or City buildings for purposes other than employer directed use.

7. Disrespectful conduct; use of insulting, abusive, threatening or obscene language toward subordinate, fellow employees, citizens or Supervisor.

8. Unauthorized use of City property for private work or performing private work on City time.

9. Disclosing confidential records or information unless directed to do so by his/her Supervisor or Department Head.

10. Violation of HIPAA Privacy Provisions as stated in the HIPAA manual maintained by the Privacy Security Officer of the City of Junction City Fire Department.

GROUP III

OFFENSE	MINIMUM	MAXIMUM
First	Warning	Discharge
Second	15 day suspension w/o pay	Discharge

1. Disorderly conduct; fighting or engaging in dangerous horseplay.

2. Threatening, intimidating, coercing or interfering with employees or supervision at any time.

3. Resisting competent authority.

4. Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to, bring intoxicants on City premises.

5. Selling intoxicants or narcotics on City premises. *

6. Sleeping during working hours. Fire fighter shift personnel on down time excepted.

7. Possession of firearms, explosives or other weapons on the employer's premises. Police personnel excepted as authorized by the Chief of Police. *

8. Conviction of a misdemeanor or felony while in the employ of the City. *

9. Conviction of drunk or reckless driving while operating a City owned vehicle or operating a personal vehicle while doing City business. *

10. Being under the influence of narcotics or drugs without the written orders of a physician during working hours.

11. The making or publishing of false, vicious or malicious statements concerning any employee, Supervisor, the City or its operations.

12. Actual or attempted theft of City property or the property of others.

13. Immoral, indecent or notoriously disgraceful conduct.

14. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability or marital status and any reprisal action against an employee for reporting such discrimination.

15. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, record investigation, official investigation (administrative and/or criminal) or other proper proceeding concerning an employee or applicant.

16. Any verbal or physical conduct intended or reasonably perceived to be of an offensive sexual nature that would constitute anti-harassment.

17. Falsifying attendance records for oneself or another employee.

18. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the employee. Insubordination.

19. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, worker's compensation or unemployment compensation payment.

20. Accepting bribes in the course of work.

21. Failing to provide, upon request to a Supervisor, accurate and timely information, orally or in writing, relating to the operation of the division or department; personal matters materially effecting job performance or personnel policies.

* A warning is not an appropriate disciplinary action for these offenses.

13.2 Reprimand

A Supervisor or Department Head may reprimand an employee orally or in writing. Oral reprimands may be documented in writing for inclusion in the employee's personnel file. Written reprimands will be included in the employee's personnel file permanently or for a period specified in the reprimand. The Department Head and the City Manager shall approve all written reprimands. A copy of any reprimand placed in the employee’s file will be provided to the employee.

13.3 Suspension

An employee of the City may be recommended for suspension by the Department Head and/or Supervisor. The City Manager will approve ALL disciplinary suspensions prior to issuing the suspension to the employee.

a. Administrative Leave - pending investigation

(1) Any employee of the Police Department may be placed on administrative leave pending investigation of the employee discharging their firearm.

(2) Any employee of the City may be suspended with pay pending investigation of any allegation against the employee.

(3) When an employee is suspended pending an investigation, the Department Head shall notify the employee at the time of the suspension the reason(s) for the suspension, and the duration of the suspension.

b. Suspension without pay - Disciplinary

(1) An employee may be suspended as a disciplinary measure and may be removed from the payroll immediately and relieved of all responsibilities.

(2) When an employee is suspended, the Department Head and/or Supervisor shall notify the employee at the time of the suspension, the reason(s) for the suspension, the duration of the suspension, and the right to appeal the suspension, if applicable.

c. Suspension without pay - Pending further action.

(1) An employee may be suspended without pay pending the investigation and outcome of criminal charges for an alleged offense:

(a) occurring on the job or while utilizing City owned vehicles or machinery or other property;

(b) which, if proven, would constitute a felony under the laws of Kansas, another state, or the United States; or

(c) is of such a nature, if proven, would bring discredit upon the City of Junction City.

(2) If the employee is found guilty in a court of law of a criminal offence, with the approval of the City Manager, the employee may be terminated. The termination will be effective the date of the suspension. If the employee is found not guilty of the criminal charges or the charges are dropped, the suspension will be removed, and the employee may be returned to work. All pay and entitlements will be reinstated back to the date of the initial suspension.

(3) Nothing herein shall require the City Manager to suspend without pay an employee alleged to have committed an act as defined in paragraph 13.4 (c). Each situation shall be determined on a case-by-case basis by the City Manager with the recommendations of the Supervisor and/or Department Head.

(4) If an employee is suspended without pay for any reasons enumerated in paragraph 13.4 (C) such employee shall be notified of the grievance procedure outlined in Section 12.

13.4 Disciplinary Probation

A Supervisor and/or Department Head may place an employee on disciplinary probation for a specific time period. During this probationary period, the employee may be required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head for the disciplinary probation time period. The City Manager must approve this action.

a. A written statement of the reasons for an employee's placement on disciplinary probation shall be furnished to the employee and a copy filed in the employee's personnel file.

b. No pay increase shall be granted during this probationary period.

c. There may be other reasons arising during the disciplinary probationary period, which may result in discipline. The specific reasons stated for the disciplinary probation are not intended to be the only basis upon which discipline can be imposed upon an employee who is on disciplinary probation.

13.5 Demotion

A Department Head, with the approval of the City Manager may demote any employee.

a. No demotion shall be made as a disciplinary action unless the employee to be demoted is qualified for employment in the lower position and shall not be made if any employee in the lower position will be laid off by reason of such a disciplinary demotion.

b. A written statement of the reasons for a disciplinary demotion shall be furnished to the employee and a copy filed in the employee's personnel file.

13.6 Dismissal

A Department Head, with the approval of the City Manager, may dismiss for any reason an employee in his/her department. A written statement for dismissal will be furnished to the employee by the Department Head and a copy will be filed in the employee's personnel file. Department Heads may be dismissed by the City Manager at his/her sole discretion for disciplinary reasons or for any other reason. Department Heads so dismissed shall not be eligible to submit a grievance.

SECTION 14: REDUCTIONS

14.1 Salary Reduction

A Department Head, with the approval of the City Manager, may reduce an employee's rate of pay.

a. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee.

b. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.

14.2 Reduction in Force-Layoff

The City Manager, or with his approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager shall determine when a reduction in force-layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff.

1. When possible, reductions in services provided by the City shall be accomplished before reductions in force-layoff are initiated. In the case of a Proprietary Fund, reductions in services shall be considered before reduction in force-layoff.
2. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered.
3. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified to be eliminated, may at their discretion submit their request for retirement in lieu of reduction in force.
4. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal or temporary employees in the same Classification as defined in Section 2 of the Personnel Policies and Guidelines.
5. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performance evaluation. The remainder of the employees subject to reduction in force-layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification, but is not necessarily a controlling factor.

6. Reduction in force-layoff of employees subject to a negotiated labor contract shall be governed by the terms of such contract.
7. Any reduction in force-layoff shall be subject to all applicable laws of the State of Kansas and the United States.
8. In his or her sole discretion, the City Manager may modify these guidelines to identify position for reduction in force-layoff which are in the best interests of the City.

SECTION 15: AMENDMENT OF POLICIES

This handbook is intended primarily as an outline of the important features of working relationships and is not to be construed as a contract for continued employment with the City of Junction City. If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.

SECTION 16: DEFINITIONS OF TERMS

The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.

CALL BACK	Service required after the normal work period.
CITY	Junction City, Kansas
CITY MANAGER	Chief Administrative Officer of the City of Junction City, Kansas.
CLASSIFICATION	The assignment of individual positions in the service of the City on the basis of the type, difficulty and responsibility of the work performed in the position.
DEMONSTRATED ABILTIY	The employee's current ability to perform the essential duties of the job.
DEMOTION	The movement of an employee from a position to another position having a lower grade, initiated by the City for reasons including, but not limited to: disciplinary action, unsatisfactory work performance, or at the employee's request.
DEPARTMENT	A major functional unit of the municipal government as specified by the City Commission and/or the City Manager.
DEPARTMENT HEAD	The individual appointed by the City Manager who is responsible for the administration of a department.
DISCIPLINARY ACTION	A procedure designed to correct the actions of an employee for a violation of the personnel rules, department regulations or accepted work behavior.
DISCIPLINARY PROBATION	A time period specified by a Supervisor and/or Department Head in which an employee is required to demonstrate his/her fitness for the position.
DISCRIMINATION	To single out an employee for unfavorable treatment or treating employees differently.
DIVISION	An activity, program or sub-unit within a department.
EMERGENCY	A sudden and unforeseen event that requires the immediate attention and/or services of an employee.
EXAMINATION	An assessment of an applicant's capability to perform the

	duties of a position by means of written, oral, physical, or performance testing.
EMPLOYEE	Any person employed by the City of Junction City, Kansas.
FULL-TIME EMPLOYEE	An employee that works not less than 2080 hours a year, is entitled to health, dental, life and short term disability insurance benefits, and is eligible for vacation, sick and personal leave and paid holidays..
GRADE	A determination within the workforce of personnel according to job duties, tasks, and responsibilities.
GRIEVANCE	A disagreement relating to employment between an employee and his/her supervisor regarding action(s) of the employee's supervisor involving the interpretation or application of rules and regulations, suspension, demotion and/or dismissal.
IMMEDIATE FAMILY	That group of individuals, including the employee's mother, father, stepparents, grandparents, grandchildren, sister, brother, spouse, children, stepchildren, the same relative of a spouse; any other relative actually living in the same household; or any other individual who was the legal guardian of the employee.
INSUBORDINATION	The willful disobedience of an order issued by a Supervisor and/or Department Head OR any disrespectful, mutinous, insolent or abusive act towards a Supervisor
LAYOFF	The separation of an employee from City employment which has been made necessary by lack of work or funds or other reasons not related to fault, delinquency or misconduct on the part of the employee. Layoff does not apply to suspensions, medical conditions or leaves of absences.
LEAVE	A period of authorized absence from work.
LENGTH OF SERVICE	Is measured from an employee's original date of employment with the City. Employees with a break in service may be credited for their prior service in certain circumstances.
MATERNITY LEAVE	A type of leave taken by a female employee to cover the period of their own actual physical inability to work as a result of pregnancy or conditions related to pregnancy or childbirth, or related medical conditions.
OVERTIME	Authorized time worked in excess of regularly scheduled

workweek.

PROBATION PERIOD — The job period of 12 months from the date of employment or promotion during which an employee is evaluated. This period may be extended as a disciplinary measure or to better judge the capabilities of the employee in a certain position.

PART-TIME EMPLOYEE — An employee whose work week varies and is temporary in nature, is not eligible for any benefits, and does not accrue vacation, sick or personal leave, and is not eligible for paid holidays..

PAY PERIOD — An established interval of time during which the employee's attendance at work is accounted for in order to establish the individual's pay.

POSITION — A group of duties and responsibilities assigned or delegated by an appointed authority, requiring the employment of one person. A position may be defined as one of, or a combination of the following:

a. Full-time: A position regularly scheduled on an annual basis for not less than 2080 hours per year.

b. Part-time: A position for which the work hours are not scheduled on an annual basis where the employee works less than forty (40) hours in a standard work week of seven (7) days. The actual work hours of a part-time position may vary during the year.

c. Seasonal: A position that is scheduled for a period of time less than a budget year with the anticipated date of termination known prior to commencement of employment.

d. Temporary: A position scheduled to fill job requirements which occur intermittently or are created as a result of a federal or state grant of limited duration for a program or project. The anticipated date of termination is known prior to commencement of employment.

PROMOTION — Assignment of an employee to a position of a higher class, which has a higher maximum salary range and which requires the assumption of additional responsibilities and duties.

RECLASSIFICATION — The reassignment of a position from one grade to another

	grade or to a newly created grade as a result of a change in duties or responsibilities performed by the employee or the requirements for the position; or upon approval by the City Manager for purposes of revising the pay plan. The pay rate may be changed as determined by the nature of the reclassification.
RESIDENT	Living with in Geary County.
RESIGNATION	The formal notification by an employee that he/she is relinquishing his/her position.
SALARY RANGE	The level of the pay plan assigned to a position that establishes the minimum and maximum amounts of money that can be earned within on position.
SALARY REDUCTION	The lowering of the pay rate of an employee within the salary range established for the position held by the employee.
SALARY SCHEDULE	The listing of all salary ranges for the entire City workforce, according to job specification.
SEXUAL HARASSMENT	Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This may include, but is not limited to offenses of sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; a display of sexually suggestive objects or pictures; demanding sexual favors accompanied by implied or overt threats; or any offensive or abusive physical contact.
SUPERVISOR	Any person responsible to a superior for directing the work of others.
SUSPENSION	The temporary removal of an employee from a position with or without pay.
TERMINATION	The separation of an employee from employment with the City.
TRANSFER	The movement of an employee from one department, division or unit of the City to another.
UNCLASSIFIED SERVICE	All elected officials and all persons appointed to any Commission, or those persons who serve voluntarily without pay.
WORK WEEK	Seven (7) consecutive days beginning with the department's

	respective starting time on Monday with one (1) unpaid meal period of a minimum of 30 minutes during the day (not to exceed one (1) hour). Additional circumstances may require a change in the normal workweek or the requirement of a 12 or 24 hour shift schedule.
VACANCY	An established position that is not occupied and for which funds have been budgeted.

APPENDIX A

CITY OF JUNCTION CITY

Grievance Procedure Form

This form must be used when an employees wishes to file a grievance about complaints and concerns regarding matters affecting his/her employment that they consider unjust. This form is to be completed within a period of ten (10) working days after the date of action. This written grievance will be submitted to the immediate supervisor.

Name of grieved: _____

Date of occurrence
giving rise to the grievance: _____

Statement of actual grievance including all relevant facts:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

The relief sought: _____

_____

_____

Signature of grieved: _____

Date filed: _____

Notice to Employees of Rights Under FMLA (WH Publication 1420)
EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
• For incapacity due to pregnancy, prenatal medical care or child birth;
• To care for the employee's child after birth, or placement for adoption or foster care;
• To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
• For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call 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 qualified exigencies. Qualifying exigencies may include attending 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 servicemember during a single 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMILA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide, sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

• Interfere with, restrain, or deny the exercise of any right provided under FMLA;

• Discharge or discriminate against any person for opposing any practice made unlawful by FM1LA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Wage and Hour Division

RESOLUTION R-2680 12-18-2012

A RESOLUTION AMENDING THE PERSONNEL POLICY AND GUIDELINES MANUAL FOR THE CITY OF JUNCTION CITY

WHEREAS, the City is concerned with the employee's right to live where they want and other personal freedoms; and,

WHEREAS, it is in the City's best interest to improve the potential applicant pool to include qualified applicants that do not reside in Junction City or Geary County; and,

WHEREAS, it is also in the City's best interest to require residency of department head level positions in the corporate city limits to ensure timely and effective delivery of said municipal services; and,

WHEREAS, to continue effective emergency service delivery, residency of emergency personnel within a thirty minute response time is in the best interest of the City.

NOW, THEREFORE BE IT RESOVED BY THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS, THAT

Section 4.5 of the personnel policy and guidelines be amended to state:

Residency Requirement

a. Executive staff must reside within the corporate city limits of Junction City within ninety (90) days of appointment. Executive staff or their equivalents shall be defined as City Manager, Assistant City Manager, Chief Financial Officer, Chief of Police, Fire Chief, Director of Public Works, Municipal Services Director, and Director of Parks and Recreation. Executive staff, who at the effective date of this manual, reside outside the corporate city limits of Junction City but within Geary County, may continue to do so until such time that they relocate into Junction City or leave their position with the City.

b. Emergency personnel are required to live within a thirty (30) minute response time from their respective headquarters.

c. Executive staff and emergency personnel shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.

PASSED AND ADOPTED BY THE GOVERNING BODY OF CITY OF JUNCTION CITY THIS 18TH DAY OF DECEMBER 2012.

ATTEST:

Tyler Ficken, City Clerk

CITY OF JUNCTION CITY KANSAS 1859

Pat Landes, Mayor

PAID TIME OFF POLICY

Effective June 20, 2012

The City of Junction City paid time off policy (aka PTO) banking provides you with more flexibility to use your time off to meet personal needs, while recognizing your individual responsibility to manage your paid time off. Another portion of the PTO program is the Medical Leave Bank, which may only be used for employee's extended illness, injury, disability, or hospitalization or for a qualifying event under the Family and Medical Leave Act (FMLA).

With PTO banking, you will accumulate a specified amount of time each pay period, and you will determine how you will use it—for vacation, family time, illness, attendance of children, school activities, medical/dental appointments, personal business or emergencies. The amount of time earned will depend on the length of your service with the company.

PTO banking does not replace the company holiday schedule, injury leave, bereavement leave, jury duty leave, and workers compensation

ELIGIBILITY:

You are eligible to participate in the PTO banking program if you are a regular status employee scheduled to work at least 40 hours per week. A full-time employee that is no longer eligible, as per definition, shall be paid out for any accrued PTO balance (up to the maximum annual accrual, which excludes any medical leave banking) on the effective date of the employee's work status. Payout will occur on the first full pay period following the separation of employment.

DEPOSITS INTO YOUR LEAVE ACCOUNT:

The amount of PTO you accrue each year is based on your length of service and accrues according to the Accrual Schedule for Full Time Employees chart below. PTO is accrued as you work. You will not accrue PTO time while you are on an unpaid leave of absence.

ACCRUAL SCHEDULE FOR FULL TIME EMPLOYEES

Years of Service	Days Accrued	Hours Accrued Per year	Maximum Annual Accrual (Hours)
0 - 5	8 hours bi-weekly	192 hours	288 hours
6 - 10	9 hours bi-weekly	216 hours	324 hours
11 – 15	10 hours bi-weekly	240 hours	360 hours
16- 20	11 hours bi-weekly	264 hours	396 hours
21+	12 hours bi-weekly	276 hours	396 hours

PTO accrual begins in the first full pay period following the employee's date of employment. During the first year of employment, employees may only use the PTO after 6 months of

uninterrupted employment. Thereafter, employees may use their total PTO allotment for that service year after accrual. An employee in unpaid leave status does not accrue PTO. Changes in the bi-weekly PTO accrual rate shall become effective at the beginning of the pay period following the employees' applicable anniversary date.

MAXIMUM TIME ACCUMULATED:

Although you may carry over unused PTO time from year to year, there is a maximum, or cap amount of PTO time you can accumulate. This encourages you to use your PTO and allows the City to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more PTO until you use some of the time in your account. After your balance goes below your maximum, you begin accruing PTO again. Maximum accrual is equal to one and one half times the annual PTO allotment.

TERMINATION:

You will be paid for all accrued and unused PTO when you leave the City. An employee's termination date is considered his/her last day of work. PTO may not be paid to extend the date of employment past the last day of work.

If an employee resigns, is terminated for any reason or no reason, or retires and at a later date is re-employed by the City, the employee would begin earning PTO as any other newly hired employee. No credit is given for previous years of service.

MANAGEMENT OF PTO:

You are responsible for managing your paid time off. It is important that you plan ahead for how you will use your PTO account. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. The amount you reserve for illness should depend on your personal health and sick leave history.

MINIMUM INCREMENTS OF PTO:

The minimum amount of PTO you can take at one time depends on whether you are an exempt (salaried employee) or non-exempt (hourly) status employee. If you are non-exempt (hourly), you may not take less than a half hour or 30 minutes off at a time. If you are an exempt (salaried) status employee you must take PTO in increments of not less than one full day.

TYPES OF LEAVE TIME OFF NOT DEDUCTED:

Time off taken for certain leaves of absence such as jury duty, bereavement, holidays, and injury leave for workers compensation, according to the City policy, will not be charged against your PTO account. Please check with your immediate supervisor and/or your employee handbook regarding these circumstances.

NOTICE AND SCHEDULING:

Unless you are ill, you are required to notify your supervisor in advance of your intent to take PTO and get approval for the time off. This allows for you and your manager/supervisor to prepare for your time off and assure our staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you should inform your supervisor of your circumstances as soon as possible.

ANNUAL PTO CONVERSION TO MEDICAL LEAVE BANK:

Employees employed by the City on December 31st of each year and who have successfully completed the established probationary period may be allowed to convert up to 56 hours of PTO hours to their Medical Leave Bank. The maximum Medical Leave Bank hours that may be accumulated is 480 hours. An employee shall submit a written request for the PTO conversion to the Human Resource Director prior to January 31st of the following year. Upon change in eligibility, resignation, termination or retirement, an employee shall not receive payment for any unused Medical Leave Bank hours.

USING PTO:

Planned PTO periods must be scheduled and approved by the employee's supervisor in advance. Every effort will be made to accommodate the employee's time off request; however, the City reserves the right to deny a time off request if it interferes with business needs.

Unplanned PTO, i.e., due to illness or emergency as noted above, must be reported to the employee's supervisor. It is expected that the employees will not exceed 8 incidents of unplanned PTO per year. Medical Leave Bank hours shall be used for employee absences related to the employee's illness, injury, disability or hospitalization that exceed three (3) consecutive workdays. If Medical Leave Bank hours are exhausted, the employee must then use any remaining accrued PTO leave. Use of Medical Leave Bank hours and then PTO will run concurrently with an approved FMLA. When short term disability applies, an employee must use Medical Leave Bank hours and then PTO hours to make up the difference of their short term disability rate of pay and their total rate of pay. Exceptions to the Medical Leave Bank shall be approved by the City Manager. The City reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of Medical Leave Bank hours may result in loss of pay for the duration of the absence and may be considered grounds for disciplinary action up to and including termination.

PTO Medical Leave Bank hours must be used to supplement the difference of workers' compensation and their total rate of pay.
In the event that an employee is granted a personal leave of absence or a family medical leave under FMLA, he/she must use all earned PTO before an unpaid leave becomes effective.

USE OF MEDICAL LEAVE BANK AND FAMILY MEDICAL LEAVE ACT (FMLA):

Employees may use accrued medical leave for an approved FMLA qualifying event pursuant to the following conditions:

- *Employee is unable to work because of a serious health condition* – an employee must use accrued Medical Leave Bank hours if employee is absent from work for more than three (3) consecutive work days. Once accrued medical leave is exhausted the employee's PTO will be used until the balance is exhausted. An employee may maintain a PTO balance to one work week. The maximum employee Medical Leave Bank hours is 480 hours.
- *For the birth and care of a newborn child of the employee* – an employee must use all accrued PTO. Accrued Medical Leave Bank hours must be used once an employee's PTO balance is exhausted with the exception that an employee may retain a PTO balance of one work week prior to utilizing accrued Medical Leave Bank hours.
- *For placement with the employee of a child for adoption or foster* care – an employee must use all accrued PTO. Accrued Medical Leave Bank hours must be used once an employee's PTO balance is exhausted. An employee may maintain a PTO balance equal to one work week prior to utilizing accrued Medical Leave Bank hours.
- *To care for an immediate family member (spouse, child, or parent) with a serious health condition* – an employee must use all PTO accrued PTO. Accrued Medical Leave Bank hours must be used once an employee's PTO balance is exhausted. An employee may maintain a PTO balance equal to one work week prior to utilizing Medical Leave Bank hours.
- *Service member leave* – an employee must use all accrued PTO. Accrued Medical Leave Bank hours must be used once an employee's PTO balance is exhausted. An employee may maintain a PTO balance equal to one work week prior to utilizing Medical Leave Bank hours.

RECORDING PAID TIME OFF:

The City has instituted the use of a PTO tracking system to keep a record of your account balance and the amount of time taken off each pay period. This system requires the completion of an Absence Report for all time taken off from your regular work schedule. We are required to track absence for time off for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons.

The amount of leave time accrued, used and available will appear on your paycheck stub.

TRANSITION PROVISIONS:

Union Contracts:
Police and Fire Unions sick leave and other leave policies will remain the same as per respective contract until such time the union agrees to participate in the PTO program.

Existing Employees:
All full-time existing employees shall remain under the January 20, 2009 adopted policy (unless an employee chooses to opt into PTO Policy-see below) with the following changes to the January 20, 2009 policy:

> If an employee currently has sick leave in excess of 960 hours of sick leave accrual, the total accrual is available for an employee to utilize as per Section 8.2 of the City Personnel Policy and Guidelines dated January 20, 2009, but no additional sick leave shall accrue. Should his/her sick leave fall below 960 hours, sick leave hours may again accrue, but not exceed the 960 hours.

Employees that Choose to Opt Into the PTO Policy:
An existing employee may choose to participate in the PTO policy plan. An employee will have 30 days following the adoption of this policy to decide if they wish to convert. To convert to the PTO policy the following applies:

1. Current vacation and personal hours accumulated will roll to PTO hours unless they exceed the maximum cap. Any hours exceeding the maximum accrual cap shall be paid out in a one-time payout.
2. Any sick leave hours accumulated may be placed in the PTO Medical Leave Bank up to the maximum accrual of 480 hours.

Title: Junction City Personnel Policies – Comparison of 2009 Blue Book to 4/2/2026 Draft
Date: April 2, 2026
Prepared for: City Commission and City Manager
Prepared by: City Attorney's Office/Personnel Policy Handbook Team

Topic/Section	**2009 "Blue Book"**	**2026 Draft Position**	**Key Change & Impact**
Structure & Scope	~16 sections; core HR (EEO, conduct, leave, pay, grievances, reductions, amendments, definitions).	~26 sections; adds KORA/records, Technology Usage, Social Media, AI, Violence-Free Workplace, Infectious Disease, Investigations, City Property, Travel.	Expanded scope closes legal/operational gaps; adds records, tech, safety, and AI governance.
Employment Status (At-Will)	No global at-will statement identified.	Explicit at-will language within Corrective Action/Discipline chapter; CBAs preserved.	Clarifies status; reduces implied-contract risk; ensure disclaimers on acknowledgments and job postings.
Definitions	Basic definitions supporting HR sections.	Expanded definitions (e.g., "safety-sensitive," "harassment," "covered employee," "city systems").	Improves interpretation and enforcement consistency.
Equal Employment Opportunity	Protects race, sex (incl. pregnancy), age, religion, national origin/ancestry, disability, familial/veteran status.	Adds genetic information, sexual orientation, gender identity; clarifies complaint avenues.	Aligns with federal trends and local practice; reduces discrimination risk.
Anti-Harassment & Complaint Procedure	Policy present; less detailed process language.	Detailed reporting, supervisor duties, investigation steps, retaliation prohibition.	Stronger process defensibility under Title VII/ADA/AA. Train supervisors.

Topic/Section	2009 "Blue Book"	2026 Draft Position	Key Change & Impact
ADA/PWFA/Other Reasonable Accommodation	No standalone interactive-process chapter.	Dedicated chapter outlining interactive process, documentation, and outcomes.	Aligns with ADA/ADAAA/PWFA/etc.; reduces failure-to-accommodate exposure.
KORA/Public Records & Personnel Files	No dedicated KORA section.	New KORA compliance section; access, redaction, retention/records liaison; personnel file access rules.	Critical for Kansas Open Records Act compliance; standardizes responses and retention.
Residency Requirement	All FT/PT employees to reside in Geary County within 90 days; limited exceptions. – 2009 Amended in 2012 to only affect executive staff to live within City. And emergency staff to respond within 30 minutes. R-2680	Residency narrowed to executive staff within city limits within 90 days; defines covered positions; exceptions/waiver noted. Response time for emergency personnel (PD, FD/EMS, Water)	Broadens talent pool; reduces barrier to hire.
Recruitment & Selection	Standard processes; CDL reference at hire if required.	Structured steps; background/reference checks; conditional offers; CDL/DOT alignment for safety-sensitive.	Lowers negligent-hire risk; consistent practices.
Probationary/ Introductory Period	Present; duration set by class; discipline rights less defined.	Clear evaluation milestones and extension criteria; grievance rights delineated for non-CBA.	Supports separations during probation; clearer documentation.
Classification & Compensation	Traditional classification and pay plan; vacation/sick accruals separate. PTO added in	Maintains salary admin; PTO for defined groups and "Med Bank" improvement.	Adds flexibility; requires change management.

Topic/Section	2009 "Blue Book"	2026 Draft Position	Key Change & Impact
	2012 but "Med Bank" was virtually unusable.		
Hours of Work & Overtime (FLSA)	Standard FLSA coverage; overtime/comp time policies.	Clarifies exempt tests; supervisor approval; call-out/standby; telework timekeeping.	Reduces off-the-clock risk; clearer pay practices.
Designated Holidays	11 holidays: New Year's Day, MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, "Thanksgiving Friday," Christmas Day. Added Juneteenth a couple of years ago. City Commission may add others.	14 holidays: adds Good Friday, Indigenous People's Day (also known as Columbus Day), and Christmas Eve.	Expanded list adds three observances (Good Friday, Indigenous People's Day, Christmas Eve). "Thanksgiving Friday/Day After Thanksgiving" retained with updated naming. Proposal clarifies office closures citywide; keeps standard Fri/Mon observance; preserves operational exceptions for public safety via the closures clause.
Holiday Pay Worked and Observed	Full-time employees receive 8 hours of holiday pay; part-time, seasonal, temporary not eligible. In addition to holiday pay, employees eligible for overtime who are scheduled to work on a holiday receive time-and-a-half for hours worked.	Full-time exempt and non-exempt receive 8 hours per holiday during office closures; part-time and seasonal not eligible. Non-exempt full-time and part-time who work a designated holiday are paid time-and-a-half; seasonal at regular rate; CBA controls for union employees.	Substantively consistent; Proposal ties pay to office closures and explicitly repeats in eligibility language. Proposal adds explicit treatment for seasonal (regular rate) and CBA carve-outs; clarifies eligibility classes.

Topic/Section	2009 "Blue Book"	2026 Draft Position	Key Change & Impact
Longevity/Retention Bonus	Longevity pay after 5 years, formula-based and grows annually, paid in budget permitting.	Discretionary retention bonus by service bands, capped (FT max $1,500; PT half), City Manager approval, explicit tax/KPERS handling; CBA employees excluded due to their agreements.	Moves from open-ended, tenure-based automatic pay to capped, discretionary retention incentive with clearer payroll/KPERS treatment and union carve-outs.
Leave – Vacation/Sick/ Personal/PTO	Separate accruals and usage rules.	Retain separate banks; clearer carryover/usage priorities; shift PTO from cap per pay period to "use it or lose it" parallel to Vacation/Sick employees by end of fiscal year.	Transitional complexity; communications needed.
FMLA	12 weeks incl. exigency; 26-week military caregiver; basic certification.	Expanded definitions; notice/certification/ recertification; supervisor duties; substitution of paid leave; fitness-for-duty.	Stronger compliance; reduces claims.
Dress & Professional Appearance	Principle-based rule: "neat and conservative attire" to maintain a professional working relationship; bans clothing depicting/suggesting drugs, alcohol, sex, violence, foul language; supervisors address issues individually.	Detailed section with hygiene and grooming expectations; itemized guidance for jeans, leggings, skirts, tops, dresses, shorts, footwear, headwear; explicitly bans lewd/vulgar/hateful attire and on-duty political commentary/slogans on clothing; department flexibility.	Shifts from general standard to granular rules for consistency and defensibility; explicit on-duty political-message ban placed inside the dress code; applies at work, City-sponsored training, and governing body/board meetings.

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
Body Art, Piercings, and Grooming	Visible body-piercing jewelry (e.g., nose, eyebrow, tongue, lips, neck) unacceptable; ear earrings OK if discreet/non-offensive. Tattoos discouraged; must be covered except discreet/non-offensive tattoos on ankle/hand/lower leg; prohibited themes must be covered at all times.	Permits visible piercings and tattoos unless lewd/vulgar/hateful/political or a safety concern/risk; management may refer to HR for clarification; adds headwear and hair standards; adds accommodation clause for religion/ethnicity/disability.	Liberalizes body art with content/safety limits and adds clear enforcement/HR guidance and accommodations, supporting consistent application and reduced disputes.
Domestic Violence/Sexual Assault Leave (K.S.A. 44-1132)	Not expressly covered.	Dedicated leave with paid-leave substitution then up to 8 days LWOP; confidentiality emphasized.	Aligns with statute; consistent handling.
Military Leave/USERRA	Present.	Clarified reemployment rights, benefits continuation, notice.	Improves consistency and compliance.
Jury Duty/Court Leave	Present.	Clarified pay differential and notice.	Minor clarity improvements.
Bereavement Leave	Present with defined days.	Clarified eligibility/relationships; harmonized with PTO plan.	Administrative clarity.
Drug-Free Workplace & Testing	References Policy Resolution 03-04; CDL mentioned at hire.	Consolidated testing: pre-employment, random (safety-sensitive); expanded safety-sensitive pool to make random testing more random, reasonable suspicion,	Major modernization; lowers liability.

Topic/Section	2009 "Blue Book"	2026 Draft Position	Key Change & Impact
		post-accident; DOT/CDL specifics; DER named; chain-of-custody.	
Workplace Safety & Infectious Disease	General safety rules.	Broader safety framework; incident reporting; infectious disease protocols; fit-for-duty.	Post-COVID alignment; better readiness.
Violence-Free Workplace & Weapons	Weapons addressed within Rules of Conduct.	Standalone chapter; concealed-carry storage/handling; deadly force limits; active-threat guidance.	Clearer boundaries; law alignment.
Technology Usage	Email/Internet/voicemail monitoring; separate cell phone and early social media policy.	Unified IT usage: security standards, prohibited conduct, password/MFA, training, incident reporting.	Cyber risk reduction; supports CJIS/KBI/HIPAA alignment.
Social Media	Early policy with official/unofficial use; KORA acknowledgment.	Expanded: moderation policy, records retention, protected activity caveat, discipline parameters, uniforms/equipment limits, off-duty guidance.	Better First Amendment/KORA balance.
Artificial Intelligence	Not addressed.	New AI policy: IT-approved tools only; no confidential/CJIS/HIPAA/ attorney-client data; human review; KORA disclosure noted.	Proactive governance; data protection.
City-Owned Property & Equipment	General rules; vehicle use addressed elsewhere.	Consolidated property control, issuance/return,	Inventory control; audit readiness.

Topic/Section	2009 "Blue Book"	2026 Draft Position	Key Change & Impact
		loss/theft reporting, telework equipment.	
Travel & Training	Dispersed references.	Dedicated section: approvals, per diem/mileage (IRS), receipts, GSA benchmarks, P-card controls.	Financial controls; audit resilience.
Timekeeping & Payroll	Standard timesheets; fewer remote rules.	Detailed capture for telework, call-backs, meal/rest compliance; payroll corrections.	FLSA risk mitigation.
Investigations	General conduct rules.	Formal investigation procedures; interview protocols; *Weingarten*/*Garrity* where applicable.	Due process optics; consistent fact-finding.
Corrective Action/Discipline	Progressive steps; less process detail; grievance covered elsewhere.	Defined stages, documentation, admin leave, investigative interviews; at-will caveat; CBA carve-outs.	Stronger defensibility; preserves discretion.
Reductions in Force	Present.	Clarified factors (seniority, performance, funding), bumping, recall lists.	More defensible budget cuts.
Amendments & Administration	Amendment clause present.	Clarifies City Manager/Commission roles, effective dates, severability, CBA/ordinance conflicts.	Governance clarity; reduces legal conflict.
Acknowledgment	Implied via handbook receipt.	Explicit acknowledgment with at-will status,	Contract-claim mitigation; annual

Topic/Section	2009 “Blue Book”	2026 Draft Position	Key Change & Impact
		non-contractual nature, policy supersession.	re-acknowledgment advised.

Comparison workbook	Junction City personnel policies: 2009 Blue Book to 2026 Personnel Policy Handbook
Prepared date	April 13, 2026
Scope	This workbook crosswalks the 2009 policy against the 2026 handbook, identifies where provisions were carried forward, split, consolidated, added, or removed, and includes verbatim section language in the pairwise sheet.
Top-level sections in 2009	16
Top-level sections in 2026	27
2009 content units compared	120
2026 content units compared	177
2026 units identified as added/new standalone provisions	38
2009 units with no direct standalone 2026 counterpart	3
2009 units split across multiple 2026 sections	58
2026 units consolidated from multiple 2009 sections	54
Clearly new or newly standalone 2026 policy areas	
•	SECTION 12: ACCOMMODATION AND INTERACTIVE PROCESS
•	SECTION 13: REMOTE WORK POLICY
•	SECTION 15: VIOLENCE FREE WORKPLACE
•	SECTION 20: TECHNOLOGY USAGE
•	SECTION 21: SOCIAL MEDIA (substantially expanded)
•	SECTION 22: ARTIFICIAL INTELLIGENCE POLICY
•	SECTION 23: INFECTIOUS DISEASE POLICY
•	SECTION 25: INVESTIGATIONS
Stand-alone 2009 areas that were removed or materially redistributed	
•	SECTION 12: GRIEVANCE POLICY (2009) — no standalone counterpart identified in 2026
•	SECTION 2: CLASSIFIED AND UNCLASSIFIED SERVICE (2009) — redistributed into employee status and classification-plan sections
•	SECTION 6: CHANGE OF STATUS (2009) — redistributed into employee status, vacancies, separation, and corrective-action sections
•	SECTION 14: REDUCTIONS (2009) — reduction-in-force moved into separation from employment
Major structural themes	
•	Employee records were broken out into a separate records section, including KORA-specific language.
•	Leave provisions were substantially expanded, including PTO, Med Bank Leave, domestic violence/sexual assault leave, and more detailed LWOP rules.
•	Harassment language was expanded into a broader anti-discrimination / harassment / retaliation framework with dedicated reporting and investigation subsections.
•	Technology and social media controls are much more detailed in 2026, and AI use is now addressed expressly.
•	Safety-related material was split into drugs/alcohol, violence-free workplace, workers compensation/safety, and city-owned property.
How to use this workbook	
•	Use the Old_to_New_Summary sheet if you want to start from the 2009 policy.
•	Use the New_to_Old_Summary sheet if you want to start from the 2026 handbook.
•	Use the Pairwise_Comparison sheet for true side-by-side verbatim language.
•	Row type values on the pairwise sheet distinguish mapped provisions from provisions added in 2026 or removed as standalone topics.

2009 Section	2009 Title	Status	Mapped 2026 Section(s)	Notes	2009 Verbatim Language
1.1	The City Government of Junction City	Carried forward / retitled	SECTION 1.3 — Organizational Structure	Primary 2026 counterpart: SECTION 1.3 ORGANIZATIONAL STRUCTURE.	In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates. a. The City Commission (1) The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are: to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, authorize the salaries for all City employees and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions. (2) The five members of the Commission are elected on a City -wide basis. Elections are held for three Commissioners in April of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two -year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice -Mayor are selected by the Commissioners at the second meeting in April each year. (3) As provided by Kansas Statutes, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted. (4) To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room of the Municipal Building. b. The City Manager (1) As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows: (a) To see that all laws and ordinances are enforced; (b) To appoint and remove all heads of departments and all subordinate
1.2	Purpose of Rules and Regulations	Split into multiple 2026 sections	SECTION 1.1 — Applicability SECTION 1.5 — Conflicts With Personnel Policies Handbook SECTION 1.11 — Amendments SECTION 3.1 — Nature Of Employment	This 2009 section was split or redistributed across these 2026 sections: SECTION 1.1 APPLICABILITY; SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK; SECTION 1.11 AMENDMENTS; SECTION 3.1 NATURE OF EMPLOYMENT.	a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, t hey are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with t he City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Jun ction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time. b. Policies contained in this handbook apply to all City d epartments and employees, except for any contrary provisions or amendments which may be approved by the City Commission or any provisions which are inconsistent with negotiated labor contracts. These policies shall not supplement any terms, conditions or benefits

1.3	Departmental Rules and Regulations	Moved / substantively revised in 2026	SECTION 1.6 — Department Personnel Policies	Primary 2026 counterpart: SECTION 1.6 DEPARTMENT PERSONNEL POLICIES.	The "City of Junction City Personnel Rules and Regulations" shall not be construed as limiting the power and authority of any Department Head to make, o r cause to be made, any rules and regulations governing the conduct and performance of department employees. Departmental rules and regulations shall not conflict with provisions of these rules and shall be approved by the City Manager. Such rules and re gulations when approved, published and distributed, shall have the force and effect of rules of the department and disciplinary action may be based upon breach of any such rules and regulations.
1.4	Administration of the Personnel Regulations	Moved / substantively revised in 2026	SECTION 1.4 — Administrative Responsibility	Primary 2026 counterpart: SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY.	The regulations contained in this manual will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and regulations that may include but shall not be limited to: a. Encourage and exercise leadership in the development of effective personnel administration within the several departments in the City government, and to make available the facilities of his office to this end. b. Foster and develop programs for the improvement o f employee effectiveness, including training, risk management, safety, health, counseling and personnel utilization. c. Assure equal employment opportunities and encouragement for every person regardless of race, sex, age, religion, national origin or ancestry, handicap or familial or veteran status in securing and holding without discrimination in employment in any field of work or labor for which (s)he is qualified. d. Investigate from time to time the operations and effectiveness of these rules and policies. e. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to: title, pay or status, evaluations, personnel actions and benefits. f. Apply and carry out these rules and the policies thereunder and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these rules.
1.5	Employee Access to Personnel Files	Split into multiple 2026 sections	SECTION 6.1 — Kora Compliance SECTION 6.2 — Maintaining And Keeping Of Personnel Files SECTION 6.3 — Information Contained In Personnel Files SECTION 6.4 — Third Party Access To Personnel Information SECTION 6.5 — Employee Access To Personnel File SECTION 6.6 — Employee Request For Amendment Of Record SECTION 6.7 — Change Of Personnel Information/Status	This 2009 section was split or redistributed across these 2026 sections: SECTION 6.1 KORA COMPLIANCE; SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES; SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES; SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION; SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE; SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD; SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS.	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written

1.6	Equal Employment Opportunity	Split into multiple 2026 sections	SECTION 1.7 — Equal Employment Opportunity SECTION 3.2 — Equal Employment Opportunity	This 2009 section was split or redistributed across these 2026 sections: SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY; SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY.	a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, age, religion, national origin or ancestry, disability, or familial status, or veteran status. b. Equal Employment Opportunity will be assured in the per sonnel system and affirmative action provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discri mination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.
1.7	Conflict of Interest/Code of Ethics	Split into multiple 2026 sections	SECTION 1.8 — Conflict Of Interest/Code Of Ethics SECTION 1.9 — Gratuities SECTION 11.6 — Conflict Of Interest	This 2009 section was split or redistributed across these 2026 sections: SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS; SECTION 1.9 GRATUITIES; SECTION 11.6 CONFLICT OF INTEREST.	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use his/her position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal aggrandizement, or profit secured by confidential information or by misuse of public time for personal gain.
2.1	Unclassified Service	Split into multiple 2026 sections	SECTION 1.1 — Applicability SECTION 7.1 — Status Categories	This 2009 section was split or redistributed across these 2026 sections: SECTION 1.1 APPLICABILITY; SECTION 7.1 STATUS CATEGORIES.	a. The unclassified service s hall comprise all positions in all departments and offices and under all boards and commissions cited below: (1) All persons holding elective office (2) The City Manager (3) Persons appointed to any commission b. Persons who fall in the above ca tegory will not be included in the Position Classification Plan, nor will they be subject to these regulations unless otherwise stipulated.
2.2	The Classification Plan	Split into multiple 2026 sections	SECTION 4.1 — Overview SECTION 4.2 — Job Descriptions	This 2009 section was split or redistributed across these 2026 sections: SECTION 4.1 OVERVIEW; SECTION 4.2 JOB DESCRIPTIONS.	The Position Classification Plan is based upon assigned work duties and responsibilit y. The plan is maintained to provide standardized position classification and pay determination for the City workforce. The City Manager retains the authority to establish, combine or abolish positions in the City workforce. To support this authority th e Classification Plan shall include: a. An outline of positions in the City workforce arranged in appropriate groups. b. Job descriptions in such form that accurately reflect the duties and responsibilities of the position. c. Copies of the current j ob descriptions and pay plan policy are available for review in the Administrative Services Department. Job descriptions are also located on the g drive on the City's server.
2.3	Purpose of the Classification Plan	Absorbed into a consolidated 2026 section	SECTION 4.1 — Overview	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 4.1 OVERVIEW.	a. To clearly define the duties and re sponsibilities of each position through written job descriptions. b. To establish educational and work experience qualifications, standards for recruiting, testing and other selection devices. c. To provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority and other relevant relationships between individuals and groups of positions. d. To assist appointing authorities in determining personal service costs and projections for annual budget requirements. e. To provide a basis for developing standards of work performance. f. To establish lines of promotional opportunity. g. To indicate employee training needs and development potential. h. To provide uniform and meaningful titles for all positions. i. To provide the fundamental basis of the compensation program and other aspects of the personnel program.
2.4	Classification of Positions	Split into multiple 2026 sections	SECTION 4.1 — Overview SECTION 4.2 — Job Descriptions	This 2009 section was split or redistributed across these 2026 sections: SECTION 4.1 OVERVIEW; SECTION 4.2 JOB DESCRIPTIONS.	a. Each position in the City workforce shall be classified in accordance with the character, required skill level, and responsibility of its designated duties. b. It shall be the duty of the Department Heads to report to the City Manager and the Administrative Services Director any and all organizational and program changes that significantly alter or eff ect changes in existing or proposed positions. When a Department Head requests the establishment of new or additional positions, the request is forwarded to the City Manager and the Administrative Services Director with a statement of the work duties and responsibilities and employment standards of the proposed position.

2.5	Effect of Classification Changes on Employees	Split into multiple 2026 sections	SECTION 7 — Employee Status SECTION 5.10 — Pay Rate Adjustments	This 2009 section was split or redistributed across these 2026 sections: SECTION 7: EMPLOYEE STATUS; SECTION 5.10 PAY RATE ADJUSTMENTS.	a. When the title of a position is changed without a change in duties and responsibilities, the employee shall have the same status in the retitled position as (s)he had in the former position. b. When a position is assigned to a grade different from the one to which it was previously classified, the pay status of the employee(s) affected will be changed in accordance with Sections 3 and 6 of this policy.
3.1	Authority to Approve Salaries	Split into multiple 2026 sections	SECTION 1.2 — Authority SECTION 5.1 — The Pay Plan	This 2009 section was split or redistributed across these 2026 sections: SECTION 1.2 AUTHORITY; SECTION 5.1 THE PAY PLAN.	The City Commission shall have the power to approve a pay plan for all City employees.
3.2	The Pay Plan	Absorbed into a consolidated 2026 section	SECTION 5.1 — The Pay Plan	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.1 THE PAY PLAN.	The pay of all employees is established by the pay plan for the pos ition in which each is employed. Each position is assigned a salary grade. The pay plan for the City workforce shall include: a. A schedule of standard salary grades and rates of pay indicating the minimum and maximum rates of pay for each salary grade. b. A list of all positions showing the salary grade. c. Supplements, amendments and/or revisions from time to time, as established by the City Manager and approved by the City Commission.
3.3	Standards for Determination of Salary Grades	Absorbed into a consolidated 2026 section	SECTION 5.1 — The Pay Plan	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.1 THE PAY PLAN.	a. Salary grades shall be related directly to the Position Classification Plan for the City workforce, and shall be determined with consideration to the relative responsibility and difficulty of work tasks in the position. b. Salary grades may take into considerat ion prevailing rates of pay for similar employment in private and public jurisdictions in the area, employee turnover, cost of living factors, budget policies, and economic considerations of the City.
3.4	Application of the Pay Plan - Total Remuneration	Absorbed into a consolidated 2026 section	SECTION 5.1 — The Pay Plan	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.1 THE PAY PLAN.	a. Full-time employees shall be paid at the salary rate established for the regular hours worked and shall be the total remuneration for the employee. Except as otherwise provided in this section, no employee shall receive pay from the City in addition t o the salary authorized under the schedules provided in the pay plan. This includes services rendered, either in the discharge of the ordinary duties or any additional duties which may be required or which the employee may undertake or volunteer to perform. The City Manager at his/her discretion, may, in order to recruit qualified, professional employees, increase the beginning salary grade or any other employee benefit levels. b. Part-time employees shall be compensated on the basis of an equivalent hou rly rate paid for only those hours that were actually worked. c. Seasonal and Exempt employees are exempt from the pay plan and shall be compensated on the basis of an hourly rate for only those hours that were actually worked. In the event that a Seaso nal employee works more than 40 hours during the work week as defined in Section 7.1 (b), the employee will be compensated as outlined in Section 3.10.
3.5	Beginning Salary	Split into multiple 2026 sections	SECTION 5.1 — The Pay Plan SECTION 5.10 — Pay Rate Adjustments	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.1 THE PAY PLAN; SECTION 5.10 PAY RATE ADJUSTMENTS.	The minimum rate of pay for a range shall normally be paid to any person on hi s/her original appointment to a position in the municipal service. Original appointment above the minimum rate may be made upon the approval of the City Manager.
3.6	Salary Step Advancements	Absorbed into a consolidated 2026 section	SECTION 5.10 — Pay Rate Adjustments	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.10 PAY RATE ADJUSTMENTS.	a. The criteria for advancing within the appropriate salary range shall include, but is not limited to, available funds, a “meet standards” or higher rating on the employee's performance evaluation report prepared by the Supervisor and/or Department Head and a recommendation by the employee's Department Head. b. Full-time employees may be eligible for an Anniversary Increase effective on the employee’s anniversary date . The rate for the Anniversary Increase will be determined by the City Commission. c. Employees who have reached their highest or last eligible sa lary step (known as topped out), will not be eligible for a salary step advancement, unless the grade is adjusted and recommended by the City Manager for the approval of the City Commission.
3.7	Pay for Exceptional Services	Split into multiple 2026 sections	SECTION 5.10 — Pay Rate Adjustments SECTION 5.13 — Retention Bonus	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.10 PAY RATE ADJUSTMENTS; SECTION 5.13 RETENTION BONUS.	Additional pay may be granted on a one time basis to reward exceptional service rendered by an employee. A recommendation for pay for exceptional service shall be made by the Department Head for approval by the City Manager.

3.8	Pay Rate Adjustments	Absorbed into a consolidated 2026 section	SECTION 5.10 — Pay Rate Adjustments	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.10 PAY RATE ADJUSTMENTS.	The following personnel actions may affect the pay status of an employee in the manner provided: a. Transfers (1) When an employee is transferred between departments or to another position within the same department to a position with the same pay grade (and therefore the same maxi mum salary rate) the pay rate of the employee will remain unchanged. (2) When an employee is transferred between departments or to another position within the same department to a position with a different grade where the current rate being paid to the employee is below the minimum rate established for the position to which the person is transferring, the pay rate of the employee will be increased to the minimum salary rate of the new position. (3) When an employee is transferred between departments or to another position within the same department to a position where the employee's current rate of pay is above the maximum salary grade for the position the employee will be assigned to, the pay rate of the employee will be the maximum salary grade of th e new position until a revision of the pay plan is proposed by the City Manager and approved by the City Commission. (4) All transfers require the approval of the City Manager. b. Promotion (1) When an employee is promoted to a position of a higher grade than the prior job, the amount of the promotional pay increase will be an increase of an amount sufficient to reach the minimum salary range for the new position. (2) If the current pay of the individual being promoted to a higher grade falls within the salary range for that higher grade, the employee will be paid the next pay step in the new position that is above but closest to the employee’s previous pay. c. Demotion When an employee is demoted to a position where the employee's current rate of pay is above the maximum salary range for the position, the employee will be assigned to the maximum salary range of the new position. If the employee's current rate of pay is within the salary range for the new position, the pay rate of the employe e will
3.9	City Manager Approval Of Pay Adjustments	Absorbed into a consolidated 2026 section	SECTION 5.10 — Pay Rate Adjustments	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.10 PAY RATE ADJUSTMENTS.	The City Manager will approve all employee pay adjustments prior to their implementation.
3.10	Overtime and Compensatory Time	Split into multiple 2026 sections	SECTION 5.7 — Overtime And Compensatory Time SECTION 9.10 — Compensatory Time Off	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.7 OVERTIME AND COMPENSATORY TIME; SECTION 9.10 COMPENSATORY TIME OFF.	a. The Fair Labor Standards Act (FLSA), as amended in 1985, provides that covered, nonexempt employees receive not less than one and one-half times their regular rate of pay for each hour worked in a work week in excess of 40 hours per week. This compensation for overtime may be in the form of cash or compen satory time. Compensatory time will be provided to the employee at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. b. Acceptance of compensatory time off by the employee will be made freely and without coercion or pressure. Supervisors will maintain records of compensatory time off earned by employees. Compensatory time off must be provided to and used by the employee within six weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the six weeks of when it was earned, the supervisor will report it to the Administrative Services Department for a cash payment at the regular overtime rate. This payment will be made at the next regular pay period. c. Overtime payments shall not be made unless authorized in advance by the employee's Department Head, a designated assistant, or by other established administrative procedures. d. Recognized holidays, personal days, vacations and work lost due to work related disability, bereavement leave, jury leave, sick leave, military leave, personal leave and leaves of absences shall not be eligible for purposes of computing overtime. e. Exempt employees are expected to perform th e duties of their position without regard to working a specified number of hours. Exempt employees are not entitled to overtime pay.
3.11	Call-back Time	Moved / substantively revised in 2026	SECTION 5.8 — Standby, On-Call Status, And Call Back Time	Primary 2026 counterpart: SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME.	a. When an employee is called back to work in an emergency, payment will be made for a minimum of one hour's work. b. Once an employee arrives at the work site after being called back into service, all working time must be compensated. If this causes the hours worked for a nonexempt employee to exceed the maximum hours standard for the pay period, th e employee will receive overtime pay or compensatory time.

3.12	Holiday Compensation	Absorbed into a consolidated 2026 section	SECTION 5.9 — Holiday & Holiday Pay	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.9 HOLIDAY & HOLIDAY PAY.	a. Section 7.6 lists the holidays for which holiday compensation is paid. b. All full-time employees will receive 8 hours of pay for holidays. In addition to holiday pay, employees who are eligible for overtime pay and are scheduled to work on a holiday will be paid at a rate of time and one half for the hours worked. c. Part-time employees are not eligible for holiday pay. d. Seasonal and temporary employees are not eligible to receive holiday pay.
3.13	Pay Days	Moved / substantively revised in 2026	SECTION 5.2 — Pay Calendars And Pay Days	Primary 2026 counterpart: SECTION 5.2 PAY CALENDARS AND PAY DAYS.	The wages of employees will be paid every two weeks. Payments will be deposited directly to a financial institution account designated by the employee.
3.14	Payroll Deductions	Carried forward / retitled	SECTION 5.3 — Payroll Deductions	Primary 2026 counterpart: SECTION 5.3 PAYROLL DEDUCTIONS.	a. The City offers employees the opportunity to voluntarily participate in payroll deduction benefit plans established with outside providers. A current list of the benefit plans is available in the Administrative Services Department. b. Many programs may be deducted on a pre-tax basis. Information about these plans may be obtained by contacting the Administrative Services Department.
3.15	Direct Payroll Deposit	Carried forward / retitled	SECTION 5.4 — Direct Payroll Deposit	Primary 2026 counterpart: SECTION 5.4 DIRECT PAYROLL DEPOSIT.	The City requires employees to utilize the Direct Deposit System. This system is designed to reduce the Ci ty's administrative cost and burden, to increase payroll efficiency, and to provide greater convenience to City employees. a. Employees must complete a "Direct Deposit Authorization" form. b. Information required on the form includes depository name, d epository address, depository routing and transit number, account number, and type of account, i.e., savings and/or checking. c. To verify institution and account routing codes, a voided copy of the employee's personal check or deposit slip must be attac hed to the authorization form. If the deposit is to be made to a savings account, the employee must provide a copy of a savings deposit slip or bankcard with the account number. d. Any financial institution that is a member of the Federal Reserve System can be utilized for this purpose. If, after original sign -up, an employee changes financial institutions, he/she must complete a new authorization form with the Administrative Services Department to insure proper and timely deposit to their account. Any changes effective for a particular pay day must be received by the Administrative Services Department no later than 5 p.m. the Monday prior to the pay day. e. Employees' pay will be released from the City's payroll account to the bank-clearing house by the end of banking hours each payday. Generally, funds will be deposited to an individual's account within 24 hours; however, due to bank transfers, this can not be guaranteed. Employees are encouraged to verify that their bank has deposited funds in their account. Notify the Administrative Services Department if problems
3.16	Termination Procedure	Split into multiple 2026 sections	SECTION 26.1 — General SECTION 26.2 — Exit Employment Actions	This 2009 section was split or redistributed across these 2026 sections: SECTION 26.1 GENERAL; SECTION 26.2 EXIT EMPLOYMENT ACTIONS.	a. Upon notification by an empl oyee that he/she is voluntarily terminating their employment with the Cit y, the employee's Department Head will notify the Administrative Services Department of the action and the effective date. The Administrative Service Department will notify the employee's department of the necessary actions to coordinate the employee's smooth and efficient departure. The Administrative Services Department will also set a date for the employee's exit interview. The employee must complete and sign a Personnel Action Report with the effective date of the resignation. b. When completed, each department will return the employee's clearance papers to the Administrative Services Director for final audit and the coordination of any necessary follow-up actions. c. The Administrative Services Department will schedule an exit interview with the departing employee to review records, sign clearance papers, and gather information for managerial review and review of the employee's benefit continuation rights.

3.17	Final Pay	Split into multiple 2026 sections	SECTION 5.11 — Final Pay SECTION 26.4 — Final Pay	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.11 FINAL PAY; SECTION 26.4 FINAL PAY.	Employees leaving the service of the City shall be paid according to the following terms: a. Wage Rate Used To Compute Final Pay. (1) Full-time employees will be paid for all accumulated vacation leave based on the employee's anniversary date rate of pay up to a maximum of 240 hours for the 8 hour employee, 480 hours for Fire Department Battalion Chiefs and the Fire Chief, or some other total of accumulated vacation leave for those employee groups, who due to special circumstances, have an express written agreement with the City Manager. (2) Part-time and seasonal employees are not eligible for final pay. b. Sick Leave (1) As used in this section, "RETIRED" means any employee who has terminated employment and is receiving a retirement benefit for service with the City from the Kansas Public Employees Retirement System /Kansas Police and Firemen's Retirement System. (2) Upon retirement from the City of Junction City, full-time employees will be paid one-quarter (¼) of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract. The Fire Chief, Fire Department Battalion Chiefs, Police Lieutenants, Police Captains and the Chief of Police will be paid one quarter (¼) of the accumulated sick leave up to a maximum not to exceed 480 hours. (3) Upon resignation from the City of Junction City, an employee will not
3.18	Health and Dental Coverage	Absorbed into a consolidated 2026 section	SECTION 10.1 — Group Health And Dental Coverage	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE.	a. Termination: Group Health and Dental coverage shall terminate on the last day of the same month of the employee's final day on the payroll. b. Options to Continue Health and Dental Coverage: (1) A City employee is eligible for Retiree coverage if they: (a) are at least 50 but less than 65 on the date of retirement; (b) have worked at least 10 years for the City prior to the date of retirement; and (c) make the contributions for retiree coverage as required by the City. (d) have applied and is approved for a medical disability retirement through KPERS or KP&F. (2) A retired employee's spouse and/or dependent children up to the age of 23 may also continue coverage if covered on the day preceding the employee's retirement and the employee remains covered as a retiree. (3) Under the City plan, an e mployee who retires at sixty-five (65) years of age will use Medicaid and Medicare as their primary insurance. An employee retiring at age sixty-five (65) with ten (10) years of service who has a spouse under the age of sixty -five (65) may provide for the spouse and children for up to thirty-six (36) months as shown in paragraph d (3) and (4) below. (4) Under the City plan, an employee who retires and elects to continue Dental coverage, may continue their coverage until they pass away, so long as the retiree pays the required premium each month. c. Employees who resign from the service of the City, and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to select coverage under terms o f COBRA as set forth by the Consolidated Omnibus Budget Reconciliation Act. d. The group health and dental plan provides the following individuals the opportunity to continue group health coverage for up to thirty -six (36) months under the COBRA plan aft er their coverage would otherwise terminate subject to certain conditions: (1) Widows of covered employees (applies to covered surviving spouses and children of deceased employees). (2) A former covered spouse whose coverage ceases due to divorce or legal separation provided they pay all the premiums as set forth by the City
3.19	Deceased Employee	Moved / substantively revised in 2026	SECTION 5.12 — Final Pay Regarding Deceased Employee	Primary 2026 counterpart: SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE.	a. Final Compensation for a deceased employee s hall be paid to the dependents of the employee in accordance with the terms of paragraph 3.17 Final Pay. b. Health and dental insurance for a deceased employee's dependents may continue. Dependents of a deceased employee shall be eligible to continue gr oup coverage with the City for a period not to exceed 36 months under COBRA provided that said dependents have been covered by the City's plan immediately preceding the employee's death and also provided that the dependent of the deceased employee pays all premiums for such coverage under the terms set forth by the Consolidated Omnibus Budget Reconciliation Act.

3.20	Working Out of Classification Pay	Absorbed into a consolidated 2026 section	SECTION 5.10 — Pay Rate Adjustments	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.10 PAY RATE ADJUSTMENTS.	a. The purpose of this policy is to define and delineate circumstances when employees will receive compen sation for the performance of duties in a higher classification than they normally perform. b. An employee may be assigned to work at any position in the same or lower grade without a change in pay. To meet organizational needs, an employee may also be assigned to work temporarily in a higher grade position with no change in pay. Temporary assignments, lasting beyond four (4) weeks, should be reviewed by the Department Head to determine if additional compensation is due based upon the change in job resp onsibilities. The Department Head has the discretion to select employees on the basis of qualifications and performance for assignment to work in a position outside of the employee's normal job classification. c. Compensation for working out of classifi cation is provided as compensation to an employee for the temporary performance of duties normally performed of a higher classification. No compensation is provided for incidental "fil ling in" during the temporary absence of an individual for vacation, sick leave, or training. d. The assumption and performance of duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments which are made pursuant to prio r mutual agreement between the employee and his or her supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time. e. Compensation for the performance of temporary duties will be for assignments of an extended period of time and the Department Head determination that a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilitie s that will last in excess of four (4) weeks. f. Working out of classification compensation shall be allowed only after approval is granted by t he City Manager. A written memo and Personnel Action Report recommending the personnel action will be sent by the Department Head for review by the Administrative Services Department to ensure that the request is in conformance with this procedure. The memo should state the reasons and justification for the temporary placement of the employee. Following review and recommendation of the written request by the Administrative Services Department, it shall be forwarded to the City Manager for consideration. Recommendation of the
3.21	Longevity	Split into multiple 2026 sections	SECTION 5.13 — Retention Bonus SECTION 10.4 — Milestone Acknowledgement	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.13 RETENTION BONUS; SECTION 10.4 MILESTONE ACKNOWLEDGEMENT.	a. Budget permitting, in December of each year, employees will receive longevity pay. Upon five (5) years of continuous service with the City, the employee will receive $3.00 for each month of service. In order to be eligible for longevity pay, employees must have at least five (5) years of continuous service with the City of Junction City. For example, for an employee who has nine (9) year s of service, he/she will receive $324.00. (9 years x 12 month in a year x $3.00 = $324.00)
4.1	Application and Applicants	Split into multiple 2026 sections	SECTION 3.5 — Vacancies SECTION 3.6 — Pre-Employment Checks Procedure SECTION 3.9 — Reference Checks	This 2009 section was split or redistributed across these 2026 sections: SECTION 3.5 VACANCIES; SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE; SECTION 3.9 REFERENCE CHECKS.	a. There will be open recruitment of applicants for vacant positions. All recruiting activities will follow the guidelines set by the City's Affirmative Action Program. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their race, color, sex, age, national origin or ancestry, physical handicap, or familial or veteran status. Such discrimination is prohibited except where age or physical requirements const itute a bona fide occupational qualification. b. All vacant positions in the City will be filled after open recruitment in accordance with the City's Affirmative Action Program. Additionally, if the Department Head and the City Manager determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contain sufficient numbers of qualified applicants it may be utilized to fill the vacant position. Any established eligibility lists will be maintained for a period of not more than one year from when the position is filled. c. A current employee of the City may upon his/her own initiative submit an application for another vacant position within the City. That application will be considered equally with all other applications. d. All applications shall be made through the City's on -line application process .. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be electronically signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application. Upon interview, the applicant will physically sign their application.

4.2	Qualifications for Employment	Split into multiple 2026 sections	SECTION 3.5 — Vacancies SECTION 3.6 — Pre-Employment Checks Procedure SECTION 3.3 — Americans With Disability Act	This 2009 section was split or redistributed across these 2026 sections: SECTION 3.5 VACANCIES; SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE; SECTION 3.3 AMERICANS WITH DISABILITY ACT.	a. All appointments to City employment are made upon merit and fitness alone. Applicants for any position w ith the City shall meet the minimum qualifications for the position as set forth in the class position description. b. Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge, bac kground information, and any other qualifications or attributes whi ch enter into the position determination. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted. The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices. c. The City requires any employee to have his/her current phone number on record as an employment condition. d. The Department Head or City Manager may also require any employee to have a valid driver's license and/or a Commercial Drivers' License (CDL) with applicable endorsements as a condition of employment if necessary for the performance of the position. Applicants applying for a position requiring a CDL will be required to submit to a drug and alcohol screening as a condition of employment. e. In the event a sufficient num ber of applicants ha ve not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the City Manager. In such cases, notification will be given to the applicants.
4.3	Disqualification for Employment	Absorbed into a consolidated 2026 section	SECTION 3.6 — Pre-Employment Checks Procedure	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE.	a. The City Manager or Department Head may refuse to consider an applicant, or after examination, may disqualify such applicant, or may take steps to remove such person already appointed if one or more of the following are determined: (1) The applicant does not meet the preliminary requirements established for the position. (2) The applicant has made a false statement of material fact in the application or at some time during the selection process. (3) The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process. (4) The applicant's past employment history indicates a poor employment risk. (5) The applicant was previously dismissed from a department of the City. (6) The a pplicant tested “confirmed positive” on drug and /or alcohol pre - employment screen test. b. Conviction of a Felony Except for positions with the Police Department, careful consideration to the effect an appointment would have will be given to an applicant who has a felony conviction record.
4.4	Age Requirements	Absorbed into a consolidated 2026 section	SECTION 3.2 — Equal Employment Opportunity	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY.	Age requirements which constitute a bona fide occupational qualification may be established for any position within the City.
4.5	Residency Requirement	Carried forward / retitled	SECTION 3.8 — Residency Requirement	Primary 2026 counterpart: SECTION 3.8 RESIDENCY REQUIREMENT.	a. All full time and p art time employees appointed to positions in the municipal service shall live within Geary County within ninety (90) days of the date of employment. Employees who reside on Fort Riley are considered to reside within Geary County. Employees who, at the ef fective date of this manual, live outside the Geary County limits, may continue to do so. However, if the employee relocates to Geary County after the effective date of this manual, the employee is required to retain their residency in Geary County as a c ondition of their continued employment. This requirement also applies to Department Heads and the City Manager. b. All employees shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.

4.6	Nepotism	Moved / substantively revised in 2026	SECTION 3.7 — Employment Of Relatives	Primary 2026 counterpart: SECTION 3.7 EMPLOYMENT OF RELATIVES.	a. A person in the immediate family of any employee of the City will not be appointed to any position that would: (1) Create either a direct or indirect supervisor subordinate relationship with a family member; or (2) Create either an actual conflict of interest or the appearance of a conflict of interest. b. The City will make efforts to reassign or trans fer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters. c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to de termine which employee will resign. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City. d. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy. e. When it is in the best interest of the City, the City Manager may waive this policy. f. A definition of immediate family may be found in Section 16: Definition of Terms.
4.7	Citizenship Verification	Moved / substantively revised in 2026	SECTION 3.4 — Immigration Compliance	Primary 2026 counterpart: SECTION 3.4 IMMIGRATION COMPLIANCE.	All employees initially hired after November 7, 1986, for any position with the city, shall complete employment eligibility verification state ment (I -9 Form) in accordance with applicable federal immigration control acts and regulations.
4.8	Notification to Unsuccessful Applicants	Absorbed into a consolidated 2026 section	SECTION 3.5 — Vacancies	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 3.5 VACANCIES.	All applicants not selected for a vacancy will be notified in writing. All applications and associated documents are the property of the City and will remain on file for two (2) years.
4.9	New Hire In-processing	Split into multiple 2026 sections	SECTION 3.10 — New Hire Orientation SECTION 18.3 — New Employee Orientation	This 2009 section was split or redistributed across these 2026 sections: SECTION 3.10 NEW HIRE ORIENTATION; SECTION 18.3 NEW EMPLOYEE ORIENTATION.	On the first day at work, the employee will report to their Department Head or designee for Departmental orientation. To meet federal employment policy guidelines, in -processing appointments for new employees must be made with the Administrative Services Department within three (3) days of the new employee’s initial employment starting date.
4.10	Training	Split into multiple 2026 sections	SECTION 18.1 — General SECTION 18.4 — Required Training For All Employees SECTION 18.6 — Continuing Education & Professional Development SECTION 18.7 — Tuition Reimbursement And Assistance	This 2009 section was split or redistributed across these 2026 sections: SECTION 18.1 GENERAL; SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES; SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT; SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE.	a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employee s in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager. b. The cost of employee travel and attendance at seminars, lectu res, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off -site or out-of-City seminars, lectures, conferences, meetings and training programs.
5.1	Initial Probation Period	Absorbed into a consolidated 2026 section	SECTION 7.2 — Probationary Status	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 7.2 PROBATIONARY STATUS.	All original appointments are subject to a probationary period of twelve (12) months of actual service. The probation period is necessary to evaluate the work of the new employee and encourage his/her adjustment to the position. During this time the employee's work habits, skills, attitude, competence, and other pertinent characteristics for successful job performance will be observed by the immediate supervisor and Department Head. Evaluations will occur as outlined in Section 11 . At the completion of the probation period, the Department Head , with the City Manager’s approval, will determine whether the employee will continue as an employee or be terminated.
5.2	Promotional Probationary Period	Absorbed into a consolidated 2026 section	SECTION 7.2 — Probationary Status	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 7.2 PROBATIONARY STATUS.	Each employee promoted to a classification with greater pay and respon sibility shall satisfactorily complete a twelve (12) month probation period. Any employee who fails to satisfactorily complete such probationary period may be returned to the pay and position held immediately prior to the promotion or, if available, to a position with the previous pay rate and responsibility. Evaluations will occur as outlined in Section 11.
5.3	Evaluation During Any Probationary Period	Split into multiple 2026 sections	SECTION 7.2 — Probationary Status SECTION 8.1 — Performance Management Overview SECTION 8.2 — Performance Evaluation Observation Time Period	This 2009 section was split or redistributed across these 2026 sections: SECTION 7.2 PROBATIONARY STATUS; SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW; SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD.	a. During the probation time, the Department Head and the immediate Supervisor will conduct written performance evaluations of the employee. The evaluation schedule will occur as outlined in Section 11 . A copy will be given to the employee. The original will be forwarded to the Administrative Services Department for review. The evaluation will be app roved and signed by the City Manager. The evaluation will be placed in the employee’s personnel file. b. If warranted by the Department Head and approved by the City Manager, a pay increase on the probationary evaluation may be granted. c. The Administrative Services Department will send a monthly evaluation notice to the Department Head stating which employee is due to be evaluated that month. Evaluations are to be completed and submitted to the City Manager and the Administrative Services Department no later than the end of the month. Any pay increase noted on the evaluation will be effective the first day of the pay period in which the effective date falls.

5.4	Extension of Any Probationary Period	Absorbed into a consolidated 2026 section	SECTION 7.2 — Probationary Status	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 7.2 PROBATIONARY STATUS.	At the end of any probationary period if ther e is reason to believe that the employee's ability to perform satisfactorily is questionable, the appointing authority may grant an extension of the probationary period, in units not to exceed ninety (90) days.
5.5	Resignation or Dismissal During Initial Probation Period.	Split into multiple 2026 sections	SECTION 7.2 — Probationary Status SECTION 26.1 — General	This 2009 section was split or redistributed across these 2026 sections: SECTION 7.2 PROBATIONARY STATUS; SECTION 26.1 GENERAL.	a. During the initial probation, any employee who resigns or is dismissed and who is subsequently re-employed shall commence a new initial probation period. b. At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed by a Department Head, with approval of the City Manager, by notifying the employee in writing.
5.6	Appeal Rights of Employees During Initial Probationary Period.	Absorbed into a consolidated 2026 section	SECTION 7.2 — Probationary Status	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 7.2 PROBATIONARY STATUS.	Dismissal during the initial probation period for failure to meet performance standards shall not, in its self, be considered valid grounds for a grievance.
5.7	Other Probationary Periods	Split into multiple 2026 sections	SECTION 7.2 — Probationary Status SECTION 24.1 — Corrective Action	This 2009 section was split or redistributed across these 2026 sections: SECTION 7.2 PROBATIONARY STATUS; SECTION 24.1 CORRECTIVE ACTION.	An employee, not in their initial or a promotional probationary period, may be placed on probation by a supervisor with the recommendation of the Department Head and approval of the City Manager. An employee may be placed on probation as a disciplinary measure as covered in paragraph 13.4 Disciplinary Probation, or to extend a performance evaluation period to permit additional time to assess the employee’s ability to meet the required job standards.
6.1	Promotion	Split into multiple 2026 sections	SECTION 7 — Employee Status SECTION 3.5 — Vacancies SECTION 8.1 — Performance Management Overview	This 2009 section was split or redistributed across these 2026 sections: SECTION 7: EMPLOYEE STATUS; SECTION 3.5 VACANCIES; SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW.	It is the policy of the City of Junction City to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees when possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. Recommendations for promotion will be made by the Department Head to the City Manager for final approval.
6.2	Transfers	Split into multiple 2026 sections	SECTION 7 — Employee Status SECTION 3.5 — Vacancies	This 2009 section was split or redistributed across these 2026 sections: SECTION 7: EMPLOYEE STATUS; SECTION 3.5 VACANCIES.	a. All transfers shall be made for the convenience and the best interest of the City. b. When a vacancy occurs, an employee who wishes to transfer from his/her current position to the vacant position in another department or division, the employee must complete an on -line application through the City’s standard application process . That application will be considered equally with all other applications. If a transferee is selected, the employee’s start date for the position will be coordinated between the gaining and losing departments and the Administrative Services Department. c. Transfers from part-time to full-time or full-time to part-time employment within the same or to another department will be based on the recomme ndation of the Department Head and approved by the City Manager.
6.3	Salary Reduction	Split into multiple 2026 sections	SECTION 5.10 — Pay Rate Adjustments SECTION 24.1 — Corrective Action	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.10 PAY RATE ADJUSTMENTS; SECTION 24.1 CORRECTIVE ACTION.	An employee's pay rate may be reduced within the pay range established for the position held by that employee, as a result of performance evaluation, transfer, or for disciplinary purposes. Such a salary reduction shall be approved by the City Manager. A written notice of this action will be provided to the employee and placed in the employee’s personnel file..
6.4	Demotion	Split into multiple 2026 sections	SECTION 7 — Employee Status SECTION 24.1 — Corrective Action	This 2009 section was split or redistributed across these 2026 sections: SECTION 7: EMPLOYEE STATUS; SECTION 24.1 CORRECTIVE ACTION.	An employee may be demoted from a positio n in one classification range to a position of another classification range as a result of performance evaluation, transfer or for disciplinary purposes. Such a demotion shall be approved by the City Manager. A written notice of this action will be provid ed to the employee and placed in the employee’s personnel file..
6.5	Resignations	Absorbed into a consolidated 2026 section	SECTION 26.1 — General	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 26.1 GENERAL.	Any employee may resign from the service of the City by presenting a personnel action sheet to the Department Head. Such resignation shall be promptly forwarded to the Administrative Services Director and the City Manager. Such resignation may be withdrawn by the employee at any time prior to the effective date with the recommendation of the (resigning) employee's Department Head and the approval of the City Manager.
6.6	Medical Termination	Split into multiple 2026 sections	SECTION 12.1 — Accommodation SECTION 16.4 — Return To Work SECTION 26.1 — General	This 2009 section was split or redistributed across these 2026 sections: SECTION 12.1 ACCOMMODATION; SECTION 16.4 RETURN TO WORK; SECTION 26.1 GENERAL.	a. Any employee who has a health limitation or disability, unrelated to a worker's compensation claim, and is unable to perform the essential functions of their position with or without a reasonable accommodation may be medically ter minated by the City. Should an employee be medically terminated, he/she will be allowed to cash in a maximum amount of vacation leave as set forth in the Final Pay paragraph 3.17. b. An employee may be on sick leave, compensable or otherwise, for a peri od of not more than six months. Eligible employees who meet the criteria may apply for Short term Disability benefits as outlined in Section 8.12 . The City may request proof of continuing disability as a condition of continuance of any sick leave. In si tuations where an employee's physical or mental condition raises a question as to his/her capability to perform the job, the City may require an employee to take a sick leave of absence.

6.7	Notification to Administrative Services Department	Split into multiple 2026 sections	SECTION 6.7 — Change Of Personnel Information/Status SECTION 26.2 — Exit Employment Actions	This 2009 section was split or redistributed across these 2026 sections: SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS; SECTION 26.2 EXIT EMPLOYMENT ACTIONS.	a. An employee should notify his/her supervisor when there is a change in any of the following: (1) Address (2) Telephone number (3) Person to notify in case of accident and/or illness (4) Marital status (5) Number of dependents (6) Insurance beneficiary (7) Military status (8) Outside employment b. This information allows the City of Junction City to help in emergencies, to inform employees of changes in work schedules, and to ensure an employee receives proper insurance coverage.
7.1	Work Schedules	Absorbed into a consolidated 2026 section	SECTION 4.3 — Work Schedules	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 4.3 WORK SCHEDULES.	a. This section is intended only to provide a basis for work schedules. None of these provisions shall be construed as a guarantee of minimum or maximum hours of work or weeks of work to any employee or to any group of employees. b. The department's work schedule shall be determined by the Department Head a nd approved by the City Manager. The work week is defined as seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday, with one (1) unpaid meal period of a minimum of 30 minutes during the day. Additional circumstances may require a change in the normal workweek or the requirement of a 12 or 24 hour shift schedule.
7.2	Attendance	Split into multiple 2026 sections	SECTION 2.2 — Readiness SECTION 9.1 — Absenteeism	This 2009 section was split or redistributed across these 2026 sections: SECTION 2.2 READINESS; SECTION 9.1 ABSENTEEISM.	All employees of the City should be at work in accordance with the general regulations. Prompt appearance for work as well as preparation for work at the specified time is required for all employees.
7.3	Late For Work	Split into multiple 2026 sections	SECTION 2.2 — Readiness SECTION 9.1 — Absenteeism SECTION 24.2 — Suggested But Not Required Offenses	This 2009 section was split or redistributed across these 2026 sections: SECTION 2.2 READINESS; SECTION 9.1 ABSENTEEISM; SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES.	If an employee knows they will be late for work or absent because of illn ess or other reasons, they must notify their Supervisor or Department Head as soon as possible before the start of his/her shift. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while they are absent. Repeated lateness may be grounds for disciplinary action or dismissal.
7.4	Work Breaks	Absorbed into a consolidated 2026 section	SECTION 5.6 — Break And Meal Periods	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.6 BREAK AND MEAL PERIODS.	a. Work breaks are not compensable and scheduled by supervisors around the necessary task and duty requirements. Any time allocated during the day for wo rk breaks will not be accumulated and used for time off or for any absences from hours of employment. Abuse of this policy may result in disciplinary action as prescribed in Section 13. b. Employees may be allowed two (2) 15 -minute breaks during the workday under the following conditions: (1) Any work breaks taken shall be at a time specified by supervisor personnel and will not adversely interfere with the work productivity of the department. (2) Work breaks taken by employees working out -of-doors shall be taken at the work site. Employees will not take work breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head. (3) Employees whose regular work activity takes place in a single location wi ll take work breaks at the work site or at a location specified by the supervisor. (4) In special circumstances Department Heads are authorized to develop flexible alternatives to work break rules.
7.5	Meal Periods	Absorbed into a consolidated 2026 section	SECTION 5.6 — Break And Meal Periods	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.6 BREAK AND MEAL PERIODS.	Every employee, except those on con tinuous operations, shall receive one unpaid meal period of a minimum of 30 minutes during each work shift (not to exceed one (1) hour). Employees shall be completely relieved of all duties during the designated meal period. Employees are free to leave t he duty site during meal periods. Meal periods may not be skipped and accumulated to be used for time off. Meal periods may not be used to cover an employee's late arrival or early departure from work.

7.6	Holidays	Absorbed into a consolidated 2026 section	SECTION 5.9 — Holiday & Holiday Pay	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 5.9 HOLIDAY & HOLIDAY PAY.	a. All full time employees in the City workforce will be afforded the opportunity to observe the following holidays. Compensation will be in accordance with Section 3.12. New Year's Day (January 1st) Martin Luther King's Birthday (Third Monday in January) Presidents' Day (Third Monday in February) Memorial Day (Last Monday in May) Independence Day (July 4th) Labor Day (First Monday in September) Veterans' Day (November 11th) Thanksgiving Day (Fourth Thursday in November) Thanksgiving Friday (Fourth Friday in November) Christmas Day (December 25th) b. Holidays that fall on a Saturday are usually observed on the preceding Friday and those which fall on a Sunday are usually observed on the following Monday. Exception: essential employees in the Police and Fire Departme nt will observe the holidays of January 1, July 4, November 11, and December 25 on that day whether or not it falls on a Saturday or Sunday. c. Other paid holidays may be designated by the City Commission.
7.7	Flex-Time/Alternative Work Schedules	Split into multiple 2026 sections	SECTION 4.3 — Work Schedules SECTION 13.2 — Policy	This 2009 section was split or redistributed across these 2026 sections: SECTION 4.3 WORK SCHEDULES; SECTION 13.2 POLICY.	a. In order to accommodate both the City's and employees' needs, Department Heads are permitted to develop and adopt flex -time/alternative work schedules. These arrangements will not exceed the hours authorized in the employees pay plan or exceed 40 hours for the workweek. b. Department Heads will notify the Administrative Services Department when they identify and designate those individuals and/or positions for an alternative work schedule program. c. Meal periods, rest breaks, and shift start and end ti mes will be established before individuals are placed into a flex -time/alternative work schedule. Supervisors will discuss these issues with the employee(s) and document the discussion and the specific schedule to be worked.
SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	Split into multiple 2026 sections	SECTION 9.2 — Paid Time Off (Pto) SECTION 9.3 — Vacation Leave SECTION 9.4 — Sick Leave SECTION 9.5 — Med Bank Leave SECTION 9.6 — Personal Leave SECTION 9.7 — Bereavement Leave SECTION 9.8 — Leave Without Pay (Lwop) SECTION 9.9 — Domestic Violence/Sexual Assault Leave SECTION 9.10 — Compensatory Time Off SECTION 9.11 — Public Service Leave Or Civil Service Leave SECTION 9.12 — Military Leave SECTION 9.13 — Family And Medical Leave ("Fmla") SECTION 9.14 — Injury Leave	This 2009 section was split or redistributed across these 2026 sections: SECTION 9.2 PAID TIME OFF (PTO); SECTION 9.3 VACATION LEAVE; SECTION 9.4 SICK LEAVE; SECTION 9.5 MED BANK LEAVE; SECTION 9.6 PERSONAL LEAVE; SECTION 9.7 BEREAVEMENT LEAVE; SECTION 9.8 LEAVE WITHOUT PAY (LWOP); SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE; SECTION 9.10 COMPENSATORY TIME OFF; SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE; SECTION 9.12 MILITARY LEAVE; SECTION 9.13 FAMILY AND MEDICAL LEAVE ("FMLA"); SECTION 9.14 INJURY LEAVE.	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.

8.1	Vacation Leave	Absorbed into a consolidated 2026 section	SECTION 9.3 — Vacation Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.3 VACATION LEAVE.	a. Accumulation of Hours (1) Full-time employees will receive vacation leave in accordance with the following schedule. All calculations will be based on the employee's hire date with the City. Vacation time is earned each pay period of the year. The only exception is when there are three (3) pay periods in a month. Vacation time will not accrue in the third pay period. (a) From 6 months through 5 years: 80 hours (3.34 hrs/pay period) (b) From 5 years & 1 month through 10 years: 120 hours (5 hrs/pay period) (c) From 10 years & 1 month through 15 years: 136 hours (5.67 hrs/pay period) (d) From 15 years & 1 month through 20 years: 160 hours (6.67 hrs/pay period) (e) 20 years & 1 month: 168 hours (7.00 hrs/pay period) (f) 21 years & 1 month: 176 hours (7.34 hrs/pay period) (g) 22 years & 1 month: 184 hours (7.67 hrs/pay period) (h) 23 years & 1 month: 192 hours (8.00 hrs/pay period) (i) 24 years & 1 month: 200 hours (8.34 hrs/pay period) (2) Part-time, Seasonal and Temporary employees are not eligible to receive vacation leave credit. (3) Fire Department Battalion Chiefs accumulate vacation leave in accordance with the following schedule, based on their hire date with the City. Vaca tion time is earned each pay period of the year. The only exception is when there are three (3) pay periods in a month. Vacation time will not accrue in the third pay period. (a) From 1 year through 5 years: 120 hours (5 hrs/pay period)
8.2	Sick Leave	Absorbed into a consolidated 2026 section	SECTION 9.4 — Sick Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.4 SICK LEAVE.	a. Accumulation of Hours (1) Full-time employees r eceive credit at the rate of four (4) hours per pay period, or to a maximum of 96 hours per calendar year. (2) Part-time, Seasonal and Temporary employees are not eligible to earn or receive sick leave. (3) Fire Department Battalion Chiefs receive credit at the rate of eight (8) hours per pay period, or to a maximum of 192 hours per calendar year. b. When Taken (1) Sick leave must be earned before it can be granted. Earned sick le ave is credited each pay period, except when a third pay period of the month occurs. (2) Sick leave may be taken after an employee has been employed by the City for a period of one complete month. (3) Sick leave shall be granted to employees for the following reasons: (a) Personal illness or physical incapacity of the employee. (b) Enforced quarantine of an employee. The provisions of the Family and Medical Leave Act may apply in some circumstances. See Section 8.6 below. (c) In the case of actual personal sickness or disability of the employee or for their med ical, dental, eye or other examinations or treatment for which arrangements cannot be made outside of working hours. (d) City employees may use up to forty (40) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16. Fire Department Battalion Chiefs may use up to fifty-six (56) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16. (4) When an employee finds it necessary to be absent, they will notify their Supervisor or Department Head (in accordance with specific department procedure) prior to the regular time for reporting for work. (5) An employee must keep his/her Supervisor informed of his/her condition if the absence is for more th an three days in duration and provide a medical certificate in accordance with paragraph 8.2 k. (6) Holiday pay while on sick leave.

8.3	Injury Leave	Absorbed into a consolidated 2026 section	SECTION 9.14 — Injury Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.14 INJURY LEAVE.	a. If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged sick leave until the investigation is complete. If the investigation verifies th at the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used sick leave. b. To insure that a proper determination can be made for the leave days charged, the City will require a st atement from a licensed physician attesting to the extent of the injury. c. Should an on -the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for worker's compensation benefits. If worker's compensation benefits are paid to the employee the seven (7) days of injury leave will be reimbursed to the City. Further details on Worker’s compensation benefits are found in Section 9.5
8.4	Military Leave	Absorbed into a consolidated 2026 section	SECTION 9.12 — Military Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.12 MILITARY LEAVE.	a. Military duty means training and service performed by an inductee, enlistee, or officer in the armed forces of the United States, including time spent in reporting for and returning from training or drill meetings. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard. b. Eligibility. Any employee called upon to suspend their service with the City for military duty shall be placed on military leave without pay. Military leave will extend through 30 days after the employee’s release from military service. If the employee is not deployed or accepted for military duty, the employee will be reinstated to their position without loss of status or reduction in pay. c. Restoration. An employee returning from military leave is entitled t o restoration of his or her former position or a position of like pay and responsibility, pursuant to applicable law. d. Vacation and Sick leave. Vacation and Sick leave does not continue to accrue during the absence of the employee/service member. Upon restoration to City service all vacation and sick leave accrual shall be restored unless the employee had been paid for unused vacation leave at the time of his or her departure for duty. e. Military Training. Any employee who is a member of any reserve component of the United States armed forces or the National Guard shall be granted military leave for short tour of active duty or field training encampment. An employee of the City may take military leave in accordance with State and Federal statutes. An employee who is on reserve status may schedule vacation time to coincide with any field training or summer camp. Such scheduling should be coordinated with the employee's supervisor. Employees will notify their supervisor upon entering or leaving res erve
8.5	Maternity Leave	Split into multiple 2026 sections	SECTION 11.1 — Protected Characteristics SECTION 12.1 — Accommodation SECTION 9.13 — Family And Medical Leave (“Fmla”)	This 2009 section was split or redistributed across these 2026 sections: SECTION 11.1 PROTECTED CHARACTERISTICS; SECTION 12.1 ACCOMMODATION; SECTION 9.13 FAMILY AND MEDICAL LEAVE (“FMLA”).	a. Disabilities resulting from and/or related to pregnancies, childbirth, and the associated recovery are considered temporary disabilities. b. Maternity Leave is paid leave only to the extent that the employee elects to utili ze available accrued Sick or Vacation leave while absent. An employee may also take leave without pay. Maternity Leave, with or without pay, shall not exceed a total of 12 weeks (according to the Family Medical Leave Act – Section 8.6) following termination of the pregnancy or delivery. If medical complications related to the pregnancy occur, the employee may remain on Maternity Leave until released by their physician. c. An employee on maternity leave is required to contact her Department Head or supervisor and report her return -to-work plans within two (2) weeks after the termination of the pregnancy or delivery. Upon return to work she will be required to provide a physician’s certification stipulating she is medically fit to return to work. d. The employee may apply for Short term Disability as outlined in Section 8.12

8.6	Family and Medical Leave	Split into multiple 2026 sections	SECTION 9.13 — Family And Medical Leave (“Fmla”) SECTION 16.5 — Family Medical Leave Act (Fmla)	This 2009 section was split or redistributed across these 2026 sections: SECTION 9.13 FAMILY AND MEDICAL LEAVE (“FMLA”); SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA).	Employees may be entitled to job -protected leaves of absence if the following conditions are met: The employee worked for the City for at least 12 months; The employee is currently employed with the City; During the last 12 months of employment with the City the employee worked at least 1,250 hours. At least 50 employees are employed by the City within 75 miles of the employee’s workplace. Eligible employees may take a leave of absence for the following reasons: The birth of the employee’s child and to care for the newborn child. The placement of a child with the employee for adoption or foster care. A serious health condition that makes the employee unable to perform the employee’s job. A serious health condition affecting the employee’s spouse, child or parent, for which the employee is needed to provide care. Any qualifying exigency as determined by the Secretary of Labor arising out of the fact that the s pouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certa in military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Except as explained below in the section entitled “C aregiver Provision,” an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12 -month period commencing the first date leave is taken for any of the reasons listed above. If both a husband and wife work for the City, they m ay take a total of twelve weeks during the twelve-month period for the birth, adoption or placement of a child or to care for a parent with a serious health condition. Caregiver Provision: An eligible employee, as defined above, who is a spouse, son, daughter, parent or “next of kin” of a member of the Armed Forces, including a member of the National Guard or Reserves, will be provided 26 weeks of unpaid leave during a single 12 month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise outpatient status, or is otherwise on the
8.7	Personal Leave	Absorbed into a consolidated 2026 section	SECTION 9.6 — Personal Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.6 PERSONAL LEAVE.	a. Full-time employees are eligible for two (2) days of personal leave each year. Fire and Police personnel are eligible for personal time according to their union contracts. Battalion Chiefs are eligible for 48 hours of personal leave. Part -time, seasonal or temporary employees are not eligible for personal leave. Personal leave hours are allotted on a fiscal year basis and do not accrue from year to year. New employees are eligible for this leave after one full month of employment. Full-time employees hired July 1st and after of the fiscal year will receive one (1) day of personal le ave. Employee who are hired after November 1 st of the fiscal year, are not eligible for personal leave until the following fiscal year. b. Prior to the use of any personal hours, the employee is required to make a written request, which must receive the appro val of the Department Head prior to being taken.
8.8	Bereavement Leave	Absorbed into a consolidated 2026 section	SECTION 9.7 — Bereavement Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.7 BEREAVEMENT LEAVE.	a. Upon request, a full -time employee will be granted up to two (2) consecutive days (shifts) leave with pay when a death occurs in the employee's immediate family. Immediate family is defined in Section 16. The day of the funeral will be the last day for which payment will be made, unless the City Manager grants an extension. b. Normally, paid bereavement leave is not granted if the funeral falls on a holiday, weekend, or a schedu led day off. Bereavement Leave may be granted to travel on a workday for a weekend funeral. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave.
8.9	Civil Leave	Absorbed into a consolidated 2026 section	SECTION 9.11 — Public Service Leave Or Civil Service Leave	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE.	a. Civil Leave with pay will be gr anted to employees while performing emergency civilian duty connected with civil defense, jury duty, or appearing in Court as a subpoenaed witness. Police Officers appearing in Court as a result of the performance of their duties are excluded. Employees who receive a check for jury duty are allowed to keep the check. b. Employees will be granted time off to vote, if the polls are not open at least two hours before or two hours after their scheduled hours of work. c. If an employee is involved in a per sonal lawsuit or court case as plaintiff or as defendant and the action is not related to their duties with the City, the employee may, at the discretion of the Department Head or City Manager, take leave without pay or elect to use vacation or personal leave.

