

## RESOLUTION NO. 1943

### **A RESOLUTION PROVIDING FOR THE ADOPTION OF A REVISION TO THE PERSONNEL POLICIES AND PROCEDURES, 2010 EDITION, FOR THE CITY OF GARDNER, KANSAS.**

**WHEREAS**, the City of Gardner now deems it advisable to update uniform personnel policies and procedures for employees of the City of Gardner; and

**WHEREAS**, it is the intent of the City Council of the City of Gardner to revise Section 4-109.1 regarding part-time employees;

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

#### **SECTION ONE:**

Section 109.1 is amended to read as follows:

The City has three (3) established types of positions:

##### **1. FULL TIME**

A position regularly scheduled for year-round employment that normally includes eight (8) hours a day or forty (40) hours in a standard workweek of seven (7) days. **EXCEPTION:** Police work schedule shall include not more than eighty (80) hours in a standard two-week work period on a schedule assigned by the Department Director.

##### **2. PART TIME:**

A position that the duties and responsibilities require a person to work an average of less than forty (40) hours per week in a standard workweek of seven (7) days. In order for a part-time employee to be eligible for health, dental and vision benefits he or she must work at least 30 hours per week. To be eligible for KPERs, an employee must work over 1000 hours per year.

##### **3. TEMPORARY/SEASONAL**

A position which is scheduled to fill job requirement which occur intermittently for a program, project, or during certain times of the year. The anticipated date of separation is known prior to commencement of employment. During the period of employment, hours of work may vary according to job requirements, but generally are based on a forty (40) hour workweek schedule.

**SECTION TWO:** These updated Personnel Policies and Procedures, 2010 Edition, supersede any rules, regulations or policies in conflict herewith, and.

**SECTION THREE:** This Resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City of Gardner.

**ADOPTED** by the Governing Body of the City of Gardner, Kansas, this 1<sup>st</sup> day of February, 2016.

CITY OF GARDNER, KANSAS

(SEAL)

/s/ Chris Morrow  
Chris Morrow, Mayor

Attest:

/s/ Jeanne Koontz  
Jeanne Koontz, City Clerk

Approved as to form:

/s/ Ryan B. Denk  
Ryan B. Denk, City Attorney