

(First Published in the Clarion on \_\_\_\_\_, 201\_\_)

**ORDINANCE NO. 706**

**AN ORDINANCE ADOPTING THE MODIFICATION TO THE PERSONNEL POLICIES OF THE CITY OF COLWICH, KANSAS**

Be it Ordained by the Governing Body of the City of Colwich, Kansas:

**SECTION 1:** The modifications to Chapter 3; Article E (1-2) of the City of Colwich Personnel Manual is hereby amended to read:

**E. NEPOTISM**

- 1.) In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be employed in a department where the Supervisor, Department Head, if applicable, is a member of their immediate family. Immediate family is defined to include only the spouse, *domestic partnership; parent, children, brother or sister; mother or father-in-law, son or daughter-in-law; grandparent; grandchild; or any relative who lives in the employee's home. An individual is considered a relative whether related by blood, or marriage or adoption.*
- 2.) *Change in Circumstances: If two employees marry, begin sharing living quarters with one another, or become related by marriage or adoption and, if in the City's judgement, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed by the City, unless appropriate action can be taken to reduce or eliminate the potential conflict, or based upon current employment, work or business conditions, the termination is not necessary as determined by the Mayor. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendars of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the City reserves the right to terminate either employee. For purposes of this section, the term "employee" also includes co-workers paid by the entity other than the city.*

**SECTION 2:** The modifications to Chapter 5; Article D (3) and (6) of the City of Colwich Personnel Manual is hereby amended to read:

- 3.) Full-Time Employees shall earn eight hours of sick leave *during their first year of employment. Sick leave in the amount of 96 hours will be credited to the employees leave bank on January 1<sup>st</sup> of each year. Employees are allowed to accrue a maximum of 360 hours.*

- 6.) To be eligible for paid sick leave an employee or *in cases of emergencies*, their representative shall notify their Department Head, City Clerk, or Mayor of their absence *by phone. E-mail or texting will not be accepted.*

**SECTION 3:** The modifications to Chapter 5; Article E (1) of the City of Colwich Personnel Manual is hereby amended to read:

- 1.) In the case of the death of a member of an employee's Immediate Family, (~~to include only the spouse, children, mother, father, brother, sister, grandparents by blood or marriage~~) Immediate family is defined to include only the spouse, *domestic partnership; parent, child, brother or sister; mother or father-in-law, son or daughter-in-law; grandparent; grandchild; or any relative who lives in the employee's home. An individual is considered a relative whether related by blood, marriage or adoption.* All employees may be granted funeral leave not to exceed ~~three~~ *five* consecutive workdays. Funeral leave, when granted by a Department Head or the Mayor will not be charged against any sick leave or vacation leave. Absences of more than ~~three~~ *five* days may be charged against unused vacation time or leave without pay.

**SECTION 4:** That this Ordinance shall be in full force and effect from and after its passage and publication once in the official City newspaper.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF COLWICH, KANSAS THIS 21st DAY OF MAY, 2018.

---

TERRENCE D. SPEXARTH, Mayor

Attest:

---

Diana Brooks, City Clerk