8.10	Leave Of Absence	Absorbed into a consolidated 2026 section	SECTION 9.8 — Leave Without Pay (Lwop)	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 9.8 LEAVE WITHOUT PAY (LWOP).	Special leaves of absence without pay may be granted when the employee has exhausted all available leave time (personal, vacation, and sick leave). With adequate justification, a Department Head may grant such leave if it is to be five (5) workdays or less in duration. A request for a leave of absence without pay for a period longer than five (5) workdays must be approved by the City Manager. During a leave of absence without pay for a period of more than five (5) work days, the employee will not accrue sick or vacation leave.
8.11	Absence Without Leave	Split into multiple 2026 sections	SECTION 9.8 — Leave Without Pay (Lwop) SECTION 24.2 — Suggested But Not Required Offenses	This 2009 section was split or redistributed across these 2026 sections: SECTION 9.8 LEAVE WITHOUT PAY (LWOP); SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES.	Any unauthorized absence from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the employee's supervisor and/or Department Head. An employee who is absent for one (1) or more days/shifts without authorized leave shall be deemed to have voluntarily resigned.
8.12	Short Term Disability	Absorbed into a consolidated 2026 section	SECTION 10.3 — Optional Benefit Plans	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.3 OPTIONAL BENEFIT PLANS.	An employee who is sick or disabled and has exhausted all sick leave may apply for Short term Disability. To qualify for Short term Disability, the employee must have exhausted all of his/her sick leave and it must be the 15 th day after the incident. The employee must complete the necessary paperwork. Once approved, the employee will receive a bene fit that is 50% of their base pay up to $500 per week for up to 26 weeks. The employee will be placed in a leave with out pay status upon approval of the Short term Disability. During a period of leave without pay, no sick leave or vacation time will be accumulated. During this period, the employee is responsible for any deductions they have selected. Arrangements must be made with the Administrative Services Director for these benefits and the employee will be billed a monthly invoice for the deductions.
9.1	Retirement	Moved / substantively revised in 2026	SECTION 10.2 — Retirement Systems: Kpers & Kp&F	Primary 2026 counterpart: SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F.	a. All full-time employees are covered by the Kansas Public Employee's Retirement System (KPERS) and are subject to membership rules of the system. Employees are required to enroll in KPERS as set forth by the KPERS Retirement System. b. Retirement for sworn Police Officers and Uniform Fire personnel is provided through the Kansas Police and Fire Retirement System (KP&F). Coverage for these employees starts from the date of employment. c. Retirement benefits are calculated using formulas specified in state statutes. For more information contact the Administrative Services Department. Employees can contact KPERS directly at 1-888-275-5737 or at www.kpers.org.
9.2	Social Security	Absorbed into a consolidated 2026 section	SECTION 10.3 — Optional Benefit Plans	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.3 OPTIONAL BENEFIT PLANS.	Social Security is an employee taxed retirement system required by the federal government. Social Security consists of joint contributions by the employee and the employer. Contributions are based upon a percentage of the employee's salary and are automatically deducted fro m their paycheck. Details regarding current Social Security deductions, requirements, and benefits are available from the Administrative Services Department.
9.3	Health and Dental Care	Split into multiple 2026 sections	SECTION 10.1 — Group Health And Dental Coverage SECTION 10.3 — Optional Benefit Plans	This 2009 section was split or redistributed across these 2026 sections: SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE; SECTION 10.3 OPTIONAL BENEFIT PLANS.	a. The City has a group hospitalization and medical plan. Membersh ip in the plan is completely voluntary. The City pays the premium for the employee to be enrolled in the individual plan. A Family plan is available and to enroll family members the employee must contribute the difference in cost between the individual plan and the family plan they prefer. The City retains the right to assess a portion of single coverage to all City employees requesting such coverage. The employee shall be responsible for the designated cost of the single coverage if assessed by the City and the cost of the family coverage. b. The effective date of health and dental coverage is the first day of the calendar month following initial employment. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health or dental insurance unless they experience a qualifying event as defined in the plan document for the City's health insurance. Employees are also eligible to enroll in the City’s health and dental insurance during the open enrollment pe riod which occurs each July for an effective date of August 1st of each year. c. Employees who are eligible for retirement may continue group health coverage for themselves and their dependents. See Section 3.18 (b) (1) for age requirements for continuing health care coverage. Employees who are eligible for retirement may also continue dental coverage for themselves and their dependents. Employees electing to continue coverage after retirement must pay all premiums for the coverage under the terms set forth by the City policies and applicable State and Federal laws. d. The City will pay 100% of the Employee Dental Benefit Premium. Group Dental Plan coverage for dependents of full-time employees will be on a contributory basis, with the employee paying 50% of the premium for their dependent’s benefits and the City paying the balance. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. The employee shall be responsible for th e designated cost of the single and/or family

9.4	Life Insurance	Absorbed into a consolidated 2026 section	SECTION 10.3 — Optional Benefit Plans	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.3 OPTIONAL BENEFIT PLANS.	a. Full-time employees are provided with a $20,000 life insurance policy. The City will pay 100% of the initial life insurance premium. Employees may apply for additional voluntary life insurance coverage for themselves and their dependants. The additional life insurance is not connected to the $20,000 life insurance policy provided to the employee by the City . The cost of the additional premiums will be deducted from the employee's pay. Employees leaving the employment of the City either by retirement or by terminating employment, may elect to continue the additional voluntary life insurance policy. Employees are responsible for payment of the premiums. b. By participating in KPERS, employees are provided additional life insurance coverage while an active employee . The KPERS coverage is a percentage of the employee's current annual salary as determined and computed by the Board of Trustees of KPERS. Upon retirement through the KPERS system, employees may convert the life insurance coverage to an individual policy. Employees can obtain the necessary paperwork in the Administrative Services Department. KPERS must receive the paperwork within thirty (30) day s of the employee's last day on payroll. Employees enrolled under the KP&F system are not eligible for the life insurance through KPERS
9.5	Worker's Compensation	Split into multiple 2026 sections	SECTION 16.2 — Accidents And Injuries Involving City Employees SECTION 16.3 — Workers Compensation SECTION 16.4 — Return To Work	This 2009 section was split or redistributed across these 2026 sections: SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES; SECTION 16.3 WORKERS COMPENSATION; SECTION 16.4 RETURN TO WORK.	Employees injured on the job are covered by the Kansas State Worker's Compensation Act. Should an employee be injured on the job or contract an occupational disease, they will receive compensation. To initiate a claim, the following procedure is established: a. The employee shall report any injury IMMEDIATELY regardless of extent, to his/her immediate Supervisor. b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital designated by the City. c. The Supervisor shall inform the Department Head as soon as possible of the accident and the action taken. d. The Supervisor shall see that an Employee Incident Report Form has been prepared and shall forward it to the Department Head within 24 hours. This form can be found on the g drive. e. This report shall be forwarded to the Administrative Services Department within five (5) calendar days and then to the City Manager for review. All reports will be reviewed by the City's Safety Committee during the monthly safety meeting. f. An employee who is injured on the job and is covered by the Kansas State Worker's Compensation Act will receive a weekly check from the City's Worker's Compensation insurance company. This check is equivalent to 66 and 2/3 percent of the employee's base pay to a maxi mum as determined by the State of Kansas . The check will be issued only when the employee is unable to work. If an employee wishes to make up the difference between the Worker's Compensation check and a full pay check, the employee may elect to use a com bination of vacation, sick or personal leave. The employee will need to make arrangements with the Administrative Services Department within the first seven days after the date of injury. In order to maintain any deductions, the employee will need to mak e arrangements with the Administrative Services Department to pay the necessary
9.6	Risk Management	Split into multiple 2026 sections	SECTION 16.1 — Risk Management And Workplace Safety SECTION 16.8 — Safety Issues	This 2009 section was split or redistributed across these 2026 sections: SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY; SECTION 16.8 SAFETY ISSUES.	a. The purpose of the risk management and loss prevention program of the City of Junction City is to protect the well being of all employees and to maintain a safe and efficient work place. Risk management initiatives will reduce insurance costs through elimination or control of employee exposure to risk. b. It is the policy of the City of Junction City to take measures to provide for the safety of all employees. c. Likewise, all employees shall comply with the safety rules outlined herein and established for individual departments and divisions. Responsibility for using proper procedures in performing every duty rests with each employee. d. All accidents shall be reported immediately in accordance with the established policy. The Supervisor and employee shall complete an Employee Incident Report Form as soon as possible. The prompt reporting of accid ents will ensure that injured personnel receive prompt medical attention and correct any safety hazard at the job site

9.7	Drug Free Work Place	Split into multiple 2026 sections	SECTION 14.1 — Drug-Free Workplace SECTION 14.2 — Safety-Sensitive Positions SECTION 14.3 — Cdl Employees	This 2009 section was split or redistributed across these 2026 sections: SECTION 14.1 DRUG-FREE WORKPLACE; SECTION 14.2 SAFETY-SENSITIVE POSITIONS; SECTION 14.3 CDL EMPLOYEES.	a. The City of Junction City recognizes that the use and abuse of drugs and alcohol in today's society is a very ser ious problem which has found its way into the workplace. The City of Junction City also recognizes the significant threat that a drug-impaired employee can pose to the safety of the worker, co -workers and the general public. In order to address the safet y threat presented by the problem of drug and alcohol abuse , the City has established this policy requiring drug and alcohol testing under certain circumstances. b. In light of the above, the City of Junction City has adopted a Drug and Alcohol Testing Policy (Policy Resolution 03 -04) to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations. c. The City of J unction City's testing program is incorporated in an overall Drug and Alcohol Testing Policy (Policy Resolution 03-04) that is designed to create a drug -free environment and provide help to those employees who may suffer from problems with substance abuse. The P olicy has been developed in compliance with existing federal regulations in a manner that ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse. For specific information on this policy contact the Administrative Services Department. d. Section 9.8 describes the Employee Assistance Program of the City of Junction City.
9.8	Employee Assistance Program (EAP)	Absorbed into a consolidated 2026 section	SECTION 10.3 — Optional Benefit Plans	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.3 OPTIONAL BENEFIT PLANS.	a. The City of Junction City recognizes that a wide range of individual problems not directly related to one's emplo yment can affect job performance. These problems may include personal issues, family issues, marital conflict, emotional difficulties, substance abuse, financial, and/or legal difficulties. b. The City provides an Employee Assistance Program for the welfare and protection of its employees and their dependents. The recommendation of an employee for this program will be the responsibility of supervisors and employees. The employee may request an appointment with a counselor or may be referred by their superv isor. The counselor keeps all matters discussed confidential. A copy of the Employee Assistance Program is located in the Administrative Services Department.
9.9	Short term Disability	Absorbed into a consolidated 2026 section	SECTION 10.3 — Optional Benefit Plans	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 10.3 OPTIONAL BENEFIT PLANS.	The City's Short Term Disability policy is outlined in Section 8.12.
10.1	Dress and Appearance	Carried forward / retitled	SECTION 2.3 — Dress And Appearance	Primary 2026 counterpart: SECTION 2.3 DRESS AND APPEARANCE.	It is the policy of City of Junction City that each employee's dress and appearance shall be in neat and conservative attire appropriate to th eir position to enhance a professional working relationship with the public and co-workers. All clothing and other items depicting/suggesting messages about drugs, alcohol, sex, violence, and/or foul language are prohibited. Although an employee may pierce his or her body, it is unacceptable for an employee t o wear body piercing jewelry or ornaments that are readily visible to others. Examples of unacceptable areas would include but not limited to items such as Nose, eyebrow, eyelids, tongue, lips, neck, etc. The normal wearing of earrings in the ears is acceptable. All body jewelry and ornaments should be discreet and non -offensive. They must not be depicting or contain suggestive messages about drugs, alcohol, sex, violence and/or foul language. Although an employee may tattoo his or her body, the City of Junction City discourages all employees from obtaining tattoos while employed with the City. Employees with tattoos will attempt to cover visible tattoos with appropriate clothing. Employees, who have tattoos on their ankle, hand, lower leg, which are discreet and non-offensive, are allowed to have that tattoo visible when wearing appropriate professional attire. Tattoos depicting/suggesting a message about drugs, alcohol, sex, violence, and/or foul language are prohibited and shall be covered at all times. In the event that a supervisor or the Department Head believes that an employee's clothing attire is inappropriate for the work place; the supervisor or Department Head shall consult with the employee about their clothing attire on an individual basis.

10.2	Political Activity	Moved / substantively revised in 2026	SECTION 2.5 — Political Action	Primary 2026 counterpart: SECTION 2.5 POLITICAL ACTION.	Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees. a. Persons employed by the City of Junction City may: (1) Join political organizations, civic associations, or civic betterment groups. (2) Take part in political campaigns and activities, subject to conditions in paragraph b of this Section. (3) Running for elected office: (a) An employee who desires to become a candidate for any elected office may do so, however, the employee must not conduct any political campaign activities during working hours. Upon taking any elected office, excluding seats on boards of education, the empl oyee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in his/her position with the City. (b) An employee who strives to beco me a candidate for City Commission must first resign from City employment. The resignation will be effective as of the date of filing for the elected office. After election, whether successful for not, an employee will not be returned to his/her former employment with the City, unless specifically approved by the City Manager b. Persons employed by the City of Junction City SHALL NOT: (1) Use their office/position to influence elections, nominations, or any other political purpose. (2) Require or advise other employees to make political contributions. (3) Use political influence in connection with their employment status. (4) Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships. Further, political activity of ANY type on the part of any employee while on duty is prohibited. This shall include but is not limited to soliciting or receiving political contributions, any form of campaigning for a candidate for
10.3	Outside Employment	Split into multiple 2026 sections	SECTION 2.6 — Other Employment & Other Off-Duty Activities SECTION 21.5 — Personal Conduct And Off-Duty Employment	This 2009 section was split or redistributed across these 2026 sections: SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES; SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT.	City employees are discouraged from any outside employment. However, outside employment is permitted when it complies with the following conditions: a. An employee must receive written approval from his/ her Department Head and the City Manager prior to accepting outside employment, any change in the conditions of an approved outside employment, or any change in outside employers. The employee requesting approval for outside employment must submit the request on a Personnel Action Report. b. The outside work must not interfere with the employee's City expected job performance, established hours, or create a "conflict of interest". c. If an employee has outside employment which has been approved by the Department Head and the City Manager and is injured in the performance of the outside employment and are unable to perform their City job, they may use sick leave or vacation to cover their absence. Under no circumstances will an employee be permitted to use the City Worker's Compensation program or injury leave for injuries received while working for an outside employer.
10.4	Use of City Vehicles	Absorbed into a consolidated 2026 section	SECTION 17.1 — General Use	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 17.1 GENERAL USE.	a. City owned vehicles are to be used for official business only. The City Manager and Department Head must authorize non -employee passengers in City-owned vehicles. Employees required to retain vehicles overnight shall use such vehicles only for activities authorized by the Department Head and/or the City Manager. b. All employees authorized to drive a City vehicle shall have a current, valid Driver's License. If a violation or restriction has been imposed upon the employee's license, their driving status and job qualification will be subject to review by the Department Head and/or the City Manager. c. Employees operating City vehicles or operating personal vehicles while on City business are expected to observe all traffic laws. City employees who demonstrate careless disregard of traffic regulations damage the image of the City of Junction City and are subject to administrative disciplinary action. d. Employees are prohibited from talking , text messaging and emailing on their cell phones and using their Blackberry while driving a City vehicle or operating a motorized piece of equipment . Employees are to pull over before using their cell phone or Blackberry. This policy is for safety purposes. Disregard of this policy may result in disciplinary action.

10.5	Accidents While Using a City Vehicle	Split into multiple 2026 sections	SECTION 16.2 — Accidents And Injuries Involving City Employees SECTION 17.1 — General Use	This 2009 section was split or redistributed across these 2026 sections: SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES; SECTION 17.1 GENERAL USE.	a. City policy for accidents involving City-owned vehicles is: (1) WITHIN THE CITY LIMITS: Any accident involving a City-owned vehicle will be investigated by the Police Department. The employee involved will immediately notify the Supervisor of the accident. The Supervisor will immediately notify the Depa rtment Head. The Department Head and the Police Department will notify the Administrative Services Director as soon as the accident report is available. The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee must complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (2) OUTSIDE THE CITY LIMITS: Accidents occ urring outside the City limits in City-owned vehicles will be investigated by the law enforcement agency having jurisdiction at the accident scene. The employee involved will immediately notify his Supervisor of the accident. The Supervisor will immediately notify the Department Head who will notify the Administrative Services Director . The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee m ust complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (3) Drug and alcohol testing procedures will be performed in accordance with the City's Drug and Alcohol Testing Policy.
10.6	Travel Expense and Reimbursement	Split into multiple 2026 sections	SECTION 19.1 — Purpose SECTION 19.2 — Definitions SECTION 19.3 — Approval Process SECTION 19.4 — Modes Of Transportation SECTION 19.5 — Other Expenses SECTION 19.6 — Lodging SECTION 19.7 — Daily Meal Allowance SECTION 19.9 — Business Meals SECTION 19.10 — Use Of Purchasing Card Or Procurement Card SECTION 19.11 — Unauthorized Expenses	This 2009 section was split or redistributed across these 2026 sections: SECTION 19.1 PURPOSE; SECTION 19.2 DEFINITIONS; SECTION 19.3 APPROVAL PROCESS; SECTION 19.4 MODES OF TRANSPORTATION; SECTION 19.5 OTHER EXPENSES; SECTION 19.6 LODGING; SECTION 19.7 DAILY MEAL ALLOWANCE; SECTION 19.9 BUSINESS MEALS; SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD; SECTION 19.11 UNAUTHORIZED EXPENSES.	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel
10.7	Workshops and Seminars	Split into multiple 2026 sections	SECTION 18.1 — General SECTION 18.2 — Tuition, Travel, And Per Diem SECTION 18.6 — Continuing Education & Professional Development SECTION 19.8 — Guidelines-Local Training/Conferences/Meetings	This 2009 section was split or redistributed across these 2026 sections: SECTION 18.1 GENERAL; SECTION 18.2 TUITION, TRAVEL, AND PER DIEM; SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT; SECTION 19.8 GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS.	Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.

10.8	Education Policy	Split into multiple 2026 sections	SECTION 18.4 — Required Training For All Employees SECTION 18.5 — Required Training For Supervisors SECTION 18.6 — Continuing Education & Professional Development SECTION 18.7 — Tuition Reimbursement And Assistance	This 2009 section was split or redistributed across these 2026 sections: SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES; SECTION 18.5 REQUIRED TRAINING FOR SUPERVISORS; SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT; SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE.	It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.
10.9	Telephone, Cell Phone, and Electronic Device Usage	Split into multiple 2026 sections	SECTION 20.1 — General Use SECTION 20.2 — Technological Equipment SECTION 20.5 — Cell Phones And Computers	This 2009 section was split or redistributed across these 2026 sections: SECTION 20.1 GENERAL USE; SECTION 20.2 TECHNOLOGICAL EQUIPMENT; SECTION 20.5 CELL PHONES AND COMPUTERS.	a. Business telephones are available for "limited use." Employees are obligated to reimburse the City for all long distance telephone calls made for personal business. Personal long distance calls are to be authorized by the Department Head. b. The use of private cell phones for talking, text messaging or emailing is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disc iplinary action. c. The use of any electronic devi ce including, but not limited to: iPod, CD player, electronic gaming devices, headsets, personal computers, etc. is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.
10.10	Cell Phone Policy	Split into multiple 2026 sections	SECTION 20.2 — Technological Equipment SECTION 20.5 — Cell Phones And Computers	This 2009 section was split or redistributed across these 2026 sections: SECTION 20.2 TECHNOLOGICAL EQUIPMENT; SECTION 20.5 CELL PHONES AND COMPUTERS.	This policy states the official guidelines for acquisition and usage of city -owned cellular equipment used for city business. This policy provides the framework for proper usage of city cellular equipment and services. The framework's flexibility enables employees to provide the best service to the public while limiting public expense. The City recognizes that employees whose job requires them to be in the field routinely have both a business and personal need to use available ce llular communication services. The City expects appropriate and responsible use of City cellular equipment. It is the responsibility of the Department H ead to determine the needs of their employees for cellular equipment. If it is determined there is a need, the Department Head is to make the necessary arrangements to obtain cellular service and equipment for the employee. For those employees who utiliz e the assigned City cell phone for business purposes only, they will not be taxed on the value of the monthly service charge for the cell phone. In the circum stance that the employee uses the City cell phone for personal use, the employee must reimburse the City for that call(s) at the current rate per minute for calls or be taxed on the entire amount of the monthly cell phone bill. Included are personal text messages. All out-going personal text messages generate a charge each month. Employees will be responsible for these charges. For those employees who utilize the assigned City cell phone for business and personal use, the entire amount of the monthly cell phone bill will be taxed as income to the employee. Department Heads are responsible for rev iewing monthly bills with the employee to determine any personal usage. If it is determined that the employee owes a reimbursement to the City, the employee must reimburse the City with a personal check made payable to "City of Junction City" with a copy of the bill with the highlighted calls. Each Department Head is responsible for completing and signing the necessary form stating either there were not any personal calls for each phone or listing the personal calls and/or text messages and attaching the reimbursement with the form. The form and reimbursement is to be submitted to the Administrative Services Department. Any employee assigned a City cell phone will make decision to determine which of these options applies to them. The election will be made on a per pay period basis. The following are unauthorized uses of City cellular equipment: □ Any call for the purpose of personal entertainment, such as 900 numbers or movie links. □ Sending, viewing or soliciting sexually oriented messages or images. □

10.11	Anti-Harassment	Split into multiple 2026 sections	SECTION 11.1 — Protected Characteristics SECTION 11.2 — Discrimination SECTION 11.3 — Harassment SECTION 11.4 — Sexual Harassment SECTION 11.7 — Bullying, Hazing, And Cyberbullying SECTION 11.8 — Retaliation SECTION 11.9 — Prohibited Conduct SECTION 11.10 — Reporting SECTION 11.11 — Investigation SECTION 11.12 — Compliance With State And Federal Law	This 2009 section was split or redistributed across these 2026 sections: SECTION 11.1 PROTECTED CHARACTERISTICS; SECTION 11.2 DISCRIMINATION; SECTION 11.3 HARASSMENT; SECTION 11.4 SEXUAL HARASSMENT; SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING; SECTION 11.8 RETALIATION; SECTION 11.9 PROHIBITED CONDUCT; SECTION 11.10 REPORTING; SECTION 11.11 INVESTIGATION; SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW.	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this
10.12	Internal and External Electronic Communication	Split into multiple 2026 sections	SECTION 20.1 — General Use SECTION 20.3 — Network SECTION 20.4 — Reporting	This 2009 section was split or redistributed across these 2026 sections: SECTION 20.1 GENERAL USE; SECTION 20.3 NETWORK; SECTION 20.4 REPORTING.	The City of Junction City provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified comm unications access to its employees, the City of Junction City places certain restrictions on workplace use of the same. The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the City. A ccordingly, all messages and files created, sent, received or stored within the system should be related to City business and are and will remain the property of the City. A system or Citywide distribution of e -mail (announcements, bulletins, etc.) requir es Department approval in advance of the distribution. Some offices may require a higher approval level. The City reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or fil e is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All employees with access to the City's computer network will be assigned a user name and password. At no time will the employee divulge their p assword to another person, even other City employees. By disseminating their password to a third party, the employee will enable this third party to access the City's computer network and act as that employee. This may allow unauthorized access to sensitive information, inappropriate use of the email system, or use of the Internet in violation of this section. Disregard of this policy may result in disciplinary action. The only exception to this provision is for the Fire Department and compliance under HIPAA. The Privacy/Information Security Officer and/or his/her designee will have access to all Fire Department employee user IDs and their passwords. While the City encourages employee use of the Internet, its use is restricted to the following: ⍰ to com municate with employees, vendors, or clients regarding matters within an employee's assigned duties; ⍰ to acquire information related to, or designed to facilitate the performance of regular

10.13	Software and Hardware	Split into multiple 2026 sections	SECTION 20.2 — Technological Equipment SECTION 20.3 — Network	This 2009 section was split or redistributed across these 2026 sections: SECTION 20.2 TECHNOLOGICAL EQUIPMENT; SECTION 20.3 NETWORK.	The City of Junction City provides and maintains computer hardware and software systems for use by employees in the performance of their daily duties. As a condition of providing these previously identified computer systems to its employees, the City of Junction City places certain restrictions on workplace use of the same. All data created or produced by employees on the above identifi ed computer systems remains the sole property of the City of Junction City. Employees are prohibited from loading software onto computer systems with out the approval of the Information Systems Department. Employees wishing to bring additional software for installation onto city owned computer systems may do so by providing the Information Systems Department with an unregistered original retail copy of the software. The information Systems Department will test the software for system compatibility with the city's computer network prior to installing the software. All software installed in this manner will become the property of the City of Junction City and will not be returned to the employee. The use of personally owned computer hardware (printers, US B drives, cameras, etc.) in conjunction with the City's computer network is prohibited. If an employee wishes to utilize personal hardware in the performance of their daily duties, the employee will provide the hardware to the Information Systems Departmen t for system compatibility inspection. The hardware will become the property of the City of Junction City and will not be returned to the employee. Documentation for all hardware devices and software installed on the City's computer systems will be maintained by the Information Systems Department. Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary ac tion may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the
10.13 (a)	Social Media Policy	Split into multiple 2026 sections	SECTION 21.1 — Purpose SECTION 21.2 — Internal Usage Of Social Media SECTION 21.3 — Comment Policy SECTION 21.4 — Social Media Guidance For Employees SECTION 21.5 — Personal Conduct And Off-Duty Employment SECTION 21.6 — Public-Facing And High-Visibility Roles SECTION 21.7 — Prohibition On Speaking For The City SECTION 21.8 — Use Of Uniform Or City Equipment SECTION 21.9 — Use Of Social Media During Work Hours SECTION 21.10 — Public Records And Retention SECTION 21.11 — Protected Activity And Employee Rights SECTION 21.12 — Discipline SECTION 21.13 — Disclaimers	This 2009 section was split or redistributed across these 2026 sections: SECTION 21.1 PURPOSE; SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA; SECTION 21.3 COMMENT POLICY; SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES; SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT; SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES; SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY; SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT; SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS; SECTION 21.10 PUBLIC RECORDS AND RETENTION; SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS; SECTION 21.12 DISCIPLINE; SECTION 21.13 DISCLAIMERS.	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te

10.14	Fraternization/Personal Relationships	Split into multiple 2026 sections	SECTION 11.5 — Fraternization SECTION 11.6 — Conflict Of Interest	This 2009 section was split or redistributed across these 2026 sections: SECTION 11.5 FRATERNIZATION; SECTION 11.6 CONFLICT OF INTEREST.	The City of Junction City recognizes that social relationships develop between employees from time to time. For purposes of this policy, a personal r elationship is defined as a relationship that is a dating or romantic consensual relationship. Employees are encouraged to keep all aspects of personal relationships with any co -worker out of the workplace. This policy applies to all City employees (full time, part time, seasonal). Work related problems that occur in full or in part due to personal relationships with co - workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal ch oice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if: 1. The employees involved have a direct or reporting relationship (supervisory) to each other or 2. It reasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation or ability to conduct himself or herself in an appropriate manner, or 3. It reasonably interferes with or adversely effects the work environment of other employees, or 4. The relationship between the employee s create s a conflict of interest (see definition below), or 5. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (see Anti-Harassment Policy, Section 10.10). In some cases, appropriate disciplinary action, up to and including termination, against one or both employees involved may be imposed. A conflict of interest is defined as any activity or association (relationship) that creates or appears to create a conflict between the employee's personal interests and the business of the City of Junction City. A conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant. Such situations or perce ptions may interfere with the City's obligation to provide equal employment opportunity and in some instances, may constitute harassment and/or sex discrimination. The City Manager, Department Heads and Supervisors at all levels are responsible for:
11.1	General	Absorbed into a consolidated 2026 section	SECTION 8.1 — Performance Management Overview	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW.	Employee performance evaluations shall be prepared for all full -time and part -time employees of the City w orkforce. Information contained in the employee's performance evaluation is personal and confidential in nature and should be treated as such. Violating confidentiality may result in disciplinary action.
11.2	Frequency of Evaluations	Split into multiple 2026 sections	SECTION 8.1 — Performance Management Overview SECTION 8.2 — Performance Evaluation Observation Time Period	This 2009 section was split or redistributed across these 2026 sections: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW; SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD.	(a) Initial Hire: Three (3) months, six (6) months and twelve (12) months from date of initial hire or upon termination of employment. (b) Promotional Appointments: Three (3) months and nine (9) months from date of promotion. The annual evaluation date will change to the pro motion date; however, the promotion date will not affect the employee's years of service with the City. (c) Full time and part time employees with more than one year of continuous employment: On the anniversary of their employment, upon transfer from one department to another or within the same department, upon significant change of job duties or responsibilities or at any time for unsatisfactory performance.
11.3	Responsibility for Employee Performance Evaluations	Absorbed into a consolidated 2026 section	SECTION 8.1 — Performance Management Overview	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW.	a. The Office of the City Manager shall have the ultimate responsibility for administering the performance evaluation system. Under the direction of the City Manager, the Administrative Services Director will administer the performance evaluation system. b. Each employee shall be rated by his/her immediate supervisor, and that rating will be reviewed by the next higher supervisor, and finally by the Department Head. Employees are required to submit information to assist in the evaluation process. Any information requested of the employees must be first approved by the Administrative Services Director and must be required by all employees of that Department at the time of their evaluation. Any information provided by employees as required by the Department Head will become part of the original Perf ormance Evaluation and will be treated as such . Upon Department Head approval, the rating supervisor will review the evaluation with the employee and the employee will sign the evaluation. a. A copy of the original Performance Evaluation will be provided to the employee during the supervisor/employee review and the original of the performance evaluation shall be transmitted through the Administrative Services Department to the Office of the City Manager. After the Manager's approval , the original performance evaluation will be returned to the Administrative Services Department for inclusion in the employee's individual personnel file.

11.4	Promotion Dependent on Employee's Performance Evaluation	Split into multiple 2026 sections	SECTION 7 — Employee Status SECTION 8.1 — Performance Management Overview	This 2009 section was split or redistributed across these 2026 sections: SECTION 7: EMPLOYEE STATUS; SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW.	One of the criteria for promotion is a "meet standards" or hi gher rating in all applicable factors on the employee's most recent Performance Evaluation. If recommended by the Department Head the City Manager may use discretion and a promotion may be granted.
11.5	Unsatisfactory Performance Evaluation	Split into multiple 2026 sections	SECTION 8.1 — Performance Management Overview SECTION 24.1 — Corrective Action	This 2009 section was split or redistributed across these 2026 sections: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW; SECTION 24.1 CORRECTIVE ACTION.	An unsatisfactory rating on a performance evaluation could lead to disciplinary action.
12.1	General Statement	Removed as standalone in 2026		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.	a. It is the policy of the City of Junction City that employees have the right to air complaints and concerns regarding matters affecting his or her employment that they consider unjust. b. When a question exists as to whether or not a particular matter is covered by the grievance policy, final judgment will rest with the City Manager. c. A grievance claim will be denied when the grievance concerns City Commission policies, ordinances, or statutes; pertains to matters in which the grieved has no direct interest; or when the City Manager has good reason to believe that a grievance has been brought in bad faith or for inappropriate reasons. d. Grievance procedures will be followed when the matter affecting employment involves a liberty interest of the employee.
12.2	Definitions	Removed as standalone in 2026		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.	a. Grievance: A complaint filed by a n employee in response to action(s) of the employee's Sup ervisor involving interpretation or application of rules and regulations, suspension, demotion, and/or dismissal. Grievances founded in allegations of discrimination should follow the procedure outlined in Section 12.4 herein. b. Liberty Interest: A lib erty interest is that interest an employee has in his/her employment which can be adversely affected by an allegation of misconduct which, if publicized, could negatively impact on the employee's standing or reputation within the community concerning the e mployee's good name, honesty, honor or integrity and which could affect the employee's freedom or ability to obtain other employment.
12.3	Grievance Procedure	Removed as standalone in 2026		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.	It is the desire of the City to ad dress grievances informally (not necessarily in writing) and that the Supervisor and employee are expected to make every effort to resolve problems when they arise. Direct communications and discussion will most likely result in a full disclosure of facts and a fair and speedy resolution of most complaints arising during day-to-day City operations. If direct communication does not resolve the issue the following procedure will be the guide to a successful resolution. a. Step Number 1 . Any employee who believes they have a grievance shall, within a period of ten (10) working days, after the date of action, submit their grievance in writing on the grievance form found in Appendix A of this manual to the immediate supervisor and will include the following information: (1) Name of grieved. (2) Date of occurrence giving rise to the grievance. (3) A specific statement of actual grievance including all relevant facts. (4) The relief sought. (5) Signature of grieved. (6) Date filed. b. The supervisor shall provide a written answer to the employee within te n (10) working days of receipt of the grievance. c. Time Limits. No grievances shall be entertained or processed unless filed within the time limits and according to the guidelines set forth in this policy. If a grievance is not appealed within the time limits, it shall be deemed settled on the basis of the last answer by the City. If the City fails to provide an answer within the limits specified, the employee may immediately appeal to the next step in the procedure. The parties may mutually agree in writing to extend the time limits. d. Step Number 2 . If the employee disagrees with the decision of the Supervisor, the employee may forward the grievance in writing to the Department Head within ten (10) working days of receipt of the Supervisor's written response. e. The Department Head shall obtain relevant information from the employee and Supervisor and make an inquiry into the facts and circumstances of the grievance. The Department Head shall inform the employee of a decision and reasons supporting the decision in writing within ten (10) working days of receipt of the employee's grievance. This step shall constitute the employee's pre -termination hearing if the grievance involves a proposed termination or affects a liberty interest.

12.4	Discrimination Grievances.	Split into multiple 2026 sections	SECTION 11.10 — Reporting SECTION 11.11 — Investigation SECTION 11.12 — Compliance With State And Federal Law	This 2009 section was split or redistributed across these 2026 sections: SECTION 11.10 REPORTING; SECTION 11.11 INVESTIGATION; SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW.	Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity. a. The grievance shall be submitted in writing, specifying that the ind ividual is filing a Discrimination Grievance, to the City Manager for review and follow -up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies. b. The City Manager (or his designe e) will review and take action within thirty (30) working days of receipt of the grievance.
13.1	Disciplinary Action	Split into multiple 2026 sections	SECTION 24.1 — Corrective Action SECTION 24.2 — Suggested But Not Required Offenses Group 1 Offenses Group 2 Offenses Group 3 Offenses	This 2009 section was split or redistributed across these 2026 sections: SECTION 24.1 CORRECTIVE ACTION; SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES; GROUP 1 OFFENSES; GROUP 2 OFFENSES; GROUP 3 OFFENSES.	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge
13.2	Reprimand	Absorbed into a consolidated 2026 section	SECTION 24.1 — Corrective Action	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 24.1 CORRECTIVE ACTION.	A Supervisor or Department Head may reprimand an employee orally or in writing. Oral reprimands may be documented in writing for inclusion in the employee's personnel file. Written reprimands will be included in the employee's personnel file permanently or for a period specified in the reprimand. The Department Head and the City Manager shall approve all written reprimands. A copy of any reprimand placed in the employee's file will be provided to the employee.

13.3	Suspension	Absorbed into a consolidated 2026 section	SECTION 24.1 — Corrective Action	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 24.1 CORRECTIVE ACTION.	An employee of the City may be recommended for suspension by the Department Head and/or Supervisor. The City Manager will approve ALL disciplinary suspensions prior to issuing the suspension to the employee. a. Administrative Leave - pending investigation (1) Any employee of the Police Department may be placed on administrative leave pending investigation of the employee discharging their firearm. (2) Any employee of the City may be suspended with pay pending investigation of any allegation against the employee. (3) When an employee is suspended pending an investigation, the Department Head shall notify the employee at the time of the suspension the reason(s) for the suspension, and the duration of the suspension. b. Suspension without pay - Disciplinary (1) An employee may be suspended as a disciplinary measure and may be removed from the payroll immediately and relieved of all responsibilities. (2) When an employee is suspended, the Department Head and/or Supervisor shall notify the employee at the time of the suspension, the reason(s) for the suspension, the duration of the suspension, and the right to appeal the suspension, if applicable. c. Suspension without pay - Pending further action. (1) An employee may be sus pended without pay pending the investigation and outcome of criminal charges for an alleged offense: (a) occurring on the job or while utilizing City owned vehicles or machinery or other property; (b) which, if proven, would constitute a felony under the laws of Kansas, another state, or the United States; or (c) is of such a nature, if proven, would bring discredit upon the City of Junction City. (2) If the employee is found guilty in a court of law of a criminal offence, with the approval of the Cit y Manager, the employee may be terminated. The termination will be effective the date of the suspension. If the employee is found not guilty of the criminal charges or the charges are dropped, the suspension will be removed, and the employee may be returned to work. All pay and entitlements will be reinstated back to the date of the initial
13.4	Disciplinary Probation	Absorbed into a consolidated 2026 section	SECTION 24.1 — Corrective Action	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 24.1 CORRECTIVE ACTION.	A Supervisor and/or Department Head may place an employee on disciplinary probation for a specific time period. During this probationary period, the employee may be required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head for the disciplinary probation ti me period. The City Manager must approve this action. a. A written statement of the reasons for an employee's placement on disciplinary probation shall be furnished to the employee and a copy filed in the employee's personnel file. b. No pay increase shall be granted during this probationary period. c. There may be other reasons arising during the disciplinary probationary period, which may result in discipline. The specific reasons stated for the disciplinary probation are not intended to be the on ly basis upon which discipline can be imposed upon an employee who is on disciplinary probation.
13.5	Demotion	Absorbed into a consolidated 2026 section	SECTION 24.1 — Corrective Action	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 24.1 CORRECTIVE ACTION.	A Department Head, with the approval of the City Manager may demote any employee. a. No demotion shall be made as a disciplinary action un less the employee to be demoted is qualified for employment in the lower position and shall not be made if any employee in the lower position will be laid off by reason of such a disciplinary demotion. b. A written statement of the reasons for a discipli nary demotion shall be furnished to the employee and a copy filed in the employee's personnel file.
13.6	Dismissal	Split into multiple 2026 sections	SECTION 24.1 — Corrective Action SECTION 26.1 — General	This 2009 section was split or redistributed across these 2026 sections: SECTION 24.1 CORRECTIVE ACTION; SECTION 26.1 GENERAL.	A Department Head, with the approval of the City Manager, may dismiss for any reason an employee in his/her department. A written stateme nt for dismissal will be furnished to the employee by the Department Head and a copy will be filed in the employee's personnel file. Department Heads may be dismissed by the City Manager at his/her sole discretion for disciplinary reasons or for any other reason. Department Heads so dismissed shall not be eligible to submit a grievance.
14.1	Salary Reduction	Split into multiple 2026 sections	SECTION 5.10 — Pay Rate Adjustments SECTION 24.1 — Corrective Action	This 2009 section was split or redistributed across these 2026 sections: SECTION 5.10 PAY RATE ADJUSTMENTS; SECTION 24.1 CORRECTIVE ACTION.	A Department Head, with the approval of the City Manager, may reduce an employee's rate of pay. a. The pay rate of an e mployee shall be reduced within the pay range assigned to the position held by the employee. b. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.

14.2	Reduction in Force-Layoff	Carried forward / retitled	SECTION 26.3 — Reduction In Force-Layoff	Primary 2026 counterpart: SECTION 26.3 REDUCTION IN FORCE-LAYOFF.	The City Manager, or with his approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager sha ll determine when a reduction in force -layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff. 1. When possible, reductions in services p rovided by the City shall be accomplished before reductions in force -layoff are initiated. In the case of a Proprietary Fund, reductions in services shall be considered before reduction in force-layoff. 2. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered. 3. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified to be eliminated, may at their discretion submit their request for retirement in lieu of reduction in force. 4. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal or temporary employees in the same Classification as defined in Section 2 of the Personnel Policies and Guidelines. 5. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performan ce evaluation. The remainder of the employees subject to reduction in force -layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification, but is not necessarily a controlling factor. 6. Reduction in force-layoff of employees subject to a negotiated labor contract shall be governed by the terms of such contract. 7. Any reduction in force -layoff shall be subject to all applicable laws of the State of Kansas and the United States. 8. In his or her sole discretion, the City Manager may modify these guidelines to identify position for reduction in force -layoff which are in the best interests of the
SECTION 15	AMENDMENT OF POLICIES	Absorbed into a consolidated 2026 section	SECTION 1.11 — Amendments	This 2009 section appears to have been absorbed into a broader or consolidated 2026 section: SECTION 1.11 AMENDMENTS.	This handbook is intended primarily as an outline of the important features of working relationships and is not to be construed as a contract for continued employment with the City of Junction City. If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.
SECTION 16	DEFINITIONS OF TERMS	Moved / substantively revised in 2026	SECTION 27 — Glossary	Primary 2026 counterpart: SECTION 27: GLOSSARY.	The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein. CALL BACK Service required after the normal work period. CITY Junction City, Kansas CITY MANAGER Chief Administrative Officer of the City of Junction City, Kansas. CLASSIFICATION The assignment of individual positions in the service of the City on the basis of the type, difficulty and responsibility of the work performed in the position. DEMONSTRATED ABILTIY The employee’s current ability to perform the essential duties of the job. DEMOTION The movement of an employee from a position to another position having a lower grade, initiated by the City for reasons including, but not limited to: disciplinary action, unsatisfactory work performance, or at the employee’s request. DEPARTMENT A major functional unit of the municipal government as specified by the City Commission and/or the City Manager. DEPARTMENT HEAD The individual appointed by the City Ma nager who is responsible for the administration of a department. DISCIPLINARY ACTION A procedure designed to correct the actions of an employee for a violation of the personnel rules, department regulations or accepted work behavior. DISCIPLINARY PROBATION A time period specified by a Supervisor and/or Department Head in which an employee is required to demonstrate his/her fitness for the position.

2026 Section	2026 Title	Status	Mapped 2009 Section(s)	Notes	2026 Verbatim Language
SECTION 1.1	APPLICABILITY	Consolidated / expanded from multiple 2009 sections	1.2 — Purpose of Rules and Regulations 2.1 — Unclassified Service	This 2026 section consolidates or draws from multiple 2009 topics: 1.2 Purpose of Rules and Regulations; 2.1 Unclassified Service.	This Personnel Policies Handbook applies to all employees and supersedes and replaces all prior City personnel policy manuals and memoranda which were issued on subjects covered in this Personnel Policies Handbook. Prior resolutions, which are not agreements with individual or groups of employees, are superseded and replaced by this Personnel Policies Handbook. This Personnel Policies Handbook is not intended to and does not create a contract of employment, either expressed or implied. This handbook is about the processes and parameters for the City of Junction City, Kansas, and its employees. This Personnel Policies Handbook does not apply to elected officials except for how they do not manage employees who are not the city manager.
SECTION 1.2	AUTHORITY	Split / expanded from one 2009 section	3.1 — Authority to Approve Salaries	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 3.1 Authority	This Personnel Policies Handbook as well as any department personnel policies and guidelines are issued by authority of the City Manager. Requirements of this policy may be waived or amended at the discretion of the City Manager if such waiver is in the best interest of the City and not in violation of federal, state, or local law.
SECTION 1.3	ORGANIZATIONAL STRUCTURE	Carried forward / retitled	1.1 — The City Government of Junction City	Primary 2009 counterpart: 1.1 The City Government of Junction City.	The City Government of Junction City In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates. The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions. The five members of the Commission are elected on a City-wide basis. Elections are held for three Commissioners in November of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two-year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice-Mayor are selected by the Commissioners. As provided by Kansas Statutes and City ordinance 105.112, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted. To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room at 701 North Jefferson Street. As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows: To see that all laws and ordinances are enforced; To appoint and remove all Department Heads and all subordinate officers and employees in the department, which appointments shall be made upon qualifications, skills, and abilities required by the job position and in compliance with being an Equal Opportunity Employer; To exercise control over all departments and divisions that may be created by the City Commission; To attend all meetings of the Commission with the right to take part in the discussion but not to vote; To recommend to the Commission the adoption of such measures as they may deem necessary or expedient; To prepare the annual budget and keep the Commission fully advised as to the financial condition and needs of the City; To perform such other duties as may be required of them as provided by Kansas Statutes, or by ordinance or resolution as determined by the City Commission. In order to effectively operate an organization, much of the authority and responsibility of running the City is delegated to administrative staff, Department Heads, supervisors and ultimately to each employee. Each Department Head is responsible to the City Manager and the City Manager is, in turn, responsible to the City Commission for the efficient operation and maximum provision of service. It is the responsibility of everyone connected with the City to recognize that the chief function of local government at all times is to serve the best interests of all the people. The City of Junction City, Kansas (the “City”) is a city of the first class organized under the commission-manager form of government. The City is comprised of departments and sub-departments broken down on an organizational chart available upon request from the Human Resources Department. Each department and sub-department have been established with a set supervisory chain. The chain consists of the Department Heads reporting to the City Manager and sub-department managers and/or supervisors reporting to the Department Heads and employees in accordance with their job titles reporting to their respective manager and/or supervisor as assigned by the Department Head. In the absence of the City Manager, the City Manager shall delegate who will act in the same capacity as the City Manager. If the City Manager is incapable in any manner of delegating the duties of City Manager, then the City Commission shall hold an emergency meeting to delegate the Interim City Manager.
SECTION 1.4	ADMINISTRATIVE RESPONSIBILITY	Reorganized / substantively revised from 2009	1.4 — Administration of the Personnel Regulations	Primary 2009 counterpart: 1.4 Administration of the Personnel Regulations.	The policies contained in this handbook will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and policies that may include but shall not be limited to: Encourage and exercise leadership in the development of effective personnel administration within the departments in the City government. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling, and personnel utilization. Assure equal employment opportunities and encouragement for every person regardless of race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits in securing and holding without discrimination in recruitment, hiring, placement, promotion, demotion, discipline, termination, or other employment related processes for which they are qualified. These opportunities, encouragements, and protections extend against retaliation, harassment, and other employment concerns. These protections apply in conjunction with Federal and State Law, in light of required duties for the position(s). Evaluate from time to time the operations and effectiveness of these policies. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to title, pay or status, evaluations, personnel actions, and benefits. Official Employee records will be held in the Human Resources Department per Section 6.2. The City Manager is the only employee of the City that has any authority to enter into any contract or agreement with any other employee concerning their employment. Apply and carry out these policies and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these policies. These policies shall be construed so as to be in line with, or not contradict, Federal law, State law, or any collective bargaining unit or other contract with an employee(s).

SECTION 1.5	CONFLICTS WITH PERSONNEL POLICIES HANDBOOK	Split / expanded from one 2009 section	1.2 — Purpose of Rules and Regulations	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.2 Purpose of Rules and Regulations.	A collective bargaining unit's contract shall control if there is a conflict or inconsistency between the contract and this Personnel Policies Handbook or any department personnel policy. An employee's individual written employment contract shall control if there is a conflict or inconsistency between the employment contract and this Personnel Policies Handbook or any department personnel policy. This Personnel Policies Handbook shall control if there is a conflict or inconsistency between a department personnel policy or procedure and this Personnel Policies Handbook.
SECTION 1.6	DEPARTMENT PERSONNEL POLICIES	Reorganized / substantively revised from 2009	1.3 — Departmental Rules and Regulations	Primary 2009 counterpart: 1.3 Departmental Rules and Regulations.	All departments may develop personnel policies, guidelines, regulations, or as otherwise utilized by those areas specific to their department which are not covered in this Personnel Policies Handbook. Department personnel policies and guidelines shall be developed in conjunction with and approved by the Department Head and the Human Resources Department. Human Resources will obtain approval from the City Attorney, and then the City Manager. Each Department shall furnish their updated and current personnel policies and guidelines to the Human Resources Department.
SECTION 1.7	EQUAL EMPLOYMENT OPPORTUNITY	Split / expanded from one 2009 section	1.6 — Equal Employment Opportunity	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.6 Equal Employment Opportunity.	It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits. Equal Employment Opportunity will be assured in the personnel system and provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.
SECTION 1.8	CONFLICT OF INTEREST/CODE OF ETHICS	Split / expanded from one 2009 section	1.7 — Conflict of Interest/Code of Ethics	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.7 Conflict of Interest/Code of Ethics.	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use their position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal benefit, or profit secured by confidential information or by misuse of public time for personal gain. h. This section incorporates Junction City Ordinance 100.055 and section 9 of the City Fiscal Policy.
SECTION 1.9	GRATUITIES	Split / expanded from one 2009 section	1.7 — Conflict of Interest/Code of Ethics	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.7 Conflict of Interest/Code of Ethics.	Employees or agents of the City of Junction City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties of sub agreements. Without violating this policy, such vendors or contractors may give business gifts of nominal value such as pens, calendars, meals, etc. to employees. City employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the City employee primarily because of their official position, if any of the following apply: A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor; A reasonable person would believe the employee is under an obligation to or the influence of the donor; The item consists of cash, or anything easily convertible to cash (ex. gift cards exceeding $50, entertainment tickets regardless of the amount or value, et cetera); or The value of the gift exceeds $50, or the accumulation of the value of gifts from a single donor to the employee exceeds $200 in a twelve (12) month period. For the purposes of this section, the terms "gifts", "benefit", and "gratuity" shall mean the transfer of cash, goods, or services without reasonable and valuable consideration. In evaluating what a reasonable person in the community would believe in connection with this section, employees are encouraged to seek assistance from their supervisors, peers, Department Head, Human Resources, City Manager, or their designee, or the City Attorney. If after consideration of the circumstances surrounding the potential acceptance of any gift, benefit, or gratuity, an employee determines it is reasonable to accept the gift, benefit, or gratuity, they shall disclose the nature of the gift, benefit, or gratuity, and all the relevant circumstances to their supervisor. Prizes or rewards from open "drawings" such as a raffle will most likely not be a gift, benefit, or gratuity especially when the prize or reward is won at an event hosted or operated by a non-vendor and the prize or reward does not affect or appear to affect the employee's decision-making or recommendations concerning work duties or vendor selection.

SECTION 1.10	COMPLIANCE	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Employees are required to comply with the following: Policies and procedures as set forth in this Personnel Policies Handbook; Department or division personnel or policy manuals; Includes “personnel policies and guidelines”; Include “code(s) of conduct”; Includes specific policies concerning implementation or compliance with federal, state, and other regulations including but not limited to: HIPAA CJIS Cybersecurity/NIST Safety procedures and guidelines; and Standard operating procedures. Employees are further required to comply with instructions and to perform any duties which may be assigned to the employee.
SECTION 1.11	AMENDMENTS	Consolidated / expanded from multiple 2009 sections	1.2 — Purpose of Rules and Regulations SECTION 15 — AMENDMENT OF POLICIES	This 2026 section consolidates or draws from multiple 2009 topics: 1.2 Purpose of Rules and Regulations; SECTION 15: AMENDMENT OF POLICIES.	If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments. Suggestions for amendments to the City’s personnel policies or department policies and guidelines are welcome at any time from any employee and shall be submitted in writing to the Department Head. If the Department Head agrees and approves the amendments, they shall forward them to the Human Resources Department for approval. Requests shall contain a memo outlining the need for the amendment and the intent of the policy. A draft copy of the proposed amendment may also be submitted. The Human Resources Department will obtain approval from the City Attorney, and then the City Manager. Changes to the City Personnel Policies require Commission approval. If the proposed change or revision is denied then the Department Head, City Manager, or their designee shall give a memorandum in response with justification of denial.
SECTION 1.12	OFFICIAL COPIES AND DISTRIBUTION	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The Human Resources Department will maintain the official copy of Personnel Policies Handbook, any department personnel policies and guidelines, and any amendments. A working copy of this Personnel Policies Handbook and any department policies shall be maintained by the Human Resources Department in electronic form and each section amended shall have an effective date clearly marked. Amendments to policies shall be distributed in a manner that will provide all employees access to them. It is the responsibility of each employee to review, understand, and maintain an updated copy of any personnel policies and guidelines manual that may be distributed. Each employee will sign an acknowledgement that they have had the opportunity to review and ask questions and that they understand and agree to abide by such policies and guidelines.
SECTION 2.1	BASIC STANDARDS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	As a representative of the City, employees’ conduct reflects directly on the City. The City’s success depends on achieving and maintaining a positive reputation in the community. Therefore, employees are required to conduct themselves in a professional and courteous manner, whether dealing with co-workers, supervisors, vendors, or the general public. Any conduct that adversely affects the employee’s performance, the performance of fellow employees, or otherwise adversely affects citizens, suppliers, agents, or the City’s business interests is prohibited.
SECTION 2.2	READINESS	Consolidated / expanded from multiple 2009 sections	7.2 — Attendance 7.3 — Late For Work	This 2026 section consolidates or draws from multiple 2009 topics: 7.2 Attendance; 7.3 Late For Work.	Readiness for Work. Employees are to be ready for work at the precise time at which they are expected. This includes reporting to the correct place, at the correct time, and with the proper equipment. Employees are also expected to remain at or return to work as scheduled by their supervisors.

SECTION 2.3	DRESS AND APPEARANCE	Carried forward / retitled	10.1 — Dress and Appearance	Primary 2009 counterpart: 10.1 Dress and Appearance.	Each staff member will present themselves in a manner appropriate for their assigned duties according to established guidelines. This includes their personal hygiene, grooming, and dress. The City of Junction City dress and appearance policy is designed to help us all provide a consistent professional appearance to our citizens, vendors, and colleagues. Employees' appearance reflects on the City. The goal is to be sure that employees maintain a professional appearance and not negatively affect business or interactions with citizens, vendors, or colleagues. This policy applies to all employees, interns, and temporary workers representing the City. Those three groups will be referred to as employees throughout this subsection. Employees are expected to dress appropriately for their position. Exceptions for employees should be brought up with their supervisors for guidance to ensure appropriate attire for their position while engaging in job duties. The following topics or articles of clothing have lists of examples. Those lists are non-exhaustive but are intended to provide examples to management, employees, and supervisors. The City expects employees: to always present a clean, professional appearance in light of job duties and requirements; to address and keep up with daily hygiene needs due to job duties, public interaction, and working alongside fellow employees; to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear considering job duties and requirements; to follow the dress and appearance policy at all times when representing the City during work, at City-sponsored training, and governing body or other appointed board meetings. The City opens itself to employees, managers, and department heads to seek guidance, clarification, and other aid regarding this policy from the Human Resources Department. The below are guidance. Department Heads may develop their own departmental policy/policies in light of their department's needs as well as in a collective bargaining agreement. Prohibited and Always Unacceptable: All lewd, vulgar, hateful, or generally offensive attire shall be unacceptable; Political commentary, slogans, and other similar statements while on-duty or completing work activities/duties; Underwear or other undergarments intentionally being visible. Slacks/Pants/Jeans: Acceptable: Khakis, Business Slacks, Dress Pants, Dress Capris, or Jeans; Unacceptable: Pajama pants and sweatpants; Must be accompanied by a business appropriate top; Present a professional appearance considering job duties and professionalism; Shall not be over-revealing such as showing exposed buttocks, groin, pubic, or midriff area(s); Shall not be over-revealing by being too tight or otherwise affecting interaction with the public, colleagues, or co-workers; Shall not be too loose or with lack of fastening (belt, suspenders, et cetera); Jeans may be affected by Departmental policy. Leggings/Yoga Pants Must be accompanied by a top that when combined presents a professional appearance; The top shall cover the buttocks, groin, and pubic area; Skirts Should be a professional length so the employee may walk, work, sit, and complete all job duties before the public comfortably; Shall not be a miniskirt; Shall not be over-revealing such as exposing buttocks, groin, pubic, or midriff area(s). Tops/Shirts/Blouses Must cover the shoulder/both shoulders; Can be sleeveless; however, the top cannot be one where the sleeves were removed; Shall present a professional appearance; Generally, graphic t-shirts/tee shirts alone are not professional in appearance for office workplace attire. A Department Head may create an individual allowance such as community, athletic, or other morale-based allowances on graphics which are not otherwise contrary with the Dress and Appearance. Shall not be over-revealing such as showing midriff area(s), having plunging necklines, or spaghetti straps. Dresses
SECTION 2.4	CONFIDENTIALITY	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Confidentiality Employees may be privy to confidential information in the course of their employment with the City. Employees are expected to keep such information confidential. This includes taking precautions to safeguard confidential information from being inadvertently overheard or otherwise disclosed. Confidential information includes, but is not limited to: Social security numbers; Information regulated by federal or state law and identified as confidential; City computer system's passwords and access codes; Confidential or proprietary information of businesses or industries with whom the City is in discussions as an economic development prospect; Information discussed by the City Commission in executive session; Information provided to or by the City Attorney's office under the City's attorney-client privilege; Personal Health Information, known as PHI or ePHI, which is received by the City in any manner which causes that information to come under the Health Insurance Portability and Accountability Act "HIPAA" disclosure rules; Criminal Justice Information which is received by the City in any manner which causes that information to come under the Criminal Justice Information System ("CJIS" or "K-CJIS") promogulated by the Federal Bureau of Investigation or the Kansas Bureau of Investigation (FBI or KBI). Information which has been specifically designated as confidential by a City official with authority to make such a designation. However, this policy shall in no way limit an employee from fulfilling their official City duties, subject only to compliance with federal, state, and local laws. This duty of confidentiality includes maintaining training, licensing, certification, or other continuation of HIPAA, KCJIS, or other confidentiality protection and compliance with federal, state, or other regulations. This duty of confidentiality extends beyond the duration of the employment relationship between the City and the employee. The City reserves the right, at any time, to pursue any remedy available in a court of law for a violation by an employee or former employee of this duty.

SECTION 2.5	POLITICAL ACTION	Reorganized / substantively revised from 2009	10.2 — Political Activity	Primary 2009 counterpart: 10.2 Political Activity.	Public Representations Employee's comments may at times be construed as the opinions or views of the City when in fact it is that of the individual employee. For this reason, it is imperative that employees clearly identify when the opinions expressed are their own, and not necessarily those of the City. This applies to all forms of communication, including but not limited to, verbal, social media, correspondence, emails, blogging, and text messages. Further, employees shall receive permission from the City Manager before making public postings that officially represent the City, or which are presented with any association to the City. This includes social media, brochures, websites, blogs, or any other form of distributed information. This specifically does not include operational materials such as individual correspondence or forms. For the purposes of Section 2.5, statements made, written, or posted on behalf of a Union or other political action committee is not "any association to the City". Political Activity Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees. Persons employed by the City of Junction City may: Join political organizations, civic associations, or civic betterment groups. Take part in political campaigns and activities, so long as their actions maintain the neutrality and the effectiveness of the public service employees. Running for elected office: An employee who desires to become a candidate for elected office may do so, however, the employee must not conduct any political campaign activities during working hours. Upon taking any elected office, excluding seats on board of education or other non-partisan positions only including other city councils or city commissions outside of the City of Junction City, the employee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in their position with the City. An employee who strives to become a candidate for City Commission must first resign from City employment. This resignation will be effective as of the date of filing for the elected office. After election, whether successful or not, an employee will not be returned to their former employment with the City, unless specifically approved by the City Manager. Persons employed by the City of Junction City SHALL NOT: Use their office or position to influence elections, nominations, or any other political purpose. Require or advise other employees to make political contributions. Use political influence in connection with their employment status. Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships. Further, political activity of any type on the part of any employee while on duty is prohibited by the City. This shall include but is not limited to: soliciting or receiving political contributions, any form of campaigning for a candidate for public office, wearing or displaying political badges, buttons, hats/shirts/other forms of clothing or décor, or signs on their person or on City property. Employees affected by the Hatch Act The City receives federal funding, grants, and other such support. The Federal Government passed a law, 5 U.S.C. Sec. 1501 – 1508, commonly known as the Hatch Act which ensures that federal monies are administered in a nonpartisan fashion. Violation of the Hatch Act can lead to the City losing federal monies, terminating an employee, or both. Based on the Hatch Act, employees are prohibited from the following activities: Being a candidate for public office in a partisan election (where political party is announced by one or more candidates nominated or elected) if the employee's salary is entirely federally funded; Using official authority or influence to interfere with or affect the results of an election or nomination; or Directly or indirectly coercing, attempting to coerce, commanding, or advising a state, District of Columbia, or local official, officer, or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. Based on the Hatch Act, employees are permitted to engage in the following activities in their personal capacity, not in their official capacity on behalf of the City: Register and vote as they choose Assist in voter registration drives
SECTION 2.6	OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES	Split / expanded from one 2009 section	10.3 — Outside Employment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.3 Outside Employment.	Outside Employment Purpose and Definition For the purposes of this Policy, "Outside Employment" includes the following: Reporting to another entity as an employee; or Being self-employed when required to report income to the IRS ($600 or more in a year); For the purposes of this Policy, "Volunteering" pertains to the following: Performing volunteer work if it requires the same job skills or qualifications used in the employee's primary employment; or Performing volunteer work if it presents a real or perceived conflict of interest. As for this policy "Volunteering" does not include activities which do not inherently create a conflict with the City such as the following non-exclusive list: Coaching a volunteer youth league; Leading a scout troop; or, Other similar unlisted activities which may incidentally utilize work skills but do not create a conflict with the City. In addition, employees paid hourly wages cannot volunteer for the City. If they do work for the City then it must be compensated accordingly in light of the federal Fair Labor and Standards Act ("FLSA"). Purpose The City seeks to avoid Conflict(s) of Interest between the services provided for and to the public. The City seeks to provide efficient and focused services to benefit the public and the City services which support those public services. Volunteering Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time. Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Volunteering involve the use of City property, or Volunteer during the time in which the employee's primary employment is scheduled. In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee. Employees shall not engage in Volunteering as defined herein without the written approval of the Department Head or their designee. The Department Head or their designee shall consider the following prior to authorizing an employee to engage in Volunteering: Whether a conflict of interest exists; Whether there is the appearance of a conflict of interest; Whether the Volunteering involves work in an area of expertise that conflicts with the employee's primary employment; Whether the Volunteering involves goods or services purchased by the City; Whether the Volunteering results in competition of good or services provided by the City; Whether the Volunteering may compromise the employee's credibility or objectivity in performing the duties of their primary employment. A Department Head shall require approval by the City Manager or their designee. Outside Employment Evaluation and Process Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time. Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Outside Employment involve the use of City property, or work during the time in which the employee's primary employment is scheduled. In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee. Employees shall not engage in Outside Employment without the written approval of the City Manager or their designee. The City Manager or their designee shall consider the following prior to authorizing an employee to engage in Outside Employment: Whether a conflict of interest exists;

SECTION 2.7	TOBACCO AND OTHER LEGAL SUBSTANCES POLICY	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Smoking and Vaping The following policy regarding tobacco and other legal substances use includes (i) the smoking of tobacco products such as by means of cigarettes, cigars, and pipes, (ii) the use of electronic cigarettes (“e-cigarettes”), personal vaporizers (“vapes”), other similar electronic nicotine delivery systems, that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Any reference to “smoking” includes all other uses of tobacco or nicotine within this subsection including vaping and other delivery systems. Smoking is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. Smoking is prohibited and not permitted in any of the following places: Within any City building or enclosed structure; Within 20 feet of any entrance or exit to any City building; Within 20 feet of any ventilation intake or open window to any City building; Within 5 feet of, or while inside, any City-owned vehicle; or Within 5 feet of any City-owned equipment. Smoking may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees. Chewing and Other Legal Substance Use The following policy regarding tobacco and other legal substances use includes (i) chewed tobacco or nicotine including gum, loose tobacco, or pouches, or (ii) other legal substances that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Nothing in this policy prohibits the use of legal substances that are legally and medically prescribed to an employee which do not affect their job duties and performance of said duties. Chewing tobacco or nicotine is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. This includes the following non-exclusive examples: At a meeting with fellow City employees; Riding or driving a City vehicle; Responding to a citizen request or dispatched to a call; Talking with a citizen or a vendor at a window or within an employee’s office; Conducting work activities in view of the public; And other similar situations. Chewing tobacco or nicotine as it affects City employees shall be addressed by each Department Head according to their Department’s needs in conjunction with the Human Resources Department, unless otherwise indicated in this policy. Chewing and Other Uses are prohibited and not permitted within the following places: Within any City building or enclosed structure readily accessible to the public;
SECTION 3.1	NATURE OF EMPLOYMENT	Split / expanded from one 2009 section	1.2 — Purpose of Rules and Regulations	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.2 Purpose	All employees who do not have individual, written contracts for specific, fixed terms are employees-at-will. Accordingly, the employee or the City may terminate the employment relationship at any time, either with or without cause, and with or without advance notice.
SECTION 3.2	EQUAL EMPLOYMENT OPPORTUNITY	Consolidated / expanded from multiple 2009 sections	1.6 — Equal Employment Opportunity 4.4 — Age Requirements	This 2026 section consolidates or draws from multiple 2009 topics: 1.6 Equal Employment Opportunity; 4.4 Age Requirements.	The City of Junction City is an equal opportunity employer. Employment and advancement opportunity shall be available to all persons without regard to an individual's race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits. Further, anyone reporting or opposing a discriminatory practice shall in no way influence opportunity for employment or advancement within the City Workforce. Any employee or candidate for employment who believes that they or someone else has been discriminated against shall immediately inform the Human Resources Department or the City Manager of their concerns and any information relating to the matter at hand. EEO Reporting Pursuant to Public Law 88-352, Title VII, EEO-4 reporting will be conducted biennially (at least once every two years) by the Human Resources Department and filed with the Equal Employment Opportunity Commission.
SECTION 3.3	AMERICANS WITH DISABILITY ACT	Split / expanded from one 2009 section	4.2 — Qualifications for Employment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 4.2 Qualifications for Employment.	The City is committed to the recruitment, employment, and promotion of the most qualified individuals. It is the City’s policy to provide equal employment opportunity for persons with disabilities in full compliance with federal, state, and local laws, such as the Americans with Disabilities Act Amendments Act (“ADAAA” or “ADA”). The City does not discriminate against qualified job applicants and employees with known physical or mental disabilities in any employment practice, including, but not limited to recruitment, hiring, education, training, promotion, compensation, participation in social or recreational functions, use of City facilities, transfer, corrective action, layoff, recall, and termination. Pursuant to the ADA and other applicable laws, the City will provide qualified individuals with known disabilities reasonable accommodations to assist them in performing the essential functions of their job. However, where an accommodation would produce an undue hardship on the City or present a health or safety risk, the requested accommodation may be determined unreasonable and denied. Any questions regarding this policy or requests for an accommodation should be made to the Human Resources Department. Upon request for accommodation the Human Resources Department and the City Manager are committed to engaging in a meaningful dialogue to come to a reasonable accommodation if one can be provided.
SECTION 3.4	IMMIGRATION COMPLIANCE	Reorganized / substantively revised from 2009	4.7 — Citizenship Verification	Primary 2009 counterpart: 4.7 Citizenship Verification.	The City is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of hire. Former employees who are rehired must also complete the Form I-9 if they have not completed one with the City within the past three years, if their previous Form I-9 has not been retained, or if their previous Form I-9 is no longer valid. Employment with the City is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.

SECTION 3.5	VACANCIES	Consolidated / expanded from multiple 2009 sections	4.1 — Application and Applicants 4.2 — Qualifications for Employment 4.8 — Notification to Unsuccessful Applicants 6.1 — Promotion 6.2 — Transfers	This 2026 section consolidates or draws from multiple 2009 topics: 4.1 Application and Applicants; 4.2 Qualifications for Employment; 4.8 Notification to Unsuccessful Applicants; 6.1 Promotion; 6.2 Transfers.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer.
SECTION 3.6	PRE-EMPLOYMENT CHECKS PROCEDURE	Consolidated / expanded from multiple 2009 sections	4.1 — Application and Applicants 4.2 — Qualifications for Employment 4.3 — Disqualification for Employment	This 2026 section consolidates or draws from multiple 2009 topics: 4.1 Application and Applicants; 4.2 Qualifications for Employment; 4.3 Disqualification for Employment.	The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department. A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks. The City of Junction City guarantees that all information attained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need to know basis. Criminal Background Check The City of Junction City requires a criminal background check for all employees upon hire. Falsifying Information If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application. Background Checks Conducted By Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager. Junction City Police Department and Information Technology Department Process. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made. Factors to Consider Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results. Credit Checks Credit checks will be performed based on duties as reflected in the job description or checklist. Credit Checks Conducted By Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check. Notice of Results: Pre-Adverse Action If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a “pre-adverse action notification”. A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days). Notice of Results: Adverse Action Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following: The name, address, and phone number of the agency supplying the report. A notice of the individual’s right to dispute the accuracy of, or completeness of any information the agency furnished. A notice of the individual’s right to an additional free consumer report from the agency upon request within 60 days. Psychological Tests All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test. Drug and Physical Screening Test All candidates shall be subject to a pre-employment drug screening test. Physicals will be conducted per the Pre-Employment Background Check Matrix. The Human Resources Department will create, maintain, and update the Matrix for each Department and position per the applicable job description(s). All pre-employment physicals (if applicable) and drug tests must be completed with results before the scheduled new hire orientation date.

SECTION 3.7	EMPLOYMENT OF RELATIVES	Reorganized / substantively revised from 2009	4.6 — Nepotism	Primary 2009 counterpart: 4.6 Nepotism.	Nepotism A person in the immediate family of any employee of the City will not be appointed to any position that would: Members of an Immediate Family, Extended Family, or a Significant Other shall not be employed to supervise each other. Create either a direct or indirect supervisor subordinate relationship with a family member; or Create either an actual conflict of interest or the appearance of a conflict of interest. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy. If marriage or some other circumstance causes employees to be in violation of this policy, Department Heads must formulate a plan of action and submit it to the Human Resources Department and City Manager for review and approval to ensure this policy violation will no longer exist. Changes that need to be made to ensure there is no violation of this policy must be completed within 30 days of when the issue is first recognized. When it is in the best interest of the City, the Department Head may waive this policy in writing with all applicable employees signing the waiver. If the Department Head is implicating this section, then the City Manager must evaluate the possibility of waiver. If the City Manager implicates this section, then the City Commission must evaluate possibility of waiver with advice of the Human Resources Director and the City Attorney. Definitions For purposes of this section, the following words and terms shall be defined in the following manner: Extended Family means an employee’s great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Immediate Family means an employee’s grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Significant Other means an individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.
SECTION 3.8	RESIDENCY REQUIREMENT	Carried forward / retitled	4.5 — Residency Requirement	Primary 2009 counterpart: 4.5 Residency Requirement.	Executive Staff — City-Limits Residency Requirement. Due to continuity-of-operations, emergency management coordination, and leadership availability needs, Executive Staff (Department Heads) must reside within the corporate city limits of Junction City, Kansas, within ninety (90) days of appointment. Positions covered. Executive staff or their equivalents shall be defined as: City Manager, Deputy/Assistant City Manager, City Attorney, Finance Director, Chief of Police, Fire Chief, Director of Public Works, Human Resources Director, Information Technology Director, Director of Parks and Recreation, Community Development Director, and Animal Shelter Director. Exemption. Executive staff who, as of the effective date of this Personnel Policies Handbook, reside outside the corporate city limits of Junction City but reside within Geary County or upon the Fort Riley Military Reservation may continue to do so while continuously employed in the same Executive Staff position. This exemption does not apply upon promotion/appointment into Executive Staff from a non-Executive Staff position, rehire, or after a break in service. Waivers – Executive Staff. The City Manager may grant a written waiver of the Executive Staff city-limits residency requirement only upon documented findings of one or more of the following: recruitment/retention necessity (including hard-to-fill positions); specialized qualifications; temporary hardship; or housing availability constraints. Waivers shall be time-limited (up to twelve (12) months unless otherwise specified), may include conditions (e.g., interim availability expectations), and may be renewed only upon documented review. City Manager residency authority. The City Commission is the only authority regarding the City Manager’s residency requirement. Any waiver or modification for the City Manager must be approved by the City Commission in writing. Address reporting. Employees covered by this subsection must provide and maintain a current primary residence address on file with Human Resources and notify Human Resources of any address change within ten (10) business days.
SECTION 3.9	REFERENCE CHECKS	Split / expanded from one 2009 section	4.1 — Application and Applicants	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 4.1 Application and Applicants.	The City of Junction City may conduct reference checks on the job applicant(s) selected for City vacancies. This process is conducted to verify the accuracy of the information provided by the applicant. The only information that can be collected during a reference check for employment is information pertaining to the quality and quantity of work performed by the applicant relative to the position being hired for, the applicant's attendance record, education (if applicable), and other issues that can impact the workplace.

SECTION 3.10	NEW HIRE ORIENTATION	Split / expanded from one 2009 section	4.9 — New Hire In-processing	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 4.9 New Hire In-processing.	New hire orientation is mandatory for all new hire employees. Department Heads or hiring managers shall connect with the Human Resources Department to schedule a new hire orientation for all new hire employees. For re-hires, Department Heads or designee shall treat the re-hire as a new hire unless otherwise indicated by the Human Resources Department. General City new hire orientation will be conducted on a scheduled date and time. The location for new hire orientation will be at the discretion of the Human Resources Department. The Human Resources staff will review all necessary documentation and ensure supervisors or managers are aware of any incomplete requirements that may result in a delay of new hire orientation. The Human Resources staff may turn away any new hire employee from orientation due to a variety of reasons. The Human Resources staff shall inform the Department Head or their designee as to the reasoning why the new hire employee was turned away from completing a new hire orientation as scheduled. The variety of reasons shall only include one or more of the following: Incomplete documents or other pre-employment/onboarding documentation; Excessive tardiness; Potential conflict of interest or apparent conflict due to personal relationship(s); Disruptive behavior that is not conducive to the onboarding process; or, Reasonable suspicion of drug or alcohol usage or abuse.
SECTION 4.1	OVERVIEW	Consolidated / expanded from multiple 2009 sections	2.2 — The Classification Plan 2.3 — Purpose of the Classification Plan 2.4 — Classification of Positions	This 2026 section consolidates or draws from multiple 2009 topics: 2.2 The Classification Plan; 2.3 Purpose of the Classification Plan; 2.4 Classification of Positions.	The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable. See Human Resources for the Job Position And Pay Range Resolution. Contents of Job Position And Pay Range Resolution Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate. Job Position and Pay Range Resolution establishes the basis for the Classification Plan. Resolution required by City Ordinance 105.420. Establishing a New Position or Combining Positions Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval. Contents required to be submitted with a request for a new position or the combining of positions to create a new position: Job description Suggested Pay Rate Reason for new position Abolishing Positions A written request must be submitted to the Human Resources Department for the abolishment of a position. The City Manager will have the final approval on the abolishment of any city position. Recordkeeping A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.
SECTION 4.2	JOB DESCRIPTIONS	Consolidated / expanded from multiple 2009 sections	2.2 — The Classification Plan 2.4 — Classification of Positions	This 2026 section consolidates or draws from multiple 2009 topics: 2.2 The Classification Plan; 2.4 Classification of Positions.	All positions held by the City of Junction City shall have a job description that is maintained and kept up to date. Job descriptions shall be made available to employees as a general description of work performed and to provide a framework of expectations of the job. The provisions of the job description are to be observed in the handling of all personnel actions and activities. A detailed job description of the position duties, requirements, and responsibilities as well as any other requirements imposed by local, state, or federal law.

SECTION 4.3	WORK SCHEDULES	Consolidated / expanded from multiple 2009 sections	7.1 — Work Schedules 7.7 — Flex-Time/Alternative Work Schedules	This 2026 section consolidates or draws from multiple 2009 topics: 7.1 Work Schedules; 7.7 Flex-Time/Alternative Work Schedules.	All City of Junction City employees are categorized as either exempt or non-exempt depending on their salary and the type of work they do. Each employee shall follow the schedules outlined below. An employee's Work Schedule is dependent on their assigned classification. Exempt Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Exempt employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Non-exempt full-time employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Shift Employees The workweek shall be seven (7) consecutive days unless otherwise stated in the active collective bargaining agreement for union employees. Apart from Dispatchers, the workweek shall begin with the department's respective starting time on Monday beginning at midnight through Sunday at 11:59 p.m. Dispatchers workweek shall be Sunday at 6 a.m. through the following Sunday at 5:59 a.m. Non-exempt shift employees are generally assigned to a rotating schedule at the discretion of their Department Head or a designee delegated by the Department Head. The length of the rotating shifts may vary and may be dependent on the active collective bargaining agreement for union employees. Part-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Part-time employees are hourly employees assigned to a work schedule that is not equivalent to full time. Determination of hours for part-time employees is at the discretion of the supervisor with approval from the Department Head. The Human Resources Department must be notified for all part-time employees who are anticipated to exceed working twenty (20) or more hours in a workweek. Department Heads, designees and supervisors are not allowed to permit a part-time employee to work over 999 hours in a calendar year without prior approval from the Human Resources Department and City Manager. Seasonal Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. This Work Schedule is utilized during times of temporary need for additional assistance for seasonal work, special projects, and internships or to cover positions due to the temporary inability of an employee to fulfill their position. Actual work assignments are assigned by need and can be very sporadic. Assignment of flexible time or alternative work schedules shall be developed by Department Heads. The arrangements will not exceed the hours laid out in the work schedule they fall under.
SECTION 5.1	THE PAY PLAN	Consolidated / expanded from multiple 2009 sections	3.1 — Authority to Approve Salaries 3.2 — The Pay Plan 3.3 — Standards for Determination of Salary Grades 3.4 — Application of the Pay Plan - Total Remuneration 3.5 — Beginning Salary	This 2026 section consolidates or draws from multiple 2009 topics: 3.1 Authority to Approve Salaries; 3.2 The Pay Plan; 3.3 Standards for Determination of Salary Grades; 3.4 Application of the Pay Plan - Total Remuneration; 3.5 Beginning Salary.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees

SECTION 5.2	PAY CALENDARS AND PAY DAYS	Reorganized / substantively revised from 2009	3.13 — Pay Days	Primary 2009 counterpart: 3.13 Pay Days.	Pay Calendars The City currently operates under two different pay calendars: bi-weekly Dispatch calendar and bi-weekly main calendar. Payroll calendars will be available upon request. Employees classified as Dispatchers will operate under a pay calendar that runs Sundays through Saturdays. All other City employees will operate under a pay calendar that runs Mondays through Sundays. Pay Days Employees shall be paid bi-weekly on the Friday following the end of the pay period. When a payday falls on a recognized holiday, paychecks will be available to employees by 5:00 p.m. on the preceding business day.
SECTION 5.3	PAYROLL DEDUCTIONS	Carried forward / retitled	3.14 — Payroll Deductions	Primary 2009 counterpart: 3.14 Payroll Deductions.	The City offers employees the opportunity to voluntarily participate in payroll deductions that have been established between the City and outside providers. In order to participate in the voluntary payroll deduction programs, an employee must complete and submit the required forms of authorizations for payroll deductions to the Human Resources Department. Changes or cancellations of payroll deductions must be submitted to the Human Resources Department. All payroll deduction forms submitted to the Human Resources Department are required to be signed by the employee for validation. A form submitted without signature will not be processed until a signature is acquired from the employee. Employees may obtain more information on voluntary payroll deduction elections available from the Human Resources Department.
SECTION 5.4	DIRECT PAYROLL DEPOSIT	Carried forward / retitled	3.15 — Direct Payroll Deposit	Primary 2009 counterpart: 3.15 Direct Payroll Deposit.	To increase payroll efficiency and to provide greater convenience to City employees, the City requires employees to utilize the Direct Deposit System. The inability to participate in the City's direct deposit plan may result in a delay of the hiring process for an applicant. Upon hire, each employee will be required to complete and submit a signed "Direct Deposit Authorization" form along with a voided check or deposit slip. The City will not be held liable for errors made on the "Direct Deposit Authorization" form submitted by the employee. Changes to banking information for direct deposits are required to be done in person with the Human Resources Department. Employees are responsible to coordinate with their banking institutions for any issues regarding deposit timelines, deposit processes, etc. The City will not be held liable for any issues occurring due to changes of direct deposit information. Employees are encouraged to verify that their bank has deposited funds in their account. Direct Deposit Authorization forms are available at the Human Resources Department.
SECTION 5.5	TIMEKEEPING	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The City reserves the right to conduct an administrative investigation for any employee who falls under reasonable suspicion for timekeeping abuse. Employees who are found to abuse timekeeping records are subject to disciplinary action. General Provisions All time worked whether on or off the premises will be recorded. Inaccurate timekeeping shall be subject to administrative investigation and potential disciplinary action. Other than the employee, only the employee's Department Head or authorized time keeping personnel designated by the Department Head shall be permitted to make changes to an employee's timecard. If the City inadvertently fails to pay an employee properly, the employee must report the discrepancy to Human Resources Department to initiate corrective action. Non-Exempt Employees All non-exempt employees are held responsible to submit and ensure the accuracy of their timecards/timesheets. For shift employees, timecards/timesheets shall be submitted on the last scheduled working day of the pay period. If this is not possible, shift employees shall submit timecards/timesheets on their next scheduled working day. All timecards/timesheets must be signed by the employee and supervisor. All timecards/timesheets must clearly identify and accurately record any leave taken in the pay period. Separate leave request forms shall be filled out and submitted with timecards/timesheets. Incorrect time recording on timecards/timesheets are required to be verified and initialed by supervisors for correction. "Initialed" may include physical initials, email narrative, redone within the payroll portal or software, or other similar methods. Employees must notify the Human Resources Department when a discrepancy is found on the timecard/timesheet after submission. Incorrect timecards/timesheets will be sent back to the Department for correction if found during the payroll process and are due back to the Human Resources Department before the payroll process is complete. Exempt Employees Exempt employees have a set working schedule and are not eligible for overtime and/or compensatory time off. All timecards/timesheets must be signed by the employee and supervisor. Exempt employees are required to submit a leave form for any leave used in the pay period. If an exempt employee works at least four-plus (4+) hours per work day, then they should not be charged for Vacation, Sick, or Personal Leave, or PTO unless it is deemed abused in a pay period. Leave charge for exempt will not be less than eight (8) hours. Ex. If worked four (4) hours for the day, then time entered will be eight (8) hours. No leave will be used. Department heads have the authority to set conditions of leave usage parameters for exempt employees.

SECTION 5.6	BREAK AND MEAL PERIODS	Consolidated / expanded from multiple 2009 sections	7.4 — Work Breaks 7.5 — Meal Periods	This 2026 section consolidates or draws from multiple 2009 topics: 7.4 Work Breaks; 7.5 Meal Periods.	Breaks Breaks are short periods of compensable time off during the workday that typically lasts 5-15 minutes at a time. Breaks shall not be in excess of 15 minutes per break period. Breaks are not required; however, employees may be allowed such breaks depending on the work assigned and departmental needs. The approval and scheduling of breaks shall be at the discretion of the supervisor. Employees may be allowed two (2) breaks during the workday under the following conditions. Breaks taken by employees working out-of-doors shall be taken at the worksite. Employees will not take breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head. Employees whose regular work activity takes place in a single location will take breaks at the worksite or a location specified by the supervisor. Department heads are authorized to develop flexible alternatives to break rules. Meal Periods A meal period is time off during the workday that typically lasts thirty to sixty (30-60) minutes. Meal periods shall not be less than thirty (30) minutes nor exceed sixty (60) minutes. Department Heads are authorized to determine the length of meal period times at their discretion. Union employees will follow guidelines set in their collective bargaining agreement. Employees are free to leave the work site during meal periods. Meal periods will not be accumulated and used for time off or for any absences from hours of employment. Scheduled meal periods will be coordinated along with supervisor or Department Head input. Collective Bargaining Agreements Employees apart of a collective bargaining unit with an agreement shall follow their collective bargaining agreements for break and meal times.
SECTION 5.7	OVERTIME AND COMPENSATORY TIME	Split / expanded from one 2009 section	3.10 — Overtime and Compensatory Time	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 3.10 Overtime and Compensatory Time.	This Section only applies to non-exempt employees. The Department Head is ultimately responsible for the control of overtime and compensatory time for non-exempt employees. All overtime and compensatory time, to the extent possible, shall be authorized in advance. Working additional hours for the purpose of receiving additional pay or accruing extra compensatory time off for future use is prohibited and subject to administrative investigation under reasonable suspicion for timekeeping abuse. Holiday time off, personal days, vacations and work lost due to work related disability, bereavement leave, civil leave, sick leave, military leave, personal leave and leaves of absence shall not be eligible for purposes of computing overtime and compensatory time off. Only actual time worked will be counted towards the computation of overtime. Union employees will follow guidelines set in their collective bargaining agreement. *Exempt employees are not eligible for overtime pay or compensatory time off. Overtime The granting of overtime shall be done by the Department Head and is contingent upon an existing need, such as additional workload, special projects, events, or to cover the absence of another employee. As outlined in the Fair Labor Standards Act (FLSA), non-exempt employees shall receive one and one-half times their regular rate(s) of pay for working in excess of 40 hours in a work week. In lieu of receiving overtime pay for overtime worked, an employee may elect to receive compensatory time off. Compensatory Time In lieu of paying non-exempt employees for overtime worked, employees may be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked. Acceptance of compensatory time off by the employee is made knowingly and voluntarily without coercion or pressure prior to the performance of the overtime worked. Compensatory time off must be provided to and used by the employee within four weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the following two pay periods of when it was earned, the supervisor will report it to the Human Resources Department for payout on the next pay period. Payout of unused compensatory time off will be at the rate of one and one-half times the employee's regular rate(s) of pay.

SECTION 5.8	STANDBY, ON-CALL STATUS, AND CALL BACK TIME	Reorganized / substantively revised from 2009	3.11 — Call-back Time	Primary 2009 counterpart: 3.11 Call-back Time.	On-call Status and Call Back provisions are only applicable to non-exempt and non-union full time, seasonal, or part time City employees who are subject to a call back. Exempt employees are not eligible for compensation related to being on an on-call status or for call back time. Union employees will follow guidelines regarding being on an on-call, standby status, or call back status outlined in their collective bargaining agreement. Department Heads will be responsible for submitting a request for approval to the City Manager to utilize a departmental on-call status schedule and call back roster schedule. If approved, the Department Head will ensure the submission of on-call status and call back timecards/timesheets to the Human Resources Department each pay period to ensure efficient payroll processing. On-Call Status Eligible employees who have been assigned to be the primary callback employee during a predetermined timeframe shall be on an on-call status. Ineligibility of being on the on-call status schedule will be at the discretion of the supervisor and provisions stated in the expectations for employees on an on-call status. Employees unable to respond as expected while on an on-call status will be subject to an administrative investigation. Failure to respond while on an on-call status may lead to disciplinary action at the discretion of the Department Head. Expectations for employees on an on-call status are as follows: Carrying of a City issued cell phone approved by the Department Head. Or the Employee shall allow calls to a personal cell phone. Respond on worksite within 30 minutes. Must not consume alcohol or utilize controlled substances, except the proper use of prescription drugs or over-the-counter drugs shall not be prohibited by this policy. Responsible to notify the supervisor immediately of their inability to report. Compensation for On-Call Status Department Heads shall determine the compensation for their employees on an on-call status. The terms of compensation shall be determined at the departmental level and written in departmental policy. Once compensation has been determined, approval from the City Manager is required. Department Heads shall submit written departmental policy to the Human Resources Department to ensure correct compensation for employees. Call-Back Time Call back time is authorized when designated employees are called back to work unexpectedly for an emergency or when employees on an on-call status are called back to work. Expectations for employees who are called back are as follows: Respond within the time allocated by the supervisor on the emergent incident. Identify on timesheet/timecard reason for call back. Compensation for Call-Back Time Compensation regarding on-call status and call-back will be determined at the departmental level. Employees shall be given access to review this departmental policy any time it is requested. Employees will be required to acknowledge the terms and conditions of being on an on-call status before they are able to be added to an on-call listing for the department.
SECTION 5.9	HOLIDAY & HOLIDAY PAY	Consolidated / expanded from multiple 2009 sections	3.12 — Holiday Compensation 7.6 — Holidays	This 2026 section consolidates or draws from multiple 2009 topics: 3.12 Holiday Compensation; 7.6 Holidays.	Designated Holidays All full-time employees in the City workforce will be afforded the opportunity to observe the following holidays: New Year’s Day (January 1st) Martin Luther King Day (3rd Monday in January) President’s Day (3rd Monday in February) Good Friday (Friday before Easter Sunday) Memorial Day (Last Monday in May) Juneteenth (June 19th) Independence Day (July 4th) Labor Day (1st Monday in September) Indigenous People’s Day (2nd Monday in October) also known as Columbus Day Veterans Day (November 11th) Thanksgiving (4th Thursday in November) Day After Thanksgiving (4th Friday in November) Christmas Eve (December 24th) Christmas (December 25th) The City Commission reserves the right to designate other paid holidays at their discretion. Office Closures City offices, except for the Police and Fire Department, shall be closed for each Designated Holiday listed above. If any Designated Holiday falls on a Saturday, City offices shall be closed on the preceding Friday; and If the Designated Holiday falls on a Sunday, City offices shall be closed on the following Monday. Holiday Pay During Office Closures Eligibility All exempt and non-exempt full-time employees are eligible for holiday pay during office closures. Seasonal and Part-time employees are not eligible for holiday pay during office closures. Payout Eligible employees for holiday pay during office closures shall be paid the equivalent of eight (8) hours at their hourly rate per Designated Holiday as part of regularly scheduled work hours. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Holiday Pay Worked Eligibility All non-exempt full-time and part-time employees scheduled to work during a Designated Holiday.

SECTION 5.10	PAY RATE ADJUSTMENTS	Consolidated / expanded from multiple 2009 sections	2.5 — Effect of Classification Changes on Employees 3.5 — Beginning Salary 3.6 — Salary Step Advancements 3.7 — Pay for Exceptional Services 3.8 — Pay Rate Adjustments 3.9 — City Manager Approval Of Pay Adjustments 3.20 — Working Out of Classification Pay 6.3 — Salary Reduction 14.1 — Salary Reduction	This 2026 section consolidates or draws from multiple 2009 topics: 2.5 Effect of Classification Changes on Employees; 3.5 Beginning Salary; 3.6 Salary Step Advancements; 3.7 Pay for Exceptional Services; 3.8 Pay Rate Adjustments; 3.9 City Manager Approval Of Pay Adjustments; 3.20 Working Out of Classification Pay; 6.3 Salary Reduction; 14.1 Salary Reduction.	Cost of Living Adjustment (“COLA”) Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager’s discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee’s eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee’s classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee’s change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee’s change of status, the City Manager’s approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City’s Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court.
SECTION 5.11	FINAL PAY	Split / expanded from one 2009 section	3.17 — Final Pay	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 3.17 Final Pay.	Employees leaving employment with the City shall be paid according to the following terms: All hours worked in the last pay period leading up to their final day of employment. All accrued and unused compensatory time hours unused or unpaid as of leaving employment in light with this Personnel Policy Handbook and applicable law. All earned leave hours under the following terms: Employees exempted/left into Vacation leave. Payout of vacation hours are up to a maximum of: 240 hours for the 8-hour per day (40 hours per work) employee; 720 hours for Fire Department Battalion Chiefs, Chief positions within the Fire Department, and executive or administrative Fire/EMS position that was promoted from within the local bargaining unit; 720 Vacation hours for Police Chief, Assistant Police Chief, Captains, or Lieutenants promoted from within the local bargaining unit per Resolution R-2824 approved by the City Commission whichever is greater; or Some other total accumulated negotiation vacation hours for those employee groups who have an express written agreement with the City Manager. Employees participating in the City’s Paid Time Off (“PTO”) plan shall be paid for accrued and unused PTO hours at the employee’s final regular rate of pay, up to the maximum PTO payout amount applicable based on the employee’s completed months of service of the final day of employment, as set forth in the table below: For eligible City employees exempted into City leave plan of sick hours for a maximum of: Retirement: Upon retirement from the City of Junction City, eligible full-time employees will be paid all of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract(s). The Fire Chief, Fire Department Battalion Chiefs, Chief positions within the Fire Department, executive or administrative Fire/EMS position that was promoted from within the local bargaining unit, Police Lieutenants, Police Captains, the Chief of Police, and Assistant Chief of Police will be paid all of their accumulated sick leave up to a maximum not to exceed 720 hours. If the employee(s) listed in this subsection enters into another agreement with the City, then that will supersede the accumulation of sick leave payout referred to in this section. All City employees who leave City employment, except for retirement: Upon leaving employment with the City, an employee will not receive reimbursement or pay for their accumulated sick leave or medical bank. If a non-retiring employee has another agreement regarding final pay, then the standing agreement will dictate reimbursement or final pay concerning accumulated sick leave. Written and signed documentation of agreement is required. The signatures must include the City Manager and the employee. For employees with Med Bank Leave: Med Bank Leave shall not be considered working hours for the purpose of overtime compensation. Employees shall not be paid for any unused accrued Med Bank Leave upon non-retirement separation from employment unless a pre-existing agreement was made with the City Manager or the employee retires from the City fully vested in KPERS or KP&F (outside hires for Police or Fire Chief

SECTION 5.12	FINAL PAY REGARDING DECEASED EMPLOYEE	Reorganized / substantively revised from 2009	3.19 — Deceased Employee	Primary 2009 counterpart: 3.19 Deceased Employee.	Final Pay for a deceased employee shall be paid to the dependents of the employee in line with Section 5.10 so long as the employee qualifies under 5.11.B. To qualify for Final Pay under this Section, the employee must be a current employee of the City at the time of their death. Refer to Section 10.1.6 for insurance coverage of a deceased employee's spouse or other dependents.
SECTION 5.13	RETENTION BONUS	Consolidated / expanded from multiple 2009 sections	3.7 — Pay for Exceptional Services 3.21 — Longevity	This 2026 section consolidates or draws from multiple 2009 topics: 3.7 Pay for Exceptional Services; 3.21 Longevity.	The following is dependent on City Manager discretion and budget permitting. All full-time employees and part-time employees employed with the City as of or by December 1st shall be eligible for a Retention Bonus. The employees under a collective bargaining unit do not qualify for a retention bonus but are still eligible for their longevity pay provisions. Retention Bonuses, if granted, shall follow the table below: The granting of a retention bonus is within the discretion of the City Manager and if the budget permits. Other longevity pay for those under collective bargaining units shall be governed by those agreements. Retention Bonus is subject to taxes, KPERS or KP&F contributions, and other applicable deductions or fees.
SECTION 6.1	KORA COMPLIANCE	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5	The City will comply with K.S.A. 42-215, et sequential, the Kansas Open Records Act ("KORA"), in maintaining and disclosing personnel information.
SECTION 6.2	MAINTAINING AND KEEPING OF PERSONNEL FILES	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5 Employee Access to Personnel	The Human Resources Department shall maintain, store, keep, and manage all Personnel Files. Departments, aside from the Human Resources Department, must send personnel information and documents to Human Resources. Departments may keep a copy of the documentation but only in conjunction with and by approval of the Human Resources Department after turning in the original document(s).
SECTION 6.3	INFORMATION CONTAINED IN PERSONNEL FILES	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5 Employee Access to Personnel Files.	Certain personal information is required to be maintained to satisfy governmental requirements; other information is vital for benefits purposes. Human Resources shall keep such information in personnel files for all persons employed. The personnel file may include, but is not limited to, such information as the employee's job application, resume, training records, performance review records, compensation history, (to include compensation rate changes), and any other related documents and materials. Copies of professional licenses, certifications, and training verifications must be submitted to the Human Resources Department. All background documentation, investigatory documentation, I-9 forms, and anything pertaining to medical and health records are maintained separately and access to such information is highly restricted. Personnel files are City property.
SECTION 6.4	THIRD PARTY ACCESS TO PERSONNEL INFORMATION	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5 Employee Access to Personnel Files.	Access to personnel records shall be restricted to maintain as much confidentiality as practical. The City reserves the right to verify employee information such as employment status and job title to law enforcement, public safety officials, or medical officials who have a valid need to ascertain limited, specific information about the employee, without notification to the employee involved. The City will cooperate with Federal, State, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek the advice of legal counsel before permitting an investigator to review a personnel file. Under no circumstances may the personnel file be removed from the City premises except for when copies of personnel records and/or the removal of records off of the City premises is accompanied by a court order. Copies of the court order shall be maintained by the Human Resources Department. All requests for recommendations or information concerning employees shall be handled through the Human Resources Department or their designee. Without a full release form signed by the employee, including telephone inquiries, the only information the Human Resources Department will provide for employment verification is the date of hire, the position held, and date of termination. Employment verification inquiries with a full release form information released may be provided as requested. Release of information will be in accordance with K.S.A. 44-119a.
SECTION 6.5	EMPLOYEE ACCESS TO PERSONNEL FILE	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5 Employee Access to Personnel Files.	Current employees may review their own personnel file. All personnel files shall be viewed only on the City's property and in the presence of the Human Resources Department or their designee, at a time convenient to the Human Resources Department or their designee. Under no circumstances may an employee remove their personnel file, or any part of it, from the Human Resources Department. Employees may request copies of documents in their personnel file. However, medical, internal investigation, disciplinary actions, and other similar records may be denied for copies or be copied with redactions upon review and decision by Human Resources. Former employees will not be permitted to have access to their personnel file unless a review of the file is ordered by a court of law or granted by the Human Resources Department within their discretion.
SECTION 6.6	EMPLOYEE REQUEST FOR AMENDMENT OF RECORD	Split / expanded from one 2009 section	1.5 — Employee Access to Personnel Files	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 1.5 Employee Access to Personnel Files.	An employee may request an amendment to a record in the personnel file. The employee is required to submit a written request to their immediate supervisor and Department Head. An amendment may add to, substitute, or subtract from a personnel record. Employee request shall be submitted to the Human Resources Department for consideration and review by the Department Head. Response to the written request shall be within ten (10) working days of when the request was submitted by the Department Head to the Human Resources Department. The response shall indicate whether the request was denied or approved and the reasoning for such action.

SECTION 6.7	CHANGE OF PERSONNEL INFORMATION/STATUS	Consolidated / expanded from multiple 2009 sections	1.5 — Employee Access to Personnel Files 6.7 — Notification to Administrative Services Department	This 2026 section consolidates or draws from multiple 2009 topics: 1.5 Employee Access to Personnel Files; 6.7 Notification to Administrative Services Department.	An employee's eligibility to receive certain benefits and benefit payments may be affected by failing to provide current personal information. Employees shall report the changes in writing to their Department Head and the Human Resources Department within fifteen (15) days. Changes needing to be reported shall include but are not limited to: mailing address, telephone number(s), name(s) and number(s) of dependent(s), if any, marital status, and Emergency contact information. Some changes may require proof and will be requested by the Human Resources Department. An employee failing to provide adequate documentation for any changes may delay results and alter benefit eligibility for certain programs. The City of Junction City shall not be held responsible for any adverse action that occurs due to the employee's failure to comply with ensuring the Human Resources Department is notified in a timely manner of any changes to their personal information or status.
SECTION 7	EMPLOYEE STATUS	Consolidated / expanded from multiple 2009 sections	2.5 — Effect of Classification Changes on Employees 6.1 — Promotion 6.2 — Transfers 6.4 — Demotion 11.4 — Promotion Dependent on Employee's Performance	This 2026 section consolidates or draws from multiple 2009 topics: 2.5 Effect of Classification Changes on Employees; 6.1 Promotion; 6.2 Transfers; 6.4 Demotion; 11.4 Promotion Dependent on Employee's Performance	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.
SECTION 7.1	STATUS CATEGORIES	Split / expanded from one 2009 section	2.1 — Unclassified Service	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 2.1 Unclassified Service.	An employee may be moved to a higher position in one classification range to a position of another classification range as a result of performance evaluation, transfer, and/or for an credential or reclassification promotion. Credential Promotions Select positions are established in such a way as to allow for credential promotion upon attaining and maintaining a specific type of professional certification or education. Recommendations for promotion shall be made by the Department Head to the City Manager for final approval. The Human Resources Department shall maintain a record of these positions and the corresponding professional certification, licensing, educational requirements, or other similar credentials. Demotion An employee may be moved to a reduced rank or status position as a result of an unsatisfactory performance evaluation, transfer, or disciplinary action. Demotions of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager. Department Heads shall be required to submit a written narrative to the Human Resources Department describing recommendation and reasoning for a reduction in rank or status position for the employee. Upon approval, a formal counseling and written notice of the action will be provided to the employee and placed in the employee's personnel records. Transfer Transfers of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager. Vacancies may be filled through a transfer by a qualified employee in the same or different department. No public announcement is required when filling a vacancy through a transfer. Department Heads shall be required to work with the Human Resources Department in advance of filling a vacancy using this method instead of posting the vacancy publicly. Reclassification A reclassification is necessary whenever there is a significant change to an employee's current positional duty attributes outlined in their job description. Supervisors must submit documentation illustrating the drastic change of duties from the employee's current duties to new duties the employee would take on. The Human Resources Department will oversee the process of reclassification and submit the request to the City Manager for final approval. Employees in positions affected by a reclassification may not be required to serve a probationary period. Each situation will be assessed on a case-by-case basis to determine whether or not a new probationary period is required. Under certain circumstances, a reclassification should not affect an employee's performance review schedule and consideration of a pay increase. Each situation will be assessed on a case by case basis to determine the effect a reclassification will have on performance reviews and scheduled salary adjustments. Temporary Work in a Higher Classification Periodically, an employee will be asked to temporarily work in a higher classification to cover during periods of absences or to assist during times of increased work. This shall be considered a standard requirement of all positions and shall not necessitate any changes in pay. Any work in a higher classification that necessitates pay rate changes shall refer to Section 5.10(3) of this

SECTION 7.2	PROBATIONARY STATUS	Consolidated / expanded from multiple 2009 sections	5.1 — Initial Probation Period 5.2 — Promotional Probationary Period 5.3 — Evaluation During Any Probationary Period 5.4 — Extension of Any Probationary Period 5.5 — Resignation or Dismissal During Initial Probation Period. 5.6 — Appeal Rights of Employees During Initial Probationary Period. 5.7 — Other Probationary Periods	This 2026 section consolidates or draws from multiple 2009 topics: 5.1 Initial Probation Period; 5.2 Promotional Probationary Period; 5.3 Evaluation During Any Probationary Period; 5.4 Extension of Any Probationary Period; 5.5 Resignation or Dismissal During Initial Probation Period.; 5.6 Appeal Rights of Employees During Initial Probationary Period.; 5.7 Other Probationary Periods.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.
SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	Consolidated / expanded from multiple 2009 sections	5.3 — Evaluation During Any Probationary Period 6.1 — Promotion 11.1 — General 11.2 — Frequency of Evaluations 11.3 — Responsibility for Employee Performance Evaluations 11.4 — Promotion Dependent on Employee's Performance Evaluation 11.5 — Unsatisfactory Performance Evaluation	This 2026 section consolidates or draws from multiple 2009 topics: 5.3 Evaluation During Any Probationary Period; 6.1 Promotion; 11.1 General; 11.2 Frequency of Evaluations; 11.3 Responsibility for Employee Performance Evaluations; 11.4 Promotion Dependent on Employee's Performance Evaluation; 11.5 Unsatisfactory Performance Evaluation.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation. The final performance evaluation and any other related documents (challenges, annotations, et cetera) shall be submitted to the Human Resources Department to be placed in the employee's personnel records.

SECTION 8.2	PERFORMANCE EVALUATION OBSERVATION TIME PERIOD	Consolidated / expanded from multiple 2009 sections	5.3 — Evaluation During Any Probationary Period 11.2 — Frequency of Evaluations	This 2026 section consolidates or draws from multiple 2009 topics: 5.3 Evaluation During Any Probationary Period; 11.2 Frequency of Evaluations.	Depending on employee status, all City employees will fall under the General City Workforce or New Hire/Change of Status observation time periods and counseling schedules. General City Workforce Supervisors will conduct performance evaluations of every qualified employee under their supervision. A “qualified employee” is one who has worked for the City for more than one year (12 months) continuously regardless of which department(s) they have worked within. Performance evaluations shall occur at least once per year. Supervisors shall conclude the performance evaluation prior to December 31 of each calendar year. If employee conduct or job performance is unsatisfactory or otherwise concerning to the supervisor, Department Head, Human Resources Department, or City Manager, then the supervisor may conduct more performance evaluations as warranted. New Hires or Change in Status Evaluation Schedule After initial hire, an employee shall be evaluated by their supervisor: Three months (90 days) after their start date; Six months (180 days) after their start date; and, Twelve months (365 days) after their start date. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs. After promotion in status, an employee shall be evaluated by their supervisor: Three months (90 days) after the promotion; and, Six months (180 days) after the promotion. The above shall be followed regardless of when the evaluation in Section 3.1.3.a occurs.
SECTION 9.1	ABSENTEEISM	Consolidated / expanded from multiple 2009 sections	7.2 — Attendance 7.3 — Late For Work	This 2026 section consolidates or draws from multiple 2009 topics: 7.2 Attendance; 7.3 Late For Work.	Attendance is a requirement of the City and employees are expected to work the schedule approved by their supervisor. The City will try to accommodate an employee whenever illness occurs or personal emergencies cause absences. However, excessive absences are disruptive and create a hardship for other employees and will not be tolerated. Being absent for three (3) consecutive working days without notifying their supervisor shall be considered job abandonment or as defined by a collective bargaining agreement for employees who do not work 8-hour shifts. Absenteeism may affect benefit eligibility, pay or leave/PTO accumulation rate, and leave or other benefit usage requirements.
SECTION 9.2	PAID TIME OFF (PTO)	Split / expanded from one 2009 section	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE.	General The City grants Paid Time Off (PTO) to eligible employees pursuant to this policy. PTO is accrued based on an employee’s hire date and length of service. Employees who participate in the PTO leave plan do not accrue sick, personal, or vacation leave. The provisions of the PTO policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees who were employed by the City prior to January 20, 2009 who opted into the City’s Paid Time Off (PTO) transition policy effective June 12, 2012. Full-time employees hired after the effective date for the City’s transition to Paid Time Off policy dated June 12, 2012. All union employees will follow their active collective bargaining agreement provisions regarding accrual of leave time. Accrual Employees shall accrue PTO. The level is based on the employee’s hiring anniversary date. Employees may accrue at different rates during the year. PTO shall accrue for every pay period per year. Accumulated PTO is available for use after accrual following the hiring date. Eligible employees accrue the following hours of PTO: Carry-Over Any unused PTO within annual max accrued per year will “carry-over” into the next year. Any unused PTO in excess of the Max Annual Accrual as of the last day of the last pay period in each year shall be forfeited. Employees are responsible for working with their supervisor to schedule any PTO before the last day of the last pay period in the year to avoid forfeiture or loss of PTO. Scheduling Employees are only allowed to request PTO hours they currently hold in their PTO bank. Employees cannot go into a negative PTO bank unless special circumstances such as but not limited to medical concerns exist. Any requests to go into negative PTO or other LWOP statuses must be reviewed and approved by the Department Head and the City Manager or their designee. Employees are encouraged to request PTO thirty (30) days in advance. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee’s request. Due to specific department and division scheduling needs, there may be days or periods in which PTO shall not be approved. There may also be times when PTO is revoked; however, this will only be done due to extenuating circumstances or emergencies. A request for PTO may be approved or denied considering the following: Sufficiency of department staffing levels; and, Order in which the requests are received. Recording Any PTO used shall be submitted to the supervisor on an Employee Leave Request form or other such medium as utilized by the employee’s Department Head or City Manager. Non-exempt employees must take a minimum of fifteen (15) minute increments at a time. Exempt employees must take a minimum of one full working day (8 hours) at a time. PTO taken shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more PTO than the paid-hours standard for the workweek. Buy-Back of PTO Budget permitting, if an employee has accrued over 480 hours of PTO by December 1st, the City may purchase up to a total of eighty (80) hours over the 480 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account. Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures. Payout See Section 5.11 Final Pay. Unscheduled PTO Audits Unscheduled PTO is PTO used by an employee without prior approval by a supervisor or department head.

SECTION 9.3	VACATION LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.1 — Vacation Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.1 Vacation Leave.	General The City grants paid Vacation Leave to eligible employees pursuant to this policy. Vacation Leave is accrued based on an employee's hire date and length of service. The provisions of the Vacation Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees who were employed by the City prior to January 20, 2009 who decided not to select participating in Junction City's Paid Time Off (PTO) policy effective June 12, 2012. All union employees will follow their active collective bargaining agreement provisions regarding Vacation Leave. Accrual Employees shall accrue Vacation Leave. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year. Vacation Leave shall accrue every payroll period per year. Accumulated Vacation leave is available for use after accrual following the hiring date. Eligible employees accrue the following hours of Vacation Leave: Max annual accrual hours for Fire Police Department positions: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, other administrative "chiefs" in JCFD, Battalion Chiefs, Police Chiefs, Police Captains, Police Lieutenants, or their equivalent are in the table below: For accrual per payroll period, the employee shall accrue per the table above or within an agreement entered into between the employee or group of employees and the city manager. Carry-Over Any unused Vacation Leave in excess of the annual max accrued per year as of the last day of the last pay period in each year shall be forfeited. Only the Vacation Leave annual max amount for the employee will carry-over into the next year. Employees are responsible for working with their supervisor to schedule any leave time off before the last day of the last pay period in the year to avoid forfeiture or loss of Vacation Leave. Any unused Vacation Leave within annual max accrued per year will "carry-over" into the next year. Scheduling Employees are only allowed to request Vacation Leave hours they currently hold in their Vacation Leave bank. Employees are encouraged to request Vacation Leave thirty (30) days in advance. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee's request. Due to specific department and division scheduling needs there may be days or periods in which Vacation Leave shall not be approved. There may also be times when Vacation Leave is revoked; however, this will only be done due to extenuating circumstances or emergencies. If an employee is using approved vacation leave and becomes ill while on vacation, the employee may request to utilize Sick Leave as opposed to Vacation Leave or other options available to the employee. A request for Vacation Leave may be approved or denied considering the following:
SECTION 9.4	SICK LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.2 — Sick Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.2 Sick Leave.	General The City allows paid Sick Leave to eligible employees who meet the qualifying conditions, pursuant to this policy. Leave that qualifies for Sick Leave may also qualify for Family and Medical Leave ("FMLA"). Sick Leave shall not be considered working hours for the purpose of overtime compensation. The provisions of the Sick Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Employees are encouraged to schedule sick leave in advance and to obtain supervisory approval. Excessive sick leave used that is not protected by State or Federal law can be cause for disciplinary action. Definitions For purposes of this section, the following words and terms shall be defined in the following manner: Extended Family means an employee's great-grand parent, great-grand child, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Eligibility Full-time eligible employees who were employed by the City prior to January 20, 2009 who decided not to opt into the City's Paid Time Off (PTO) policy effective June 12, 2012 but instead to continue to be participate in the City's sick leave policy. All union employees will follow their active collective bargaining agreement provisions regarding Sick Leave. Qualifying Conditions Employees may use Sick Leave for the following reasons: The illness or injury of the employee or an Immediate Family member or Significant Other. Doctor, dental, other medical, and other healthcare appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include wellness-checks and unscheduled appointments such as emergency room visits and childbirth. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook. Accrual Employees shall accrue Sick Leave every pay period. Accumulated Sick leave is available for use after the accrual (first payroll) following the hiring date. Eligible employees accrue the following hours of Sick Leave: Max annual accumulation hours based on the balance of employee's sick leave as of June 20, 2012. If hours accumulated as of June 20, 2012 exceed 1040 hours on this day, the employee's accumulation maximum will be whatever their balance is in excess of 1040 hours. Max annual accumulation hours for Fire Department positions outside of the collective bargaining unit: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, Battalion Chiefs, or their equivalent. Max annual accumulation hours based on the balance of a Police Department employee's sick leave if JCPD employee was promoted to the rank of Lieutenant prior to July 2017. Their accumulation of sick hours will mirror other non-Fire Department City employees; however, their max accrual is unlimited without a cap. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, and/or according to departmental policy of the need for time-off work and the amount of leave time actually needed. Recording Any Sick Leave used shall be submitted to the supervisor on an Employee Leave Request form. Any Sick Leave used shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more sick leave than the Paid-hours standard for the workweek or work week. If an employee uses three or more consecutive days' worth of Sick Leave then the City may request the employee to bring a doctor's note or other similar medical documentation supporting the

SECTION 9.5	MED BANK LEAVE	Split / expanded from one 2009 section	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE.	General & Eligibility The City allows eligible employees who meet the qualifying conditions. To qualify and be eligible for Med Bank Leave, an employee must: Be a full-time employee; Accrue Paid Time Off ("PTO"); and, Not accrue Vacation, Sick, or Personal Leave. Immediate Family and Significant Other are defined as in the Glossary. Conversion of PTO to Med Bank Leave At the end of the last pay period of the year, the Human Resources Department will issue a form allowing eligible employees to convert up to a maximum of eighty (80) hours of PTO to their Med Bank Leave. The maximum hours of Med Bank Leave that may be accumulated is 1040 hours. Employees will have until the last Friday of the first payroll of the following year to submit the request for PTO hours to Med Bank Leave hours. Qualifying Conditions Employees may use Med Bank Leave for the following reasons: The illness or injury of the employee or an Immediate Family member or Significant Other. Doctor appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include well-checks and unscheduled appointments such as, but not limited to, emergency room visits and childbirth. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook. Notification Employees are expected to notify the appropriate supervisor, as soon as possible and/or in accordance with departmental policy, of the need for time-off work and the amount of Med Bank Leave time actually needed. Recording An employee shall clearly record on the electronic or paper time cards any Med Bank Leave used. Payout See Section 5.11 Final Pay.
SECTION 9.6	PERSONAL LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.7 — Personal Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.7 Personal Leave.	Eligibility Full-time employees who accrue Vacation Leave and Sick Leave. Does not include employees who accrue PTO. As otherwise allowed or detailed in a collective bargaining agreement. If an employee promotes out of the respective collective bargaining unit, then they are covered by this policy and not the collective bargaining agreement. Does not include part-time, season, or temporary employees. Accrual Two (2) days per year. Two days is irrespective of shift length. 8 hour shifts accrue 16 hours. This includes exempt command staff or other executive positions. 12 hour shifts accrue 24 hours. 24 hour shifts accrue 48 hours. Personal Leave does not carryover from one year to the next. It expires at the end of the year accrued, which is the end of the last pay period so long as the employee has Department Head approval prior to usage. Usage Personal Leave must be used within the year accrued or else the Leave is forfeited. Prior to usage, the employee must make a written request to use Personal Leave with Department Head, or their designee, approval. Personal Leave shall be used in an identical fashion as an employee would use Vacation or Sick Leave, dependent on their Exempt or Non-Exempt Status unless otherwise detailed in a collective bargaining agreement. Exempt Employees shall use Personal Leave in full shift increments. Non-Exempt Employees not covered by a collective bargaining agreement may use Personal Leave in no smaller than quarter hour (15 minute) increments. Non-Exempt Employees under a collective bargaining agreement shall follow their agreement.

SECTION 9.7	BEREAVEMENT LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.8 — Bereavement Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.8 Bereavement Leave.	General The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Junction City. “Relating to the death” means dealing with the grief, logistics, et cetera of the death of a person, not before the death. The provisions of the Bereavement Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees only. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave. Immediate Family. The City notes that this definition for Bereavement Leave differs from the use of Immediate Family for the rest of the Personnel Policies. For the purposes of Bereavement Leave “Immediate Family” shall be defined to include the following person(s), the employee’s: spouse, domestic partner, child, stepchild, parent, stepparent, father, mother, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood. Other Family. For the purposes of Bereavement Leave “Other Family” shall be defined to include the following person(s), the employee’s: father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, spouse’s grandparent, or foster child. The City Manager shall have discretion to extend time allotted or coverage of who is a covered family member for the purposes of Bereavement Leave. If an employee is covered by a Collective Bargaining Agreement then that Agreement shall govern the employee’s use and access to Bereavement Leave instead of this policy. Time Allotted Employees are allowed up to forty-eight (48) hours off from regularly scheduled duty with regular pay in the event of the death of the employee’s Immediate Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is six (6) days total off of work for Bereavement. Employees are allowed up to twenty-four (24) hours off from regularly scheduled duty with regular pay in the event of the death of the employee’s Other Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is three (3) days total off of work for Bereavement. Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.
SECTION 9.8	LEAVE WITHOUT PAY (LWOP)	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.10 — Leave Of Absence 8.11 — Absence Without Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.10 Leave Of Absence; 8.11 Absence Without Leave.	General Any leave that is not paid leave shall be considered Leave Without Pay (LWOP). LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head. Eligibility All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following: Leave that qualifies under the “Domestic Violence/Sexual Assault Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Military Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Family Medical Leave Act” section of this Personnel Policies Handbook. Suspension Without Pay as outlined in the “Corrective Action” section of this Personnel Policies Handbook. Or other leave that is approved under Subsection 1.d of this Section. Time Allotted Employees may be granted Unpaid Leave on a case-by-case basis. Notification Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too. Recording Any LWOP used shall be recorded on timecards/timesheets. The reason LWOP is being used shall also be recorded in the comments section of the timecard. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay The City issues paychecks based upon two week payroll periods. Leave is accumulated during those two week payroll periods. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever. If an employee goes into LWOP in the same payroll period as a holiday then the employee will not earn holiday pay on a day not worked. Effects on Retirement and Health Insurance Unpaid Leave for an entire pay period shall result in the loss of the City’s contribution towards retirement and health insurance, unless the leave requested:

SECTION 9.9	DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE	Split / expanded from one 2009 section	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE.	General The following benefit is dictated by K.S.A. 44-1132 as enacted as of February 2025. The City shall endeavor to make this Section to comply with K.S.A. 44-1132; however, if the law changes then that will supersede this Section. Eligibility All employees are eligible. An employee shall maintain eligibility so long as they meet the requirements, processed, and expectations of this Section and K.S.A. 44-1132. Qualifying Conditions The City shall grant an employee who is a victim of Domestic Violence or a victim of Sexual Assault leave from work for the following purposes: To obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children. To seek medical attention for injuries caused by Domestic Violence or Sexual Assault. To obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of Domestic Violence or Sexual Assault. To make court appearances in the aftermath of Domestic Violence or Sexual Assault. Time Allotted There is no cap on the amount of time, so long as Vacation/Sick/Personal Leave or PTO is available so long as the reason or justification meets the Subsection 3: Qualifying Conditions listed above. However, once an employee has exhausted all available Leave or PTO, they shall be allowed an additional eight (8) days of LWOP per a calendar year. Total hours for the 8 days shall be determined by the employee's current Work Schedule. This subsection is to be construed in light of K.S.A. 44-1132(d). If a collective bargaining agreement gives an employee more time, then that shall govern. However, a collective bargaining agreement shall not lessen the amount of time an employee is entitled to under this Subsection and K.S.A. 44-1132. Notification Employees shall give reasonable advance notice to the appropriate supervisor of the need for time off work and the amount of leave time actually needed, unless such advance notice is not feasible. Within forty-eight (48) hours of returning to work upon the conclusion of the absence, then the employee must provide documentation supporting the need for the requested leave. If advance notice is not feasible, within forty-eight (48) hours after the beginning of the absence meeting the requirements of Subsection 3: Qualifying Conditions, the employee must provide documentation supporting the need for the requested leave. Documentation Employees shall provide documentation within the time limits in Subsection 5: Notification with any of the following: A police report indicating that the employee was a victim of Domestic Violence or Sexual Assault. A court order protecting or separating the employee from the perpetrator of an act of Domestic Violence or Sexual Assault. Other evidence from the court or prosecuting attorney that the employee has appeared in court. Documentation from a medical professional, Domestic Violence advocate or advocate for victims of Sexual Assault, Healthcare Provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of Domestic Violence or Sexual Assault. Confidentiality To the extent allowed by law, the City shall maintain the confidentiality of any employee requesting leave due to Domestic Violence or Sexual Assault, including the confidentiality of any supporting documentation provided. Recording
SECTION 9.10	COMPENSATORY TIME OFF	Consolidated / expanded from multiple 2009 sections	3.10 — Overtime and Compensatory Time SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE	This 2026 section consolidates or draws from multiple 2009 topics: 3.10 Overtime and Compensatory Time; SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE.	General All non-exempt full-time employees are eligible for the possibility of compensatory time off (commonly known as "comp time"). Exempt employees (salaried), parttime, and seasonal employees are not eligible for compensatory time off. Employees who are eligible for overtime compensation may elect, with the approval of their supervisor, to receive compensatory time off in lieu of cash payment for overtime compensation. The provisions of the Compensatory Time Off policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Accrual Accrual of compensatory time off shall be at the request of the employee. The employee shall notify their department's timekeeper that they wish to have the overtime converted to compensatory time and the timekeeper shall convert no less than a minimum of 15 minutes on the electronic timecard. The City Manager may at any time deny accrual based on departmental needs. Compensatory time off is credited at 1½ times the hours desired to be converted. One hour worked over forty (40) hours per week for non-union/collective bargaining unit employees is the equivalent of one-and-a-half hours of compensatory time the same as overtime calculations. Eligible employees electing to receive compensatory time off in lieu of overtime compensation may accrue a maximum of forty-five (45) hours of compensatory time off (derived from thirty (30) hours of overtime worked). Use of Compensatory Time Off Compensatory time off may be used for the same reasons and according to the same procedures that Vacation Leave, Sick Leave, Personal Leave, or PTO is used and shall be clearly documented on the employee's electronic timecard. Compensatory time off shall be utilized prior to other leave or time off usage by the Employee. Employees are required to use the compensatory time off within four (4) weeks of accrual. Any compensatory time used shall be recorded on timecards/timesheets. Employees may not use more compensatory leave than the paid-hours standard for the workweek or work week. If this subsection conflicts with a collective bargaining agreement, then Documentation The Employee shall notate usage of compensatory time off. If an employee elects to use PTO, Vacation/Sick/Personal Leave, or other time off and fails to use compensatory time then the Human Resources Department is authorized to utilize compensatory time prior to the usage of other leave or time off. At the beginning of each month, the Human Resources Department shall produce and distribute a report of all employees with earned and banked compensatory time off. Upon production of the report, the Human Resources Department shall distribute the report to the employees' immediate supervisor and Department Head. Supervisors and Department Heads are to encourage their employees on usage of compensatory time off or shifting compensatory time off to a payout of the time. Report of Compensatory Time Off

SECTION 9.11	PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.9 — Civil Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.9 Civil Leave.	Eligibility Employees classified as Exempt, Non-Exempt/Regular, PD-Shift, Fire/EMS-Shift, and Part-Time are eligible for Public Service Leave. Employees classified as Seasonal are not eligible for Public Service Leave; however, Unpaid Leave may be available on a case-by-case basis. See the “LWOP” section of this Personnel Policy Manual. Qualifying Conditions Employees may be granted Public Service Leave under the following conditions: While serving as a member of a jury; If due to the employee’s scheduled hours on election days they do not have two consecutive hours off while the polls are open to exercise their voting rights, employees may request such time off subject to the entitlements and restrictions imposed by state law; To serve as a subpoenaed witness in a court where the employee is not a witness on their own behalf in action where they are a party or being paid by the court as a professional witness not associated directly with the performance of job duties on behalf of the City. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, of the need for time off work and the amount of leave time actually needed. Documentation Public Service Leave shall not be authorized without adequate and sufficient documentation provided prior to court hearing(s). Employees shall provide documentation which may include, but is not limited to: Court documents verifying order to appear in court. Court documents verifying appearance in court for specified matters or other evidence from the court that the employee has appeared in court. Recording Approved Public Service Leave shall be clearly recorded on the timecards/timesheets. Employees shall also record in the comments section of the timecard why public service leave is being used. Employees shall turn in to their supervisor the documentation, such as a signed subpoena, from the court showing the need to use public service leave. Payout Public Service Leave is paid time off and shall be paid as to actual time missed as long as the total hours submitted do not exceed the Paid-hours standard. Public Service Leave shall not be considered working hours for the purpose of overtime compensation. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit. If any term of a collective bargaining agreement covers payment to an employee then that is controlling. Fees Employees are not required to turn in any payments for jury service or mileage/travel reimbursements. If an employee is compensated for or hired as a professional or expert witness, then the employee shall turn those fees into the City. Or the employee may elect to use Vacation Leave or PTO in place of Public Service Leave and keep the witness fees. Employees shall turn into their supervisor the documents from the court showing the number of days the employee served. Examples for Application of Public Service Leave The City understands that this is a complicated or nuanced use of leave. Therefore, the City will give examples of the application of Public Service Leave. Examples: The hearing or trial is not during an employee’s duty hours then they do not need to utilize Public Service Leave or other leave. Nor will they be compensated for their time. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action responded to while on-duty. Then they will be compensated as they are working and do not need to utilize Public Service Leave. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action which occurred while off-duty and is not job-related. Then they will be granted Public Service Leave. The hours on Public Service Leave do not count towards overtime calculation though. A firefighter is subpoenaed to testify concerning an ambulance run. They will be compensated if the hearing is while on-duty or will be compensated for their time. They do not need to use Public Service Leave.
SECTION 9.12	MILITARY LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.4 — Military Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.4 Military Leave.	General The following benefits are dictated by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 “USERRA”, which provides employment and reemployment rights for persons who voluntarily or involuntarily require leave to undertake military service or certain types of service in the National Disaster Medical System. In addition to the following benefits, USERRA provides protection from certain employment actions for past and present members of the uniformed services and applicants to the uniformed services. Additional information on specific benefits and protections covered by USERRA can be obtained from the Human Resources Department. If there is a conflict or contradiction between the City’s Military Leave section in this Personnel Policies Handbook and USERRA then USERRA controls and is to be followed. For additional benefits related to military service see the “Family and Medical Leave” section of this Personnel Policies Handbook. Employee and Employer rights may be found at the federal Department of Labor website concerning USERRA: https://www.dol.gov/agencies/vets/programs/userra/aboutuserra. Eligibility, Qualifying Conditions and Time Allotted An employee’s eligibility, qualifying conditions, and time allotted shall be controlled by and in accordance with USERRA. Specific information can be obtained from the Human Resources Department. Notification Because of the complexity of USERRA, it is critical that employees communicate with the Human Resources Department regarding their military service status and any potential need for leave. Where leave is needed, employees must give advance notice to the Human Resources Department of military service, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The notice should include the anticipated amount of leave time needed. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices. Reinstatement Employees returning from Military Leave shall be reinstated in accordance with USERRA, which generally places the employee in the Position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. The City shall do its best within staffing, financial, and other concerns to hold a position for an employee while on Military Leave and temporarily have another employee Work Out of Classification per that section of this Personnel Policy Handbook to fill the position. The City’s goal is to reinstate and reemploy an employee on Military Leave in the same or identical position upon return; however, the City will evaluate every employee and their position within the City returning from Military Leave. If the City cannot restore an employee to their former position, then the City will restore the Employee, provided they follow applicable and appropriate processes, to a position of like pay and responsibility pursuant to USERRA. Employees on Military Leave have varying deadlines to apply for reinstatement with the City upon the end of their military duty, as follows: Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on military leave for thirty-one (31) or more days, but less than one hundred eighty-one (181) days must apply for reinstatement to the City no later than fourteen (14) days following completion of service. Employees on military leave for over one hundred eighty (180) days must apply for reinstatement to the City not later than ninety (90) days after completion of service. More specific information regarding reinstatement can be obtained from the Human Resources Department. Documentation Employees shall provide documentation to establish the following as controlled by and in accordance with USERRA: The reinstatement request is timely. Service limitations have not been exceeded. Entitlement has not been forfeited. Forfeiture An employee’s entitlement to USERRA benefits may be forfeited under certain circumstances as controlled by and in accordance with USERRA. Use of Vacation Leave Employees may, but are not required to, use accrued Vacation Leave, Personal Leave, or PTO in lieu of LWOP Leave. Recording Employees shall complete a Leave Report whenever possible and reasonable. Effects on Health Insurance Benefits

SECTION 9.13	FAMILY AND MEDICAL LEAVE (“FMLA”)	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.5 — Maternity Leave 8.6 — Family and Medical Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.5 Maternity Leave; 8.6 Family and Medical Leave.	Basic Leave Entitlement FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons: Incapacity due to pregnancy, prenatal medical care, or childbirth; Care for the employee’s child after birth, or placement for adoption or foster care; Care for the employee’s spouse, child, or parent, who has a serious health condition; Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence; Serious health condition that makes the employee unable to perform the employee’s job; Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard; Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: https://www.dol.gov/agencies/whd/fmla. Definition of Serious Health Condition A serious health condition is an: Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by: A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider; One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year. Other conditions may meet the definition of continuing treatment. Military Definitions Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are: Army Reserve Naval Reserve Marine Corps Reserve
SECTION 9.14	INJURY LEAVE	Consolidated / expanded from multiple 2009 sections	SECTION 8 — VACATION AND OTHER LEAVES OF ABSENCE 8.3 — Injury Leave	This 2026 section consolidates or draws from multiple 2009 topics: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE; 8.3 Injury Leave.	If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged Sick Leave or PTO until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used Sick Leave or PTO. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for Workers Compensation benefits. If Workers Compensation benefits are paid to the employee the seven (7) days of injury leave shall be reimbursed to the City. Failure to reimburse the City will fall under the Corrective Actions required for discipline. Further details on Workers Compensation benefits are found in Section 15.3.

SECTION 10.1	GROUP HEALTH AND DENTAL COVERAGE	Consolidated / expanded from multiple 2009 sections	3.18 — Health and Dental Coverage 9.3 — Health and Dental Care	This 2026 section consolidates or draws from multiple 2009 topics: 3.18 Health and Dental Coverage; 9.3 Health and Dental Care.	The City offers health and dental insurance plans to employees and their dependents. Membership in the plan is completely voluntary. Employees shall have the option of electing single coverage, employee with children coverage, employee with spouse coverage, or family coverage. A complete listing of group health and dental insurance plans available for each benefit year can be obtained from the Human Resources Department. Eligibility Exempt and non-exempt active full-time employees. Retirees from the City who are at least the age of 50 years-old but less than the age of 65 years-old with a minimum of ten (10) consecutive years of service with the City. Employees who have been approved for medical disability retirement through KPERS or KP&F. Part-time and Seasonal employees are not eligible to participate in voluntary group health and dental insurance plans. Open Enrollment Periods Open enrollment occurs yearly for the August 1st to July 31st benefit year coverage period. The Human Resources Department will decide specific open enrollment dates for the upcoming benefit year. Once enrollment dates have been set, the Human Resources Department is responsible for coordinating and communicating open enrollment dates to eligible City employees. Changing Coverage Coverage cannot change during any time other than during the enrollment period unless there is a qualifying event. Qualifying events can be but are not limited to the following: Loss of other health coverage; Birth, adoption, or placement of a child; Marriage or Divorce; or, Death of Employee or Dependent. For a complete listing of qualifying events, employees may contact the Human Resources Department. Employees are responsible to notify the Human Resources Department staff immediately whenever there is a change in benefit coverage due to a qualifying event. The Human Resources Department staff will not be held responsible for any missed deadline of benefit changes due to untimely notification from employees. Grace Period for New Employees The effective date of health and dental insurance coverage for new employees is the first day of the calendar month following a 30-day grace period after initial hire. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health and/or dental insurance coverage plan before the next open enrollment period unless they have a qualifying event. 5. City and Employee Contribution The City evaluates and determines on a yearly basis the amount the City will contribute to the group health and dental insurance policies for eligible employees except for retirees. Health and dental insurance policies for retirees will be covered under "Retirement." The City shall be responsible to pay for a fixed percentage, determined by the City Manager, for health and dental premiums available for every benefit year. Employees requesting such coverage shall also be responsible for a fixed percentage, also determined by the City Manager, for health and dental care premiums available. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. All eligible employees, except for retirees electing to participate in the City health and dental insurance plans offered, will be responsible for any membership premiums not covered by the City. Contrary portions contained within a collective bargaining agreement shall supersede this Section. COBRA Coverage Employees who resign from the service of the City and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to continue health and dental coverage with the City plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City provides the following individuals the opportunity to continue health and dental coverage for up to thirty-six (36) months under the COBRA plan after their coverage would have otherwise terminated. COBRA participants are subject to pay the premiums required set forth by the City of Junction City: Surviving dependent(s) of covered employee(s). A former covered spouse whose coverage ceases due to divorce or legal separation. Covered dependents of Medicare eligible covered employees. Covered dependent children who become ineligible under the health and dental plan due to age or marriage. Eligible employees who lose their single or family health and dental coverage due to involuntary termination, strike, layoff, discharge (other than for misconduct), or a reduction in work hours, will have the opportunity to continue their single or family health and dental coverage with the City for up to eighteen (18) months, subject to certain restrictions.
SECTION 10.2	RETIREMENT SYSTEMS: KPERS & KP&F	Reorganized / substantively revised from 2009	9.1 — Retirement	Primary 2009 counterpart: 9.1 Retirement.	The following benefits comply with the Retirement Act established in 1962. This is a statewide defined-benefit retirement plan for state and local public employees. This policy does not provide a complete listing of the available benefits. For more information go to www.kpers.org or visit the Human Resources Department. There is no waiting period for participation. However, employees hired prior to July 1, 2009, were required to undergo a waiting period up to one full year prior to participation and may have service credit they may purchase. See the "Purchasing Service Credit" subsection below. Eligibility Any City employee working 1,000 hours per year (approximately ~19 hours per week) or more is required to participate in either the Kansas Public Employees Retirement System ("KPERS") or the Kansas Police and Firemen's Retirement System ("KP&F"). It is the responsibility of the Department Head to ensure the Human Resources Department is notified at the time of hire of a Part-Time employee who is eligible for KPERS or KP&F benefits. Arrangement City employees who are Firefighters or Police Officers are enrolled in KP&F. All other eligible City employees are enrolled in KPERS. Temporary, Seasonal, or Part-Time employees who do not work over 1,000 hours per year are not eligible to participate in either retirement program. Contributions Contributions are made by both the employee and the City on behalf of the employee. This is a predetermined percentage that is dictated by KPERS and KP&F. Guaranteeing your Benefits Once an employee has been in the program for the required minimum years, an employee will have earned enough service credit to guarantee a retirement benefit. Borrowing Kansas law does not allow an employee to borrow from their contributions. Purchasing Service Credits Service credit is an important factor used to calculate your retirement benefit. An employee may be able to increase their retirement benefit and possibly retire earlier by purchasing service credits. The cost of purchasing is based on the employee's age and salary and is a percentage of the employee's current salary (or current final average salary). Long-Term Disability Benefits Active members that become disabled may be eligible for disability benefits. Specific circumstances have bearing on actual benefits available. Death Benefits Death benefits are available under both KPERS and KP&F. Specific circumstances have bearing on actual benefits available. Additional benefits may apply if the employee's death is job-related. Retirement Retirement is based on age and years of service credit and is also dependent on enrollment in either KPERS or KP&F. For more information go to www.kpers.org or talk to the Human Resources Department. Significant Life Change It is important to keep beneficiaries up to date and to discuss options with Human Resources staff whenever there is a significant life change such as, but not limited to: Marriage; Divorce; separation from employment; or, call to Active Military Duty.

SECTION 10.3	OPTIONAL BENEFIT PLANS	Consolidated / expanded from multiple 2009 sections	8.12 — Short Term Disability 9.2 — Social Security 9.3 — Health and Dental Care 9.4 — Life Insurance 9.8 — Employee Assistance Program (EAP) 9.9 — Short term Disability	This 2026 section consolidates or draws from multiple 2009 topics: 8.12 Short Term Disability; 9.2 Social Security; 9.3 Health and Dental Care; 9.4 Life Insurance; 9.8 Employee Assistance Program (EAP); 9.9 Short term Disability.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.
SECTION 10.4	MILESTONE ACKNOWLEDGEMENT	Split / expanded from one 2009 section	3.21 — Longevity	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 3.21	Human Resources Department and the City Clerk will work to acknowledge employees of the City before the City Commission at five-year milestones (5, 10, 15, 20, 25, and 30 years, et cetera). The City may take other steps to acknowledge years-of-service as well.
SECTION 11.1	PROTECTED CHARACTERISTICS	Consolidated / expanded from multiple 2009 sections	8.5 — Maternity Leave 10.11 — Anti-Harassment	This 2026 section consolidates or draws from multiple 2009 topics: 8.5 Maternity Leave; 10.11 Anti-Harassment.	Protected characteristics include race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law. “Sex” as a protected characteristic includes pregnancy, childbirth, or other related medical conditions, sexual orientation, and gender identity as well as similar related conditions, statuses, et cetera. “Protected characteristics” include those listed above as well as those protected by the various federal and state laws as well as similar unlisted laws or those later codified after the adoption of these personnel policies: Title VII of the Civil Rights Act of 1964, American with Disabilities Act (“ADA”), Pregnant Workers Fairness Act (“PWFA”), Family Medical Leave Act (“FMLA”), Pregnancy Discrimination Act, Age Discrimination in Employment Act (“ADEA”), Genetic Information Nondiscrimination Act (“GINA”), the Kansas Act Against Discrimination, and other such similar anti-discrimination laws.
SECTION 11.2	DISCRIMINATION	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	Discrimination is conduct based on protected characteristics that result in the loss of employment opportunities, benefits, or privileges. Discrimination is not limited to the discrimination of employees and can also include the vendors, providers of services, business partners, and the general public.
SECTION 11.3	HARASSMENT	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	Harassment is verbal, written, or physical conduct that degrades or displays hostility or hatred toward others based upon protected characteristics that: Creates an intimidating, hostile, or offensive working environment; Unreasonably interferes with an individual’s work performance; desire to come to work; or Otherwise adversely affects an individual’s employment opportunities. This includes, but is not limited to: Ethnic, racial, or sex-based slurs; Derogatory joke emails; Sharing pornography or sexually demeaning depictions of people including A.I.-generated and deepfake images and videos; Asking intrusive questions about a person’s sexual orientation, gender identity, gender transition, or intimate body parts; Mimicking or mocking someone’s disability; or, Other similar but unlisted acts, omissions, or other ways to create a hostile work environment. Harassment is not limited to the harassment of employees and can also include the vendors, providers of services, business partners, and the general public. Harassment includes sexual harassment.

SECTION 11.4	SEXUAL HARASSMENT	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	Sexual harassment shall not be tolerated in the City of Junction City, Kansas. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, physical, or written conduct of a sexual nature and occurs when the conduct: Explicitly affects an individual's employment or terms thereof; Implicitly affects an individual's employment or terms thereof; Unreasonably interferes with an individual's work performance; or, Creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances but not limited to the following: The victim as well as the harasser may be any person. The victim does not have to be of a different sex than the harasser or victim; The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, division, or department, a co-worker, or a non-employee; The victim does not have to be the person harassed but could be anyone affected by the offensive conduct; Sexual harassment may occur without economic injury to or discharge of the victim; The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. Sexual harassment can occur face-to-face, verbally over telephone or Teams or other oral communications, written over text messages, electronic mail (e-mail), or letter, or in any other fashion or mode of communication. Conduct that is sexual harassment can be any of the following, though not limited to these examples: unwelcome flirtations; unnecessary or unwelcome touching including activities such as patting; pinching, brushing, hugging, brushing against, or other similar unlisted actions; sexual advances or requests for sexual favors; subtle or explicit pressure for sexual activities or propositions; sexually degrading, foul, obscene, or other sexual commentary, gestures, innuendo, or jokes; or, displays of sexually suggestive, foul, obscene, or other explicit materials whether digital, printed, or on another medium.
SECTION 11.5	FRATERNIZATION	Split / expanded from one 2009 section	10.14 — Fraternization/Personal Relationships	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.14 Fraternization/Personal Relationships.	While the City encourages amicable relationships between supervisors and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a supervisor's ability to perform their job and is therefore strictly prohibited. Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. This policy applies to all City employees (full-time, part-time, seasonal). Work-related problems that occur in full or in part due to personal relationships with co-workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal choice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if: The employees involved have a direct or reporting relationship (supervisory) to each other or It unreasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation, or ability to conduct themself appropriately or It unreasonably interferes with or adversely affects the work environment of other employees, or The relationship between the employees creates a conflict of interest (see definition below), or It results in harassment. In such cases, the City will take appropriate action to resolve the matter (Please refer to Section 1.7, 2.1, 2.3, 2.5, 2.6, 2.7, 3.7, 11.6, 11.9, 13.2.2, 14.2, or 19.3.c,) for more on Prohibited Conduct). Any involvement of a romantic nature between a supervisor and anyone they supervise, either directly or indirectly, must be reported immediately to Human Resources by anyone that has knowledge of the relationship. Fraternization referred in subsequent sections for Retaliation and Prohibited Conduct only refers to supervisor-subordinate fraternization or fraternization which outwardly negatively affects the workplace for one or more employees of the City.
SECTION 11.6	CONFLICT OF INTEREST	Consolidated / expanded from multiple 2009 sections	1.7 — Conflict of Interest/Code of Ethics 10.14 — Fraternization/Personal Relationships	This 2026 section consolidates or draws from multiple 2009 topics: 1.7 Conflict of Interest/Code of Ethics; 10.14 Fraternization/Personal Relationships.	A "conflict of interest" is defined as it is in Section 1.8 as well as the additions listed: Any activity or relationship creating or appearing to create a conflict between the employee's personal interests and the business of the City of Junction City; Such conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant; A situation or perception which may interfere with the City's obligations concerning Equal Employment Opportunities, harassment, or discrimination.

SECTION 11.7	BULLYING, HAZING, AND CYBERBULLYING	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	The City prohibits hazing, bullying, harassing, intimidating, and violent conduct against any person in any form, including members of the public. Bullying Bullying means any unwelcome or unreasonable behavior that demeans, intimidates, or humiliates a person or multiple people either as individuals or as a group, and includes cyberbullying. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written acts, including taunts, insults, name-calling, put-downs, extortion, or threats. Examples of bullying may include but are not limited to the following: Ridiculing a person or their family Microaggressions such as, verbal, nonverbal, and environmental slights, snubs, or insults, which communicate hostile, derogatory, or negative messages to another person Persistent name calling or behavior that is hurtful, insulting, or humiliating to a reasonable person Using a person as the target of jokes Deliberate exclusion, isolating people from normal work interaction or workplace social activity Abusive or offensive language or remarks or gestures Teasing; spreading rumors Unfair blaming for mistakes Pushing, shoving, kicking, poking, tripping, or other unwelcome touching Damage or disruption to a person's work area or property Threatening gestures Glances or behaviors that convey threatening messages or other signs of hostility Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests. Bullying is not any of the following: expressing a differing opinion, providing instruction or training, offering timely and constructive feedback, discussing performance issues, or ensuring safe workplace practices. Hazing Hazing means any activity, on or off City property, that a reasonable person believes would negatively impact the mental or physical health or safety of an employee or put the employee in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group or organization. Hazing includes actions that subject an employee to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment, disrespect, or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all employees involved are willing participants. Cyberbullying
SECTION 11.8	RETALIATION	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	Retaliation is an activity that may deter or dissuade a reasonable person from exercising their rights to report, oppose, or complain about discrimination, fraternization, harassment, or sexual harassment. Retaliation can be defined as an interference or action taken against a person/employee, which could be perceived as an adverse action because that person/employee: Voiced reasonable good faith opposition to discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; Filed a good faith complaint of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; or, Participated in an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing. An individual who partakes in any of the above-mentioned listed activities are to be treated the same as if a "protected class" akin to Section 11.1 and 11.2. Retaliation is prohibited against employees who report in good faith potential violating acts relating to any form of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or prohibited conduct. Anyone who engages in retaliatory actions will be subject to discipline, up to and including dismissal.
SECTION 11.9	PROHIBITED CONDUCT	Split / expanded from one 2009 section	10.11 — Anti-Harassment	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.11 Anti-Harassment.	The City prohibits all forms of discrimination and harassment based on a person's protected characteristics. The City also prohibits retaliation against anyone. Specifically, employees are prohibited from: Engaging in any conduct that could be interpreted or perceived by any employee as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Failing to promptly report conduct that could be interpreted as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Failing to cooperate with an investigation fully and completely; Making a false accusation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; or Providing false information pertaining to an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, including e-mails, text messages, social media messaging, et cetera, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law.

SECTION 11.10	REPORTING	Consolidated / expanded from multiple 2009 sections	10.11 — Anti-Harassment 12.4 — Discrimination Grievances.	This 2026 section consolidates or draws from multiple 2009 topics: 10.11 Anti-Harassment; 12.4 Discrimination Grievances..	Employees shall promptly report any actions or comments which they believe constitute discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation whether they are the recipient of such conduct or are a witness. This includes conduct by nonemployees as well as employees. Reports are of the highest priority and should be made to the employee's supervisor, their Department Head, or the Human Resources Director. The employee can decide which person to report to based on who the employee feels the most comfortable with. Supervisors or Department Heads must notify Human Resources Director immediately when an employee has made a report to them. The Human Resources Director shall immediately communicate with and reach out to the reporting employee(s). Reports of conduct by the City Manager may be made to the employee's supervisor, their Department Head, the Human Resources Director, or the City Attorney. Upon receiving a report of conduct by the City Manager, any other person shall forward the report to the City Attorney immediately. The City Attorney shall place this report on the City Commission agenda for its next scheduled meeting to brief the City Commission via executive session. The following information will be important to an investigation and should be noted as close to the time of the incident as possible: Date and time of the alleged incident(s); Place where the alleged incident(s) occurred; Description of the conduct or language used; Name(s) of the person(s) who experienced the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Name(s) of the person(s) who allegedly engaged in the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Any employment action taken (for example: demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and, Persons present or known witnesses to the alleged incident(s). The City does not retaliate against and does not tolerate retaliation against, those who report discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation in good faith or those who cooperate with investigations.
SECTION 11.11	INVESTIGATION	Consolidated / expanded from multiple 2009 sections	10.11 — Anti-Harassment 12.4 — Discrimination Grievances.	This 2026 section consolidates or draws from multiple 2009 topics: 10.11 Anti-Harassment; 12.4 Discrimination Grievances..	All complaints will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation: Employees shall fully and completely cooperate with such investigations; The records concerning such investigations shall be kept by the Human Resources Department. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the Human Resources Director, the disclosure of the requested records is necessary; The Human Resources Director shall coordinate all investigations revolving around discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, retaliation, and other related issues in this section; Unless authorized by the Human Resources Director, a Department Head or their designee shall not investigate their own department, division, or shift. If the Human Resources Director authorizes another to investigate the allegation(s), then the investigator(s) shall inform the Human Resources Director of the status of the investigation; Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager; and, The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney. If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.
SECTION 11.12	COMPLIANCE WITH STATE AND FEDERAL LAW	Consolidated / expanded from multiple 2009 sections	10.11 — Anti-Harassment 12.4 — Discrimination Grievances.	This 2026 section consolidates or draws from multiple 2009 topics: 10.11 Anti-Harassment; 12.4 Discrimination Grievances..	If the City's policies conflict with local, state, or federal law, the appropriate local, state, or federal law shall govern.
SECTION 12.1	ACCOMMODATION	Consolidated / expanded from multiple 2009 sections	6.6 — Medical Termination 8.5 — Maternity Leave	This 2026 section consolidates or draws from multiple 2009 topics: 6.6 Medical Termination; 8.5 Maternity Leave.	Accommodations are to be reasonable or otherwise as required by law. They can be required by the ADA, PWFA, or other similar laws. They assist the City in maintaining employees as well as retaining quality employees while working through situations which affect major life activities. Accommodations are to aid employees in navigating the workplace concerning a disability, maternity/paternity, or other similar considerations.
SECTION 12.2	INTERACTIVE PROCESS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	An employee must reach out to a supervisor, manager, Department Head, or Human Resources to seek a reasonable accommodation. Without the employee's initiative the City cannot assume or presume that an employee needs an accommodation. Upon receiving the notice from an employee, the City will work with the employee to figure out the proper accommodation. Different laws, disabilities, situations, or conditions regulate what accommodations are or are not reasonable. Therefore, each situation for any employee will have to be assessed individually and on a case-by-case basis in a fact dependent evaluation. Human Resources will develop and maintain a detailed procedure to implement this policy.
SECTION 12.3	EXPECTATIONS AND OUTCOMES	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Both the City and the employee need to understand that this is an interactive process. An initial request by either party may not be the final accommodation. The accommodation must be reasonable and accommodating. The reasonable accommodation will have to fit within the requirements of the request, the applicable situation, the applicable law, and the constraints or restraints upon the City such as but not limited to financial, physical office space, or other limitations. Reasonable accommodations cannot be an "undue hardship" upon the City meaning that to provide the accommodation the City would undergo significant difficulty or expense to provide the single accommodation. An undue hardship is based upon financial difficulties as well as accommodations which are unduly extensive, substantial, disruptive, or fundamentally alter the nature or operation of the City.

SECTION 13.1	ELIGIBILITY	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	The Remote Work Policy applies to all regular full-time and part-time employees.
SECTION 13.2	POLICY	Split / expanded from one 2009 section	7.7 — Flex-Time/Alternative Work Schedules	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 7.7 Flex-Time/Alternative Work Schedules.	Remote work can benefit the City through the efficient use of resources and facility space, the continued productivity of employees, reduced absenteeism, and improved recruitment, retention, and engagement of qualified and committed employees. Remote work can benefit the employee by allowing for increased flexibility, productivity, convenience, health and well-being. The City understands that it has to balance the needs of the City, especially dealing with and providing services to the public, fellow employees, vendors, and the Commission with the aforementioned realities of the contemporary workplace. Remote work is a prerogative of the City and a discretionary privilege of the employee, not an entitlement of an employee. Any agreement or practice relating to remote work is voluntary and can be revoked at any time by the employee or the City. The City reserves the right, at any time, to unilaterally amend this Remote Work Policy and to reflect such changes by amendment to an existing remote work agreement.
SECTION 13.3	TYPES OF REMOTE WORK	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Remote work is defined as performing job duties at a location other the employee's typical City work site. In most cases, remote work involves performing work by use of a technological connection to communicate with the main office or to perform job duties. Types of remote work include the following: Temporary remote work means informal, temporary arrangements made to respond to occasional, short-term conditions, such as inclement weather, short illness, City facility issue, or other special conditions. For example, temporary remote work may include two days in which the employee works from home due to an ice storm. Recurring remote work means a work schedule that includes working remotely intermittently while also reporting to the City work site at times. For example, an employee may work in a City office for three days each week and at home two days each week. Alternate workplace means remote work in which the employee's primary workplace is the employee's home or another remote location. For example, an employee who relocates outside of the area may continue to work from their new location without regularly reporting to the City work site.
SECTION 13.4	EMPLOYEE ELIGIBILITY	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality. A supervisor may informally approve temporary remote work to prevent disruption to a City operation, if the employee is prepared and capable of performing their job duties remotely for the temporary, occasional period. This request and approval needs to be reduced to writing in an e-mail at a minimum and involve approval by the Department Head. An employee's supervisor and department head must review and respond to a request for recurring remote work or an alternative workplace. An employee is eligible to request recurring remote work or an alternate workplace, if the employee meets the following criteria: They have at least ninety (90) days of service in their current role, unless otherwise approved by Department Head; They have not received disciplinary action or a Performance Improvement Plan in the previous year (12 months); and In the case of an alternate workplace: The state outside of Kansas is approved by the City Manager and on an interim, temporary basis (not a permanent relocation); or The alternate workplace is temporary while waiting for the position to be filled by a new hire and the duties are still fulfilled by an employee who is leaving the City, with approval of the City Manager. The following factors shall be considered when reviewing an employee's request for recurring remote work or an alternate workplace: Whether the employee is able to work productively and independently; Whether the employee is an exempt or non-exempt (hourly) employee; Whether the employee's position involves on-site supervision of City employees, operations, or facilities; Whether the employee's position requires access to, or use of, City work site activities or resources, or close or frequent supervision or input from others who are based at a City work site; Whether the employee's position involves routine interaction with the public; The impact of remote work on the City's operation or use of City facilities; and, Other factors that are specific to the employee's position and request. The employee must complete the Remote Work Application and Agreement forms provided by Human Resources to request recurring remote work or an alternative workplace. The supervisor and Department Head must review the employee's request and approve or deny it. Their decision is final; there is no process or right for an employee to appeal. The supervisor must provide a copy of the completed request form to the Department Head and Human Resources. Due to the additional compliance requirements and employment costs that vary from state-to-state, an out-of-state alternate workplace requires the advance approval of the Department Head, Legal, and Human Resources as well as the City Manager, and must be supported by a substantiated business purpose instead of as a convenience to the employee.
SECTION 13.5	USE OF CITY EQUIPMENT FOR REMOTE WORK	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality.

SECTION 13.6	CONDITIONS APPLICABLE TO ALL REMOTE WORKERS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	An employee who remote works must meet the following requirements: The employee must accurately report the hours worked on the timesheet per the employee's exempt or non-exempt status. The employee must be accessible during the employee's designated working hours, as may be adjusted by the supervisor. The employee may be required to report to a City worksite to train, clarify job responsibilities, assess the employee's suitability for remote work, or to establish relationships. Such commuting costs are normally at the employee's expense. The employee must report all on-the-job accidents and injuries that occur in the remote work location to the Human Resources Department within twenty-four (24) hours of the accident/injury. The City, including its agents, reserves the right to inspect the remote work location where the accident/injury occurred. Personal disruptions, such as household traffic and non-business telephone calls, must be kept at a minimum as is implemented and followed in the office. All terms and conditions of City employment continue to apply, including but not limited to: Conditions, terms, and implementation of this Personnel Policy Handbook; Confidentiality preservation pursuant to nondisclosure agreements, privilege, confidentiality, HIPAA, CJIS, et cetera; Departmental Policies; and Proper and appropriate use of City equipment, including hardware and software.
SECTION 13.7	ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	If an employee's request for recurring remote work or an alternate worksite is approved, the remote work agreement will be finalized. The remote work agreement is voluntary and can be terminated by the City or the employee at any time. The City can unilaterally amend any existing remote work agreement to be consistent with changes to this Policy. Although the Remote Work Agreement can be terminated at any time, for any reason, the supervisor, Department Head, and the employee must review the Remote Work Agreement and assess it for continuation during an employee's performance evaluation and during any personnel action that involves discipline, promotion or change in position. If an employee's Remote Work Agreement is terminated for any reason, the supervisor must notify Human Resources and the Department Head. An employee approved to remote work must comply with the following: The employee is not permitted to regularly provide child or adult care while working. The employee is not permitted to work at other jobs or run their own business during scheduled work hours. The employee is responsible for establishing and maintaining a remote work environment that is free of safety hazards or fire hazards. The employee is responsible for establishing and maintaining a remote work environment that is ergonomically correct. The employee is responsible for providing evidence that such remote work site exists upon the supervisor's request. The City is not responsible for injuries or damage to the person or property of others (including family members) at the employee's remote work site. The employee cannot hold any work meetings within the employee's home. The employee must notify the supervisor of their work location and environment, and promptly notify the supervisor of any location changes. The employee agrees, if remote work is approved, that the work location is conducive to productive work occurring and can be professional if remote meetings, such as with Zoom or Teams or other similar media, occur.
SECTION 13.8	CITY MANAGER REMOTE WORK	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	If the City Manager elects to temporarily remote work, then they shall inform the Mayor of the temporary usage of remote work; otherwise, the City Manager is to not remote work due to the nature of the job duties and requires per the Commission and state law.
SECTION 14.1	DRUG-FREE WORKPLACE	Split / expanded from one 2009 section	9.7 — Drug Free Work Place	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.7 Drug Free	The City of Junction City is dedicated to providing a safe, healthy, and productive work environment: a Drug-Free Workplace. To further that goal and make this a drug-free environment, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of illicit or improperly used legal controlled substances.

SECTION 14.2	SAFETY-SENSITIVE POSITIONS	Split / expanded from one 2009 section	9.7 — Drug Free Work Place	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.7 Drug Free Work Place.	Purpose As a part of its commitment to safeguard the health of its employees and provide a safe place for its employees to work, the City of Junction City (hereinafter “City”) has established this policy regarding the use of controlled substances and the misuse of alcohol by its employees. Substance abuse seriously endangers the safety of employees and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the City. The City has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the City to prevent the use and/or presence of these substances in the workplace in accordance with the following guidelines. Scope As a condition of employment, employees are required to abide by the terms of this policy. This anti-drug and alcohol misuse prevention policy primarily governs actions in the areas of alcohol and drugs. Other City policies may apply in these areas to the extent that they do not conflict with this policy. Certain employees may be subject to additional requirements under state and/or federal policies. Definitions for the Drug and Alcohol Policy as It Pertains to Non-DOT Employees “ILLEGAL DRUGS” “Illegal drugs” are 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. Examples include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP) as well as prescription drugs that are not lawfully obtained and/or not properly utilized. The term “illegal drugs” also includes mind-altering and/or addictive substances that are not sold as drugs or medicines but are used for the mind- or behavior- altering effect (e.g. glue, peyote). Medical Marijuana or Recreational Use is prohibited under this policy. The Federal Government and the Department of Transportation do not recognize Medical Marijuana Prescriptions or Recreational Use. Federal Law always supersedes State law(s). This City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators and/or contractors to be employed or perform work at any of their locations, terminals, or operations while on Medical Marijuana or Recreational Use. The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test. LEGAL DRUGS “Legal drugs” are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold. 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, the quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited. CITY PROPERTY The term “City Property” includes work sites; parking lots; vehicles; offices owned, rented, utilized, or serviced by the City or by any customer of the City; employee-owned or employee-rented vehicles on the property of the City or of any customer of the City while on City business; and locations where the employee represents the City in any capacity. ON DUTY The term “On Duty” includes all working hours as well as meal periods and break periods, regardless of whether on premises and all hours when the employee represents the City in any capacity. COVERED EMPLOYEES The term “Covered Employees” applies to any employee who is a non-DOT mandated employee. DESIGNATED EMPLOYEE REPRESENTATIVE (DER) Point of contact for all employees with questions or processes involving the Drug Testing Program. The DER shall be the Human Resources Director or their designee. MEDICAL REVIEW OFFICER (MRO) “A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug results.” POSITIVE TEST RESULT A positive test result is any drug or alcohol result that is over the testing level. EMPLOYEE ASSISTANCE RESOURCES (EAR) The Human Resources Department shall provide, at any employee’s request, a list of mental health providers, counselors, follow-up services, assessment providers, et cetera within the Junction City or surrounding areas which participate in or under the City’s health insurance plan. Such request shall be confidential and undisclosed to others.
SECTION 14.3	CDL EMPLOYEES	Split / expanded from one 2009 section	9.7 — Drug Free Work Place	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.7 Drug Free Work Place.	Applicability This policy applies to any employee of the City of Junction City who holds a Commercial Driver’s 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: 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; Has a gross vehicle weight rating of 26,001 or more pounds; Is designed to transport sixteen (16) or more passengers, including the driver; or, 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 Policies (49 CFR Part 172, Subpart F). Testing Procedures It is a condition of employment that all employees who hold a Commercial Driver’s License (CDL) and uses that license to operate a commercial motor vehicle submit to drug and alcohol testing. All testing conducted under this policy will follow procedures as set forth in 49 CFR Part 40. The Procedures have been developed to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to ensure that the test results are attributed to the correct employee. Definitions Words and phrases used in this policy are as defined and found in 49 CFR Parts 40.3 and 382.107. Prohibitions Alcohol No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater. No driver shall use alcohol while performing a safety-sensitive function. This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance that would cause alcohol to be present in the body. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until a post-accident alcohol test has been administered, whichever occurs first. Controlled Substances The Department of Transportation currently tests for: Marijuana metabolites (Marijuana and other THC related drugs), Cocaine metabolites (Cocaine and other related drugs), Amphetamines (including Amphetamines, Methamphetamines), Opioids (including Opioids, Opiates, Morphine, and other related drugs), and Phencyclidine (PCP). This may include testing for synthetic versions of the drugs listed. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance. ILLEGAL DRUGS. The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act is always prohibited

SECTION 15.1	DEFINITIONS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Weapons include any device that is designed to or traditionally used to inflict harm or any device that could be reasonably construed as a weapon. This includes Handguns but does not include a pocketknife or utility knife with a blade not more than four inches in length provided it is not used to commit an act or threat of violence. Handgun shall have the same meaning as given such term under the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., including any amendments thereto. Acts, Threats, or Conduct Involving Violence includes intimidation, harassment, coercion, stalking, or any other conduct involving threatening or violent behavior.
SECTION 15.2	PROHIBITED CONDUCT	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Unless such conduct is specifically required or authorized as a part of an employee's duties, employees are prohibited from: Engaging, participating, encouraging, or condoning Acts, Threats, or Conduct Involving Violence: That are against any persons involved in the City's operation including, but not limited to, employees, contractors, citizens, and vendors; That are sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating work environment; During or in the course of the employee's performance of work for the City; or while on City property: Having in their possession fireworks or explosives while on duty or during working hours, with the exception of employees authorized and directed to utilize explosives or handle fireworks as part of their official City duties. Having in their possession a Weapon, while on duty or during working hours with the exception of the following: Commissioned officers of the Police Department. Employees authorized or directed to utilize a City issued or approved Weapon as part of their official City duties. Personal possession by an employee of self-defense sprays such as Mace or pepper spray, provided the employee takes the proper precautions to assure that the spray is secure, and the spray is always kept concealed unless used for justified self-defense. Concealed carry of a Handgun by an employee in accordance with State of Kansas law.
SECTION 15.3	POSSESSION AND USE OF WEAPONS REQUIREMENTS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	With regard to using a firearm, commissioned law enforcement officers, a court-appointed bailiff, and other required security officers are the only employees authorized to use deadly force while acting for and on behalf of the City of Junction City and within the scope of that authority. With the exception of an employee exercising their lawful right of self-defense under prevailing legal standards, under no circumstances will any employee other than commissioned law enforcement officers, bailiff, or other security officers use deadly force in connection with the performance of job-related responsibilities. Any employee who carries a concealed Handgun in accordance with State of Kansas law while on duty must abide by the following requirements: At all times when such Handgun is not in the employee's immediate possession, the employee is responsible for safely securing the Handgun. This shall include, but not be limited, to the following: In the event it may become necessary for the employee to leave the Handgun in a City vehicle (such as if the employee's duties may necessitate the employee to enter premises which are lawfully posted against the possession of firearms), the employee is required, at their own expense, to provide a lock-box or other such secure container for that purpose, and may not leave the Handgun in any such City vehicle without its being so secured. When the employee is using a personal vehicle in the course of the employee's duties and is likewise required to or otherwise elects to leave the Handgun in such vehicle, the employee is required to secure the Handgun in such vehicle in a manner as will not allow its access by any other person or employee. If the employee otherwise needs to or elects to remove such Handgun from his or her possession, the Handgun must be secured in a lock-box provided by the employee, or otherwise secured in a portion of the workplace to which only the employee has access (such as a locker or a locked portion of a desk). The fact that there are administratively available master keys to that area does not prevent its use for this purpose. If the means by which the employee is carrying a concealed Handgun is through its being concealed in another item in such person's possession such as a purse, briefcase, or article of clothing, then that item cannot be out of the employee's immediate possession unless the Handgun or the item in which the Handgun is concealed is secured in a manner as described above. The employee assumes all expenses and all risks associated with the possession of such a Handgun. Under no circumstances shall the City be liable for any loss of or damage to any such Handgun, and under no circumstances shall the City be responsible for providing any accommodations for such possession or for securing the Handgun. Nothing herein shall prevent an employee from lawfully storing a Handgun inside a personal vehicle which is not being used for City business.
SECTION 15.4	REPORTING	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Employees shall promptly report to their supervisor, the Human Resources Director, or their Department Head any actions or comments which they believe constitutes a violation of this policy whether they are the recipient of such conduct or are merely a witness. It is mandatory that any report received by a supervisor or Department Head is communicated to the Human Resources Director.
SECTION 15.5	ACTIVE KILLER	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	An Active Killer is an individual actively engaged in killing or attempting to kill people in a populated area. Immediately upon the sight or sound of an Active Killer, observing personnel will conduct all of the following quickly, keeping their best interest of safety in mind: Contact 911. Initiate ALERT and LOCKDOWN, if possible. Alerts should be made through the phone system to notify all city buildings of the event. These actions can be performed simultaneously by multiple persons (staff and/or citizens) and in no particular order.

SECTION 15.6	A.L.I.C.E.	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	ALICE is an acronym: Alert, Lockdown, Inform, Counter, Evacuate. The components of ALICE are non-sequential. The first responding officers' objective is to locate and stop the threat. As soon as practical, the officer(s) will assist in establishing a Unified Command presence. Witnesses, employees, and citizens should remain calm and follow officers' directions, with their hands raised, so as not to appear to be a threat. Use clear language, or plain talk, to alert others of an Active Killer. Codes are discouraged. Alert and Lockdown Information shall be given in plain language. Information shall include all known information that answers the basic questions of Who, What, Where, When. Information should be provided by any and all means possible, i.e. Public Address system, email notification, etc. Persons outside a building shall take appropriate action based on location of event. Personnel shall continue to INFORM through constant real-time updates of the activity, both city wide and to responding emergency agencies. This information can be received through use of the camera/monitor systems or eyewitnesses can relay activity and location of events. Personnel shall not compromise their safety in an attempt to provide real-time updates. Evacuate or Lockdown Upon receiving ALERT information, staff and citizens in securable rooms may decide to either remain in LOCKDOWN or EVACUATE, keeping the best interest of safety in mind. If the ALERT yields information that indicates the ability to EVACUATE, staff will direct citizens to exit building and go to the Community Rally Point that is in the opposite direction from the on-going event. Staff and Citizens should not escape by entering a long hallway if at all possible. All belongings should be left behind. Persons inside the building, but outside of locked rooms, may go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate Community Rally Point. If evacuation is not possible either due to location of activity or infrastructure design, staff and citizens may remain in LOCKDOWN and conduct the following: Ensure door is locked. Use drop bolt and any other lock enhancement. Make room as dark as possible. Barricade door with any large and heavy items. Door should not be opened for anyone except for identifiable Law Enforcement personnel Staff and citizens should take items that can be used as distraction devices, in order to proactively defend the occupants should the secure area be breached. For example, office supplies or furniture may be used as improvised hurdles or weapons if the Active Killer comes into an area once secure but is now breached. Move to an area out of the field of fire should shooting through the door occur. Counter When the Active Killer is among staff and citizens, then the following COUNTER measures may be attempted at your own discretion: Cause distractions Create as much noise as possible. Create as much movement as possible. Throw items at the face of the intruder. The goal is to increase the level of skill necessary to accurately shoot a weapon at the room occupants. If capable, take control of the intruder (keeping the best interest of safety in mind). While distractions are conducted, one person grabs and secures each limb of the intruder. Each person uses their body weight on one limb to hold the intruder down until law enforcement arrives. SWARM the intruder to the point that they are no longer able to move and cause harm. Isolate and secure the weapon. Do not hold the weapon in your hand in order to avoid being considered a threat to incoming law enforcement. Provide aid and accountability Staff and citizens may provide first aid for the injured until medical personnel can enter building.
SECTION 16.1	RISK MANAGEMENT AND WORKPLACE SAFETY	Split / expanded from one 2009 section	9.6 — Risk Management	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.6 Risk	The City employs a risk management and loss prevention program to protect the well-being of all employees and to maintain a safe and efficient workplace. Risk management initiatives will endeavor to reduce insurance costs through elimination or control exposure to risk by employees. Due to risk management and for the employees' sake, the City shall take measures to provide for the safety of all employees.
SECTION 16.2	ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES	Consolidated / expanded from multiple 2009 sections	9.5 — Worker's Compensation 10.5 — Accidents While Using a City Vehicle	This 2026 section consolidates or draws from multiple 2009 topics: 9.5 Worker's Compensation; 10.5 Accidents While Using a City Vehicle.	Notification Employees involved in or who are witnesses to an accident or injury involving: employees in the course of their duties, City vehicles, City equipment, or incidents occurring on City owned property shall immediately notify the appropriate supervisor or Department Head. The Supervisor or Department Head shall notify the Human Resources Department or designee. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits. Failure to report timely may lead to disciplinary action leading up to and including termination. Reporting Upon an accident occurring involving a City-owned or rented vehicle, an employee shall immediately contact law enforcement with jurisdiction to investigate the accident and make a report for Human Resources and insurance purposes. Refer to the Drug Testing Policy Section of this Personnel Policy Handbook as well. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to the Human Resources Director no later than twenty-four (24) hours after the incident occurs. Accidents or incidents involving City property, equipment, or any person must also be reported to the City Clerk for insurance claim purposes to seek or defend a potential claim. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City. Medical Treatment If medical attention is required, an employee is to utilize, whenever reasonably possible and in the following order of priority, the City's Designated Clinic designated for accidents, an emergency room, or ambulatory service. The City will choose a Designated Clinic; however, depending on shift hours, the emergency room may be suitable. Elecronic or telehealth visits may be permissible given the Designated Clinic's policies or practices. Payout Pay will be determined and assessed based on the incident and/or injury and provisions set forth by Injury Leave provisions and the Workers Compensation carrier for the City of Junction City. Injury Leave Payout: If the employee is injured on the job and unable to work, the City will grant the employee Injury Leave for up to seven (7) calendar days. If an investigation is necessary, the employee will be charged sick leave or Paid Time Off until the investigation is complete. If the investigation verifies the credibility of the accident, the charged leave will be reversed, and the employee will be granted Injury Leave. Drug and Alcohol Testing

SECTION 16.3	WORKERS COMPENSATION	Split / expanded from one 2009 section	9.5 — Worker's Compensation	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.5 Worker's Compensation.	The City provides Workers Compensation benefits for job-related injuries, disability, or death to its employees in accordance with State of Kansas law. Qualifying Conditions Qualifying conditions are based on the accidental injury of an employee in the course of employment with the City and by reason of performing their duties for the City. Exposure to a disease, bacteria, et cetera can be considered an “accidental injury” so long as allowed per the Laws of the State of Kansas for Workers Compensation. Eligibility All employees are eligible. Workers Compensation eligibility starts on the first date of employment. Notification An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager. Notification is crucial to an employee’s ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee’s ability to receive Workers Compensation benefits. Failure to report timely may lead to disciplinary action leading up to and including termination. Reporting Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to their Department Head or their designee no later than twenty-four (24) hours after the incident occurs. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury. The Department Head shall forward the report, information, et cetera to Human Resources as soon as is practicable. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director. Human Resources shall respond to or update the Department Head and employee upon receipt of information. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City. Authorized Physician The City has the authority to select the medical provider who will treat the injury initially upon report. The City through the Human Resources Department shall send a job description for the affected employee to the medical provider and to Workers Compensation upon request. Workers Compensation shall take over treatment and other medical-related selection as allowed per statute or regulation. Workers Compensation Payout Employees will receive a weekly check as determined by the State of Kansas. The check will be issued only when the employee is unable to work. For any wages not covered by Workers Compensation offered by the City, an employee may utilize accrued Sick Leave or Paid Time Off (PTO). Arrangements concerning Workers Compensation and ancillary issues must be made by the employee with the Human Resources Department within the first seven (7) days after the date of injury. Such arrangements shall be made in writing. Employees are still responsible to ensure all their elected deductions are paid. Failure to communicate and decide may lead to the City seeking to recoup the funds as is legally permissible. If Workers Compensation pays the employee for the first seven (7) days, then the employee shall reimburse the City in the amount of the Workers Compensation pay for any Injury Leave compensation to prevent double pay for the same time period. Effects on Benefits During the period of time an employee is eligible for Workers Compensation benefits the City shall continue normal City contributions towards retirement, life insurance and health insurance. Employees shall be responsible for making payment arrangements for the employee’s contribution toward these benefits, as well as any other optional programs to which the employee may be contributing. Failure to provide employee’s contribution shall result in forfeiture of City’s contribution and loss of benefit.
SECTION 16.4	RETURN TO WORK	Consolidated / expanded from multiple 2009 sections	6.6 — Medical Termination 9.5 — Worker's Compensation	This 2026 section consolidates or draws from multiple 2009 topics: 6.6 Medical Termination; 9.5 Worker's Compensation.	Prior to returning to work, employees are required to provide a release to return to work from the treating health care provider. Without Limitations: Employees who have been released without limitations may be required to undergo a fit for duty assessment as outlined in the “Fit for Duty Observation” (15.7) section of this Personnel Policy Manual. With Limitations: Employees who have been released to perform work with limitations may be able to return to work under a Light Duty Work Program (Please refer to Section 15.6) if available. Should an employee turn down or fail to perform offered work that they are capable of doing the City may take all actions permitted under law, including but not limited to, contesting the employee’s entitlement to further Workers Compensation benefits. Follow-up Appointments: Employees with an approved Workers Compensation claim that have been released to perform work and have follow-up appointments during their regularly scheduled shift, may count the time away from work for doctor’s visits, as time worked. Once the employee has been released from doctor’s care for the accident/injury, they may no longer count doctor’s visits as time worked.
SECTION 16.5	FAMILY MEDICAL LEAVE ACT (FMLA)	Split / expanded from one 2009 section	8.6 — Family and Medical Leave	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 8.6 Family	Family Medical Leave can run concurrently with Workers Compensation and the approved FMLA hours deducted from the employee’s annual event amount according to FMLA policy and procedures. (Please see Section 9.13 for more on FMLA).
SECTION 16.6	LIGHT DUTY WORK PROGRAM	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Employees who are temporarily unable to perform the duties of their position because of an injury may qualify for a Light Duty Work Program. The ultimate goal is to return the light duty employee back to full duty. Employees under a collective bargaining agreement will follow the provisions per their active collective bargaining agreement (See Section 15.3). Duration The assignment may be for any duration. As a general rule, it should not exceed 6 months. Dependent on the condition, status, or injury the duration may be shortened or lengthened as considered in application of the Americans with Disabilities Act, Pregnant Workers Fairness Act, and other similar protections under federal, state, or local law. Requirements For work to be considered suitable under this program the following conditions must be met: A physician certification must be obtained clearing the employee to participate in such a program. It must be reasonably likely that the employee will return to work in full capacity to the position held by the employee prior to assignment to the program; The work assigned must be a meaningful and productive part of the department’s operations; and, Employee must be qualified for the assignment. Development and Approval A Light Duty Work Program is developed by the Department Head in conjunction with the Human Resources Director and must be approved by the City Manager or designee. All involved may consult with the City Attorney if necessary.

SECTION 16.7	FIT FOR DUTY OBSERVATIONS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	General The City shall accept and follow a certified medical provider's prognosis or "doctor's note" to deem an employee fit for duty. City employees and officials are not medical doctors nor are they acting in that capacity. However, if an employee voices concerns or is observed to be unable to fulfill job duties within the limitations set forth or lifted by a medical provider, then a supervisor or Department Head shall inform the Human Resources Director who shall then in turn inform Workers Compensation. Applicability Department Heads shall submit a narrative to the Human Resources Director to determine if a "fit for duty" observation raises concerns for the employee's safety, job duties being fulfilled, or overall workplace safety. Department Head, in consultation with Human Resources, may place the employee on administrative leave with pay pending a "second opinion" from the same or another licensed health care provider. Human Resources and Department Heads shall refer back to an employee's current job description. Workers Compensation The follow through and determination is made by Workers Compensation and medical providers utilized during Workers Compensation process. City employees or officials shall not substitute their judgment aside from merely observing in the workplace.
SECTION 16.8	SAFETY ISSUES	Split / expanded from one 2009 section	9.6 — Risk Management	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 9.6 Risk	Employees shall promptly report unsafe conditions or actions to the appropriate supervisor or Department Head. If the unsafe condition or action persists, employees shall notify the Human Resources Director.
SECTION 17.1	GENERAL USE	Consolidated / expanded from multiple 2009 sections	10.4 — Use of City Vehicles 10.5 — Accidents While Using a City Vehicle	This 2026 section consolidates or draws from multiple 2009 topics: 10.4 Use of City Vehicles; 10.5 Accidents While Using a City Vehicle.	Employees shall use City-owned property appropriately and take care to utilize it in the manner in which it was made and for the use which it was intended. Vehicles General. Employees may be authorized to use City-owned vehicles. These uses are limited and highly regulated. Authorized employees shall utilize City-owned vehicles for City purposes only. Any use of a City-owned vehicle for personal convenience is strictly prohibited, unless the vehicle is assigned per Section 17.1.2. Employees are mandated to use seatbelts while operating City-owned vehicles and abide by all Kansas traffic laws, City traffic ordinances, and other regulations applying to the use and operation of vehicles. Violation of traffic laws, ordinances, or regulations can lead to administrative disciplinary action. Employees authorized to drive a City vehicle shall have a current and valid Driver's License. If the Employee's Driver's License privilege has a violation, restriction, suspension, or other impact upon the privilege then their driving status and job qualification will be subject to review by the Department Head and Human Resources. If a meal break or other de minimis incident arises while an employee is already utilizing a City vehicle for City purposes, then that use may be acceptable per approval of a supervisor or Department Head. Assigned Vehicles Select employees, due to the nature of their position responsibilities, are assigned a City-owned vehicle and are authorized to take that vehicle to their home. Assignment shall be approved by the Department Head. Use is intended to be for official business only; however, incidental uses may be used (ex. picking up employee's children from school, grocery store stop on the way home, et cetera). Other personal uses need authorization from the City Manager. Outside of Subsection (b) above, non-City-employee persons may be passengers in incidental or authorized personal uses. However, only City employees within the Department of the assigned vehicle may operate the vehicle or other appropriately authorized employees such as a City mechanic. Assignment of the vehicle shall be documented in writing or in a digital format. Verbal or oral is insufficient. This is also known as "take home" vehicle colloquially. All policies concerning "Vehicles" apply to "Assigned Vehicles" as well. Use During On-Call, Standby, or Call-Back Status Assignments Employees may be assigned On-Call, Standby, or Call-Back Status under Section 4.8 of this Personnel Policy. Employees so designated may be authorized to take a City-owned vehicle to their home during hours they are assigned to standby status, within City limits. The following criteria shall be considered when determining if a position shall be authorized for such use: Time-critical emergency responses; The need for direct transportation to the site of an emergency; and Special equipment needs for such responses

SECTION 17.2	NON-VEHICLE EQUIPMENT ISSUED BY CITY	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	General Employees may be authorized to use City-owned equipment including but not limited to the express items listed in this Section 16.2. These uses are limited and highly regulated. Assigned Electronic Devices Select employees, due to the nature of their position responsibilities, are assigned a City-owned electronic device and may be authorized to take that device to their home. Assignment and use shall be approved and documented by the Department Head and the IT Department Head. Examples of assigned electronic devices: cellular telephone, laptop computer, tablets, radios. Employees, supervisors, and department heads shall refer to and abide by Section 14 et sequential as applicable. The IT Department shall develop, provide, maintain, and store forms facilitating assignments of non-vehicle equipment pertaining to electronic devices and other similar equipment. Uniforms Some job positions or duties require City-issued uniforms. Employees will keep uniforms, shirts, jackets, etc. in a clean and presentable state per their job duties. Uniforms, shirts, jackets, etc. are for City work and City work-related events and shall not be worn for any other reason. Employees are expected and required to follow Department-specific rules. Credit Cards Credit cards in the name of the City of Junction City (“Purchasing Cards”) may be issued to employees in each department in order to facilitate an efficient means of purchasing goods and services for the benefit of the City. Policy use of these cards is contained in Junction City Fiscal Policy Handbook. Purchasing Cards shall not intentionally or knowingly be used for personal private purchases. Passwords, Combinations, Keycards, Fobs, Keys, and Other Access Control Employees granted access to City buildings, properties, IT, etc. will be responsible for keeping these items in a safe and secure manner. Combination locks may be provided by the City and may be removed at any time. Employees are expected to follow guidelines or other requirements for securing access control as prescribed by IT or access control responsible employees. Work Tools and Equipment Some employees will be assigned work tools and equipment which can include job or safety-required clothing items. These work tools and equipment are the property of the City and must be used within the scope of the tool’s design, equipment’s design, and the employee’s duties for the City. These tools and equipment must be maintained in a good and safe working order throughout their useful lifespan. Should a work tool(s) or equipment be broken, lost, or stolen, the employee shall report such incident to the supervisor or Department Head or immediate Supervisor. Upon termination, resignation, retirement, or other change in status, an employee must return all work tools or equipment in good and working condition. If the equipment is clothing and the employee leaves employment of the City, then the Department Head may waive return of the boots, gloves, et cetera if the value is depreciated below $250 total. Identification Badges The City shall issue and require employees to have identification badges or cards. These identification badges shall double as FEMA badges in the result of an emergency for designated employees. Employees will be responsible for keeping their identification badges in a safe and secure manner. Should the employee’s identification badge be lost or stolen, the employee needs to be reported immediately to the supervisor, Department Head, or Human Resources. An employee should never use another employee’s identification badge for any reason.
SECTION 17.3	STOLEN, LOST, OR DAMAGED EQUIPMENT	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Employees are responsible for equipment assigned to them by the Department and the City. The City expects them to protect and safeguard the equipment from loss, damage, or theft. At any time upon request, the employee shall produce the equipment for inspection by a supervisor or Department Head. Upon resignation or termination, the employee must produce and return the assigned equipment to the City. Failure to report the theft, loss, or damage to equipment within a day (24 hours) may lead to disciplinary action against the employee. If an employee resigns, retires, or is terminated and equipment creates an outstanding debt, then the employee shall be responsible for recovery of the loss, theft, or damage. Refer to Section 5.11.
SECTION 18.1	GENERAL	Consolidated / expanded from multiple 2009 sections	4.10 — Training 10.7 — Workshops and Seminars	This 2026 section consolidates or draws from multiple 2009 topics: 4.10 Training; 10.7 Workshops and Seminars.	All meetings and professional development activities available to City employees shall be identified as being either required or optional. Department Heads shall assess professional development activities to determine if the contents of such activities are required for staff to successfully perform their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.
SECTION 18.2	TUITION, TRAVEL, AND PER DIEM	Split / expanded from one 2009 section	10.7 — Workshops and Seminars	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.7 Workshops and Seminars.	Departmental Heads will authorize registration fees if applicable, travel and per diem expenses according to Section 15: Travel for all training and professional development required by the City. Training and professional development required by the City includes but is not limited to the following: Required continuing education or development per the job description; Required education or development per mandatory licensing for the job position; Required education or development per a collective bargaining agreement. Departmental Heads may approve registration fees (if applicable), travel and per diem expenses, for all training and professional development that is optional to assist staff in performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs of the job duties as assigned. Optional but suggested training and professional development includes but is not limited to the following: Desired or suggested licensure or certification; Professional membership fees or dues; Requirements for a promotion but not for current job duties or description. Meetings, training, and travel will comply with the requirements of FLSA and overtime compensation. City Manager may change approval delegation according to their discretion.
SECTION 18.3	NEW EMPLOYEE ORIENTATION	Split / expanded from one 2009 section	4.9 — New Hire In-processing	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 4.9 New Hire	All employees who are new hires or rehired to the City are required to attend New Employee Orientation training. Please refer to Section 3.10 for more on New Hire Orientation. All forms and other documents provided to a new hire shall be completed on the first day of employment as required by the Human Resources Department.
SECTION 18.4	REQUIRED TRAINING FOR ALL EMPLOYEES	Consolidated / expanded from multiple 2009 sections	4.10 — Training 10.8 — Education Policy	This 2026 section consolidates or draws from multiple 2009 topics: 4.10 Training; 10.8 Education Policy.	To meet federal, state, city, or department requirements all employees new to the City are required to complete specific training courses as soon as possible upon entering employment for the City. Training shall be completed within the first thirty (30) days; however, it is desired to finish those within the first day of employment if possible. Employees will be notified of specific training deadlines. Additional training may be required by the supervisor, Department Head, IT Department, or Human Resources Department for existing employees at which time notification will be sent with details regarding the need for training and the deadline to complete such training. Documentation of required training attendance shall be submitted to Human Resources for records retention.

SECTION 18.5	REQUIRED TRAINING FOR SUPERVISORS	Split / expanded from one 2009 section	10.8 — Education Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.8 Education Policy.	To meet federal, state, city, or department requirements all new supervisors to the City are required to complete specific training courses as soon as possible upon entering supervision for the City. The new supervisor will be notified of specific training deadlines. Additional training may be required by the Department Head or Human Resources Department for existing supervisors at which time notification will be sent with details regarding the need for training and the deadline to complete such training.
SECTION 18.6	CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT	Consolidated / expanded from multiple 2009 sections	4.10 — Training 10.7 — Workshops and Seminars 10.8 — Education Policy	This 2026 section consolidates or draws from multiple 2009 topics: 4.10 Training; 10.7 Workshops and Seminars; 10.8 Education Policy.	It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy. In an agreement, the City may
SECTION 18.7	TUITION REIMBURSEMENT AND ASSISTANCE	Consolidated / expanded from multiple 2009 sections	4.10 — Training 10.8 — Education Policy	This 2026 section consolidates or draws from multiple 2009 topics: 4.10 Training; 10.8 Education Policy.	Definitions Accredited: official recognition or approval that the content, curriculum, faculty, or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization. Assistance: payment to an approved college or university for eligible expenses submitted in accordance with this policy. Distribution Date: date on which reimbursement or assistance payment is received by the employee or institution. Professional Organizatoin: an association made up of members who are part of the same industry, profession, or career field. Reimbursement: payment to an employee for eligible expenses submitted in accordance with this policy. Tuition. The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken. Employee Eligibility A full-time employee who has been employed by the City for at least 12 months may submit a request or application for tuition reimbursement or assistance. The full-time employee has not received a disciplinary or corrective action resulting in a PiP or suspension in the immediately preceding twelve (12) months prior to the submission of the request/application; and The full-time employee has not exhausted the $5,250.00 per calendar year per Internal Revenue Service (IRS) regulations. Eligible Course or Program for Reimbursement and Assistance Eligible courses include all core and elective courses required for competition of a: certificate, state licensure, General Education Development (GED), High School Equivalency (HSE), associate's, bachelors', master's, or doctoral degree program offered through, in, or associated with an accredited training or educational institution, school, or professional organization. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program, or curses taken as a non-degree seeking student. Courses dropped after an official "drop/add" date are not eligible for reimbursement or assistance. No reimbursement or assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by the City. No reimbursement or assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above demonstrated by a semester GPA of 2.0 or higher. Costs Eligible for Reimbursement and Assistance Employees may receive up to $5,250.00 per calendar year for reimbursement and assistance. Total reimbursement and assistance calculations are determined based on the distribution date and if budget permits any reimbursement or assistance. Only tuition costs are eligible for reimbursement and assistance. All other fees are ineligible for reimbursement and assistance.
SECTION 19.1	PURPOSE	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Performance of City of Junction City official business will necessitate periodic travel by City employees beyond their offices or locations of normal work activities. The City shall pay for reasonable, essential travel expenses which directly and logically relate to the conduct of City business. City travelers shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact, relate to and were necessary for conducting City business.
SECTION 19.2	DEFINITIONS	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Authorized Travel is travel that is directly relevant to and necessary for successful accomplishment of legitimate City requirements (i.e., official City business, approved continuing education or professional development). Authorized Individuals are individuals who are either performing City business or representing the City in some fashion. Meals and Incidental Expenses (M&IE) Only Per Diem is the then-current Federal Per Diem Substantiation Method published by the Internal Revenue Service. Mileage Reimbursement Rate is the maximum mileage reimbursement rate permitted without tax consequence as set or issued by the Internal Revenue Service. Purchasing Card is any credit card or other similar item or arrangement which authorizes credit purchases by an elected official, Department Head, or employee in the name of the City of Junction City. May be known as a procurement card. Reimbursable Expenses is only those expenses for which City funds will be used for reimbursement. Reporting Destination is the location at which the employee has been directed by their supervisor to report for work for that particular day. Travel Approving Official is the Department Head or City Manager to whom the traveling employee most closely reports.

SECTION 19.3	APPROVAL PROCESS	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Any authorized individual intending to travel on City business for any period of time exceeding one (1) overnight stay must submit a request in writing to their travel approving official at least seven (7) days prior to the planned departure date. Requests must be accompanied by sufficient information (e.g., copy of seminar brochure) about the proposed travel and an outline of the anticipated travel cost to allow informed decisions. The notifications must be specific regarding the reason for travel. When necessary, requests should indicate who will be responsible during the absence. The travel approving official must approve the request prior to the planned departure date. Business/Travel expenses for Department Heads will be approved by the City Manager. Business/Travel expenses for personnel below the Department Head level will be approved by the Department Head or their assigned designee. Travel-approving officials may not authorize travel that exceeds the remaining amount in their department or division budget for travel. If a travel-approving official seeks to exceed their budget for travel, then they need City Manager approval or otherwise get approval and authorization as provided in the Financial or Fiscal Policy(ies) of the City.
SECTION 19.4	MODES OF TRANSPORTATION	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Employees needing to travel may use the following means of transportation: City Vehicle Allowable expenses include actual expense for fuel, oil, emergency repairs, and other operating expenses. Employees without assigned City vehicles may request a City vehicle for business travel. City vehicle issuance is based on availability and shall be approved by the Department Head that has responsibility for the assigned vehicle. Commercial Carrier The employee's Department Head or the Department Head's designee shall schedule the commercial carrier. Allowable expense is economy or tourist class if by air; first class day coach if by train. When possible, commercial travel should be planned far enough in advance to take advantage of reduced fares. Under no circumstances will an airline be selected or route established solely for the purpose of accruing airline bonus points. Private Vehicle Rates for reimbursement will be the Mileage Reimbursement Rate. Mileage will be determined by the usually traveled, direct route in accordance with Google Maps or other similar mapping/route tool. Rental Vehicle May be authorized if public transportation is unavailable or is more expensive due to location or required frequency of trips. Rental vehicle expenses may be reimbursed as for City or Private Vehicles.
SECTION 19.5	OTHER EXPENSES	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel	Other business expenses directly attributed to City-related travel, i.e., taxi, bus fares, tolls, parking fees, fax service, office supplies, and courier services are allowed as long as receipts detailing the charges are provided. Airport parking will be reimbursed with prior approval. A receipt for parking will be required.
SECTION 19.6	LODGING	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	The City will pay lodging costs associated with attendance at an authorized business meeting, seminar, or conference. If in the conference area, reimbursement will be for the single room rate. If a room is shared with another conference attendee, half of the double occupancy rate will be reimbursed. Should a corporate or government rate be available, the employee is expected to avail themself of such rate and reimbursement will be limited to that amount. Phone calls and internet access charges (above and beyond "free" Wi-Fi provided by lodging) on the hotel bill will be the employee's financial responsibility unless identified as to who was called and the nature of City business conducted. If free Wi-Fi is not provided by the lodging establishment, then the City may reimburse or otherwise pay for internet access if the employee utilizes a City-provided laptop.
SECTION 19.7	DAILY MEAL ALLOWANCE	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	A daily meal allowance ("Per Diem" or M&IE) is established to cover the cost of meals and tips on the meal. All meals will be paid or reimbursed at an actual cost basis, not to exceed the allowable per diem rate. Per Diem will be provided, paid for, or reimbursed in accordance with the existing IRS allowance as shown on the internet address "gsa.gov". This is the approved and accepted website for M&IE Per Diem: https://www.gsa.gov/travel/plan-book/per-diem-rates. Employees will attach a copy of the per diem schedule and attach it to their travel request. Conference meals with a separate sign-up and charge should be deducted from the Per Diem. This does not apply to meals included in the total cost of the conference where a separate charge and sign-up are not listed. Expenses for meals associated with a training seminar within the city limits of Junction City will not be reimbursed. Reimbursement may be made for meals in conjunction with local meetings or training outside the city limits of Junction City (no overnight stay involved). The meals must coincide with the meeting or training to be considered for reimbursement. The original receipt must be submitted to substantiate claim. The receipt must identify name and address of restaurant, date, and amount of services. Receipt must be itemized. City will not pay for or reimburse the purchase of alcohol. Purchases on City Purchase Cards are not to exceed the allowable per diem rates. Union employees with an active bargaining contract will follow the terms outlined in their collective bargaining agreement in respect to meal reimbursements.
SECTION 19.8	GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS	Split / expanded from one 2009 section	10.7 — Workshops and Seminars	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.7 Workshops and Seminars.	"Local" pertains to training, conferences, or meetings which do not require an "overnight stay" in lodging. Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City. A travel request form is necessary for local training and conferences when the registration fee exceeds $1,000 per employee. Advances for meals and travel for local conferences, seminars, or meetings will not be given. Note: It will be the approving authority's responsibility to monitor the time of departure and return.

SECTION 19.9	BUSINESS MEALS	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Expenses, that include meals, paid directly to a professional organization will be reimbursed for the full amount paid. When meals are paid for separately or directly to a restaurant, the daily meal allowance will be followed. Expenses for meals associated with meetings between City employees and officials outside the organization or between City employees and Commissioners or other similar members of elected or appointed bodies are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions. Expenses for meals or refreshments between two or more employees are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions when authorized by the approving authority. During emergencies, meals may be provided with the approving authority's authorization.
SECTION 19.10	USE OF PURCHASING CARD OR PROCUREMENT CARD	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel	The purchasing card may be utilized for similar purposes as can be reimbursed under this Section of the Personnel Policy.
SECTION 19.11	UNAUTHORIZED EXPENSES	Split / expanded from one 2009 section	10.6 — Travel Expense and Reimbursement	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.6 Travel Expense and Reimbursement.	Specifically exempted from reimbursement are expenses incurred by attendance at political rallies or events held for the specific purpose of promoting the candidacy of an individual for public office. Expenditures incurred by members of the public official's or employee's families will not be reimbursed. Reimbursement will not be made for expenditures which do not involve a public purpose, or those not necessarily incurred in the performance of a public purpose authorized by law, i.e., alcohol/liquor, tickets to movies, plays, sporting events, etc. If there is an additional lodging fee (except for telephone usage, data ports, dial up access to City resources) i.e., any form of entertainment, such fee will not be reimbursed. Entertainment costs (such as streaming, movies, personal phone calls, etc.) will not be reimbursed. If per diem is paid, expenses covered under per diem will not be eligible for reimbursement.
SECTION 20.1	GENERAL USE	Consolidated / expanded from multiple 2009 sections	10.9 — Telephone, Cell Phone, and Electronic Device Usage 10.12 — Internal and External Electronic Communication	This 2026 section consolidates or draws from multiple 2009 topics: 10.9 Telephone, Cell Phone, and Electronic Device Usage; 10.12 Internal and External Electronic Communication.	The City recognizes that use of the Telephones, Internet, E-mail, and other Electronic Devices has many benefits and is vitally essential to the workplace. Therefore, employees are encouraged to use the Telephones, Internet, E-mail, and other Electronic Devices systems appropriately, effectively, and professionally. Unacceptable use of the Telephones, Internet, and E-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of Telephones, Internet, E-mail, and other Electronic Devices. This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City of Junction City complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.
SECTION 20.2	TECHNOLOGICAL EQUIPMENT	Consolidated / expanded from multiple 2009 sections	10.9 — Telephone, Cell Phone, and Electronic Device Usage 10.10 — Cell Phone Policy 10.13 — Software and Hardware	This 2026 section consolidates or draws from multiple 2009 topics: 10.9 Telephone, Cell Phone, and Electronic Device Usage; 10.10 Cell Phone Policy; 10.13 Software and Hardware.	City-Owned/Provided Phones or Electronic Devices Personal Calls Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head. Employees are prohibited from utilizing the City's international service for personal calls. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera. Department Heads may establish additional guidelines for their departments. Data Usage or Document Production Data Usage such as for internet and other related activities shall only be for business-related activities. Document Production is the same as Data Usage. Prohibited Uses of City-Owned Phones and Devices Sexually explicit or similar phone calls similar to 900 numbers; Sending, viewing, or soliciting sexually oriented messages or images; Messages or images with offensive or harassing statements or language; or Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for the personal usage (assuming some of the cost) then the usage may be private and personal so long as it does not detract from an employee's job, duties, or other City tasks. City-Required Cellular Phones or Electronic Devices The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided a City-issued cell phone. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director. The City will assume all responsibility for the phone contract. The employee may elect to use the City-issued phone as a personal phone as well, but will assume some of the cost of the phone. The employee will authorize the monthly expense of using a City-issued cell phone also as a personal cell phone. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head. Personal Cellular Phones or Electronic Devices Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities. Cellular Phone Usage If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements: Within Department Head discretion: Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy. Using a cellular phone while operating motorized equipment or power tools is prohibited. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions: Proper use of a hands-free device; Use by emergency personnel as authorized and directed as part of their official City duties; or

SECTION 20.3	NETWORK	Consolidated / expanded from multiple 2009 sections	10.12 — Internal and External Electronic Communication 10.13 — Software and Hardware	This 2026 section consolidates or draws from multiple 2009 topics: 10.12 Internal and External Electronic Communication; 10.13 Software and Hardware.	Computers/Network The following policies include remote use of the City's network as well as use on City property. Usage may be monitored for compliance. Privacy and Personal Use Computer equipment and related technology is the property of the City as well as any data stored or conveyed through the City's system. Electronic mail and other data including internet access is not private and is subject to archival and monitoring by the City and may be subject to open records and litigation requests. Any personal use of the City's system should be kept to a minimum and ideally only during the employee's breaks or lunch period. Though employees may be permitted to infrequent and minimal personal use, employees are forbidden and prohibited from using City equipment and related technology to set up, start, operate, maintain, or otherwise conduct business for a second job or other private personal business for profit or income. Employees shall, even when on breaks or during non-working hours, abstain from using City equipment and related technology to access websites known to frequently carry viruses or cause other system problems; this includes online dating services and file-sharing services or live streaming websites not used for work purposes. Employees shall comply with any additional or more specific requirements in this regard as may be communicated by the Information Technology Department. Employees who are unsure as to the appropriateness of an item should consult with the Information Technology Division and the Department/Division Head or use their personal equipment/networks. Security Employees are responsible for keeping their access to the City's network secure, which includes, but is not limited to maintaining the confidentiality of passwords. Each employee shall take reasonable measures to prevent their access to the City's network from being used inappropriately by others, and shall be held responsible for the effects of, or harm caused by any such use. Employees are encouraged at a minimum to: Secure workstations with a password-protected screensaver or session lock with the automatic activation feature set at ten (10) minutes or less. Log off or lock workstations when unattended. This can be done by pressing the Windows key + L. Use passphrases or passwords that may include a combination of letters, numbers, and symbols that are fourteen (14) characters or more as recommended by National Institute of Standards and Technology ("NIST"). The IT Department, considering requirements of HIPAA or CJIS or other requirements, shall decide the necessary passphrase or password requirements. The system will periodically require password changes. Akin to passphrases or passwords, IT will require changes in conjunction with HIPAA, CJIS, or NIST. Prohibited Conduct The following prohibitions do not apply to situations where employees have been authorized and directed as part of their official City duties to participate in such conduct.
SECTION 20.4	REPORTING	Split / expanded from one 2009 section	10.12 — Internal and External Electronic Communication	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.12 Internal and External Electronic Communication.	Reporting Employees shall promptly report any actions that they believe constitute a violation of this policy. This includes conduct by non-employees as well as employees. Reports should be made to the employee's supervisor, the Department Head, Human Resources Department, Information Technology Department, or the City Manager, whichever one the employee feels most comfortable reporting to. Reports regarding any unusual system behavior, such as missing files, frequent system crashes, or misrouted messages should be reported immediately to the Information Technology Division as well as any potential or actual security breaches.
SECTION 20.5	CELL PHONES AND COMPUTERS	Consolidated / expanded from multiple 2009 sections	10.9 — Telephone, Cell Phone, and Electronic Device Usage 10.10 — Cell Phone Policy	This 2026 section consolidates or draws from multiple 2009 topics: 10.9 Telephone, Cell Phone, and Electronic Device Usage; 10.10 Cell	For the purposes of the Personnel Policy Handbook and any Information Technology Department policies issues, usage of computers, email, text messages, cellular telephones (cell phones), et cetera shall be interchangeable due to the evolution, prevalence, and nature of technology in 2025, 2026, and beyond.
SECTION 21.1	PURPOSE	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	The purpose of the City of Junction City Social Media Policy is to enhance the use of online technology while providing safeguards to the risks of social media. The City recognizes that Social Media has become a popular form of communication and values the benefits that can be realized through effective use. Through the use of Social Media, the City can better disseminate information about the City's mission, meetings, activities, and current issues. Definitions Comments: Includes without limitation, any content, information, articles, pictures, videos, or any other form of communicative content posted through Social Media. May also be referred to as "Posts" or "Postings." City Social Media Accounts: Authorized Social Media accounts created to represent the City of Junction City, Kansas, or any departments of the City. External Use: The activities of employees on Social Media accounts not created or controlled by the City of Junction City. Internal Use: The use of or interaction with Social Media accounts created or controlled by the City of Junction City. Social Media: Content created by individuals, using accessible publishing technologies, through and on the Internet. Examples of social media include but are not limited to Facebook, blogs, Discord, Twitch, Reddit, WhatsApp, Yahoo, YouTube, Instagram, Pinterest, Google Plus, X f/k/a Twitter, LinkedIn, MySpace, LiveJournal, TikTok, and Vyne.

SECTION 21.2	INTERNAL USAGE OF SOCIAL MEDIA	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	This policy establishes guidelines for City employees relating to the establishment and use of Social Media as a means of conveying information about the City of Junction City to the public. The City of Junction City desires to be transparent with the public while assuring and ensuring the accuracy and created expectations through Social Media. General Internal Usage of Social Media Posting to social media platforms on behalf of the City will focus messaging on the City's broad interests, specific programmatic interests, and policy interests. City Social Media Accounts will not contain any political information or be used for political activity. City Social Media Accounts are prohibited from exchanging any form of material that is: Prohibited by federal, state, or local law; or City policies, specifically including this Personnel Policy, Social Media Policy, other Human Resources' policies, and Information Technology Department's policies; Threatening, obscene, vulgar, offensive, abusive, derogatory, discriminatory, disparaging, defamatory, harassing or that which constitutes personal attacks of any kind; Involving sales, solicitation, or facilitates any for-profit non-City business activity, including the sale of personal goods and services or any charitable fundraising campaigns that are not sanctioned by the City; Used for any political advocacy efforts or any non-City activity that would cause the City to incur any liability. Though City Social Media may be used to inform the public about City-led ballot initiatives such as but not limited to sales tax initiatives. Organization and Processes for City Social Media Accounts The establishment or use of City Social Media Accounts are subject to approval by the City Manager. All City Social Media Accounts shall be administered by authorized users designated by their Department Heads. All City Social Media Accounts will make clear that they are maintained by the City of Junction City and are subject to the City of Junction City Social Media Policy. If and when an employee uses Social Media to communicate on behalf of the City of Junction City, they shall only communicate on behalf of the City through a City Social Media Account. If and when a non-exempt employee uses Social Media to communicate on behalf of the City of Junction City, it will be considered time worked and should be done during regular work hours. All City policies, rules, policies, and standards of conduct apply to employees that engage in social networking activities. All incidents involving social media and employees shall be reviewed with consideration of these Personnel Polices and all federal, state, and local laws such as but not limited to Freedom of Expression as guaranteed under the First Amendment and the Kansas Constitution. Wherever possible, City Social Media Accounts should link back to the official City of Junction City website for forms, documents, online services, and other information necessary to conduct business with the City of Junction City. The Public Information Officer will monitor content on City Social Media Accounts to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of Junction City. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date, and identity of the poster, when available.
SECTION 21.3	COMMENT POLICY	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Junction City Social Media sites and are subject to removal by the Public Information Officer: Profane, obscene, violent, or pornographic content; Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin; Defamatory attacks; Threats to any person or organization; Solicitation of commerce, including but not limited to advertising of any business or product for sale; Conduct in violation of any federal, state, or local law; Encouragement of illegal activity; Information that may tend to compromise the safety or security of the public or public systems; or Content that violates a legal ownership interest, such as a copyright. A comment posted by a member of the public on any City of Junction City Social Media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Junction City nor do such comments necessarily reflect the opinions or policies of the City of Junction City. The City of Junction City reserves the right to deny access to City of Junction City Social Media sites to any individual who violates the City of Junction's Social Media Policy. All comments posted to any City of Junction City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at www.facebook.com/terms.php, and the City of Junction City reserves the right to report any violation of Facebook's Statement of Right and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action. This Comment Policy must be displayed to users or made available by hyperlink.

SECTION 21.4	SOCIAL MEDIA GUIDANCE FOR EMPLOYEES	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	The City of Junction City understands that Social Media has become a common form of communication. Employees, who personally and whether on-duty or off-duty, who choose to utilize Social Media should adhere to the following policies: Employees who participate in Social Media outlets are subject to the same standards for such communications as set forth in the City of Junction City Policies and Procedures Manual. Minimal personal computer usage is allowed during the workday, including participating in non-work-related Social Media outlets. However, at no time should these activities impact productivity or cause performance issues. Confidential or proprietary information or similar information of third parties who have shared such information with the City of Junction City should never be shared on Social Media outlets. Any employee posting a Comment on Social Media relating to City business shall make it clear that they are not speaking on behalf of the City of Junction City but speaking in their capacity as a private citizen. In these instances, the employee shall use a disclaimer such as: “The postings on this site are my own and do not necessarily represent the City’s positions or opinions.” It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any City policy. If a user identifies themselves as a City employee, the employee shall ensure that their profile and related content is consistent with City of Junction City’s performance and conduct standards regarding how to present themselves to colleagues, citizens, and other stakeholders. While the City of Junction City encourages its employees to enjoy and make good use of their off-duty time, City employees may be subject to discipline if their activities have the effect of disrupting the functioning or efficiency of the workplace. Activities which are considered disruptive include, but are not limited to: harassing, demeaning, or creating a hostile working environment for any other employee; disrupting the smooth and orderly flow of work within the City; disrupting working relationships, or any action that detrimentally affects the reputation of the City.
SECTION 21.5	PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT	Consolidated / expanded from multiple 2009 sections	10.3 — Outside Employment 10.13 (a) — Social Media Policy	This 2026 section consolidates or draws from multiple 2009 topics: 10.3 Outside Employment; 10.13 (a) Social Media Policy.	Employees are expected to engage in off-duty activities, including social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that: · Interferes with their ability to perform official duties; · Reflects discredit upon the City; · Creates a conflict of interest with City responsibilities; · Damages public confidence in the employee or the City.
SECTION 21.6	PUBLIC-FACING AND HIGH-VISIBILITY ROLES	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the “high standard of professionalism” shall only be applied to conduct if written within a departmental policy or code of conduct.
SECTION 21.7	PROHIBITION ON SPEAKING FOR THE CITY	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	Employees may not post content on a personal account that appears to speak on behalf of the City unless they are expressly authorized to do so in writing by the City Manager or their designee. Official communications on social media must only be made through designated City channels by approved personnel. Any social media post that uses a City logo, insignia, uniform, title, or other identifying information may not imply City endorsement or official communication without prior written approval by the City Manager or their designee.
SECTION 21.8	USE OF UNIFORM OR CITY EQUIPMENT	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct. Any photographs, videos, or other media posted to social media, which is monetized or used as an “influencer”, that depict an employee in uniform, in a City vehicle, or using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use is acceptable. Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.
SECTION 21.9	USE OF SOCIAL MEDIA DURING WORK HOURS	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a) Social Media Policy.	Employees are prohibited from using personal social media accounts during work hours, except during designated break periods. If there are not designated break periods, the social media shall not detract from an employee’s work or productivity. City equipment and networks must not be used to access or post to personal social media accounts unless expressly permitted in writing by the employee’s Department Head. Official social media account use is limited to designated staff and must comply with the City’s Records Retention and Public Communications policies as well as the Social Media Policy.
SECTION 21.10	PUBLIC RECORDS AND RETENTION	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a)	Any social media communication made in an official capacity may constitute a public record under the Kansas Open Records Act (KORA). Departments managing official social media accounts must maintain records of posts in accordance with the City’s records retention schedule. Designated account managers are responsible for ensuring compliance with archiving and transparency requirements.
SECTION 21.11	PROTECTED ACTIVITY AND EMPLOYEE RIGHTS	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a)	Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City’s operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.
SECTION 21.12	DISCIPLINE	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a)	Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.

SECTION 21.13	DISCLAIMERS	Split / expanded from one 2009 section	10.13 (a) — Social Media Policy	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 10.13 (a)	Employees who identify themselves as City employees on personal accounts or post work-related content are strongly encouraged to include the following disclaimer: “The views expressed are my own and do not represent the views of the City of Junction City.”
SECTION 22.1	PURPOSE	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	Employees of the City are expected and encouraged to utilize all appropriate tools for their jobs which can include burgeoning and developing technologies such as Artificial Intelligence (“AI”). Those new tools do come with risks and are to be used appropriately and with caution while they aid the fulfilling of duties.
SECTION 22.2	USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	Employees may only use an AI which is vetted, reviewed, and approved by the IT Department. Non-approved AI services or tools are prohibited.
SECTION 22.3	INPUT OF INFORMATION IN A.I.	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Information or data utilized with AI or inputted may only be information that is allowed to be inputted. Confidential, privileged, or other private information may not be inputted into AI unless safeguards within the employee’s particular job are met. In addition, HIPAA and CJIS protected information shall not be placed in AI unless explicitly approved by the federal oversight agency. Information inputted in A.I. may likely be disclosable as a public record under KORA.
SECTION 22.4	A.I. AND DECISION-MAKING	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	Prior to usage of AI results or generated product, all uses of AI shall be reviewed by knowledgeable, skilled, or otherwise applicable employees for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.
SECTION 22.5	RESTRICTIONS ON A.I.	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	A.I. generated product or answers or responses shall not: Be used verbatim without full review and revision being utilized prior to usage; Be assumed to be truthful, credible, or accurate; Be treated as the sole source of reference; Be used to draft official statements, policy, legislation, or regulations independent of employee drafting, revision, et cetera; Be solely relied upon for making final decisions; Be used to impersonate individuals or organizations.
SECTION 22.6	DEPARTMENT SPECIFIC RULES	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	Department Heads may create, draft, and utilize rules for A.I. usage within each specific department or subdivision in collaboration with the IT Director and the City Attorney.
SECTION 22.7	CONTRACTORS, VENDORS, SOFTWARE	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the	Department Heads, the IT Department, and the City Manager shall seek, request, and annotate when contractors, vendors, and software purchased utilizes A.I., especially generative A.I. The third-party must provide whether generative A.I. was utilized in the creation of the product or the provision of the service.
SECTION 23.1	PURPOSE	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The City remains committed to safeguarding the health and well-being of staff. To slow the spread of the novel viruses or diseases, the City may implement a strict cleaning regiment, enforce social distancing practices, and limited public access to City facilities. Despite these precautions, the City recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the City may require staff and visitors to follow specific guidelines related to decreasing the spread of infectious diseases in addition to the below enumerated Sections. This policy outlines the specific steps that the City takes to safeguard employees’ health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the City’s ability to maintain essential operations and provide necessary services to customers.
SECTION 23.2	INFECTIOUS DISEASE - DEFINITION	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	Infectious Disease. According to the federal Centers for Disease Control (“CDC”) and the Kansas Department of Health and Environment (“KDHE”), emerging infectious diseases are new infections resulting from changes or evolution of existing organisms known infections spreading to new geographic areas or population, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents breakdowns in public health measure. As of the adoption of these Personnel Policies, these include but are not limited to COVID-19, influenza, staph infections, the Ebola virus, and the Zika virus.
SECTION 23.3	REMOTE WORK LOCATIONS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The City acknowledges that employees’ access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several work locations, including employees’ home offices only if necessary and work-from-home is unavoidable. Refer to Section 13 for more detail on Remote Work Policy implementation.

SECTION 23.4	INFECTION CONTROL MEASURES	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional. Exposure Self-Check. The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention, if needed. Before coming to work, the City suggests all employees to provide a self-check of the following example questions, to reduce work performance or productivity to suffer due to infectious disease(s): Do you have a temperature? Have you been exposed to an individual who has tested positive for [known easily contagious/infectious disease]? Have you traveled to an area listed on KDHE's mandatory quarantine list? Do you have symptoms for a known and declared disease requiring quarantine according to the federal CDC or state KDHE? Do you feel ill? If the answers to any of these questions is "YES," the employee must notify their supervisor. The supervisor will work with the employee on the appropriate next steps including telework or utilizing leave as appropriate. Meetings. If a pandemic is declared, the City encourages all employees to limit meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, they must be conducted in a manner consistent with social distancing requirements. Cleaning. The City approves the installation or use, wherever possible, of improved equipment or cleaning methods to guard against the spread of infection at the workplace. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal. Training. The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home. Regardless, the City will not make or require medical decisions which are the employee's and the employee's only.
SECTION 23.5	BUSINESS TRAVEL	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Manager, and if necessary, outside authorities.
SECTION 24.1	CORRECTIVE ACTION	Consolidated / expanded from multiple 2009 sections	5.7 — Other Probationary Periods 6.3 — Salary Reduction 6.4 — Demotion 11.5 — Unsatisfactory Performance Evaluation 13.1 — Disciplinary Action 13.2 — Reprimand 13.3 — Suspension 13.4 — Disciplinary Probation 13.5 — Demotion 13.6 — Dismissal 14.1 — Salary Reduction	This 2026 section consolidates or draws from multiple 2009 topics: 5.7 Other Probationary Periods; 6.3 Salary Reduction; 6.4 Demotion; 11.5 Unsatisfactory Performance Evaluation; 13.1 Disciplinary Action; 13.2 Reprimand; 13.3 Suspension; 13.4 Disciplinary Probation; 13.5 Demotion; 13.6 Dismissal; 14.1 Salary Reduction.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s)
SECTION 24.2	SUGGESTED BUT NOT REQUIRED OFFENSES	Consolidated / expanded from multiple 2009 sections	7.3 — Late For Work 8.11 — Absence Without Leave 13.1 — Disciplinary Action	This 2026 section consolidates or draws from multiple 2009 topics: 7.3 Late For Work; 8.11 Absence Without Leave; 13.1 Disciplinary	The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.

GROUP 1 OFFENSES	GROUP 1 OFFENSES	Split / expanded from one 2009 section	13.1 — Disciplinary Action	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 13.1 Disciplinary Action.	*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely. Late to work without an excuse acceptable to the Department Head or their designee. Failure to properly check in at the beginning of the work shift. Failure to report in writing personal injury or accident that occurs on the job within twenty-four (24) hours. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time, or leaving the job during working hours without permission of the Department Head or their designee. Stopping work or preparing to leave work without authorization before the lunch period, official break in work, or before specified quitting time. Disregarding job duties by neglect of work, carrying on personal business, surfing social media too much, or reading for pleasure. Unexcused or unauthorized absence on one or more scheduled days of work in violation of these Personnel Policies or collective bargaining agreement. Can include Leave Without Pay (LWOP) not otherwise allowed or permitted. Establishment of a pattern of sick leave abuse. Excessive absenteeism. Violation of dress code and hygiene section of this Personnel Policy. Failure to observe precautions for personal safety, posted rules, signs, protocols, safety instructions, or the use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees, contractors, or the public. Contributing to or creating unsafe working conditions. Violating traffic policies, reckless driving, or improper operation of a motor vehicle owned by the City or owned by the employee that is used for City business. Except that in the Police and Fire Department, policies will be further defined and qualified by each Department in consultation with the City Attorney. Reckless driving includes operating a motor vehicle while utilizing an electronic device unless otherwise allowed per law. Careless workmanship resulting in spoilage or waste of materials or delay in labor. Failure to attend meetings called by the City without presenting an excuse acceptable to the immediate supervisor, Department Head, or City Manager, dependent on who called the meeting, prior to the meeting. Failure or delay in carrying out orders, work assignments, or instructions. Failing to provide, upon request to a Supervisor, accurate and timely information, orally or in writing, relating to the operation of the division or department. Incompetence, inefficiency, or unsatisfactory work performance. Unauthorized use of City resources or assets to include, but not limited to; envelopes, stationary, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time, etc. Personal matters materially effecting job performance or personnel policies.
GROUP 2 OFFENSES	GROUP 2 OFFENSES	Split / expanded from one 2009 section	13.1 — Disciplinary Action	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 13.1 Disciplinary Action.	*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely. Smoking, vaping, or chewing tobacco in an unauthorized area or in a City vehicle. Permitting any person who is not an employee of the City of Junction City to enter or ride in a City vehicle without the authorization of the Supervisor or Department Head, except when in the course and scope of their official duties as a City employee. Unauthorized possession of, loss of, or damage to City property or the property of others or endangering the same through carelessness. Gambling or unlawful betting on City premises. Covering up or attempting to conceal defective work; removing or destroying the same without permission. Use of a City vehicle or City equipment or City buildings for purposes other than employer-directed use. Consider if usage was a violation of the Technology Usage Section within this Personnel Policy. Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees, citizens, or supervisor. Unauthorized use of City property for private work or performing private work on City time. Sleeping during working hours. Firefighter/EMT/AEMT/Paramedic shift personnel on down time excepted. Disclosing confidential or privileged records or information unless directed to do so by their Supervisor or Department Head. Violation of JCFD HIPAA Privacy and Security Policies and Procedures as maintained by the Privacy or Security Official of the Junction City Fire Department and supporting City staff. Same for CJIS violations concerning the Municipal Court, Legal Department, or Junction City Police Department. HIPAA and CJIS violations can be made by staff not in those departments though they are still held to the same standards so long as trained by the appropriate JCFD or JCPD staff.

GROUP 3 OFFENSES	GROUP 3 OFFENSES	Split / expanded from one 2009 section	13.1 — Disciplinary Action	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 13.1 Disciplinary Action.	* A verbal warning is not an appropriate disciplinary action for these offenses. *unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file. Disorderly conduct; fighting or engaging in dangerous horseplay. Threatening, intimidating, coercing, or interfering with employees or supervision at any time. Resisting competent authority. Reporting for duty or being on duty under the influence of alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal; unauthorized possession of, or attempting to, bring alcohol, drugs, narcotics, or other mind-altering substances, non-prescribed, legal, or illegal on City premises. An employee may bring prescription medication on City premises for the prescribed use. Selling alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal on City premises. Possession of open carry firearms, explosives, or other weapons on the employer's premises. Police personnel excepted as authorized by the Chief of Police or court personnel excepted as authorized by the Municipal Judge or City Attorney. Conviction of a misdemeanor or felony while in the employ of the City. The City may treat a conviction of a misdemeanor as a Group I or II offense depending on the law and the facts of the incident. Conviction of drunk or reckless driving while operating a City-owned vehicle or operating a personal vehicle while doing City business. Being under the influence of narcotics or drugs without the written orders of a physician during working hours. Violates Section 9 or engages in other similar behavior which affects fellow employees, vendors, citizens, or City operations. Actual or attempted theft of City property or the property of others while on duty. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability, or marital status and any reprisal action against an employee for reporting such discrimination. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, record investigation, official investigation (administrative and/or criminal), or other proper proceeding concerning an employee or applicant. Falsifying attendance records for oneself or another employee. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the employee. Insubordination. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, Workers Compensation, or unemployment compensation payment. Accepting bribes in the course of work.
SECTION 25	INVESTIGATIONS	Added in 2026		No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.	All complaints, incidents, accidents, and other circumstances which may implicate these personnel policies or other policies, procedures, and practices of the City will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation: Employees shall fully and completely cooperate with such investigations; The records concerning such investigations shall be kept by the assigned investigator. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the investigator, the disclosure of the requested records is necessary; The City Manager may authorize investigations due to the seriousness or other factors; The City will follow other more specific policies, collective bargaining agreement, or departmental policies if they exist and pertain to the situation(s); Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager as necessary; and, The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney. If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.

SECTION 26.1	GENERAL	Consolidated / expanded from multiple 2009 sections	3.16 — Termination Procedure 5.5 — Resignation or Dismissal During Initial Probation Period. 6.5 — Resignations 6.6 — Medical Termination 13.6 — Dismissal	This 2026 section consolidates or draws from multiple 2009 topics: 3.16 Termination Procedure; 5.5 Resignation or Dismissal During Initial Probation Period.; 6.5 Resignations; 6.6 Medical Termination; 13.6 Dismissal.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.
SECTION 26.2	EXIT EMPLOYMENT ACTIONS	Consolidated / expanded from multiple 2009 sections	3.16 — Termination Procedure 6.7 — Notification to Administrative Services Department	This 2026 section consolidates or draws from multiple 2009 topics: 3.16 Termination Procedure; 6.7 Notification to Administrative Services Department.	Exit Meeting Exiting employees need to contact the Human Resources Office as soon as possible in order to set up an exit meeting. Exit meetings are as much for the benefit of the exiting employee as they are for the City. During an exit meeting an employee will receive information and have an opportunity to discuss important issues that may be time sensitive and require action by the employee. This includes providing an opportunity: For employees to return any City-owned property that they may have in their possession; For the Human Resources Office to provide information on certain employee benefits such as, life insurance and health insurance potential continued coverage or conversion; To discuss any retirement related issues; and To cover any other area that may be relevant to the situation and pertinent to the exiting employee. Attendance at this meeting is vital to every employee who separates from employment with the City. Exit Interview In conjunction with the exit meeting listed above will be an opportunity for the exiting employee to comment on their employment. This process is completely voluntary and is requested in order to assist the City in maintaining a healthy work environment and in identifying areas that may be improved or that may be underappreciated.
SECTION 26.3	REDUCTION IN FORCE-LAYOFF	Carried forward / retitled	14.2 — Reduction in Force-Layoff	Primary 2009 counterpart: 14.2 Reduction in Force-Layoff.	The City Manager, or with their approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager shall determine when a reduction in force-layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff. When possible, reductions in services provided by the City shall be accomplished before reductions in force-layoff are initiated. In the case of a Enterprise Fund, reductions in services shall be considered before reduction in force-layoff. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified for reduction in force-layoff, may at their discretion submit their request for retirement in lieu of reduction in force. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal, or temporary employees in the same Classification as described in Section 3. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performance evaluation. The remainder of the employees subject to reduction in force-layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification but is not necessarily a controlling factor. Reduction in force-layoff of employees subject to a collective bargaining unit which will supersede these parameters per the contract. Any reduction in force-layoff shall be subject to all applicable laws of the State of Kansas and the United States. In their sole discretion, the City Manager may modify these guidelines to identify position for reduction in force-layoff which are in the best interests of the City, within the parameters of paragraphs 6 and 7.
SECTION 26.4	FINAL PAY	Split / expanded from one 2009 section	3.17 — Final Pay	This 2026 section appears to be one part of a broader 2009 topic that was split or expanded. Primary 2009 source: 3.17 Final	Refer to Section 5.11 Final Pay for clarity and steps to be followed.
SECTION 27	GLOSSARY	Reorganized / substantively revised from 2009	SECTION 16 — DEFINITIONS OF TERMS	Primary 2009 counterpart: SECTION 16: DEFINITIONS OF	The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.

Row Type	Relationship	2009 Section	2009 Title	2026 Section	2026 Title	2009 Verbatim Language	2026 Verbatim Language	Notes
Mapped	Direct or primary counterpart	1.1	The City Government of Junction City	SECTION 1.3	ORGANIZATIONAL STRUCTURE	In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates. a. The City Commission (1) The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are: to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, authorize the salaries for all City employees and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions. (2) The five members of the Commission are elected on a City -wide basis. Elections are held for three Commissioners in April of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two -year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice -Mayor are selected by the Commissioners at the second meeting in April each year. (3) As provided by Kansas Statutes, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted. (4) To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room of the Municipal Building. b. The City Manager (1) As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows: (a) To see that all laws and ordinances are enforced; (b) To appoint and remove all heads of departments and all subordinate officers and employees in the department, which appointments shall be upon merit and fitness alone; (c) To exercise control over all departments and divisions th at may be created by the City Commission; (d) To attend all meetings of the Commission with the right to take part in the discussion but not to vote; (e) To recommend to the Commission the adoption of such measures as he/she may deem necessary or expedient; (f) To prepare the annual budget and keep the Commission fully advised	The City Government of Junction City In April of 1946, the Commission Manager form of municipal government was adopted. This section is an explanation of the organization and function of how this form of government operates. The City Commission is the policy making body of the City. The governing body decides what programs and functions the City government shall provide, as well as those responsibilities set forth by Kansas Statutes. Some of the major functions of the City Commission are to pass all ordinances and resolutions, adopt the annual budget, provide the necessary positions for officers to govern the City, and to appoint a City Manager. The City Commission appoints the members of various advisory boards and commissions. The five members of the Commission are elected on a City-wide basis. Elections are held for three Commissioners in November of each odd number year. The two candidates receiving the highest number of votes are elected to four-year terms, and the candidate receiving the next highest number of votes is elected to a two-year term, making the terms overlapping. The elections are held on a nonpartisan basis. The Mayor and Vice-Mayor are selected by the Commissioners. As provided by Kansas Statutes and City ordinance 105.112, an individual commissioner is forbidden to interfere in anyway with the operation of any department of the City or to give any directions to any Department Head. It is only through the policy direction of the Commission as a whole and through the City Manager that the administrative affairs of the City may be conducted. To conduct City business, the Commission meets the 1st and 3rd Tuesday of each month at 7:00 P.M., in the Commission Room at 701 North Jefferson Street. As provided by the Kansas Statutes, the City Manager is administratively responsible for all affairs of the City. More specifically, the City Manager is responsible as follows: To see that all laws and ordinances are enforced; To appoint and remove all Department Heads and all subordinate officers and employees in the department, which appointments shall be made upon qualifications, skills, and abilities required by the job position and in compliance with being an Equal Opportunity Employer; To exercise control over all departments and divisions that may be created by the City Commission; To attend all meetings of the Commission with the right to take part in the discussion but not to vote; To recommend to the Commission the adoption of such measures as they may deem necessary or expedient; To prepare the annual budget and keep the Commission fully advised as to the financial condition and needs of the City; To perform such other duties as may be required of them as provided by Kansas Statutes, or by ordinance or resolution as determined by the City Commission. In order to effectively operate an organization, much of the authority and responsibility of running the City is delegated to administrative staff, Department Heads, supervisors and ultimately to each employee. Each Department Head is responsible to the City Manager and the City Manager is, in turn, responsible to the City Commission for the efficient operation and maximum provision of service. It is the responsibility of everyone connected with the City to recognize that the chief function of local government at all times is to serve the best interests of all the people. The City of Junction City, Kansas (the “City”) is a city of the first class organized under the commission-manager form of government. The City is comprised of departments and sub-departments broken down on an organizational chart available upon request from the Human Resources Department. Each department and sub-department have been established with a set supervisory chain. The chain consists of the Department Heads reporting to the City Manager and sub-department managers and/or supervisors reporting to the Department Heads and employees in accordance with their job titles reporting to their respective manager and/or supervisor as assigned by the Department Head. In the absence of the City Manager, the City Manager shall delegate who will act in the same capacity as the City Manager. If the City Manager is incapable in any manner of delegating the duties of City Manager, then the City Commission shall hold an emergency meeting to delegate the Interim City Manager.	2009 source: 1.1 The City Government of Junction City | 2026 counterpart: SECTION 1.3 ORGANIZATIONAL STRUCTURE
Mapped	Many-to-many crosswalk	1.2	Purpose of Rules and Regulations	SECTION 1.1	APPLICABILITY	a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, t hey are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with t he City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Jun ction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time. b. Policies contained in this handbook apply to all City d epartments and employees, except for any contrary provisions or amendments which may be approved by the	This Personnel Policies Handbook applies to all employees and supersedes and replaces all prior City personnel policy manuals and memoranda which were issued on subjects covered in this Personnel Policies Handbook. Prior resolutions, which are not agreements with individual or groups of employees, are superseded and replaced by this Personnel Policies Handbook. This Personnel Policies Handbook is not intended to and does not create a contract of employment, either expressed or implied. This handbook is about the processes and parameters for the City of Junction City, Kansas, and its employees. This Personnel Policies Handbook does not apply to elected officials except for how they do not manage employees who are not the city manager.	2009 source: 1.2 Purpose of Rules and Regulations | 2026 counterpart: SECTION 1.1 APPLICABILITY
Mapped	One 2009 section split into multiple 2026 sections	1.2	Purpose of Rules and Regulations	SECTION 1.5	CONFLICTS WITH PERSONNEL POLICIES HANDBOOK	a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, t hey are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with t he City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Jun ction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time. b. Policies contained in this handbook apply to all City d epartments and employees, except for any contrary provisions or amendments which may be approved by the	A collective bargaining unit’s contract shall control if there is a conflict or inconsistency between the contract and this Personnel Policies Handbook or any department personnel policy. An employee’s individual written employment contract shall control if there is a conflict or inconsistency between the employment contract and this Personnel Policies Handbook or any department personnel policy. This Personnel Policies Handbook shall control if there is a conflict or inconsistency between a department personnel policy or procedure and this Personnel Policies Handbook.	2009 source: 1.2 Purpose of Rules and Regulations | 2026 counterpart: SECTION 1.5 CONFLICTS WITH PERSONNEL POLICIES HANDBOOK

Mapped	Many-to-many crosswalk	1.2	Purpose of Rules and Regulations	SECTION 1.11	AMENDMENTS	a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, t hey are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with t he City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Jun ction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time. b. Policies contained in this handbook apply to all City d epartments and employees, except for any contrary provisions or amendments which may be approved by the City Commission or any provisions which are inconsistent with negotiated labor	If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments. Suggestions for amendments to the City's personnel policies or department policies and guidelines are welcome at any time from any employee and shall be submitted in writing to the Department Head. If the Department Head agrees and approves the amendments, they shall forward them to the Human Resources Department for approval. Requests shall contain a memo outlining the need for the amendment and the intent of the policy. A draft copy of the proposed amendment may also be submitted. The Human Resources Department will obtain approval from the City Attorney, and then the City Manager. Changes to the City Personnel Policies require Commission approval. If the proposed change or revision is denied then the Department Head, City Manager, or their designee shall give a memorandum in response with justification of denial.	2009 source: 1.2 Purpose of Rules and Regulations | 2026 counterpart: SECTION 1.11 AMENDMENTS
Mapped	One 2009 section split into multiple 2026 sections	1.2	Purpose of Rules and Regulations	SECTION 3.1	NATURE OF EMPLOYMENT	a. It is the purpose of these rules and regulations to set forth the principles and procedures that will be followed by the City of Junction City, Kansas, in the administration of its personnel program. The contents of this handbook are presented as a matter of information only. While the City of Junction City believes in the plans, policies and procedures described herein, t hey are not conditions of employment. The City of Junction City reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice. Employment with t he City of Junction City, except for those employees under a collective bargaining agreement, is at the discretion of the City and the employee. Either party may terminate the employment relationship at will and without cause. Nothing in this employee manual shall be construed to create an implied or express agreement of employment, nor shall anything in this manual be construed as creating an express or implied covenant of good faith and fair dealing between the City and any employee. The rules of conduct found in Section 13 are promulgated to give employees notice of the conduct expected of them during their term of employment. They in no way expressly or implicitly create a contract or agreement for employment. Further, the grievance policy found in Section 12, is promulgated to provide policies and procedures to adjust grievances in a fair manner. Department Heads may be dismissed at the discretion of the City Manager without regard to the Grievance Policy found in Section 12. The establishment of a grievance policy and procedures in no way will be construed to create an express or implied agreement of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract between the City of Jun ction City and any one or all of its employees. Employment with the City of Junction City is not for a definite period of time and the City can change wages, benefits and conditions at any time. b. Policies contained in this handbook apply to all City d epartments and employees, except for any contrary provisions or amendments which may be approved by the City Commission or any provisions which are inconsistent with negotiated labor	All employees who do not have individual, written contracts for specific, fixed terms are employees-at-will. Accordingly, the employee or the City may terminate the employment relationship at any time, either with or without cause, and with or without advance notice.	2009 source: 1.2 Purpose of Rules and Regulations | 2026 counterpart: SECTION 3.1 NATURE OF EMPLOYMENT
Mapped	Direct or primary counterpart	1.3	Departmental Rules and Regulations	SECTION 1.6	DEPARTMENT PERSONNEL POLICIES	The "City of Junction City Personnel Rules and Regulations" shall not be construed as limiting the power and authority of any Department Head to make, o r cause to be made, any rules and regulations governing the conduct and performance of department employees. Departmental rules and regulations shall not conflict with provisions of these rules and shall be approved by the City Manager. Such rules and re gulations when approved, published and distributed, shall have the force and effect of rules of the department and disciplinary action may be based upon breach of any such rules and regulations.	All departments may develop personnel policies, guidelines, regulations, or as otherwise utilized by those areas specific to their department which are not covered in this Personnel Policies Handbook. Department personnel policies and guidelines shall be developed in conjunction with and approved by the Department Head and the Human Resources Department. Human Resources will obtain approval from the City Attorney, and then the City Manager. Each Department shall furnish their updated and current personnel policies and guidelines to the Human Resources Department.	2009 source: 1.3 Departmental Rules and Regulations | 2026 counterpart: SECTION 1.6 DEPARTMENT PERSONNEL POLICIES
Mapped	Direct or primary counterpart	1.4	Administration of the Personnel Regulations	SECTION 1.4	ADMINISTRATIVE RESPONSIBILITY	The regulations contained in this manual will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and regulations that may include but shall not be limited to: a. Encourage and exercise leadership in the development of effective personnel administration within the several departments in the City government, and to make available the facilities of his office to this end. b. Foster and develop programs for the improvement o f employee effectiveness, including training, risk management, safety, health, counseling and personnel utilization. c. Assure equal employment opportunities and encouragement for every person regardless of race, sex, age, religion, national origin or ancestry, handicap or familial or veteran status in securing and holding without discrimination in employment in any field of work or labor for which (s)he is qualified. d. Investigate from time to time the operations and effectiveness of these rules and policies. e. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to: title, pay or status, evaluations, personnel actions and benefits. f. Apply and carry out these rules and the policies thereunder and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these rules.	The policies contained in this handbook will apply to all positions in all departments of the City. The office of the City Manager shall be responsible for the administration of these rules and policies that may include but shall not be limited to: Encourage and exercise leadership in the development of effective personnel administration within the departments in the City government. Foster and develop programs for the improvement of employee effectiveness, including training, risk management, safety, health, counseling, and personnel utilization. Assure equal employment opportunities and encouragement for every person regardless of race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits in securing and holding without discrimination in recruitment, hiring, placement, promotion, demotion, discipline, termination, or other employment related processes for which they are qualified. These opportunities, encouragements, and protections extend against retaliation, harassment, and other employment concerns. These protections apply in conjunction with Federal and State Law, in light of required duties for the position(s). Evaluate from time to time the operations and effectiveness of these policies. Establish and maintain records of all employees of the City of Junction City. Records of employees may include but are not limited to title, pay or status, evaluations, personnel actions, and benefits. Official Employee records will be held in the Human Resources Department per Section 6.2. The City Manager is the only employee of the City that has any authority to enter into any contract or agreement with any other employee concerning their employment. Apply and carry out these policies and to perform any other lawful acts which may be necessary or desirable to carry out the purposes and provisions of these policies. These policies shall be construed so as to be in line with, or not contradict, Federal law, State law, or any collective bargaining unit or other contract with an employee(s).	2009 source: 1.4 Administration of the Personnel Regulations | 2026 counterpart: SECTION 1.4 ADMINISTRATIVE RESPONSIBILITY

Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.1	KORA COMPLIANCE	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	The City will comply with K.S.A. 42-215, et sequential, the Kansas Open Records Act ("KORA"), in maintaining and disclosing personnel information.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.1 KORA COMPLIANCE
Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.2	MAINTAINING AND KEEPING OF PERSONNEL FILES	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	The Human Resources Department shall maintain, store, keep, and manage all Personnel Files. Departments, aside from the Human Resources Department, must send personnel information and documents to Human Resources. Departments may keep a copy of the documentation but only in conjunction with and by approval of the Human Resources Department after turning in the original document(s).	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.2 MAINTAINING AND KEEPING OF PERSONNEL FILES

Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.3	INFORMATION CONTAINED IN PERSONNEL FILES	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	Certain personal information is required to be maintained to satisfy governmental requirements; other information is vital for benefits purposes. Human Resources shall keep such information in personnel files for all persons employed. The personnel file may include, but is not limited to, such information as the employee's job application, resume, training records, performance review records, compensation history, (to include compensation rate changes), and any other related documents and materials. Copies of professional licenses, certifications, and training verifications must be submitted to the Human Resources Department. All background documentation, investigatory documentation, I-9 forms, and anything pertaining to medical and health records are maintained separately and access to such information is highly restricted. Personnel files are City property.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.3 INFORMATION CONTAINED IN PERSONNEL FILES
Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.4	THIRD PARTY ACCESS TO PERSONNEL INFORMATION	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	Access to personnel records shall be restricted to maintain as much confidentiality as practical. The City reserves the right to verify employee information such as employment status and job title to law enforcement, public safety officials, or medical officials who have a valid need to ascertain limited, specific information about the employee, without notification to the employee involved. The City will cooperate with Federal, State, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the City may first seek the advice of legal counsel before permitting an investigator to review a personnel file. Under no circumstances may the personnel file be removed from the City premises except for when copies of personnel records and/or the removal of records off of the City premises is accompanied by a court order. Copies of the court order shall be maintained by the Human Resources Department. All requests for recommendations or information concerning employees shall be handled through the Human Resources Department or their designee. Without a full release form signed by the employee, including telephone inquiries, the only information the Human Resources Department will provide for employment verification is the date of hire, the position held, and date of termination. Employment verification inquiries with a full release form information released may be provided as requested. Release of information will be in accordance with K.S.A. 44-119a.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.4 THIRD PARTY ACCESS TO PERSONNEL INFORMATION

Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.5	EMPLOYEE ACCESS TO PERSONNEL FILE	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	Current employees may review their own personnel file. All personnel files shall be viewed only on the City's property and in the presence of the Human Resources Department or their designee, at a time convenient to the Human Resources Department or their designee. Under no circumstances may an employee remove their personnel file, or any part of it, from the Human Resources Department. Employees may request copies of documents in their personnel file. However, medical, internal investigation, disciplinary actions, and other similar records may be denied for copies or be copied with redactions upon review and decision by Human Resources. Former employees will not be permitted to have access to their personnel file unless a review of the file is ordered by a court of law or granted by the Human Resources Department within their discretion.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.5 EMPLOYEE ACCESS TO PERSONNEL FILE
Mapped	One 2009 section split into multiple 2026 sections	1.5	Employee Access to Personnel Files	SECTION 6.6	EMPLOYEE REQUEST FOR AMENDMENT OF RECORD	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	An employee may request an amendment to a record in the personnel file. The employee is required to submit a written request to their immediate supervisor and Department Head. An amendment may add to, substitute, or subtract from a personnel record. Employee request shall be submitted to the Human Resources Department for consideration and review by the Department Head. Response to the written request shall be within ten (10) working days of when the request was submitted by the Department Head to the Human Resources Department. The response shall indicate whether the request was denied or approved and the reasoning for such action.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.6 EMPLOYEE REQUEST FOR AMENDMENT OF RECORD

Mapped	Many-to-many crosswalk	1.5	Employee Access to Personnel Files	SECTION 6.7	CHANGE OF PERSONNEL INFORMATION/STATUS	a. Personnel records will be maintained containing information on each City employee to meet State and Federal legal requirements and to assure efficient personnel administration. b. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) should be r eported to the Administrative Services Department within seven (7) days of the event. Failing to report these events in a timely fashion may have an adverse effect on an employee's income tax status and group insurance. c. Access to personnel files is restricted to authorized employees of the Administrative Services Department and supervisors or managers on a "need to know" basis. Personnel files are the property of the City of Junction City and may not be removed from the Administrative Services Department. d. Requests for information from employee files received from other Departments and inquires from outside the City government, including requests for references on former employees, will be directed to the Administrative Services Department. Supervisors and other employees must contact the Administrative Services Department before providing personal or employment references on former employees or current employees. e. Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions: (1) Employee (a) Employees may examine their personnel file in the Administrative Services Department during regular business hours. The employee may make an appointment or walk -in. This review will take place in the Administrative Services Department in the presence of a member of the Administrative Services Department staff. Employment reference checks and notes of legal or disciplinary investigations in progress, if any, will be removed before the employee views the file. (b) Employees may obtain a copy of any document in the file. The City may charge per page for all copies made. Copy charges are determined as set forth by City resolution. (c) An employee may request an amendment or a deletion to a record in the personnel file. The employee is required to submit a written request to his/her immediate supervisor and Department Head. The request will then be forwarded to the Administrative Services Department for consideration. T he Administrative Services Department shall respond to the request within ten (10) working days of its receipt. The response will indicate that the correction has been made or the reason for not making the change. Should the employee's request for an ame ndment or deletion be denied by the Administrative Services Department, the employee may file a grievance according to the City's Grievance Policy, Section 12.1.	An employee's eligibility to receive certain benefits and benefit payments may be affected by failing to provide current personal information. Employees shall report the changes in writing to their Department Head and the Human Resources Department within fifteen (15) days. Changes needing to be reported shall include but are not limited to: mailing address, telephone number(s), name(s) and number(s) of dependent(s), if any, marital status, and Emergency contact information. Some changes may require proof and will be requested by the Human Resources Department. An employee failing to provide adequate documentation for any changes may delay results and alter benefit eligibility for certain programs. The City of Junction City shall not be held responsible for any adverse action that occurs due to the employee's failure to comply with ensuring the Human Resources Department is notified in a timely manner of any changes to their personal information or status.	2009 source: 1.5 Employee Access to Personnel Files | 2026 counterpart: SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS
Mapped	One 2009 section split into multiple 2026 sections	1.6	Equal Employment Opportunity	SECTION 1.7	EQUAL EMPLOYMENT OPPORTUNITY	a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, age, religion, national origin or ancestry, disability, or familial status, or veteran status. b. Equal Employment Opportunity will be assured in the per sonnel system and affirmative action provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discri mination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.	It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits. Equal Employment Opportunity will be assured in the personnel system and provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discrimination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.	2009 source: 1.6 Equal Employment Opportunity | 2026 counterpart: SECTION 1.7 EQUAL EMPLOYMENT OPPORTUNITY
Mapped	Many-to-many crosswalk	1.6	Equal Employment Opportunity	SECTION 3.2	EQUAL EMPLOYMENT OPPORTUNITY	a. It is the policy of the City of Junction City to provide equal opportunity in employment and advancement, and to administer its employment practices without regard to race, sex, age, religion, national origin or ancestry, disability, or familial status, or veteran status. b. Equal Employment Opportunity will be assured in the per sonnel system and affirmative action provided in its administration. This policy applies to all employees and includes recruitment, hiring, placement, promotion, demotion, discipline, termination, rates of pay and other forms of compensation. Such discri mination is prohibited except where age or physical requirements constitute a bona fide occupational qualification.	The City of Junction City is an equal opportunity employer. Employment and advancement opportunity shall be available to all persons without regard to an individual's race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits. Further, anyone reporting or opposing a discriminatory practice shall in no way influence opportunity for employment or advancement within the City Workforce. Any employee or candidate for employment who believes that they or someone else has been discriminated against shall immediately inform the Human Resources Department or the City Manager of their concerns and any information relating to the matter at hand. EEO Reporting Pursuant to Public Law 88-352, Title VII, EEO-4 reporting will be conducted biennially (at least once every two years) by the Human Resources Department and filed with the Equal Employment Opportunity Commission.	2009 source: 1.6 Equal Employment Opportunity | 2026 counterpart: SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY
Mapped	One 2009 section split into multiple 2026 sections	1.7	Conflict of Interest/Code of Ethics	SECTION 1.8	CONFLICT OF INTEREST/CODE OF ETHICS	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use his/her position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal aggrandizement, or profit secured by confidential information or by misuse of public time for personal gain.	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use their position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal benefit, or profit secured by confidential information or by misuse of public time for personal gain. h. This section incorporates Junction City Ordinance 100.055 and section 9 of the City Fiscal Policy.	2009 source: 1.7 Conflict of Interest/Code of Ethics | 2026 counterpart: SECTION 1.8 CONFLICT OF INTEREST/CODE OF ETHICS
Mapped	One 2009 section split into multiple 2026 sections	1.7	Conflict of Interest/Code of Ethics	SECTION 1.9	GRATUITIES	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use his/her position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal aggrandizement, or profit secured by confidential information or by misuse of public time for personal gain.	Employees or agents of the City of Junction City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties of sub agreements. Without violating this policy, such vendors or contractors may give business gifts of nominal value such as pens, calendars, meals, etc. to employees. City employees shall not accept any gifts, gratuities, or benefits, which a reasonable person would believe is provided to the City employee primarily because of their official position, if any of the following apply: A reasonable person would believe it is intended or is likely to cause the employee to act in a preferential manner towards the donor; A reasonable person would believe the employee is under an obligation to or the influence of the donor; The item consists of cash, or anything easily convertible to cash (ex. gift cards exceeding $50, entertainment tickets regardless of the amount or value, et cetera); or The value of the gift exceeds $50, or the accumulation of the value of gifts from a single donor to the employee exceeds $200 in a twelve (12) month period. For the purposes of this section, the terms "gifts", "benefit", and "gratuity" shall mean the transfer of cash, goods, or services without reasonable and valuable consideration. In evaluating what a reasonable person in the community would believe in connection with this section, employees are encouraged to seek assistance from their supervisors, peers, Department Head, Human Resources, City Manager, or their designee, or the City Attorney. If after consideration of the circumstances surrounding the potential acceptance of any gift, benefit, or gratuity, an employee determines it is reasonable to accept the gift, benefit, or gratuity, they shall disclose the nature of the gift, benefit, or gratuity, and all the relevant circumstances to their supervisor. Prizes or rewards from open "drawings" such as a raffle will most likely not be a gift, benefit, or gratuity especially when the prize or reward is won at an event hosted or operated by a non-vendor and the prize or reward does not affect or appear to affect the employee's decision-making or recommendations concerning work duties or vendor selection.	2009 source: 1.7 Conflict of Interest/Code of Ethics | 2026 counterpart: SECTION 1.9 GRATUITIES

Mapped	Many-to-many crosswalk	1.7	Conflict of Interest/Code of Ethics	SECTION 11.6	CONFLICT OF INTEREST	The purpose of local government is to serve the best interest of the citizens of the community. To further this objective, the following ethical principles will govern the conduct of all City employees: a. Be dedicated to the concepts of effective and democratic local government. b. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships. c. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service. d. Be foresighted, responsive, and accountable. e. Work as a team and communicate politely and effectively. f. At no time, use his/her position as a City employee to secure unwarranted privileges or obtain personal gain. Nor will they use their position to influence the policies and actions of City officials on behalf of any person or special interest group. g. Seek no favor, personal aggrandizement, or profit secured by confidential information or by misuse of public time for personal gain.	A “conflict of interest” is defined as it is in Section 1.8 as well as the additions listed: Any activity or relationship creating or appearing to create a conflict between the employee’s personal interests and the business of the City of Junction City; Such conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant; A situation or perception which may interfere with the City’s obligations concerning Equal Employment Opportunities, harassment, or discrimination.	2009 source: 1.7 Conflict of Interest/Code of Ethics | 2026 counterpart: SECTION 11.6 CONFLICT OF INTEREST
Mapped	Many-to-many crosswalk	2.1	Unclassified Service	SECTION 1.1	APPLICABILITY	a. The unclassified service s hall comprise all positions in all departments and offices and under all boards and commissions cited below: (1) All persons holding elective office (2) The City Manager (3) Persons appointed to any commission b. Persons who fall in the above ca tegory will not be included in the Position Classification Plan, nor will they be subject to these regulations unless otherwise stipulated.	This Personnel Policies Handbook applies to all employees and supersedes and replaces all prior City personnel policy manuals and memoranda which were issued on subjects covered in this Personnel Policies Handbook. Prior resolutions, which are not agreements with individual or groups of employees, are superseded and replaced by this Personnel Policies Handbook. This Personnel Policies Handbook is not intended to and does not create a contract of employment, either expressed or implied. This handbook is about the processes and parameters for the City of Junction City, Kansas, and its employees. This Personnel Policies Handbook does not apply to elected officials except for how they do not manage employees who are not the city manager.	2009 source: 2.1 Unclassified Service | 2026 counterpart: SECTION 1.1 APPLICABILITY
Mapped	One 2009 section split into multiple 2026 sections	2.1	Unclassified Service	SECTION 7.1	STATUS CATEGORIES	a. The unclassified service s hall comprise all positions in all departments and offices and under all boards and commissions cited below: (1) All persons holding elective office (2) The City Manager (3) Persons appointed to any commission b. Persons who fall in the above ca tegory will not be included in the Position Classification Plan, nor will they be subject to these regulations unless otherwise stipulated.	An employee may be moved to a higher position in one classification range to a position of another classification range as a result of performance evaluation, transfer, and/or for an credential or reclassification promotion. Credential Promotions Select positions are established in such a way as to allow for credential promotion upon attaining and maintaining a specific type of professional certification or education. Recommendations for promotion shall be made by the Department Head to the City Manager for final approval. The Human Resources Department shall maintain a record of these positions and the corresponding professional certification, licensing, educational requirements, or other similar credentials. Demotion An employee may be moved to a reduced rank or status position as a result of an unsatisfactory performance evaluation, transfer, or disciplinary action. Demotions of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager. Department Heads shall be required to submit a written narrative to the Human Resources Department describing recommendation and reasoning for a reduction in rank or status position for the employee. Upon approval, a formal counseling and written notice of the action will be provided to the employee and placed in the employee’s personnel records. Transfer Transfers of any kind will be based on the recommendation of the Department Head and shall be approved by the City Manager. Vacancies may be filled through a transfer by a qualified employee in the same or different department. No public announcement is required when filling a vacancy through a transfer. Department Heads shall be required to work with the Human Resources Department in advance of filling a vacancy using this method instead of posting the vacancy publicly. Reclassification A reclassification is necessary whenever there is a significant change to an employee’s current positional duty attributes outlined in their job description. Supervisors must submit documentation illustrating the drastic change of duties from the employee’s current duties to new duties the employee would take on. The Human Resources Department will oversee the process of reclassification and submit the request to the City Manager for final approval. Employees in positions affected by a reclassification may not be required to serve a probationary period. Each situation will be assessed on a case-by-case basis to determine whether or not a new probationary period is required. Under certain circumstances, a reclassification should not affect an employee’s performance review schedule and consideration of a pay increase. Each situation will be assessed on a case by case basis to determine the effect a reclassification will have on performance reviews and scheduled salary adjustments. Temporary Work in a Higher Classification Periodically, an employee will be asked to temporarily work in a higher classification to cover during periods of absences or to assist during times of increased work. This shall be considered a standard requirement of all positions and shall not necessitate any changes in pay. Any work in a higher classification that necessitates pay rate changes shall refer to Section 5.10(3) of this Policies and Procedures Guideline.	2009 source: 2.1 Unclassified Service | 2026 counterpart: SECTION 7.1 STATUS CATEGORIES
Mapped	Many-to-many crosswalk	2.2	The Classification Plan	SECTION 4.1	OVERVIEW	The Position Classification Plan is based upon assigned work duties and responsibilit y. The plan is maintained to provide standardized position classification and pay determination for the City workforce. The City Manager retains the authority to establish, combine or abolish positions in the City workforce. To support this authority th e Classification Plan shall include: a. An outline of positions in the City workforce arranged in appropriate groups. b. Job descriptions in such form that accurately reflect the duties and responsibilities of the position. c. Copies of the current j ob descriptions and pay plan policy are available for review in the Administrative Services Department. Job descriptions are also located on the g drive on the City’s server.	The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable. See Human Resources for the Job Position And Pay Range Resolution. Contents of Job Position And Pay Range Resolution Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate. Job Position and Pay Range Resolution establishes the basis for the Classification Plan. Resolution required by City Ordinance 105.420. Establishing a New Position or Combining Positions Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval. Contents required to be submitted with a request for a new position or the combining of positions to create a new position: Job description Suggested Pay Rate Reason for new position Abolishing Positions A written request must be submitted to the Human Resources Department for the abolishment of a position. The City Manager will have the final approval on the abolishment of any city position. Recordkeeping A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.	2009 source: 2.2 The Classification Plan | 2026 counterpart: SECTION 4.1 OVERVIEW
Mapped	Many-to-many crosswalk	2.2	The Classification Plan	SECTION 4.2	JOB DESCRIPTIONS	The Position Classification Plan is based upon assigned work duties and responsibilit y. The plan is maintained to provide standardized position classification and pay determination for the City workforce. The City Manager retains the authority to establish, combine or abolish positions in the City workforce. To support this authority th e Classification Plan shall include: a. An outline of positions in the City workforce arranged in appropriate groups. b. Job descriptions in such form that accurately reflect the duties and responsibilities of the position. c. Copies of the current j ob descriptions and pay plan policy are available for review in the Administrative Services Department. Job descriptions are also located on the g drive on the City’s server.	All positions held by the City of Junction City shall have a job description that is maintained and kept up to date. Job descriptions shall be made available to employees as a general description of work performed and to provide a framework of expectations of the job. The provisions of the job description are to be observed in the handling of all personnel actions and activities. A detailed job description of the position duties, requirements, and responsibilities as well as any other requirements imposed by local, state, or federal law.	2009 source: 2.2 The Classification Plan | 2026 counterpart: SECTION 4.2 JOB DESCRIPTIONS

Mapped	Multiple 2009 sections consolidated into one 2026 section	2.3	Purpose of the Classification Plan	SECTION 4.1	OVERVIEW	a. To clearly define the duties and re sponsibilities of each position through written job descriptions. b. To establish educational and work experience qualifications, standards for recruiting, testing and other selection devices. c. To provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority and other relevant relationships between individuals and groups of positions. d. To assist appointing authorities in determining personal service costs and projections for annual budget requirements. e. To provide a basis for developing standards of work performance. f. To establish lines of promotional opportunity. g. To indicate employee training needs and development potential. h. To provide uniform and meaningful titles for all positions. i. To provide the fundamental basis of the compensation program and other aspects of the personnel program.	The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable. See Human Resources for the Job Position And Pay Range Resolution. Contents of Job Position And Pay Range Resolution Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate. Job Position and Pay Range Resolution establishes the basis for the Classification Plan. Resolution required by City Ordinance 105.420. Establishing a New Position or Combining Positions Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval. Contents required to be submitted with a request for a new position or the combining of positions to create a new position: Job description Suggested Pay Rate Reason for new position Abolishing Positions A written request must be submitted to the Human Resources Department for the abolishment of a position. The City Manager will have the final approval on the abolishment of any city position. Recordkeeping A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.	2009 source: 2.3 Purpose of the Classification Plan | 2026 counterpart: SECTION 4.1 OVERVIEW
Mapped	Many-to-many crosswalk	2.4	Classification of Positions	SECTION 4.1	OVERVIEW	a. Each position in the City workforce shall be classified in accordance with the character, required skill level, and responsibility of its designated duties. b. It shall be the duty of the Department Heads to report to the City Manager and the Administrative Services Director any and all organizational and program changes that significantly alter or eff ect changes in existing or proposed positions. When a Department Head requests the establishment of new or additional positions, the request is forwarded to the City Manager and the Administrative Services Director with a statement of the work duties and responsibilities and employment standards of the proposed position.	The position classification plan is to allocate, describe, and organize positions and jobs into classes based on assigned duties, responsibilities, and job-related requirements and tests if applicable. See Human Resources for the Job Position And Pay Range Resolution. Contents of Job Position And Pay Range Resolution Grouping of City positions where the same title is appropriate, the duties and responsibilities are similar, but not identical, the same requirements and tests apply, and the same salary rate is appropriate. Job Position and Pay Range Resolution establishes the basis for the Classification Plan. Resolution required by City Ordinance 105.420. Establishing a New Position or Combining Positions Requests for a new position or the combining of positions to create a new position must be submitted to the Human Resources Department before being routed to the City Manager for final approval. Contents required to be submitted with a request for a new position or the combining of positions to create a new position: Job description Suggested Pay Rate Reason for new position Abolishing Positions A written request must be submitted to the Human Resources Department for the abolishment of a position. The City Manager will have the final approval on the abolishment of any city position. Recordkeeping A record of each position along with a record of the number of employees authorized to hold those positions shall be maintained by the Human Resources Department. All job descriptions for positions shall undergo a review every 2-5 years by the Department Head to ensure positions are up to date. Any changes made shall be submitted to the Human Resources Department.	2009 source: 2.4 Classification of Positions | 2026 counterpart: SECTION 4.1 OVERVIEW
Mapped	Many-to-many crosswalk	2.4	Classification of Positions	SECTION 4.2	JOB DESCRIPTIONS	a. Each position in the City workforce shall be classified in accordance with the character, required skill level, and responsibility of its designated duties. b. It shall be the duty of the Department Heads to report to the City Manager and the Administrative Services Director any and all organizational and program changes that significantly alter or eff ect changes in existing or proposed positions. When a Department Head requests the establishment of new or additional positions, the request is forwarded to the City Manager and the Administrative Services Director with a statement of the work duties and responsibilities and employment standards of the proposed position.	All positions held by the City of Junction City shall have a job description that is maintained and kept up to date. Job descriptions shall be made available to employees as a general description of work performed and to provide a framework of expectations of the job. The provisions of the job description are to be observed in the handling of all personnel actions and activities. A detailed job description of the position duties, requirements, and responsibilities as well as any other requirements imposed by local, state, or federal law.	2009 source: 2.4 Classification of Positions | 2026 counterpart: SECTION 4.2 JOB DESCRIPTIONS
Mapped	Many-to-many crosswalk	2.5	Effect of Classification Changes on Employees	SECTION 7	EMPLOYEE STATUS	a. When the title of a position is changed without a change in duties and responsibilities, the employee shall have the same status in the retitled position as (s)he had in the former position. b. When a position is assigned to a grade different from the one to which it was previously classified, the pay status of the employee(s) affected will be changed in accordance with Sections 3 and 6 of this policy.	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.	2009 source: 2.5 Effect of Classification Changes on Employees | 2026 counterpart: SECTION 7: EMPLOYEE STATUS
Mapped	Many-to-many crosswalk	2.5	Effect of Classification Changes on Employees	SECTION 5.10	PAY RATE ADJUSTMENTS	a. When the title of a position is changed without a change in duties and responsibilities, the employee shall have the same status in the retitled position as (s)he had in the former position. b. When a position is assigned to a grade different from the one to which it was previously classified, the pay status of the employee(s) affected will be changed in accordance with Sections 3 and 6 of this policy.	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 2.5 Effect of Classification Changes on Employees | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS

Mapped	One 2009 section split into multiple 2026 sections	3.1	Authority to Approve Salaries	SECTION 1.2	AUTHORITY	The City Commission shall have the power to approve a pay plan for all City employees.	This Personnel Policies Handbook as well as any department personnel policies and guidelines are issued by authority of the City Manager. Requirements of this policy may be waived or amended at the discretion of the City Manager if such waiver is in the best interest of the City and not in violation of federal, state, or local law.	2009 source: 3.1 Authority to Approve Salaries | 2026 counterpart: SECTION
Mapped	Many-to-many crosswalk	3.1	Authority to Approve Salaries	SECTION 5.1	THE PAY PLAN	The City Commission shall have the power to approve a pay plan for all City employees.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.	2009 source: 3.1 Authority to Approve Salaries | 2026 counterpart: SECTION 5.1 THE PAY PLAN
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.2	The Pay Plan	SECTION 5.1	THE PAY PLAN	The pay of all employees is established by the pay plan for the pos ition in which each is employed. Each position is assigned a salary grade. The pay plan for the City workforce shall include: a. A schedule of standard salary grades and rates of pay indicating the minimum and maximum rates of pay for each salary grade. b. A list of all positions showing the salary grade. c. Supplements, amendments and/or revisions from time to time, as established by the City Manager and approved by the City Commission.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.	2009 source: 3.2 The Pay Plan | 2026 counterpart: SECTION 5.1 THE PAY PLAN

Mapped	Multiple 2009 sections consolidated into one 2026 section	3.3	Standards for Determination of Salary Grades	SECTION 5.1	THE PAY PLAN	a. Salary grades shall be related directly to the Position Classification Plan for the City workforce, and shall be determined with consideration to the relative responsibility and difficulty of work tasks in the position. b. Salary grades may take into considerat ion prevailing rates of pay for similar employment in private and public jurisdictions in the area, employee turnover, cost of living factors, budget policies, and economic considerations of the City.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.	2009 source: 3.3 Standards for Determination of Salary Grades | 2026 counterpart: SECTION 5.1 THE PAY PLAN
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.4	Application of the Pay Plan - Total Remuneration	SECTION 5.1	THE PAY PLAN	a. Full-time employees shall be paid at the salary rate established for the regular hours worked and shall be the total remuneration for the employee. Except as otherwise provided in this section, no employee shall receive pay from the City in addition t o the salary authorized under the schedules provided in the pay plan. This includes services rendered, either in the discharge of the ordinary duties or any additional duties which may be required or which the employee may undertake or volunteer to perform. The City Manager at his/her discretion, may, in order to recruit qualified, professional employees, increase the beginning salary grade or any other employee benefit levels. b. Part-time employees shall be compensated on the basis of an equivalent hou rly rate paid for only those hours that were actually worked. c. Seasonal and Exempt employees are exempt from the pay plan and shall be compensated on the basis of an hourly rate for only those hours that were actually worked. In the event that a Seaso nal employee works more than 40 hours during the work week as defined in Section 7.1 (b), the employee will be compensated as outlined in Section 3.10.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.	2009 source: 3.4 Application of the Pay Plan - Total Remuneration | 2026 counterpart: SECTION 5.1 THE PAY PLAN

Mapped	Many-to-many crosswalk	3.5	Beginning Salary	SECTION 5.1	THE PAY PLAN	The minimum rate of pay for a range shall normally be paid to any person on hi s/her original appointment to a position in the municipal service. Original appointment above the minimum rate may be made upon the approval of the City Manager.	Employees shall be paid at the salary rate established for the regular hours worked. The City Manager, along with other personnel at City Manager's discretion, shall determine the pay range for each position within the City based upon relevant and legal factors. These pay ranges constitute the Pay Plan (See the Job Position and Pay Range Resolution). The City Manager at any time may override rates listed in the Pay Plan for special circumstances. Contents of Pay Plan A pay range of standard rates of pay indicating the minimum and maximum rates of pay for each job position. An assigned status category for each job position. The list will be maintained and held by the Human Resources Department. The list will be available to employees and the public upon request per K.S.A. 45-215 et sequential. The Pay Plan does not override pay ranges contained in the collective bargaining agreements. Pay Plan Status Categories Exempt Full Time Employees Exempt full-time employees are paid on a Salary Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. There is no Overtime or Accrued Compensatory Time Compensation. Non-Exempt Full Time Employees Non-exempt full-time employees are paid on an Hourly Basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week. The Overtime compensation threshold for non-union, non-exempt full-time employees shall be 40 hours per work week. The Overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Non-Exempt Full Time Shift Employees Non-exempt full-time shift employees are paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. The Paid-hours standard shall be 40 hours per work week unless otherwise stated in active collective bargaining agreement for union employees. The overtime compensation threshold for non-union, non-exempt full-time shift employees shall be 40 hours per work week. The overtime compensation threshold for union employees shall follow guidelines outlined in the active collective bargaining agreement they fall under. Part Time Employees Part time employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There is no paid-hours standard for part time employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for part time employees shall be 40 hours per work week. Seasonal Employees Seasonal employees are considered non-exempt employees paid on an hourly basis as defined and regulated by the Fair Labor Standards Act. There are no paid-hours standard for seasonal employees. Compensation is based on an equivalent hourly rate paid for only those hours that were worked. The overtime compensation threshold for seasonal employees shall be 40 hours per work week.	2009 source: 3.5 Beginning Salary | 2026 counterpart: SECTION 5.1 THE PAY PLAN
Mapped	Many-to-many crosswalk	3.5	Beginning Salary	SECTION 5.10	PAY RATE ADJUSTMENTS	The minimum rate of pay for a range shall normally be paid to any person on hi s/her original appointment to a position in the municipal service. Original appointment above the minimum rate may be made upon the approval of the City Manager.	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.5 Beginning Salary | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS

Mapped	Multiple 2009 sections consolidated into one 2026 section	3.6	Salary Step Advancements	SECTION 5.10	PAY RATE ADJUSTMENTS	a. The criteria for advancing within the appropriate salary range shall include, but is not limited to, available funds, a “meet standards” or higher rating on the employee's performance evaluation report prepared by the Supervisor and/or Department Head and a recommendation by the employee's Department Head. b. Full-time employees may be eligible for an Anniversary Increase effective on the employee’s anniversary date . The rate for the Anniversary Increase will be determined by the City Commission. c. Employees who have reached their highest or last eligible sa lary step (known as topped out), will not be eligible for a salary step advancement, unless the grade is adjusted and recommended by the City Manager for the approval of the City Commission.	Cost of Living Adjustment (“COLA”) Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager’s discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee’s eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee’s classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee’s change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee’s change of status, the City Manager’s approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City’s Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.6 Salary Step Advancements | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS
Mapped	Many-to-many crosswalk	3.7	Pay for Exceptional Services	SECTION 5.10	PAY RATE ADJUSTMENTS	Additional pay may be granted on a one time basis to reward exceptional service rendered by an employee. A recommendation for pay for exceptional service shall be made by the Department Head for approval by the City Manager.	Cost of Living Adjustment (“COLA”) Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager’s discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee’s eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee’s classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee’s change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee’s change of status, the City Manager’s approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City’s Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.7 Pay for Exceptional Services | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS
Mapped	Many-to-many crosswalk	3.7	Pay for Exceptional Services	SECTION 5.13	RETENTION BONUS	Additional pay may be granted on a one time basis to reward exceptional service rendered by an employee. A recommendation for pay for exceptional service shall be made by the Department Head for approval by the City Manager.	The following is dependent on City Manager discretion and budget permitting. All full-time employees and part-time employees employed with the City as of or by December 1st shall be eligible for a Retention Bonus. The employees under a collective bargaining unit do not qualify for a retention bonus but are still eligible for their longevity pay provisions. Retention Bonuses, if granted, shall follow the table below: The granting of a retention bonus is within the discretion of the City Manager and if the budget permits. Other longevity pay for those under collective bargaining units shall be governed by those agreements. Retention Bonus is subject to taxes, KPERS or KP&F contributions, and other applicable deductions or fees.	2009 source: 3.7 Pay for Exceptional Services | 2026 counterpart: SECTION 5.13 RETENTION BONUS

Mapped	Multiple 2009 sections consolidated into one 2026 section	3.8	Pay Rate Adjustments	SECTION 5.10	PAY RATE ADJUSTMENTS	The following personnel actions may affect the pay status of an employee in the manner provided: a. Transfers (1) When an employee is transferred between departments or to another position within the same department to a position with the same pay grade (and therefore the same maxi mum salary rate) the pay rate of the employee will remain unchanged. (2) When an employee is transferred between departments or to another position within the same department to a position with a different grade where the current rate being paid to the employee is below the minimum rate established for the position to which the person is transferring, the pay rate of the employee will be increased to the minimum salary rate of the new position. (3) When an employee is transferred between departments or to another position within the same department to a position where the employee's current rate of pay is above the maximum salary grade for the position the employee will be assigned to, the pay rate of the employee will be the maximum salary grade of th e new position until a revision of the pay plan is proposed by the City Manager and approved by the City Commission. (4) All transfers require the approval of the City Manager. b. Promotion (1) When an employee is promoted to a position of a higher grade than the prior job, the amount of the promotional pay increase will be an increase of an amount sufficient to reach the minimum salary range for the new position. (2) If the current pay of the individual being promoted to a higher grade falls within the salary range for that higher grade, the employee will be paid the next pay step in the new position that is above but closest to the employee's previous pay. c. Demotion When an employee is demoted to a position where the employee's current rate of pay is above the maximum salary range for the position, the employee will be assigned to the maximum salary range of the new position. If the employee's current rate of pay is within the salary range for the new position, the pay rate of the employe e will remain unchanged.	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.8 Pay Rate Adjustments | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.9	City Manager Approval Of Pay Adjustments	SECTION 5.10	PAY RATE ADJUSTMENTS	The City Manager will approve all employee pay adjustments prior to their implementation.	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.9 City Manager Approval Of Pay Adjustments | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS
Mapped	One 2009 section split into multiple 2026 sections	3.10	Overtime and Compensato ry Time	SECTION 5.7	OVERTIME AND COMPENSATORY TIME	a. The Fair Labor Standards Act (FLSA), as amended in 1985, provides that covered, nonexempt employees receive not less than one and one-half times their regular rate of pay for each hour worked in a work week in excess of 40 hours per week. This compensation for overtime may be in the form of cash or compen satory time. Compensatory time will be provided to the employee at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. b. Acceptance of compensatory time off by the employee will be made freely and without coercion or pressure. Supervisors will maintain records of compensatory time off earned by employees. Compensatory time off must be provided to and used by the employee within six weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the six weeks of when it was earned, the supervisor will report it to the Administrative Services Department for a cash payment at the regular overtime rate. This payment will be made at the next regular pay period. c. Overtime payments shall not be made unless authorized in advance by the employee's Department Head, a designated assistant, or by other established administrative procedures. d. Recognized holidays, personal days, vacations and work lost due to work related disability, bereavement leave, jury leave, sick leave, military leave, personal leave and leaves of absences shall not be eligible for purposes of computing overtime. e. Exempt employees are expected to perform th e duties of their position without regard to working a specified number of hours. Exempt employees are not entitled to overtime pay.	This Section only applies to non-exempt employees. The Department Head is ultimately responsible for the control of overtime and compensatory time for non-exempt employees. All overtime and compensatory time, to the extent possible, shall be authorized in advance. Working additional hours for the purpose of receiving additional pay or accruing extra compensatory time off for future use is prohibited and subject to administrative investigation under reasonable suspicion for timekeeping abuse. Holiday time off, personal days, vacations and work lost due to work related disability, bereavement leave, civil leave, sick leave, military leave, personal leave and leaves of absence shall not be eligible for purposes of computing overtime and compensatory time off. Only actual time worked will be counted towards the computation of overtime. Union employees will follow guidelines set in their collective bargaining agreement. *Exempt employees are not eligible for overtime pay or compensatory time off. Overtime The granting of overtime shall be done by the Department Head and is contingent upon an existing need, such as additional workload, special projects, events, or to cover the absence of another employee. As outlined in the Fair Labor Standards Act (FLSA), non-exempt employees shall receive one and one-half times their regular rate(s) of pay for working in excess of 40 hours in a work week. In lieu of receiving overtime pay for overtime worked, an employee may elect to receive compensatory time off. Compensatory Time In lieu of paying non-exempt employees for overtime worked, employees may be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked. Acceptance of compensatory time off by the employee is made knowingly and voluntarily without coercion or pressure prior to the performance of the overtime worked. Compensatory time off must be provided to and used by the employee within four weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the following two pay periods of when it was earned, the supervisor will report it to the Human Resources Department for payout on the next pay period. Payout of unused compensatory time off will be at the rate of one and one-half times the employee's regular rate(s) of pay.	2009 source: 3.10 Overtime and Compensatory Time | 2026 counterpart: SECTION 5.7 OVERTIME AND COMPENSATORY TIME

Mapped	Many-to-many crosswalk	3.10	Overtime and Compensatory Time	SECTION 9.10	COMPENSATORY TIME OFF	a. The Fair Labor Standards Act (FLSA), as amended in 1985, provides that covered, nonexempt employees receive not less than one and one-half times their regular rate of pay for each hour worked in a work week in excess of 40 hours per week. This compensation for overtime may be in the form of cash or compen satory time. Compensatory time will be provided to the employee at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. b. Acceptance of compensatory time off by the employee will be made freely and without coercion or pressure. Supervisors will maintain records of compensatory time off earned by employees. Compensatory time off must be provided to and used by the employee within six weeks of when it was earned. Compensatory time off will be exhausted before vacation time is taken. If the compensatory time off is not used within the six weeks of when it was earned, the supervisor will report it to the Administrative Services Department for a cash payment at the regular overtime rate. This payment will be made at the next regular pay period. c. Overtime payments shall not be made unless authorized in advance by the employee's Department Head, a designated assistant, or by other established administrative procedures. d. Recognized holidays, personal days, vacations and work lost due to work related disability, bereavement leave, jury leave, sick leave, military leave, personal leave and leaves of absences shall not be eligible for purposes of computing overtime. e. Exempt employees are expected to perform th e duties of their position without regard to working a specified number of hours. Exempt employees are not entitled to overtime pay.	General All non-exempt full-time employees are eligible for the possibility of compensatory time off (commonly known as “comp time”). Exempt employees (salaried), parttime, and seasonal employees are not eligible for compensatory time off. Employees who are eligible for overtime compensation may elect, with the approval of their supervisor, to receive compensatory time off in lieu of cash payment for overtime compensation. The provisions of the Compensatory Time Off policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Accrual Accrual of compensatory time off shall be at the request of the employee. The employee shall notify their department’s timekeeper that they wish to have the overtime converted to compensatory time and the timekeeper shall convert no less than a minimum of 15 minutes on the electronic timecard. The City Manager may at any time deny accrual based on departmental needs. Compensatory time off is credited at 1½ times the hours desired to be converted. One hour worked over forty (40) hours per week for non-union/collective bargaining unit employees is the equivalent of one-and-a-half hours of compensatory time the same as overtime calculations. Eligible employees electing to receive compensatory time off in lieu of overtime compensation may accrue a maximum of forty-five (45) hours of compensatory time off (derived from thirty (30) hours of overtime worked). Use of Compensatory Time Off Compensatory time off may be used for the same reasons and according to the same procedures that Vacation Leave, Sick Leave, Personal Leave, or PTO is used and shall be clearly documented on the employee’s electronic timecard. Compensatory time off shall be utilized prior to other leave or time off usage by the Employee. Employees are required to use the compensatory time off within four (4) weeks of accrual. Any compensatory time used shall be recorded on timecards/timesheets. Employees may not use more compensatory leave than the paid-hours standard for the workweek or work week. If this subsection conflicts with a collective bargaining agreement, then Documentation The Employee shall notate usage of compensatory time off. If an employee elects to use PTO, Vacation/Sick/Personal Leave, or other time off and fails to use compensatory time then the Human Resources Department is authorized to utilize compensatory time prior to the usage of other leave or time off. At the beginning of each month, the Human Resources Department shall produce and distribute a report of all employees with earned and banked compensatory time off. Upon production of the report, the Human Resources Department shall distribute the report to the employees’ immediate supervisor and Department Head. Supervisors and Department Heads are to encourage their employees on usage of compensatory time off or shifting compensatory time off to a payout of the time. Payout of Compensatory Time Off If an employee does not use Compensatory time off within four (4) weeks of accrual, then the City will pay out the Compensatory time as calculated below. Compensatory time off will be paid based upon the employee’s final or current regular rate of pay. Upon separation from employment or Reclassification to exempt status, all accrued compensatory time off shall be paid.	2009 source: 3.10 Overtime and Compensatory Time | 2026 counterpart: SECTION 9.10 COMPENSATORY TIME OFF
Mapped	Direct or primary counterpart	3.11	Call-back Time	SECTION 5.8	STANDBY, ON-CALL STATUS, AND CALL BACK TIME	a. When an employee is called back to work in an emergency, payment will be made for a minimum of one hour's work. b. Once an employee arrives at the work site after being called back into service, all working time must be compensated. If this causes the hours worked for a nonexempt employee to exceed the maximum hours standard for the pay period, th e employee will receive overtime pay or compensatory time.	On-call Status and Call Back provisions are only applicable to non-exempt and non-union full time, seasonal, or part time City employees who are subject to a call back. Exempt employees are not eligible for compensation related to being on an on-call status or for call back time. Union employees will follow guidelines regarding being on an on-call, standby status, or call back status outlined in their collective bargaining agreement. Department Heads will be responsible for submitting a request for approval to the City Manager to utilize a departmental on-call status schedule and call back roster schedule. If approved, the Department Head will ensure the submission of on-call status and call back timecards/timesheets to the Human Resources Department each pay period to ensure efficient payroll processing. On-Call Status Eligible employees who have been assigned to be the primary callback employee during a predetermined timeframe shall be on an on-call status. Ineligibility of being on the on-call status schedule will be at the discretion of the supervisor and provisions stated in the expectations for employees on an on-call status. Employees unable to respond as expected while on an on-call status will be subject to an administrative investigation. Failure to respond while on an on-call status may lead to disciplinary action at the discretion of the Department Head. Expectations for employees on an on-call status are as follows: Carrying of a City issued cell phone approved by the Department Head. Or the Employee shall allow calls to a personal cell phone. Respond on worksite within 30 minutes. Must not consume alcohol or utilize controlled substances, except the proper use of prescription drugs or over-the-counter drugs shall not be prohibited by this policy. Responsible to notify the supervisor immediately of their inability to report. Compensation for On-Call Status Department Heads shall determine the compensation for their employees on an on-call status. The terms of compensation shall be determined at the departmental level and written in departmental policy. Once compensation has been determined, approval from the City Manager is required. Department Heads shall submit written departmental policy to the Human Resources Department to ensure correct compensation for employees. Call-Back Time Call back time is authorized when designated employees are called back to work unexpectedly for an emergency or when employees on an on-call status are called back to work. Expectations for employees who are called back are as follows: Respond within the time allocated by the supervisor on the emergent incident. Identify on timesheet/timecard reason for call back. Compensation for Call-Back Time Compensation regarding on-call status and call-back will be determined at the departmental level. Employees shall be given access to review this departmental policy any time it is requested. Employees will be required to acknowledge the terms and conditions of being on an on-call status before they are able to be added to an on-call listing for the department. Working in response to a call-back is eligible for purposes of computing overtime pay for non-exempt full time, part time, or seasonal employees. For any hours worked over the forty (40) hours in the workweek, eligible employees will be paid at the overtime pay rate. (Refer to Section 5.10). Eligible employees may substitute compensatory time off for any call-back hours worked in excess of 40 hours in the workweek. Compensatory rules of usage and payout apply. (Please refer to Section 5.7).	2009 source: 3.11 Call-back Time | 2026 counterpart: SECTION 5.8 STANDBY, ON-CALL STATUS, AND CALL BACK TIME
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.12	Holiday Compensation	SECTION 5.9	HOLIDAY & HOLIDAY PAY	a. Section 7.6 lists the holidays for which holiday compensation is paid. b. All full-time employees will receive 8 hours of pay for holidays. In addition to holiday pay, employees who are eligible for overtime pay and are scheduled to work on a holiday will be paid at a rate of time and one half for the hours worked. c. Part-time employees are not eligible for holiday pay. d. Seasonal and temporary employees are not eligible to receive holiday pay.	Designated Holidays All full-time employees in the City workforce will be afforded the opportunity to observe the following holidays: New Year’s Day (January 1st) Martin Luther King Day (3rd Monday in January) President’s Day (3rd Monday in February) Good Friday (Friday before Easter Sunday) Memorial Day (Last Monday in May) Juneteenth (June 19th) Independence Day (July 4th) Labor Day (1st Monday in September) Indigenous People’s Day (2nd Monday in October) also known as Columbus Day Veterans Day (November 11th) Thanksgiving (4th Thursday in November) Day After Thanksgiving (4th Friday in November) Christmas Eve (December 24th) Christmas (December 25th) The City Commission reserves the right to designate other paid holidays at their discretion. Office Closures City offices, except for the Police and Fire Department, shall be closed for each Designated Holiday listed above. If any Designated Holiday falls on a Saturday, City offices shall be closed on the preceding Friday; and If the Designated Holiday falls on a Sunday, City offices shall be closed on the following Monday. Holiday Pay During Office Closures Eligibility All exempt and non-exempt full-time employees are eligible for holiday pay during office closures. Seasonal and Part-time employees are not eligible for holiday pay during office closures. Payout Eligible employees for holiday pay during office closures shall be paid the equivalent of eight (8) hours at their hourly rate per Designated Holiday as part of regularly scheduled work hours. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Holiday Pay Worked Eligibility All non-exempt full-time and part-time employees scheduled to work during a Designated Holiday. Seasonal employees are not eligible for holiday pay worked. Payout All non-exempt full-time and part-time employees, except for union employees, who work on a Designated Holiday will be paid at a rate at time and a half their regular rate. All seasonal employees who work on a Designated Holiday will be paid at their regular rate. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.	2009 source: 3.12 Holiday Compensation | 2026 counterpart: SECTION 5.9 HOLIDAY & HOLIDAY PAY

Mapped	Direct or primary counterpart	3.13	Pay Days	SECTION 5.2	PAY CALENDARS AND PAY DAYS	The wages of employees will be paid every two weeks. Payments will be deposited directly to a financial institution account designated by the employee.	Pay Calendars The City currently operates under two different pay calendars: bi-weekly Dispatch calendar and bi-weekly main calendar. Payroll calendars will be available upon request. Employees classified as Dispatchers will operate under a pay calendar that runs Sundays through Saturdays. All other City employees will operate under a pay calendar that runs Mondays through Sundays. Pay Days Employees shall be paid bi-weekly on the Friday following the end of the pay period. When a payday falls on a recognized holiday, paychecks will be available to employees by 5:00 p.m. on the preceding business day.	2009 source: 3.13 Pay Days | 2026 counterpart: SECTION 5.2 PAY CALENDARS AND PAY DAYS
Mapped	Direct or primary counterpart	3.14	Payroll Deductions	SECTION 5.3	PAYROLL DEDUCTIONS	a. The City offers employees the opportunity to voluntarily participate in payroll deduction benefit plans established with outside providers. A current list of the benefit plans is available in the Administrative Services Department. b. Many programs may be deducted on a pre-tax basis. Information about these plans may be obtained by contacting the Administrative Services Department.	The City offers employees the opportunity to voluntarily participate in payroll deductions that have been established between the City and outside providers. In order to participate in the voluntary payroll deduction programs, an employee must complete and submit the required forms of authorizations for payroll deductions to the Human Resources Department. Changes or cancellations of payroll deductions must be submitted to the Human Resources Department. All payroll deduction forms submitted to the Human Resources Department are required to be signed by the employee for validation. A form submitted without signature will not be processed until a signature is acquired from the employee. Employees may obtain more information on voluntary payroll deduction elections available from the Human Resources Department.	2009 source: 3.14 Payroll Deductions | 2026 counterpart: SECTION 5.3 PAYROLL DEDUCTIONS
Mapped	Direct or primary counterpart	3.15	Direct Payroll Deposit	SECTION 5.4	DIRECT PAYROLL DEPOSIT	The City requires employees to utilize the Direct Deposit System. This system is designed to reduce the Ci ty's administrative cost and burden, to increase payroll efficiency, and to provide greater convenience to City employees. a. Employees must complete a "Direct Deposit Authorization" form. b. Information required on the form includes depository name, d epository address, depository routing and transit number, account number, and type of account, i.e., savings and/or checking. c. To verify institution and account routing codes, a voided copy of the employee's personal check or deposit slip must be attac hed to the authorization form. If the deposit is to be made to a savings account, the employee must provide a copy of a savings deposit slip or bankcard with the account number. d. Any financial institution that is a member of the Federal Reserve System can be utilized for this purpose. If, after original sign -up, an employee changes financial institutions, he/she must complete a new authorization form with the Administrative Services Department to insure proper and timely deposit to their account. Any changes effective for a particular pay day must be received by the Administrative Services Department no later than 5 p.m. the Monday prior to the pay day. e. Employees' pay will be released from the City's payroll account to the bank-clearing house by the end of banking hours each payday. Generally, funds will be deposited to an individual's account within 24 hours; however, due to bank transfers, this can not be guaranteed. Employees are encouraged to verify that their bank has deposited funds in their account. Notify the Administrative Services Department if problems are experienced with the automatic payroll deposit.	To increase payroll efficiency and to provide greater convenience to City employees, the City requires employees to utilize the Direct Deposit System. The inability to participate in the City's direct deposit plan may result in a delay of the hiring process for an applicant. Upon hire, each employee will be required to complete and submit a signed "Direct Deposit Authorization" form along with a voided check or deposit slip. The City will not be held liable for errors made on the "Direct Deposit Authorization" form submitted by the employee. Changes to banking information for direct deposits are required to be done in person with the Human Resources Department. Employees are responsible to coordinate with their banking institutions for any issues regarding deposit timelines, deposit processes, etc. The City will not be held liable for any issues occurring due to changes of direct deposit information. Employees are encouraged to verify that their bank has deposited funds in their account. Direct Deposit Authorization forms are available at the Human Resources Department.	2009 source: 3.15 Direct Payroll Deposit | 2026 counterpart: SECTION 5.4 DIRECT PAYROLL DEPOSIT
Mapped	Many-to-many crosswalk	3.16	Termination Procedure	SECTION 26.1	GENERAL	a. Upon notification by an empl oyee that he/she is voluntarily terminating their employment with the Cit y, the employee's Department Head will notify the Administrative Services Department of the action and the effective date. The Administrative Service Department will notify the employee's department of the necessary actions to coordinate the employee's smooth and efficient departure. The Administrative Services Department will also set a date for the employee's exit interview. The employee must complete and sign a Personnel Action Report with the effective date of the resignation. b. When completed, each department will return the employee's clearance papers to the Administrative Services Director for final audit and the coordination of any necessary follow-up actions. c. The Administrative Services Department will schedule an exit interview with the departing employee to review records, sign clearance papers, and gather information for managerial review and review of the employee's benefit continuation rights.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.	2009 source: 3.16 Termination Procedure | 2026 counterpart: SECTION 26.1 GENERAL
Mapped	Many-to-many crosswalk	3.16	Termination Procedure	SECTION 26.2	EXIT EMPLOYMENT ACTIONS	a. Upon notification by an empl oyee that he/she is voluntarily terminating their employment with the Cit y, the employee's Department Head will notify the Administrative Services Department of the action and the effective date. The Administrative Service Department will notify the employee's department of the necessary actions to coordinate the employee's smooth and efficient departure. The Administrative Services Department will also set a date for the employee's exit interview. The employee must complete and sign a Personnel Action Report with the effective date of the resignation. b. When completed, each department will return the employee's clearance papers to the Administrative Services Director for final audit and the coordination of any necessary follow-up actions. c. The Administrative Services Department will schedule an exit interview with the departing employee to review records, sign clearance papers, and gather information for managerial review and review of the employee's benefit continuation rights.	Exit Meeting Exiting employees need to contact the Human Resources Office as soon as possible in order to set up an exit meeting. Exit meetings are as much for the benefit of the exiting employee as they are for the City. During an exit meeting an employee will receive information and have an opportunity to discuss important issues that may be time sensitive and require action by the employee. This includes providing an opportunity: For employees to return any City-owned property that they may have in their possession; For the Human Resources Office to provide information on certain employee benefits such as, life insurance and health insurance potential continued coverage or conversion; To discuss any retirement related issues; and To cover any other area that may be relevant to the situation and pertinent to the exiting employee. Attendance at this meeting is vital to every employee who separates from employment with the City. Exit Interview In conjunction with the exit meeting listed above will be an opportunity for the exiting employee to comment on their employment. This process is completely voluntary and is requested in order to assist the City in maintaining a healthy work environment and in identifying areas that may be improved or that may be underappreciated.	2009 source: 3.16 Termination Procedure | 2026 counterpart: SECTION 26.2 EXIT EMPLOYMENT ACTIONS

Mapped	One 2009 section split into multiple 2026 sections	3.17	Final Pay	SECTION 5.11	FINAL PAY	Employees leaving the service of the City shall be paid according to the following terms: a. Wage Rate Used To Compute Final Pay. (1) Full-time employees will be paid for all accumulated vacation leave based on the employee's anniversary date rate of pay up to a maximum of 240 hours for the 8 hour employee, 480 hours for Fire Department Battalion Chiefs and the Fire Chief, or some other total of accumulated vacation leave for those employee groups, who due to special circumstances, have an express written agreement with the City Manager. (2) Part-time and seasonal employees are not eligible for final pay. b. Sick Leave (1) As used in this section, "RETIRED" means any employee who has terminated employment and is receiving a retirement benefit for service with the City from the Kansas Public Employees Retirement System /Kansas Police and Firemen's Retirement System. (2) Upon retirement from the City of Junction City, full-time employees will be paid one-quarter (¼) of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract. The Fire Chief, Fire Department Battalion Chiefs, Police Lieutenants, Police Captains and the Chief of Police will be paid one quarter (¼) of the accumulated sick leave up to a maximum not to exceed 480 hours. (3) Upon resignation from the City of Junction City, an employee will not receive reimbursement or pay for their accumulated sick leave.	Employees leaving employment with the City shall be paid according to the following terms: All hours worked in the last pay period leading up to their final day of employment. All accrued and unused compensatory time hours unused or unpaid as of leaving employment in light with this Personnel Policy Handbook and applicable law. All earned leave hours under the following terms: Employees exempted/left into Vacation leave. Payout of vacation hours are up to a maximum of: 240 hours for the 8-hour per day (40 hours per work) employee; 720 hours for Fire Department Battalion Chiefs, Chief positions within the Fire Department, and executive or administrative Fire/EMS position that was promoted from within the local bargaining unit; 720 Vacation hours for Police Chief, Assistant Police Chief, Captains, or Lieutenants promoted from within the local bargaining unit per Resolution R-2824 approved by the City Commission whichever is greater; or Some other total accumulated negotiation vacation hours for those employee groups who have an express written agreement with the City Manager. Employees participating in the City's Paid Time Off ("PTO") plan shall be paid for accrued and unused PTO hours at the employee's final regular rate of pay, up to the maximum PTO payout amount applicable based on the employee's completed months of service of the final day of employment, as set forth in the table below: For eligible City employees exempted into City leave plan of sick hours for a maximum of: Retirement: Upon retirement from the City of Junction City, eligible full-time employees will be paid all of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract(s). The Fire Chief, Fire Department Battalion Chiefs, Chief positions within the Fire Department, executive or administrative Fire/EMS position that was promoted from within the local bargaining unit, Police Lieutenants, Police Captains, the Chief of Police, and Assistant Chief of Police will be paid all of their accumulated sick leave up to a maximum not to exceed 720 hours. If the employee(s) listed in this subsection enters into another agreement with the City, then that will supersede the accumulation of sick leave payout referred to in this section. All City employees who leave City employment, except for retirement: Upon leaving employment with the City, an employee will not receive reimbursement or pay for their accumulated sick leave or medical bank. If a non-retiring employee has another agreement regarding final pay, then the standing agreement will dictate reimbursement or final pay concerning accumulated sick leave. Written and signed documentation of agreement is required. The signatures must include the City Manager and the employee. For employees with Med Bank Leave: Med Bank Leave shall not be considered working hours for the purpose of overtime compensation. Employees shall not be paid for any unused accrued Med Bank Leave upon non-retirement separation from employment unless a pre-existing agreement was made with the City Manager or the employee retires from the City fully vested in KPERS or KP&F (outside hires for Police or Fire Chief or other similar command/administrative City staff). Documentation regarding existing agreement may be required. Employees who accumulated Med Bank Leave upon retirement shall be paid out their accumulated Med Bank Leave up to a maximum of 480 (four hundred eighty) hours of PTO plus Med Bank Leave. Example: If a City employee retires fully vested in KPERS with 432 hours of PTO and at least 48 hours of Med Bank Leave, then the retiring employee will be paid out 480 hours. Example: If a City employee retires without being fully vested in KPERS with 432 hours of PTO and 96 hours of Med Bank Leave, then the retiring employee will be paid out 432 of PTO and 0 hours of Med Bank Leave. Example: If a City employee retires fully vested in KPERS with 300 hours of PTO and 120 hours of Med Bank Leave, then the retiring employee will be paid out 420 hours (300 hours of PTO and 120 hours of Med Bank Leave). Final Pay shall be reduced by monies owed by the employee for stolen, lost, or damaged equipment as determined under Section 16.3 in accordance with federal and state wage laws.	2009 source: 3.17 Final Pay | 2026 counterpart: SECTION 5.11 FINAL PAY
Mapped	One 2009 section split into multiple 2026 sections	3.17	Final Pay	SECTION 26.4	FINAL PAY	Employees leaving the service of the City shall be paid according to the following terms: a. Wage Rate Used To Compute Final Pay. (1) Full-time employees will be paid for all accumulated vacation leave based on the employee's anniversary date rate of pay up to a maximum of 240 hours for the 8 hour employee, 480 hours for Fire Department Battalion Chiefs and the Fire Chief, or some other total of accumulated vacation leave for those employee groups, who due to special circumstances, have an express written agreement with the City Manager. (2) Part-time and seasonal employees are not eligible for final pay. b. Sick Leave (1) As used in this section, "RETIRED" means any employee who has terminated employment and is receiving a retirement benefit for service with the City from the Kansas Public Employees Retirement System /Kansas Police and Firemen's Retirement System. (2) Upon retirement from the City of Junction City, full-time employees will be paid one-quarter (¼) of their accumulated sick leave up to a maximum not to exceed 240 hours. Fire and Police personnel will be paid their sick leave according to the union contract. The Fire Chief, Fire Department Battalion Chiefs, Police Lieutenants, Police Captains and the Chief of Police will be paid one quarter (¼) of the accumulated sick leave up to a maximum not to exceed 480 hours. (3) Upon resignation from the City of Junction City, an employee will not receive reimbursement or pay for their accumulated sick leave.	Refer to Section 5.11 Final Pay for clarity and steps to be followed.	2009 source: 3.17 Final Pay | 2026 counterpart: SECTION 26.4 FINAL PAY
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.18	Health and Dental Coverage	SECTION 10.1	GROUP HEALTH AND DENTAL COVERAGE	a. Termination: Group Health and Dental coverage shall terminate on the last day of the same month of the employee's final day on the payroll. b. Options to Continue Health and Dental Coverage: (1) A City employee is eligible for Retiree coverage if they: (a) are at least 50 but less than 65 on the date of retirement; (b) have worked at least 10 years for the City prior to the date of retirement; and (c) make the contributions for retiree coverage as required by the City. (d) have applied and is approved for a medical disability retirement through KPERS or KP&F. (2) A retired employee's spouse and/or dependent children up to the age of 23 may also continue coverage if covered on the day preceding the employee's retirement and the employee remains covered as a retiree. (3) Under the City plan, an e mployee who retires at sixty-five (65) years of age will use Medicaid and Medicare as their primary insurance. An employee retiring at age sixty-five (65) with ten (10) years of service who has a spouse under the age of sixty -five (65) may provide for the spouse and children for up to thirty-six (36) months as shown in paragraph d (3) and (4) below. (4) Under the City plan, an employee who retires and elects to continue Dental coverage, may continue their coverage until they pass away, so long as the retiree pays the required premium each month. c. Employees who resign from the service of the City, and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to select coverage under terms o f COBRA as set forth by the Consolidated Omnibus Budget Reconciliation Act. d. The group health and dental plan provides the following individuals the opportunity to continue group health coverage for up to thirty -six (36) months under the COBRA plan aft er their coverage would otherwise terminate subject to certain conditions: (1) Widows of covered employees (applies to covered surviving spouses and children of deceased employees). (2) A former covered spouse whose coverage ceases due to divorce or legal separation provided they pay all the premiums as set forth by the City Manager and applicable State and Federal laws. (3) Covered spouses and children of Medicare eligible covered employees. (4) Covered dependent children who become ineligible under the group plan due	The City offers health and dental insurance plans to employees and their dependents. Membership in the plan is completely voluntary. Employees shall have the option of electing single coverage, employee with children coverage, employee with spouse coverage, or family coverage. A complete listing of group health and dental insurance plans available for each benefit year can be obtained from the Human Resources Department. Eligibility Exempt and non-exempt active full-time employees. Retirees from the City who are at least the age of 50 years-old but less than the age of 65 years-old with a minimum of ten (10) consecutive years of service with the City. Employees who have been approved for medical disability retirement through KPERS or KP&F. Part-time and Seasonal employees are not eligible to participate in voluntary group health and dental insurance plans. Open Enrollment Periods Open enrollment occurs yearly for the August 1st to July 31st benefit year coverage period. The Human Resources Department will decide specific open enrollment dates for the upcoming benefit year. Once enrollment dates have been set, the Human Resources Department is responsible for coordinating and communicating open enrollment dates to eligible City employees. Changing Coverage Coverage cannot change during any time other than during the enrollment period unless there is a qualifying event. Qualifying events can be but are not limited to the following: Loss of other health coverage; Birth, adoption, or placement of a child; Marriage or Divorce; or, Death of Employee or Dependent. For a complete listing of qualifying events, employees may contact the Human Resources Department. Employees are responsible to notify the Human Resources Department staff immediately whenever there is a change in benefit coverage due to a qualifying event. The Human Resources Department staff will not be held responsible for any missed deadline of benefit changes due to untimely notification from employees. Grace Period for New Employees The effective date of health and dental insurance coverage for new employees is the first day of the calendar month following a 30-day grace period after initial hire. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health and/or dental insurance coverage plan before the next open enrollment period unless they have a qualifying event. 5. City and Employee Contribution The City evaluates and determines on a yearly basis the amount the City will contribute to the group health and dental insurance policies for eligible employees except for retirees. Health and dental insurance policies for retirees will be covered under "Retirement." The City shall be responsible to pay for a fixed percentage, determined by the City Manager, for health and dental premiums available for every benefit year. Employees requesting such coverage shall also be responsible for a fixed percentage, also determined by the City Manager, for health and dental care premiums available. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. All eligible employees, except for retirees electing to participate in the City health and dental insurance plans offered, will be responsible for any membership premiums not covered by the City. Contrary portions contained within a collective bargaining agreement shall supersede this Section. COBRA Coverage Employees who resign from the service of the City and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to continue health and dental coverage with the City plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City provides the following individuals the opportunity to continue health and dental coverage for up to thirty-six (36) months under the COBRA plan after their coverage would have otherwise terminated. COBRA participants are subject to pay the premiums required set forth by the City of Junction City:	2009 source: 3.18 Health and Dental Coverage | 2026 counterpart: SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE

Mapped	Direct or primary counterpart	3.19	Deceased Employee	SECTION 5.12	FINAL PAY REGARDING DECEASED EMPLOYEE	a. Final Compensation for a deceased employee s hall be paid to the dependents of the employee in accordance with the terms of paragraph 3.17 Final Pay. b. Health and dental insurance for a deceased employee's dependents may continue. Dependents of a deceased employee shall be eligible to continue gr oup coverage with the City for a period not to exceed 36 months under COBRA provided that said dependents have been covered by the City's plan immediately preceding the employee's death and also provided that the dependent of the deceased employee pays all premiums for such coverage under the terms set forth by the Consolidated Omnibus Budget Reconciliation Act.	Final Pay for a deceased employee shall be paid to the dependents of the employee in line with Section 5.10 so long as the employee qualifies under 5.11.B. To qualify for Final Pay under this Section, the employee must be a current employee of the City at the time of their death. Refer to Section 10.1.6 for insurance coverage of a deceased employee's spouse or other dependents.	2009 source: 3.19 Deceased Employee | 2026 counterpart: SECTION 5.12 FINAL PAY REGARDING DECEASED EMPLOYEE
Mapped	Multiple 2009 sections consolidated into one 2026 section	3.20	Working Out of Classification Pay	SECTION 5.10	PAY RATE ADJUSTMENTS	a. The purpose of this policy is to define and delineate circumstances when employees will receive compen sation for the performance of duties in a higher classification than they normally perform. b. An employee may be assigned to work at any position in the same or lower grade without a change in pay. To meet organizational needs, an employee may also be assigned to work temporarily in a higher grade position with no change in pay. Temporary assignments, lasting beyond four (4) weeks, should be reviewed by the Department Head to determine if additional compensation is due based upon the change in job resp onsibilities. The Department Head has the discretion to select employees on the basis of qualifications and performance for assignment to work in a position outside of the employee's normal job classification. c. Compensation for working out of classifi cation is provided as compensation to an employee for the temporary performance of duties normally performed of a higher classification. No compensation is provided for incidental "fil ling in" during the temporary absence of an individual for vacation, sick leave, or training. d. The assumption and performance of duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments which are made pursuant to prio r mutual agreement between the employee and his or her supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time. e. Compensation for the performance of temporary duties will be for assignments of an extended period of time and the Department Head determination that a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilitie s that will last in excess of four (4) weeks. f. Working out of classification compensation shall be allowed only after approval is granted by t he City Manager. A written memo and Personnel Action Report recommending the personnel action will be sent by the Department Head for review by the Administrative Services Department to ensure that the request is in conformance with this procedure. The memo should state the reasons and justification for the temporary placement of the employee. Following review and recommendation of the written request by the Administrative Services Department, it shall be forwarded to the City Manager for consideration. Recommendation of the request shall be accomplished prior to the assumption of higher classification responsibilities. g. If approval of the City Manager is granted, Administrative Services will initiate a Personnel Action Report to complete the temporary change in status and reflect any additional compensation granted. h. When the temporary assignment is complet ed, a Personal Action Report will be completed to reinstate the employee to his/her former position classification. The employee's salary will be readjusted to its previous level at the rate of pay where it	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court. There will be an administrative fee assessed for each pay period garnished as set by the Human Resources Department in conjunction with the City Manager. Contact the Human Resources Department for more detailed information.	2009 source: 3.20 Working Out of Classification Pay | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS
Mapped	Many-to-many crosswalk	3.21	Longevity	SECTION 5.13	RETENTION BONUS	a. Budget permitting, in December of each year, employees will receive longevity pay. Upon five (5) years of continuous service with the City, the employee will receive $3.00 for each month of service. In order to be eligible for longevity pay, employees must have at least five (5) years of continuous service with the City of Junction City. For example, for an employee who has nine (9) year s of service, he/she will receive $324.00. (9 years x 12 month in a year x $3.00 = $324.00)	The following is dependent on City Manager discretion and budget permitting. All full-time employees and part-time employees employed with the City as of or by December 1st shall be eligible for a Retention Bonus. The employees under a collective bargaining unit do not qualify for a retention bonus but are still eligible for their longevity pay provisions. Retention Bonuses, if granted, shall follow the table below: The granting of a retention bonus is within the discretion of the City Manager and if the budget permits. Other longevity pay for those under collective bargaining units shall be governed by those agreements. Retention Bonus is subject to taxes, KPERS or KP&F contributions, and other applicable deductions or fees.	2009 source: 3.21 Longevity | 2026 counterpart: SECTION 5.13 RETENTION BONUS
Mapped	One 2009 section split into multiple 2026 sections	3.21	Longevity	SECTION 10.4	MILESTONE ACKNOWLEDGEMENT	a. Budget permitting, in December of each year, employees will receive longevity pay. Upon five (5) years of continuous service with the City, the employee will receive $3.00 for each month of service. In order to be eligible for longevity pay, employees must have at least five (5) years of continuous service with the City of Junction City. For example, for an employee who has nine (9) year s of service, he/she will receive $324.00. (9 years x 12 month in a year x $3.00 = $324.00)	Human Resources Department and the City Clerk will work to acknowledge employees of the City before the City Commission at five-year milestones (5, 10, 15, 20, 25, and 30 years, et cetera). The City may take other steps to acknowledge years-of-service as well.	2009 source: 3.21 Longevity | 2026 counterpart: SECTION 10.4 MILESTONE ACKNOWLEDGEMENT
Mapped	Many-to-many crosswalk	4.1	Application and Applicants	SECTION 3.5	VACANCIES	a. There will be open recruitment of applicants for vacant positions. All recruiting activities will follow the guidelines set by the City's Affirmative Action Program. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their race, color, sex, age, national origin or ancestry, physical handicap, or familial or veteran status. Such discrimination is prohibited except where age or physical requirements const itute a bona fide occupational qualification. b. All vacant positions in the City will be filled after open recruitment in accordance with the City's Affirmative Action Program. Additionally, if the Department Head and the City Manager determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contain sufficient numbers of qualified applicants it may be utilized to fill the vacant position. Any established eligibility lists will be maintained for a period of not more than one year from when the position is filled. c. A current employee of the City may upon his/her own initiative submit an application for another vacant position within the City. That application will be considered equally with all other applications. d. All applications shall be made through the City's on -line application process .. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be electronically signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application. Upon interview, the applicant will physically sign their application. e. All applications will be processed through the Administrative Services Department.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer. Please refer to Section 3.6 of this manual. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.	2009 source: 4.1 Application and Applicants | 2026 counterpart: SECTION 3.5 VACANCIES

Mapped	Many-to-many crosswalk	4.1	Application and Applicants	SECTION 3.6	PRE-EMPLOYMENT CHECKS PROCEDURE	a. There will be open recruitment of applicants for vacant positions. All recruiting activities will follow the guidelines set by the City's Affirmative Action Program. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their race, color, sex, age, national origin or ancestry, physical handicap, or familial or veteran status. Such discrimination is prohibited except where age or physical requirements const itute a bona fide occupational qualification. b. All vacant positions in the City will be filled after open recruitment in accordance with the City's Affirmative Action Program. Additionally, if the Department Head and the City Manager determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contain sufficient numbers of qualified applicants it may be utilized to fill the vacant position. Any established eligibility lists will be maintained for a period of not more than one year from when the position is filled. c. A current employee of the City may upon his/her own initiative submit an application for another vacant position within the City. That application will be considered equally with all other applications. d. All applications shall be made through the City's on -line application process .. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be electronically signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application. Upon interview, the applicant will physically sign their application. e. All applications will be processed through the Administrative Services Department.	The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department. A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks. The City of Junction City guarantees that all information attained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need to know basis. Criminal Background Check The City of Junction City requires a criminal background check for all employees upon hire. Falsifying Information If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application. Background Checks Conducted By Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager. Junction City Police Department and Information Technology Department Process. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made. Factors to Consider Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results. Credit Checks Credit checks will be performed based on duties as reflected in the job description or checklist. Credit Checks Conducted By Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check. Notice of Results: Pre-Adverse Action If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a "pre-adverse action notification". A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days). Notice of Results: Adverse Action Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following: The name, address, and phone number of the agency supplying the report. A notice of the individual's right to dispute the accuracy of, or completeness of any information the agency furnished. A notice of the individual's right to an additional free consumer report from the agency upon request within 60 days. Psychological Tests All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test. Drug and Physical Screening Test All candidates shall be subject to a pre-employment drug screening test. Physicals will be conducted per the Pre-Employment Background Check Matrix. The Human Resources Department will create, maintain, and update the Matrix for each Department and position per the applicable job description(s). All pre-employment physicals (if applicable) and drug tests must be completed with results before the scheduled new hire orientation date. Vacancies requiring a commercial driver's licensure (CDL) will follow the policies and guidelines set by the Department of Transportation. All other vacancies not requiring a CDL will conduct a standard drug screening test set by a third-party administrator. If a positive drug test result occurs, the candidate will have an opportunity to justify or explain the test result with a prescription or other potentially helpful information. Results will be reviewed by the Human Resources Department and shared with the appropriate hiring designee within the department. Disqualification A disqualification is possible, in accordance with federal and state laws, for post-offer physicals based on how the medical condition limits that employee's ability to perform a major life activity, the essential functions of the position and whether an accommodation can be made or there is a direct threat of substantial harm to the employee or others.	2009 source: 4.1 Application and Applicants | 2026 counterpart: SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE
Mapped	One 2009 section split into multiple 2026 sections	4.1	Application and Applicants	SECTION 3.9	REFERENCE CHECKS	a. There will be open recruitment of applicants for vacant positions. All recruiting activities will follow the guidelines set by the City's Affirmative Action Program. In all recruitment activities the City will take steps to insure that individuals are not discriminated against because of their race, color, sex, age, national origin or ancestry, physical handicap, or familial or veteran status. Such discrimination is prohibited except where age or physical requirements const itute a bona fide occupational qualification. b. All vacant positions in the City will be filled after open recruitment in accordance with the City's Affirmative Action Program. Additionally, if the Department Head and the City Manager determine that an applicant pool, developed from previous recruitment efforts for a vacant position, contain sufficient numbers of qualified applicants it may be utilized to fill the vacant position. Any established eligibility lists will be maintained for a period of not more than one year from when the position is filled. c. A current employee of the City may upon his/her own initiative submit an application for another vacant position within the City. That application will be considered equally with all other applications. d. All applications shall be made through the City's on -line application process .. Applications may require information concerning education, experience, references and other pertinent information. All applications shall be electronically signed and the truth of the statements contained therein certified by such signature. The applicant may be required to present proof of education, experience and other information represented on the application. Upon interview, the applicant will physically sign their application. e. All applications will be processed through the Administrative Services Department.	The City of Junction City may conduct reference checks on the job applicant(s) selected for City vacancies. This process is conducted to verify the accuracy of the information provided by the applicant. The only information that can be collected during a reference check for employment is information pertaining to the quality and quantity of work performed by the applicant relative to the position being hired for, the applicant's attendance record, education (if applicable), and other issues that can impact the workplace.	2009 source: 4.1 Application and Applicants | 2026 counterpart: SECTION 3.9 REFERENCE CHECKS

Mapped	Many-to-many crosswalk	4.2	Qualifications for Employment	SECTION 3.5	VACANCIES	a. All appointments to City employment are made upon merit and fitness alone. Applicants for any position w ith the City shall meet the minimum qualifications for the position as set forth in the class position description. b. Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge, bac kground information, and any other qualifications or attributes whi ch enter into the position determination. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted. The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices. c. The City requires any employee to have his/her current phone number on record as an employment condition. d. The Department Head or City Manager may also require any employee to have a valid driver's license and/or a Commercial Drivers' License (CDL) with applicable endorsements as a condition of employment if necessary for the performance of the position. Applicants applying for a position requiring a CDL will be required to submit to a drug and alcohol screening as a condition of employment. e. In the event a sufficient num ber of applicants ha ve not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the City Manager. In such cases, notification will be given to the applicants.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer. Please refer to Section 3.6 of this manual. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.	2009 source: 4.2 Qualifications for Employment | 2026 counterpart: SECTION 3.5 VACANCIES
Mapped	Many-to-many crosswalk	4.2	Qualifications for Employment	SECTION 3.6	PRE-EMPLOYMENT CHECKS PROCEDURE	a. All appointments to City employment are made upon merit and fitness alone. Applicants for any position w ith the City shall meet the minimum qualifications for the position as set forth in the class position description. b. Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge, bac kground information, and any other qualifications or attributes whi ch enter into the position determination. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted. The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices. c. The City requires any employee to have his/her current phone number on record as an employment condition. d. The Department Head or City Manager may also require any employee to have a valid driver's license and/or a Commercial Drivers' License (CDL) with applicable endorsements as a condition of employment if necessary for the performance of the position. Applicants applying for a position requiring a CDL will be required to submit to a drug and alcohol screening as a condition of employment. e. In the event a sufficient num ber of applicants ha ve not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the City Manager. In such cases, notification will be given to the applicants.	The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department. A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks. The City of Junction City guarantees that all information attained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need to know basis. Criminal Background Check The City of Junction City requires a criminal background check for all employees upon hire. Falsifying Information If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application. Background Checks Conducted By Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager. Junction City Police Department and Information Technology Department Process. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made. Factors to Consider Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results. Credit Checks Credit checks will be performed based on duties as reflected in the job description or checklist. Credit Checks Conducted By Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check. Notice of Results: Pre-Adverse Action If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a “pre-adverse action notification”. A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days). Notice of Results: Adverse Action Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following: The name, address, and phone number of the agency supplying the report. A notice of the individual’s right to dispute the accuracy of, or completeness of any information the agency furnished. A notice of the individual’s right to an additional free consumer report from the agency upon request within 60 days. Psychological Tests All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test. Drug and Physical Screening Test All candidates shall be subject to a pre-employment drug screening test. Physicals will be conducted per the Pre-Employment Background Check Matrix. The Human Resources Department will create, maintain, and update the Matrix for each Department and position per the applicable job description(s). All pre-employment physicals (if applicable) and drug tests must be completed with results before the scheduled new hire orientation date. Vacancies requiring a commercial driver’s licensure (CDL) will follow the policies and guidelines set by the Department of Transportation. All other vacancies not requiring a CDL will conduct a standard drug screening test set by a third-party administrator. If a positive drug test result occurs, the candidate will have an opportunity to justify or explain the test result with a prescription or other potentially helpful information. Results will be reviewed by the Human Resources Department and shared with the appropriate hiring designee within the department. Disqualification A disqualification is possible, in accordance with federal and state laws, for post-offer physicals based on how the medical condition limits that employee’s ability to perform a major life activity, the essential functions of the position and whether an accommodation can be made or there is a direct threat of substantial harm to the employee or others.	2009 source: 4.2 Qualifications for Employment | 2026 counterpart: SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE
Mapped	One 2009 section split into multiple 2026 sections	4.2	Qualifications for Employment	SECTION 3.3	AMERICANS WITH DISABILITY ACT	a. All appointments to City employment are made upon merit and fitness alone. Applicants for any position w ith the City shall meet the minimum qualifications for the position as set forth in the class position description. b. Consideration of an applicant may include (but shall not be limited to) factors such as education, experience, aptitude, knowledge, bac kground information, and any other qualifications or attributes whi ch enter into the position determination. Consideration of an applicant may also be based on the successful completion of an examination designed to test the aptitude, capacity and fitness required to discharge the duties of the position for which the application has been submitted. The examination procedure may include written, oral, physical, psychological, or performance test or any other selection devices. c. The City requires any employee to have his/her current phone number on record as an employment condition. d. The Department Head or City Manager may also require any employee to have a valid driver's license and/or a Commercial Drivers' License (CDL) with applicable endorsements as a condition of employment if necessary for the performance of the position. Applicants applying for a position requiring a CDL will be required to submit to a drug and alcohol screening as a condition of employment. e. In the event a sufficient num ber of applicants ha ve not made application for the vacant position, the final filing date and the examination procedure may be postponed and/or extended upon approval by the City Manager. In such cases, notification will be given to the applicants.	The City is committed to the recruitment, employment, and promotion of the most qualified individuals. It is the City’s policy to provide equal employment opportunity for persons with disabilities in full compliance with federal, state, and local laws, such as the Americans with Disabilities Act Amendments Act (“ADAAA” or “ADA”). The City does not discriminate against qualified job applicants and employees with known physical or mental disabilities in any employment practice, including, but not limited to recruitment, hiring, education, training, promotion, compensation, participation in social or recreational functions, use of City facilities, transfer, corrective action, layoff, recall, and termination. Pursuant to the ADA and other applicable laws, the City will provide qualified individuals with known disabilities reasonable accommodations to assist them in performing the essential functions of their job. However, where an accommodation would produce an undue hardship on the City or present a health or safety risk, the requested accommodation may be determined unreasonable and denied. Any questions regarding this policy or requests for an accommodation should be made to the Human Resources Department. Upon request for accommodation the Human Resources Department and the City Manager are committed to engaging in a meaningful dialogue to come to a reasonable accommodation if one can be provided.	2009 source: 4.2 Qualifications for Employment | 2026 counterpart: SECTION 3.3 AMERICANS WITH DISABILITY ACT

Mapped	Multiple 2009 sections consolidated into one 2026 section	4.3	Disqualification for Employment	SECTION 3.6	PRE-EMPLOYMENT CHECKS PROCEDURE	a. The City Manager or Department Head may refuse to consider an applicant, or after examination, may disqualify such applicant, or may take steps to remove such person already appointed if one or more of the following are determined: (1) The applicant does not meet the preliminary requirements established for the position. (2) The applicant has made a false statement of material fact in the application or at some time during the selection process. (3) The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process. (4) The applicant's past employment history indicates a poor employment risk. (5) The applicant was previously dismissed from a department of the City. (6) The a pplicant tested “confirmed positive” on drug and /or alcohol pre - employment screen test. b. Conviction of a Felony Except for positions with the Police Department, careful consideration to the effect an appointment would have will be given to an applicant who has a felony conviction record.	The City of Junction City has a pre-employment checklist or contingent job offer form to serve as a guide for all Department Heads and hiring managers to use when a selection for an open vacancy has been made within their department. A pre-employment checklist is available upon request from the Human Resources Department. The City Manager shall reserve the right to override any required pre-employment checks. The City of Junction City guarantees that all information attained from the pre-employment process will only be used as part of the employment process and will be kept strictly confidential and on a need to know basis. Criminal Background Check The City of Junction City requires a criminal background check for all employees upon hire. Falsifying Information If it is discovered an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant may be disqualified from further employment consideration due to the falsification of an application. Background Checks Conducted By Criminal background checks for all employees shall be conducted by a third-party agency delegated by the City Manager. Junction City Police Department and Information Technology Department Process. Chosen applicant(s) for all JCPD and IT Personnel shall follow a more stringent background check developed by the Junction City Police Department before a conditional offer is made. Factors to Consider Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with the City of Junction City. Depending on a variety of factors (for example but not limited to, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with the City of Junction City. The Human Resources Department shall consult with the City Attorney for recommendations on hire. The City Manager shall have the authority to make the final decision on background check results. Credit Checks Credit checks will be performed based on duties as reflected in the job description or checklist. Credit Checks Conducted By Human Resources Department will locate an agency to conduct a credit check on required applicants. Agency used shall be reviewed and approved by the City Manager. The City Manager shall have the authority to exempt any new hire employee from conducting a credit check. Notice of Results: Pre-Adverse Action If the results of the credit check lead to a probable denial of employment, the City of Junction City will send the applicant a “pre-adverse action notification”. A Statement of Consumer Rights from the FTC will be sent to those that had a credit check, provide the applicant the opportunity to review a copy of their report and advise the applicant of their rights to dispute inaccurate information. Applicants will be granted a reasonable time to contest the information (approximately 3-5 days). Notice of Results: Adverse Action Human Resources Department will send adverse action notification to an applicant after employment is denied based on results from a credit report. The notice will include the following: The name, address, and phone number of the agency supplying the report. A notice of the individual’s right to dispute the accuracy of, or completeness of any information the agency furnished. A notice of the individual’s right to an additional free consumer report from the agency upon request within 60 days. Psychological Tests All Law Enforcement Officers shall submit to a psychological test to be administered by a third-party administrator. Under reasonable conditions, the City Manager reserves the right to require any other position to undergo a psychological test. Drug and Physical Screening Test	2009 source: 4.3 Disqualification for Employment | 2026 counterpart: SECTION 3.6 PRE-EMPLOYMENT CHECKS PROCEDURE
Mapped	Multiple 2009 sections consolidated into one 2026 section	4.4	Age Requirements	SECTION 3.2	EQUAL EMPLOYMENT OPPORTUNITY	Age requirements which constitute a bona fide occupational qualification may be established for any position within the City.	The City of Junction City is an equal opportunity employer. Employment and advancement opportunity shall be available to all persons without regard to an individual's race, sex, gender, age, religion, national origin/ancestry, having disabilities, familial status, veteran status, or other similar characteristics or traits. Further, anyone reporting or opposing a discriminatory practice shall in no way influence opportunity for employment or advancement within the City Workforce. Any employee or candidate for employment who believes that they or someone else has been discriminated against shall immediately inform the Human Resources Department or the City Manager of their concerns and any information relating to the matter at hand. EEO Reporting Pursuant to Public Law 88-352, Title VII, EEO-4 reporting will be conducted biennially (at least once every two years) by the Human Resources Department and filed with the Equal Employment Opportunity Commission.	2009 source: 4.4 Age Requirements | 2026 counterpart: SECTION 3.2 EQUAL EMPLOYMENT OPPORTUNITY
Mapped	Direct or primary counterpart	4.5	Residency Requirement	SECTION 3.8	RESIDENCY REQUIREMENT	a. All full time and p art time employees appointed to positions in the municipal service shall live within Geary County within ninety (90) days of the date of employment. Employees who, at the ef fective date of this manual, live outside the Geary County limits, may continue to do so. However, if the employee relocates to Geary County after the effective date of this manual, the employee is required to retain their residency in Geary County as a c ondition of their continued employment. This requirement also applies to Department Heads and the City Manager. b. All employees shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.	Executive Staff — City-Limits Residency Requirement. Due to continuity-of-operations, emergency management coordination, and leadership availability needs, Executive Staff (Department Heads) must reside within the corporate city limits of Junction City, Kansas, within ninety (90) days of appointment. Positions covered. Executive staff or their equivalents shall be defined as: City Manager, Deputy/Assistant City Manager, City Attorney, Finance Director, Chief of Police, Fire Chief, Director of Public Works, Human Resources Director, Information Technology Director, Director of Parks and Recreation, Community Development Director, and Animal Shelter Director. Exemption. Executive staff who, as of the effective date of this Personnel Policies Handbook, reside outside the corporate city limits of Junction City but reside within Geary County or upon the Fort Riley Military Reservation may continue to do so while continuously employed in the same Executive Staff position. This exemption does not apply upon promotion/appointment into Executive Staff from a non-Executive Staff position, rehire, or after a break in service. Waivers – Executive Staff. The City Manager may grant a written waiver of the Executive Staff city-limits residency requirement only upon documented findings of one or more of the following: recruitment/retention necessity (including hard-to-fill positions); specialized qualifications; temporary hardship; or housing availability constraints. Waivers shall be time-limited (up to twelve (12) months unless otherwise specified), may include conditions (e.g., interim availability expectations), and may be renewed only upon documented review. City Manager residency authority. The City Commission is the only authority regarding the City Manager’s residency requirement. Any waiver or modification for the City Manager must be approved by the City Commission in writing. Address reporting. Employees covered by this subsection must provide and maintain a current primary residence address on file with Human Resources and notify Human Resources of any address change within ten (10) business days. Emergency Staff — Response-Time Requirement Requirement and scope. Because all members of the Fire/EMS Department, and the identified Public Works divisions may be called back to duty while off-duty in case of an emergency or priority issue to address. All sworn law enforcement officers of the Police Department may be called back to duty while off-duty for the same reasons. Response Time definition. “Response Time” refers to the time from acknowledgment of a call-back directive (by phone, radio, paging, text, or other method designated by the City) until the employee reports in-person to the designated duty location. Response-time standards.	2009 source: 4.5 Residency Requirement | 2026 counterpart: SECTION 3.8 RESIDENCY REQUIREMENT

Mapped	Direct or primary counterpart	4.6	Nepotism	SECTION 3.7	EMPLOYMENT OF RELATIVES	a. A person in the immediate family of any employee of the City will not be appointed to any position that would: (1) Create either a direct or indirect supervisor subordinate relationship with a family member; or (2) Create either an actual conflict of interest or the appearance of a conflict of interest. b. The City will make efforts to reassign or trans fer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters. c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to de termine which employee will resign. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City. d. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy. e. When it is in the best interest of the City, the City Manager may waive this policy. f. A definition of immediate family may be found in Section 16: Definition of Terms.	Nepotism A person in the immediate family of any employee of the City will not be appointed to any position that would: Members of an Immediate Family, Extended Family, or a Significant Other shall not be employed to supervise each other. Create either a direct or indirect supervisor subordinate relationship with a family member; or Create either an actual conflict of interest or the appearance of a conflict of interest. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign. If a decision cannot be made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy. If marriage or some other circumstance causes employees to be in violation of this policy, Department Heads must formulate a plan of action and submit it to the Human Resources Department and City Manager for review and approval to ensure this policy violation will no longer exist. Changes that need to be made to ensure there is no violation of this policy must be completed within 30 days of when the issue is first recognized. When it is in the best interest of the City, the Department Head may waive this policy in writing with all applicable employees signing the waiver. If the Department Head is implicating this section, then the City Manager must evaluate the possibility of waiver. If the City Manager implicates this section, then the City Commission must evaluate possibility of waiver with advice of the Human Resources Director and the City Attorney. Definitions For purposes of this section, the following words and terms shall be defined in the following manner: Extended Family means an employee’s great-grandparent, great-grandchild, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Immediate Family means an employee’s grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Significant Other means an individual who stands in place of a spouse, common law spouse, or a partner in a dating relationship which is a social relationship of a romantic nature as defined by Kansas Law.	2009 source: 4.6 Nepotism | 2026 counterpart: SECTION 3.7 EMPLOYMENT OF RELATIVES
Mapped	Direct or primary counterpart	4.7	Citizenship Verification	SECTION 3.4	IMMIGRATION COMPLIANCE	All employees initially hired after November 7, 1986, for any position with the city, shall complete employment eligibility verification state ment (I -9 Form) in accordance with applicable federal immigration control acts and regulations.	The City is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of hire. Former employees who are rehired must also complete the Form I-9 if they have not completed one with the City within the past three years, if their previous Form I-9 has not been retained, or if their previous Form I-9 is no longer valid. Employment with the City is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.	2009 source: 4.7 Citizenship Verification | 2026 counterpart: SECTION 3.4 IMMIGRATION COMPLIANCE
Mapped	Multiple 2009 sections consolidated into one 2026 section	4.8	Notification to Unsuccessful Applicants	SECTION 3.5	VACANCIES	All applicants not selected for a vacancy will be notified in writing. All applications and associated documents are the property of the City and will remain on file for two (2) years.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer. Please refer to Section 3.6 of this manual. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.	2009 source: 4.8 Notification to Unsuccessful Applicants | 2026 counterpart: SECTION 3.5 VACANCIES
Mapped	One 2009 section split into multiple 2026 sections	4.9	New Hire In-processing	SECTION 3.10	NEW HIRE ORIENTATION	On the first day at work, the employee will report to their Department Head or designee for Departmental orientation. To meet federal employment policy guidelines, in -processing appointments for new employees must be made with the Administrative Services Department within three (3) days of the new employee’s initial employment starting date.	New hire orientation is mandatory for all new hire employees. Department Heads or hiring managers shall connect with the Human Resources Department to schedule a new hire orientation for all new hire employees. For re-hires, Department Heads or designee shall treat the re-hire as a new hire unless otherwise indicated by the Human Resources Department. General City new hire orientation will be conducted on a scheduled date and time. The location for new hire orientation will be at the discretion of the Human Resources Department. The Human Resources staff will review all necessary documentation and ensure supervisors or managers are aware of any incomplete requirements that may result in a delay of new hire orientation. The Human Resources staff may turn away any new hire employee from orientation due to a variety of reasons. The Human Resources staff shall inform the Department Head or their designee as to the reasoning why the new hire employee was turned away from completing a new hire orientation as scheduled. The variety of reasons shall only include one or more of the following: Incomplete documents or other pre-employment/onboarding documentation; Excessive tardiness; Potential conflict of interest or apparent conflict due to personal relationship(s); Disruptive behavior that is not conducive to the onboarding process; or, Reasonable suspicion of drug or alcohol usage or abuse.	2009 source: 4.9 New Hire In-processing | 2026 counterpart: SECTION 3.10 NEW HIRE ORIENTATION
Mapped	One 2009 section split into multiple 2026 sections	4.9	New Hire In-processing	SECTION 18.3	NEW EMPLOYEE ORIENTATION	On the first day at work, the employee will report to their Department Head or designee for Departmental orientation. To meet federal employment policy guidelines, in -processing appointments for new employees must be made with the Administrative Services Department within three (3) days of the new employee’s initial employment starting date.	All employees who are new hires or rehired to the City are required to attend New Employee Orientation training. Please refer to Section 3.10 for more on New Hire Orientation. All forms and other documents provided to a new hire shall be completed on the first day of employment as required by the Human Resources Department.	2009 source: 4.9 New Hire In-processing | 2026 counterpart: SECTION 18.3 NEW EMPLOYEE

Mapped	Many-to-many crosswalk	4.10	Training	SECTION 18.1	GENERAL	a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employee s in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager. b. The cost of employee travel and attendance at seminars, lectu res, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off - site or out-of-City seminars, lectures, conferences, meetings and training programs.	All meetings and professional development activities available to City employees shall be identified as being either required or optional. Department Heads shall assess professional development activities to determine if the contents of such activities are required for staff to successfully perform their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.	2009 source: 4.10 Training | 2026 counterpart: SECTION 18.1 GENERAL
Mapped	Many-to-many crosswalk	4.10	Training	SECTION 18.4	REQUIRED TRAINING FOR ALL EMPLOYEES	a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employee s in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager. b. The cost of employee travel and attendance at seminars, lectu res, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off - site or out-of-City seminars, lectures, conferences, meetings and training programs.	To meet federal, state, city, or department requirements all employees new to the City are required to complete specific training courses as soon as possible upon entering employment for the City. Training shall be completed within the first thirty (30) days; however, it is desired to finish those within the first day of employment if possible. Employees will be notified of specific training deadlines. Additional training may be required by the supervisor, Department Head, IT Department, or Human Resources Department for existing employees at which time notification will be sent with details regarding the need for training and the deadline to complete such training. Documentation of required training attendance shall be submitted to Human Resources for records retention.	2009 source: 4.10 Training | 2026 counterpart: SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES
Mapped	Many-to-many crosswalk	4.10	Training	SECTION 18.6	CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT	a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employee s in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager. b. The cost of employee travel and attendance at seminars, lectu res, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off - site or out-of-City seminars, lectures, conferences, meetings and training programs.	It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy. In an agreement, the City may	2009 source: 4.10 Training | 2026 counterpart: SECTION 18.6 CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT
Mapped	Many-to-many crosswalk	4.10	Training	SECTION 18.7	TUITION REIMBURSEMENT AND ASSISTANCE	a. The City believes that training is an integral part of the success and efficiency of the organization's operation, and instrumental to employee development within their jobs and in preparation for career advancement. Training is therefore viewed as a shared responsibility of management and employee s in order to accomplish the mutual benefit of an increasingly skilled and efficient work force. Such training shall be recommended by the Department Head and approved by the City Manager. b. The cost of employee travel and attendance at seminars, lectu res, conferences, meetings and training programs will be recompensable in accordance within the provisions of the Fair Labor Standards Act (FLSA). Department Heads should consult the Administrative Services Department regarding the applicability of the FLSA prior to requesting, requiring and/or approval of travel and attendance at off - site or out-of-City seminars, lectures, conferences, meetings and training programs.	Definitions Accredited: official recognition or approval that the content, curriculum, faculty, or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization. Assistance: payment to an approved college or university for eligible expenses submitted in accordance with this policy. Distribution Date: date on which reimbursement or assistance payment is received by the employee or institution. Professional Organizatoin: an association made up of members who are part of the same industry, profession, or career field. Reimbursement: payment to an employee for eligible expenses submitted in accordance with this policy. Tuition. The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken. Employee Eligibility A full-time employee who has been employed by the City for at least 12 months may submit a request or application for tuition reimbursement or assistance. The full-time employee has not received a disciplinary or corrective action resulting in a PiP or suspension in the immediately preceding twelve (12) months prior to the submission of the request/application; and The full-time employee has not exhausted the $5,250.00 per calendar year per Internal Revenue Service (IRS) regulations. Eligible Course or Program for Reimbursement and Assistance Eligible courses include all core and elective courses required for competition of a: certificate, state licensure, General Education Development (GED), High School Equivalency (HSE), associate's, bachelors', master's, or doctoral degree program offered through, in, or associated with an accredited training or educational institution, school, or professional organization. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program, or curses taken as a non-degree seeking student. Courses dropped after an official "drop/add" date are not eligible for reimbursement or assistance. No reimbursement or assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by the City. No reimbursement or assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above demonstrated by a semester GPA of 2.0 or higher. Costs Eligible for Reimbursement and Assistance Employees may receive up to $5,250.00 per calendar year for reimbursement and assistance. Total reimbursement and assistance calculations are determined based on the distribution date and if budget permits any reimbursement or assistance. Only tuition costs are eligible for reimbursement and assistance. All other fees are ineligible for reimbursement and assistance. Coordination with Other Education Financial Aid Program(s) Employees interested in pursuing advanced academic or professional education are encouraged to file a FAFSA® as they may qualify for additional federal loans, grants, and other scholarships. Receiving reimbursement or assistance under this policy does not prohibit an employee from filing a FAFSA® for additional federal aid. Scholarship awards, grant funding, and financial assistance (including any applicable employee discounts), other than student loans, which can be applied to tuition must be deducted from the total amount requested for Reimbursement or Assistance prior to consideration for payment, except as required by federal law or regulation. However, these funds can be applied first to non-eligible courses taken concurrently with the eligible courses at the same institution before being deducted from the total amount requested for Reimbursement or Assistance. Student loans do not need to be deducted from the total amount requested for Reimbursement or Assistance. Agency or employee association fees, membership dues, or licensure expenses that may not be reimbursable under this policy may be eligible for expensing or somewhere within a departmental budget. However, total spending per employee per calendar year for reimbursement, assistance, and other professional development cannot exceed $5,250.00 unless an exception has been approved by the employee's Department Head. Employee Responsibilities Pursuing either Reimbursement or Assistance, but not both, for each course the employee seeks coverage under this policy; Submitting a completed Education Reimbursement & Tuition Assistance Application Form to the Appointing Authority or Designee(s) at least 30 calendar days prior to the start date of their course(s). Updating the Education Reimbursement & Tuition Assistance Application Form to reflect any changes in course availability due to educational institution, school, or professional organization changes before the course start date. Requesting Reimbursement or Assistance only for eligible courses and costs under this policy; Maintaining adherence to this policy to avoid disqualification; Informing the Appointing Authority or Designee(s) of course completion, proof of payment, and final grade within 30 calendar days of course completion or within 30 calendar days of grades released, whichever date comes last; and Initiating the reimbursement process by submitting an expense report through State Personnel Department | Education Reimbursement and Tuition Assistance PeopleSoft Financials within 30 calendar days of receiving final approval on State Form 57438. Expense reports must include proof of payment, State Form 57438 with Final Approval completed, along with final grades or proof of course completion if not graded.	2009 source: 4.10 Training | 2026 counterpart: SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE
Mapped	Multiple 2009 sections consolidated into one 2026 section	5.1	Initial Probation Period	SECTION 7.2	PROBATIONARY STATUS	All original appointments are subject to a probationary period of twelve (12) months of actual service. The probation period is necessary to evaluate the work of the new employee and encourage his/her adjustment to the position. During this time the employee's work habits, skills, attitude, competence, and other pertinent characteristics for successful job performance will be observed by the immediate supervisor and Department Head. Evaluations will occur as outlined in Section 11 . At the completion of the probation period, the Department Head , with the City Manager's approval, will determine whether the employee will continue as an employee or be terminated.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.1 Initial Probation Period | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS

Mapped	Multiple 2009 sections consolidated into one 2026 section	5.2	Promotional Probationary Period	SECTION 7.2	PROBATIONARY STATUS	Each employee promoted to a classification with greater pay and respon sibility shall satisfactorily complete a twelve (12) month probation period. Any employee who fails to satisfactorily complete such probationary period may be returned to the pay and position held immediately prior to the promotion or, if available, to a position with the previous pay rate and responsibility. Evaluations will occur as outlined in Section 11.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.2 Promotional Probationary Period | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS
Mapped	Many-to-many crosswalk	5.3	Evaluation During Any Probationary Period	SECTION 7.2	PROBATIONARY STATUS	a. During the probation time, the Department Head and the immediate Supervisor will conduct written performance evaluations of the employee. The evaluation schedule will occur as outlined in Section 11 . A copy will be given to the employee. The original will be forwarded to the Administrative Services Department for review. The evaluation will be app roved and signed by the City Manager. The evaluation will be placed in the employee's personnel file. b. If warranted by the Department Head and approved by the City Manager, a pay increase on the probationary evaluation may be granted. c. The Administrative Services Department will send a monthly evaluation notice to the Department Head stating which employee is due to be evaluated that month. Evaluations are to be completed and submitted to the City Manager and the Administrative Services Department no later than the end of the month. Any pay increase noted on the evaluation will be effective the first day of the pay period in which the effective date falls.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.3 Evaluation During Any Probationary Period | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS
Mapped	Many-to-many crosswalk	5.3	Evaluation During Any Probationary Period	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	a. During the probation time, the Department Head and the immediate Supervisor will conduct written performance evaluations of the employee. The evaluation schedule will occur as outlined in Section 11 . A copy will be given to the employee. The original will be forwarded to the Administrative Services Department for review. The evaluation will be app roved and signed by the City Manager. The evaluation will be placed in the employee's personnel file. b. If warranted by the Department Head and approved by the City Manager, a pay increase on the probationary evaluation may be granted. c. The Administrative Services Department will send a monthly evaluation notice to the Department Head stating which employee is due to be evaluated that month. Evaluations are to be completed and submitted to the City Manager and the Administrative Services Department no later than the end of the month. Any pay increase noted on the evaluation will be effective the first day of the pay period in which the effective date falls.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 5.3 Evaluation During Any Probationary Period | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW
Mapped	Many-to-many crosswalk	5.3	Evaluation During Any Probationary Period	SECTION 8.2	PERFORMANCE EVALUATION OBSERVATION TIME PERIOD	a. During the probation time, the Department Head and the immediate Supervisor will conduct written performance evaluations of the employee. The evaluation schedule will occur as outlined in Section 11 . A copy will be given to the employee. The original will be forwarded to the Administrative Services Department for review. The evaluation will be app roved and signed by the City Manager. The evaluation will be placed in the employee's personnel file. b. If warranted by the Department Head and approved by the City Manager, a pay increase on the probationary evaluation may be granted. c. The Administrative Services Department will send a monthly evaluation notice to the Department Head stating which employee is due to be evaluated that month. Evaluations are to be completed and submitted to the City Manager and the Administrative Services Department no later than the end of the month. Any pay increase noted on the evaluation will be effective the first day of the pay period in which the effective date falls.	Depending on employee status, all City employees will fall under the General City Workforce or New Hire/Change of Status observation time periods and counseling schedules. General City Workforce Supervisors will conduct performance evaluations of every qualified employee under their supervision. A "qualified employee" is one who has worked for the City for more than one year (12 months) continuously regardless of which department(s) they have worked within. Performance evaluations shall occur at least once per year. Supervisors shall conclude the performance evaluation prior to December 31 of each calendar year. If employee conduct or job performance is unsatisfactory or otherwise concerning to the supervisor, Department Head, Human Resources Department, or City Manager, then the supervisor may conduct more performance evaluations as warranted. New Hires or Change in Status Evaluation Schedule After initial hire, an employee shall be evaluated by their supervisor: Three months (90 days) after their start date; Six months (180 days) after their start date; and, Twelve months (365 days) after their start date. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs. After promotion in status, an employee shall be evaluated by their supervisor: Three months (90 days) after the promotion; and, Six months (180 days) after the promotion. The above shall be followed regardless of when the evaluation in Section 3.1.3.a occurs.	2009 source: 5.3 Evaluation During Any Probationary Period | 2026 counterpart: SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD

Mapped	Multiple 2009 sections consolidated into one 2026 section	5.4	Extension of Any Probationary Period	SECTION 7.2	PROBATIONARY STATUS	At the end of any probationary period if ther e is reason to believe that the employee's ability to perform satisfactorily is questionable, the appointing authority may grant an extension of the probationary period, in units not to exceed ninety (90) days.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.4 Extension of Any Probationary Period | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS
Mapped	Many-to-many crosswalk	5.5	Resignation or Dismissal During Initial Probation Period.	SECTION 7.2	PROBATIONARY STATUS	a. During the initial probation, any employee who resigns or is dismissed and who is subsequently re-employed shall commence a new initial probation period. b. At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed by a Department Head, with approval of the City Manager, by notifying the employee in writing.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.5 Resignation or Dismissal During Initial Probation Period. | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS
Mapped	Many-to-many crosswalk	5.5	Resignation or Dismissal During Initial Probation Period.	SECTION 26.1	GENERAL	a. During the initial probation, any employee who resigns or is dismissed and who is subsequently re-employed shall commence a new initial probation period. b. At any time during the probationary period, an employee whose performance does not meet the required standard may be dismissed by a Department Head, with approval of the City Manager, by notifying the employee in writing.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.	2009 source: 5.5 Resignation or Dismissal During Initial Probation Period. | 2026 counterpart: SECTION 26.1 GENERAL
Mapped	Multiple 2009 sections consolidated into one 2026 section	5.6	Appeal Rights of Employees During Initial Probationary Period.	SECTION 7.2	PROBATIONARY STATUS	Dismissal during the initial probation period for failure to meet performance standards shall not, in its self, be considered valid grounds for a grievance.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.6 Appeal Rights of Employees During Initial Probationary Period. | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS

Mapped	Many-to-many crosswalk	5.7	Other Probationary Periods	SECTION 7.2	PROBATIONARY STATUS	An employee, not in their initial or a promotional probationary period, may be placed on probation by a supervisor with the recommendation of the Department Head and approval of the City Manager. An employee may be placed on probation as a disciplinary measure as covered in paragraph 13.4 Disciplinary Probation, or to extend a performance evaluation period to permit additional time to assess the employee's ability to meet the required job standards.	Initial and Change in Status Probation To ensure a successful start or transition into a new position, all new employees or employees who have had a change in status (promotion, demotion, position transfer, etc.) may be subject to serve a probationary period of six (6) months. Union employees will follow the probationary period outlined in their collective bargaining agreement. Extended Probationary Period An extended probationary period provides the employee an opportunity to bring their performance in line with department and organizational expectations. The Department Head shall submit a request to the City Manager to extend an employee's probationary period when substandard performance or workplace behaviors are inconsistent with the City's Policies and Procedures Guideline Manual and departmental policies. All requests submitted for an extended probationary period must have supporting documentation showing the need for an extended probationary period. The City Manager or designated delegate shall make the final decision of an extended probationary period request. An employee who is placed on an extended probationary period must be notified by the Department Head before the original probationary period ends. Notification to the employee will include the following information: Duration of an extended probationary period. Explanation of why an extended probationary period was decided on. Follow up timeline regarding performance on an extended probationary period. Actions regarding the outcome of the extended probationary period. If an extended probationary period is granted, then an employee will follow departmental policies for the duration of an extended probationary period. If no departmental policy for an extended probationary period exists, then an extended probationary period shall be ninety (90) days. The total accumulated time on an extended probationary period may not exceed six (6) months. An employee may be released from an extended probationary period at the discretion of the Department Head after a minimum of thirty (30) days. Documentation of release from probation shall be submitted to the Human Resources Department to be placed in the employee's personnel file.	2009 source: 5.7 Other Probationary Periods | 2026 counterpart: SECTION 7.2 PROBATIONARY STATUS
Mapped	Many-to-many crosswalk	5.7	Other Probationary Periods	SECTION 24.1	CORRECTIVE ACTION	An employee, not in their initial or a promotional probationary period, may be placed on probation by a supervisor with the recommendation of the Department Head and approval of the City Manager. An employee may be placed on probation as a disciplinary measure as covered in paragraph 13.4 Disciplinary Probation, or to extend a performance evaluation period to permit additional time to assess the employee's ability to meet the required job standards.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 5.7 Other Probationary Periods | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Many-to-many crosswalk	6.1	Promotion	SECTION 7	EMPLOYEE STATUS	It is the policy of the City of Junction City to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees when possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. Recommendations for promotion will be made by the Department Head to the City Manager for final approval.	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.	2009 source: 6.1 Promotion | 2026 counterpart: SECTION 7: EMPLOYEE STATUS

Mapped	Many-to-many crosswalk	6.1	Promotion	SECTION 3.5	VACANCIES	It is the policy of the City of Junction City to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees when possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. Recommendations for promotion will be made by the Department Head to the City Manager for final approval.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer. Please refer to Section 3.6 of this manual. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.	2009 source: 6.1 Promotion | 2026 counterpart: SECTION 3.5 VACANCIES
Mapped	Many-to-many crosswalk	6.1	Promotion	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	It is the policy of the City of Junction City to fill all vacancies for supervisory, skilled and upper level positions from the ranks of employees when possible. All employees seeking promotion shall be expected to meet the established minimum qualifications for the position to which they seek promotion and comply with departmentally developed promotional policies. Also, the employee's performance evaluation record, promotional tests, promotional interviews or length of service may be considered in determining promotions. Recommendations for promotion will be made by the Department Head to the City Manager for final approval.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 6.1 Promotion | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW
Mapped	Many-to-many crosswalk	6.2	Transfers	SECTION 7	EMPLOYEE STATUS	a. All transfers shall be made for the convenience and the best interest of the City. b. When a vacancy occurs, an employee who wishes to transfer from his/her current position to the vacant position in another department or division, the employee must complete an on -line application through the City's standard application process . That application will be considered equally with all other applications. If a transferee is selected, the employee's start date for the position will be coordinated between the gaining and losing departments and the Administrative Services Department. c. Transfers from part-time to full-time or full-time to part-time employment within the same or to another department will be based on the recomme ndation of the Department Head and approved by the City Manager.	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.	2009 source: 6.2 Transfers | 2026 counterpart: SECTION 7: EMPLOYEE STATUS

Mapped	Many-to-many crosswalk	6.2	Transfers	SECTION 3.5	VACANCIES	a. All transfers shall be made for the convenience and the best interest of the City. b. When a vacancy occurs, an employee who wishes to transfer from his/her current position to the vacant position in another department or division, the employee must complete an on -line application through the City's standard application process . That application will be considered equally with all other applications. If a transferee is selected, the employee's start date for the position will be coordinated between the gaining and losing departments and the Administrative Services Department. c. Transfers from part-time to full-time or full-time to part-time employment within the same or to another department will be based on the recomme ndation of the Department Head and approved by the City Manager.	Job Announcements The City of Junction City will ensure open recruitment for all vacant positions. All recruiting activities will follow all applicable local, state, and federal laws relating to recruitment and selection. Open recruitment as used by the City means that the City will, as a general rule: Advertise open position(s) in various means or media; Be transparent about the application process, job responsibilities, and job requirements; Engage in Equal Opportunity processes; Engage in non-discriminatory practices; and, Utilize structured criteria in selection of an application for an open position based upon the job description and essential function(s) of the position. Department Heads, or designee, must submit a request to the City Manager for the Human Resources Department to post an open vacancy in their department. Vacancies may be filled without advertising in rare circumstances where outside partners or contractors have been used such as a placement service or a temporary agency. Department Heads and managers will consult with the City Manager and Human Resources Department prior to making the decision to not post the position. Employees are free to apply for any open position that is advertised externally; however, employees shall go through the same application review and testing procedures as do outside applicants. Vacancies that are advertised internally will be conducted in a fair and equitable way that allows all eligible employees an opportunity to apply. The City Manager has the authority and discretion to promote or transfer employees internally without advertising the vacancy or open job position. The City shall follow and adhere to processes in collective bargaining agreements. Selection Department Heads and managers will consult with the Human Resources Department regarding the selection process for positions. All applicants must have an application on file to be considered for selection. Department Heads shall review the job description for any open positions. Department Heads shall consult with Human Resources Department for assistance in creating a job description for a position. Final and further review of the updated or new job description will be conducted by the City Manager and City Attorney. All positions shall undergo an interview process per their departmental process. Department heads shall submit interview questions and review the departmental interview process with the Human Resources Department to ensure compliance with applicable laws. Departments Heads may request to offer hiring incentives for those positions that are hard to fill. Requests should be submitted for review and approval to the Human Resources Department, Finance Director, and the City Manager. All job applicants who are selected for employment with the City of Junction City will receive a conditional offer letter from the Department Head or designee. The conditional offer of employment shall list all pre-employment checks the candidate is subject to. Department Heads or designee will ensure all pre-employment checks are done for selected applicant. Failure to complete any steps in the new hire on-boarding process may result in a delay of orientation or a rescinding of an employment offer. Please refer to Section 3.6 of this manual. Those involved in the selection process may utilize A.I. or software which utilizes A.I.; however, such usage must be compliant with Section 21 of this Personnel Policy. A.I. cannot and shall not make decisions for who is selected to interview or who to make a job offer to on behalf of the City.	2009 source: 6.2 Transfers | 2026 counterpart: SECTION 3.5 VACANCIES
Mapped	Many-to-many crosswalk	6.3	Salary Reduction	SECTION 5.10	PAY RATE ADJUSTMENTS	An employee's pay rate may be reduced within the pay range established for the position held by that employee, as a result of performance evaluation, transfer, or for disciplinary purposes. Such a salary reduction shall be approved by the City Manager. A written notice of this action will be provided to the employee and placed in the employee's personnel file..	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court.	2009 source: 6.3 Salary Reduction | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS

Mapped	Many-to-many crosswalk	6.3	Salary Reduction	SECTION 24.1	CORRECTIVE ACTION	An employee's pay rate may be reduced within the pay range established for the position held by that employee, as a result of performance evaluation, transfer, or for disciplinary purposes. Such a salary reduction shall be approved by the City Manager. A written notice of this action will be provided to the employee and placed in the employee's personnel file..	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 6.3 Salary Reduction | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Many-to-many crosswalk	6.4	Demotion	SECTION 7	EMPLOYEE STATUS	An employee may be demoted from a positio n in one classification range to a position of another classification range as a result of performance evaluation, transfer or for disciplinary purposes. Such a demotion shall be approved by the City Manager. A written notice of this action will be provid ed to the employee and placed in the employee's personnel file..	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.	2009 source: 6.4 Demotion | 2026 counterpart: SECTION 7: EMPLOYEE STATUS
Mapped	Many-to-many crosswalk	6.4	Demotion	SECTION 24.1	CORRECTIVE ACTION	An employee may be demoted from a positio n in one classification range to a position of another classification range as a result of performance evaluation, transfer or for disciplinary purposes. Such a demotion shall be approved by the City Manager. A written notice of this action will be provid ed to the employee and placed in the employee's personnel file..	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 6.4 Demotion | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION

Mapped	Multiple 2009 sections consolidated into one 2026 section	6.5	Resignations	SECTION 26.1	GENERAL	Any employee may resign from the service of the City by presenting a personnel action sheet to the Department Head. Such resignation shall be promptly forwarded to the Administrative Services Director and the City Manager. Such resignation may be withdrawn by the employee at any time prior to the effective date with the recommendation of the (resigning) employee's Department Head and the approval of the City Manager.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.	2009 source: 6.5 Resignations | 2026 counterpart: SECTION 26.1 GENERAL
Mapped	Many-to-many crosswalk	6.6	Medical Termination	SECTION 12.1	ACCOMMODATION	a. Any employee who has a health limitation or disability, unrelated to a worker's compensation claim, and is unable to perform the essential functions of their position with or without a reasonable accommodation may be medically ter minated by the City. Should an employee be medically terminated, he/she will be allowed to cash in a maximum amount of vacation leave as set forth in the Final Pay paragraph 3.17. b. An employee may be on sick leave, compensable or otherwise, for a peri od of not more than six months. Eligible employees who meet the criteria may apply for Short term Disability benefits as outlined in Section 8.12 . The City may request proof of continuing disability as a condition of continuance of any sick leave. In si tuations where an employee's physical or mental condition raises a question as to his/her capability to perform the job, the City may require an employee to take a sick leave of absence.	Accommodations are to be reasonable or otherwise as required by law. They can be required by the ADA, PWFA, or other similar laws. They assist the City in maintaining employees as well as retaining quality employees while working through situations which affect major life activities. Accommodations are to aid employees in navigating the workplace concerning a disability, maternity/paternity, or other similar considerations.	2009 source: 6.6 Medical Termination | 2026 counterpart: SECTION 12.1 ACCOMMODATION
Mapped	Many-to-many crosswalk	6.6	Medical Termination	SECTION 16.4	RETURN TO WORK	a. Any employee who has a health limitation or disability, unrelated to a worker's compensation claim, and is unable to perform the essential functions of their position with or without a reasonable accommodation may be medically ter minated by the City. Should an employee be medically terminated, he/she will be allowed to cash in a maximum amount of vacation leave as set forth in the Final Pay paragraph 3.17. b. An employee may be on sick leave, compensable or otherwise, for a peri od of not more than six months. Eligible employees who meet the criteria may apply for Short term Disability benefits as outlined in Section 8.12 . The City may request proof of continuing disability as a condition of continuance of any sick leave. In si tuations where an employee's physical or mental condition raises a question as to his/her capability to perform the job, the City may require an employee to take a sick leave of absence.	Prior to returning to work, employees are required to provide a release to return to work from the treating health care provider. Without Limitations: Employees who have been released without limitations may be required to undergo a fit for duty assessment as outlined in the "Fit for Duty Observation" (15.7) section of this Personnel Policy Manual. With Limitations: Employees who have been released to perform work with limitations may be able to return to work under a Light Duty Work Program (Please refer to Section 15.6) if available. Should an employee turn down or fail to perform offered work that they are capable of doing the City may take all actions permitted under law, including but not limited to, contesting the employee's entitlement to further Workers Compensation benefits. Follow-up Appointments: Employees with an approved Workers Compensation claim that have been released to perform work and have follow-up appointments during their regularly scheduled shift, may count the time away from work for doctor's visits, as time worked. Once the employee has been released from doctor's care for the accident/injury, they may no longer count doctor's visits as time worked.	2009 source: 6.6 Medical Termination | 2026 counterpart: SECTION 16.4 RETURN TO WORK
Mapped	Many-to-many crosswalk	6.6	Medical Termination	SECTION 26.1	GENERAL	a. Any employee who has a health limitation or disability, unrelated to a worker's compensation claim, and is unable to perform the essential functions of their position with or without a reasonable accommodation may be medically ter minated by the City. Should an employee be medically terminated, he/she will be allowed to cash in a maximum amount of vacation leave as set forth in the Final Pay paragraph 3.17. b. An employee may be on sick leave, compensable or otherwise, for a peri od of not more than six months. Eligible employees who meet the criteria may apply for Short term Disability benefits as outlined in Section 8.12 . The City may request proof of continuing disability as a condition of continuance of any sick leave. In si tuations where an employee's physical or mental condition raises a question as to his/her capability to perform the job, the City may require an employee to take a sick leave of absence.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.	2009 source: 6.6 Medical Termination | 2026 counterpart: SECTION 26.1 GENERAL
Mapped	Many-to-many crosswalk	6.7	Notification to Administrative Services Department	SECTION 6.7	CHANGE OF PERSONNEL INFORMATION/STATUS	a. An employee should notify his/her supervisor when there is a change in any of the following: (1) Address (2) Telephone number (3) Person to notify in case of accident and/or illness (4) Marital status (5) Number of dependents (6) Insurance beneficiary (7) Military status (8) Outside employment b. This information allows the City of Junction City to help in emergencies, to inform employees of changes in work schedules, and to ensure an employee receives proper insurance coverage.	An employee's eligibility to receive certain benefits and benefit payments may be affected by failing to provide current personal information. Employees shall report the changes in writing to their Department Head and the Human Resources Department within fifteen (15) days. Changes needing to be reported shall include but are not limited to: mailing address, telephone number(s), name(s) and number(s) of dependent(s), if any, marital status, and Emergency contact information. Some changes may require proof and will be requested by the Human Resources Department. An employee failing to provide adequate documentation for any changes may delay results and alter benefit eligibility for certain programs. The City of Junction City shall not be held responsible for any adverse action that occurs due to the employee's failure to comply with ensuring the Human Resources Department is notified in a timely manner of any changes to their personal information or status.	2009 source: 6.7 Notification to Administrative Services Department | 2026 counterpart: SECTION 6.7 CHANGE OF PERSONNEL INFORMATION/STATUS
Mapped	Many-to-many crosswalk	6.7	Notification to Administrative Services Department	SECTION 26.2	EXIT EMPLOYMENT ACTIONS	a. An employee should notify his/her supervisor when there is a change in any of the following: (1) Address (2) Telephone number (3) Person to notify in case of accident and/or illness (4) Marital status (5) Number of dependents (6) Insurance beneficiary (7) Military status (8) Outside employment b. This information allows the City of Junction City to help in emergencies, to inform employees of changes in work schedules, and to ensure an employee receives proper insurance coverage.	Exit Meeting Exiting employees need to contact the Human Resources Office as soon as possible in order to set up an exit meeting. Exit meetings are as much for the benefit of the exiting employee as they are for the City. During an exit meeting an employee will receive information and have an opportunity to discuss important issues that may be time sensitive and require action by the employee. This includes providing an opportunity: For employees to return any City-owned property that they may have in their possession; For the Human Resources Office to provide information on certain employee benefits such as, life insurance and health insurance potential continued coverage or conversion; To discuss any retirement related issues; and To cover any other area that may be relevant to the situation and pertinent to the exiting employee. Attendance at this meeting is vital to every employee who separates from employment with the City. Exit Interview In conjunction with the exit meeting listed above will be an opportunity for the exiting employee to comment on their employment. This process is completely voluntary and is requested in order to assist the City in maintaining a healthy work environment and in identifying areas that may be improved or that may be underappreciated.	2009 source: 6.7 Notification to Administrative Services Department | 2026 counterpart: SECTION 26.2 EXIT EMPLOYMENT ACTIONS

Mapped	Multiple 2009 sections consolidated into one 2026 section	7.1	Work Schedules	SECTION 4.3	WORK SCHEDULES	a. This section is intended only to provide a basis for work schedules. None of these provisions shall be construed as a guarantee of minimum or maximum hours of work or weeks of work to any employee or to any group of employees. b. The department's work schedule shall be determined by the Department Head a nd approved by the City Manager. The work week is defined as seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday, with one (1) unpaid meal period of a minimum of 30 minutes during the day. Additional circumstances may require a change in the normal workweek or the requirement of a 12 or 24 hour shift schedule.	All City of Junction City employees are categorized as either exempt or non-exempt depending on their salary and the type of work they do. Each employee shall follow the schedules outlined below. An employee's Work Schedule is dependent on their assigned classification. Exempt Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Exempt employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Non-exempt full-time employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Shift Employees The workweek shall be seven (7) consecutive days unless otherwise stated in the active collective bargaining agreement for union employees. Apart from Dispatchers, the workweek shall begin with the department's respective starting time on Monday beginning at midnight through Sunday at 11:59 p.m. Dispatchers workweek shall be Sunday at 6 a.m. through the following Sunday at 5:59 a.m. Non-exempt shift employees are generally assigned to a rotating schedule at the discretion of their Department Head or a designee delegated by the Department Head. The length of the rotating shifts may vary and may be dependent on the active collective bargaining agreement for union employees. Part-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Part-time employees are hourly employees assigned to a work schedule that is not equivalent to full time. Determination of hours for part-time employees is at the discretion of the supervisor with approval from the Department Head. The Human Resources Department must be notified for all part-time employees who are anticipated to exceed working twenty (20) or more hours in a workweek. Department Heads, designees and supervisors are not allowed to permit a part-time employee to work over 999 hours in a calendar year without prior approval from the Human Resources Department and City Manager. Seasonal Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. This Work Schedule is utilized during times of temporary need for additional assistance for seasonal work, special projects, and internships or to cover positions due to the temporary inability of an employee to fulfill their position. Actual work assignments are assigned by need and can be very sporadic. Assignment of flexible time or alternative work schedules shall be developed by Department Heads. The arrangements will not exceed the hours laid out in the work schedule they fall under.	2009 source: 7.1 Work Schedules | 2026 counterpart: SECTION 4.3 WORK SCHEDULES
Mapped	Many-to-many crosswalk	7.2	Attendance	SECTION 2.2	READINESS	All employees of the City should be at work in accordance with the general regulations. Prompt appearance for work as well as preparation for work at the specified time is required for all employees.	Readiness for Work. Employees are to be ready for work at the precise time at which they are expected. This includes reporting to the correct place, at the correct time, and with the proper equipment. Employees are also expected to remain at or return to work as scheduled by their supervisors.	2009 source: 7.2 Attendance | 2026 counterpart: SECTION
Mapped	Many-to-many crosswalk	7.2	Attendance	SECTION 9.1	ABSENTEEISM	All employees of the City should be at work in accordance with the general regulations. Prompt appearance for work as well as preparation for work at the specified time is required for all employees.	Attendance is a requirement of the City and employees are expected to work the schedule approved by their supervisor. The City will try to accommodate an employee whenever illness occurs or personal emergencies cause absences. However, excessive absences are disruptive and create a hardship for other employees and will not be tolerated. Being absent for three (3) consecutive working days without notifying their supervisor shall be considered job abandonment or as defined by a collective bargaining agreement for employees who do not work 8-hour shifts. Absenteeism may affect benefit eligibility, pay or leave/PTO accumulation rate, and leave or other benefit usage requirements.	2009 source: 7.2 Attendance | 2026 counterpart: SECTION 9.1 ABSENTEEISM
Mapped	Many-to-many crosswalk	7.3	Late For Work	SECTION 2.2	READINESS	If an employee knows they will be late for work or absent because of illn ess or other reasons, they must notify their Supervisor or Department Head as soon as possible before the start of his/her shift. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while they are absent. Repeated lateness may be grounds for disciplinary action or dismissal.	Readiness for Work. Employees are to be ready for work at the precise time at which they are expected. This includes reporting to the correct place, at the correct time, and with the proper equipment. Employees are also expected to remain at or return to work as scheduled by their supervisors.	2009 source: 7.3 Late For Work | 2026 counterpart: SECTION 2.2 READINESS
Mapped	Many-to-many crosswalk	7.3	Late For Work	SECTION 9.1	ABSENTEEISM	If an employee knows they will be late for work or absent because of illn ess or other reasons, they must notify their Supervisor or Department Head as soon as possible before the start of his/her shift. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while they are absent. Repeated lateness may be grounds for disciplinary action or dismissal.	Attendance is a requirement of the City and employees are expected to work the schedule approved by their supervisor. The City will try to accommodate an employee whenever illness occurs or personal emergencies cause absences. However, excessive absences are disruptive and create a hardship for other employees and will not be tolerated. Being absent for three (3) consecutive working days without notifying their supervisor shall be considered job abandonment or as defined by a collective bargaining agreement for employees who do not work 8-hour shifts. Absenteeism may affect benefit eligibility, pay or leave/PTO accumulation rate, and leave or other benefit usage requirements.	2009 source: 7.3 Late For Work | 2026 counterpart: SECTION 9.1 ABSENTEEISM
Mapped	Many-to-many crosswalk	7.3	Late For Work	SECTION 24.2	SUGGESTED BUT NOT REQUIRED OFFENSES	If an employee knows they will be late for work or absent because of illn ess or other reasons, they must notify their Supervisor or Department Head as soon as possible before the start of his/her shift. This enables the Supervisor or Department Head to make necessary arrangements to continue the employee's function while they are absent. Repeated lateness may be grounds for disciplinary action or dismissal.	The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.	2009 source: 7.3 Late For Work | 2026 counterpart: SECTION 24.2 SUGGESTED BUT NOT REQUIRED
Mapped	Multiple 2009 sections consolidated into one 2026 section	7.4	Work Breaks	SECTION 5.6	BREAK AND MEAL PERIODS	a. Work breaks are not compensable and scheduled by supervisors around the necessary task and duty requirements. Any time allocated during the day for wo rk breaks will not be accumulated and used for time off or for any absences from hours of employment. Abuse of this policy may result in disciplinary action as prescribed in Section 13. b. Employees may be allowed two (2) 15 -minute breaks during the workday under the following conditions: (1) Any work breaks taken shall be at a time specified by supervisor personnel and will not adversely interfere with the work productivity of the department. (2) Work breaks taken by employees working out -of-doors shall be taken at the work site. Employees will not take work breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head. (3) Employees whose regular work activity takes place in a single location wi ll take work breaks at the work site or at a location specified by the supervisor. (4) In special circumstances Department Heads are authorized to develop flexible alternatives to work break rules.	Breaks Breaks are short periods of compensable time off during the workday that typically lasts 5-15 minutes at a time. Breaks shall not be in excess of 15 minutes per break period. Breaks are not required; however, employees may be allowed such breaks depending on the work assigned and departmental needs. The approval and scheduling of breaks shall be at the discretion of the supervisor. Employees may be allowed two (2) breaks during the workday under the following conditions. Breaks taken by employees working out-of-doors shall be taken at the worksite. Employees will not take breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head. Employees whose regular work activity takes place in a single location will take breaks at the worksite or a location specified by the supervisor. Department heads are authorized to develop flexible alternatives to break rules. Meal Periods A meal period is time off during the workday that typically lasts thirty to sixty (30-60) minutes. Meal periods shall not be less than thirty (30) minutes nor exceed sixty (60) minutes. Department Heads are authorized to determine the length of meal period times at their discretion. Union employees will follow guidelines set in their collective bargaining agreement. Employees are free to leave the work site during meal periods. Meal periods will not be accumulated and used for time off or for any absences from hours of employment. Scheduled meal periods will be coordinated along with supervisor or Department Head input. Collective Bargaining Agreements Employees apart of a collective bargaining unit with an agreement shall follow their collective bargaining agreements for break and meal times.	2009 source: 7.4 Work Breaks | 2026 counterpart: SECTION 5.6 BREAK AND MEAL PERIODS
Mapped	Multiple 2009 sections consolidated into one 2026 section	7.5	Meal Periods	SECTION 5.6	BREAK AND MEAL PERIODS	Every employee, except those on con tinuous operations, shall receive one unpaid meal period of a minimum of 30 minutes during each work shift (not to exceed one (1) hour). Employees shall be completely relieved of all duties during the designated meal period. Employees are free to leave t he duty site during meal periods. Meal periods may not be skipped and accumulated to be used for time off. Meal periods may not be used to cover an employee's late arrival or early departure from work.	Breaks Breaks are short periods of compensable time off during the workday that typically lasts 5-15 minutes at a time. Breaks shall not be in excess of 15 minutes per break period. Breaks are not required; however, employees may be allowed such breaks depending on the work assigned and departmental needs. The approval and scheduling of breaks shall be at the discretion of the supervisor. Employees may be allowed two (2) breaks during the workday under the following conditions. Breaks taken by employees working out-of-doors shall be taken at the worksite. Employees will not take breaks in restaurants or other commercial establishments unless specifically authorized by the Department Head. Employees whose regular work activity takes place in a single location will take breaks at the worksite or a location specified by the supervisor. Department heads are authorized to develop flexible alternatives to break rules. Meal Periods A meal period is time off during the workday that typically lasts thirty to sixty (30-60) minutes. Meal periods shall not be less than thirty (30) minutes nor exceed sixty (60) minutes. Department Heads are authorized to determine the length of meal period times at their discretion. Union employees will follow guidelines set in their collective bargaining agreement. Employees are free to leave the work site during meal periods. Meal periods will not be accumulated and used for time off or for any absences from hours of employment. Scheduled meal periods will be coordinated along with supervisor or Department Head input. Collective Bargaining Agreements Employees apart of a collective bargaining unit with an agreement shall follow their collective bargaining agreements for break and meal times.	2009 source: 7.5 Meal Periods | 2026 counterpart: SECTION 5.6 BREAK AND MEAL PERIODS

Mapped	Multiple 2009 sections consolidated into one 2026 section	7.6	Holidays	SECTION 5.9	HOLIDAY & HOLIDAY PAY	a. All full time employees in the City workforce will be afforded the opportunity to observe the following holidays. Compensation will be in accordance with Section 3.12. New Year's Day (January 1st) Martin Luther King's Birthday (Third Monday in January) Presidents' Day (Third Monday in February) Memorial Day (Last Monday in May) Independence Day (July 4th) Labor Day (First Monday in September) Veterans' Day (November 11th) Thanksgiving Day (Fourth Thursday in November) Thanksgiving Friday (Fourth Friday in November) Christmas Day (December 25th) b. Holidays that fall on a Saturday are usually observed on the preceding Friday and those which fall on a Sunday are usually observed on the following Monday. Exception: essential employees in the Police and Fire Departme nt will observe the holidays of January 1, July 4, November 11, and December 25 on that day whether or not it falls on a Saturday or Sunday. c. Other paid holidays may be designated by the City Commission.	Designated Holidays All full-time employees in the City workforce will be afforded the opportunity to observe the following holidays: New Year's Day (January 1st) Martin Luther King Day (3rd Monday in January) President's Day (3rd Monday in February) Good Friday (Friday before Easter Sunday) Memorial Day (Last Monday in May) Juneteenth (June 19th) Independence Day (July 4th) Labor Day (1st Monday in September) Indigenous People's Day (2nd Monday in October) also known as Columbus Day Veterans Day (November 11th) Thanksgiving (4th Thursday in November) Day After Thanksgiving (4th Friday in November) Christmas Eve (December 24th) Christmas (December 25th) The City Commission reserves the right to designate other paid holidays at their discretion. Office Closures City offices, except for the Police and Fire Department, shall be closed for each Designated Holiday listed above. If any Designated Holiday falls on a Saturday, City offices shall be closed on the preceding Friday; and If the Designated Holiday falls on a Sunday, City offices shall be closed on the following Monday. Holiday Pay During Office Closures Eligibility All exempt and non-exempt full-time employees are eligible for holiday pay during office closures. Seasonal and Part-time employees are not eligible for holiday pay during office closures. Payout Eligible employees for holiday pay during office closures shall be paid the equivalent of eight (8) hours at their hourly rate per Designated Holiday as part of regularly scheduled work hours. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Holiday Pay Worked Eligibility All non-exempt full-time and part-time employees scheduled to work during a Designated Holiday. Seasonal employees are not eligible for holiday pay worked. Payout All non-exempt full-time and part-time employees, except for union employees, who work on a Designated Holiday will be paid at a rate at time and a half their regular rate. All seasonal employees who work on a Designated Holiday will be paid at their regular rate. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department.	2009 source: 7.6 Holidays | 2026 counterpart: SECTION 5.9 HOLIDAY & HOLIDAY PAY
Mapped	Many-to-many crosswalk	7.7	Flex-Time/Alternative Work Schedules	SECTION 4.3	WORK SCHEDULES	a. In order to accommodate both the City's and employees' needs, Department Heads are permitted to develop and adopt flex -time/alternative work schedules. These arrangements will not exceed the hours authorized in the employees pay plan or exceed 40 hours for the workweek. b. Department Heads will notify the Administrative Services Department when they identify and designate those individuals and/or positions for an alternative work schedule program. c. Meal periods, rest breaks, and shift start and end ti mes will be established before individuals are placed into a flex -time/alternative work schedule. Supervisors will discuss these issues with the employee(s) and document the discussion and the specific schedule to be worked.	All City of Junction City employees are categorized as either exempt or non-exempt depending on their salary and the type of work they do. Each employee shall follow the schedules outlined below. An employee's Work Schedule is dependent on their assigned classification. Exempt Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Exempt employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Non-exempt full-time employees are generally assigned to five eight-hour days, with some variation permissible. Non-Exempt Full-Time Shift Employees The workweek shall be seven (7) consecutive days unless otherwise stated in the active collective bargaining agreement for union employees. Apart from Dispatchers, the workweek shall begin with the department's respective starting time on Monday beginning at midnight through Sunday at 11:59 p.m. Dispatchers workweek shall be Sunday at 6 a.m. through the following Sunday at 5:59 a.m. Non-exempt shift employees are generally assigned to a rotating schedule at the discretion of their Department Head or a designee delegated by the Department Head. The length of the rotating shifts may vary and may be dependent on the active collective bargaining agreement for union employees. Part-Time Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. Part-time employees are hourly employees assigned to a work schedule that is not equivalent to full time. Determination of hours for part-time employees is at the discretion of the supervisor with approval from the Department Head. The Human Resources Department must be notified for all part-time employees who are anticipated to exceed working twenty (20) or more hours in a workweek. Department Heads, designees and supervisors are not allowed to permit a part-time employee to work over 999 hours in a calendar year without prior approval from the Human Resources Department and City Manager. Seasonal Employees The workweek shall be seven (7) consecutive days beginning with the department's respective starting time on Monday through Sunday. This Work Schedule is utilized during times of temporary need for additional assistance for seasonal work, special projects, and internships or to cover positions due to the temporary inability of an employee to fulfill their position. Actual work assignments are assigned by need and can be very sporadic. Assignment of flexible time or alternative work schedules shall be developed by Department Heads. The arrangements will not exceed the hours laid out in the work schedule they fall under.	2009 source: 7.7 Flex-Time/Alternative Work Schedules | 2026 counterpart: SECTION 4.3 WORK SCHEDULES
Mapped	One 2009 section split into multiple 2026 sections	7.7	Flex-Time/Alternative Work Schedules	SECTION 13.2	POLICY	a. In order to accommodate both the City's and employees' needs, Department Heads are permitted to develop and adopt flex -time/alternative work schedules. These arrangements will not exceed the hours authorized in the employees pay plan or exceed 40 hours for the workweek. b. Department Heads will notify the Administrative Services Department when they identify and designate those individuals and/or positions for an alternative work schedule program. c. Meal periods, rest breaks, and shift start and end ti mes will be established before individuals are placed into a flex -time/alternative work schedule. Supervisors will discuss these issues with the employee(s) and document the discussion and the specific schedule to be worked.	Remote work can benefit the City through the efficient use of resources and facility space, the continued productivity of employees, reduced absenteeism, and improved recruitment, retention, and engagement of qualified and committed employees. Remote work can benefit the employee by allowing for increased flexibility, productivity, convenience, health and well-being. The City understands that it has to balance the needs of the City, especially dealing with and providing services to the public, fellow employees, vendors, and the Commission with the aforementioned realities of the contemporary workplace. Remote work is a prerogative of the City and a discretionary privilege of the employee, not an entitlement of an employee. Any agreement or practice relating to remote work is voluntary and can be revoked at any time by the employee or the City. The City reserves the right, at any time, to unilaterally amend this Remote Work Policy and to reflect such changes by amendment to an existing remote work agreement.	2009 source: 7.7 Flex-Time/Alternative Work Schedules | 2026 counterpart: SECTION 13.2 POLICY

Mapped	One 2009 section split into multiple 2026 sections	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.2	PAID TIME OFF (PTO)	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The City grants Paid Time Off (PTO) to eligible employees pursuant to this policy. PTO is accrued based on an employee's hire date and length of service. Employees who participate in the PTO leave plan do not accrue sick, personal, or vacation leave. The provisions of the PTO policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees who were employed by the City prior to January 20, 2009 who opted into the City's Paid Time Off (PTO) transition policy effective June 12, 2012. Full-time employees hired after the effective date for the City's transition to Paid Time Off policy dated June 12, 2012. All union employees will follow their active collective bargaining agreement provisions regarding accrual of leave time. Accrual Employees shall accrue PTO. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year. PTO shall accrue for every pay period per year. Accumulated PTO is available for use after accrual following the hiring date. Eligible employees accrue the following hours of PTO: Carry-Over Any unused PTO within annual max accrued per year will "carry-over" into the next year. Any unused PTO in excess of the Max Annual Accrual as of the last day of the last pay period in each year shall be forfeited. Employees are responsible for working with their supervisor to schedule any PTO before the last day of the last pay period in the year to avoid forfeiture or loss of PTO. Scheduling Employees are only allowed to request PTO hours they currently hold in their PTO bank. Employees cannot go into a negative PTO bank unless special circumstances such as but not limited to medical concerns exist. Any requests to go into negative PTO or other LWOP statuses must be reviewed and approved by the Department Head and the City Manager or their designee. Employees are encouraged to request PTO thirty (30) days in advance. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee's request. Due to specific department and division scheduling needs, there may be days or periods in which PTO shall not be approved. There may also be times when PTO is revoked; however, this will only be done due to extenuating circumstances or emergencies. A request for PTO may be approved or denied considering the following: Sufficiency of department staffing levels; and, Order in which the requests are received. Recording Any PTO used shall be submitted to the supervisor on an Employee Leave Request form or other such medium as utilized by the employee's Department Head or City Manager. Non-exempt employees must take a minimum of fifteen (15) minute increments at a time. Exempt employees must take a minimum of one full working day (8 hours) at a time. PTO taken shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more PTO than the paid-hours standard for the workweek. Buy-Back of PTO Budget permitting, if an employee has accrued over 480 hours of PTO by December 1st, the City may purchase up to a total of eighty (80) hours over the 480 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account. Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures. Payout See Section 5.11 Final Pay. Unscheduled PTO Audits Unscheduled PTO is PTO used by an employee without prior approval by a supervisor or department head. An audit of an employee's unscheduled PTO usage will be conducted by the Department Head and the Human Resources Director when: When requested by the Department Head such as if elected after an employee uses three (3) or more consecutive days' or shifts' worth of unscheduled PTO.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.2 PAID TIME OFF (PTO)
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.3	VACATION LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The City grants paid Vacation Leave to eligible employees pursuant to this policy. Vacation Leave is accrued based on an employee's hire date and length of service. The provisions of the Vacation Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees who were employed by the City prior to January 20, 2009 who decided not to select participating in Junction City's Paid Time Off (PTO) policy effective June 12, 2012. All union employees will follow their active collective bargaining agreement provisions regarding Vacation Leave. Accrual Employees shall accrue Vacation Leave. The level is based on the employee's hiring anniversary date. Employees may accrue at different rates during the year. Vacation Leave shall accrue every payroll period per year. Accumulated Vacation leave is available for use after accrual following the hiring date. Eligible employees accrue the following hours of Vacation Leave: Max annual accrual hours for Fire Police Department positions: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, other administrative "chiefs" in JCFD, Battalion Chiefs, Police Chiefs, Police Captains, Police Lieutenants, or their equivalent are in the table below: For accrual per payroll period, the employee shall accrue per the table above or within an agreement entered into between the employee or group of employees and the city manager. Carry-Over Any unused Vacation Leave in excess of the annual max accrued per year as of the last day of the last pay period in each year shall be forfeited. Only the Vacation Leave annual max amount for the employee will carry-over into the next year. Employees are responsible for working with their supervisor to schedule any leave time off before the last day of the last pay period in the year to avoid forfeiture or loss of Vacation Leave. Any unused Vacation Leave within annual max accrued per year will "carry-over" into the next year. Scheduling Employees are only allowed to request Vacation Leave hours they currently hold in their Vacation Leave bank. Employees are encouraged to request Vacation Leave thirty (30) days in advance. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee's request. Due to specific department and division scheduling needs there may be days or periods in which Vacation Leave shall not be approved. There may also be times when Vacation Leave is revoked; however, this will only be done due to extenuating circumstances or emergencies. If an employee is using approved vacation leave and becomes ill while on vacation, the employee may request to utilize Sick Leave as opposed to Vacation Leave or other options available to the employee. A request for Vacation Leave may be approved or denied considering the following: Sufficiency of department staffing levels; and, Order in which the requests are received. Recording Any Vacation Leave used shall be submitted to the supervisor on an Employee Leave Request form. Vacation Leave taken shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more Vacation Leave than the paid-hours standard for the workweek or work week. Buy-Back of Vacation Leave Budget permitting, if an employee, not a member of Police or Fire command staff, has accrued over 240 hours of vacation by December 1st, the City will purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account. Those employees in the command staff as defined above must have accrued 480 or more hours of Vacation Leave to be eligible for the possibility of vacation buy-back. Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures. Payout	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.3 VACATION LEAVE

Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.4	SICK LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The City allows paid Sick Leave to eligible employees who meet the qualifying conditions, pursuant to this policy. Leave that qualifies for Sick Leave may also qualify for Family and Medical Leave ("FMLA"). Sick Leave shall not be considered working hours for the purpose of overtime compensation. The provisions of the Sick Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Employees are encouraged to schedule sick leave in advance and to obtain supervisory approval. Excessive sick leave used that is not protected by State or Federal law can be cause for disciplinary action. Definitions For purposes of this section, the following words and terms shall be defined in the following manner: Extended Family means an employee's great-grand parent, great-grand child, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Eligibility Full-time eligible employees who were employed by the City prior to January 20, 2009 who decided not to opt into the City's Paid Time Off (PTO) policy effective June 12, 2012 but instead to continue to be participate in the City's sick leave policy. All union employees will follow their active collective bargaining agreement provisions regarding Sick Leave. Qualifying Conditions Employees may use Sick Leave for the following reasons: The illness or injury of the employee or an Immediate Family member or Significant Other. Doctor, dental, other medical, and other healthcare appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include wellness-checks and unscheduled appointments such as emergency room visits and childbirth. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook. Accrual Employees shall accrue Sick Leave every pay period. Accumulated Sick leave is available for use after the accrual (first payroll) following the hiring date. Eligible employees accrue the following hours of Sick Leave: Max annual accumulation hours based on the balance of employee's sick leave as of June 20, 2012. If hours accumulated as of June 20, 2012 exceed 1040 hours on this day, the employee's accumulation maximum will be whatever their balance is in excess of 1040 hours. Max annual accumulation hours for Fire Department positions outside of the collective bargaining unit: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, Battalion Chiefs, or their equivalent. Max annual accumulation hours based on the balance of a Police Department employee's sick leave if JCPD employee was promoted to the rank of Lieutenant prior to July 2017. Their accumulation of sick hours will mirror other non-Fire Department City employees; however, their max accrual is unlimited without a cap. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, and/or according to departmental policy of the need for time-off work and the amount of leave time actually needed. Recording Any Sick Leave used shall be submitted to the supervisor on an Employee Leave Request form. Any Sick Leave used shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more sick leave than the Paid-hours standard for the workweek or work week. If an employee uses three or more consecutive days' worth of Sick Leave then the City may request the employee to bring a doctor's note or other similar medical documentation supporting the Sick Leave used. If the request is made, then the employee shall produce the documentation. Payout See Section 5.11 Final Pay. Buy-Back of Sick Leave Budget permitting, if an employee, not a member of Police or Fire command staff nor a member of a collective bargaining unit, has accrued over 240 hours of sick leave and 240 hours of vacation by December 1st, the City may purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.4 SICK LEAVE
Mapped	One 2009 section split into multiple 2026 sections	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.5	MED BANK LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General & Eligibility The City allows eligible employees who meet the qualifying conditions. To qualify and be eligible for Med Bank Leave, an employee must: Be a full-time employee; Accrue Paid Time Off ("PTO"); and, Not accrue Vacation, Sick, or Personal Leave. Immediate Family and Significant Other are defined as in the Glossary. Conversion of PTO to Med Bank Leave At the end of the last pay period of the year, the Human Resources Department will issue a form allowing eligible employees to convert up to a maximum of eighty (80) hours of PTO to their Med Bank Leave. The maximum hours of Med Bank Leave that may be accumulated is 1040 hours. Employees will have until the last Friday of the first payroll of the following year to submit the request for PTO hours to Med Bank Leave hours. Qualifying Conditions Employees may use Med Bank Leave for the following reasons: The illness or injury of the employee or an Immediate Family member or Significant Other. Doctor appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include well-checks and unscheduled appointments such as, but not limited to, emergency room visits and childbirth. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook. Notification Employees are expected to notify the appropriate supervisor, as soon as possible and/or in accordance with departmental policy, of the need for time-off work and the amount of Med Bank Leave time actually needed. Recording An employee shall clearly record on the electronic or paper time cards any Med Bank Leave used. Payout See Section 5.11 Final Pay.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.5 MED BANK LEAVE
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.6	PERSONAL LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	Eligibility Full-time employees who accrue Vacation Leave and Sick Leave. Does not include employees who accrue PTO. As otherwise allowed or detailed in a collective bargaining agreement. If an employee promotes out of the respective collective bargaining unit, then they are covered by this policy and not the collective bargaining agreement. Does not include part-time, season, or temporary employees. Accrual Two (2) days per year. Two days is irrespective of shift length. 8 hour shifts accrue 16 hours. This includes exempt command staff or other executive positions. 12 hour shifts accrue 24 hours. 24 hour shifts accrue 48 hours. Personal Leave does not carryover from one year to the next. It expires at the end of the year accrued, which is the end of the last pay period so long as the employee has Department Head approval prior to usage. Usage Personal Leave must be used within the year accrued or else the Leave is forfeited. Prior to usage, the employee must make a written request to use Personal Leave with Department Head, or their designee, approval. Personal Leave shall be used in an identical fashion as an employee would use Vacation or Sick Leave, dependent on their Exempt or Non-Exempt Status unless otherwise detailed in a collective bargaining agreement. Exempt Employees shall use Personal Leave in full shift increments. Non-Exempt Employees not covered by a collective bargaining agreement may use Personal Leave in no smaller than quarter hour (15 minute) increments. Non-Exempt Employees under a collective bargaining agreement shall follow their agreement.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.6 PERSONAL LEAVE

Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.7	BEREAVEMENT LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Junction City. "Relating to the death" means dealing with the grief, logistics, et cetera of the death of a person, not before the death. The provisions of the Bereavement Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees only. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave. Immediate Family. The City notes that this definition for Bereavement Leave differs from the use of Immediate Family for the rest of the Personnel Policies. For the purposes of Bereavement Leave "Immediate Family" shall be defined to include the following person(s), the employee's: spouse, domestic partner, child, stepchild, parent, stepparent, father, mother, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood. Other Family. For the purposes of Bereavement Leave "Other Family" shall be defined to include the following person(s), the employee's: father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, spouse's grandparent, or foster child. The City Manager shall have discretion to extend time allotted or coverage of who is a covered family member for the purposes of Bereavement Leave. If an employee is covered by a Collective Bargaining Agreement then that Agreement shall govern the employee's use and access to Bereavement Leave instead of this policy. Time Allotted Employees are allowed up to forty-eight (48) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's Immediate Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is six (6) days total off of work for Bereavement. Employees are allowed up to twenty-four (24) hours off from regularly scheduled duty with regular pay in the event of the death of the employee's Other Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is three (3) days total off of work for Bereavement. Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City. In addition to Bereavement Leave, an employee may, with their supervisor's approval, use any available Vacation or Personal Leave, or PTO for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.7 BEREAVEMENT LEAVE
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.8	LEAVE WITHOUT PAY (LWOP)	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General Any leave that is not paid leave shall be considered Leave Without Pay (LWOP). LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head. Eligibility All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following: Leave that qualifies under the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Military Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family Medical Leave Act" section of this Personnel Policies Handbook. Suspension Without Pay as outlined in the "Corrective Action" section of this Personnel Policies Handbook. Or other leave that is approved under Subsection 1.d of this Section. Time Allotted Employees may be granted Unpaid Leave on a case-by-case basis. Notification Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too. Recording Any LWOP used shall be recorded on timecards/timesheets. The reason LWOP is being used shall also be recorded in the comments section of the timecard. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay The City issues paychecks based upon two week payroll periods. Leave is accumulated during those two week payroll periods. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever. If an employee goes into LWOP in the same payroll period as a holiday then the employee will not earn holiday pay on a day not worked. Effects on Retirement and Health Insurance Unpaid Leave for an entire pay period shall result in the loss of the City's contribution towards retirement and health insurance, unless the leave requested: Qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave", or other similar sections of this Personnel Policies Handbook; or Is a result of a Workers Compensation claim. Failure of Employee to pay the employee's share of health insurance in a timely manner when on LWOP that qualifies under the "Domestic Violence/Sexual Assault Leave," the "Military Leave", the "Family Medical Leave" or other similar sections of this Personnel Policies Handbook may result in the loss of health insurance.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.8 LEAVE WITHOUT PAY (LWOP)

Mapped	One 2009 section split into multiple 2026 sections	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.9	DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The following benefit is dictated by K.S.A. 44-1132 as enacted as of February 2025. The City shall endeavor to make this Section to comply with K.S.A. 44-1132; however, if the law changes then that will supersede this Section. Eligibility All employees are eligible. An employee shall maintain eligibility so long as they meet the requirements, processed, and expectations of this Section and K.S.A. 44-1132. Qualifying Conditions The City shall grant an employee who is a victim of Domestic Violence or a victim of Sexual Assault leave from work for the following purposes: To obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children. To seek medical attention for injuries caused by Domestic Violence or Sexual Assault. To obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of Domestic Violence or Sexual Assault. To make court appearances in the aftermath of Domestic Violence or Sexual Assault. Time Allotted There is no cap on the amount of time, so long as Vacation/Sick/Personal Leave or PTO is available so long as the reason or justification meets the Subsection 3: Qualifying Conditions listed above. However, once an employee has exhausted all available Leave or PTO, they shall be allowed an additional eight (8) days of LWOP per a calendar year. Total hours for the 8 days shall be determined by the employee's current Work Schedule. This subsection is to be construed in light of K.S.A. 44-1132(d). If a collective bargaining agreement gives an employee more time, then that shall govern. However, a collective bargaining agreement shall not lessen the amount of time an employee is entitled to under this Subsection and K.S.A. 44-1132. Notification Employees shall give reasonable advance notice to the appropriate supervisor of the need for time off work and the amount of leave time actually needed, unless such advance notice is not feasible. Within forty-eight (48) hours of returning to work upon the conclusion of the absence, then the employee must provide documentation supporting the need for the requested leave. If advance notice is not feasible, within forty-eight (48) hours after the beginning of the absence meeting the requirements of Subsection 3: Qualifying Conditions, the employee must provide documentation supporting the need for the requested leave. Documentation Employees shall provide documentation within the time limits in Subsection 5: Notification with any of the following: A police report indicating that the employee was a victim of Domestic Violence or Sexual Assault. A court order protecting or separating the employee from the perpetrator of an act of Domestic Violence or Sexual Assault. Other evidence from the court or prosecuting attorney that the employee has appeared in court. Documentation from a medical professional, Domestic Violence advocate or advocate for victims of Sexual Assault, Healthcare Provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of Domestic Violence or Sexual Assault. Confidentiality To the extent allowed by law, the City shall maintain the confidentiality of any employee requesting leave due to Domestic Violence or Sexual Assault, including the confidentiality of any supporting documentation provided.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.9 DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.10	COMPENSATORY TIME OFF	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General All non-exempt full-time employees are eligible for the possibility of compensatory time off (commonly known as "comp time"). Exempt employees (salaried), parttime, and seasonal employees are not eligible for compensatory time off. Employees who are eligible for overtime compensation may elect, with the approval of their supervisor, to receive compensatory time off in lieu of cash payment for overtime compensation. The provisions of the Compensatory Time Off policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Accrual Accrual of compensatory time off shall be at the request of the employee. The employee shall notify their department's timekeeper that they wish to have the overtime converted to compensatory time and the timekeeper shall convert no less than a minimum of 15 minutes on the electronic timecard. The City Manager may at any time deny accrual based on departmental needs. Compensatory time off is credited at 1½ times the hours desired to be converted. One hour worked over forty (40) hours per week for non-union/collective bargaining unit employees is the equivalent of one-and-a-half hours of compensatory time the same as overtime calculations. Eligible employees electing to receive compensatory time off in lieu of overtime compensation may accrue a maximum of forty-five (45) hours of compensatory time off (derived from thirty (30) hours of overtime worked). Use of Compensatory Time Off Compensatory time off may be used for the same reasons and according to the same procedures that Vacation Leave, Sick Leave, Personal Leave, or PTO is used and shall be clearly documented on the employee's electronic timecard. Compensatory time off shall be utilized prior to other leave or time off usage by the Employee. Employees are required to use the compensatory time off within four (4) weeks of accrual. Any compensatory time used shall be recorded on timecards/timesheets. Employees may not use more compensatory leave than the paid-hours standard for the workweek or work week. If this subsection conflicts with a collective bargaining agreement, then Documentation The Employee shall notate usage of compensatory time off. If an employee elects to use PTO, Vacation/Sick/Personal Leave, or other time off and fails to use compensatory time then the Human Resources Department is authorized to utilize compensatory time prior to the usage of other leave or time off. At the beginning of each month, the Human Resources Department shall produce and distribute a report of all employees with earned and banked compensatory time off. Upon production of the report, the Human Resources Department shall distribute the report to the employees' immediate supervisor and Department Head. Supervisors and Department Heads are to encourage their employees on usage of compensatory time off or shifting compensatory time off to a payout of the time. Payout of Compensatory Time Off If an employee does not use Compensatory time off within four (4) weeks of accrual, then the City will pay out the Compensatory time as calculated below. Compensatory time off will be paid based upon the employee's final or current regular rate of pay. Upon separation from employment or Reclassification to exempt status, all accrued compensatory time off shall be paid.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.10 COMPENSATORY TIME OFF

Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.11	PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	Eligibility Employees classified as Exempt, Non-Exempt/Regular, PD-Shift, Fire/EMS-Shift, and Part-Time are eligible for Public Service Leave. Employees classified as Seasonal are not eligible for Public Service Leave; however, Unpaid Leave may be available on a case-by-case basis. See the "LWOP" section of this Personnel Policy Manual. Qualifying Conditions Employees may be granted Public Service Leave under the following conditions: While serving as a member of a jury; If due to the employee's scheduled hours on election days they do not have two consecutive hours off while the polls are open to exercise their voting rights, employees may request such time off subject to the entitlements and restrictions imposed by state law; To serve as a subpoenaed witness in a court where the employee is not a witness on their own behalf in action where they are a party or being paid by the court as a professional witness not associated directly with the performance of job duties on behalf of the City. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, of the need for time off work and the amount of leave time actually needed. Documentation Public Service Leave shall not be authorized without adequate and sufficient documentation provided prior to court hearing(s). Employees shall provide documentation which may include, but is not limited to: Court documents verifying order to appear in court. Court documents verifying appearance in court for specified matters or other evidence from the court that the employee has appeared in court. Recording Approved Public Service Leave shall be clearly recorded on the timecards/timesheets. Employees shall also record in the comments section of the timecard why public service leave is being used. Employees shall turn in to their supervisor the documentation, such as a signed subpoena, from the court showing the need to use public service leave. Payout Public Service Leave is paid time off and shall be paid as to actual time missed as long as the total hours submitted do not exceed the Paid-hours standard. Public Service Leave shall not be considered working hours for the purpose of overtime compensation. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit. If any term of a collective bargaining agreement covers payment to an employee then that is controlling. Fees Employees are not required to turn in any payments for jury service or mileage/travel reimbursements. If an employee is compensated for or hired as a professional or expert witness, then the employee shall turn those fees into the City. Or the employee may elect to use Vacation Leave or PTO in place of Public Service Leave and keep the witness fees. Employees shall turn into their supervisor the documents from the court showing the number of days the employee served. Examples for Application of Public Service Leave The City understands that this is a complicated or nuanced use of leave. Therefore, the City will give examples of the application of Public Service Leave. Examples: The hearing or trial is not during an employee's duty hours then they do not need to utilize Public Service Leave or other leave. Nor will they be compensated for their time. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action responded to while on-duty. Then they will be compensated as they are working and do not need to utilize Public Service Leave. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action which occurred while off-duty and is not job-related. Then they will be granted Public Service Leave. The hours on Public Service Leave do not count towards overtime calculation though. A firefighter is subpoenaed to testify concerning an ambulance run. They will be compensated if the hearing is while on-duty or will be compensated for their time. They do not need to use Public Service Leave. A Parks & Recreation employee is allegedly injured. They engage in a lawsuit or other litigation concerning injury. Since they are a party to the case, then they do not qualify for Public Service Leave and must utilize Vacation Leave, Personal Leave, or PTO. A street maintenance employee is called in for jury duty. For every day during jury selection and the trial itself, the employee will be granted Public Service Leave. A salaried supervisor is subpoenaed to testify in a non-work-related matter. The testimony takes six (6) hours. The employee lists it as an eight (8) hour workday with six (6) hours of Public Service Leave and two (2) hours of regular time worked; however, this does not impact overall pay as they do not receive overtime compensation. If the employee was not salaried, then the Public Service Leave would be compensated while not going towards hours worked for overtime compensation. If an employee is a party to a case such as a plaintiff, defendant, spouse or parent in a divorce or custody proceeding, or similar hearings then they do not qualify for Public Service Leave but must use Vacation Leave, Personal Leave, or PTO.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.12	MILITARY LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker's compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker's Compensation to cover the difference in pay between their regular pay check and the Worker's Compensation pay, the employee will accrue vacation and sick leave.	General The following benefits are dictated by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 "USERRA", which provides employment and reemployment rights for persons who voluntarily or involuntarily require leave to undertake military service or certain types of service in the National Disaster Medical System. In addition to the following benefits, USERRA provides protection from certain employment actions for past and present members of the uniformed services and applicants to the uniformed services. Additional information on specific benefits and protections covered by USERRA can be obtained from the Human Resources Department. If there is a conflict or contradiction between the City's Military Leave section in this Personnel Policies Handbook and USERRA then USERRA controls and is to be followed. For additional benefits related to military service see the "Family and Medical Leave" section of this Personnel Policies Handbook. Employee and Employer rights may be found at the federal Department of Labor website concerning USERRA: https://www.dol.gov/agencies/vets/programs/userra/aboutuserra. Eligibility, Qualifying Conditions and Time Allotted An employee's eligibility, qualifying conditions, and time allotted shall be controlled by and in accordance with USERRA. Specific information can be obtained from the Human Resources Department. Notification Because of the complexity of USERRA, it is critical that employees communicate with the Human Resources Department regarding their military service status and any potential need for leave. Where leave is needed, employees must give advance notice to the Human Resources Department of military service, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The notice should include the anticipated amount of leave time needed. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices. Reinstatement Employees returning from Military Leave shall be reinstated in accordance with USERRA, which generally places the employee in the Position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. The City shall do its best within staffing, financial, and other concerns to hold a position for an employee while on Military Leave and temporarily have another employee Work Out of Classification per that section of this Personnel Policy Handbook to fill the position. The City's goal is to reinstate and reemploy an employee on Military Leave in the same or identical position upon return; however, the City will evaluate every employee and their position within the City returning from Military Leave. If the City cannot restore an employee to their former position, then the City will restore the Employee, provided they follow applicable and appropriate processes, to a position of like pay and responsibility pursuant to USERRA. Employees on Military Leave have varying deadlines to apply for reinstatement with the City upon the end of their military duty, as follows: Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on military leave for thirty-one (31) or more days, but less than one hundred eighty-one (181) days must apply for reinstatement to the City no later than fourteen (14) days following completion of service. Employees on military leave for over one hundred eighty (180) days must apply for reinstatement to the City not later than ninety (90) days after completion of service. More specific information regarding reinstatement can be obtained from the Human Resources Department. Documentation Employees shall provide documentation to establish the following as controlled by and in accordance with USERRA: The reinstatement request is timely. Service limitations have not been exceeded. Entitlement has not been forfeited. Forfeiture An employee's entitlement to USERRA benefits may be forfeited under certain circumstances as controlled by and in accordance with USERRA. Use of Vacation Leave Employees may, but are not required to, use accrued Vacation Leave, Personal Leave, or PTO in lieu of LWOP Leave. Recording Employees shall complete a Leave Report whenever possible and reasonable. Effects on Health Insurance Benefits 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. Effects on Vacation Leave, Sick Leave and Longevity Pay	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.12 MILITARY LEAVE

Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.13	FAMILY AND MEDICAL LEAVE (“FMLA”)	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker’s compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker’s Compensation to cover the difference in pay between their regular pay check and the Worker’s Compensation pay, the employee will accrue vacation and sick leave.	Basic Leave Entitlement FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons: Incapacity due to pregnancy, prenatal medical care, or childbirth; Care for the employee’s child after birth, or placement for adoption or foster care; Care for the employee’s spouse, child, or parent, who has a serious health condition; Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence; Serious health condition that makes the employee unable to perform the employee’s job; Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard; Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: https://www.dol.gov/agencies/whd/fmla. Definition of Serious Health Condition A serious health condition is an: Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by: A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider; One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year. Other conditions may meet the definition of continuing treatment. Military Definitions Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are: Army Reserve Naval Reserve Marine Corps Reserve Air Force Reserve Space Force Reserve Coast Guard Reserve Air National Guard of the United States Army National Guard of the United States Veteran: Any person, who served honorably on active duty in the armed forces of the United States. Military Family Leave Entitlements Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include: A service member has received a week or less in notice of deployment; Attending certain military events; Arranging alternative childcare; Addressing financial and legal arrangements; Attending certain counseling sessions;	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.13 FAMILY AND MEDICAL LEAVE (“FMLA”)
Mapped	Many-to-many crosswalk	SECTION 8	VACATION AND OTHER LEAVES OF ABSENCE	SECTION 9.14	INJURY LEAVE	The accrual of paid leave benefits such as vacation, personal, and sick leave is suspended while an employee is in a no -pay status. No -pay status includes, but is not limited to, worker’s compensation leave, family medical leave, suspension, layoff, and leave without pay. If the employee elects to use sick and/or vacation leave while on Worker’s Compensation to cover the difference in pay between their regular pay check and the Worker’s Compensation pay, the employee will accrue vacation and sick leave.	If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged Sick Leave or PTO until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used Sick Leave or PTO. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for Workers Compensation benefits. If Workers Compensation benefits are paid to the employee the seven (7) days of injury leave shall be reimbursed to the City. Failure to reimburse the City will fall under the Corrective Actions required for discipline. Further details on Workers Compensation benefits are found in Section 15.3.	2009 source: SECTION 8: VACATION AND OTHER LEAVES OF ABSENCE | 2026 counterpart: SECTION 9.14 INJURY LEAVE
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.1	Vacation Leave	SECTION 9.3	VACATION LEAVE	a. Accumulation of Hours (1) Full-time employees will receive vacation leave in accordance with the following schedule. All calculations will be based on the employee’s hire date with the City. Vacation time is earned each pay period of the year. The only exception is when there are three (3) pay periods in a month. Vacation time will not accrue in the third pay period. (a) From 6 months through 5 years: 80 hours (3.34 hrs/pay period) (b) From 5 years & 1 month through 10 years: 120 hours (5 hrs/pay period) (c) From 10 years & 1 month through 15 years: 136 hours (5.67 hrs/pay period) (d) From 15 years & 1 month through 20 years: 160 hours (6.67 hrs/pay period) (e) 20 years & 1 month: 168 hours (7.00 hrs/pay period) (f) 21 years & 1 month: 176 hours (7.34 hrs/pay period) (g) 22 years & 1 month: 184 hours (7.67 hrs/pay period) (h) 23 years & 1 month: 192 hours (8.00 hrs/pay period) (i) 24 years & 1 month: 200 hours (8.34 hrs/pay period) (2) Part-time, Seasonal and Temporary employees are not eligible to receive vacation leave credit. (3) Fire Department Battalion Chiefs accumulate vacation leave in accordance with the following schedule, based on their hire date with the City. Vaca tion time is earned each pay period of the year. The only exception is when there are three (3) pay periods in a month. Vacation time will not accrue in the third pay period. (a) From 1 year through 5 years: 120 hours (5 hrs/pay period) (b) From 5 years 1 month through 10 years: 180 hours (7.50 hrs/pay period) (c) From 11 years through 15 years: 204 hours (8.50 hrs/pay period)	General The City grants paid Vacation Leave to eligible employees pursuant to this policy. Vacation Leave is accrued based on an employee’s hire date and length of service. The provisions of the Vacation Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees who were employed by the City prior to January 20, 2009 who decided not to select participating in Junction City’s Paid Time Off (PTO) policy effective June 12, 2012. All union employees will follow their active collective bargaining agreement provisions regarding Vacation Leave. Accrual Employees shall accrue Vacation Leave. The level is based on the employee’s hiring anniversary date. Employees may accrue at different rates during the year. Vacation Leave shall accrue every payroll period per year. Accumulated Vacation leave is available for use after accrual following the hiring date. Eligible employees accrue the following hours of Vacation Leave: Max annual accrual hours for Fire Police Department positions: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, other administrative “chiefs” in JCFD, Battalion Chiefs, Police Chiefs, Police Captains, Police Lieutenants, or their equivalent are in the table below: For accrual per payroll period, the employee shall accrue per the table above or within an agreement entered into between the employee or group of employees and the city manager. Carry-Over Any unused Vacation Leave in excess of the annual max accrued per year as of the last day of the last pay period in each year shall be forfeited. Only the Vacation Leave annual max amount for the employee will carry-over into the next year. Employees are responsible for working with their supervisor to schedule any leave time off before the last day of the last pay period in the year to avoid forfeiture or loss of Vacation Leave. Any unused Vacation Leave within annual max accrued per year will “carry-over” into the next year. Scheduling Employees are only allowed to request Vacation Leave hours they currently hold in their Vacation Leave bank. Employees are encouraged to request Vacation Leave thirty (30) days in advance. Although employees are not guaranteed that their request will be approved, every effort will be made to accommodate an employee’s request. Due to specific department and division scheduling needs there may be days or periods in which Vacation Leave shall not be approved. There may also be times when Vacation Leave is revoked; however, this will only be done due to extenuating circumstances or emergencies. If an employee is using approved vacation leave and becomes ill while on vacation, the employee may request to utilize Sick Leave as opposed to Vacation Leave or other options available to the employee. A request for Vacation Leave may be approved or denied considering the following: Sufficiency of department staffing levels; and, Order in which the requests are received. Recording Any Vacation Leave used shall be submitted to the supervisor on an Employee Leave Request form. Vacation Leave taken shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more Vacation Leave than the paid-hours standard for the workweek or work week. Buy-Back of Vacation Leave Budget permitting, if an employee, not a member of Police or Fire command staff, has accrued over 240 hours of vacation by December 1st, the City will purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account. Those employees in the command staff as defined above must have accrued 480 or more hours of Vacation Leave to be eligible for the possibility of vacation buy-back. Human Resources, Payroll, and Finance shall create procedures to handle buy-back procedures. Payout See Section 5.11 Final Pay.	2009 source: 8.1 Vacation Leave | 2026 counterpart: SECTION 9.3 VACATION LEAVE

Mapped	Multiple 2009 sections consolidated into one 2026 section	8.2	Sick Leave	SECTION 9.4	SICK LEAVE	a. Accumulation of Hours (1) Full-time employees r eceive credit at the rate of four (4) hours per pay period, or to a maximum of 96 hours per calendar year. (2) Part-time, Seasonal and Temporary employees are not eligible to earn or receive sick leave. (3) Fire Department Battalion Chiefs receive credit at the rate of eight (8) hours per pay period, or to a maximum of 192 hours per calendar year. b. When Taken (1) Sick leave must be earned before it can be granted. Earned sick le ave is credited each pay period, except when a third pay period of the month occurs. (2) Sick leave may be taken after an employee has been employed by the City for a period of one complete month. (3) Sick leave shall be granted to employees for the following reasons: (a) Personal illness or physical incapacity of the employee. (b) Enforced quarantine of an employee. The provisions of the Family and Medical Leave Act may apply in some circumstances. See Section 8.6 below. (c) In the case of actual personal sickness or disability of the employee or for their med ical, dental, eye or other examinations or treatment for which arrangements cannot be made outside of working hours. (d) City employees may use up to forty (40) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16. Fire Department Battalion Chiefs may use up to fifty-six (56) hours of Sick Leave during the fiscal year to care for members of their immediate family as defined in Section 16. (4) When an employee finds it necessary to be absent, they will notify their Supervisor or Department Head (in accordance with specific department procedure) prior to the regular time for reporting for work. (5) An employee must keep his/her Supervisor informed of his/her condition if the absence is for more th an three days in duration and provide a medical certificate in accordance with paragraph 8.2 k. (6) Holiday pay while on sick leave. (a) If the employee is on sick leave the day preceding or the day following the holiday, the holiday will be charged against the accrued sick leave of the employee.	General The City allows paid Sick Leave to eligible employees who meet the qualifying conditions, pursuant to this policy. Leave that qualifies for Sick Leave may also qualify for Family and Medical Leave ("FMLA"). Sick Leave shall not be considered working hours for the purpose of overtime compensation. The provisions of the Sick Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Employees are encouraged to schedule sick leave in advance and to obtain supervisory approval. Excessive sick leave used that is not protected by State or Federal law can be cause for disciplinary action. Definitions For purposes of this section, the following words and terms shall be defined in the following manner: Extended Family means an employee's great-grand parent, great-grand child, aunt, uncle, niece, or nephew. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Immediate Family means an employee's grandparent, parent, sibling, spouse, child, or grandchild. Adopted, legal guardian, step, and in-law relationships of the same character are also included. Eligibility Full-time eligible employees who were employed by the City prior to January 20, 2009 who decided not to opt into the City's Paid Time Off (PTO) policy effective June 12, 2012 but instead to continue to be participate in the City's sick leave policy. All union employees will follow their active collective bargaining agreement provisions regarding Sick Leave. Qualifying Conditions Employees may use Sick Leave for the following reasons: The illness or injury of the employee or an Immediate Family member or Significant Other. Doctor, dental, other medical, and other healthcare appointments for the benefit of the employee or an Immediate Family member or Significant Other. This shall include wellness-checks and unscheduled appointments such as emergency room visits and childbirth. Appointments for the benefit of the employee or an Immediate Family member or Significant Other as directed by a health care provider for treatment or therapy. To attend to issues as outlined in the "Domestic Violence/Sexual Assault Leave" section of this Personnel Policies Handbook. Leave that qualifies under the "Family and Medical Leave" section of this Personnel Policies Handbook. Accrual Employees shall accrue Sick Leave every pay period. Accumulated Sick leave is available for use after the accrual (first payroll) following the hiring date. Eligible employees accrue the following hours of Sick Leave: Max annual accumulation hours based on the balance of employee's sick leave as of June 20, 2012. If hours accumulated as of June 20, 2012 exceed 1040 hours on this day, the employee's accumulation maximum will be whatever their balance is in excess of 1040 hours. Max annual accumulation hours for Fire Department positions outside of the collective bargaining unit: Fire Chief, Operations Chief, EMS/Training Chief, Fire Marshal, Battalion Chiefs, or their equivalent. Max annual accumulation hours based on the balance of a Police Department employee's sick leave if JCPD employee was promoted to the rank of Lieutenant prior to July 2017. Their accumulation of sick hours will mirror other non-Fire Department City employees; however, their max accrual is unlimited without a cap. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, and/or according to departmental policy of the need for time-off work and the amount of leave time actually needed. Recording Any Sick Leave used shall be submitted to the supervisor on an Employee Leave Request form. Any Sick Leave used shall be recorded on timecards/timesheets, paper or electronic. Employees may not use more sick leave than the Paid-hours standard for the workweek or work week. If an employee uses three or more consecutive days' worth of Sick Leave then the City may request the employee to bring a doctor's note or other similar medical documentation supporting the Sick Leave used. If the request is made, then the employee shall produce the documentation. Payout See Section 5.11 Final Pay. Buy-Back of Sick Leave Budget permitting, if an employee, not a member of Police or Fire command staff nor a member of a collective bargaining unit, has accrued over 240 hours of sick leave and 240 hours of vacation by December 1st, the City may purchase up to a total of forty (40) hours over the 240 hours accrued at straight time. The employee will have the option of a direct deposit with appropriate deductions taken out or the option of putting the cash amount into their personal Deferred Compensation (KPERS 457) account.	2009 source: 8.2 Sick Leave | 2026 counterpart: SECTION 9.4 SICK LEAVE
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.3	Injury Leave	SECTION 9.14	INJURY LEAVE	a. If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged sick leave until the investigation is complete. If the investigation verifies th at the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used sick leave. b. To insure that a proper determination can be made for the leave days charged, the City will require a st atement from a licensed physician attesting to the extent of the injury. c. Should an on -the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for worker's compensation benefits. If worker's compensation benefits are paid to the employee the seven (7) days of injury leave will be reimbursed to the City. Further details on Worker's compensation benefits are found in Section 9.5.	If an employee is injured on the job and is unable to work, the City will grant the employee Injury Leave with pay for up to seven (7) work days. If an investigation of the accident is necessary, the employee will be charged Sick Leave or PTO until the investigation is complete. If the investigation verifies that the accident occurred on the job the absence will be converted from sick leave to injury leave. The employee will be credited the used Sick Leave or PTO. To insure that a proper determination can be made for the leave days charged, the City will require a statement from a licensed physician attesting to the extent of the injury. Should an on-the-job injury incapacitate an employee for more than seven (7) workdays, the employee will be eligible for Workers Compensation benefits. If Workers Compensation benefits are paid to the employee the seven (7) days of injury leave shall be reimbursed to the City. Failure to reimburse the City will fall under the Corrective Actions required for discipline. Further details on Workers Compensation benefits are found in Section 15.3.	2009 source: 8.3 Injury Leave | 2026 counterpart: SECTION 9.14 INJURY LEAVE
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.4	Military Leave	SECTION 9.12	MILITARY LEAVE	a. Military duty means training and service performed by an inductee, enlistee, or officer in the armed forces of the United States, including time spent in reporting for and returning from training or drill meetings. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard. b. Eligibility. Any employee called upon to suspend their service with the City for military duty shall be placed on military leave without pay. Military leave will extend through 30 days after the employee's release from military service. If the employee is not deployed or accepted for military duty, the employee will be reinstated to their position without loss of status or reduction in pay. c. Restoration. An employee returning from military leave is entitled t o restoration of his or her former position or a position of like pay and responsibility, pursuant to applicable law. d. Vacation and Sick leave. Vacation and Sick leave does not continue to accrue during the absence of the employee/service member. Upon restoration to City service all vacation and sick leave accrual shall be restored unless the employee had been paid for unused vacation leave at the time of his or her departure for duty. e. Military Training. Any employee who is a member of any reserve component of the United States armed forces or the National Guard shall be granted military leave for short tour of active duty or field training encampment. An employee of the City may take military leave in accordance with State and Federal statutes. An employee who is on reserve status may schedule vacation time to coincide with any field training or summer camp. Such scheduling should be coordinated with the employee's supervisor. Employees will notify their supervisor upon entering or leaving res erve status.	General The following benefits are dictated by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 "USERRA", which provides employment and reemployment rights for persons who voluntarily or involuntarily require leave to undertake military service or certain types of service in the National Disaster Medical System. In addition to the following benefits, USERRA provides protection from certain employment actions for past and present members of the uniformed services and applicants to the uniformed services. Additional information on specific benefits and protections covered by USERRA can be obtained from the Human Resources Department. If there is a conflict or contradiction between the City's Military Leave section in this Personnel Policies Handbook and USERRA then USERRA controls and is to be followed. For additional benefits related to military service see the "Family and Medical Leave" section of this Personnel Policies Handbook. Employee and Employer rights may be found at the federal Department of Labor website concerning USERRA: https://www.dol.gov/agencies/vets/programs/userra/aboutuserra. Eligibility, Qualifying Conditions and Time Allotted An employee's eligibility, qualifying conditions, and time allotted shall be controlled by and in accordance with USERRA. Specific information can be obtained from the Human Resources Department. Notification Because of the complexity of USERRA, it is critical that employees communicate with the Human Resources Department regarding their military service status and any potential need for leave. Where leave is needed, employees must give advance notice to the Human Resources Department of military service, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The notice should include the anticipated amount of leave time needed. Employees who are subject to multiple military duty assignments may, at their option, present leave notices covering all such obligations or individual leave notices. Reinstatement Employees returning from Military Leave shall be reinstated in accordance with USERRA, which generally places the employee in the Position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. The City shall do its best within staffing, financial, and other concerns to hold a position for an employee while on Military Leave and temporarily have another employee Work Out of Classification per that section of this Personnel Policy Handbook to fill the position. The City's goal is to reinstate and reemploy an employee on Military Leave in the same or identical position upon return; however, the City will evaluate every employee and their position within the City returning from Military Leave. If the City cannot restore an employee to their former position, then the City will restore the Employee, provided they follow applicable and appropriate processes, to a position of like pay and responsibility pursuant to USERRA. Employees on Military Leave have varying deadlines to apply for reinstatement with the City upon the end of their military duty, as follows: Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on military leave for thirty-one (31) or more days, but less than one hundred eighty-one (181) days must apply for reinstatement to the City no later than fourteen (14) days following completion of service. Employees on military leave for over one hundred eighty (180) days must apply for reinstatement to the City not later than ninety (90) days after completion of service. More specific information regarding reinstatement can be obtained from the Human Resources Department. Documentation Employees shall provide documentation to establish the following as controlled by and in accordance with USERRA: The reinstatement request is timely. Service limitations have not been exceeded. Entitlement has not been forfeited. Forfeiture An employee's entitlement to USERRA benefits may be forfeited under certain circumstances as controlled by and in accordance with USERRA. Use of Vacation Leave Employees may, but are not required to, use accrued Vacation Leave, Personal Leave, or PTO in lieu of LWOP Leave. Recording Employees shall complete a Leave Report whenever possible and reasonable. Effects on Health Insurance Benefits 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. Effects on Vacation Leave, Sick Leave and Longevity Pay	2009 source: 8.4 Military Leave | 2026 counterpart: SECTION 9.12 MILITARY LEAVE

Mapped	Many-to-many crosswalk	8.5	Maternity Leave	SECTION 11.1	PROTECTED CHARACTERISTICS	a. Disabilities resulting from and/or related to pregnancies, childbirth, and the associated recovery are considered temporary disabilities. b. Maternity Leave is paid leave only to the extent that the employee elects to utili ze available accrued Sick or Vacation leave while absent. An employee may also take leave without pay. Maternity Leave, with or without pay, shall not exceed a total of 12 weeks (according to the Family Medical Leave Act – Section 8.6) following termination of the pregnancy or delivery. If medical complications related to the pregnancy occur, the employee may remain on Maternity Leave until released by their physician. c. An employee on maternity leave is required to contact her Department Head or supervisor and report her return -to-work plans within two (2) weeks after the termination of the pregnancy or delivery. Upon return to work she will be required to provide a physician's certification stipulating she is medically fit to return to work. d. The employee may apply for Short term Disability as outlined in Section 8.12.	Protected characteristics include race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law. "Sex" as a protected characteristic includes pregnancy, childbirth, or other related medical conditions, sexual orientation, and gender identity as well as similar related conditions, statuses, et cetera. "Protected characteristics" include those listed above as well as those protected by the various federal and state laws as well as similar unlisted laws or those later codified after the adoption of these personnel policies: Title VII of the Civil Rights Act of 1964, American with Disabilities Act ("ADA"), Pregnant Workers Fairness Act ("PWFA"), Family Medical Leave Act ("FMLA"), Pregnancy Discrimination Act, Age Discrimination in Employment Act ("ADEA"), Genetic Information Nondiscrimination Act ("GINA"), the Kansas Act Against Discrimination, and other such similar anti-discrimination laws.	2009 source: 8.5 Maternity Leave | 2026 counterpart: SECTION 11.1 PROTECTED CHARACTERISTICS
Mapped	Many-to-many crosswalk	8.5	Maternity Leave	SECTION 12.1	ACCOMMODATIO N	a. Disabilities resulting from and/or related to pregnancies, childbirth, and the associated recovery are considered temporary disabilities. b. Maternity Leave is paid leave only to the extent that the employee elects to utili ze available accrued Sick or Vacation leave while absent. An employee may also take leave without pay. Maternity Leave, with or without pay, shall not exceed a total of 12 weeks (according to the Family Medical Leave Act – Section 8.6) following termination of the pregnancy or delivery. If medical complications related to the pregnancy occur, the employee may remain on Maternity Leave until released by their physician. c. An employee on maternity leave is required to contact her Department Head or supervisor and report her return -to-work plans within two (2) weeks after the termination of the pregnancy or delivery. Upon return to work she will be required to provide a physician's certification stipulating she is medically fit to return to work. d. The employee may apply for Short term Disability as outlined in Section 8.12.	Accommodations are to be reasonable or otherwise as required by law. They can be required by the ADA, PWFA, or other similar laws. They assist the City in maintaining employees as well as retaining quality employees while working through situations which affect major life activities. Accommodations are to aid employees in navigating the workplace concerning a disability, maternity/paternity, or other similar considerations.	2009 source: 8.5 Maternity Leave | 2026 counterpart: SECTION 12.1 ACCOMMODATION
Mapped	Many-to-many crosswalk	8.5	Maternity Leave	SECTION 9.13	FAMILY AND MEDICAL LEAVE ("FMLA")	a. Disabilities resulting from and/or related to pregnancies, childbirth, and the associated recovery are considered temporary disabilities. b. Maternity Leave is paid leave only to the extent that the employee elects to utili ze available accrued Sick or Vacation leave while absent. An employee may also take leave without pay. Maternity Leave, with or without pay, shall not exceed a total of 12 weeks (according to the Family Medical Leave Act – Section 8.6) following termination of the pregnancy or delivery. If medical complications related to the pregnancy occur, the employee may remain on Maternity Leave until released by their physician. c. An employee on maternity leave is required to contact her Department Head or supervisor and report her return -to-work plans within two (2) weeks after the termination of the pregnancy or delivery. Upon return to work she will be required to provide a physician's certification stipulating she is medically fit to return to work. d. The employee may apply for Short term Disability as outlined in Section 8.12.	Basic Leave Entitlement FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons: Incapacity due to pregnancy, prenatal medical care, or childbirth; Care for the employee's child after birth, or placement for adoption or foster care; Care for the employee's spouse, child, or parent, who has a serious health condition; Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence; Serious health condition that makes the employee unable to perform the employee's job; Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard; Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: https://www.dol.gov/agencies/whd/fmla. Definition of Serious Health Condition A serious health condition is an: Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by: A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider; One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year. Other conditions may meet the definition of continuing treatment. Military Definitions Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are: Army Reserve Naval Reserve Marine Corps Reserve Air Force Reserve Space Force Reserve Coast Guard Reserve Air National Guard of the United States Army National Guard of the United States Veteran: Any person, who served honorably on active duty in the armed forces of the United States. Military Family Leave Entitlements Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include: A service member has received a week or less in notice of deployment; Attending certain military events; Arranging alternative childcare; Addressing financial and legal arrangements; Attending certain counseling sessions;	2009 source: 8.5 Maternity Leave | 2026 counterpart: SECTION 9.13 FAMILY AND MEDICAL LEAVE ("FMLA")

Mapped	Many-to-many crosswalk	8.6	Family and Medical Leave	SECTION 9.13	FAMILY AND MEDICAL LEAVE (“FMLA”)	Employees may be entitled to job -protected leaves of absence if the following conditions are met: ⍰ The employee worked for the City for at least 12 months; ⍰ The employee is currently employed with the City; ⍰ During the last 12 months of employment with the City the employee worked at least 1,250 hours. ⍰ At least 50 employees are employed by the City within 75 miles of the employee’s workplace. Eligible employees may take a leave of absence for the following reasons: ⍰ The birth of the employee’s child and to care for the newborn child. ⍰ The placement of a child with the employee for adoption or foster care. ⍰ A serious health condition that makes the employee unable to perform the employee’s job. ⍰ A serious health condition affecting the employee’s spouse, child or parent, for which the employee is needed to provide care. ⍰ Any qualifying exigency as determined by the Secretary of Labor arising out of the fact that the s pouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certa in military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Except as explained below in the section entitled “C aregiver Provision,” an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12 -month period commencing the first date leave is taken for any of the reasons listed above. If both a husband and wife work for the City, they m ay take a total of twelve weeks during the twelve-month period for the birth, adoption or placement of a child or to care for a parent with a serious health condition. Caregiver Provision: An eligible employee, as defined above, who is a spouse, son, daughter, parent or “next of kin” of a member of the Armed Forces, including a member of the National Guard or Reserves, will be provided 26 weeks of unpaid leave during a single 12 month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty that may render the servicemember medically unfit to perform his or her duties. When the need for leave is foreseeable, an employee should ordinarily provide the City	Basic Leave Entitlement FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons: Incapacity due to pregnancy, prenatal medical care, or childbirth; Care for the employee’s child after birth, or placement for adoption or foster care; Care for the employee’s spouse, child, or parent, who has a serious health condition; Care for an adult child that is incapable of self-care because of a mental or physical disability at the time that FMLA is to commence; Serious health condition that makes the employee unable to perform the employee’s job; Up to twelve (12) weeks on a one-year (12 month) period because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent or next of kin is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the regular Armed Forces or Armed Forces Reserves or National Guard; Twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a one-year (12-month) period. If the federal government updates or otherwise amends the FMLA, then those protections for employees supersede the provisions of this policy. A quick review of FMLA, its protections, and its requirements can be found at the following website: https://www.dol.gov/agencies/whd/fmla. Definition of Serious Health Condition A serious health condition is an: Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility; Or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by: A period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider; One (1) visit and at least one (1) visit to health care provider within seven (7) days of first incapacity and a second visit within thirty (30) days of the beginning of the period of incapacity; or A regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition with at least two (2) periodic visits to HCP in a year. Other conditions may meet the definition of continuing treatment. Military Definitions Armed Forces: Military forces of the United States and consist of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard. National Guardsmen/Reservist: The reserve components of the United States armed forces are military organizations whose members, generally perform a minimum of thirty-nine (39) days of military duty per year and who augment the active duty (or full time) military when necessary. The reserve components are also referred to collectively as the Guard and Reserves. The eight reserve components of the U.S. military are: Army Reserve Naval Reserve Marine Corps Reserve Air Force Reserve Space Force Reserve Coast Guard Reserve Air National Guard of the United States Army National Guard of the United States Veteran: Any person, who served honorably on active duty in the armed forces of the United States. Military Family Leave Entitlements Eligible employees whose spouse, son, daughter, or parent on active duty or call to active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include: A service member has received a week or less in notice of deployment; Attending certain military events; Arranging alternative childcare; Addressing financial and legal arrangements; Attending certain counseling sessions;	2009 source: 8.6 Family and Medical Leave | 2026 counterpart: SECTION 9.13 FAMILY AND MEDICAL LEAVE (“FMLA”)
Mapped	One 2009 section split into multiple 2026 sections	8.6	Family and Medical Leave	SECTION 16.5	FAMILY MEDICAL LEAVE ACT (FMLA)	Employees may be entitled to job -protected leaves of absence if the following conditions are met: ⍰ The employee worked for the City for at least 12 months; ⍰ The employee is currently employed with the City; ⍰ During the last 12 months of employment with the City the employee worked at least 1,250 hours. ⍰ At least 50 employees are employed by the City within 75 miles of the employee’s workplace. Eligible employees may take a leave of absence for the following reasons: ⍰ The birth of the employee’s child and to care for the newborn child. ⍰ The placement of a child with the employee for adoption or foster care. ⍰ A serious health condition that makes the employee unable to perform the employee’s job. ⍰ A serious health condition affecting the employee’s spouse, child or parent, for which the employee is needed to provide care. ⍰ Any qualifying exigency as determined by the Secretary of Labor arising out of the fact that the s pouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certa in military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Except as explained below in the section entitled “C aregiver Provision,” an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12 -month period commencing the first date leave is taken for any of the reasons listed above. If both a husband and wife work for the City, they m ay take a total of twelve weeks during the twelve-month period for the birth, adoption or placement of a child or to care for a parent with a serious health condition. Caregiver Provision: An eligible employee, as defined above, who is a spouse, son, daughter, parent or “next of kin” of a member of the Armed Forces, including a member of the National Guard or Reserves, will be provided 26 weeks of unpaid leave during a single 12 month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty that may render the servicemember medically unfit to perform his or her duties. When the need for leave is foreseeable, an employee should ordinarily provide the City	Family Medical Leave can run concurrently with Workers Compensation and the approved FMLA hours deducted from the employee’s annual event amount according to FMLA policy and procedures. (Please see Section 9.13 for more on FMLA).	2009 source: 8.6 Family and Medical Leave | 2026 counterpart: SECTION 16.5 FAMILY MEDICAL LEAVE ACT (FMLA)
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.7	Personal Leave	SECTION 9.6	PERSONAL LEAVE	a. Full-time employees are eligible for two (2) days of personal leave each year. Fire and Police personnel are eligible for personal time according to their union contracts. Battalion Chiefs are eligible for 48 hours of personal leave. Part -time, seasonal or temporary employees are not eligible for personal leave. Personal leave hours are allotted on a fiscal year basis and do not accrue from year to year. New employees are eligible for this leave after one full month of employment. Full-time employees hired July 1st and after of the fiscal year will receive one (1) day of personal le ave. Employee who are hired after November 1 st of the fiscal year, are not eligible for personal leave until the following fiscal year. b. Prior to the use of any personal hours, the employee is required to make a written request, which must receive the appro val of the Department Head prior to being taken.	Eligibility Full-time employees who accrue Vacation Leave and Sick Leave. Does not include employees who accrue PTO. As otherwise allowed or detailed in a collective bargaining agreement. If an employee promotes out of the respective collective bargaining unit, then they are covered by this policy and not the collective bargaining agreement. Does not include part-time, season, or temporary employees. Accrual Two (2) days per year. Two days is irrespective of shift length. 8 hour shifts accrue 16 hours. This includes exempt command staff or other executive positions. 12 hour shifts accrue 24 hours. 24 hour shifts accrue 48 hours. Personal Leave does not carryover from one year to the next. It expires at the end of the year accrued, which is the end of the last pay period so long as the employee has Department Head approval prior to usage. Usage Personal Leave must be used within the year accrued or else the Leave is forfeited. Prior to usage, the employee must make a written request to use Personal Leave with Department Head, or their designee, approval. Personal Leave shall be used in an identical fashion as an employee would use Vacation or Sick Leave, dependent on their Exempt or Non-Exempt Status unless otherwise detailed in a collective bargaining agreement. Exempt Employees shall use Personal Leave in full shift increments. Non-Exempt Employees not covered by a collective bargaining agreement may use Personal Leave in no smaller than quarter hour (15 minute) increments. Non-Exempt Employees under a collective bargaining agreement shall follow their agreement.	2009 source: 8.7 Personal Leave | 2026 counterpart: SECTION 9.6 PERSONAL LEAVE

Mapped	Multiple 2009 sections consolidated into one 2026 section	8.8	Bereavement Leave	SECTION 9.7	BEREAVEMENT LEAVE	a. Upon request, a full -time employee will be granted up to two (2) consecutive days (shifts) leave with pay when a death occurs in the employee's immediate family. Immediate family is defined in Section 16. The day of the funeral will be the last day for which payment will be made, unless the City Manager grants an extension. b. Normally, paid bereavement leave is not granted if the funeral falls on a holiday, weekend, or a schedu led day off. Bereavement Leave may be granted to travel on a workday for a weekend funeral. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave.	General The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Junction City. “Relating to the death” means dealing with the grief, logistics, et cetera of the death of a person, not before the death. The provisions of the Bereavement Leave policy will not affect those governed by a collective bargaining unit that states anything to the contrary. Eligibility Full-time employees only. Employees on leave of absence, sick leave, or in a layoff status will not be eligible for bereavement leave. Immediate Family. The City notes that this definition for Bereavement Leave differs from the use of Immediate Family for the rest of the Personnel Policies. For the purposes of Bereavement Leave “Immediate Family” shall be defined to include the following person(s), the employee’s: spouse, domestic partner, child, stepchild, parent, stepparent, father, mother, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood. Other Family. For the purposes of Bereavement Leave “Other Family” shall be defined to include the following person(s), the employee’s: father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, spouse’s grandparent, or foster child. The City Manager shall have discretion to extend time allotted or coverage of who is a covered family member for the purposes of Bereavement Leave. If an employee is covered by a Collective Bargaining Agreement then that Agreement shall govern the employee’s use and access to Bereavement Leave instead of this policy. Time Allotted Employees are allowed up to forty-eight (48) hours off from regularly scheduled duty with regular pay in the event of the death of the employee’s Immediate Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is six (6) days total off of work for Bereavement. Employees are allowed up to twenty-four (24) hours off from regularly scheduled duty with regular pay in the event of the death of the employee’s Other Family as defined in Subsection 2 of this Section. If an employee regularly works eight (8) hour shifts then this is three (3) days total off of work for Bereavement. Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City. In addition to Bereavement Leave, an employee may, with their supervisor’s approval, use any available Vacation or Personal Leave, or PTO for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide	2009 source: 8.8 Bereavement Leave | 2026 counterpart: SECTION 9.7 BEREAVEMENT LEAVE
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.9	Civil Leave	SECTION 9.11	PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE	a. Civil Leave with pay will be gr anted to employees while performing emergency civilian duty connected with civil defense, jury duty, or appearing in Court as a subpoenaed witness. Police Officers appearing in Court as a result of the performance of their duties are excluded. Employees who receive a check for jury duty are allowed to keep the check. b. Employees will be granted time off to vote, if the polls are not open at least two hours before or two hours after their scheduled hours of work. c. If an employee is involved in a per sonal lawsuit or court case as plaintiff or as defendant and the action is not related to their duties with the City, the employee may, at the discretion of the Department Head or City Manager, take leave without pay or elect to use vacation or personal leave.	Eligibility Employees classified as Exempt, Non-Exempt/Regular, PD-Shift, Fire/EMS-Shift, and Part-Time are eligible for Public Service Leave. Employees classified as Seasonal are not eligible for Public Service Leave; however, Unpaid Leave may be available on a case-by-case basis. See the “LWOP” section of this Personnel Policy Manual. Qualifying Conditions Employees may be granted Public Service Leave under the following conditions: While serving as a member of a jury; If due to the employee’s scheduled hours on election days they do not have two consecutive hours off while the polls are open to exercise their voting rights, employees may request such time off subject to the entitlements and restrictions imposed by state law; To serve as a subpoenaed witness in a court where the employee is not a witness on their own behalf in action where they are a party or being paid by the court as a professional witness not associated directly with the performance of job duties on behalf of the City. Notification Employees are expected to notify the appropriate supervisor, as soon as possible, of the need for time off work and the amount of leave time actually needed. Documentation Public Service Leave shall not be authorized without adequate and sufficient documentation provided prior to court hearing(s). Employees shall provide documentation which may include, but is not limited to: Court documents verifying order to appear in court. Court documents verifying appearance in court for specified matters or other evidence from the court that the employee has appeared in court. Recording Approved Public Service Leave shall be clearly recorded on the timecards/timesheets. Employees shall also record in the comments section of the timecard why public service leave is being used. Employees shall turn in to their supervisor the documentation, such as a signed subpoena, from the court showing the need to use public service leave. Payout Public Service Leave is paid time off and shall be paid as to actual time missed as long as the total hours submitted do not exceed the Paid-hours standard. Public Service Leave shall not be considered working hours for the purpose of overtime compensation. This is additional paid time off. It is not a requirement that other leave benefits be exhausted in order to qualify for this benefit. If any term of a collective bargaining agreement covers payment to an employee then that is controlling. Fees Employees are not required to turn in any payments for jury service or mileage/travel reimbursements. If an employee is compensated for or hired as a professional or expert witness, then the employee shall turn those fees into the City. Or the employee may elect to use Vacation Leave or PTO in place of Public Service Leave and keep the witness fees. Employees shall turn into their supervisor the documents from the court showing the number of days the employee served. Examples for Application of Public Service Leave The City understands that this is a complicated or nuanced use of leave. Therefore, the City will give examples of the application of Public Service Leave. Examples: The hearing or trial is not during an employee’s duty hours then they do not need to utilize Public Service Leave or other leave. Nor will they be compensated for their time. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action responded to while on-duty. Then they will be compensated as they are working and do not need to utilize Public Service Leave. A police officer is subpoenaed to testify in a matter. They are subpoenaed to testify to an incident or other action which occurred while off-duty and is not job-related. Then they will be granted Public Service Leave. The hours on Public Service Leave do not count towards overtime calculation though. A firefighter is subpoenaed to testify concerning an ambulance run. They will be compensated if the hearing is while on-duty or will be compensated for their time. They do not need to use Public Service Leave. A Parks & Recreation employee is allegedly injured. They engage in a lawsuit or other litigation concerning injury. Since they are a party to the case, then they do not qualify for Public Service Leave and must utilize Vacation Leave, Personal Leave, or PTO. A street maintenance employee is called in for jury duty. For every day during jury selection and the trial itself, the employee will be granted Public Service Leave. A salaried supervisor is subpoenaed to testify in a non-work-related matter. The testimony takes six (6) hours. The employee lists it as an eight (8) hour workday with six (6) hours of Public Service Leave and two (2) hours of regular time worked; however, this does not impact overall pay as they do not receive overtime compensation. If the employee was not salaried, then the Public Service Leave would be compensated while not going towards hours worked for overtime compensation. If an employee is a party to a case such as a plaintiff, defendant, spouse or parent in a divorce or custody proceeding, or similar hearings then they do not qualify for Public Service Leave but must use Vacation Leave, Personal Leave, or PTO.	2009 source: 8.9 Civil Leave | 2026 counterpart: SECTION 9.11 PUBLIC SERVICE LEAVE OR CIVIL SERVICE LEAVE

Mapped	Multiple 2009 sections consolidated into one 2026 section	8.10	Leave Of Absence	SECTION 9.8	LEAVE WITHOUT PAY (LWOP)	Special leaves of absence without pay may be granted when the employee has exhausted all available leave time (personal, vacation, and sick leave). With adequate justification, a Department Head may grant such leave if it is to be five (5) workdays or less in duration. A request for a leave of absence without pay for a period longer than five (5) workdays must be approved by the City Manager. During a leave of absence without pay for a period of more than five (5) work days, the employee will not accrue sick or vacation leave.	General Any leave that is not paid leave shall be considered Leave Without Pay (LWOP). LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head. Eligibility All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following: Leave that qualifies under the “Domestic Violence/Sexual Assault Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Military Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Family Medical Leave Act” section of this Personnel Policies Handbook. Suspension Without Pay as outlined in the “Corrective Action” section of this Personnel Policies Handbook. Or other leave that is approved under Subsection 1.d of this Section. Time Allotted Employees may be granted Unpaid Leave on a case-by-case basis. Notification Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too. Recording Any LWOP used shall be recorded on timecards/timesheets. The reason LWOP is being used shall also be recorded in the comments section of the timecard. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay The City issues paychecks based upon two week payroll periods. Leave is accumulated during those two week payroll periods. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever. If an employee goes into LWOP in the same payroll period as a holiday then the employee will not earn holiday pay on a day not worked. Effects on Retirement and Health Insurance Unpaid Leave for an entire pay period shall result in the loss of the City’s contribution towards retirement and health insurance, unless the leave requested: Qualifies under the “Domestic Violence/Sexual Assault Leave,” the “Military Leave”, the “Family Medical Leave”, or other similar sections of this Personnel Policies Handbook; or Is a result of a Workers Compensation claim. Failure of Employee to pay the employee’s share of health insurance in a timely manner when on LWOP that qualifies under the “Domestic Violence/Sexual Assault Leave,” the “Military Leave”, the “Family Medical Leave” or other similar sections of this Personnel Policies Handbook may result in the loss of health insurance.	2009 source: 8.10 Leave Of Absence | 2026 counterpart: SECTION 9.8 LEAVE WITHOUT PAY (LWOP)
Mapped	Many-to-many crosswalk	8.11	Absence Without Leave	SECTION 9.8	LEAVE WITHOUT PAY (LWOP)	Any unauthorized absence from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the employee's supervisor and/or Department Head. An employee who is absent for one (1) or more days/shifts without authorized leave shall be deemed to have voluntarily resigned.	General Any leave that is not paid leave shall be considered Leave Without Pay (LWOP). LWOP taken in excess of 15 minutes per pay period that is not approved may result in corrective action. The existence of this LWOP Section does not guarantee approval or permission to utilize LWOP. The general rule for the City is to discipline or use corrective action with LWOP unless otherwise authorized and approved by the Department Head. Eligibility All available leave benefits must be exhausted prior to an employee being approved for LWOP except for the following: Leave that qualifies under the “Domestic Violence/Sexual Assault Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Military Leave” section of this Personnel Policies Handbook. Leave that qualifies under the “Family Medical Leave Act” section of this Personnel Policies Handbook. Suspension Without Pay as outlined in the “Corrective Action” section of this Personnel Policies Handbook. Or other leave that is approved under Subsection 1.d of this Section. Time Allotted Employees may be granted Unpaid Leave on a case-by-case basis. Notification Employees who know they are going to enter into a LWOP status are expected to request, to the appropriate supervisor as soon as possible, the need for time-off work and the amount of leave time actually needed. If the Employee fails to request authorized LWOP shall face corrective action. Supervisors shall notify the Human Resources Department and their Department Head immediately regarding any employee who enters into a LWOP status. The Department Head shall notify Human Resources and the City Manager. The City Manager is the only one to authorize LWOP. Supervisors who fail to notify the Human Resources Department, their Department Head, or the City Manager may face corrective action too. Recording Any LWOP used shall be recorded on timecards/timesheets. The reason LWOP is being used shall also be recorded in the comments section of the timecard. The Employee is required to acquire or otherwise provide the written documentation allowing LWOP. Effects on Vacation Leave, Sick Leave, PTO, and Holiday Pay The City issues paychecks based upon two week payroll periods. Leave is accumulated during those two week payroll periods. The leave accumulated (Vacation, Sick, PTO) will be prorated upon the hours worked if an employee goes into LWOP for any reason whatsoever. If an employee goes into LWOP in the same payroll period as a holiday then the employee will not earn holiday pay on a day not worked. Effects on Retirement and Health Insurance Unpaid Leave for an entire pay period shall result in the loss of the City’s contribution towards retirement and health insurance, unless the leave requested: Qualifies under the “Domestic Violence/Sexual Assault Leave,” the “Military Leave”, the “Family Medical Leave”, or other similar sections of this Personnel Policies Handbook; or Is a result of a Workers Compensation claim. Failure of Employee to pay the employee’s share of health insurance in a timely manner when on LWOP that qualifies under the “Domestic Violence/Sexual Assault Leave,” the “Military Leave”, the “Family Medical Leave” or other similar sections of this Personnel Policies Handbook may result in the loss of health insurance.	2009 source: 8.11 Absence Without Leave | 2026 counterpart: SECTION 9.8 LEAVE WITHOUT PAY (LWOP)
Mapped	Many-to-many crosswalk	8.11	Absence Without Leave	SECTION 24.2	SUGGESTED BUT NOT REQUIRED OFFENSES	Any unauthorized absence from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the employee's supervisor and/or Department Head. An employee who is absent for one (1) or more days/shifts without authorized leave shall be deemed to have voluntarily resigned.	The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.	2009 source: 8.11 Absence Without Leave | 2026 counterpart: SECTION 24.2 SUGGESTED BUT
Mapped	Multiple 2009 sections consolidated into one 2026 section	8.12	Short Term Disability	SECTION 10.3	OPTIONAL BENEFIT PLANS	An employee who is sick or disabled and has exhausted all sick leave may apply for Short term Disability. To qualify for Short term Disability, the employee must have exhausted all of his/her sick leave and it must be the 15 th day after the incident. The employee must complete the necessary paperwork. Once approved, the employee will receive a bene fit that is 50% of their base pay up to $500 per week for up to 26 weeks. The employee will be placed in a leave with out pay status upon approval of the Short term Disability. During a period of leave without pay, no sick leave or vacation time will be accumulated. During this period, the employee is responsible for any deductions they have selected. Arrangements must be made with the Administrative Services Director for these benefits and the employee will be billed a monthly invoice for the deductions.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 8.12 Short Term Disability | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS

Mapped	Direct or primary counterpart	9.1	Retirement	SECTION 10.2	RETIREMENT SYSTEMS: KPERS & KP&F	a. All full-time employees are covered by the Kansas Public Employee's Retirement System (KPERS) and are subject to membership rules of the system. Employees are required to enroll in KPERS as set forth by the KPERS Retirement System. b. Retirement for sworn Police Officers and Uniform Fire personnel is provided through the Kansas Police and Fire Retirement System (KP&F). Coverage for these employees starts from the date of employment. c. Retirement benefits are calculated using formulas specified in state statutes. For more information contact the Administrative Services Department. Employees can contact KPERS directly at 1-888-275-5737 or at www.kpers.org.	The following benefits comply with the Retirement Act established in 1962. This is a statewide defined-benefit retirement plan for state and local public employees. This policy does not provide a complete listing of the available benefits. For more information go to www.kpers.org or visit the Human Resources Department. There is no waiting period for participation. However, employees hired prior to July 1, 2009, were required to undergo a waiting period up to one full year prior to participation and may have service credit they may purchase. See the “Purchasing Service Credit” subsection below. Eligibility Any City employee working 1,000 hours per year (approximately ~19 hours per week) or more is required to participate in either the Kansas Public Employees Retirement System (“KPERS”) or the Kansas Police and Firemen’s Retirement System (“KP&F”). It is the responsibility of the Department Head to ensure the Human Resources Department is notified at the time of hire of a Part-Time employee who is eligible for KPERS or KP&F benefits. Arrangement City employees who are Firefighters or Police Officers are enrolled in KP&F. All other eligible City employees are enrolled in KPERS. Temporary, Seasonal, or Part-Time employees who do not work over 1,000 hours per year are not eligible to participate in either retirement program. Contributions Contributions are made by both the employee and the City on behalf of the employee. This is a predetermined percentage that is dictated by KPERS and KP&F. Guaranteeing your Benefits Once an employee has been in the program for the required minimum years, an employee will have earned enough service credit to guarantee a retirement benefit. Borrowing Kansas law does not allow an employee to borrow from their contributions. Purchasing Service Credits Service credit is an important factor used to calculate your retirement benefit. An employee may be able to increase their retirement benefit and possibly retire earlier by purchasing service credits. The cost of purchasing is based on the employee’s age and salary and is a percentage of the employee’s current salary (or current final average salary). Long-Term Disability Benefits Active members that become disabled may be eligible for disability benefits. Specific circumstances have bearing on actual benefits available. Death Benefits Death benefits are available under both KPERS and KP&F. Specific circumstances have bearing on actual benefits available. Additional benefits may apply if the employee’s death is job-related. Retirement Retirement is based on age and years of service credit and is also dependent on enrollment in either KPERS or KP&F. For more information go to www.kpers.org or talk to the Human Resources Department. Significant Life Change It is important to keep beneficiaries up to date and to discuss options with Human Resources staff whenever there is a significant life change such as, but not limited to: Marriage; Divorce; separation from employment; or, call to Active Military Duty.	2009 source: 9.1 Retirement | 2026 counterpart: SECTION 10.2 RETIREMENT SYSTEMS: KPERS & KP&F
Mapped	Multiple 2009 sections consolidated into one 2026 section	9.2	Social Security	SECTION 10.3	OPTIONAL BENEFIT PLANS	Social Security is an employee taxed retirement system required by the federal government. Social Security consists of joint contributions by the employee and the employer. Contributions are based upon a percentage of the employee's salary and are automatically deducted fro m their paycheck. Details regarding current Social Security deductions, requirements, and benefits are available from the Administrative Services Department.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 9.2 Social Security | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS
Mapped	Many-to-many crosswalk	9.3	Health and Dental Care	SECTION 10.1	GROUP HEALTH AND DENTAL COVERAGE	a. The City has a group hospitalization and medical plan. Membersh ip in the plan is completely voluntary. The City pays the premium for the employee to be enrolled in the individual plan. A Family plan is available and to enroll family members the employee must contribute the difference in cost between the individual plan and the family plan they prefer. The City retains the right to assess a portion of single coverage to all City employees requesting such coverage. The employee shall be responsible for the designated cost of the single coverage if assessed by the City and the cost of the family coverage. b. The effective date of health and dental coverage is the first day of the calendar month following initial employment. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health or dental insurance unless they experience a qualifying event as defined in the plan document for the City's health insurance. Employees are also eligible to enroll in the City’s health and dental insurance during the open enrollment pe riod which occurs each July for an effective date of August 1st of each year. c. Employees who are eligible for retirement may continue group health coverage for themselves and their dependents. See Section 3.18 (b) (1) for age requirements for continuing health care coverage. Employees who are eligible for retirement may also continue dental coverage for themselves and their dependents. Employees electing to continue coverage after retirement must pay all premiums for the coverage under the terms set forth by the City policies and applicable State and Federal laws. d. The City will pay 100% of the Employee Dental Benefit Premium. Group Dental Plan coverage for dependents of full-time employees will be on a contributory basis, with the employee paying 50% of the premium for their dependent’s benefits and the City paying the balance. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. The employee shall be responsible for th e designated cost of the single and/or family coverage if assessed by the City.	The City offers health and dental insurance plans to employees and their dependents. Membership in the plan is completely voluntary. Employees shall have the option of electing single coverage, employee with children coverage, employee with spouse coverage, or family coverage. A complete listing of group health and dental insurance plans available for each benefit year can be obtained from the Human Resources Department. Eligibility Exempt and non-exempt active full-time employees. Retirees from the City who are at least the age of 50 years-old but less than the age of 65 years-old with a minimum of ten (10) consecutive years of service with the City. Employees who have been approved for medical disability retirement through KPERS or KP&F. Part-time and Seasonal employees are not eligible to participate in voluntary group health and dental insurance plans. Open Enrollment Periods Open enrollment occurs yearly for the August 1st to July 31st benefit year coverage period. The Human Resources Department will decide specific open enrollment dates for the upcoming benefit year. Once enrollment dates have been set, the Human Resources Department is responsible for coordinating and communicating open enrollment dates to eligible City employees. Changing Coverage Coverage cannot change during any time other than during the enrollment period unless there is a qualifying event. Qualifying events can be but are not limited to the following: Loss of other health coverage; Birth, adoption, or placement of a child; Marriage or Divorce; or, Death of Employee or Dependent. For a complete listing of qualifying events, employees may contact the Human Resources Department. Employees are responsible to notify the Human Resources Department staff immediately whenever there is a change in benefit coverage due to a qualifying event. The Human Resources Department staff will not be held responsible for any missed deadline of benefit changes due to untimely notification from employees. Grace Period for New Employees The effective date of health and dental insurance coverage for new employees is the first day of the calendar month following a 30-day grace period after initial hire. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City’s health and/or dental insurance coverage plan before the next open enrollment period unless they have a qualifying event. 5. City and Employee Contribution The City evaluates and determines on a yearly basis the amount the City will contribute to the group health and dental insurance policies for eligible employees except for retirees. Health and dental insurance policies for retirees will be covered under “Retirement.” The City shall be responsible to pay for a fixed percentage, determined by the City Manager, for health and dental premiums available for every benefit year. Employees requesting such coverage shall also be responsible for a fixed percentage, also determined by the City Manager, for health and dental care premiums available. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. All eligible employees, except for retirees electing to participate in the City health and dental insurance plans offered, will be responsible for any membership premiums not covered by the City. Contrary portions contained within a collective bargaining agreement shall supersede this Section. COBRA Coverage Employees who resign from the service of the City and do not obtain further employment or will not be provided health and/or dental coverage by their next employer may elect to continue health and dental coverage with the City plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The City provides the following individuals the opportunity to continue health and dental coverage for up to thirty-six (36) months under the COBRA plan after their coverage would have otherwise terminated. COBRA participants are subject to pay the premiums required set forth by the City of Junction City: Surviving dependent(s) of covered employee(s). A former covered spouse whose coverage ceases due to divorce or legal separation. Covered dependents of Medicare eligible covered employees. Covered dependent children who become ineligible under the health and dental plan due to age or marriage. Eligible employees who lose their single or family health and dental coverage due to involuntary termination, strike, layoff, discharge (other than for misconduct), or a reduction in work hours, will have the opportunity to continue their single or family health and dental coverage with the City for up to eighteen (18) months, subject to certain restrictions. In all cases, the covered individual is responsible for notifying the Human Resources Department staff immediately of any changes in employment status and dependent eligibility. The covered individual(s) must pay the full monthly cost for the health and dental	2009 source: 9.3 Health and Dental Care | 2026 counterpart: SECTION 10.1 GROUP HEALTH AND DENTAL COVERAGE

Mapped	Many-to-many crosswalk	9.3	Health and Dental Care	SECTION 10.3	OPTIONAL BENEFIT PLANS	a. The City has a group hospitalization and medical plan. Membersh ip in the plan is completely voluntary. The City pays the premium for the employee to be enrolled in the individual plan. A Family plan is available and to enroll family members the employee must contribute the difference in cost between the individual plan and the family plan they prefer. The City retains the right to assess a portion of single coverage to all City employees requesting such coverage. The employee shall be responsible for the designated cost of the single coverage if assessed by the City and the cost of the family coverage. b. The effective date of health and dental coverage is the first day of the calendar month following initial employment. Employees who do not enroll during their initial 30-day opportunity period may not enroll in the City's health or dental insurance unless they experience a qualifying event as defined in the plan document for the City's health insurance. Employees are also eligible to enroll in the City's health and dental insurance during the open enrollment pe riod which occurs each July for an effective date of August 1st of each year. c. Employees who are eligible for retirement may continue group health coverage for themselves and their dependents. See Section 3.18 (b) (1) for age requirements for continuing health care coverage. Employees who are eligible for retirement may also continue dental coverage for themselves and their dependents. Employees electing to continue coverage after retirement must pay all premiums for the coverage under the terms set forth by the City policies and applicable State and Federal laws. d. The City will pay 100% of the Employee Dental Benefit Premium. Group Dental Plan coverage for dependents of full-time employees will be on a contributory basis, with the employee paying 50% of the premium for their dependent's benefits and the City paying the balance. The City retains the right to assess a portion of single and/or family coverage to all City employees requesting such coverage. The employee shall be responsible for th e designated cost of the single and/or family coverage if assessed by the City.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 9.3 Health and Dental Care | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS
Mapped	Multiple 2009 sections consolidated into one 2026 section	9.4	Life Insurance	SECTION 10.3	OPTIONAL BENEFIT PLANS	a. Full-time employees are provided with a $20,000 life insurance policy. The City will pay 100% of the initial life insurance premium. Employees may apply for additional voluntary life insurance coverage for themselves and their dependants. The additional life insurance is not connected to the $20,000 life insurance policy provided to the employee by the City . The cost of the additional premiums will be deducted from the employee's pay. Employees leaving the employment of the City either by retirement or by terminating employment, may elect to continue the additional voluntary life insurance policy. Employees are responsible for payment of the premiums. b. By participating in KPERS, employees are provided additional life insurance coverage while an active employee . The KPERS coverage is a percentage of the employee's current annual salary as determined and computed by the Board of Trustees of KPERS. Upon retirement through the KPERS system, employees may convert the life insurance coverage to an individual policy. Employees can obtain the necessary paperwork in the Administrative Services Department. KPERS must receive the paperwork within thirty (30) day s of the employee's last day on payroll. Employees enrolled under the KP&F system are not eligible for the life insurance through KPERS.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 9.4 Life Insurance | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS
Mapped	Many-to-many crosswalk	9.5	Worker's Compensatio n	SECTION 16.2	ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES	Employees injured on the job are covered by the Kansas State Worker's Compensation Act. Should an employee be injured on the job or contract an occupational disease, they will receive compensation. To initiate a claim, the following procedure is established: a. The employee shall report any injury IMMEDIATELY regardless of extent, to his/her immediate Supervisor. b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital designated by the City. c. The Supervisor shall inform the Department Head as soon as possible of the accident and the action taken. d. The Supervisor shall see that an Employee Incident Report Form has been prepared and shall forward it to the Department Head within 24 hours. This form can be found on the g drive. e. This report shall be forwarded to the Administrative Services Department within five (5) calendar days and then to the City Manager for review. All reports will be reviewed by the City's Safety Committee during the monthly safety meeting. f. An employee who is injured on the job and is covered by the Kansas State Worker's Compensation Act will receive a weekly check from the City's Worker's Compensation insurance company. This check is equivalent to 66 and 2/3 percent of the employee's base pay to a maxi mum as determined by the State of Kansas . The check will be issued only when the employee is unable to work. If an employee wishes to make up the difference between the Worker's Compensation check and a full pay check, the employee may elect to use a com bination of vacation, sick or personal leave. The employee will need to make arrangements with the Administrative Services Department within the first seven days after the date of injury. In order to maintain any deductions, the employee will need to mak e arrangements with the Administrative Services Department to pay the necessary deduction amounts while on Worker's Compensation leave.	Notification Employees involved in or who are witnesses to an accident or injury involving: employees in the course of their duties, City vehicles, City equipment, or incidents occurring on City owned property shall immediately notify the appropriate supervisor or Department Head. The Supervisor or Department Head shall notify the Human Resources Department or designee. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits. Failure to report timely may lead to disciplinary action leading up to and including termination. Reporting Upon an accident occurring involving a City-owned or rented vehicle, an employee shall immediately contact law enforcement with jurisdiction to investigate the accident and make a report for Human Resources and insurance purposes. Refer to the Drug Testing Policy Section of this Personnel Policy Handbook as well. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to the Human Resources Director no later than twenty-four (24) hours after the incident occurs. Accidents or incidents involving City property, equipment, or any person must also be reported to the City Clerk for insurance claim purposes to seek or defend a potential claim. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City. Medical Treatment If medical attention is required, an employee is to utilize, whenever reasonably possible and in the following order of priority, the City's Designated Clinic designated for accidents, an emergency room, or ambulatory service. The City will choose a Designated Clinic; however, depending on shift hours, the emergency room may be suitable. Elecronic or telehealth visits may be permissible given the Designated Clinic's policies or practices. Payout Pay will be determined and assessed based on the incident and/or injury and provisions set forth by Injury Leave provisions and the Workers Compensation carrier for the City of Junction City. Injury Leave Payout: If the employee is injured on the job and unable to work, the City will grant the employee Injury Leave for up to seven (7) calendar days. If an investigation is necessary, the employee will be charged sick leave or Paid Time Off until the investigation is complete. If the investigation verifies the credibility of the accident, the charged leave will be reversed, and the employee will be granted Injury Leave. Drug and Alcohol Testing Please refer to Section 13 in this Personnel Policy to determine if drug and alcohol testing will be required.	2009 source: 9.5 Worker's Compensation | 2026 counterpart: SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES

Mapped	One 2009 section split into multiple 2026 sections	9.5	Worker's Compensation	SECTION 16.3	WORKERS COMPENSATION	Employees injured on the job are covered by the Kansas State Worker's Compensation Act. Should an employee be injured on the job or contract an occupational disease, they will receive compensation. To initiate a claim, the following procedure is established: a. The employee shall report any injury IMMEDIATELY regardless of extent, to his/her immediate Supervisor. b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital designated by the City. c. The Supervisor shall inform the Department Head as soon as possible of the accident and the action taken. d. The Supervisor shall see that an Employee Incident Report Form has been prepared and shall forward it to the Department Head within 24 hours. This form can be found on the g drive. e. This report shall be forwarded to the Administrative Services Department within five (5) calendar days and then to the City Manager for review. All reports will be reviewed by the City's Safety Committee during the monthly safety meeting. f. An employee who is injured on the job and is covered by the Kansas State Worker's Compensation Act will receive a weekly check from the City's Worker's Compensation insurance company. This check is equivalent to 66 and 2/3 percent of the employee's base pay to a maxi mum as determined by the State of Kansas . The check will be issued only when the employee is unable to work. If an employee wishes to make up the difference between the Worker's Compensation check and a full pay check, the employee may elect to use a com bination of vacation, sick or personal leave. The employee will need to make arrangements with the Administrative Services Department within the first seven days after the date of injury. In order to maintain any deductions, the employee will need to mak e arrangements with the Administrative Services Department to pay the necessary deduction amounts while on Worker's Compensation leave.	The City provides Workers Compensation benefits for job-related injuries, disability, or death to its employees in accordance with State of Kansas law. Qualifying Conditions Qualifying conditions are based on the accidental injury of an employee in the course of employment with the City and by reason of performing their duties for the City. Exposure to a disease, bacteria, et cetera can be considered an "accidental injury" so long as allowed per the Laws of the State of Kansas for Workers Compensation. Eligibility All employees are eligible. Workers Compensation eligibility starts on the first date of employment. Notification An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits. Failure to report timely may lead to disciplinary action leading up to and including termination. Reporting Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to their Department Head or their designee no later than twenty-four (24) hours after the incident occurs. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury. The Department Head shall forward the report, information, et cetera to Human Resources as soon as is practicable. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director. Human Resources shall respond to or update the Department Head and employee upon receipt of information. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City. Authorized Physician The City has the authority to select the medical provider who will treat the injury initially upon report. The City through the Human Resources Department shall send a job description for the affected employee to the medical provider and to Workers Compensation upon request. Workers Compensation shall take over treatment and other medical-related selection as allowed per statute or regulation. Workers Compensation Payout Employees will receive a weekly check as determined by the State of Kansas. The check will be issued only when the employee is unable to work. For any wages not covered by Workers Compensation offered by the City, an employee may utilize accrued Sick Leave or Paid Time Off (PTO). Arrangements concerning Workers Compensation and ancillary issues must be made by the employee with the Human Resources Department within the first seven (7) days after the date of injury. Such arrangements shall be made in writing. Employees are still responsible to ensure all their elected deductions are paid. Failure to communicate and decide may lead to the City seeking to recoup the funds as is legally permissible. If Workers Compensation pays the employee for the first seven (7) days, then the employee shall reimburse the City in the amount of the Workers Compensation pay for any Injury Leave compensation to prevent double pay for the same time period. Effects on Benefits During the period of time an employee is eligible for Workers Compensation benefits the City shall continue normal City contributions towards retirement, life insurance and health insurance. Employees shall be responsible for making payment arrangements for the employee's contribution toward these benefits, as well as any other optional programs to which the employee may be contributing. Failure to provide employee's contribution shall result in forfeiture of City's contribution and loss of benefit.	2009 source: 9.5 Worker's Compensation | 2026 counterpart: SECTION 16.3 WORKERS COMPENSATION
Mapped	Many-to-many crosswalk	9.5	Worker's Compensation	SECTION 16.4	RETURN TO WORK	Employees injured on the job are covered by the Kansas State Worker's Compensation Act. Should an employee be injured on the job or contract an occupational disease, they will receive compensation. To initiate a claim, the following procedure is established: a. The employee shall report any injury IMMEDIATELY regardless of extent, to his/her immediate Supervisor. b. The immediate Supervisor shall provide first aid treatment to the injured employee; the injured employee may be taken to a licensed physician or hospital designated by the City. c. The Supervisor shall inform the Department Head as soon as possible of the accident and the action taken. d. The Supervisor shall see that an Employee Incident Report Form has been prepared and shall forward it to the Department Head within 24 hours. This form can be found on the g drive. e. This report shall be forwarded to the Administrative Services Department within five (5) calendar days and then to the City Manager for review. All reports will be reviewed by the City's Safety Committee during the monthly safety meeting. f. An employee who is injured on the job and is covered by the Kansas State Worker's Compensation Act will receive a weekly check from the City's Worker's Compensation insurance company. This check is equivalent to 66 and 2/3 percent of the employee's base pay to a maxi mum as determined by the State of Kansas . The check will be issued only when the employee is unable to work. If an employee wishes to make up the difference between the Worker's Compensation check and a full pay check, the employee may elect to use a com bination of vacation, sick or personal leave. The employee will need to make arrangements with the Administrative Services Department within the first seven days after the date of injury. In order to maintain any deductions, the employee will need to mak e arrangements with the Administrative Services Department to pay the necessary deduction amounts while on Worker's Compensation leave.	Prior to returning to work, employees are required to provide a release to return to work from the treating health care provider. Without Limitations: Employees who have been released without limitations may be required to undergo a fit for duty assessment as outlined in the "Fit for Duty Observation" (15.7) section of this Personnel Policy Manual. With Limitations: Employees who have been released to perform work with limitations may be able to return to work under a Light Duty Work Program (Please refer to Section 15.6) if available. Should an employee turn down or fail to perform offered work that they are capable of doing the City may take all actions permitted under law, including but not limited to, contesting the employee's entitlement to further Workers Compensation benefits. Follow-up Appointments: Employees with an approved Workers Compensation claim that have been released to perform work and have follow-up appointments during their regularly scheduled shift, may count the time away from work for doctor's visits, as time worked. Once the employee has been released from doctor's care for the accident/injury, they may no longer count doctor's visits as time worked.	2009 source: 9.5 Worker's Compensation | 2026 counterpart: SECTION 16.4 RETURN TO WORK
Mapped	One 2009 section split into multiple 2026 sections	9.6	Risk Management	SECTION 16.1	RISK MANAGEMENT AND WORKPLACE SAFETY	a. The purpose of the risk management and loss prevention program of the City of Junction City is to protect the well being of all employees and to maintain a safe and efficient work place. Risk management initiatives will reduce insurance costs through elimination or control of employee exposure to risk. b. It is the policy of the City of Junction City to take measures to provide for the safety of all employees. c. Likewise, all employees shall comply with the safety rules outlined herein and established for individual departments and divisions. Responsibility for using proper procedures in performing every duty rests with each employee. d. All accidents shall be reported immediately in accordance with the established policy. The Supervisor and employee shall complete an Employee Incident Report Form as soon as possible. The prompt reporting of accid ents will ensure that injured personnel receive prompt medical attention and correct any safety hazard at the job site.	The City employs a risk management and loss prevention program to protect the well-being of all employees and to maintain a safe and efficient workplace. Risk management initiatives will endeavor to reduce insurance costs through elimination or control exposure to risk by employees. Due to risk management and for the employees' sake, the City shall take measures to provide for the safety of all employees.	2009 source: 9.6 Risk Management | 2026 counterpart: SECTION 16.1 RISK MANAGEMENT AND WORKPLACE SAFETY
Mapped	One 2009 section split into multiple 2026 sections	9.6	Risk Management	SECTION 16.8	SAFETY ISSUES	a. The purpose of the risk management and loss prevention program of the City of Junction City is to protect the well being of all employees and to maintain a safe and efficient work place. Risk management initiatives will reduce insurance costs through elimination or control of employee exposure to risk. b. It is the policy of the City of Junction City to take measures to provide for the safety of all employees. c. Likewise, all employees shall comply with the safety rules outlined herein and established for individual departments and divisions. Responsibility for using proper procedures in performing every duty rests with each employee. d. All accidents shall be reported immediately in accordance with the established policy. The Supervisor and employee shall complete an Employee Incident Report Form as soon as possible. The prompt reporting of accid ents will ensure that injured personnel receive prompt medical attention and correct any safety hazard at the job site.	Employees shall promptly report unsafe conditions or actions to the appropriate supervisor or Department Head. If the unsafe condition or action persists, employees shall notify the Human Resources Director.	2009 source: 9.6 Risk Management | 2026 counterpart: SECTION 16.8 SAFETY ISSUES

Mapped	One 2009 section split into multiple 2026 sections	9.7	Drug Free Work Place	SECTION 14.1	DRUG-FREE WORKPLACE	a. The City of Junction City recognizes that the use and abuse of drugs and alcohol in today's society is a very ser ious problem which has found its way into the workplace. The City of Junction City also recognizes the significant threat that a drug-impaired employee can pose to the safety of the worker, co -workers and the general public. In order to address the safet y threat presented by the problem of drug and alcohol abuse , the City has established this policy requiring drug and alcohol testing under certain circumstances. b. In light of the above, the City of Junction City has adopted a Drug and Alcohol Testing Policy (Policy Resolution 03 -04) to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations. c. The City of J unction City's testing program is incorporated in an overall Drug and Alcohol Testing Policy (Policy Resolution 03-04) that is designed to create a drug - free environment and provide help to those employees who may suffer from problems with substance abuse. The P olicy has been developed in compliance with existing federal regulations in a manner that ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse. For specific information on this policy contact the Administrative Services Department. d. Section 9.8 describes the Employee Assistance Program of the City of Junction City.	The City of Junction City is dedicated to providing a safe, healthy, and productive work environment: a Drug-Free Workplace. To further that goal and make this a drug-free environment, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of illicit or improperly used legal controlled substances.	2009 source: 9.7 Drug Free Work Place | 2026 counterpart: SECTION 14.1 DRUG-FREE WORKPLACE
Mapped	One 2009 section split into multiple 2026 sections	9.7	Drug Free Work Place	SECTION 14.2	SAFETY-SENSITIVE POSITIONS	a. The City of Junction City recognizes that the use and abuse of drugs and alcohol in today's society is a very ser ious problem which has found its way into the workplace. The City of Junction City also recognizes the significant threat that a drug-impaired employee can pose to the safety of the worker, co -workers and the general public. In order to address the safet y threat presented by the problem of drug and alcohol abuse , the City has established this policy requiring drug and alcohol testing under certain circumstances. b. In light of the above, the City of Junction City has adopted a Drug and Alcohol Testing Policy (Policy Resolution 03 -04) to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations. c. The City of J unction City's testing program is incorporated in an overall Drug and Alcohol Testing Policy (Policy Resolution 03-04) that is designed to create a drug - free environment and provide help to those employees who may suffer from problems with substance abuse. The P olicy has been developed in compliance with existing federal regulations in a manner that ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse. For specific information on this policy contact the Administrative Services Department. d. Section 9.8 describes the Employee Assistance Program of the City of Junction City.	Purpose As a part of its commitment to safeguard the health of its employees and provide a safe place for its employees to work, the City of Junction City (hereinafter "City") has established this policy regarding the use of controlled substances and the misuse of alcohol by its employees. Substance abuse seriously endangers the safety of employees and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the City. The City has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also the policy of the City to prevent the use and/or presence of these substances in the workplace in accordance with the following guidelines. Scope As a condition of employment, employees are required to abide by the terms of this policy. This anti-drug and alcohol misuse prevention policy primarily governs actions in the areas of alcohol and drugs. Other City policies may apply in these areas to the extent that they do not conflict with this policy. Certain employees may be subject to additional requirements under state and/or federal policies. Definitions for the Drug and Alcohol Policy as It Pertains to Non-DOT Employees "ILLEGAL DRUGS" "Illegal drugs" are 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. Examples include, but are not limited to, cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP) as well as prescription drugs that are not lawfully obtained and/or not properly utilized. The term "illegal drugs" also includes mind-altering and/or addictive substances that are not sold as drugs or medicines but are used for the mind- or behavior- altering effect (e.g. glue, peyote). Medical Marijuana or Recreational Use is prohibited under this policy. The Federal Government and the Department of Transportation do not recognize Medical Marijuana Prescriptions or Recreational Use. Federal Law always supersedes State law(s). This City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators and/or contractors to be employed or perform work at any of their locations, terminals, or operations while on Medical Marijuana or Recreational Use. The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test. LEGAL DRUGS "Legal drugs" are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold. 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, the quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited. CITY PROPERTY The term "City Property" includes work sites; parking lots; vehicles; offices owned, rented, utilized, or serviced by the City or by any customer of the City; employee-owned or employee-rented vehicles on the property of the City or of any customer of the City while on City business; and locations where the employee represents the City in any capacity. ON DUTY The term "On Duty" includes all working hours as well as meal periods and break periods, regardless of whether on premises and all hours when the employee represents the City in any capacity. COVERED EMPLOYEES The term "Covered Employees" applies to any employee who is a non-DOT mandated employee. DESIGNATED EMPLOYEE REPRESENTATIVE (DER) Point of contact for all employees with questions or processes involving the Drug Testing Program. The DER shall be the Human Resources Director or their designee. MEDICAL REVIEW OFFICER (MRO) "A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug results." POSITIVE TEST RESULT A positive test result is any drug or alcohol result that is over the testing level. EMPLOYEE ASSISTANCE RESOURCES (EAR) The Human Resources Department shall provide, at any employee's request, a list of mental health providers, counselors, follow-up services, assessment providers, et cetera within the Junction City or surrounding areas which participate in or under the City's health insurance plan. Such request shall be confidential and undisclosed to others. DRUG-RELATED CRIME The term "Drug-Related Crime" is an offense, misdemeanor, or felony where at least one element pertains to alcohol, narcotics or other substances including but not limited to the following: possession of illegal drugs, driving under the influence, possession of paraphernalia, misuse of prescription medication, distribution, or manufacture of drugs, etc. SAFETY-SENSITIVE POSITIONS The term "Safety-Sensitive Positions" means all City employees who are traditionally emergency or first responders as well as those who operate or maintain large equipment, tools, or deal with minors. Safety-Sensitive Positions are all City employees assigned to the following positions or job requirements:	2009 source: 9.7 Drug Free Work Place | 2026 counterpart: SECTION 14.2 SAFETY-SENSITIVE POSITIONS

Mapped	One 2009 section split into multiple 2026 sections	9.7	Drug Free Work Place	SECTION 14.3	CDL EMPLOYEES	a. The City of Junction City recognizes that the use and abuse of drugs and alcohol in today's society is a very ser ious problem which has found its way into the workplace. The City of Junction City also recognizes the significant threat that a drug-impaired employee can pose to the safety of the worker, co -workers and the general public. In order to address the safet y threat presented by the problem of drug and alcohol abuse , the City has established this policy requiring drug and alcohol testing under certain circumstances. b. In light of the above, the City of Junction City has adopted a Drug and Alcohol Testing Policy (Policy Resolution 03 -04) to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations. c. The City of J unction City's testing program is incorporated in an overall Drug and Alcohol Testing Policy (Policy Resolution 03-04) that is designed to create a drug - free environment and provide help to those employees who may suffer from problems with substance abuse. The P olicy has been developed in compliance with existing federal regulations in a manner that ensures accurate and reliable test results, and thereby contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse. For specific information on this policy contact the Administrative Services Department. d. Section 9.8 describes the Employee Assistance Program of the City of Junction City.	Applicability This policy applies to any employee of the City of Junction City who holds a Commercial Driver's 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: 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; Has a gross vehicle weight rating of 26,001 or more pounds; Is designed to transport sixteen (16) or more passengers, including the driver; or, 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 Policies (49 CFR Part 172, Subpart F). Testing Procedures It is a condition of employment that all employees who hold a Commercial Driver's License (CDL) and uses that license to operate a commercial motor vehicle submit to drug and alcohol testing. All testing conducted under this policy will follow procedures as set forth in 49 CFR Part 40. The Procedures have been developed to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to ensure that the test results are attributed to the correct employee. Definitions Words and phrases used in this policy are as defined and found in 49 CFR Parts 40.3 and 382.107. Prohibitions Alcohol No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater. No driver shall use alcohol while performing a safety-sensitive function. This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance that would cause alcohol to be present in the body. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until a post-accident alcohol test has been administered, whichever occurs first. Controlled Substances The Department of Transportation currently tests for: Marijuana metabolites (Marijuana and other THC related drugs), Cocaine metabolites (Cocaine and other related drugs), Amphetamines (including Amphetamines, Methamphetamines), Opioids (including Opioids, Opiates, Morphine, and other related drugs), and Phencyclidine (PCP). This may include testing for synthetic versions of the drugs listed. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance. ILLEGAL DRUGS. The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act is always prohibited unless a legal prescription has been written for the substance. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs. MEDICAL MARIJUANA OR RECREATIONAL USE IS PROHIBITED UNDER THIS POLICY. The Federal Government and the Department of Transportation do not recognize Medical Marijuana prescriptions or Recreational Use. Federal Law supersedes State law(s) though State law may be stricter. The City shall follow all Federal Government policies and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators, and/or contractors to be employed or perform work at any of the City's locations or operations while using marijuana regardless of the reason for the usage. LEGAL DRUGS. The appropriate use of legally prescribed drugs and non-prescription medications is not 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. In addition, the employee must obtain a written release from a licensed medical practitioner releasing the person to perform their job duties any time they obtain a performance-altering prescription. 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, the quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited. CBD OIL. The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test. Refusal to Test No driver shall refuse to submit to an alcohol or controlled substance test required by 49CFR, Parts 40 and 382. As an employee, you have refused to take a drug test if you: Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency policies, after being directed to do so by the employer. Fail to remain at the testing site until the testing process is complete. Fail to provide a urine specimen for any drug test required by this part or DOT agency policies. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of the provision of a specimen. Fail to provide a sufficient amount of urine when directed and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure.	2009 source: 9.7 Drug Free Work Place | 2026 counterpart: SECTION 14.3 CDL EMPLOYEES
Mapped	Multiple 2009 sections consolidated into one 2026 section	9.8	Employee Assistance Program (EAP)	SECTION 10.3	OPTIONAL BENEFIT PLANS	a. The City of Junction City recognizes that a wide range of individual problems not directly related to one's emplo yment can affect job performance. These problems may include personal issues, family issues, marital conflict, emotional difficulties, substance abuse, financial, and/or legal difficulties. b. The City provides an Employee Assistance Program for the welfare and protection of its employees and their dependents. The recommendation of an employee for this program will be the responsibility of supervisors and employees. The employee may request an appointment with a counselor or may be referred by their superv isor. The counselor keeps all matters discussed confidential. A copy of the Employee Assistance Program is located in the Administrative Services Department.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 9.8 Employee Assistance Program (EAP) | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS
Mapped	Multiple 2009 sections consolidated into one 2026 section	9.9	Short term Disability	SECTION 10.3	OPTIONAL BENEFIT PLANS	The City's Short Term Disability policy is outlined in Section 8.12.	The City may, at its discretion, offer other optional benefit plans for employees to consider. Optional benefit plans will vary on whether the City will pay the entire premium, a portion of the premium, or if the employee is required to pay the whole premium of the optional benefit plan. Eligibility The following classifications are covered by optional benefit plans: Exempt and Non-Exempt Full-Time employees. City Provided Benefits Voluntary Basic Term Life Insurance & Accidental Death & Dismemberment Short Term Disability Employee Assistance Program or Resources (EAP or EAR) Dental Insurance Vision Insurance/Service Plan Optional Benefit Programs Flexible Spending Account Supplementary Coverage Plans Deferred Compensation-KPERS 457 Plan Employees may obtain more details of optional benefit plans offered to employees from the Human Resources Department.	2009 source: 9.9 Short term Disability | 2026 counterpart: SECTION 10.3 OPTIONAL BENEFIT PLANS

Mapped	Direct or primary counterpart	10.1	Dress and Appearance	SECTION 2.3	DRESS AND APPEARANCE	It is the policy of City of Junction City that each employee's dress and appearance shall be in neat and conservative attire appropriate to th eir position to enhance a professional working relationship with the public and co-workers. All clothing and other items depicting/suggesting messages about drugs, alcohol, sex, violence, and/or foul language are prohibited. Although an employee may pierce his or her body, it is unacceptable for an employee t o wear body piercing jewelry or ornaments that are readily visible to others. Examples of unacceptable areas would include but not limited to items such as Nose, eyebrow, eyelids, tongue, lips, neck, etc. The normal wearing of earrings in the ears is acceptable. All body jewelry and ornaments should be discreet and non -offensive. They must not be depicting or contain suggestive messages about drugs, alcohol, sex, violence and/or foul language. Although an employee may tattoo his or her body, the City of Junction City discourages all employees from obtaining tattoos while employed with the City. Employees with tattoos will attempt to cover visible tattoos with appropriate clothing. Employees, who have tattoos on their ankle, hand, lower leg, which are discreet and non-offensive, are allowed to have that tattoo visible when wearing appropriate professional attire. Tattoos depicting/suggesting a message about drugs, alcohol, sex, violence, and/or foul language are prohibited and shall be covered at all times. In the event that a supervisor or the Department Head believes that an employee's clothing attire is inappropriate for the work place; the supervisor or Department Head shall consult with the employee about their clothing attire on an individual basis.	Each staff member will present themselves in a manner appropriate for their assigned duties according to established guidelines. This includes their personal hygiene, grooming, and dress. The City of Junction City dress and appearance policy is designed to help us all provide a consistent professional appearance to our citizens, vendors, and colleagues. Employees' appearance reflects on the City. The goal is to be sure that employees maintain a professional appearance and not negatively affect business or interactions with citizens, vendors, or colleagues. This policy applies to all employees, interns, and temporary workers representing the City. Those three groups will be referred to as employees throughout this subsection. Employees are expected to dress appropriately for their position. Exceptions for employees should be brought up with their supervisors for guidance to ensure appropriate attire for their position while engaging in job duties. The following topics or articles of clothing have lists of examples. Those lists are non-exhaustive but are intended to provide examples to management, employees, and supervisors. The City expects employees: to always present a clean, professional appearance in light of job duties and requirements; to address and keep up with daily hygiene needs due to job duties, public interaction, and working alongside fellow employees; to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear considering job duties and requirements; to follow the dress and appearance policy at all times when representing the City during work, at City-sponsored training, and governing body or other appointed board meetings. The City opens itself to employees, managers, and department heads to seek guidance, clarification, and other aid regarding this policy from the Human Resources Department. The below are guidance. Department Heads may develop their own departmental policy/policies in light of their department's needs as well as in a collective bargaining agreement. Prohibited and Always Unacceptable: All lewd, vulgar, hateful, or generally offensive attire shall be unacceptable; Political commentary, slogans, and other similar statements while on-duty or completing work activities/duties; Underwear or other undergarments intentionally being visible. Slacks/Pants/Jeans: Acceptable: Khakis, Business Slacks, Dress Pants, Dress Capris, or Jeans; Unacceptable: Pajama pants and sweatpants; Must be accompanied by a business appropriate top; Present a professional appearance considering job duties and professionalism; Shall not be over-revealing such as showing exposed buttocks, groin, pubic, or midriff area(s); Shall not be over-revealing by being too tight or otherwise affecting interaction with the public, colleagues, or co-workers; Shall not be too loose or with lack of fastening (belt, suspenders, et cetera); Jeans may be affected by Departmental policy. Leggings/Yoga Pants Must be accompanied by a top that when combined presents a professional appearance; The top shall cover the buttocks, groin, and pubic area; Skirts Should be a professional length so the employee may walk, work, sit, and complete all job duties before the public comfortably; Shall not be a miniskirt; Shall not be over-revealing such as exposing buttocks, groin, pubic, or midriff area(s). Tops/Shirts/Blouses Must cover the shoulder/both shoulders; Can be sleeveless; however, the top cannot be one where the sleeves were removed; Shall present a professional appearance; Generally, graphic t-shirts/tee shirts alone are not professional in appearance for office workplace attire. A Department Head may create an individual allowance such as community, athletic, or other morale-based allowances on graphics which are not otherwise contrary with the Dress and Appearance. Shall not be over-revealing such as showing midriff area(s), having plunging necklines, or spaghetti straps. Dresses No minidresses;	2009 source: 10.1 Dress and Appearance | 2026 counterpart: SECTION 2.3 DRESS AND APPEARANCE
Mapped	Direct or primary counterpart	10.2	Political Activity	SECTION 2.5	POLITICAL ACTION	Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees. a. Persons employed by the City of Junction City may: (1) Join political organizations, civic associations, or civic betterment groups. (2) Take part in political campaigns and activities, subject to conditions in paragraph b of this Section. (3) Running for elected office: (a) An employee who desires to become a candidate for any elected office may do so, however, the employee must not conduct any political campaign activities during working hours. Upon taking any elected office, excluding seats on boards of education, the empl oyee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in his/her position with the City. (b) An employee who strives to beco me a candidate for City Commission must first resign from City employment. The resignation will be effective as of the date of filing for the elected office. After election, whether successful for not, an employee will not be returned to his/her former employment with the City, unless specifically approved by the City Manager b. Persons employed by the City of Junction City SHALL NOT: (1) Use their office/position to influence elections, nominations, or any other political purpose. (2) Require or advise other employees to make political contributions. (3) Use political influence in connection with their employment status. (4) Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships. Further, political activity of ANY type on the part of any employee while on duty is prohibited. This shall include but is not limited to soliciting or receiving political contributions, any form of campaigning for a candidate for public office, wearing or displaying political badges, buttons, or signs on their person or on City property.	Public Representations Employee's comments may at times be construed as the opinions or views of the City when in fact it is that of the individual employee. For this reason, it is imperative that employees clearly identify when the opinions expressed are their own, and not necessarily those of the City. This applies to all forms of communication, including but not limited to, verbal, social media, correspondence, emails, blogging, and text messages. Further, employees shall receive permission from the City Manager before making public postings that officially represent the City, or which are presented with any association to the City. This includes social media, brochures, websites, blogs, or any other form of distributed information. This specifically does not include operational materials such as individual correspondence or forms. For the purposes of Section 2.5, statements made, written, or posted on behalf of a Union or other political action committee is not "any association to the City". Political Activity Persons employed by the City of Junction City are free to register and vote on all political issues and to express their opinions on political subjects and candidates. The following policies and limitations regarding political activities by employees of the City of Junction City are intended to maintain the neutrality and the effectiveness of the public service employees. Persons employed by the City of Junction City may: Join political organizations, civic associations, or civic betterment groups. Take part in political campaigns and activities, so long as their actions maintain the neutrality and the effectiveness of the public service employees. Running for elected office: An employee who desires to become a candidate for elected office may do so, however, the employee must not conduct any political campaign activities during working hours. Upon taking any elected office, excluding seats on board of education or other non-partisan positions only including other city councils or city commissions outside of the City of Junction City, the employee must resign from City employment. If an employee is elected to a school board, the duties and responsibilities of that office shall not interfere with the employee's responsibilities in their position with the City. An employee who strives to become a candidate for City Commission must first resign from City employment. This resignation will be effective as of the date of filing for the elected office. After election, whether successful or not, an employee will not be returned to their former employment with the City, unless specifically approved by the City Manager. Persons employed by the City of Junction City SHALL NOT: Use their office or position to influence elections, nominations, or any other political purpose. Require or advise other employees to make political contributions. Use political influence in connection with their employment status. Engage in any type of political activity that interferes with work responsibilities or becomes detrimental to constructive working relationships. Further, political activity of any type on the part of any employee while on duty is prohibited by the City. This shall include but is not limited to: soliciting or receiving political contributions, any form of campaigning for a candidate for public office, wearing or displaying political badges, buttons, hats/shirts/other forms of clothing or décor, or signs on their person or on City property. Employees affected by the Hatch Act The City receives federal funding, grants, and other such support. The Federal Government passed a law, 5 U.S.C. Sec. 1501 – 1508, commonly known as the Hatch Act which ensures that federal monies are administered in a nonpartisan fashion. Violation of the Hatch Act can lead to the City losing federal monies, terminating an employee, or both. Based on the Hatch Act, employees are prohibited from the following activities: Being a candidate for public office in a partisan election (where political party is announced by one or more candidates nominated or elected) if the employee's salary is entirely federally funded; Using official authority or influence to interfere with or affect the results of an election or nomination; or Directly or indirectly coercing, attempting to coerce, commanding, or advising a state, District of Columbia, or local official, officer, or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. Based on the Hatch Act, employees are permitted to engage in the following activities in their personal capacity, not in their official capacity on behalf of the City: Register and vote as they choose Assist in voter registration drives Express opinions about candidates and issues Contribute money to political organizations Attend political fundraising functions Attend and be active at political rallies and meetings	2009 source: 10.2 Political Activity | 2026 counterpart: SECTION 2.5 POLITICAL ACTION

Mapped	One 2009 section split into multiple 2026 sections	10.3	Outside Employment	SECTION 2.6	OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES	City employees are discouraged from any outside employment. However, outside employment is permitted when it complies with the following conditions: a. An employee must receive written approval from his/ her Department Head and the City Manager prior to accepting outside employment, any change in the conditions of an approved outside employment, or any change in outside employers. The employee requesting approval for outside employment must submit the request on a Personnel Action Report. b. The outside work must not interfere with the employee's City expected job performance, established hours, or create a "conflict of interest". c. If an employee has outside employment which has been approved by the Department Head and the City Manager and is injured in the performance of the outside employment and are unable to perform their City job, they may use sick leave or vacation to cover their absence. Under no circumstances will an employee be permitted to use the City Worker's Compensation program or injury leave for injuries received while working for an outside employer.	Outside Employment Purpose and Definition For the purposes of this Policy, "Outside Employment" includes the following: Reporting to another entity as an employee; or Being self-employed when required to report income to the IRS ($600 or more in a year); For the purposes of this Policy, "Volunteering" pertains to the following: Performing volunteer work if it requires the same job skills or qualifications used in the employee's primary employment; or Performing volunteer work if it presents a real or perceived conflict of interest. As for this policy "Volunteering" does not include activities which do not inherently create a conflict with the City such as the following non-exclusive list: Coaching a volunteer youth league; Leading a scout troop; or, Other similar unlisted activities which may incidentally utilize work skills but do not create a conflict with the City. In addition, employees paid hourly wages cannot volunteer for the City. If they do work for the City then it must be compensated accordingly in light of the federal Fair Labor and Standards Act ("FLSA"). Purpose The City seeks to avoid Conflict(s) of Interest between the services provided for and to the public. The City seeks to provide efficient and focused services to benefit the public and the City services which support those public services. Volunteering Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time. Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Volunteering involve the use of City property, or Volunteer during the time in which the employee's primary employment is scheduled. In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee. Employees shall not engage in Volunteering as defined herein without the written approval of the Department Head or their designee. The Department Head or their designee shall consider the following prior to authorizing an employee to engage in Volunteering: Whether a conflict of interest exists; Whether there is the appearance of a conflict of interest; Whether the Volunteering involves work in an area of expertise that conflicts with the employee's primary employment; Whether the Volunteering involves goods or services purchased by the City; Whether the Volunteering results in competition of good or services provided by the City; Whether the Volunteering may compromise the employee's credibility or objectivity in performing the duties of their primary employment. A Department Head shall require approval by the City Manager or their designee. Outside Employment Evaluation and Process Approval of any such request may be made subject to specific conditions designed to prevent conflicts or adverse impacts for the City. Approvals previously granted may be revoked or reconsidered and specific conditions may be added or modified at any time. Violation of any such condition shall be grounds for revocation of such approval, as well as further discipline. Any intended business endeavor with any other City employee, or the employment of other City employees, must be reported to the City Manager or their designee and the same scrutinized for potential conflicts or adverse impacts. Under no circumstances shall Outside Employment involve the use of City property, or work during the time in which the employee's primary employment is scheduled. In addition to this Policy, each Department may adopt more restrictive guidelines as approved by the City Manager or their designee. Employees shall not engage in Outside Employment without the written approval of the City Manager or their designee. The City Manager or their designee shall consider the following prior to authorizing an employee to engage in Outside Employment: Whether a conflict of interest exists; Whether there is the appearance of a conflict of interest; Whether the Outside Employment involves work in an area of expertise that conflicts with the employee's primary employment; Whether the Outside Employment involves goods or services purchased by the City; Whether the Outside Employment results in competition of good or services provided by the City; Whether the Outside Employment may compromise the employee's credibility or objectivity in performing the duties of their primary employment. 4.2Personal Conduct and Off-Duty Employment	2009 source: 10.3 Outside Employment | 2026 counterpart: SECTION 2.6 OTHER EMPLOYMENT & OTHER OFF-DUTY ACTIVITIES
Mapped	Many-to-many crosswalk	10.3	Outside Employment	SECTION 21.5	PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT	City employees are discouraged from any outside employment. However, outside employment is permitted when it complies with the following conditions: a. An employee must receive written approval from his/ her Department Head and the City Manager prior to accepting outside employment, any change in the conditions of an approved outside employment, or any change in outside employers. The employee requesting approval for outside employment must submit the request on a Personnel Action Report. b. The outside work must not interfere with the employee's City expected job performance, established hours, or create a "conflict of interest". c. If an employee has outside employment which has been approved by the Department Head and the City Manager and is injured in the performance of the outside employment and are unable to perform their City job, they may use sick leave or vacation to cover their absence. Under no circumstances will an employee be permitted to use the City Worker's Compensation program or injury leave for injuries received while working for an outside employer.	Employees are expected to engage in off-duty activities, including social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that: · Interferes with their ability to perform official duties; · Reflects discredit upon the City; · Creates a conflict of interest with City responsibilities; · Damages public confidence in the employee or the City.	2009 source: 10.3 Outside Employment | 2026 counterpart: SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT
Mapped	Multiple 2009 sections consolidated into one 2026 section	10.4	Use of City Vehicles	SECTION 17.1	GENERAL USE	a. City owned vehicles are to be used for official business only. The City Manager and Department Head must authorize non -employee passengers in City-owned vehicles. Employees required to retain vehicles overnight shall use such vehicles only for activities authorized by the Department Head and/or the City Manager. b. All employees authorized to drive a City vehicle shall have a current, valid Driver's License. If a violation or restriction has been imposed upon the employee's license, their driving status and job qualification will be subject to review by the Department Head and/or the City Manager. c. Employees operating City vehicles or operating personal vehicles while on City business are expected to observe all traffic laws. City employees who demonstrate careless disregard of traffic regulations damage the image of the City of Junction City and are subject to administrative disciplinary action. d. Employees are prohibited from talking , text messaging and emailing on their cell phones and using their Blackberry while driving a City vehicle or operating a motorized piece of equipment . Employees are to pull over before using their cell phone or Blackberry. This policy is for safety purposes. Disregard of this policy may result in disciplinary action.	Employees shall use City-owned property appropriately and take care to utilize it in the manner in which it was made and for the use which it was intended. Vehicles General. Employees may be authorized to use City-owned vehicles. These uses are limited and highly regulated. Authorized employees shall utilize City-owned vehicles for City purposes only. Any use of a City-owned vehicle for personal convenience is strictly prohibited, unless the vehicle is assigned per Section 17.1.2. Employees are mandated to use seatbelts while operating City-owned vehicles and abide by all Kansas traffic laws, City traffic ordinances, and other regulations applying to the use and operation of vehicles. Violation of traffic laws, ordinances, or regulations can lead to administrative disciplinary action. Employees authorized to drive a City vehicle shall have a current and valid Driver's License. If the Employee's Driver's License privilege has a violation, restriction, suspension, or other impact upon the privilege then their driving status and job qualification will be subject to review by the Department Head and Human Resources. If a meal break or other de minimis incident arises while an employee is already utilizing a City vehicle for City purposes, then that use may be acceptable per approval of a supervisor or Department Head. Assigned Vehicles Select employees, due to the nature of their position responsibilities, are assigned a City-owned vehicle and are authorized to take that vehicle to their home. Assignment shall be approved by the Department Head. Use is intended to be for official business only; however, incidental uses may be used (ex. picking up employee's children from school, grocery store stop on the way home, et cetera). Other personal uses need authorization from the City Manager. Outside of Subsection (b) above, non-City-employee persons may be passengers in incidental or authorized personal uses. However, only City employees within the Department of the assigned vehicle may operate the vehicle or other appropriately authorized employees such as a City mechanic. Assignment of the vehicle shall be documented in writing or in a digital format. Verbal or oral is insufficient. This is also known as "take home" vehicle colloquially. All policies concerning "Vehicles" apply to "Assigned Vehicles" as well. Use During On-Call, Standby, or Call-Back Status Assignments Employees may be assigned On-Call, Standby, or Call-Back Status under Section 4.8 of this Personnel Policy. Employees so designated may be authorized to take a City-owned vehicle to their home during hours they are assigned to standby status, within City limits. The following criteria shall be considered when determining if a position shall be authorized for such use: Time-critical emergency responses; The need for direct transportation to the site of an emergency; and Special equipment needs for such responses. Assignment and use shall be approved by the Department Head.	2009 source: 10.4 Use of City Vehicles | 2026 counterpart: SECTION 17.1 GENERAL USE

Mapped	Many-to-many crosswalk	10.5	Accidents While Using a City Vehicle	SECTION 16.2	ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES	a. City policy for accidents involving City-owned vehicles is: (1) WITHIN THE CITY LIMITS: Any accident involving a City-owned vehicle will be investigated by the Police Department. The employee involved will immediately notify the Supervisor of the accident. The Supervisor will immediately notify the Depa rtment Head. The Department Head and the Police Department will notify the Administrative Services Director as soon as the accident report is available. The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee must complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (2) OUTSIDE THE CITY LIMITS: Accidents occ urring outside the City limits in City-owned vehicles will be investigated by the law enforcement agency having jurisdiction at the accident scene. The employee involved will immediately notify his Supervisor of the accident. The Supervisor will immediately notify the Department Head who will notify the Administrative Services Director . The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee m ust complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (3) Drug and alcohol testing procedures will be performed in accordance with the City's Drug and Alcohol Testing Policy.	Notification Employees involved in or who are witnesses to an accident or injury involving: employees in the course of their duties, City vehicles, City equipment, or incidents occurring on City owned property shall immediately notify the appropriate supervisor or Department Head. The Supervisor or Department Head shall notify the Human Resources Department or designee. An employee should immediately notify the appropriate supervisor or Department Head of the injury sustained. The appropriate supervisor or Department Head shall notify the Human Resources Department immediately. The Human Resources Department will notify the City Manager. Notification is crucial to an employee's ability to receive Workers Compensation benefits. Failure to report a workplace injury or accident in a timely manner may affect the employee's ability to receive Workers Compensation benefits. Failure to report timely may lead to disciplinary action leading up to and including termination. Reporting Upon an accident occurring involving a City-owned or rented vehicle, an employee shall immediately contact law enforcement with jurisdiction to investigate the accident and make a report for Human Resources and insurance purposes. Refer to the Drug Testing Policy Section of this Personnel Policy Handbook as well. Employees shall report any accidents or injuries as soon as possible on the day of the accident or injury. The first and second page of the initial report along with any waivers need to be and shall be provided to the Human Resources Director no later than twenty-four (24) hours after the incident occurs. Accidents or incidents involving City property, equipment, or any person must also be reported to the City Clerk for insurance claim purposes to seek or defend a potential claim. The employee or supervisor should complete the remainder of the required paperwork no later than three days (72 hours) after the accident or injury. Reports of any accidents or injuries, no matter how minor, shall be submitted according to procedure outlined by the Human Resources Director. All reporting of injuries and/or incidents will be reviewed by the Safety Committee for the City of Junction City. Medical Treatment If medical attention is required, an employee is to utilize, whenever reasonably possible and in the following order of priority, the City's Designated Clinic designated for accidents, an emergency room, or ambulatory service. The City will choose a Designated Clinic; however, depending on shift hours, the emergency room may be suitable. Elecronic or telehealth visits may be permissible given the Designated Clinic's policies or practices. Payout Pay will be determined and assessed based on the incident and/or injury and provisions set forth by Injury Leave provisions and the Workers Compensation carrier for the City of Junction City. Injury Leave Payout: If the employee is injured on the job and unable to work, the City will grant the employee Injury Leave for up to seven (7) calendar days. If an investigation is necessary, the employee will be charged sick leave or Paid Time Off until the investigation is complete. If the investigation verifies the credibility of the accident, the charged leave will be reversed, and the employee will be granted Injury Leave. Drug and Alcohol Testing Please refer to Section 13 in this Personnel Policy to determine if drug and alcohol testing will be required.	2009 source: 10.5 Accidents While Using a City Vehicle | 2026 counterpart: SECTION 16.2 ACCIDENTS AND INJURIES INVOLVING CITY EMPLOYEES
Mapped	Many-to-many crosswalk	10.5	Accidents While Using a City Vehicle	SECTION 17.1	GENERAL USE	a. City policy for accidents involving City-owned vehicles is: (1) WITHIN THE CITY LIMITS: Any accident involving a City-owned vehicle will be investigated by the Police Department. The employee involved will immediately notify the Supervisor of the accident. The Supervisor will immediately notify the Depa rtment Head. The Department Head and the Police Department will notify the Administrative Services Director as soon as the accident report is available. The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee must complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (2) OUTSIDE THE CITY LIMITS: Accidents occ urring outside the City limits in City-owned vehicles will be investigated by the law enforcement agency having jurisdiction at the accident scene. The employee involved will immediately notify his Supervisor of the accident. The Supervisor will immediately notify the Department Head who will notify the Administrative Services Director . The Administrative Services Director will notify the City's property and liability insurance company of the incident and complete the necessary paperwork. The employee m ust complete the Employee Incident Report Form which must be submitted to the Administrative Services Director within five (5) calendar days. (3) Drug and alcohol testing procedures will be performed in accordance with the City's Drug and Alcohol Testing Policy.	Employees shall use City-owned property appropriately and take care to utilize it in the manner in which it was made and for the use which it was intended. Vehicles General. Employees may be authorized to use City-owned vehicles. These uses are limited and highly regulated. Authorized employees shall utilize City-owned vehicles for City purposes only. Any use of a City-owned vehicle for personal convenience is strictly prohibited, unless the vehicle is assigned per Section 17.1.2. Employees are mandated to use seatbelts while operating City-owned vehicles and abide by all Kansas traffic laws, City traffic ordinances, and other regulations applying to the use and operation of vehicles. Violation of traffic laws, ordinances, or regulations can lead to administrative disciplinary action. Employees authorized to drive a City vehicle shall have a current and valid Driver's License. If the Employee's Driver's License privilege has a violation, restriction, suspension, or other impact upon the privilege then their driving status and job qualification will be subject to review by the Department Head and Human Resources. If a meal break or other de minimis incident arises while an employee is already utilizing a City vehicle for City purposes, then that use may be acceptable per approval of a supervisor or Department Head. Assigned Vehicles Select employees, due to the nature of their position responsibilities, are assigned a City-owned vehicle and are authorized to take that vehicle to their home. Assignment shall be approved by the Department Head. Use is intended to be for official business only; however, incidental uses may be used (ex. picking up employee's children from school, grocery store stop on the way home, et cetera). Other personal uses need authorization from the City Manager. Outside of Subsection (b) above, non-City-employee persons may be passengers in incidental or authorized personal uses. However, only City employees within the Department of the assigned vehicle may operate the vehicle or other appropriately authorized employees such as a City mechanic. Assignment of the vehicle shall be documented in writing or in a digital format. Verbal or oral is insufficient. This is also known as "take home" vehicle colloquially. All policies concerning "Vehicles" apply to "Assigned Vehicles" as well. Use During On-Call, Standby, or Call-Back Status Assignments Employees may be assigned On-Call, Standby, or Call-Back Status under Section 4.8 of this Personnel Policy. Employees so designated may be authorized to take a City-owned vehicle to their home during hours they are assigned to standby status, within City limits. The following criteria shall be considered when determining if a position shall be authorized for such use: Time-critical emergency responses; The need for direct transportation to the site of an emergency; and Special equipment needs for such responses. Assignment and use shall be approved by the Department Head.	2009 source: 10.5 Accidents While Using a City Vehicle | 2026 counterpart: SECTION 17.1 GENERAL USE

Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.1	PURPOSE	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	Performance of City of Junction City official business will necessitate periodic travel by City employees beyond their offices or locations of normal work activities. The City shall pay for reasonable, essential travel expenses which directly and logically relate to the conduct of City business. City travelers shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact, relate to and were necessary for conducting City business.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.1 PURPOSE
Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.2	DEFINITIONS	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	Authorized Travel is travel that is directly relevant to and necessary for successful accomplishment of legitimate City requirements (i.e., official City business, approved continuing education or professional development). Authorized Individuals are individuals who are either performing City business or representing the City in some fashion. Meals and Incidental Expenses (M&IE) Only Per Diem is the then-current Federal Per Diem Substantiation Method published by the Internal Revenue Service. Mileage Reimbursement Rate is the maximum mileage reimbursement rate permitted without tax consequence as set or issued by the Internal Revenue Service. Purchasing Card is any credit card or other similar item or arrangement which authorizes credit purchases by an elected official, Department Head, or employee in the name of the City of Junction City. May be known as a procurement card. Reimbursable Expenses is only those expenses for which City funds will be used for reimbursement. Reporting Destination is the location at which the employee has been directed by their supervisor to report for work for that particular day. Travel Approving Official is the Department Head or City Manager to whom the traveling employee most closely reports.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.2 DEFINITIONS

Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.3	APPROVAL PROCESS	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	Any authorized individual intending to travel on City business for any period of time exceeding one (1) overnight stay must submit a request in writing to their travel approving official at least seven (7) days prior to the planned departure date. Requests must be accompanied by sufficient information (e.g., copy of seminar brochure) about the proposed travel and an outline of the anticipated travel cost to allow informed decisions. The notifications must be specific regarding the reason for travel. When necessary, requests should indicate who will be responsible during the absence. The travel approving official must approve the request prior to the planned departure date. Business/Travel expenses for Department Heads will be approved by the City Manager. Business/Travel expenses for personnel below the Department Head level will be approved by the Department Head or their assigned designee. Travel-approving officials may not authorize travel that exceeds the remaining amount in their department or division budget for travel. If a travel-approving official seeks to exceed their budget for travel, then they need City Manager approval or otherwise get approval and authorization as provided in the Financial or Fiscal Policy(ies) of the City.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.3 APPROVAL PROCESS
Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.4	MODES OF TRANSPORTATION	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	Employees needing to travel may use the following means of transportation: City Vehicle Allowable expenses include actual expense for fuel, oil, emergency repairs, and other operating expenses. Employees without assigned City vehicles may request a City vehicle for business travel. City vehicle issuance is based on availability and shall be approved by the Department Head that has responsibility for the assigned vehicle. Commercial Carrier The employee’s Department Head or the Department Head’s designee shall schedule the commercial carrier. Allowable expense is economy or tourist class if by air; first class day coach if by train. When possible, commercial travel should be planned far enough in advance to take advantage of reduced fares. Under no circumstances will an airline be selected or route established solely for the purpose of accruing airline bonus points. Private Vehicle Rates for reimbursement will be the Mileage Reimbursement Rate. Mileage will be determined by the usually traveled, direct route in accordance with Google Maps or other similar mapping/route tool. Rental Vehicle May be authorized if public transportation is unavailable or is more expensive due to location or required frequency of trips. Rental vehicle expenses may be reimbursed as for City or Private Vehicles.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.4 MODES OF TRANSPORTATION

Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.5	OTHER EXPENSES	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	Other business expenses directly attributed to City-related travel, i.e., taxi, bus fares, tolls, parking fees, fax service, office supplies, and courier services are allowed as long as receipts detailing the charges are provided. Airport parking will be reimbursed with prior approval. A receipt for parking will be required.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.5 OTHER EXPENSES
Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.6	LODGING	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	The City will pay lodging costs associated with attendance at an authorized business meeting, seminar, or conference. If in the conference area, reimbursement will be for the single room rate. If a room is shared with another conference attendee, half of the double occupancy rate will be reimbursed. Should a corporate or government rate be available, the employee is expected to avail themself of such rate and reimbursement will be limited to that amount. Phone calls and internet access charges (above and beyond “free” Wi-Fi provided by lodging) on the hotel bill will be the employee’s financial responsibility unless identified as to who was called and the nature of City business conducted. If free Wi-Fi is not provided by the lodging establishment, then the City may reimburse or otherwise pay for internet access if the employee utilizes a City-provided laptop.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.6 LODGING

Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.7	DAILY MEAL ALLOWANCE	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	A daily meal allowance (“Per Diem” or M&IE) is established to cover the cost of meals and tips on the meal. All meals will be paid or reimbursed at an actual cost basis, not to exceed the allowable per diem rate. Per Diem will be provided, paid for, or reimbursed in accordance with the existing IRS allowance as shown on the internet address “gsa.gov”. This is the approved and accepted website for M&IE Per Diem: https://www.gsa.gov/travel/plan-book/per-diem-rates. Employees will attach a copy of the per diem schedule and attach it to their travel request. Conference meals with a separate sign-up and charge should be deducted from the Per Diem. This does not apply to meals included in the total cost of the conference where a separate charge and sign-up are not listed. Expenses for meals associated with a training seminar within the city limits of Junction City will not be reimbursed. Reimbursement may be made for meals in conjunction with local meetings or training outside the city limits of Junction City (no overnight stay involved). The meals must coincide with the meeting or training to be considered for reimbursement. The original receipt must be submitted to substantiate claim. The receipt must identify name and address of restaurant, date, and amount of services. Receipt must be itemized. City will not pay for or reimburse the purchase of alcohol. Purchases on City Purchase Cards are not to exceed the allowable per diem rates. Union employees with an active bargaining contract will follow the terms outlined in their collective bargaining agreement in respect to meal reimbursements.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.7 DAILY MEAL ALLOWANCE
Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.9	BUSINESS MEALS	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used. (2) Every effort should be made in obtaining discounted airfares by making reservations as far in advance as possible. (3) Travel itineraries are not acceptable as support for airfare expenses. Only the original flight coupon receipt will be accepted. c. Rental Cars (1) The lowest priced rental car should be rented from a car rental agency. If	Expenses, that include meals, paid directly to a professional organization will be reimbursed for the full amount paid. When meals are paid for separately or directly to a restaurant, the daily meal allowance will be followed. Expenses for meals associated with meetings between City employees and officials outside the organization or between City employees and Commissioners or other similar members of elected or appointed bodies are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions. Expenses for meals or refreshments between two or more employees are permitted and reimbursable if the purpose of the meeting is to conduct business related to City activities, operations, or functions when authorized by the approving authority. During emergencies, meals may be provided with the approving authority’s authorization.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.9 BUSINESS MEALS

Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.10	USE OF PURCHASING CARD OR PROCUREMENT CARD	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used.	The purchasing card may be utilized for similar purposes as can be reimbursed under this Section of the Personnel Policy.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.10 USE OF PURCHASING CARD OR PROCUREMENT CARD
Mapped	One 2009 section split into multiple 2026 sections	10.6	Travel Expense and Reimbursement	SECTION 19.11	UNAUTHORIZED EXPENSES	a. Administration (1) Documentation - At the conclusion of a trip, expenses should be documented on an "Expense Report Form" in sufficient detail to satisfy applicable income tax requirements and to all ow proper review and approval of the expenses. At a minimum, this would include the following: (a) Record expenses daily and by each type of travel or business expense. (b) A business purpose should be noted for each expenditure. (c) Business meals and entert ainment expenses must show the names, titles, and affiliation of each person involved, and the name of the establishment where the expense was incurred. (d) Only original receipts are acceptable. (2) Travel Advances. If expenditures are expected to be incu rred by an employee during a trip, a temporary advance may be authorized. It is the responsibility of the Administrative Services Director to ensure that adequate control procedures are established, including periodic review of employee expense activity a nd follow -up of outstanding advances. Temporary advances are repaid by reporting the advance on the Expense Report Form. Liquidation of the advance must be accomplished at the conclusion of the trip for which the advance was intended. If the amount of t he advance exceeds the expense report total, the employee will remit the excess to the City. Employees are responsible for ensuring that an advance is liquidated before a new advance is requested. (3) Approval. Employee expense reports are to be approv ed by the employee's department head. The act of approval is a representation that the expenses are reasonable, adequately documented, serve a legitimate business purpose, and are in full accord with City policy. All Department Head expense reports are to be approved by the City Manager or his/her designee. (4) Auditing. The Administrative Services Department will establish procedures to: (a) Check for adequate support documentation. (b) Verify the mathematical accuracy of the data. (c) Provide reimbursement to the employee, when applicable. b. Air Travel (1) City employees are expected to fly at the lowest logical airfare available, consistent with their business needs. Normally Y -Class (tourist, economy, business or coach) is to be used. (2) Every effort should be made in obtaining discounted airfares by making reservations as far in advance as possible. (3) Travel itineraries are not acceptable as support for airfare expenses. Only the original flight coupon receipt will be accepted. c. Rental Cars (1) The lowest priced rental car should be rented from a car rental agency. If	Specifically exempted from reimbursement are expenses incurred by attendance at political rallies or events held for the specific purpose of promoting the candidacy of an individual for public office. Expenditures incurred by members of the public official's or employee's families will not be reimbursed. Reimbursement will not be made for expenditures which do not involve a public purpose, or those not necessarily incurred in the performance of a public purpose authorized by law, i.e., alcohol/liquor, tickets to movies, plays, sporting events, etc. If there is an additional lodging fee (except for telephone usage, data ports, dial up access to City resources) i.e., any form of entertainment, such fee will not be reimbursed. Entertainment costs (such as streaming, movies, personal phone calls, etc.) will not be reimbursed. If per diem is paid, expenses covered under per diem will not be eligible for reimbursement.	2009 source: 10.6 Travel Expense and Reimbursement | 2026 counterpart: SECTION 19.11 UNAUTHORIZED EXPENSES
Mapped	Many-to-many crosswalk	10.7	Workshops and Seminars	SECTION 18.1	GENERAL	Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.	All meetings and professional development activities available to City employees shall be identified as being either required or optional. Department Heads shall assess professional development activities to determine if the contents of such activities are required for staff to successfully perform their job responsibilities, to meet annual continuing education requirements, or to meet individual needs.	2009 source: 10.7 Workshops and Seminars | 2026 counterpart: SECTION
Mapped	One 2009 section split into multiple 2026 sections	10.7	Workshops and Seminars	SECTION 18.2	TUITION, TRAVEL, AND PER DIEM	Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.	Departmental Heads will authorize registration fees if applicable, travel and per diem expenses according to Section 15: Travel for all training and professional development required by the City. Training and professional development required by the City includes but is not limited to the following: Required continuing education or development per the job description; Required education or development per mandatory licensing for the job position; Required education or development per a collective bargaining agreement. Departmental Heads may approve registration fees (if applicable), travel and per diem expenses, for all training and professional development that is optional to assist staff in performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs of the job duties as assigned. Optional but suggested training and professional development includes but is not limited to the following: Desired or suggested licensure or certification; Professional membership fees or dues; Requirements for a promotion but not for current job duties or description. Meetings, training, and travel will comply with the requirements of FLSA and overtime compensation. City Manager may change approval delegation according to their discretion.	2009 source: 10.7 Workshops and Seminars | 2026 counterpart: SECTION 18.2 TUITION, TRAVEL, AND PER DIEM
Mapped	Many-to-many crosswalk	10.7	Workshops and Seminars	SECTION 18.6	CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT	Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.	It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy. In an agreement, the City may	2009 source: 10.7 Workshops and Seminars | 2026 counterpart: SECTION 18.6 CONTINUING

Mapped	One 2009 section split into multiple 2026 sections	10.7	Workshops and Seminars	SECTION 19.8	GUIDELINES-LOCAL TRAINING/CONFERENCES/MEETINGS	Attendance by employees to special workshops and seminars for information or training in special areas will be based upon the needs of the City. Such attendance shall be at the discretion of the Department Head and subject to the annual budget. Compensation will be paid in accordance with the Fair Labor Standards Act and the City's pay polices.	"Local" pertains to training, conferences, or meetings which do not require an "overnight stay" in lodging. Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City. A travel request form is necessary for local training and conferences when the registration fee exceeds $1,000 per employee. Advances for meals and travel for local conferences, seminars, or meetings will not be given. Note: It will be the approving authority's responsibility to monitor the time of departure and return.	2009 source: 10.7 Workshops and Seminars | 2026 counterpart: SECTION 19.8 GUIDELINES-LOCAL
Mapped	Many-to-many crosswalk	10.8	Education Policy	SECTION 18.4	REQUIRED TRAINING FOR ALL EMPLOYEES	It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.	To meet federal, state, city, or department requirements all employees new to the City are required to complete specific training courses as soon as possible upon entering employment for the City. Training shall be completed within the first thirty (30) days; however, it is desired to finish those within the first day of employment if possible. Employees will be notified of specific training deadlines. Additional training may be required by the supervisor, Department Head, IT Department, or Human Resources Department for existing employees at which time notification will be sent with details regarding the need for training and the deadline to complete such training. Documentation of required training attendance shall be submitted to Human Resources for records retention.	2009 source: 10.8 Education Policy | 2026 counterpart: SECTION 18.4 REQUIRED TRAINING FOR ALL EMPLOYEES
Mapped	One 2009 section split into multiple 2026 sections	10.8	Education Policy	SECTION 18.5	REQUIRED TRAINING FOR SUPERVISORS	It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.	To meet federal, state, city, or department requirements all new supervisors to the City are required to complete specific training courses as soon as possible upon entering supervision for the City. The new supervisor will be notified of specific training deadlines. Additional training may be required by the Department Head or Human Resources Department for existing supervisors at which time notification will be sent with details regarding the need for training and the deadline to complete such training.	2009 source: 10.8 Education Policy | 2026 counterpart: SECTION 18.5
Mapped	Many-to-many crosswalk	10.8	Education Policy	SECTION 18.6	CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT	It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.	It is recommended that supervisors and staff develop a professional development plan for themselves, to assist them in successfully performing their job responsibilities, to meet annual continuing education requirements, or to meet individual needs. The City may or may not pay for these and the employee should follow guidelines for obtaining approval as mentioned previously in this policy. In an agreement, the City may	2009 source: 10.8 Education Policy | 2026 counterpart: SECTION 18.6 CONTINUING
Mapped	Many-to-many crosswalk	10.8	Education Policy	SECTION 18.7	TUITION REIMBURSEMENT AND ASSISTANCE	It is the policy of the City to encourage employees to take advantage of training opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility.	Definitions Accredited: official recognition or approval that the content, curriculum, faculty, or instructors meet defined standards as issued by a governing body, governmental entity, or professional organization. Assistance: payment to an approved college or university for eligible expenses submitted in accordance with this policy. Distribution Date: date on which reimbursement or assistance payment is received by the employee or institution. Professional Organizatoin: an association made up of members who are part of the same industry, profession, or career field. Reimbursement: payment to an employee for eligible expenses submitted in accordance with this policy. Tuition. The charge by the accredited training or educational institution, school, or professional organization for the instruction of the course taken. Employee Eligibility A full-time employee who has been employed by the City for at least 12 months may submit a request or application for tuition reimbursement or assistance. The full-time employee has not received a disciplinary or corrective action resulting in a PiP or suspension in the immediately preceding twelve (12) months prior to the submission of the request/application; and The full-time employee has not exhausted the $5,250.00 per calendar year per Internal Revenue Service (IRS) regulations. Eligible Course or Program for Reimbursement and Assistance Eligible courses include all core and elective courses required for competition of a: certificate, state licensure, General Education Development (GED), High School Equivalency (HSE), associate's, bachelors', master's, or doctoral degree program offered through, in, or associated with an accredited training or educational institution, school, or professional organization. This includes credit/no credit or pass/fail courses, refresher courses, or preparatory course work for licensure or certification when required for the completion of the program, or curses taken as a non-degree seeking student. Courses dropped after an official "drop/add" date are not eligible for reimbursement or assistance. No reimbursement or assistance will be provided if a course is taken more than once or an employee takes another attempt at a course previously reimbursed or assisted by the City. No reimbursement or assistance will be provided if the employee does not complete the course with a satisfactory grade of at least a "C" or above demonstrated by a semester GPA of 2.0 or higher. Costs Eligible for Reimbursement and Assistance Employees may receive up to $5,250.00 per calendar year for reimbursement and assistance. Total reimbursement and assistance calculations are determined based on the distribution date and if budget permits any reimbursement or assistance. Only tuition costs are eligible for reimbursement and assistance. All other fees are ineligible for reimbursement and assistance. Coordination with Other Education Financial Aid Program(s) Employees interested in pursuing advanced academic or professional education are encouraged to file a FAFSA® as they may qualify for additional federal loans, grants, and other scholarships. Receiving reimbursement or assistance under this policy does not prohibit an employee from filing a FAFSA® for additional federal aid. Scholarship awards, grant funding, and financial assistance (including any applicable employee discounts), other than student loans, which can be applied to tuition must be deducted from the total amount requested for Reimbursement or Assistance prior to consideration for payment, except as required by federal law or regulation. However, these funds can be applied first to non-eligible courses taken concurrently with the eligible courses at the same institution before being deducted from the total amount requested for Reimbursement or Assistance. Student loans do not need to be deducted from the total amount requested for Reimbursement or Assistance. Agency or employee association fees, membership dues, or licensure expenses that may not be reimbursable under this policy may be eligible for expensing or somewhere within a departmental budget. However, total spending per employee per calendar year for reimbursement, assistance, and other professional development cannot exceed $5,250.00 unless an exception has been approved by the employee's Department Head. Employee Responsibilities Pursuing either Reimbursement or Assistance, but not both, for each course the employee seeks coverage under this policy; Submitting a completed Education Reimbursement & Tuition Assistance Application Form to the Appointing Authority or Designee(s) at least 30 calendar days prior to the start date of their course(s). Updating the Education Reimbursement & Tuition Assistance Application Form to reflect any changes in course availability due to educational institution, school, or professional organization changes before the course start date. Requesting Reimbursement or Assistance only for eligible courses and costs under this policy; Maintaining adherence to this policy to avoid disqualification; Informing the Appointing Authority or Designee(s) of course completion, proof of payment, and final grade within 30 calendar days of course completion or within 30 calendar days of grades released, whichever date comes last; and Initiating the reimbursement process by submitting an expense report through State Personnel Department | Education Reimbursement and Tuition Assistance PeopleSoft Financials within 30 calendar days of receiving final approval on State Form 57438. Expense reports must include proof of payment, State Form 57438 with Final Approval completed, along with final grades or proof of course completion if not graded.	2009 source: 10.8 Education Policy | 2026 counterpart: SECTION 18.7 TUITION REIMBURSEMENT AND ASSISTANCE
Mapped	Many-to-many crosswalk	10.9	Telephone, Cell Phone, and Electronic Device Usage	SECTION 20.1	GENERAL USE	a. Business telephones are available for "limited use." Employees are obligated to reimburse the City for all long distance telephone calls made for personal business. Personal long distance calls are to be authorized by the Department Head. b. The use of private cell phones for talking, text messaging or emailing is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disc iplinary action. c. The use of any electronic devi ce including, but not limited to: iPod, CD player, electronic gaming devices, headsets, personal computers, etc. is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.	The City recognizes that use of the Telephones, Internet, E-mail, and other Electronic Devices has many benefits and is vitally essential to the workplace. Therefore, employees are encouraged to use the Telephones, Internet, E-mail, and other Electronic Devices systems appropriately, effectively, and professionally. Unacceptable use of the Telephones, Internet, and E-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of Telephones, Internet, E-mail, and other Electronic Devices. This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City of Junction City complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.	2009 source: 10.9 Telephone, Cell Phone, and Electronic Device Usage | 2026 counterpart: SECTION 20.1 GENERAL USE

Mapped	Many-to-many crosswalk	10.9	Telephone, Cell Phone, and Electronic Device Usage	SECTION 20.2	TECHNOLOGICAL EQUIPMENT	a. Business telephones are available for "limited use." Employees are obligated to reimburse the City for all long distance telephone calls made for personal business. Personal long distance calls are to be authorized by the Department Head. b. The use of private cell phones for talking, text messaging or emailing is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disc iplinary action. c. The use of any electronic devi ce including, but not limited to: iPod, CD player, electronic gaming devices, headsets, personal computers, etc. is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.	City-Owned/Provided Phones or Electronic Devices Personal Calls Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head. Employees are prohibited from utilizing the City's international service for personal calls. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera. Department Heads may establish additional guidelines for their departments. Data Usage or Document Production Data Usage such as for internet and other related activities shall only be for business-related activities. Document Production is the same as Data Usage. Prohibited Uses of City-Owned Phones and Devices Sexually explicit or similar phone calls similar to 900 numbers; Sending, viewing, or soliciting sexually oriented messages or images; Messages or images with offensive or harassing statements or language; or Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for the personal usage (assuming some of the cost) then the usage may be private and personal so long as it does not detract from an employee's job, duties, or other City tasks. City-Required Cellular Phones or Electronic Devices The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided a City-issued cell phone. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director. The City will assume all responsibility for the phone contract. The employee may elect to use the City-issued phone as a personal phone as well, but will assume some of the cost of the phone. The employee will authorize the monthly expense of using a City-issued cell phone also as a personal cell phone. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head. Personal Cellular Phones or Electronic Devices Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities. Cellular Phone Usage If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements: Within Department Head discretion: Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy. Using a cellular phone while operating motorized equipment or power tools is prohibited. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions: Proper use of a hands-free device;	2009 source: 10.9 Telephone, Cell Phone, and Electronic Device Usage | 2026 counterpart: SECTION 20.2 TECHNOLOGICAL EQUIPMENT
Mapped	Many-to-many crosswalk	10.9	Telephone, Cell Phone, and Electronic Device Usage	SECTION 20.5	CELL PHONES AND COMPUTERS	a. Business telephones are available for "limited use." Employees are obligated to reimburse the City for all long distance telephone calls made for personal business. Personal long distance calls are to be authorized by the Department Head. b. The use of private cell phones for talking, text messaging or emailing is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disc iplinary action. c. The use of any electronic devi ce including, but not limited to: iPod, CD player, electronic gaming devices, headsets, personal computers, etc. is prohibited in the workplace unless authorized by the Department Head. This policy is for safety and work productivity purposes. Disregard of this policy may result in disciplinary action.	For the purposes of the Personnel Policy Handbook and any Information Technology Department policies issues, usage of computers, email, text messages, cellular telephones (cell phones), et cetera shall be interchangeable due to the evolution, prevalence, and nature of technology in 2025, 2026, and beyond.	2009 source: 10.9 Telephone, Cell Phone, and Electronic Device Usage | 2026 counterpart: SECTION 20.5 CELL PHONES AND COMPUTERS
Mapped	Many-to-many crosswalk	10.10	Cell Phone Policy	SECTION 20.2	TECHNOLOGICAL EQUIPMENT	This policy states the official guidelines for acquisition and usage of city -owned cellular equipment used for city business. This policy provides the framework for proper usage of city cellular equipment and services. The framework's flexibility enables employees to provide the best service to the public while limiting public expense. The City recognizes that employees whose job requires them to be in the field routinely have both a business and personal need to use available ce llular communication services. The City expects appropriate and responsible use of City cellular equipment. It is the responsibility of the Department H ead to determine the needs of their employees for cellular equipment. If it is determined there is a need, the Department Head is to make the necessary arrangements to obtain cellular service and equipment for the employee. For those employees who utiliz e the assigned City cell phone for business purposes only, they will not be taxed on the value of the monthly service charge for the cell phone. In the circum stance that the employee uses the City cell phone for personal use, the employee must reimburse the City for that call(s) at the current rate per minute for calls or be taxed on the entire amount of the monthly cell phone bill. Included are personal text messages. All out-going personal text messages generate a charge each month. Employees will be responsible for these charges. For those employees who utilize the assigned City cell phone for business and personal use, the entire amount of the monthly cell phone bill will be taxed as income to the employee. Department Heads are responsible for rev iewing monthly bills with the employee to determine any personal usage. If it is determined that the employee owes a reimbursement to the City, the employee must reimburse the City with a personal check made payable to "City of Junction City" with a copy of the bill with the highlighted calls. Each Department Head is responsible for completing and signing the necessary form stating either there were not any personal calls for each phone or listing the personal calls and/or text messages and attaching the reimbursement with the form. The form and reimbursement is to be submitted to the Administrative Services Department. Any employee assigned a City cell phone will make decision to determine which of these options applies to them. The election will be made on a per pay period basis. The following are unauthorized uses of City cellular equipment: ⍰ Any call for the purpose of personal entertainment, such as 900 numbers or movie links. ⍰ Sending, viewing or soliciting sexually oriented messages or images. ⍰ Messages or images with offensive or harassing statements or language. The Department Head shall retain the right to suspend or discontinue the use of any or all cellular equipment in their departments if such action is determined to be in the best	City-Owned/Provided Phones or Electronic Devices Personal Calls Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head. Employees are prohibited from utilizing the City's international service for personal calls. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera. Department Heads may establish additional guidelines for their departments. Data Usage or Document Production Data Usage such as for internet and other related activities shall only be for business-related activities. Document Production is the same as Data Usage. Prohibited Uses of City-Owned Phones and Devices Sexually explicit or similar phone calls similar to 900 numbers; Sending, viewing, or soliciting sexually oriented messages or images; Messages or images with offensive or harassing statements or language; or Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for the personal usage (assuming some of the cost) then the usage may be private and personal so long as it does not detract from an employee's job, duties, or other City tasks. City-Required Cellular Phones or Electronic Devices The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided a City-issued cell phone. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director. The City will assume all responsibility for the phone contract. The employee may elect to use the City-issued phone as a personal phone as well, but will assume some of the cost of the phone. The employee will authorize the monthly expense of using a City-issued cell phone also as a personal cell phone. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head. Personal Cellular Phones or Electronic Devices Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities. Cellular Phone Usage If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements: Within Department Head discretion: Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy. Using a cellular phone while operating motorized equipment or power tools is prohibited. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions: Proper use of a hands-free device;	2009 source: 10.10 Cell Phone Policy | 2026 counterpart: SECTION 20.2 TECHNOLOGICAL EQUIPMENT

Mapped	Many-to-many crosswalk	10.10	Cell Phone Policy	SECTION 20.5	CELL PHONES AND COMPUTERS	This policy states the official guidelines for acquisition and usage of city -owned cellular equipment used for city business. This policy provides the framework for proper usage of city cellular equipment and services. The framework's flexibility enables employees to provide the best service to the public while limiting public expense. The City recognizes that employees whose job requires them to be in the field routinely have both a business and personal need to use available ce llular communication services. The City expects appropriate and responsible use of City cellular equipment. It is the responsibility of the Department H ead to determine the needs of their employees for cellular equipment. If it is determined there is a need, the Department Head is to make the necessary arrangements to obtain cellular service and equipment for the employee. For those employees who utiliz e the assigned City cell phone for business purposes only, they will not be taxed on the value of the monthly service charge for the cell phone. In the circum stance that the employee uses the City cell phone for personal use, the employee must reimburse the City for that call(s) at the current rate per minute for calls or be taxed on the entire amount of the monthly cell phone bill. Included are personal text messages. All out-going personal text messages generate a charge each month. Employees will be responsible for these charges. For those employees who utilize the assigned City cell phone for business and personal use, the entire amount of the monthly cell phone bill will be taxed as income to the employee. Department Heads are responsible for rev iewing monthly bills with the employee to determine any personal usage. If it is determined that the employee owes a reimbursement to the City, the employee must reimburse the City with a personal check made payable to "City of Junction City" with a copy of the bill with the highlighted calls. Each Department Head is responsible for completing and signing the necessary form stating either there were not any personal calls for each phone or listing the personal calls and/or text messages and attaching the reimbursement with the form. The form and reimbursement is to be submitted to the Administrative Services Department. Any employee assigned a City cell phone will make decision to determine which of these options applies to them. The election will be made on a per pay period basis. The following are unauthorized uses of City cellular equipment: ? Any call for the purpose of personal entertainment, such as 900 numbers or movie links. ? Sending, viewing or soliciting sexually oriented messages or images. ? Messages or images with offensive or harassing statements or language. The Department Head shall retain the right to suspend or discontinue the use of any or all cellular equipment in their departments if such action is determined to be in the best interest of the City. Employees are advised that cell phone calls may be intercepted; employees should be aware of this and take proper precautions when discussing confidential information on a cell phone. Employees in possession of City cellular equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any	For the purposes of the Personnel Policy Handbook and any Information Technology Department policies issues, usage of computers, email, text messages, cellular telephones (cell phones), et cetera shall be interchangeable due to the evolution, prevalence, and nature of technology in 2025, 2026, and beyond.	2009 source: 10.10 Cell Phone Policy | 2026 counterpart: SECTION 20.5 CELL PHONES AND COMPUTERS
Mapped	Many-to-many crosswalk	10.11	Anti-Harassment	SECTION 11.1	PROTECTED CHARACTERISTICS	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Protected characteristics include race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law. "Sex" as a protected characteristic includes pregnancy, childbirth, or other related medical conditions, sexual orientation, and gender identity as well as similar related conditions, statuses, et cetera. "Protected characteristics" include those listed above as well as those protected by the various federal and state laws as well as similar unlisted laws or those later codified after the adoption of these personnel policies: Title VII of the Civil Rights Act of 1964, American with Disabilities Act ("ADA"), Pregnant Workers Fairness Act ("PWFA"), Family Medical Leave Act ("FMLA"), Pregnancy Discrimination Act, Age Discrimination in Employment Act ("ADEA"), Genetic Information Nondiscrimination Act ("GINA"), the Kansas Act Against Discrimination, and other such similar anti-discrimination laws.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.1 PROTECTED CHARACTERISTICS

Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.2	DISCRIMINATION	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Discrimination is conduct based on protected characteristics that result in the loss of employment opportunities, benefits, or privileges. Discrimination is not limited to the discrimination of employees and can also include the vendors, providers of services, business partners, and the general public.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.2 DISCRIMINATION
Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.3	HARASSMENT	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Harassment is verbal, written, or physical conduct that degrades or displays hostility or hatred toward others based upon protected characteristics that: Creates an intimidating, hostile, or offensive working environment; Unreasonably interferes with an individual's work performance; desire to come to work; or Otherwise adversely affects an individual's employment opportunities. This includes, but is not limited to: Ethnic, racial, or sex-based slurs; Derogatory joke emails; Sharing pornography or sexually demeaning depictions of people including A.I.-generated and deepfake images and videos; Asking intrusive questions about a person's sexual orientation, gender identity, gender transition, or intimate body parts; Mimicking or mocking someone's disability; or, Other similar but unlisted acts, omissions, or other ways to create a hostile work environment. Harassment is not limited to the harassment of employees and can also include the vendors, providers of services, business partners, and the general public. Harassment includes sexual harassment.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.3 HARASSMENT

Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.4	SEXUAL HARASSMENT	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Sexual harassment shall not be tolerated in the City of Junction City, Kansas. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, physical, or written conduct of a sexual nature and occurs when the conduct: Explicitly affects an individual's employment or terms thereof; Implicitly affects an individual's employment or terms thereof; Unreasonably interferes with an individual's work performance; or, Creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances but not limited to the following: The victim as well as the harasser may be any person. The victim does not have to be of a different sex than the harasser or victim; The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, division, or department, a co-worker, or a non-employee; The victim does not have to be the person harassed but could be anyone affected by the offensive conduct; Sexual harassment may occur without economic injury to or discharge of the victim; The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. Sexual harassment can occur face-to-face, verbally over telephone or Teams or other oral communications, written over text messages, electronic mail (e-mail), or letter, or in any other fashion or mode of communication. Conduct that is sexual harassment can be any of the following, though not limited to these examples: unwelcome flirtations; unnecessary or unwelcome touching including activities such as patting; pinching, brushing, hugging, brushing against, or other similar unlisted actions; sexual advances or requests for sexual favors; subtle or explicit pressure for sexual activities or propositions; sexually degrading, foul, obscene, or other sexual commentary, gestures, innuendo, or jokes; or, displays of sexually suggestive, foul, obscene, or other explicit materials whether digital, printed, or on another medium.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.4 SEXUAL HARASSMENT
Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.7	BULLYING, HAZING, AND CYBERBULLYING	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	The City prohibits hazing, bullying, harassing, intimidating, and violent conduct against any person in any form, including members of the public. Bullying Bullying means any unwelcome or unreasonable behavior that demeans, intimidates, or humiliates a person or multiple people either as individuals or as a group, and includes cyberbullying. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written acts, including taunts, insults, name-calling, put-downs, extortion, or threats. Examples of bullying may include but are not limited to the following: Ridiculing a person or their family Microaggressions such as, verbal, nonverbal, and environmental slights, snubs, or insults, which communicate hostile, derogatory, or negative messages to another person Persistent name calling or behavior that is hurtful, insulting, or humiliating to a reasonable person Using a person as the target of jokes Deliberate exclusion, isolating people from normal work interaction or workplace social activity Abusive or offensive language or remarks or gestures Teasing; spreading rumors Unfair blaming for mistakes Pushing, shoving, kicking, poking, tripping, or other unwelcome touching Damage or disruption to a person's work area or property Threatening gestures Glances or behaviors that convey threatening messages or other signs of hostility Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests. Bullying is not any of the following: expressing a differing opinion, providing instruction or training, offering timely and constructive feedback, discussing performance issues, or ensuring safe workplace practices. Hazing Hazing means any activity, on or off City property, that a reasonable person believes would negatively impact the mental or physical health or safety of an employee or put the employee in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group or organization. Hazing includes actions that subject an employee to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment, disrespect, or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all employees involved are willing participants. Cyberbullying Cyberbullying means the sending or posting of harmful or cruel text or images using the Internet or other digital communication devices, including online materials that threaten or raise concerns about violence against others, suicide or self-harm	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.7 BULLYING, HAZING, AND CYBERBULLYING

Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.8	RETALIATION	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Retaliation is an activity that may deter or dissuade a reasonable person from exercising their rights to report, oppose, or complain about discrimination, fraternization, harassment, or sexual harassment. Retaliation can be defined as an interference or action taken against a person/employee, which could be perceived as an adverse action because that person/employee: Voiced reasonable good faith opposition to discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; Filed a good faith complaint of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing; or, Participated in an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, or hazing. An individual who partakes in any of the above-mentioned listed activities are to be treated the same as if a “protected class” akin to Section 11.1 and 11.2. Retaliation is prohibited against employees who report in good faith potential violating acts relating to any form of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or prohibited conduct. Anyone who engages in retaliatory actions will be subject to discipline, up to and including dismissal.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.8 RETALIATION
Mapped	One 2009 section split into multiple 2026 sections	10.11	Anti-Harassment	SECTION 11.9	PROHIBITED CONDUCT	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	The City prohibits all forms of discrimination and harassment based on a person’s protected characteristics. The City also prohibits retaliation against anyone. Specifically, employees are prohibited from: Engaging in any conduct that could be interpreted or perceived by any employee as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Failing to promptly report conduct that could be interpreted as discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Failing to cooperate with an investigation fully and completely; Making a false accusation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; or Providing false information pertaining to an investigation of discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, including e-mails, text messages, social media messaging, et cetera, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any characteristic protected by state, local, or federal law.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.9 PROHIBITED CONDUCT

Mapped	Many-to-many crosswalk	10.11	Anti-Harassment	SECTION 11.10	REPORTING	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	Employees shall promptly report any actions or comments which they believe constitute discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation whether they are the recipient of such conduct or are a witness. This includes conduct by nonemployees as well as employees. Reports are of the highest priority and should be made to the employee's supervisor, their Department Head, or the Human Resources Director. The employee can decide which person to report to based on who the employee feels the most comfortable with. Supervisors or Department Heads must notify Human Resources Director immediately when an employee has made a report to them. The Human Resources Director shall immediately communicate with and reach out to the reporting employee(s). Reports of conduct by the City Manager may be made to the employee's supervisor, their Department Head, the Human Resources Director, or the City Attorney. Upon receiving a report of conduct by the City Manager, any other person shall forward the report to the City Attorney immediately. The City Attorney shall place this report on the City Commission agenda for its next scheduled meeting to brief the City Commission via executive session. The following information will be important to an investigation and should be noted as close to the time of the incident as possible: Date and time of the alleged incident(s); Place where the alleged incident(s) occurred; Description of the conduct or language used; Name(s) of the person(s) who experienced the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Name(s) of the person(s) who allegedly engaged in the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Any employment action taken (for example: demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and, Persons present or known witnesses to the alleged incident(s). The City does not retaliate against and does not tolerate retaliation against, those who report discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation in good faith or those who cooperate with investigations.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.10 REPORTING
Mapped	Many-to-many crosswalk	10.11	Anti-Harassment	SECTION 11.11	INVESTIGATION	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	All complaints will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation: Employees shall fully and completely cooperate with such investigations; The records concerning such investigations shall be kept by the Human Resources Department. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the Human Resources Director, the disclosure of the requested records is necessary; The Human Resources Director shall coordinate all investigations revolving around discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, retaliation, and other related issues in this section; Unless authorized by the Human Resources Director, a Department Head or their designee shall not investigate their own department, division, or shift. If the Human Resources Director authorizes another to investigate the allegation(s), then the investigator(s) shall inform the Human Resources Director of the status of the investigation; Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager; and, The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney. If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.11 INVESTIGATION

Mapped	Many-to-many crosswalk	10.11	Anti-Harassment	SECTION 11.12	COMPLIANCE WITH STATE AND FEDERAL LAW	Discrimination or harassm ent of City personnel by anyone – managers, administrators, supervisors, co-workers or non -City personnel including clients, vendors, and suppliers – on the basis of race, color, religion, sex (including same sex), national origin, disability, age, or any other status protected by applicable law is a violation of City policy and is prohibited by the City. Prohibited conduct includes unwelcome conduct, whether verbal, non -verbal, physical, or visual, that is based on or relates to an individual's race, colo r, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affecting an individual's employment opportunities. Examples of prohibited conduct include but are not limited to, jokes, epithets, slurs, insults, negative stere otyping, written or graphic material, including e -mails, or any threatening or intimidating acts, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non -verbal, physical or visual conduct of a sexual nature where: 1. Submission to such conduct is an explicit or implicit condition of employment; or 2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, perfor mance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimid ating, abusive or offensive working environment. This policy applies universally to all City personnel in their dealings with each other and to third parties in their dealings with City personnel. Any City personnel who violates this policy will be subje ct to corrective action up to and including termination. A salaried exempt employee may be suspended in full -day increments without pay for violations of this policy. Any City personnel may be disciplined, up to and including termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law. Any individual who feels s/he has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment with the City, or who has questions, concerns or complaints of discrimination or harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor or the Human Resources Director.	If the City's policies conflict with local, state, or federal law, the appropriate local, state, or federal law shall govern.	2009 source: 10.11 Anti-Harassment | 2026 counterpart: SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW
Mapped	Many-to-many crosswalk	10.12	Internal and External Electronic Communicati on	SECTION 20.1	GENERAL USE	The City of Junction City provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified comm unications access to its employees, the City of Junction City places certain restrictions on workplace use of the same. The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the City. A ccordingly, all messages and files created, sent, received or stored within the system should be related to City business and are and will remain the property of the City. A system or Citywide distribution of e -mail (announcements, bulletins, etc.) requir es Department approval in advance of the distribution. Some offices may require a higher approval level. The City reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or fil e is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All employees with access to the City's computer network will be assigned a user name and password. At no time will the employee divulge their p assword to another person, even other City employees. By disseminating their password to a third party, the employee will enable this third party to access the City's computer network and act as that employee. This may allow unauthorized access to sensitive information, inappropriate use of the email system, or use of the Internet in violation of this section. Disregard of this policy may result in disciplinary action. The only exception to this provision is for the Fire Department and compliance under HIPAA. The Privacy/Information Security Officer and/or his/her designee will have access to all Fire Department employee user IDs and their passwords. While the City encourages employee use of the Internet, its use is restricted to the following: ? to com municate with employees, vendors, or clients regarding matters within an employee's assigned duties; ? to acquire information related to, or designed to facilitate the performance of regular assigned duties; and ? to facilitate performance of any task or project in a manner approved by an employee's supervisor. The content of e -mail, voice mail messages for any file may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Regarding Internet and e-mail access and usage, be advised that use of the Internet and e -	The City recognizes that use of the Telephones, Internet, E-mail, and other Electronic Devices has many benefits and is vitally essential to the workplace. Therefore, employees are encouraged to use the Telephones, Internet, E-mail, and other Electronic Devices systems appropriately, effectively, and professionally. Unacceptable use of the Telephones, Internet, and E-mail can place the City and others at risk. This policy outlines the company's guidelines for acceptable use of Telephones, Internet, E-mail, and other Electronic Devices. This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. The City of Junction City complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.	2009 source: 10.12 Internal and External Electronic Communication | 2026 counterpart: SECTION 20.1 GENERAL USE

Mapped	Many-to-many crosswalk	10.12	Internal and External Electronic Communication	SECTION 20.3	NETWORK	The City of Junction City provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified comm unications access to its employees, the City of Junction City places certain restrictions on workplace use of the same. The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the City. A ccordingly, all messages and files created, sent, received or stored within the system should be related to City business and are and will remain the property of the City. A system or Citywide distribution of e -mail (announcements, bulletins, etc.) requir es Department approval in advance of the distribution. Some offices may require a higher approval level. The City reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or fil e is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All employees with access to the City's computer network will be assigned a user name and password. At no time will the employee divulge their p assword to another person, even other City employees. By disseminating their password to a third party, the employee will enable this third party to access the City's computer network and act as that employee. This may allow unauthorized access to sensitive information, inappropriate use of the email system, or use of the Internet in violation of this section. Disregard of this policy may result in disciplinary action. The only exception to this provision is for the Fire Department and compliance under HIPAA. The Privacy/Information Security Officer and/or his/her designee will have access to all Fire Department employee user IDs and their passwords. While the City encourages employee use of the Internet, its use is restricted to the following: ? to com municate with employees, vendors, or clients regarding matters within an employee's assigned duties; ? to acquire information related to, or designed to facilitate the performance of regular assigned duties; and ? to facilitate performance of any task or project in a manner approved by an employee's supervisor. The content of e -mail, voice mail messages for any file may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Regarding Internet and e-mail access and usage, be advised that use of the Internet and e -	Computers/Network The following policies include remote use of the City's network as well as use on City property. Usage may be monitored for compliance. Privacy and Personal Use Computer equipment and related technology is the property of the City as well as any data stored or conveyed through the City's system. Electronic mail and other data including internet access is not private and is subject to archival and monitoring by the City and may be subject to open records and litigation requests. Any personal use of the City's system should be kept to a minimum and ideally only during the employee's breaks or lunch period. Though employees may be permitted to infrequent and minimal personal use, employees are forbidden and prohibited from using City equipment and related technology to set up, start, operate, maintain, or otherwise conduct business for a second job or other private personal business for profit or income. Employees shall, even when on breaks or during non-working hours, abstain from using City equipment and related technology to access websites known to frequently carry viruses or cause other system problems; this includes online dating services and file-sharing services or live streaming websites not used for work purposes. Employees shall comply with any additional or more specific requirements in this regard as may be communicated by the Information Technology Department. Employees who are unsure as to the appropriateness of an item should consult with the Information Technology Division and the Department/Division Head or use their personal equipment/networks. Security Employees are responsible for keeping their access to the City's network secure, which includes, but is not limited to maintaining the confidentiality of passwords. Each employee shall take reasonable measures to prevent their access to the City's network from being used inappropriately by others, and shall be held responsible for the effects of, or harm caused by any such use. Employees are encouraged at a minimum to: Secure workstations with a password-protected screensaver or session lock with the automatic activation feature set at ten (10) minutes or less. Log off or lock workstations when unattended. This can be done by pressing the Windows key + L. Use passphrases or passwords that may include a combination of letters, numbers, and symbols that are fourteen (14) characters or more as recommended by National Institute of Standards and Technology ("NIST"). The IT Department, considering requirements of HIPAA or CJIS or other requirements, shall decide the necessary passphrase or password requirements. The system will periodically require password changes. Akin to passphrases or passwords, IT will require changes in conjunction with HIPAA, CJIS, or NIST. Prohibited Conduct The following prohibitions do not apply to situations where employees have been authorized and directed as part of their official City duties to participate in such conduct. Prohibited conduct includes, but is not limited to: Accessing sites prohibited by the Information Technology Department. Unauthorized use of another's account or password/passphrase. Unauthorized remote access to the City's network. Attempting to gain unauthorized access into any computer account or system. Accessing sexually oriented sites and viewing or distributing sexually explicit material. Creating or forwarding "chain letters", "Ponzi schemes", or other "pyramid schemes" of any type. Violation of copyright, trade secret, patent, or other rights to intellectual property. Falsely impersonating another user. Tampering with data or maliciously restricting the flow of data. Developing, using, or introducing malicious programs that harass other users, or infiltrate a computer, computing system, or network. This includes, but is not limited to viruses, worms, Trojan horses, phishing, malware, spyware/adware, and e-mail bombs. Employees shall not use the City's email system as their personal email for purposes of notifications for non-City endorsed website accounts. Department Heads, with IT Department approval, may allow usage of the City email for notifications. An example is school notifications concerning an employee's child. Additional Considerations and Policies Installation of additional programs, software, or hardware must be preapproved in writing through and by the Information Technology Department. Employees are responsible for continuing and completing IT-issued training. This training must be actively engaged with by the employee. Failure to complete the IT-issued training will result in the employee losing access to the City's network and systems. Examples shall include but are not limited to: Phishing identification Malware/Spam awareness	2009 source: 10.12 Internal and External Electronic Communication | 2026 counterpart: SECTION 20.3 NETWORK
Mapped	One 2009 section split into multiple 2026 sections	10.12	Internal and External Electronic Communication	SECTION 20.4	REPORTING	The City of Junction City provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified comm unications access to its employees, the City of Junction City places certain restrictions on workplace use of the same. The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the City. A ccordingly, all messages and files created, sent, received or stored within the system should be related to City business and are and will remain the property of the City. A system or Citywide distribution of e -mail (announcements, bulletins, etc.) requir es Department approval in advance of the distribution. Some offices may require a higher approval level. The City reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or fil e is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. All employees with access to the City's computer network will be assigned a user name and password. At no time will the employee divulge their p assword to another person, even other City employees. By disseminating their password to a third party, the employee will enable this third party to access the City's computer network and act as that employee. This may allow unauthorized access to sensitive information, inappropriate use of the email system, or use of the Internet in violation of this section. Disregard of this policy may result in disciplinary action. The only exception to this provision is for the Fire Department and compliance under HIPAA. The Privacy/Information Security Officer and/or his/her designee will have access to all Fire Department employee user IDs and their passwords. While the City encourages employee use of the Internet, its use is restricted to the following: ? to com municate with employees, vendors, or clients regarding matters within an employee's assigned duties; ? to acquire information related to, or designed to facilitate the performance of regular assigned duties; and ? to facilitate performance of any task or project in a manner approved by an employee's supervisor. The content of e -mail, voice mail messages for any file may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Regarding Internet and e-mail access and usage, be advised that use of the Internet and e -	Reporting Employees shall promptly report any actions that they believe constitute a violation of this policy. This includes conduct by non-employees as well as employees. Reports should be made to the employee's supervisor, the Department Head, Human Resources Department, Information Technology Department, or the City Manager, whichever one the employee feels most comfortable reporting to. Reports regarding any unusual system behavior, such as missing files, frequent system crashes, or misrouted messages should be reported immediately to the Information Technology Division as well as any potential or actual security breaches.	2009 source: 10.12 Internal and External Electronic Communication | 2026 counterpart: SECTION 20.4 REPORTING

Mapped	Many-to-many crosswalk	10.13	Software and Hardware	SECTION 20.2	TECHNOLOGICAL EQUIPMENT	The City of Junction City provides and maintains computer hardware and software systems for use by employees in the performance of their daily duties. As a condition of providing these previously identified computer systems to its employees, the City of Junction City places certain restrictions on workplace use of the same. All data created or produced by employees on the above identifi ed computer systems remains the sole property of the City of Junction City. Employees are prohibited from loading software onto computer systems with out the approval of the Information Systems Department. Employees wishing to bring additional software for installation onto city owned computer systems may do so by providing the Information Systems Department with an unregistered original retail copy of the software. The information Systems Department will test the software for system compatibility with the city's computer network prior to installing the software. All software installed in this manner will become the property of the City of Junction City and will not be returned to the employee. The use of personally owned computer hardware (printers, US B drives, cameras, etc.) in conjunction with the City's computer network is prohibited. If an employee wishes to utilize personal hardware in the performance of their daily duties, the employee will provide the hardware to the Information Systems Departmen t for system compatibility inspection. The hardware will become the property of the City of Junction City and will not be returned to the employee. Documentation for all hardware devices and software installed on the City's computer systems will be maintained by the Information Systems Department. Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary ac tion may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.	City-Owned/Provided Phones or Electronic Devices Personal Calls Placing or receiving personal calls has the potential of reducing an employee's productivity. These calls should be kept to a minimum and ideally only made during the employee's breaks or lunch period. Employees are prohibited from utilizing the City's international service for business-related calls without prior approval from a Department Head. Employees are prohibited from utilizing the City's international service for personal calls. While abroad, employees are encouraged to utilize Wi-Fi or other non-international service calls to avoid costs, charges, et cetera. Department Heads may establish additional guidelines for their departments. Data Usage or Document Production Data Usage such as for internet and other related activities shall only be for business-related activities. Document Production is the same as Data Usage. Prohibited Uses of City-Owned Phones and Devices Sexually explicit or similar phone calls similar to 900 numbers; Sending, viewing, or soliciting sexually oriented messages or images; Messages or images with offensive or harassing statements or language; or Other similar inappropriate or unprofessional uses of City-owned equipment. Now, if an employee pays for the personal usage (assuming some of the cost) then the usage may be private and personal so long as it does not detract from an employee's job, duties, or other City tasks. City-Required Cellular Phones or Electronic Devices The City considers a cell phone to be a tool that in some job classifications (positions) is necessary to fulfill the employee's job requirements. Employees in these designated positions will be provided a City-issued cell phone. A Department Head will determine the employees who will be approved to be issued and carry a cell phone with approval of the IT Director. The City will assume all responsibility for the phone contract. The employee may elect to use the City-issued phone as a personal phone as well, but will assume some of the cost of the phone. The employee will authorize the monthly expense of using a City-issued cell phone also as a personal cell phone. All employees with a City-issued cell phone will be required to have their cell phone turned on and available for City business use as per the direction or guidelines of their Department Head. Personal Cellular Phones or Electronic Devices Employees may be prohibited from using a personal cellular phone or electronic device by their supervisor while engaged in work activities or on-duty. Prohibition or allowance is pursuant to job duties, work activities, and the Department Head. If a Department Head permits the use of a personal cellular phone, then the City will not and cannot charge an Employee for that usage. However, the City will need to be able to access the phone for Open Records possibilities. Cellular Phone Usage If an employee carries a cell phone or is required by the City to use or carry a cellular phone, such use shall be subject to the following requirements: Within Department Head discretion: Cellular phones should be set to vibrate or "silent ringer mode" during meetings, or at other times when audible ringers may be disruptive. Employees should allow in-coming calls to "roll" to their voice mail when answering the call would be disruptive to a meeting, production, or would create a safety hazard. All State and City traffic laws regarding cellular phones must be followed and take precedence over local policy. Using a cellular phone while operating motorized equipment or power tools is prohibited. Using a cellular phone while operating a motorized vehicle is prohibited, with the following exceptions: Proper use of a hands-free device; Use by emergency personnel as authorized and directed as part of their official City duties; or	2009 source: 10.13 Software and Hardware | 2026 counterpart: SECTION 20.2 TECHNOLOGICAL EQUIPMENT
Mapped	Many-to-many crosswalk	10.13	Software and Hardware	SECTION 20.3	NETWORK	The City of Junction City provides and maintains computer hardware and software systems for use by employees in the performance of their daily duties. As a condition of providing these previously identified computer systems to its employees, the City of Junction City places certain restrictions on workplace use of the same. All data created or produced by employees on the above identifi ed computer systems remains the sole property of the City of Junction City. Employees are prohibited from loading software onto computer systems with out the approval of the Information Systems Department. Employees wishing to bring additional software for installation onto city owned computer systems may do so by providing the Information Systems Department with an unregistered original retail copy of the software. The information Systems Department will test the software for system compatibility with the city's computer network prior to installing the software. All software installed in this manner will become the property of the City of Junction City and will not be returned to the employee. The use of personally owned computer hardware (printers, US B drives, cameras, etc.) in conjunction with the City's computer network is prohibited. If an employee wishes to utilize personal hardware in the performance of their daily duties, the employee will provide the hardware to the Information Systems Departmen t for system compatibility inspection. The hardware will become the property of the City of Junction City and will not be returned to the employee. Documentation for all hardware devices and software installed on the City's computer systems will be maintained by the Information Systems Department. Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary ac tion may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.	Computers/Network The following policies include remote use of the City's network as well as use on City property. Usage may be monitored for compliance. Privacy and Personal Use Computer equipment and related technology is the property of the City as well as any data stored or conveyed through the City's system. Electronic mail and other data including internet access is not private and is subject to archival and monitoring by the City and may be subject to open records and litigation requests. Any personal use of the City's system should be kept to a minimum and ideally only during the employee's breaks or lunch period. Though employees may be permitted to infrequent and minimal personal use, employees are forbidden and prohibited from using City equipment and related technology to set up, start, operate, maintain, or otherwise conduct business for a second job or other private personal business for profit or income. Employees shall, even when on breaks or during non-working hours, abstain from using City equipment and related technology to access websites known to frequently carry viruses or cause other system problems; this includes online dating services and file-sharing services or live streaming websites not used for work purposes. Employees shall comply with any additional or more specific requirements in this regard as may be communicated by the Information Technology Department. Employees who are unsure as to the appropriateness of an item should consult with the Information Technology Division and the Department/Division Head or use their personal equipment/networks. Security Employees are responsible for keeping their access to the City's network secure, which includes, but is not limited to maintaining the confidentiality of passwords. Each employee shall take reasonable measures to prevent their access to the City's network from being used inappropriately by others, and shall be held responsible for the effects of, or harm caused by any such use. Employees are encouraged at a minimum to: Secure workstations with a password-protected screensaver or session lock with the automatic activation feature set at ten (10) minutes or less. Log off or lock workstations when unattended. This can be done by pressing the Windows key + L. Use passphrases or passwords that may include a combination of letters, numbers, and symbols that are fourteen (14) characters or more as recommended by National Institute of Standards and Technology ("NIST"). The IT Department, considering requirements of HIPAA or CJIS or other requirements, shall decide the necessary passphrase or password requirements. The system will periodically require password changes. Akin to passphrases or passwords, IT will require changes in conjunction with HIPAA, CJIS, or NIST. Prohibited Conduct The following prohibitions do not apply to situations where employees have been authorized and directed as part of their official City duties to participate in such conduct. Prohibited conduct includes, but is not limited to: Accessing sites prohibited by the Information Technology Department. Unauthorized use of another's account or password/passphrase. Unauthorized remote access to the City's network. Attempting to gain unauthorized access into any computer account or system. Accessing sexually oriented sites and viewing or distributing sexually explicit material. Creating or forwarding "chain letters", "Ponzi schemes", or other "pyramid schemes" of any type. Violation of copyright, trade secret, patent, or other rights to intellectual property. Falsely impersonating another user. Tampering with data or maliciously restricting the flow of data. Developing, using, or introducing malicious programs that harass other users, or infiltrate a computer, computing system, or network. This includes, but is not limited to viruses, worms, Trojan horses, phishing, malware, spyware/adware, and e-mail bombs. Employees shall not use the City's email system as their personal email for purposes of notifications for non-City endorsed website accounts. Department Heads, with IT Department approval, may allow usage of the City email for notifications. An example is school notifications concerning an employee's child. Additional Considerations and Policies Installation of additional programs, software, or hardware must be preapproved in writing through and by the Information Technology Department. Employees are responsible for continuing and completing IT-issued training. This training must be actively engaged with by the employee. Failure to complete the IT-issued training will result in the employee losing access to the City's network and systems. Examples shall include but are not limited to: Phishing identification Malware/Spam awareness	2009 source: 10.13 Software and Hardware | 2026 counterpart: SECTION 20.3 NETWORK

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.1	PURPOSE	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	The purpose of the City of Junction City Social Media Policy is to enhance the use of online technology while providing safeguards to the risks of social media. The City recognizes that Social Media has become a popular form of communication and values the benefits that can be realized through effective use. Through the use of Social Media, the City can better disseminate information about the City's mission, meetings, activities, and current issues. Definitions Comments: Includes without limitation, any content, information, articles, pictures, videos, or any other form of communicative content posted through Social Media. May also be referred to as "Posts" or "Postings." City Social Media Accounts: Authorized Social Media accounts created to represent the City of Junction City, Kansas, or any departments of the City. External Use: The activities of employees on Social Media accounts not created or controlled by the City of Junction City. Internal Use: The use of or interaction with Social Media accounts created or controlled by the City of Junction City. Social Media: Content created by individuals, using accessible publishing technologies, through and on the Internet. Examples of social media include but are not limited to Facebook, blogs, Discord, Twitch, Reddit, WhatsApp, Yahoo, YouTube, Instagram, Pinterest, Google Plus, X f/k/a Twitter, LinkedIn, MySpace, LiveJournal, TikTok, and Vyne.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.1 PURPOSE
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.2	INTERNAL USAGE OF SOCIAL MEDIA	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	This policy establishes guidelines for City employees relating to the establishment and use of Social Media as a means of conveying information about the City of Junction City to the public. The City of Junction City desires to be transparent with the public while assuring and ensuring the accuracy and created expectations through Social Media. General Internal Usage of Social Media Posting to social media platforms on behalf of the City will focus messaging on the City's broad interests, specific programmatic interests, and policy interests. City Social Media Accounts will not contain any political information or be used for political activity. City Social Media Accounts are prohibited from exchanging any form of material that is: Prohibited by federal, state, or local law; or City policies, specifically including this Personnel Policy, Social Media Policy, other Human Resources' policies, and Information Technology Department's policies; Threatening, obscene, vulgar, offensive, abusive, derogatory, discriminatory, disparaging, defamatory, harassing or that which constitutes personal attacks of any kind; Involving sales, solicitation, or facilitates any for-profit non-City business activity, including the sale of personal goods and services or any charitable fundraising campaigns that are not sanctioned by the City; Used for any political advocacy efforts or any non-City activity that would cause the City to incur any liability. Though City Social Media may be used to inform the public about City-led ballot initiatives such as but not limited to sales tax initiatives. The establishment or use of City Social Media Accounts are subject to approval by the City Manager. All City Social Media Accounts shall be administered by authorized users designated by their Department Heads. All City Social Media Accounts will make clear that they are maintained by the City of Junction City and are subject to the City of Junction City Social Media Policy. If and when an employee uses Social Media to communicate on behalf of the City of Junction City, they shall only communicate on behalf of the City through a City Social Media Account. If and when a non-exempt employee uses Social Media to communicate on behalf of the City of Junction City, it will be considered time worked and should be done during regular work hours. All City policies, rules, policies, and standards of conduct apply to employees that engage in social networking activities. All incidents involving social media and employees shall be reviewed with consideration of these Personnel Polices and all federal, state, and local laws such as but not limited to Freedom of Expression as guaranteed under the First Amendment and the Kansas Constitution. Wherever possible, City Social Media Accounts should link back to the official City of Junction City website for forms, documents, online services, and other information necessary to conduct business with the City of Junction City. The Public Information Officer will monitor content on City Social Media Accounts to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of Junction City. The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date, and identity of the poster, when available. Any "commenter" or other user of social media may appeal the removal of their comment or other posting within five (5) days of removal. Upon appeal, the City Attorney shall review and provide a written response with requisite legal authority. The City of Junction City's website at www.junctioncity-ks.gov will remain the City's primary and predominant internet presence. All City Social Media Accounts shall adhere to applicable federal, state, and local laws, policies, and policies. Employees shall follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City. City Social Media Accounts are subject to the Kansas Open Records Act. Any content maintained in a Social Media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. This Social Media Policy may be revised at any time. These guidelines must be displayed to users or made available by hyperlink. Organization and Processes for City Social Media Accounts	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.2 INTERNAL USAGE OF SOCIAL MEDIA

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.3	COMMENT POLICY	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Junction City Social Media sites and are subject to removal by the Public Information Officer: Profane, obscene, violent, or pornographic content; Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin; Defamatory attacks; Threats to any person or organization; Solicitation of commerce, including but not limited to advertising of any business or product for sale; Conduct in violation of any federal, state, or local law; Encouragement of illegal activity; Information that may tend to compromise the safety or security of the public or public systems; or Content that violates a legal ownership interest, such as a copyright. A comment posted by a member of the public on any City of Junction City Social Media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Junction City nor do such comments necessarily reflect the opinions or policies of the City of Junction City. The City of Junction City reserves the right to deny access to City of Junction City Social Media sites to any individual who violates the City of Junction's Social Media Policy. All comments posted to any City of Junction City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at www.facebook.com/terms.php, and the City of Junction City reserves the right to report any violation of Facebook's Statement of Right and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action. This Comment Policy must be displayed to users or made available by hyperlink.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.3 COMMENT POLICY
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.4	SOCIAL MEDIA GUIDANCE FOR EMPLOYEES	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	The City of Junction City understands that Social Media has become a common form of communication. Employees, who personally and whether on-duty or off-duty, who choose to utilize Social Media should adhere to the following policies: Employees who participate in Social Media outlets are subject to the same standards for such communications as set forth in the City of Junction City Policies and Procedures Manual. Minimal personal computer usage is allowed during the workday, including participating in non-work-related Social Media outlets. However, at no time should these activities impact productivity or cause performance issues. Confidential or proprietary information or similar information of third parties who have shared such information with the City of Junction City should never be shared on Social Media outlets. Any employee posting a Comment on Social Media relating to City business shall make it clear that they are not speaking on behalf of the City of Junction City but speaking in their capacity as a private citizen. In these instances, the employee shall use a disclaimer such as: "The postings on this site are my own and do not necessarily represent the City's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any City policy. If a user identifies themselves as a City employee, the employee shall ensure that their profile and related content is consistent with City of Junction City's performance and conduct standards regarding how to present themselves to colleagues, citizens, and other stakeholders. While the City of Junction City encourages its employees to enjoy and make good use of their off-duty time, City employees may be subject to discipline if their activities have the effect of disrupting the functioning or efficiency of the workplace. Activities which are considered disruptive include, but are not limited to: harassing, demeaning, or creating a hostile working environment for any other employee; disrupting the smooth and orderly flow of work within the City; disrupting working relationships, or any action that detrimentally affects the reputation of the City.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.4 SOCIAL MEDIA GUIDANCE FOR EMPLOYEES

Mapped	Many-to-many crosswalk	10.13 (a)	Social Media Policy	SECTION 21.5	PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees are expected to engage in off-duty activities, including social media use, in a manner consistent with the expectations of public service. Employees must not engage in conduct—whether online or offline—that: · Interferes with their ability to perform official duties; · Reflects discredit upon the City; · Creates a conflict of interest with City responsibilities; · Damages public confidence in the employee or the City.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.5 PERSONAL CONDUCT AND OFF-DUTY EMPLOYMENT
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.6	PUBLIC-FACING AND HIGH-VISIBILITY ROLES	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees in high-visibility positions—including but not limited to department heads, police officers, firefighters, and others entrusted with public safety or service—are expected to maintain a high standard of professionalism at all times. These individuals may be perceived by the public as representatives of the City even while off duty. Accordingly, these employees must exercise heightened discretion in public conduct and personal online activity. Content that may be viewed as offensive, unprofessional, or inconsistent with the responsibilities of public service may subject the employee to review or discipline, even if posted in a personal capacity. For non-department head employees, such as those donning uniforms or under a collective bargaining unit, then the "high standard of professionalism" shall only be applied to conduct if written within a departmental policy or code of conduct.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.6 PUBLIC-FACING AND HIGH-VISIBILITY ROLES

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.7	PROHIBITION ON SPEAKING FOR THE CITY	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees may not post content on a personal account that appears to speak on behalf of the City unless they are expressly authorized to do so in writing by the City Manager or their designee. Official communications on social media must only be made through designated City channels by approved personnel. Any social media post that uses a City logo, insignia, uniform, title, or other identifying information may not imply City endorsement or official communication without prior written approval by the City Manager or their designee.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.7 PROHIBITION ON SPEAKING FOR THE CITY
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.8	USE OF UNIFORM OR CITY EQUIPMENT	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees must not appear in City-issued uniforms or identifiable insignia on personal social media platforms in a manner that could reasonably be perceived as unprofessional, inappropriate, or discrediting to the City. This includes behavior that is unsafe, unlawful, offensive, or inconsistent with the ethical standards of municipal employment such as can be found in Section 1.8 or a department code of conduct. Any photographs, videos, or other media posted to social media, which is monetized or used as an "influencer", that depict an employee in uniform, in a City vehicle, or using City equipment must be approved in writing in advance by the City Manager or their designee. Personal photos for personal, non-monetized use is acceptable. Uniforms, insignia, equipment, or other identifiers of the City shall not be utilized in personal content which furthers outside employment.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.8 USE OF UNIFORM OR CITY EQUIPMENT

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.9	USE OF SOCIAL MEDIA DURING WORK HOURS	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees are prohibited from using personal social media accounts during work hours, except during designated break periods. If there are not designated break periods, the social media shall not detract from an employee's work or productivity. City equipment and networks must not be used to access or post to personal social media accounts unless expressly permitted in writing by the employee's Department Head. Official social media account use is limited to designated staff and must comply with the City's Records Retention and Public Communications policies as well as the Social Media Policy.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.9 USE OF SOCIAL MEDIA DURING WORK HOURS
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.10	PUBLIC RECORDS AND RETENTION	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Any social media communication made in an official capacity may constitute a public record under the Kansas Open Records Act (KORA). Departments managing official social media accounts must maintain records of posts in accordance with the City's records retention schedule. Designated account managers are responsible for ensuring compliance with archiving and transparency requirements.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.10 PUBLIC RECORDS AND RETENTION

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.11	PROTECTED ACTIVITY AND EMPLOYEE RIGHTS	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Nothing in this policy is intended to interfere with or restrict rights protected by law. Employees may engage in speech as private citizens, including discussing matters of public concern or job conditions, so long as such speech does not imply official City endorsement, reveal confidential information, or interfere with the City's operations as required by law. This policy does not restrict lawful union activity or protected concerted activity under applicable labor laws.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.11 PROTECTED ACTIVITY AND EMPLOYEE RIGHTS
Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.12	DISCIPLINE	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable City policies and collective bargaining agreements. All disciplinary actions will be administered consistently and without discrimination.	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.12 DISCIPLINE

Mapped	One 2009 section split into multiple 2026 sections	10.13 (a)	Social Media Policy	SECTION 21.13	DISCLAIMERS	Social Media Definition: 'Social media' is the term commonly given to websites and online tools that allow users to interact with each other in some way - by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Principles: These are the official guidelines for social media at the City of Junction City. They are designed to work in conjunction with the Junction City Electronic Media Access Policy. These guidelines are divided into two parts: "official or sanctioned use" and "unofficial or non-sanctioned use". If you're an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of so cial media both on and off our website — officially or unofficially, these guidelines are for you. We expect all who participate in social media to understand and to follow these guidelines. These guidelines will evolve as new technologies and social networking tools emerge. Emerging social media platforms for online collaboration are fundamentally changing the way cities engage with residents, customers, the community, and the world at large. The City of Junction City believes social computing can provide stronger channels of communication to keep our operations transparent to our residents, and it's a way for staff, members, and the public to have conversations about matters important to our community. However, unless specifically assigned, social media activities should not interfere with regular work commitments. City staff is expected to respect other appropriate policies especially the City's Disciplinary Policy relating to work performance. As a member of the City of Junction City staff, keep the following principles in mind: Be professional; remember that you are an ambassador for our organization both on and off the job. Disclose your name and position as a representative of the City of Junction City when you are referencing the City in any of yo ur posts, official or unofficial. If you post to a website outside the City of Junction City, use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent the City of Junction City's positions, strategies or opinions." Be responsible and honest at all times. Be credible, accurate, fair, and thorough. Post meaningful, respectful comments - in other words, no spam and no remarks that are off -topic or offensive. The best way to get your posts read is to contribu te subjects or information your readers will value. Social communication from our City should help our employees. It should be thought -provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses or solve problems, or if it helps them understand our operations better — then it's adding value. When disagreeing with others' opinions, be objective and respectful. Do not disparage or bad mouth the City, staff, management or other organizations with which the City interacts. Always remember that your online comments are permanently available to all, and may	Employees who identify themselves as City employees on personal accounts or post work-related content are strongly encouraged to include the following disclaimer: "The views expressed are my own and do not represent the views of the City of Junction City."	2009 source: 10.13 (a) Social Media Policy | 2026 counterpart: SECTION 21.13 DISCLAIMERS
Mapped	One 2009 section split into multiple 2026 sections	10.14	Fraternizatio n/Personal Relationships	SECTION 11.5	FRATERNIZATION	The City of Junction City recognizes that social relationships develop between employees from time to time. For purposes of this policy, a personal r elationship is defined as a relationship that is a dating or romantic consensual relationship. Employees are encouraged to keep all aspects of personal relationships with any co -worker out of the workplace. This policy applies to all City employees (full time, part time, seasonal). Work related problems that occur in full or in part due to personal relationships with co -workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal ch oice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if: 1. The employees involved have a direct or reporting relationship (supervisory) to each other or 2. It reasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation or ability to conduct himself or herself in an appropriate manner, or 3. It reasonably interferes with or adversely effects the work environment of other employees, or 4. The relationship between the employee s create s a conflict of interest (see definition below), or 5. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (see Anti-Harassment Policy, Section 10.10). In some cases, appropriate disciplinary action, up to and including termination, against one or both employees involved may be imposed. A conflict of interest is defined as any activity or association (relationship) that creates or appears to create a conflict between the employee's personal interests and the business of the City of Junction City. A conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant. Such situations or perce ptions may interfere with the City's obligation to provide equal employment opportunity and in some instances, may constitute harassment and/or sex discrimination. The City Manager, Department Heads and Supervisors at all levels are responsible for: 1. Knowing and complying with the provisions of this policy. 2. Maintaining a workplace free of harassment and discrimination. 3. Implementing appropriate action for failure to comply with the provisions of this policy. 4. Reporting employees', or their own, involvement in a personal relationship to the appropriate authority in their chain of command. All employees are responsible for: 1. Knowing and complying with the provisions of this policy. 2. Maintaining a workplace free of harassment and discrimination.	While the City encourages amicable relationships between supervisors and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a supervisor's ability to perform their job and is therefore strictly prohibited. Employees are encouraged to keep all aspects of personal relationships with any co-worker out of the workplace. This policy applies to all City employees (full-time, part-time, seasonal). Work-related problems that occur in full or in part due to personal relationships with co-workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal choice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if: The employees involved have a direct or reporting relationship (supervisory) to each other or It unreasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation, or ability to conduct themself appropriately or It unreasonably interferes with or adversely affects the work environment of other employees, or The relationship between the employees creates a conflict of interest (see definition below), or It results in harassment. In such cases, the City will take appropriate action to resolve the matter (Please refer to Section 1.7, 2.1, 2.3, 2.5, 2.6, 2.7, 3.7, 11.6, 11.9, 13.2.2, 14.2, or 19.3.c,) for more on Prohibited Conduct). Any involvement of a romantic nature between a supervisor and anyone they supervise, either directly or indirectly, must be reported immediately to Human Resources by anyone that has knowledge of the relationship. Fraternization referred in subsequent sections for Retaliation and Prohibited Conduct only refers to supervisor-subordinate fraternization or fraternization which outwardly negatively affects the workplace for one or more employees of the City.	2009 source: 10.14 Fraternization/Personal Relationships | 2026 counterpart: SECTION 11.5 FRATERNIZATION

Mapped	Many-to-many crosswalk	10.14	Fraternization/Personal Relationships	SECTION 11.6	CONFLICT OF INTEREST	The City of Junction City recognizes that social relationships develop between employees from time to time. For purposes of this policy, a personal r elationship is defined as a relationship that is a dating or romantic consensual relationship. Employees are encouraged to keep all aspects of personal relationships with any co -worker out of the workplace. This policy applies to all City employees (full time, part time, seasonal). Work related problems that occur in full or in part due to personal relationships with co -workers, will be addressed in the same manner as any performance issue. Although such personal relationships are a matter of personal ch oice and privacy between the employees involved, the City will not tolerate any adverse effect that such a relationship may have in the workplace. Any such relationship will be considered to have an adverse effect in the workplace if: 1. The employees involved have a direct or reporting relationship (supervisory) to each other or 2. It reasonably interferes with or adversely affects either employee's work performance, objectivity, judgment, professionalism, City reputation or ability to conduct himself or herself in an appropriate manner, or 3. It reasonably interferes with or adversely effects the work environment of other employees, or 4. The relationship between the employee s create s a conflict of interest (see definition below), or 5. It results in harassment. In such cases, the City will take appropriate action to resolve the matter (see Anti-Harassment Policy, Section 10.10). In some cases, appropriate disciplinary action, up to and including termination, against one or both employees involved may be imposed. A conflict of interest is defined as any activity or association (relationship) that creates or appears to create a conflict between the employee's personal interests and the business of the City of Junction City. A conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant. Such situations or perce ptions may interfere with the City's obligation to provide equal employment opportunity and in some instances, may constitute harassment and/or sex discrimination. The City Manager, Department Heads and Supervisors at all levels are responsible for: 1. Knowing and complying with the provisions of this policy. 2. Maintaining a workplace free of harassment and discrimination. 3. Implementing appropriate action for failure to comply with the provisions of this policy. 4. Reporting employees', or their own, involvement in a personal relationship to the appropriate authority in their chain of command. All employees are responsible for: 1. Knowing and complying with the provisions of this policy. 2. Maintaining a workplace free of harassment and discrimination.	A "conflict of interest" is defined as it is in Section 1.8 as well as the additions listed: Any activity or relationship creating or appearing to create a conflict between the employee's personal interests and the business of the City of Junction City; Such conflict of interest is inherent in a personal relationship when one of the participants is in a position to recommend or decide any matter that may affect benefits, evaluations, compensation, or any term or condition of employment of the other participant; A situation or perception which may interfere with the City's obligations concerning Equal Employment Opportunities, harassment, or discrimination.	2009 source: 10.14 Fraternization/Personal Relationships | 2026 counterpart: SECTION 11.6 CONFLICT OF INTEREST
Mapped	Multiple 2009 sections consolidated into one 2026 section	11.1	General	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	Employee performance evaluations shall be prepared for all full -time and part -time employees of the City w orkforce. Information contained in the employee's performance evaluation is personal and confidential in nature and should be treated as such. Violating confidentiality may result in disciplinary action.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 11.1 General | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW

Mapped	Many-to-many crosswalk	11.2	Frequency of Evaluations	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	(a) Initial Hire: Three (3) months, six (6) months and twelve (12) months from date of initial hire or upon termination of employment. (b) Promotional Appointments: Three (3) months and nine (9) months from date of promotion. The annual evaluation date will change to the pro motion date; however, the promotion date will not affect the employee's years of service with the City. (c) Full time and part time employees with more than one year of continuous employment: On the anniversary of their employment, upon transfer from one department to another or within the same department, upon significant change of job duties or responsibilities or at any time for unsatisfactory performance.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 11.2 Frequency of Evaluations | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW
Mapped	Many-to-many crosswalk	11.2	Frequency of Evaluations	SECTION 8.2	PERFORMANCE EVALUATION OBSERVATION TIME PERIOD	(a) Initial Hire: Three (3) months, six (6) months and twelve (12) months from date of initial hire or upon termination of employment. (b) Promotional Appointments: Three (3) months and nine (9) months from date of promotion. The annual evaluation date will change to the pro motion date; however, the promotion date will not affect the employee's years of service with the City. (c) Full time and part time employees with more than one year of continuous employment: On the anniversary of their employment, upon transfer from one department to another or within the same department, upon significant change of job duties or responsibilities or at any time for unsatisfactory performance.	Depending on employee status, all City employees will fall under the General City Workforce or New Hire/Change of Status observation time periods and counseling schedules. General City Workforce Supervisors will conduct performance evaluations of every qualified employee under their supervision. A "qualified employee" is one who has worked for the City for more than one year (12 months) continuously regardless of which department(s) they have worked within. Performance evaluations shall occur at least once per year. Supervisors shall conclude the performance evaluation prior to December 31 of each calendar year. If employee conduct or job performance is unsatisfactory or otherwise concerning to the supervisor, Department Head, Human Resources Department, or City Manager, then the supervisor may conduct more performance evaluations as warranted. New Hires or Change in Status Evaluation Schedule After initial hire, an employee shall be evaluated by their supervisor: Three months (90 days) after their start date; Six months (180 days) after their start date; and, Twelve months (365 days) after their start date. The above shall be followed regardless of when the evaluation in Section 8.1.3.a occurs. After promotion in status, an employee shall be evaluated by their supervisor: Three months (90 days) after the promotion; and, Six months (180 days) after the promotion. The above shall be followed regardless of when the evaluation in Section 3.1.3.a occurs.	2009 source: 11.2 Frequency of Evaluations | 2026 counterpart: SECTION 8.2: PERFORMANCE EVALUATION OBSERVATION TIME PERIOD
Mapped	Multiple 2009 sections consolidated into one 2026 section	11.3	Responsibility for Employee Performance Evaluations	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	a. The Office of the City Manager shall have the ultimate responsibility for administering the performance evaluation system. Under the direction of the City Manager, the Administrative Services Director will administer the performance evaluation system. b. Each employee shall be rated by his/her immediate supervisor, and that rating will be reviewed by the next higher supervisor, and finally by the Department Head. Employees are required to submit information to assist in the evaluation process. Any information requested of the employees must be first approved by the Administrative Services Director and must be required by all employees of that Department at the time of their evaluation. Any information provided by employees as required by the Department Head will become part of the original Perf ormance Evaluation and will be treated as such . Upon Department Head approval, the rating supervisor will review the evaluation with the employee and the employee will sign the evaluation. a. A copy of the original Performance Evaluation will be provided to the employee during the supervisor/employee review and the original of the performance evaluation shall be transmitted through the Administrative Services Department to the Office of the City Manager. After the Manager's approval , the original performance evaluation will be returned to the Administrative Services Department for inclusion in the employee's individual personnel file.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation. The final performance evaluation and any other related documents (challenges, annotations, et cetera) shall be submitted to the Human Resources Department to be placed in the employee's personnel records. The Human Resources Department or designee will close out the open evaluation process to indicate completion.	2009 source: 11.3 Responsibility for Employee Performance Evaluations | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW
Mapped	Many-to-many crosswalk	11.4	Promotion Dependent on Employee's Performance	SECTION 7	EMPLOYEE STATUS	One of the criteria for promotion is a "meet standards" or hi gher rating in all applicable factors on the employee's most recent Performance Evaluation. If recommended by the Department Head the City Manager may use discretion and a promotion may be granted.	Employees that undergo a change of status must meet the minimum requirements of the position classification they are being promoted, demoted, or transferred to. In addition to meeting these standards, the employee's performance evaluation record, promotional tests (if applicable), promotional interviews, and/or length of service may be considered in determining a change of status.	2009 source: 11.4 Promotion Dependent on Employee's Performance

Mapped	Many-to-many crosswalk	11.4	Promotion Dependent on Employee's Performance Evaluation	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	One of the criteria for promotion is a "meet standards" or hi gher rating in all applicable factors on the employee's most recent Performance Evaluation. If recommended by the Department Head the City Manager may use discretion and a promotion may be granted.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 11.4 Promotion Dependent on Employee's Performance Evaluation | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW
Mapped	Many-to-many crosswalk	11.5	Unsatisfactor y Performance Evaluation	SECTION 8.1	PERFORMANCE MANAGEMENT OVERVIEW	An unsatisfactory rating on a performance evaluation could lead to disciplinary action.	General All exempt and non-exempt full-time and part-time employees of the City workforce shall be given annual objectives for an annual performance evaluation. Information contained in the employee's performance evaluation shall be considered personal and confidential in nature and will be treated as such. Employee performance evaluation records may be reviewed to aid supervisors in making informed decisions related to any change of status for the employee. All requests for access to employee personnel files shall be made to Human Resources as described within Section 6, especially Section 6.5. A copy of all documentation of the performance evaluation process for the calendar year shall be available upon request to the employee only. Department Responsibility Department Heads, or their designee, are held responsible for keeping the Human Resources Department up to date on employees who become supervisors responsible for employee performance evaluations. Communication of any changes to the supervisory roster shall include the following: Name of Supervisor Name(s) of employee(s) the supervisor will oversee Effective date of change Training will be required for all supervisors who will be responsible for conducting performance evaluations for employees. New supervisors will be held responsible to connect with the Human Resources Department to schedule performance evaluation process training. Department Heads are ultimately responsible to ensure all performance evaluations are thorough and provide adequate content related to the employee's work performance and goals and objectives set by their supervisor. "Adequate content" includes both positive notes and corrective guidance for areas of improvement for the employee. Frequency of Employee Evaluations in the Performance Management Process All full time and part time employees shall be evaluated by their supervisor or Department Head on an annual basis. The evaluation shall be completed prior to December 31 of each year of continuous work for the City. Evaluations shall occur with frequency as set in Section 8.2. Employee Performance Management Process Counseling and Evaluation on Performance Before meeting with the employee, the supervisor shall submit the evaluation to the Department Head or their designee for review. Upon the Department Head's or their designee's review and tentative approval for a meeting, then the supervisor may meet with the employee. The supervisor shall meet with an employee to provide a copy of the evaluation and review for employee counseling or feedback. If an employee is satisfied with their final performance evaluation, the final copy shall be submitted with signature back to the supervisor. If an employee is dissatisfied with their final performance evaluation, the final copy shall be submitted with a signature noting challenge to the evaluation or a note of "refused to sign" which by itself is permissible by the employee and not employee misconduct. Supervisors shall submit the final performance evaluation to the Department Head or their designee. The Department Head or designee shall then forward the final performance evaluations to the Human Resources Department. Human Resources Department will place the evaluation in the employee's personnel file. Employee Challenging Performance Evaluation If an employee wishes to contest their performance evaluation, the employee is required to submit a written narrative within three (3) business days from the date of their performance evaluation counseling. The narrative submitted must explain their reason for challenging the performance evaluation. Supervisors shall review any challenges to a performance evaluation from employees with the Department Head. Supervisors shall respond in writing to the employee's challenge within three (3) business days on the decision and outcome regarding the challenge. If an employee challenge affects a performance evaluation, then changes to the original performance evaluation will be annotated separately from the original performance evaluation.	2009 source: 11.5 Unsatisfactory Performance Evaluation | 2026 counterpart: SECTION 8.1 PERFORMANCE MANAGEMENT OVERVIEW

Mapped	Many-to-many crosswalk	11.5	Unsatisfactory Performance Evaluation	SECTION 24.1	CORRECTIVE ACTION	An unsatisfactory rating on a performance evaluation could lead to disciplinary action.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 11.5 Unsatisfactory Performance Evaluation | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Removed in 2026	No direct 2026 standalone counterpart identified	12.1	General Statement			a. It is the policy of the City of Junction City that employees have the right to air complaints and concerns regarding matters affecting his or her employment that they consider unjust. b. When a question exists as to whether or not a particular matter is covered by the grievance policy, final judgment will rest with the City Manager. c. A grievance claim will be denied when the grievance concerns City Commission policies, ordinances, or statutes; pertains to matters in which the grieved has no direct interest; or when the City Manager has good reason to believe that a grievance has been brought in bad faith or for inappropriate reasons. d. Grievance procedures will be followed when the matter affecting employment involves a liberty interest of the employee.		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.
Removed in 2026	No direct 2026 standalone counterpart identified	12.2	Definitions			a. Grievance: A complaint filed by a n employee in response to action(s) of the employee's Sup ervisor involving interpretation or application of rules and regulations, suspension, demotion, and/or dismissal. Grievances founded in allegations of discrimination should follow the procedure outlined in Section 12.4 herein. b. Liberty Interest: A lib erty interest is that interest an employee has in his/her employment which can be adversely affected by an allegation of misconduct which, if publicized, could negatively impact on the employee's standing or reputation within the community concerning the e mployee's good name, honesty, honor or integrity and which could affect the employee's freedom or ability to obtain other employment.		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.
Removed in 2026	No direct 2026 standalone counterpart identified	12.3	Grievance Procedure			It is the desire of the City to ad dress grievances informally (not necessarily in writing) and that the Supervisor and employee are expected to make every effort to resolve problems when they arise. Direct communications and discussion will most likely result in a full disclosure of facts and a fair and speedy resolution of most complaints arising during day-to-day City operations. If direct communication does not resolve the issue the following procedure will be the guide to a successful resolution. a. Step Number 1 . Any employee who believes they have a grievance shall, within a period of ten (10) working days, after the date of action, submit their grievance in writing on the grievance form found in Appendix A of this manual to the immediate supervisor and will include the following information: (1) Name of grieved. (2) Date of occurrence giving rise to the grievance. (3) A specific statement of actual grievance including all relevant facts. (4) The relief sought. (5) Signature of grieved. (6) Date filed. b. The supervisor shall provide a written answer to the employee within te n (10) working days of receipt of the grievance. c. Time Limits. No grievances shall be entertained or processed unless filed within the time limits and according to the guidelines set forth in this policy. If a grievance is not appealed within the time limits, it shall be deemed settled on the basis of the last answer by the City. If the City fails to provide an answer within the limits specified, the employee may immediately appeal to the next step in the procedure. The parties may mutually agree in writing to extend the time limits. d. Step Number 2 . If the employee disagrees with the decision of the Supervisor, the employee may forward the grievance in writing to the Department Head within ten (10) working days of receipt of the Supervisor's written response. e. The Department Head shall obtain relevant information from the employee and Supervisor and make an inquiry into the facts and circumstances of the grievance. The Department Head shall inform the employee of a decision and reasons supporting the decision in writing within ten (10) working days of receipt of the employee's grievance. This step shall constitute the employee's pre -termination hearing if the grievance involves a proposed termination or affects a liberty interest. f. Step Number 3 . If, after receiving the Department Head's written response, the employee still feels aggrieved, they may forward a written appeal to the City Manager within ten (10) working days.		No direct standalone 2026 counterpart identified. The separate grievance-policy framework appears to have been removed as a standalone section.

Mapped	Many-to-many crosswalk	12.4	Discrimination Grievances.	SECTION 11.10	REPORTING	Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity. a. The grievance shall be submitted in writing, specifying that the ind ividual is filing a Discrimination Grievance, to the City Manager for review and follow -up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies. b. The City Manager (or his designe e) will review and take action within thirty (30) working days of receipt of the grievance.	Employees shall promptly report any actions or comments which they believe constitute discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation whether they are the recipient of such conduct or are a witness. This includes conduct by nonemployees as well as employees. Reports are of the highest priority and should be made to the employee's supervisor, their Department Head, or the Human Resources Director. The employee can decide which person to report to based on who the employee feels the most comfortable with. Supervisors or Department Heads must notify Human Resources Director immediately when an employee has made a report to them. The Human Resources Director shall immediately communicate with and reach out to the reporting employee(s). Reports of conduct by the City Manager may be made to the employee's supervisor, their Department Head, the Human Resources Director, or the City Attorney. Upon receiving a report of conduct by the City Manager, any other person shall forward the report to the City Attorney immediately. The City Attorney shall place this report on the City Commission agenda for its next scheduled meeting to brief the City Commission via executive session. The following information will be important to an investigation and should be noted as close to the time of the incident as possible: Date and time of the alleged incident(s); Place where the alleged incident(s) occurred; Description of the conduct or language used; Name(s) of the person(s) who experienced the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Name(s) of the person(s) who allegedly engaged in the discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation; Any employment action taken (for example: demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and, Persons present or known witnesses to the alleged incident(s). The City does not retaliate against and does not tolerate retaliation against, those who report discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, or retaliation in good faith or those who cooperate with investigations.	2009 source: 12.4 Discrimination Grievances. | 2026 counterpart: SECTION 11.10 REPORTING
Mapped	Many-to-many crosswalk	12.4	Discrimination Grievances.	SECTION 11.11	INVESTIGATION	Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity. a. The grievance shall be submitted in writing, specifying that the ind ividual is filing a Discrimination Grievance, to the City Manager for review and follow -up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies. b. The City Manager (or his designe e) will review and take action within thirty (30) working days of receipt of the grievance.	All complaints will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation: Employees shall fully and completely cooperate with such investigations; The records concerning such investigations shall be kept by the Human Resources Department. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the Human Resources Director, the disclosure of the requested records is necessary; The Human Resources Director shall coordinate all investigations revolving around discrimination, fraternization, harassment, sexual harassment, bullying, cyberbullying, hazing, retaliation, and other related issues in this section; Unless authorized by the Human Resources Director, a Department Head or their designee shall not investigate their own department, division, or shift. If the Human Resources Director authorizes another to investigate the allegation(s), then the investigator(s) shall inform the Human Resources Director of the status of the investigation; Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager; and, The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney. If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.	2009 source: 12.4 Discrimination Grievances. | 2026 counterpart: SECTION 11.11 INVESTIGATION
Mapped	Many-to-many crosswalk	12.4	Discrimination Grievances.	SECTION 11.12	COMPLIANCE WITH STATE AND FEDERAL LAW	Any employee or applicant claiming to have been discriminated against on the grounds of race, religion, national origin, ancestry, sex, age, disability, or marital status or as outlined in the anti-harassment policy, Section 10.11, may take the following steps in accordance with the City's Affirmative Action Plan for Equal Employment Opportunity. a. The grievance shall be submitted in writing, specifying that the ind ividual is filing a Discrimination Grievance, to the City Manager for review and follow -up action. The City recommends that all City employees utilize this procedure prior to submitting complaints to outside agencies. b. The City Manager (or his designe e) will review and take action within thirty (30) working days of receipt of the grievance.	If the City's policies conflict with local, state, or federal law, the appropriate local, state, or federal law shall govern.	2009 source: 12.4 Discrimination Grievances. | 2026 counterpart: SECTION 11.12 COMPLIANCE WITH STATE AND FEDERAL LAW
Mapped	Many-to-many crosswalk	13.1	Disciplinary Action	SECTION 24.1	CORRECTIVE ACTION	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge 1. Late to work without an excuse acceptable to the City. 2. Failure to properly check in at the beginning of the work shift. 3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours. 4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City. 5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.1 Disciplinary Action | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION

Mapped	Many-to-many crosswalk	13.1	Disciplinary Action	SECTION 24.2	SUGGESTED BUT NOT REQUIRED OFFENSES	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge 1. Late to work without an excuse acceptable to the City. 2. Failure to properly check in at the beginning of the work shift. 3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours. 4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City. 5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.	The following Group I, II, or III Offenses are guidance to educate and inform, but not restrict, employees and supervisors in light of the applicability of offenses. Every single corrective action or disciplinary decision must be based on the individual set of facts, employee, and other issues at-play and not looking solely at how the incident fits within a rubric. Therefore, discretion must be used in what is determined best for the City.	2009 source: 13.1 Disciplinary Action | 2026 counterpart: SECTION 24.2 SUGGESTED BUT NOT REQUIRED OFFENSES
Mapped	One 2009 section split into multiple 2026 sections	13.1	Disciplinary Action	GROUP 1 OFFENSES	GROUP 1 OFFENSES	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge 1. Late to work without an excuse acceptable to the City. 2. Failure to properly check in at the beginning of the work shift. 3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours. 4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City. 5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.	*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely. Late to work without an excuse acceptable to the Department Head or their designee. Failure to properly check in at the beginning of the work shift. Failure to report in writing personal injury or accident that occurs on the job within twenty-four (24) hours. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time, or leaving the job during working hours without permission of the Department Head or their designee. Stopping work or preparing to leave work without authorization before the lunch period, official break in work, or before specified quitting time. Disregarding job duties by neglect of work, carrying on personal business, surfing social media too much, or reading for pleasure. Unexcused or unauthorized absence on one or more scheduled days of work in violation of these Personnel Policies or collective bargaining agreement. Can include Leave Without Pay (LWOP) not otherwise allowed or permitted. Establishment of a pattern of sick leave abuse. Excessive absenteeism. Violation of dress code and hygiene section of this Personnel Policy. Failure to observe precautions for personal safety, posted rules, signs, protocols, safety instructions, or the use protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions of self, other employees, contractors, or the public. Contributing to or creating unsafe working conditions. Violating traffic policies, reckless driving, or improper operation of a motor vehicle owned by the City or owned by the employee that is used for City business. Except that in the Police and Fire Department, policies will be further defined and qualified by each Department in consultation with the City Attorney. Reckless driving includes operating a motor vehicle while utilizing an electronic device unless otherwise allowed per law. Careless workmanship resulting in spoilage or waste of materials or delay in labor. Failure to attend meetings called by the City without presenting an excuse acceptable to the immediate supervisor, Department Head, or City Manager, dependent on who called the meeting, prior to the meeting. Failure or delay in carrying out orders, work assignments, or instructions. Failing to provide, upon request to a Supervisor, accurate and timely information, orally or in writing, relating to the operation of the division or department. Incompetence, inefficiency, or unsatisfactory work performance. Unauthorized use of City resources or assets to include, but not limited to; envelopes, stationary, typewriters, computer terminals, printers, computer software, photocopy machines, other office equipment, electricity, time, etc. Personal matters materially effecting job performance or personnel policies.	2009 source: 13.1 Disciplinary Action | 2026 counterpart: GROUP 1 OFFENSES

Mapped	One 2009 section split into multiple 2026 sections	13.1	Disciplinary Action	GROUP 2 OFFENSES	GROUP 2 OFFENSES	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge 1. Late to work without an excuse acceptable to the City. 2. Failure to properly check in at the beginning of the work shift. 3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours. 4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City. 5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.	*unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file indefinitely. Smoking, vaping, or chewing tobacco in an unauthorized area or in a City vehicle. Permitting any person who is not an employee of the City of Junction City to enter or ride in a City vehicle without the authorization of the Supervisor or Department Head, except when in the course and scope of their official duties as a City employee. Unauthorized possession of, loss of, or damage to City property or the property of others or endangering the same through carelessness. Gambling or unlawful betting on City premises. Covering up or attempting to conceal defective work; removing or destroying the same without permission. Use of a City vehicle or City equipment or City buildings for purposes other than employer-directed use. Consider if usage was a violation of the Technology Usage Section within this Personnel Policy. Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees, citizens, or supervisor. Unauthorized use of City property for private work or performing private work on City time. Sleeping during working hours. Firefighter/EMT/AEMT/Paramedic shift personnel on down time excepted. Disclosing confidential or privileged records or information unless directed to do so by their Supervisor or Department Head. Violation of JCFD HIPAA Privacy and Security Policies and Procedures as maintained by the Privacy or Security Official of the Junction City Fire Department and supporting City staff. Same for CJIS violations concerning the Municipal Court, Legal Department, or Junction City Police Department. HIPAA and CJIS violations can be made by staff not in those departments though they are still held to the same standards so long as trained by the appropriate JCFD or JCPD staff.	2009 source: 13.1 Disciplinary Action | 2026 counterpart: GROUP 2 OFFENSES
Mapped	One 2009 section split into multiple 2026 sections	13.1	Disciplinary Action	GROUP 3 OFFENSES	GROUP 3 OFFENSES	a. In any organization, it is necessary to have established and understood policies and rules to protect the interests of all employees and to assure that all employees are treated fairly. b. The City subscribes to a progressive disciplinary policy. Violation of any City or departmental work rules or regulations may result in disciplinary action. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. Disciplinary actions range from an oral reprimand to immediate discharge, depending on the seriousness of the viol ation and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. In addition, disciplinary action may be taken if an employee violates any state or federal law or violates any City ordinance. c. If a circumstance arises which is not specifically covered by these rules, the City may take appropriate disciplinary action. d. Disciplinary Actions will be included in the employee's personnel file permanently or for a period specified in the disciplinary action. e. The following are examples of improper conduct, together with guidelines for disciplinary action. This list is not an all-encompassing list. Nothing herein shall be construed to limit the discretion of the Supervisor/Department Head or the City Manager to either impose a lesser or greater disciplinary action than shown below. Disciplinary action in any case will depend on the facts of that case and the employment record of the person involved. f. These rules of conduct shall not be construed as establishing an express or implied contract of employment and are not intended to be conditions of employment. They shall not be construed as creating an express or implied covenant for faithful and fair dealing. GROUP I OFFENSE MINIMUM MAXIMUM First Warning 1 day suspension w/o pay Second 1 day suspension w/o pay 3 day suspension w/o pay Third 3 day suspension w/o pay 5 day suspension w/o pay Fourth 5 day suspension w/p pay 10 day suspension w/o pay Fifth Discharge 1. Late to work without an excuse acceptable to the City. 2. Failure to properly check in at the beginning of the work shift. 3. Failure to report in writing personal injury or accident that occurs on the job within 24 hours. 4. Inattentiveness to work: loafing, wasting time, failing to start work at the designated time, quitting work before the proper time or leaving the job during working hours without permission of the City. 5. Disregarding job duties by neglect of work, carrying on personal business or reading for pleasure.	* A verbal warning is not an appropriate disciplinary action for these offenses. *unless otherwise expressed in a collective bargaining agreement, all disciplinary action forms will remain in employee personnel file. Disorderly conduct; fighting or engaging in dangerous horseplay. Threatening, intimidating, coercing, or interfering with employees or supervision at any time. Resisting competent authority. Reporting for duty or being on duty under the influence of alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal; unauthorized possession of, or attempting to, bring alcohol, drugs, narcotics, or other mind-altering substances, non-prescribed, legal, or illegal on City premises. An employee may bring prescription medication on City premises for the prescribed use. Selling alcohol, drugs, narcotics, or other mind-altering substances prescribed, non-prescribed, legal, or illegal on City premises. Possession of open carry firearms, explosives, or other weapons on the employer's premises. Police personnel excepted as authorized by the Chief of Police or court personnel excepted as authorized by the Municipal Judge or City Attorney. Conviction of a misdemeanor or felony while in the employ of the City. The City may treat a conviction of a misdemeanor as a Group I or II offense depending on the law and the facts of the incident. Conviction of drunk or reckless driving while operating a City-owned vehicle or operating a personal vehicle while doing City business. Being under the influence of narcotics or drugs without the written orders of a physician during working hours. Violates Section 9 or engages in other similar behavior which affects fellow employees, vendors, citizens, or City operations. Actual or attempted theft of City property or the property of others while on duty. Discrimination against an employee or applicant because of race, color, religion, sex, national origin, ancestry, age, disability, or marital status and any reprisal action against an employee for reporting such discrimination. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, record investigation, official investigation (administrative and/or criminal), or other proper proceeding concerning an employee or applicant. Falsifying attendance records for oneself or another employee. Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any Supervisor having responsibility for the work of the employee. Insubordination. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, Workers Compensation, or unemployment compensation payment. Accepting bribes in the course of work.	2009 source: 13.1 Disciplinary Action | 2026 counterpart: GROUP 3 OFFENSES

Mapped	Multiple 2009 sections consolidated into one 2026 section	13.2	Reprimand	SECTION 24.1	CORRECTIVE ACTION	A Supervisor or Department Head may reprimand an employee orally or in writing. Oral reprimands may be documented in writing for inclusion in the employee's personnel file. Written reprimands will be included in the employee's personnel file permanently or for a period specified in the reprimand. The Department Head and the City Manager shall approve all written reprimands. A copy of any reprimand placed in the employee's file will be provided to the employee.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.2 Reprimand | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Multiple 2009 sections consolidated into one 2026 section	13.3	Suspension	SECTION 24.1	CORRECTIVE ACTION	An employee of the City may be recommended for suspension by the Department Head and/or Supervisor. The City Manager will approve ALL disciplinary suspensions prior to issuing the suspension to the employee. a. Administrative Leave - pending investigation (1) Any employee of the Police Department may be placed on administrative leave pending investigation of the employee discharging their firearm. (2) Any employee of the City may be suspended with pay pending investigation of any allegation against the employee. (3) When an employee is suspended pending an investigation, the Department Head shall notify the employee at the time of the suspension the reason(s) for the suspension, and the duration of the suspension. b. Suspension without pay - Disciplinary (1) An employee may be suspended as a disciplinary measure and may be removed from the payroll immediately and relieved of all responsibilities. (2) When an employee is suspended, the Department Head and/or Supervisor shall notify the employee at the time of the suspension, the reason(s) for the suspension, the duration of the suspension, and the right to appeal the suspension, if applicable. c. Suspension without pay - Pending further action. (1) An employee may be sus pended without pay pending the investigation and outcome of criminal charges for an alleged offense: (a) occurring on the job or while utilizing City owned vehicles or machinery or other property; (b) which, if proven, would constitute a felony under the laws of Kansas, another state, or the United States; or (c) is of such a nature, if proven, would bring discredit upon the City of Junction City. (2) If the employee is found guilty in a court of law of a criminal offence, with the approval of the Cit y Manager, the employee may be terminated. The termination will be effective the date of the suspension. If the employee is found not guilty of the criminal charges or the charges are dropped, the suspension will be removed, and the employee may be returned to work. All pay and entitlements will be reinstated back to the date of the initial suspension. (3) Nothing herein shall require the City Manager to suspend without pay an employee alleged to have committed an act as defined in paragraph 13.4 (c). Each situation shall be determined on a case -by-case basis by the City Manager with the recommendations of the Supervisor and/or Department Head. (4) If an employee is suspended without pay for any reasons enumerated in paragraph 13.4 (C) such employe e shall be notified of the grievance procedure outlined in Section 12.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.3 Suspension | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION

Mapped	Multiple 2009 sections consolidated into one 2026 section	13.4	Disciplinary Probation	SECTION 24.1	CORRECTIVE ACTION	A Supervisor and/or Department Head may place an employee on disciplinary probation for a specific time period. During this probationary period, the employee may be required to demonstrate his/her fitness for the position (s)he holds by actual performance of the duties and/or attainment of any specific goals which may be established by the Supervisor and/or Department Head for the disciplinary probation ti me period. The City Manager must approve this action. a. A written statement of the reasons for an employee's placement on disciplinary probation shall be furnished to the employee and a copy filed in the employee's personnel file. b. No pay increase shall be granted during this probationary period. c. There may be other reasons arising during the disciplinary probationary period, which may result in discipline. The specific reasons stated for the disciplinary probation are not intended to be the on ly basis upon which discipline can be imposed upon an employee who is on disciplinary probation.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.4 Disciplinary Probation | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Multiple 2009 sections consolidated into one 2026 section	13.5	Demotion	SECTION 24.1	CORRECTIVE ACTION	A Department Head, with the approval of the City Manager may demote any employee. a. No demotion shall be made as a disciplinary action un less the employee to be demoted is qualified for employment in the lower position and shall not be made if any employee in the lower position will be laid off by reason of such a disciplinary demotion. b. A written statement of the reasons for a discipli nary demotion shall be furnished to the employee and a copy filed in the employee's personnel file.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.5 Demotion | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION

Mapped	Many-to-many crosswalk	13.6	Dismissal	SECTION 24.1	CORRECTIVE ACTION	A Department Head, with the approval of the City Manager, may dismiss for any reason an employee in his/her department. A written stateme nt for dismissal will be furnished to the employee by the Department Head and a copy will be filed in the employee's personnel file. Department Heads may be dismissed by the City Manager at his/her sole discretion for disciplinary reasons or for any other reason. Department Heads so dismissed shall not be eligible to submit a grievance.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 13.6 Dismissal | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Many-to-many crosswalk	13.6	Dismissal	SECTION 26.1	GENERAL	A Department Head, with the approval of the City Manager, may dismiss for any reason an employee in his/her department. A written stateme nt for dismissal will be furnished to the employee by the Department Head and a copy will be filed in the employee's personnel file. Department Heads may be dismissed by the City Manager at his/her sole discretion for disciplinary reasons or for any other reason. Department Heads so dismissed shall not be eligible to submit a grievance.	Separation from employment can result from many different circumstances, including but not limited to resignation, termination, retirement, or disability. No matter what the reason may be for separation from employment, it is imperative that the employee return all City-owned property and encouraged to set up an exit interview as outlined below. Notice Employees are encouraged to give a minimum of two weeks' (14 days) notice should they decide to discontinue their employment. However, this does not change the status of an at-will employee, who may terminate, or be terminated, at any time with or without advance notice. The notification of intent to separate from employment should be in writing and provided to the Department Head or supervisor. Notice can be in any written form including letter, email, form, et cetera. It will be up to the City Manager to decide if they want to allow the employee to continue work after notice is given. The City Manager can instead choose to accept the employee's resignation effective immediately. Return of Property Upon separation from employment, an employee shall return all City-owned property, which includes, but is not limited to the following: keys, computers, tools, uniforms, badges, and other City-owned items that may be in the employee's possession. Withholding Wages Upon separation from employment, according to the Kansas Wage Payment Act, the City will withhold wages from an employee's final paycheck to recover: Property provided to the employee. Obtain repayment of an advance. Recover a payroll overpayment. Recoup the cost or unpaid balance of merchandise, uniforms or equipment purchased by the employee. The withheld amounts will not result in the employee being paid less than minimum wage in the State of Kansas or if the employee is exempt, the amount required to be paid to retain the exempt status.	2009 source: 13.6 Dismissal | 2026 counterpart: SECTION 26.1 GENERAL
Mapped	Many-to-many crosswalk	14.1	Salary Reduction	SECTION 5.10	PAY RATE ADJUSTMENTS	A Department Head, with the approval of the City Manager, may reduce an employee's rate of pay. a. The pay rate of an e mployee shall be reduced within the pay range assigned to the position held by the employee. b. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.	Cost of Living Adjustment ("COLA") Each year, budget permitting City employees may be eligible for COLA with the exception of Seasonal Employees. An employee is eligible for COLA upon Payroll Period 1 (PR 1) for each fiscal year. The COLA shall take effect: Upon the first pay period following the completion of the initial 12 months of employment by the City; Upon the first pay period following the end of the previous fiscal year; or, Upon the City Manager's discretion. All employees who fall under a collective bargaining agreement will follow guidelines outlined in the active collective bargaining agreement for their department. Other Benefit Allowances Other Benefit Allowances Other Benefit Allowances include but are not limited to vehicle allowance, uniform allowance, equipment allowance, et cetera. Eligibility The City Manager reserves the right to make the final determination of an employee's eligibility for other benefit allowances. Predetermined positions within the City. Payout Allowance amounts shall be predetermined by the City Manager for a non-union employee. Allowance amount for union employees will follow guidelines for amounts listed in the active collective bargaining agreement. For reimbursements relating to benefit allowances, an employee must submit a Taxable Fringe Benefit Report form attaching proof of purchase receipts for items being claimed. Taxable Fringe Benefit Report forms must be submitted within thirty (30) of the date of purchase. Failure to submit Taxable Fringe Benefit Report forms within the stated thirty (30) day timeline will result in forfeiture of claim reimbursement. Working out of Classification Compensation for working out of classification is provided as compensation to an employee for the temporary duties of normally performed or higher classification as follows: Shall have their wage or salary increased temporarily for working out of classification with Department Head and City Manager authorization and approval; and, However, the following shall not trigger compensation for working out of classification: incidental assumption of duties for short period of time due to planned vacation, sick, training, or other incidental time period. Incidental time period is four weeks or less per discretion of the City Manager; or, assumption of duties or otherwise working out of classification without Department Head and City Manager approval and authorization;. Work in a higher classification pay changes is covered in an active collective bargaining agreement. In this instance, terms and conditions outlined in the collective bargaining agreement will be followed. Upon return to working in an employee's classification, they shall be reinstated to their prior compensation, including any salary adjustments based on date of hire, anniversary, or other adjustment which may have been given during the time working out of classification. Change of Status An employee's change of status, as further detailed in Section 7, may affect the pay rate for an employee. In the event of a pay rate adjustment occurring due to an employee's change of status, the City Manager's approval of any pay adjustments must be obtained prior to their implementation. In addition to City Manager approval, documentation confirming employee notification and acknowledgment must be submitted to the Human Resources Department. Wage Garnishments A wage garnishment is when a court issues an order requiring the City to withhold a certain amount of your paycheck and send it directly to the person or institution to whom you owe money until your debt is paid off. In any event where Junction City's Human Resources Department receives a wage garnishment order, the Human Resources Department shall follow the order(s) as issued by the court. Human Resources will not initiate or discontinue wage garnishment without an order or other notice from the court.	2009 source: 14.1 Salary Reduction | 2026 counterpart: SECTION 5.10 PAY RATE ADJUSTMENTS

Mapped	Many-to-many crosswalk	14.1	Salary Reduction	SECTION 24.1	CORRECTIVE ACTION	A Department Head, with the approval of the City Manager, may reduce an employee's rate of pay. a. The pay rate of an e mployee shall be reduced within the pay range assigned to the position held by the employee. b. A written statement of the reasons for a disciplinary salary reduction shall be furnished to the employee and a copy filed in the employee's personnel file.	General The City strives to take a constructive approach to disciplinary matters to ensure that actions which would interfere with operations or an employee's job are not continued. Corrective action taken is wholly at the discretion of the City. The City subscribes to a progressive disciplinary policy. Nothing in these policies should be taken in any way as a limitation on the nature or severity of the corrective action which is determined to be appropriate under the circumstances. The disciplinary action chosen will be based on the seriousness of the offence, the employee's performance record, and previous disciplinary actions. The policy provided below does not change the fact that City employees are employees at-will, and either the City or an employee can terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice. This does not affect the grievance procedure contained within a collective bargaining agreement. Applicability It is impossible to identify all types of conduct that can subject employees to corrective action; however, the list below identifies examples of such conduct. The list is not exhaustive and in no way limits the City's ability to take corrective action, up to and including suspension or termination. Corrective action may be taken for, but is not limited to, the following misconduct: Conduct not consistent with this Personnel Policy Manual; Conduct not consistent with any other City policies or procedures; Conduct not consistent with an employee's Department's policies or procedures; Involvement in illegal activities by any employee in the course of employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; Failure to cooperate with an internal investigation; Failure to perform job assignments efficiently and satisfactorily; Failure to maintain or loss of any licensure or certification which is required as part of an employee's job description or essential job functions, including any restrictions placed upon such licensure or certification which would have a material effect upon the employee's performance of each of the employee's essential job functions. Commission of any crime, infraction, or any other criminal or civil violation of a type delineated in any of the City's policies of insurance as restricting or negating any of the City's insurance coverages applicable to the employee's job functions. Falsifying or altering City records, including but not limited to, employment applications, employment information, time records, or timecards/timesheets; Divulging, disclosing, or otherwise failing to keep the privilege and confidentiality of information as protected by, but not limited to, HIPAA, CJIS, a valid non-disclosure agreement, or other similar protections for information within the scope of employment with the City. Violation of any policy, procedure, or regulation required by state, federal, or any governmental agency or regulatory agency by any employee in the course of the employee's employment, while on City property, or if not in the course of the employee's employment, where such involvement impairs the work performance of the employee or the reputation or business of the City; or Conduct determined by the Human Resources Department and the City Manager to be detrimental to the reputation or operation of the City. Forms of Corrective Action The form of corrective action is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation and the best interests of the City. The City is not obligated to use increasingly severe means of corrective action but shall impose the corrective action it deems necessary dependent on the incident(s). Corrective action includes, but is not limited to the following: Verbal Warning A Verbal Warning is a discussion in which a supervisor counsels the employee about a particular problem or incident, documents it, and places it in the employee's official personnel file maintained in the Human Resources Office. The document shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary. Verbal Warning is also known as an Oral Warning, Coaching, Counseling, or other similar iterations of Verbal Warning. Written Warning A Supervisor or Department Head may warn an employee in writing. A Written Warning serves to officially indicate that an employee's behavior(s) is unacceptable and is reserved for less severe or lower violations of Personnel Policies. Written Warnings will be included in the employee's official personnel file permanently or for a period specified in the Written Warning. The Department Head and the City Manager shall approve all Written Warnings. Performance Improvement Plan (PIP) A PIP is issued by a supervisor or Department Head and discussed with an employee. This sanction is normally reserved for serious offenses or where a Written Warning(s) or Verbal Warning(s) have been previously given or proven insufficient. A PIP will indicate the unacceptable behavior and will require the employee along with the involved supervisor and/or Department Head to develop goals, strategies, and ways to implement change to avoid this issue or these issues in the future. The PIP is placed in the employee's official personnel file maintained in the Human Resources Office and will be used as reference should further counseling be necessary. Salary Reduction A salary reduction is issued by the City Manager, that results in a reduction of employee's rate of pay. The pay rate of an employee shall be reduced within the pay range assigned to the position held by the employee. A written statement of the reasons for a	2009 source: 14.1 Salary Reduction | 2026 counterpart: SECTION 24.1 CORRECTIVE ACTION
Mapped	Direct or primary counterpart	14.2	Reduction in Force-Layoff	SECTION 26.3	REDUCTION IN FORCE-LAYOFF	The City Manager, or with his approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager sha ll determine when a reduction in force -layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff. 1. When possible, reductions in services p rovided by the City shall be accomplished before reductions in force -layoff are initiated. In the case of a Proprietary Fund, reductions in services shall be considered before reduction in force-layoff. 2. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered. 3. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified to be eliminated, may at their discretion submit their request for retirement in lieu of reduction in force. 4. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal or temporary employees in the same Classification as defined in Section 2 of the Personnel Policies and Guidelines. 5. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performan ce evaluation. The remainder of the employees subject to reduction in force -layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification, but is not necessarily a controlling factor. 6. Reduction in force-layoff of employees subject to a negotiated labor contract shall be governed by the terms of such contract. 7. Any reduction in force -layoff shall be subject to all applicable laws of the State of Kansas and the United States. 8. In his or her sole discretion, the City Manager may modify these guidelines to	The City Manager, or with their approval, a Department Head, may separate any employee when budgetary constraints determine that it is in the best interests of the City to reduce the number of employees. The City Manager shall determine when a reduction in force-layoff is required in the best interests of the City. The following general guidelines will govern the decision as to which positions are subject to reduction in force-layoff. When possible, reductions in services provided by the City shall be accomplished before reductions in force-layoff are initiated. In the case of a Enterprise Fund, reductions in services shall be considered before reduction in force-layoff. When possible, management/supervisory positions shall be considered for reduction in force-layoff before other positions are considered. Employees who are eligible for retirement under KPERS or KP&F and occupy positions identified for reduction in force-layoff, may at their discretion submit their request for retirement in lieu of reduction in force. No full-time employee shall be separated while there are employed provisional, initial trial period, part-time, seasonal, or temporary employees in the same Classification as described in Section 3. When a reduction in force-layoff becomes necessary, the first employees of the same Classification within the Fund activity to be separated will be those who received a rate of "Below Average" or "Unsatisfactory" on their most recent performance evaluation. The remainder of the employees subject to reduction in force-layoff will be separated on the basis that the best qualified employee to perform the duties of the position shall be retained. Longevity may be considered in determining qualification but is not necessarily a controlling factor. Reduction in force-layoff of employees subject to a collective bargaining unit which will supersede these parameters per the contract. Any reduction in force-layoff shall be subject to all applicable laws of the State of Kansas and the United States. In their sole discretion, the City Manager may modify these guidelines to identify position for reduction in force-layoff which are in the best interests of the City, within the parameters of paragraphs 6 and 7.	2009 source: 14.2 Reduction in Force-Layoff | 2026 counterpart: SECTION 26.3 REDUCTION IN FORCE-LAYOFF
Mapped	Multiple 2009 sections consolidated into one 2026 section	SECTION 15	AMENDMENT OF POLICIES	SECTION 1.11	AMENDMENTS	This handbook is intended primarily as an outline of the important features of working relationships and is not to be construed as a contract for continued employment with the City of Junction City. If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments.	If any inconsistency should arise between the handbook and practice, the handbook will govern. It should be understood that the City of Junction City, Kansas may necessarily revise or amend these policies from time to time. Employees will be advised promptly of any amendments. Suggestions for amendments to the City's personnel policies or department policies and guidelines are welcome at any time from any employee and shall be submitted in writing to the Department Head. If the Department Head agrees and approves the amendments, they shall forward them to the Human Resources Department for approval. Requests shall contain a memo outlining the need for the amendment and the intent of the policy. A draft copy of the proposed amendment may also be submitted. The Human Resources Department will obtain approval from the City Attorney, and then the City Manager. Changes to the City Personnel Policies require Commission approval. If the proposed change or revision is denied then the Department Head, City Manager, or their designee shall give a memorandum in response with justification of denial.	2009 source: SECTION 15: AMENDMENT OF POLICIES | 2026 counterpart: SECTION 1.11 AMENDMENTS

Mapped	Direct or primary counterpart	SECTION 16	DEFINITIONS OF TERMS	SECTION 27	GLOSSARY	The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein. CALL BACK Service required after the normal work period. CITY Junction City, Kansas CITY MANAGER Chief Administrative Officer of the City of Junction City, Kansas. CLASSIFICATION The assignment of individual positions in the service of the City on the basis of the type, difficulty and responsibility of the work performed in the position. DEMONSTRATED ABILTIY The employee's current ability to perform the essential duties of the job. DEMOTION The movement of an employee from a position to another position having a lower grade, initiated by the City for reasons including, but not limited to: disciplinary action, unsatisfactory work performance, or at the employee's request. DEPARTMENT A major functional unit of the municipal government as specified by the City Commission and/or the City Manager. DEPARTMENT HEAD The individual appointed by the City Ma nager who is responsible for the administration of a department. DISCIPLINARY ACTION A procedure designed to correct the actions of an employee for a violation of the personnel rules, department regulations or accepted work behavior. DISCIPLINARY PROBATION A time period specified by a Supervisor and/or Department Head in which an employee is required to demonstrate his/her fitness for the position. DISCRIMINATION To single out an employee for unfavorable treatment or treating employees differently. DIVISION An activity, program or sub-unit within a department. EMERGENCY A problem of a nature that requires the immediate	The following terms used throughout this manual shall be defined as follows UNLESS otherwise specified in an individual section herein.	2009 source: SECTION 16: DEFINITIONS OF TERMS | 2026 counterpart: SECTION 27: GLOSSARY
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 1.10	COMPLIANCE		Employees are required to comply with the following: Policies and procedures as set forth in this Personnel Policies Handbook; Department or division personnel or policy manuals; Includes "personnel policies and guidelines"; Include "code(s) of conduct"; Includes specific policies concerning implementation or compliance with federal, state, and other regulations including but not limited to: HIPAA CJIS Cybersecurity/NIST Safety procedures and guidelines; and Standard operating procedures. Employees are further required to comply with instructions and to perform any duties which may be assigned to the employee.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 1.12	OFFICIAL COPIES AND DISTRIBUTION		The Human Resources Department will maintain the official copy of Personnel Policies Handbook, any department personnel policies and guidelines, and any amendments. A working copy of this Personnel Policies Handbook and any department policies shall be maintained by the Human Resources Department in electronic form and each section amended shall have an effective date clearly marked. Amendments to policies shall be distributed in a manner that will provide all employees access to them. It is the responsibility of each employee to review, understand, and maintain an updated copy of any personnel policies and guidelines manual that may be distributed. Each employee will sign an acknowledgement that they have had the opportunity to review and ask questions and that they understand and agree to abide by such policies and guidelines.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 2.1	BASIC STANDARDS		As a representative of the City, employees' conduct reflects directly on the City. The City's success depends on achieving and maintaining a positive reputation in the community. Therefore, employees are required to conduct themselves in a professional and courteous manner, whether dealing with co-workers, supervisors, vendors, or the general public. Any conduct that adversely affects the employee's performance, the performance of fellow employees, or otherwise adversely affects citizens, suppliers, agents, or the City's business interests is prohibited.	No direct 2009 counterpart identified. This appears to be a new standalone provision
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 2.4	CONFIDENTIALITY		Confidentiality Employees may be privy to confidential information in the course of their employment with the City. Employees are expected to keep such information confidential. This includes taking precautions to safeguard confidential information from being inadvertently overheard or otherwise disclosed. Confidential information includes, but is not limited to: Social security numbers; Information regulated by federal or state law and identified as confidential; City computer system's passwords and access codes; Confidential or proprietary information of businesses or industries with whom the City is in discussions as an economic development prospect; Information discussed by the City Commission in executive session; Information provided to or by the City Attorney's office under the City's attorney-client privilege; Personal Health Information, known as PHI or ePHI, which is received by the City in any manner which causes that information to come under the Health Insurance Portability and Accountability Act "HIPAA" disclosure rules; Criminal Justice Information which is received by the City in any manner which causes that information to come under the Criminal Justice Information System ("CJIS" or "K-CJIS") promogulated by the Federal Bureau of Investigation or the Kansas Bureau of Investigation (FBI or KBI). Information which has been specifically designated as confidential by a City official with authority to make such a designation. However, this policy shall in no way limit an employee from fulfilling their official City duties, subject only to compliance with federal, state, and local laws. This duty of confidentiality includes maintaining training, licensing, certification, or other continuation of HIPAA, KCJIS, or other confidentiality protection and compliance with federal, state, or other regulations. This duty of confidentiality extends beyond the duration of the employment relationship between the City and the employee. The City reserves the right, at any time, to pursue any remedy available in a court of law for a violation by an employee or former employee of this duty.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.

Added in 2026	No direct 2009 standalone counterpart identified			SECTION 2.7	TOBACCO AND OTHER LEGAL SUBSTANCES POLICY		Smoking and Vaping The following policy regarding tobacco and other legal substances use includes (i) the smoking of tobacco products such as by means of cigarettes, cigars, and pipes, (ii) the use of electronic cigarettes (“e-cigarettes”), personal vaporizers (“vapes”), other similar electronic nicotine delivery systems, that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Any reference to “smoking” includes all other uses of tobacco or nicotine within this subsection including vaping and other delivery systems. Smoking is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. Smoking is prohibited and not permitted in any of the following places: Within any City building or enclosed structure; Within 20 feet of any entrance or exit to any City building; Within 20 feet of any ventilation intake or open window to any City building; Within 5 feet of, or while inside, any City-owned vehicle; or Within 5 feet of any City-owned equipment. Smoking may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees. Chewing and Other Legal Substance Use The following policy regarding tobacco and other legal substances use includes (i) chewed tobacco or nicotine including gum, loose tobacco, or pouches, or (ii) other legal substances that affect the provision of City services, interaction with the public, customers, vendors, fellow employees, or others, and the health, image, perception, or odor of the workplace. Nothing in this policy prohibits the use of legal substances that are legally and medically prescribed to an employee which do not affect their job duties and performance of said duties. Chewing tobacco or nicotine is prohibited and not permitted while interacting with or completing work duties with citizens, vendors, customers, and other interactions or completing job duties while in public. This includes the following non-exclusive examples: At a meeting with fellow City employees; Riding or driving a City vehicle; Responding to a citizen request or dispatched to a call; Talking with a citizen or a vendor at a window or within an employee’s office; Conducting work activities in view of the public; And other similar situations. Chewing tobacco or nicotine as it affects City employees shall be addressed by each Department Head according to their Department’s needs in conjunction with the Human Resources Department, unless otherwise indicated in this policy. Chewing and Other Uses are prohibited and not permitted within the following places: Within any City building or enclosed structure readily accessible to the public; Within 20 feet of any entrance or exit to any City building; Within 20 feet of any ventilation intake or open window to any City building; Within 5 feet of, or while inside, any City-owned vehicle; or Within 5 feet of any City-owned equipment. Chewing may be permitted in outdoor areas which do not violate the restrictions above as long as it does not present a fire hazard and is not in close proximity to non-smoking employees.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 5.5	TIMEKEEPING		The City reserves the right to conduct an administrative investigation for any employee who falls under reasonable suspicion for timekeeping abuse. Employees who are found to abuse timekeeping records are subject to disciplinary action. General Provisions All time worked whether on or off the premises will be recorded. Inaccurate timekeeping shall be subject to administrative investigation and potential disciplinary action. Other than the employee, only the employee’s Department Head or authorized time keeping personnel designated by the Department Head shall be permitted to make changes to an employee’s timecard. If the City inadvertently fails to pay an employee properly, the employee must report the discrepancy to Human Resources Department to initiate corrective action. Non-Exempt Employees All non-exempt employees are held responsible to submit and ensure the accuracy of their timecards/timesheets. For shift employees, timecards/timesheets shall be submitted on the last scheduled working day of the pay period. If this is not possible, shift employees shall submit timecards/timesheets on their next scheduled working day. All timecards/timesheets must be signed by the employee and supervisor. All timecards/timesheets must clearly identify and accurately record any leave taken in the pay period. Separate leave request forms shall be filled out and submitted with timecards/timesheets. Incorrect time recording on timecards/timesheets are required to be verified and initialed by supervisors for correction. “Initialed” may include physical initials, email narrative, redone within the payroll portal or software, or other similar methods. Employees must notify the Human Resources Department when a discrepancy is found on the timecard/timesheet after submission. Incorrect timecards/timesheets will be sent back to the Department for correction if found during the payroll process and are due back to the Human Resources Department before the payroll process is complete. Exempt Employees Exempt employees have a set working schedule and are not eligible for overtime and/or compensatory time off. All timecards/timesheets must be signed by the employee and supervisor. Exempt employees are required to submit a leave form for any leave used in the pay period. If an exempt employee works at least four-plus (4+) hours per work day, then they should not be charged for Vacation, Sick, or Personal Leave, or PTO unless it is deemed abused in a pay period. Leave charge for exempt will not be less than eight (8) hours. Ex. If worked four (4) hours for the day, then time entered will be eight (8) hours. No leave will be used. Department heads have the authority to set conditions of leave usage parameters for exempt employees.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 12.2	INTERACTIVE PROCESS		An employee must reach out to a supervisor, manager, Department Head, or Human Resources to seek a reasonable accommodation. Without the employee’s initiative the City cannot assume or presume that an employee needs an accommodation. Upon receiving the notice from an employee, the City will work with the employee to figure out the proper accommodation. Different laws, disabilities, situations, or conditions regulate what accommodations are or are not reasonable. Therefore, each situation for any employee will have to be assessed individually and on a case-by-case basis in a fact dependent evaluation. Human Resources will develop and maintain a detailed procedure to implement this policy.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 12.3	EXPECTATIONS AND OUTCOMES		Both the City and the employee need to understand that this is an interactive process. An initial request by either party may not be the final accommodation. The accommodation must be reasonable and accommodating. The reasonable accommodation will have to fit within the requirements of the request, the applicable situation, the applicable law, and the constraints or restraints upon the City such as but not limited to financial, physical office space, or other limitations. Reasonable accommodations cannot be an “undue hardship” upon the City meaning that to provide the accommodation the City would undergo significant difficulty or expense to provide the single accommodation. An undue hardship is based upon financial difficulties as well as accommodations which are unduly extensive, substantial, disruptive, or fundamentally alter the nature or operation of the City.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.1	ELIGIBILITY		The Remote Work Policy applies to all regular full-time and part-time employees.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.3	TYPES OF REMOTE WORK		Remote work is defined as performing job duties at a location other the employee’s typical City work site. In most cases, remote work involves performing work by use of a technological connection to communicate with the main office or to perform job duties. Types of remote work include the following: Temporary remote work means informal, temporary arrangements made to respond to occasional, short-term conditions, such as inclement weather, short illness, City facility issue, or other special conditions. For example, temporary remote work may include two days in which the employee works from home due to an ice storm. Recurring remote work means a work schedule that includes working remotely intermittently while also reporting to the City work site at times. For example, an employee may work in a City office for three days each week and at home two days each week. Alternate workplace means remote work in which the employee’s primary workplace is the employee’s home or another remote location. For example, an employee who relocates outside of the area may continue to work from their new location without regularly reporting to the City work site.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.

Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.4	EMPLOYEE ELIGIBILITY		Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality. A supervisor may informally approve temporary remote work to prevent disruption to a City operation, if the employee is prepared and capable of performing their job duties remotely for the temporary, occasional period. This request and approval needs to be reduced to writing in an e-mail at a minimum and involve approval by the Department Head. An employee's supervisor and department head must review and respond to a request for recurring remote work or an alternative workplace. An employee is eligible to request recurring remote work or an alternate workplace, if the employee meets the following criteria: They have at least ninety (90) days of service in their current role, unless otherwise approved by Department Head; They have not received disciplinary action or a Performance Improvement Plan in the previous year (12 months); and In the case of an alternate workplace: The state outside of Kansas is approved by the City Manager and on an interim, temporary basis (not a permanent relocation); or The alternate workplace is temporary while waiting for the position to be filled by a new hire and the duties are still fulfilled by an employee who is leaving the City, with approval of the City Manager. The following factors shall be considered when reviewing an employee's request for recurring remote work or an alternate workplace: Whether the employee is able to work productively and independently; Whether the employee is an exempt or non-exempt (hourly) employee; Whether the employee's position involves on-site supervision of City employees, operations, or facilities; Whether the employee's position requires access to, or use of, City work site activities or resources, or close or frequent supervision or input from others who are based at a City work site; Whether the employee's position involves routine interaction with the public; The impact of remote work on the City's operation or use of City facilities; and, Other factors that are specific to the employee's position and request. The employee must complete the Remote Work Application and Agreement forms provided by Human Resources to request recurring remote work or an alternative workplace. The supervisor and Department Head must review the employee's request and approve or deny it. Their decision is final; there is no process or right for an employee to appeal. The supervisor must provide a copy of the completed request form to the Department Head and Human Resources. Due to the additional compliance requirements and employment costs that vary from state-to-state, an out-of-state alternate workplace requires the advance approval of the Department Head, Legal, and Human Resources as well as the City Manager, and must be supported by a substantiated business purpose instead of as a convenience to the employee.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.5	USE OF CITY EQUIPMENT FOR REMOTE WORK		Remote work can be considered with positions that involve independent work with equipment at a remote location, and the results of which can be remotely monitored and measured. Due to the nature of the work or the duties contained within the job descriptions, most employees or positions are suitable for remote work. Remote work is considered on a case-by-case basis, pursuant to this policy. The City may utilize software or other means to track productivity and punctuality.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.6	CONDITIONS APPLICABLE TO ALL REMOTE WORKERS		An employee who remote works must meet the following requirements: The employee must accurately report the hours worked on the timesheet per the employee's exempt or non-exempt status. The employee must be accessible during the employee's designated working hours, as may be adjusted by the supervisor. The employee may be required to report to a City worksite to train, clarify job responsibilities, assess the employee's suitability for remote work, or to establish relationships. Such commuting costs are normally at the employee's expense. The employee must report all on-the-job accidents and injuries that occur in the remote work location to the Human Resources Department within twenty-four (24) hours of the accident/injury. The City, including its agents, reserves the right to inspect the remote work location where the accident/injury occurred. Personal disruptions, such as household traffic and non-business telephone calls, must be kept at a minimum as is implemented and followed in the office. All terms and conditions of City employment continue to apply, including but not limited to: Conditions, terms, and implementation of this Personnel Policy Handbook; Confidentiality preservation pursuant to nondisclosure agreements, privilege, confidentiality, HIPAA, CJIS, et cetera; Departmental Policies; and Proper and appropriate use of City equipment, including hardware and software.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.7	ADDITIONAL CONDITIONS APPLICABLE TO REMOTE WORK		If an employee's request for recurring remote work or an alternate worksite is approved, the remote work agreement will be finalized. The remote work agreement is voluntary and can be terminated by the City or the employee at any time. The City can unilaterally amend any existing remote work agreement to be consistent with changes to this Policy. Although the Remote Work Agreement can be terminated at any time, for any reason, the supervisor, Department Head, and the employee must review the Remote Work Agreement and assess it for continuation during an employee's performance evaluation and during any personnel action that involves discipline, promotion or change in position. If an employee's Remote Work Agreement is terminated for any reason, the supervisor must notify Human Resources and the Department Head. An employee approved to remote work must comply with the following: The employee is not permitted to regularly provide child or adult care while working. The employee is not permitted to work at other jobs or run their own business during scheduled work hours. The employee is responsible for establishing and maintaining a remote work environment that is free of safety hazards or fire hazards. The employee is responsible for establishing and maintaining a remote work environment that is ergonomically correct. The employee is responsible for providing evidence that such remote work site exists upon the supervisor's request. The City is not responsible for injuries or damage to the person or property of others (including family members) at the employee's remote work site. The employee cannot hold any work meetings within the employee's home. The employee must notify the supervisor of their work location and environment, and promptly notify the supervisor of any location changes. The employee agrees, if remote work is approved, that the work location is conducive to productive work occurring and can be professional if remote meetings, such as with Zoom or Teams or other similar media, occur.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 13.8	CITY MANAGER REMOTE WORK		If the City Manager elects to temporarily remote work, then they shall inform the Mayor of the temporary usage of remote work; otherwise, the City Manager is to not remote work due to the nature of the job duties and requires per the Commission and state law.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.1	DEFINITIONS		Weapons include any device that is designed to or traditionally used to inflict harm or any device that could be reasonably construed as a weapon. This includes Handguns but does not include a pocketknife or utility knife with a blade not more than four inches in length provided it is not used to commit an act or threat of violence. Handgun shall have the same meaning as given such term under the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., including any amendments thereto. Acts, Threats, or Conduct Involving Violence includes intimidation, harassment, coercion, stalking, or any other conduct involving threatening or violent behavior.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.2	PROHIBITED CONDUCT		Unless such conduct is specifically required or authorized as a part of an employee's duties, employees are prohibited from: Engaging, participating, encouraging, or condoning Acts, Threats, or Conduct Involving Violence: That are against any persons involved in the City's operation including, but not limited to, employees, contractors, citizens, and vendors; That are sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating work environment; During or in the course of the employee's performance of work for the City; or while on City property: Having in their possession fireworks or explosives while on duty or during working hours, with the exception of employees authorized and directed to utilize explosives or handle fireworks as part of their official City duties. Having in their possession a Weapon, while on duty or during working hours with the exception of the following: Commissioned officers of the Police Department. Employees authorized or directed to utilize a City issued or approved Weapon as part of their official City duties. Personal possession by an employee of self-defense sprays such as Mace or pepper spray, provided the employee takes the proper precautions to assure that the spray is secure, and the spray is always kept concealed unless used for justified self-defense. Concealed carry of a Handgun by an employee in accordance with State of Kansas law.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.

Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.3	POSSESSION AND USE OF WEAPONS REQUIREMENTS		With regard to using a firearm, commissioned law enforcement officers, a court-appointed bailiff, and other required security officers are the only employees authorized to use deadly force while acting for and on behalf of the City of Junction City and within the scope of that authority. With the exception of an employee exercising their lawful right of self-defense under prevailing legal standards, under no circumstances will any employee other than commissioned law enforcement officers, bailiff, or other security officers use deadly force in connection with the performance of job-related responsibilities. Any employee who carries a concealed Handgun in accordance with State of Kansas law while on duty must abide by the following requirements: At all times when such Handgun is not in the employee's immediate possession, the employee is responsible for safely securing the Handgun. This shall include, but not be limited, to the following: In the event it may become necessary for the employee to leave the Handgun in a City vehicle (such as if the employee's duties may necessitate the employee to enter premises which are lawfully posted against the possession of firearms), the employee is required, at their own expense, to provide a lock-box or other such secure container for that purpose, and may not leave the Handgun in any such City vehicle without its being so secured. When the employee is using a personal vehicle in the course of the employee's duties and is likewise required to or otherwise elects to leave the Handgun in such vehicle, the employee is required to secure the Handgun in such vehicle in a manner as will not allow its access by any other person or employee. If the employee otherwise needs to or elects to remove such Handgun from his or her possession, the Handgun must be secured in a lock-box provided by the employee, or otherwise secured in a portion of the workplace to which only the employee has access (such as a locker or a locked portion of a desk). The fact that there are administratively available master keys to that area does not prevent its use for this purpose. If the means by which the employee is carrying a concealed Handgun is through its being concealed in another item in such person's possession such as a purse, briefcase, or article of clothing, then that item cannot be out of the employee's immediate possession unless the Handgun or the item in which the Handgun is concealed is secured in a manner as described above. The employee assumes all expenses and all risks associated with the possession of such a Handgun. Under no circumstances shall the City be liable for any loss of or damage to any such Handgun, and under no circumstances shall the City be responsible for providing any accommodations for such possession or for securing the Handgun. Nothing herein shall prevent an employee from lawfully storing a Handgun inside a personal vehicle which is not being used for City business.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.4	REPORTING		Employees shall promptly report to their supervisor, the Human Resources Director, or their Department Head any actions or comments which they believe constitutes a violation of this policy whether they are the recipient of such conduct or are merely a witness. It is mandatory that any report received by a supervisor or Department Head is communicated to the Human Resources Director.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.5	ACTIVE KILLER		An Active Killer is an individual actively engaged in killing or attempting to kill people in a populated area. Immediately upon the sight or sound of an Active Killer, observing personnel will conduct all of the following quickly, keeping their best interest of safety in mind: Contact 911. Initiate ALERT and LOCKDOWN, if possible. Alerts should be made through the phone system to notify all city buildings of the event. These actions can be performed simultaneously by multiple persons (staff and/or citizens) and in no particular order.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 15.6	A.L.I.C.E.		ALICE is an acronym: Alert, Lockdown, Inform, Counter, Evacuate. The components of ALICE are non-sequential. The first responding officers' objective is to locate and stop the threat. As soon as practical, the officer(s) will assist in establishing a Unified Command presence. Witnesses, employees, and citizens should remain calm and follow officers' directions, with their hands raised, so as not to appear to be a threat. Use clear language, or plain talk, to alert others of an Active Killer. Codes are discouraged. Alert and Lockdown Information shall be given in plain language. Information shall include all known information that answers the basic questions of Who, What, Where, When. Information should be provided by any and all means possible, i.e. Public Address system, email notification, etc. Persons outside a building shall take appropriate action based on location of event. Personnel shall continue to INFORM through constant real-time updates of the activity, both city wide and to responding emergency agencies. This information can be received through use of the camera/monitor systems or eyewitnesses can relay activity and location of events. Personnel shall not compromise their safety in an attempt to provide real-time updates. Evacuate or Lockdown Upon receiving ALERT information, staff and citizens in securable rooms may decide to either remain in LOCKDOWN or EVACUATE, keeping the best interest of safety in mind. If the ALERT yields information that indicates the ability to EVACUATE, staff will direct citizens to exit building and go to the Community Rally Point that is in the opposite direction from the on-going event. Staff and Citizens should not escape by entering a long hallway if at all possible. All belongings should be left behind. Persons inside the building, but outside of locked rooms, may go to the nearest exit in the opposite direction of activity occurring inside the building and proceed to the appropriate Community Rally Point. If evacuation is not possible either due to location of activity or infrastructure design, staff and citizens may remain in LOCKDOWN and conduct the following: Ensure door is locked. Use drop bolt and any other lock enhancement. Make room as dark as possible. Barricade door with any large and heavy items. Door should not be opened for anyone except for identifiable Law Enforcement personnel Staff and citizens should take items that can be used as distraction devices, in order to proactively defend the occupants should the secure area be breached. For example, office supplies or furniture may be used as improvised hurdles or weapons if the Active Killer comes into an area once secure but is now breached. Move to an area out of the field of fire should shooting through the door occur. Counter When the Active Killer is among staff and citizens, then the following COUNTER measures may be attempted at your own discretion: Cause distractions Create as much noise as possible. Create as much movement as possible. Throw items at the face of the intruder. The goal is to increase the level of skill necessary to accurately shoot a weapon at the room occupants. If capable, take control of the intruder (keeping the best interest of safety in mind). While distractions are conducted, one person grabs and secures each limb of the intruder. Each person uses their body weight on one limb to hold the intruder down until law enforcement arrives.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 16.6	LIGHT DUTY WORK PROGRAM		Employees who are temporarily unable to perform the duties of their position because of an injury may qualify for a Light Duty Work Program. The ultimate goal is to return the light duty employee back to full duty. Employees under a collective bargaining agreement will follow the provisions per their active collective bargaining agreement (See Section 15.3). Duration The assignment may be for any duration. As a general rule, it should not exceed 6 months. Dependent on the condition, status, or injury the duration may be shortened or lengthened as considered in application of the Americans with Disabilities Act, Pregnant Workers Fairness Act, and other similar protections under federal, state, or local law. Requirements For work to be considered suitable under this program the following conditions must be met: A physician certification must be obtained clearing the employee to participate in such a program. It must be reasonably likely that the employee will return to work in full capacity to the position held by the employee prior to assignment to the program; The work assigned must be a meaningful and productive part of the department's operations; and, Employee must be qualified for the assignment. Development and Approval A Light Duty Work Program is developed by the Department Head in conjunction with the Human Resources Director and must be approved by the City Manager or designee. All involved may consult with the City Attorney if necessary.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.

Added in 2026	No direct 2009 standalone counterpart identified			SECTION 16.7	FIT FOR DUTY OBSERVATIONS		General The City shall accept and follow a certified medical provider's prognosis or "doctor's note" to deem an employee fit for duty. City employees and officials are not medical doctors nor are they acting in that capacity. However, if an employee voices concerns or is observed to be unable to fulfill job duties within the limitations set forth or lifted by a medical provider, then a supervisor or Department Head shall inform the Human Resources Director who shall then in turn inform Workers Compensation. Applicability Department Heads shall submit a narrative to the Human Resources Director to determine if a "fit for duty" observation raises concerns for the employee's safety, job duties being fulfilled, or overall workplace safety. Department Head, in consultation with Human Resources, may place the employee on administrative leave with pay pending a "second opinion" from the same or another licensed health care provider. Human Resources and Department Heads shall refer back to an employee's current job description. Workers Compensation The follow through and determination is made by Workers Compensation and medical providers utilized during Workers Compensation process. City employees or officials shall not substitute their judgment aside from merely observing in the workplace.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 17.2	NON-VEHICLE EQUIPMENT ISSUED BY CITY		General Employees may be authorized to use City-owned equipment including but not limited to the express items listed in this Section 16.2. These uses are limited and highly regulated. Assigned Electronic Devices Select employees, due to the nature of their position responsibilities, are assigned a City-owned electronic device and may be authorized to take that device to their home. Assignment and use shall be approved and documented by the Department Head and the IT Department Head. Examples of assigned electronic devices: cellular telephone, laptop computer, tablets, radios. Employees, supervisors, and department heads shall refer to and abide by Section 14 et sequential as applicable. The IT Department shall develop, provide, maintain, and store forms facilitating assignments of non-vehicle equipment pertaining to electronic devices and other similar equipment. Uniforms Some job positions or duties require City-issued uniforms. Employees will keep uniforms, shirts, jackets, etc. in a clean and presentable state per their job duties. Uniforms, shirts, jackets, etc. are for City work and City work-related events and shall not be worn for any other reason. Employees are expected and required to follow Department-specific rules. Credit Cards Credit cards in the name of the City of Junction City ("Purchasing Cards") may be issued to employees in each department in order to facilitate an efficient means of purchasing goods and services for the benefit of the City. Policy use of these cards is contained in Junction City Fiscal Policy Handbook. Purchasing Cards shall not intentionally or knowingly be used for personal private purchases. Passwords, Combinations, Keycards, Fobs, Keys, and Other Access Control Employees granted access to City buildings, properties, IT, etc. will be responsible for keeping these items in a safe and secure manner. Combination locks may be provided by the City and may be removed at any time. Employees are expected to follow guidelines or other requirements for securing access control as prescribed by IT or access control responsible employees. Work Tools and Equipment Some employees will be assigned work tools and equipment which can include job or safety-required clothing items. These work tools and equipment are the property of the City and must be used within the scope of the tool's design, equipment's design, and the employee's duties for the City. These tools and equipment must be maintained in a good and safe working order throughout their useful lifespan. Should a work tool(s) or equipment be broken, lost, or stolen, the employee shall report such incident to the supervisor or Department Head or immediate Supervisor. Upon termination, resignation, retirement, or other change in status, an employee must return all work tools or equipment in good and working condition. If the equipment is clothing and the employee leaves employment of the City, then the Department Head may waive return of the boots, gloves, et cetera if the value is depreciated below $250 total. Identification Badges The City shall issue and require employees to have identification badges or cards. These identification badges shall double as FEMA badges in the result of an emergency for designated employees. Employees will be responsible for keeping their identification badges in a safe and secure manner. Should the employee's identification badge be lost or stolen, the employee needs to be reported immediately to the supervisor, Department Head, or Human Resources. An employee should never use another employee's identification badge for any reason.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 17.3	STOLEN, LOST, OR DAMAGED EQUIPMENT		Employees are responsible for equipment assigned to them by the Department and the City. The City expects them to protect and safeguard the equipment from loss, damage, or theft. At any time upon request, the employee shall produce the equipment for inspection by a supervisor or Department Head. Upon resignation or termination, the employee must produce and return the assigned equipment to the City. Failure to report the theft, loss, or damage to equipment within a day (24 hours) may lead to disciplinary action against the employee. If an employee resigns, retires, or is terminated and equipment creates an outstanding debt, then the employee shall be responsible for recovery of the loss, theft, or damage. Refer to Section 5.11.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.1	PURPOSE		Employees of the City are expected and encouraged to utilize all appropriate tools for their jobs which can include burgeoning and developing technologies such as Artificial Intelligence ("AI"). Those new tools do come with risks and are to be used appropriately and with caution while they aid the fulfilling of duties.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.2	USAGE OF PARTICULAR ARTIFICIAL INTELLIGENCE		Employees may only use an AI which is vetted, reviewed, and approved by the IT Department. Non-approved AI services or tools are prohibited.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.3	INPUT OF INFORMATION IN A.I.		Information or data utilized with AI or inputted may only be information that is allowed to be inputted. Confidential, privileged, or other private information may not be inputted into AI unless safeguards within the employee's particular job are met. In addition, HIPAA and CJIS protected information shall not be placed in AI unless explicitly approved by the federal oversight agency. Information inputted in A.I. may likely be disclosable as a public record under KORA.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.4	A.I. AND DECISION-MAKING		Prior to usage of AI results or generated product, all uses of AI shall be reviewed by knowledgeable, skilled, or otherwise applicable employees for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.5	RESTRICTIONS ON A.I.		A.I. generated product or answers or responses shall not: Be used verbatim without full review and revision being utilized prior to usage; Be assumed to be truthful, credible, or accurate; Be treated as the sole source of reference; Be used to draft official statements, policy, legislation, or regulations independent of employee drafting, revision, et cetera; Be solely relied upon for making final decisions; Be used to impersonate individuals or organizations.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.6	DEPARTMENT SPECIFIC RULES		Department Heads may create, draft, and utilize rules for A.I. usage within each specific department or subdivision in collaboration with the IT Director and the City Attorney.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 22.7	CONTRACTORS, VENDORS, SOFTWARE		Department Heads, the IT Department, and the City Manager shall seek, request, and annotate when contractors, vendors, and software purchased utilizes A.I., especially generative A.I. The third-party must provide whether generative A.I. was utilized in the creation of the product or the provision of the service.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 23.1	PURPOSE		The City remains committed to safeguarding the health and well-being of staff. To slow the spread of the novel viruses or diseases, the City may implement a strict cleaning regiment, enforce social distancing practices, and limited public access to City facilities. Despite these precautions, the City recognizes that there are inherent health risks when people interact in close proximity. To safeguard the health of employees and the public, the City may require staff and visitors to follow specific guidelines related to decreasing the spread of infectious diseases in addition to the below enumerated Sections. This policy outlines the specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases, while ensuring the City's ability to maintain essential operations and provide necessary services to customers.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026

Added in 2026	No direct 2009 standalone counterpart identified			SECTION 23.2	INFECTIOUS DISEASE - DEFINITION		Infectious Disease. According to the federal Centers for Disease Control ("CDC") and the Kansas Department of Health and Environment ("KDHE"), emerging infectious diseases are new infections resulting from changes or evolution of existing organisms known infections spreading to new geographic areas or population, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents breakdowns in public health measure. As of the adoption of these Personnel Policies, these include but are not limited to COVID-19, influenza, staph infections, the Ebola virus, and the Zika virus.	No direct 2009 counterpart identified. This appears to be a new standalone provision
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 23.3	REMOTE WORK LOCATIONS		The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several work locations, including employees' home offices only if necessary and work-from-home is unavoidable. Refer to Section 13 for more detail on Remote Work Policy implementation.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 23.4	INFECTION CONTROL MEASURES		The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional. Exposure Self-Check. The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention, if needed. Before coming to work, the City suggests all employees to provide a self-check of the following example questions, to reduce work performance or productivity to suffer due to infectious disease(s): Do you have a temperature? Have you been exposed to an individual who has tested positive for [known easily contagious/infectious disease]? Have you traveled to an area listed on KDHE's mandatory quarantine list? Do you have symptoms for a known and declared disease requiring quarantine according to the federal CDC or state KDHE? Do you feel ill? If the answers to any of these questions is "YES," the employee must notify their supervisor. The supervisor will work with the employee on the appropriate next steps including telework or utilizing leave as appropriate. Meetings. If a pandemic is declared, the City encourages all employees to limit meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, they must be conducted in a manner consistent with social distancing requirements. Cleaning. The City approves the installation or use, wherever possible, of improved equipment or cleaning methods to guard against the spread of infection at the workplace. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal. Training. The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home. Regardless, the City will not make or require medical decisions which are the employee's and the employee's only.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 23.5	BUSINESS TRAVEL		The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Manager, and if necessary, outside authorities.	No direct 2009 counterpart identified. This appears to be a new
Added in 2026	No direct 2009 standalone counterpart identified			SECTION 25	INVESTIGATIONS		All complaints, incidents, accidents, and other circumstances which may implicate these personnel policies or other policies, procedures, and practices of the City will be promptly and confidentially investigated. The listed steps or aspects will be followed by all parties involved in an investigation: Employees shall fully and completely cooperate with such investigations; The records concerning such investigations shall be kept by the assigned investigator. The records shall be kept confidential to the extent possible and shall only be released when required by law or when, in the judgment of the investigator, the disclosure of the requested records is necessary; The City Manager may authorize investigations due to the seriousness or other factors; The City will follow other more specific policies, collective bargaining agreement, or departmental policies if they exist and pertain to the situation(s); Any investigators shall submit its report or conclusion(s) to the Human Resources Director, City Attorney, and City Manager as necessary; and, The City Manager shall promptly address the results of the investigation upon consultation with the Human Resources Director and City Attorney. If a Department Head or the City Manager are involved in an investigation as an accused or reporting party, then the City may utilize a third-party investigator.	No direct 2009 counterpart identified. This appears to be a new standalone provision in the 2026 handbook.

Addendum to Personnel Policy Comparison

This workbook is an addendum prepared to supplement the existing 2009-to-2026 personnel policy comparison.
Because the original comparison workbook was not attached in this thread, this addendum is structured so its rows can be merged into the prior workbook or used as a standalone supplement.
Two items are added here: (1) the June 20, 2012 Paid Time Off Policy as a predecessor source for the 2026 PTO / Med Bank / Final Pay provisions, and (2) Resolution R-2680 dated December 18, 2012 as the predecessor source for the 2026 Residency

High-Level Insertions

Legacy Source	Legacy Topic	2026 Destination	Nature of Update	Recommended Use	Status
Paid Time Off Policy (Effective June 20, 2012)	Paid Time Off / Medical Leave Bank / Final Payout	2026 §§ 9.2, 9.5, and 5.11	Add as a separate predecessor-policy track for employees who opted into PTO or were hired after the 2012 transition.	Insert into Old-to-New, New-to-Old, and pairwise comparison sheets.	Added in this addendum
Resolution R-2680 (12-18-2012)	Residency Requirement	2026 § 3.8	Replace the prior residency predecessor source with R-2680 instead of the January 20, 2009 universal Geary County residency rule.	Use this as the controlling predecessor row for residency in the comparison workbook.	Added in this addendum

Old-to-New Addendum Crosswalk

Legacy Source	Legacy Topic	Legacy Effective Date	2026 Source	2026 Section(s)	Verbatim Legacy Anchor	Summary of Change
Paid Time Off Policy	Paid Time Off / Medical Leave Bank / Final Payout	June 20, 2012	Personnel Policy Handbook (2026)	§ 9.2 PTO; § 9.5 Med Bank Leave; § 5.11 Final Pay	“You are eligible to participate in the PTO banking program if you are a regular status employee scheduled to work at least 40 hours per week.” / “You will be paid for all accrued and unused PTO when you leave the City.”	2026 preserves PTO as a separate leave track but formalizes eligibility around the 2012 transition, expands administrative detail, replaces the six-month initial-use waiting period, creates explicit year-end forfeiture rules, adds unscheduled PTO audits, establishes buy-back, and changes final payout to a capped tiered model
Resolution R-2680	Residency Requirement	December 18, 2012	Personnel Policy Handbook (2026)	§ 3.8 Residency Requirement	“Executive staff must reside within the corporate city limits of Junction City within ninety (90) days of appointment.” / “Emergency personnel are required to live within a thirty (30) minute response time from their respective headquarters.”	2026 keeps executive city-limits residency but expands the covered executive list, narrows grandfathering, expressly includes Fort Riley, differentiates response-time rules by department, formalizes written waiver standards, and uses a documented compliance process instead of only stating cause for termination

New-to-Old Addendum Crosswalk

2026 Source	2026 Section	Legacy Source	Legacy Topic	Legacy Verbatim Anchor	Comparison Note
Personnel Policy Handbook (2026)	§ 9.2 Paid Time Off (PTO)	Paid Time Off Policy	PTO Eligibility / Accrual / Use	“During the first year of employment, employees may only use the PTO after 6 months of uninterrupted employment.”	Section 9.2 is the direct successor to the 2012 PTO policy for employees who opted into PTO or were hired after the PTO transition date.
Personnel Policy Handbook (2026)	§ 9.5 Med Bank Leave	Paid Time Off Policy	Annual PTO Conversion to Medical Leave Bank	“Employees employed by the City on December 31st ... may be allowed to convert up to 56 hours of PTO hours to their Medical Leave Bank.”	The 2026 handbook separates Med Bank into its own section and materially expands the conversion cap and total maximum accumulation.
Personnel Policy Handbook (2026)	§ 5.11 Final Pay (PTO / Med Bank portions)	Paid Time Off Policy	Termination / Final Payout	“You will be paid for all accrued and unused PTO when you leave the City.”	The 2026 handbook imposes service-based payout caps and distinct Med Bank payout rules, especially at retirement.
Personnel Policy Handbook (2026)	§ 3.8 Residency Requirement	Resolution R-2680	Residency Requirement	“Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.”	Use R-2680 rather than the 2009 Blue Book as the predecessor authority for the current residency framework.

Paid Time Off Comparison Addendum

Legacy source: Paid Time Off Policy, effective June 20, 2012. Current sources: 2026 Personnel Policy Handbook §§ 9.2, 9.5, and 5.11.

Topic	Legacy Source	Legacy Verbatim	2026 Source	2026 Verbatim	Material Change	Risk / Administrative Note
Eligibility	Paid Time Off Policy (2012)	"You are eligible to participate in the PTO banking program if you are a regular status employee scheduled to work at least 40 hours per week."	2026 Handbook § 9.2.2	"Full-time employees who were employed by the City prior to January 20, 2009 who opted into the City's Paid Time Off (PTO) transition policy effective June 12, 2012." / "Full-time employees hired after the effective date for the City's transition to Paid Time Off policy dated June 12, 2012."	2026 narrows and formalizes eligibility by tying PTO to the 2012 transition decision and to post-transition hires, rather than simply using a regular-status 40-hours-per-week standard.	Use this row to show that PTO is not just a renumbered 2009 leave section; it is a later policy track carried forward into 2026.
Program structure	Paid Time Off Policy (2012)	"PTO banking does not replace the company holiday schedule, injury leave, bereavement leave, jury duty leave, and workers compensation."	2026 Handbook § 9.2.1	"Employees who participate in the PTO leave plan do not accrue sick, personal, or vacation leave."	2026 states more explicitly that PTO is an alternative leave system replacing vacation, sick, and personal leave for covered employees, while other leave types remain separately addressed.	Useful for explaining why PTO cross-references Med Bank and Final Pay in addition to § 9.2.
Accrual schedule	Paid Time Off Policy (2012)	0-5 years: "8 hours bi-weekly" / 192 annual / 288 max; 6-10 years: "9 hours bi-weekly" / 216 annual / 324 max; 11-15 years: "10 hours bi-weekly" / 240 annual / 360 max; 16-20 years: "11 hours bi-weekly" / 264 annual / 396 max; 21+ years: "12 hours bi-weekly" / 276 annual / 396 max."	2026 Handbook § 9.2.3	2026 uses service bands beginning with "1 Day through 24 months (0 to 2 years)" and ending with "241 months-plus (20+ years)," with accrual rates from 8.0 to 12.0 hours per pay period, estimated annual accrual from 208 to 312 hours, and carry-over caps from 208 to 480 hours.	This is a substantive redesign. The 2026 version uses smaller service bands, raises some annual accrual and carry-over ceilings, and converts the old formula-driven cap structure into an explicit schedule.	If needed for litigation or bargaining context, the most material operational shift is the expanded carry-over cap reaching 480 hours.
When PTO becomes usable	Paid Time Off Policy (2012)	"During the first year of employment, employees may only use the PTO after 6 months of uninterrupted employment."	2026 Handbook § 9.2.3.c	"Accumulated PTO is available for use after accrual following the hiring date."	The six-month waiting period appears removed. Employees can use accrued PTO after accrual following hire.	This is a true substantive employee-benefit change, not merely wording cleanup.
Carry-over / forfeiture	Paid Time Off Policy (2012)	"Maximum accrual is equal to one and one half times the annual PTO allotment."	2026 Handbook § 9.2.4	"Any unused PTO within annual max accrued per year will 'carry-over' into the next year." / "Any unused PTO in excess of the Max Annual Accrual ... shall be forfeited."	2026 replaces the old general cap formula with explicit year-end forfeiture tied to the schedule.	Administratively cleaner, but stricter because forfeiture is stated expressly.
Scheduling / increments	Paid Time Off Policy (2012)	"If you are non-exempt (hourly), you may not take less than a half hour or 30 minutes off at a time. If you are an exempt (salaried) status employee you must take PTO in increments of not less than one full day." / "Unless you are ill, you are required to notify your supervisor in advance of your intent to take PTO and get approval for the time off."	2026 Handbook § 9.2.5-.6	"Employees are encouraged to request PTO thirty (30) days in advance." / "Non-exempt employees must take a minimum of fifteen (15) minute increments at a time." / "Exempt employees must take a minimum of one full working day (8 hours) at a time."	2026 shortens the minimum increment for non-exempt staff from 30 minutes to 15 minutes, retains full-day increments for exempt staff, and adds more detailed approval and recording rules.	Also note the new possibility of negative PTO in special circumstances with Department Head and City Manager approval.
Unscheduled PTO controls	Paid Time Off Policy (2012)	"It is expected that the employees will not exceed 8 incidents of unplanned PTO per year."	2026 Handbook § 9.2.9	2026 creates "Unscheduled PTO Audits," permits review after certain thresholds or suspected abuse, and states that failure to provide requested certification can result in denial of unscheduled PTO, recording the absence as LWOP, and possible discipline.	2026 changes an expectation-based standard into a formal audit, documentation, and enforcement regime.	This is one of the strongest management-rights changes in the PTO addendum.
Buy-back	Paid Time Off Policy (2012)	No comparable buy-back provision identified in the 2012 PTO policy text provided.	2026 Handbook § 9.2.7	"Budget permitting, if an employee has accrued over 480 hours of PTO by December 1st, the City may purchase up to a total of eighty (80) hours over the 480 hours accrued at straight time."	2026 adds a discretionary buy-back mechanism that did not appear as a comparable standalone feature in the 2012 PTO policy.	This is favorable to covered employees but budget- and management-discretion dependent.
Final payout	Paid Time Off Policy (2012)	"You will be paid for all accrued and unused PTO when you leave the City."	2026 Handbook § 5.11.4	"Employees participating in the City's Paid Time Off ('PTO') plan shall be paid for accrued and unused PTO hours ... up to the maximum PTO payout amount applicable based on the employee's completed months of service ..." with caps from 208 to 480 hours.	2026 changes what reads as a full-balance payout model into a service-based payout-cap model.	This is a financially significant change and should be flagged in any legal summary.
Med Bank conversion / cap	Paid Time Off Policy (2012)	"Employees ... may be allowed to convert up to 56 hours of PTO hours to their Medical Leave Bank. The maximum Medical Leave Bank hours that may be accumulated is 480 hours."	2026 Handbook § 9.5.2	"At the end of the last pay period of the year ... [employees may] convert up to a maximum of eighty (80) hours of PTO to their Med Bank Leave." / "The maximum hours of Med Bank Leave that may be accumulated is 1040 hours."	2026 separates Med Bank into its own section and materially increases both the annual conversion amount and the maximum bank.	Pair this with § 5.11 retirement payout language if the user wants a retirement-specific addendum.
Med Bank / retirement payout	Paid Time Off Policy (2012)	"Upon change in eligibility, resignation, termination or retirement, an employee shall not receive payment for any unused Medical Leave Bank hours."	2026 Handbook § 5.11.5	"Employees shall not be paid for any unused accrued Med Bank Leave upon non-retirement separation ... unless a pre-existing agreement was made ... or the employee retires ... fully vested in KPERS or KP&F ..." / "Employees who accumulated Med Bank Leave upon retirement shall be paid out ... up to a maximum of 480 hours of PTO plus Med Bank Leave."	2026 retains the no-payout rule for most non-retirement separations but creates a retirement-related payout path for certain fully vested retirees.	This is a notable deviation from the older blanket no-payout rule for unused Med Bank hours.

Residency Requirement Comparison Addendum

Legacy source: Resolution R-2680 dated December 18, 2012 (using the verbatim text provided by the user). Current source: 2026 Personnel Policy Handbook § 3.8 Residency R

Topic	Legacy Source	Legacy Verbatim	2026 Source
Core executive residency requirement	Resolution R-2680 (12-18-2012)	“Executive staff must reside within the corporate city limits of Junction City within ninety (90) days of appointment.”	2026 Handbook § 3.8.1.a
Covered executive positions	Resolution R-2680 (12-18-2012)	“Executive staff or their equivalents shall be defined as City Manager, Assistant City Manager, Chief Financial Officer, Chief of Police, Fire Chief, Director of Public Works, Municipal Services Director, and Director of Parks and Recreation.”	2026 Handbook § 3.8.1.b
Grandfather / exemption	Resolution R-2680 (12-18-2012)	“Executive staff, who at the effective date of this manual, reside outside the corporate city limits of Junction City but within Geary County, may continue to do so until such time that they relocate into Junction City or leave their position with the City.”	2026 Handbook § 3.8.2
Emergency / response-time rule	Resolution R-2680 (12-18-2012)	“Emergency personnel are required to live within a thirty (30) minute response time from their respective headquarters.”	2026 Handbook § 3.8 emergency staff subsections
Waiver authority	Resolution R-2680 (12-18-2012)	“The City Manager may waive this policy when it is in the best interests of the City.”	2026 Handbook § 3.8.3-.4 and emergency staff waiver subsections
Enforcement	Resolution R-2680 (12-18-2012)	“Executive staff and emergency personnel shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination.”	2026 Handbook compliance subsection
Address reporting / measurement method	Resolution R-2680 (12-18-2012)	No comparable detailed address-reporting or mapping-method provision identified in the user-provided R-2680 text.	2026 Handbook § 3.8 administrative subsections
Employees not covered	Resolution R-2680 (12-18-2012)	R-2680, by text, addresses executive staff and emergency personnel rather than all employees generally.	2026 Handbook § 3.8 concluding clause

Requirement.

2026 Verbatim	Material Change	Attorney / HR Note
“Executive Staff (Department Heads) must reside within the corporate city limits of Junction City, Kansas, within ninety (90) days of appointment.”	2026 largely carries forward the city-limits residency rule for executive staff, with minor modernization of wording and location reference.	This is continuity, not a wholesale policy reversal.
2026 defines executive staff to include City Manager, Deputy/Assistant City Manager, City Attorney, Finance Director, Chief of Police, Fire Chief, Director of Public Works, Human Resources Director, Information Technology Director, Director of Parks and Recreation, Community Development Director, and Animal Shelter Director.	2026 expands and revises the list of covered executive positions, including adding City Attorney and several director positions, renaming Finance, and omitting Municipal Services Director as listed in R-2680.	Important for title-based applicability and any grandfather analysis.
“Executive staff who, as of the effective date of this Personnel Policies Handbook, reside outside the corporate city limits of Junction City but reside within Geary County or upon the Fort Riley Military Reservation may continue to do so while continuously employed in the same Executive Staff position. This exemption does not apply upon promotion/appointment into Executive Staff from a non-Executive Staff position, rehire, or after a break in service.”	2026 narrows and clarifies grandfathering by adding Fort Riley, limiting the exemption to continuous service in the same executive role, and denying carryover after promotion, rehire, or break in service.	This is more precise and materially more restrictive than the 2012 text.
2026 differentiates by group: sworn police officers must report within 30 minutes; firefighters must report within 60 minutes; Water/Wastewater and Street Division employees must report within 60 minutes.	2026 replaces a single blanket emergency-personnel response rule with multiple department-specific response-time standards.	This is one of the clearest substantive changes for operations and enforceability.
2026 requires written waivers with documented findings, makes waivers time-limited, reserves City Commission authority for the City Manager’s own residency requirement, and provides separate waiver handling for emergency staff.	2026 replaces broad discretionary waiver language with a more defensible and structured written-waiver system.	This is stronger from an administrative record and litigation posture standpoint.
2026 provides for HR notification, documented review, written notice to the employee, an opportunity to request waiver or extension, and corrective action up to and including separation where compliance is an essential condition of the position.	2026 moves from a short termination-cause statement to a stepwise compliance and corrective-action process.	Substantive due-process / administration improvement; separation risk remains.
2026 requires employees to keep a current primary residence address on file with HR, report address changes within ten business days, and uses a standardized mapping platform to evaluate response-time compliance.	These appear to be new administrative details in 2026.	Useful for HR implementation and evidentiary consistency.
“Unless otherwise mentioned in prior subsections of Section 3.8, employees not explicitly mentioned do not have a residency or response time requirement.”	2026 expressly confirms the limited scope of the residency/response-time rule.	Helpful for avoiding implied-coverage disputes.

2026 Personnel Policy Sections and Subsections	2026 page number	Old Section (2009)	2009 page number	Change Type	Notes / Impact
Section 1 Introduction	9	Section 1: General	6	Revised / Expanded	
Section 1.1 Applicability	9	Section 1.2 Purposes of Rules and Regulations	7		
Section 1.2 Authority	9	Section 1.2 Purpose of Rules and Regulations	7		
Section 1.3 Organizational Structure	9	Section 1.1 The City Government of Junction City			
Section 1.4 Administrative Responsibility	11	Section 1.4 Administration of the Personnel Rules	8		
Section 1.5 Conflicts With Personnel Policies Handbook	11	Section 15 Amendment of Policies	79		
Section 1.6 Department Personnel Policies	12	Section 1.3 Department Rules and Regulations p. 8	8		
Section 1.7 Equal Employment Opportunity	12	Section 1.6 Equal Employment Opportunity p. 12	12		
Section 1.8 Conflict Of Interest/Code Of Ethics	12	Section 1.7 Conflict of Interest/Code of Ethics p.12	12		
Section 1.9 Gratuities	13				
Section 1.10 Compliance	13				
Section 1.11 Amendments	14	Section 15 Amendments	79		
Section 1.12 Official Copies And Distribution	14				
Section 2 Standards Of Conduct	15	Section 10 Conduct p. 50	50		
Section 2.1 Basic Standards	15				
Section 2.1 Readiness	15				
Section 2.3 Dress and Appearance	15	Section 10.1 Dress and Appearance	50		

Section 2.4 Confidentiality	18	Section 10.10 Cell Phone Policy, Section 10.12 Internal and External Electronic Communication, Section 10.13a Social Media, Group II Offenses	57, 59, 63, and 74		
Section 2.5 Political Action	19	Section 10.2 Political Activity	50		
Section 2.6 Other Employment & Other Off-Duty Activities	22	Section 10.3 Outside Employment	52		
Section 2.7 Tobacco and Other Legal Substances Policy	25				
Section 3 Hiring Policies	27	Section 4 Selection and Placement	24		
Section 3.1 Nature of Employment	27				
Section 3.2 Equal Employment Opportunity	27	Section 1.6 Equal Employment Opportunity	12		
Section 3.3 Americans with Disability Act	27				
Section 3.4 Immigration Compliance	28	Section 4.7 Citizenship Verification	27		
Section 3.5 Vacancies	28				
Section 3.6 Pre-Employment Checks Procedure	29	Section 4.3 Disqualification for Employment	25		
Section 3.7 Employment of Relatives	32	Section 4.6 Nepotism	26		
Section 3.8 Residency Requirement	33	Section 4.5 Residency Requirement and in 2012 R-2680	R-2680		
Section 3.9 Reference Checks	37				
Section 3.10 New Hire Orientation	37	Section 4.9 New Hire In-Processing	27		
Section 4 Position Classification Plan	38	Section 2 Classified and Unclassified Service	13		
Section 4.1 Overview	38	Sections 2.3 Purpose and Section 2.5 Effect of Classification Plan/Changes	13 & 14		

Section 4.2 Job Descriptions	39	Section 2.4 Classification of Positions	14		
Section 4.3 Work Schedules	39	Section 7.1 Work Schedules	31		
Section 5 Employee Compensation	41	Section 3 Pay Plan	14 & 15		
Section 5.1 The Pay Plan	41	Section 3.2 The Pay Plan	15		
Section 5.2 Pay Calendars and Pay Days	42	Sections 3.13 Pay Days	18		
Section 5.3 Payroll Deductions	42	Section 3.14 Payroll Deductions	19		
Section 5.4 Direct Payroll Deposit	43	Section 3.15 Direct Payroll Deposit	19		
Section 5.5 Timekeeping	43				
Section 5.6 Break and Meal Periods	45	Sections 7.4 Work Breaks & 7.5 Meal Periods	32		
Section 5.7 Overtime and Compensatory Time	45	Section 3.10 Overtime and Compensatory Time	17		
Section 5.8 Standby, On-Call Status, and Call Back Time	46	Section 3.11 Call-Back Time	18		
Section 5.9 Holiday and Holiday Pay	48	Section 3.12 Holiday Compensation and Section 7.6 Holidays	18 & 33		
Section 5.10 Pay Rate Adjustments	50	Section 3.8 Pay Rate Adjustments, Section 3.9 City Manager Approval of Pay Adjustments, Section 3.20 Working Out of Classification Pay, Section 6 Change of Status	16, 17, 22, and 29-31		
Section 5.11 Final Pay	52	Section 3.17 Final Pay	20		
Section 5.12 Final Pay Regarding Deceased Employee	54	Section 3.19 Deceased Employee	22		
Section 5.13 Retention Bonus	55	Section 3.21 Longevity	23		
Section 6 Employee Records	56	Section 1.5 Employee Access to Personnel Files	9		

Section 6.1 KORA Compliance	56	Section 1.5 Employee Access to Personnel Files	9		
Section 6.3 Information Contained in Personnel Files	56	Section 1.5 Employee Access to Personnel Files	9		
Section 6.4 Third Party Access to Personnel Information	56	Section 1.5 Employee Access to Personnel Files	9		
Section 6.5 Employee Access to Personnel File	57	Section 1.5 Employee Access to Personnel Files	9		
Section 6.6 Employee Request for Amendment of Record	57	Section 1.5 Employee Access to Personnel Files	9		
Section 6.7 Change of Personnel Information Status	58	Section 1.5 Employee Access to Personnel Files	9		
Section 7 Employee Status	59	Section 6 Change of Status	29		
Section 7.1 Status Categories	59	Section 6.1 Promotion, Section 6.2 Transfers, Section 6.3 Salary Reduction, Section 6.4 Demotion, Section 6.5 Resignations, Section 6.6 Medical Termination, and Section 6.7 Notification to Administrative Services Department	29, 30, and 31		
Section 7.2 Probationary Status	60	Section 5 Employment Probation Period	28-29		
Section 8 Performance Management Program	62	Section 11 Employee Performance Program	66-67		
Section 8.1 Performance Management Overview	62	Section 11.1 General, Section 11.2 Frequency of Evaluations, and Section 11.3 Responsibility for Employee Performance Evaluations,	66 and 67		

Section 8.2 Performance Evaluation Observation Time Period	63	Section 11.2 Frequency of Evaluations	66		
Section 9 Leave, Use, and Prohibition	65	Section 7 Attendance, Section 8 Vacation, Sick Leave, and Other Leave, and 2012 Paid Time Off Policy	31, 34, and 2012 PTO		
Section 9.1 Absenteeism	65	Section 7.2 Attendance	31		
Section 9.2 Paid Time Off (PTO)	65	2012 Paid Time Off Policy	2012 PTO		
Section 9.3 Vacation Leave	69	Section 8.1 Vacation Leave	34		
Section 9.4 Sick Leave	71	Section 8.2 Sick Leave	36		
Section 9.5 Med Bank Leave	76	2012 Paid Time Off Policy	2012 PTO		
Section 9.6 Personal Leave	78	Section 8.7 Personal Leave	44		
Section 9.7 Bereavement Leave	78	Section 8.8 Bereavement Leave	44		
Section 9.8 Leave Without Pay (LWOP)	81	Section 8.11 Absence Without Leave	45		
Section 9.10 Compensatory Time Off	84	Section 3.10 Overtime and Compensatory Time	17		
Section 9.11 Public Service Leave or Civil Service Leave	86	Section 8.9 Civil Leave	44		
Section 9.12 Military Leave	89	Section 8.4 Military Leave	40		
Section 9.13 Family and Medical Leave ("FMLA")	91	Section 8.6 Family and Medical Leave	42		
Section 9.14 Injury Leave	96	Section 8.3 Injury Leave	40		
Section 10 Employee Benefits	97	Section 9 Employee Welfare			
Section 10.1 Group Health and Dental Coverage	97	Section 3.18 Health Coverage Section 9.3 Health and Dental Care	21 46		

Section 10.2 Retirement Systems: KPERS & KP&F	100	Section 9.1 Retirement	45		
Section 10.3 Optional Benefit Plans	102	Section 3.14 Payroll Deductions,	17,		
Section 10.4 Milestone Acknowledgement	102				
Section 11 Discrimination, Harassment, & Retaliation Prohibited	103	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.1 Protected Characteristics	103	Section 10.11 Anti-Harassment	58		
Section 11.2 Discrimination	103	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.3 Harassment	103	Section 10.11 Anti-Harassment	58		
Section 11.4 Sexual Harassment	104	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.5 Fraternization	105	Section 10.14 Fraternization/Personal Relationships	65		
Section 11.6 Conflict of Interest	105	Section 1.7 Conflict of Interest	12		
Section 11.7 Bullying, Hazing, and Cyberbullying	106	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.8 Retaliation	107	Section 10.11 Anti-Harassment	59		
Section 11.9 Prohibited Conduct	108	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.10 Reporting	108	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		
Section 11.11 Investigation	109	Section 10.11 Anti-Harassment Section 12.4 Discrimination Grievances	58 71		

Section 11.12 Compliance with State and Federal Law	110				
Section 12 Accommodation and Interactive Process	111				
Section 12.1 Accommodation	111				
Section 12.2 Interactive Process	111				
Section 12.3 Expectations and Outcomes	111				
Section 13 Remote Work Policy	112				
Section 13.1 Eligibility	112				
Section 13.2 Policy	112				
Section 13.3 Types of Remote Work	112				
Section 13.4 Employee Eligibility	113				
Section 13.5 Use of City Equipment for Remote Work	114				
Section 13.6 Conditions Applicable to All Remote Workers	114				
Section 13.7 Additional Conditions Applicable to Remote Work	115				
Section 13.8 City Manager Remote Work	115				
Section 14 Drugs and Alcohol Policy	116	2003 Policy Resolution 03-04, and Section 9.7 Drug Free Work Place	PR 03-04, 48		
Section 14.1 Drug-Free Workplace	116	Section 9.7 Drug Free Work Place	48		
Section 14.2 Safety-Sensitive Positions	116	2003 Policy Resolution 03-04			
Section 14.3 CDL Employees	124	2003 Policy Resolution 03-04			

Section 15 Violence Free Workplace	131				
Section 15.1 Definitions	131				
Section 15.2 Prohibited Conduct	131				
Section 15.3 Possession and Use of Weapons Requirements	132				
Section 15.4 Reporting	133				
Section 15.5 Active Killer	133				
Section 15.6 A.L.I.C.E.	133				
Section 16 Safety, Accidents, Injuries, and Light Duty	136				
Section 16.1 Risk Management and Workplace Safety	136	Section 9.6 Risk Management	48		
Section 16.2 Accidents and Injuries Involving City Employees	136	Section 10.5 Accidents While Using City Vehicle	53		
Section 16.3 Workers Compensation	137	Section 9.5 Worker's Compensation	47		
Section 16.4 Return to Work	139	Section 8.5 Maternity Leave Section 8.6 FMLA but no general Return to Work	41		
Section 16.5 Family Medical Leave Act ("FMLA")	139	Section 8.6 FMLA	41		
Section 16.6 Light Duty Work Program	140	Borrowed from JCPOA (police) union contract			
Section 16.7 Fit for Duty Observations	140				
Section 16.8 Safety Issues	141				
Section 17 City-Owned Property	142				

Section 17.1 General Use	142	Section 10.4 Use of City Vehicles, Section 10.9 Telephone, Cell Phone, and Electronic Usage, Section 10.10 Cell Phone Policy, Section 10.13 Software and Hardware	52, 56, and 61		
Section 17.2 Non-Vehicle Equipment Issued by City	143	Section 10.4 Use of City Vehicles, Section 10.9 Telephone, Cell Phone, and Electronic Usage, Section 10.10 Cell Phone Policy, Section 10.13 Software and Hardware	52, 56, and 61		
Section 17.3 Stolen, Lost, or Damaged Equipment	144	Section 10.4 Use of City Vehicles, Section 10.9 Telephone, Cell Phone, and Electronic Usage, Section 10.10 Cell Phone Policy, Section 10.13 Software and Hardware	52, 56, and 61		
Section 18 Meeting and Professional Development	146	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.1 General	146	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.2 Tuition, Travel, and Per Diem	146	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.3 New Employee Orientation	146	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		

Section 18.4 Required Training for All Employees	147	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.5 Required Training for Supervisors	147	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.6 Continuing Education and Professional Development	147	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 18.7 Tuition Reimbursement and Assistance	147				
Section 19 Travel	153	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.1 Purpose	153	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.2 Definitions	153	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.3 Approval Process	153	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		

Section 19.4 Modes of Transportation	154	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.5 Other Expenses	155	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.6 Lodging	155	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.7 Daily Meal Allowance	155	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.8 Guidelines – Local Training/Conferences/Meetings	156	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.9 Business Meals	156	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.10 Use of Purchasing Card or Procurement Card	157	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		
Section 19.11 Unauthorized Expenses	157	Section 4.10 Training, Section 10.6 Travel Expense and Reimbursement, Section 10.7 Workshops and Seminars, Section 10.8 Education Policy	27, 53, and 56		

Section 20 Technology Usage	158	Section 10.9 Telephone, Cell Phone, and Electronic Device Usage, Section 10.10 Cell Phone Policy, Section 10.12 Internal and External Electronic Communication, and Section 10.13 Software and Hardware	56, 59, and 61		
Section 20.1 General Use	158	Section 10.9 Telephone, Cell Phone, and Electronic Device Usage, Section 10.10 Cell Phone Policy, Section 10.12 Internal and External Electronic Communication, Section 10.13 Software and Hardware	56, 59, and 61		
Section 20.2 Technological Equipment	158	Section 10.9 Telephone, Cell Phone, and Electronic Device Usage, Section 10.13 Software and Hardware	56 and 61		
Section 20.3 Network	160	Section 10.13 Software and Hardware	61		
Section 20.4 Reporting	162				
Section 20.5 Cell Phones and Computers	162	Section 10.9 Telephone, Cell Phone, and Electronic Device Usage, Section 10.10 Cell Phone Policy, Section 10.12 Internal and External Electronic Communication, and Section 10.13 Software and Hardware	56, 59, and 61		
Section 21 Social Media	163	Section 10.13a Social Media	62		
Section 21.1 Purpose	163				
Section 21.2 Internal Usage of Social Media	163				
Section 21.3 Comment Policy	165				
Section 21.4 Social Media Guidance for Employees	166				

Section 21.5 Personal Conduct and Off-Duty Employment	167	Section 10.3 Outside Employment	52		
Section 21.6 Public-Facing and High Visibility Roles	167				
Section 21.7 Prohibition on Speaking for City	167				
Section 21.8 Use of Uniform or City Equipment	167				
Section 21.9 Use of Social Media During Work Hours	168				
Section 21.10 Public Records and Retention	168				
Section 21.11 Protected Activity and Employee Rights	168				
Section 21.12 Discipline	168				
Section 21.13 Disclaimers	168				
Section 22 Artificial Intelligence Policy	169				
Section 22.1 Purpose	169				
Section 22.2 Usage of Particular Artificial Intelligence	169				
Section 22.3 Input of Information In A.I.	169				
Section 22.4 A.I. and Decision-Making	169				
Section 22.5 Restrictions on A.I.	169				
Section 22.6 Department Specific Rules	170				
Section 22.7 Contractors, Vendors, Software	170				
Section 23 Infectious Disease Policy	171				

Section 23.1 Purpose	171				
Section 23.2 Infectious Disease – Definition	171				
Section 23.3 Remote Work Locations	171				
Section 23.4 Infection Control Measures	171				
Section 23.5 Business Travel	172				
Section 24 Corrective Action	173	Section 13 Rules of Conduct	71		
Section 24.1 Corrective Action	173	Section 13.1 Disciplinary Action Section 13.2 Reprimand Section 13.3 Suspension Section 13.4 Disciplinary Probation Section 13.5 Demotion Section 13.6 Dismissal	71, 75, and 77		
Section 24.2 Suggested But Not Required Offenses	176	Section 13.1 Disciplinary Action Group I, II, and III Offenses	71, 72 – 75		
Section 25 Investigations	181				
Section 26 Separation from Employment	182				
Section 26.1 General	182				
Section 26.2 Exit Employment Actions	183				
Section 26.3 Reduction in Force – Layoff	183				
Section 26.4 Final Pay	184				
Section 27 Glossary	185	Section 16 Definition of Terms	80		

Key takeaways: The 2026 handbook is a structural rewrite, not a light amendment. Most significant additions include policy hierarchy and approval controls, gratuities, technology/social media/AI governance, expanded off-duty employment/conflict review, and a modernized corrective action framework.

City of Junction City

City Commission Agenda Memo

April 2, 2026

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Draft/Proposed Personnel Policy

Background: In 2024, City staff began to restart an effort to review and evaluate the personnel policy, commonly known as the Blue Book. No serious updates occurred since 2009 aside from a residency requirement in 2012 affecting only department heads.

The circulating office which is Human Resources made this effort to start and restart multiple times since 2019. However, this last restart and the staff assigned persevered through three different HR directors, three city managers (including an interim), and an ever-evolving legal landscape of employment law.

The main group consisted of JCFD Executive Assistant Kelly Heindel, JCPD Executive Assistant Cindy Sinklier, and the city attorney with HR. In addition, we sought out department head input from all departments.

This personnel policy was brought before the City Commission in February 2026. There was some discussion; however, the only known point of contention was one commissioner asking about residency requirements.

I have heard nothing from any commissioner in the intervening weeks.

Discussion of Issue: This is not a short personnel policy; however, other entities have shorter personnel policies. Those other entities then have extensive standards of procedures (SOPs) or multiple separate policies.

I reattach an 8 page table highlighting the big changes.

In the time between February and today, the personnel policy committee and myself looked at the residency requirement. In addition, we reviewed the PTO payout for employees leaving employment with the City. Those are Sections 3.8 and 5.11 in the Personnel Policy Handbook.

Let's look at Residency Requirements under Section 3.8 in particular:

Purpose and Operational Basis of Residency Requirements: 3.8

We structured Section 3.8 to support continuity of operations and timely emergency response for Junction City by (1) requiring Department Head residency within city limits and (2) requiring defined call-back response times for Police, Fire/EMS, and Public Works personnel who may be called in while off-duty. The policy is framed around operational readiness rather than generalized community-preference concepts, which strengthens administrative clarity and defensibility.

Rationale for the Two Approaches

1. **Executive Staff:** The City's intent is that Department Heads are geographically close and readily available for incident command coordination, EOC activation, infrastructure failures, and extended-duration events. The policy maintains a clear, easy-to-administer standard (address within corporate limits) while allowing limited, documented waivers for recruitment, hardship, and housing constraints. Instead of a carte blanche discretionary waiver by the City Manager, the proposed policy includes a documentation process and factors for waiver (retention/recruitment, qualifications, temporary hardship, and/or housing availability constraints).
2. **Emergency Staff (response-time requirements):** For Police, Fire/EMS, and specified Public Works divisions, the critical operational measure is not the municipal boundary itself but the time to report when called back. The policy defines "response time" and sets department-specific standards. Because all members in these groups can be called back under existing pay/benefit practices, the scope is intentionally department-/division-wide (not limited to "on-call" rosters). The policy also states it does not change call-back compensation rules—only availability expectations—due to collective bargaining units or other policies covering pay.

Consistency and Uniform Application Baked-In

1. Standardized measurement method promotes uniform administration and reduces disputes about how compliance is calculated. We laid out the methodology for calculation so it can be reviewed and not speculated.

2. Structured waivers reduce the risk of inconsistent treatment by requiring documented reasons, time limits, and renewal review.
3. Clear compliance timeline and enforcement process supports consistent HR handling, improves employee notice, and reduces ad hoc decision-making.

Staff Recommendation: Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook. Or further review; however, we need this in place.

Possible Motions: I move to approve the Personnel Policies as presented and updated in 2026.

City of Junction City

City Commission Agenda Memo

February 20, 2026

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Draft/Proposed Personnel Policy

Background: In 2024, City staff began to restart an effort to review and evaluate the personnel policy, commonly known as the Blue Book. No serious updates occurred since 2009 aside from a residency requirement in 2012 affecting only department heads.

The circulating office which is Human Resources made this effort to start and restart multiple times since 2019. However, this last restart and the staff assigned persevered through three different HR directors, three city managers (including an interim), and an ever-evolving legal landscape of employment law.

The main group consisted of JCFD Executive Assistant Kelly Heindel, JCPD Executive Assistant Cindy Sinklier, and the city attorney with HR. In addition, we sought out department head input from all departments.

Discussion of Issue: This is not a short personnel policy; however, other entities have shorter personnel policies. Those other entities then have extensive standards of procedures (SOPs) or multiple separate policies.

I attach an 8 page table highlighting the big changes.

Staff Recommendation: Staff recommends approval of the new City of Junction City, Kansas Personnel Policy Handbook.

Possible Motions: I move to approve the Personnel Policies as presented and updated in 2026.

City of Junction City

City Commission Agenda Memo

May 4, 2025

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Chamber of Commerce Master Agreement – Executive Session - UPDATE

Background: There has been recent discussion by the County and others the Chamber of Commerce and its various divisions.

Discussion of Issue: To help protect the City's interests and its legal positions executive session can maintain the privileged nature of discussions concerning things such as contracts.
You should discuss this in executive session with a model motion:

Recommended Executive Session Motion: I move that the Commission recess for an executive session to include the City Manager, Finance Director, and the City Attorney, for ___ minutes at _____ p.m. to discuss matters regarding contract known as the Master Agreement of the Junction City Area Chamber of Commerce. The justification for the executive session is for consultation with the City Attorney & is deemed privileged in the attorney-client relationship and is provided by K.S.A. 75-4319(b)(2). The open meeting is to resume in this room at ___ p.m.

Recommended Time: I am recommending no more than a ten (10) minute executive session. If need be, you can return from executive session and make a new executive session motion.

Legal Basis: K.S.A. 75-4319(b)(2)

City of Junction City

City Commission Agenda Memo

April 28, 2025

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Property Acquisition – Executive Session

Background: The City may be looking at acquiring or utilizing property.

Discussion of Issue: To help protect the City financially, it is sometimes best to discuss what particular property, uses, et cetera in executive session to prevent property values/prices from artificially rising.
You should discuss this in executive session with a model motion:

Recommended Executive Session Motion: I move that the Commission recess for an executive session to include the City Manager, Finance Director, Public Works Director, Parks & Recreation Director, and the City Attorney, for ___ minutes at _____ p.m. to discuss matters regarding potential acquisition of real property for the utilization by the Department of Public Works. The justification for the executive session is for preliminary discussion of the acquisition of real property and is provided by K.S.A. 75-4319(b)(6). The open meeting is to resume in this room at ___ p.m.

Recommended Time: I am recommending no more than a ten (10) minute executive session. If need be, you can return from executive session and make a new executive session motion.

Legal Basis: K.S.A. 75-4319(b)(6)