

**LOUISBURG CITY COUNCIL  
REGULAR MEETING  
6:30 P.M., JANUARY 5, 2026  
CITY HALL, 215 S. BROADWAY**

Workshop

<https://boxcast.tv/view/louisburg-city-council-workshop-uftmmrzhpz9rpje0npop>

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-rnh2fck4tpruavefnqgm>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the Dec. 15, 2025, regular meeting
5. APPROVAL OF BILLS
6. MAYOR'S REPORT
  - The Go To Restaurant CMB license renewal for on-premise (*no memo*)
  - The Go To Restaurant New CMB license for off-premise (*no memo*)
  - Express Stop CMB license (*no memo*)
  - Amoco CMB license (*no memo*)
7. RECOGNITION OF SCHEDULED VISITORS
8. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. Please state your name and address.
9. COUNCIL/COMMISSION REPORTS
10. DEPARTMENT REPORTS
  - A. Finance
    - Investment Bids (*no memo*)
  - B. Planning
  - C. Police

D. Fire

E. Public Works

– Recycled Tire Tables/Benches Grant - Continued

– Gas System Radio Read Indexes

– Sanitary Sewer Point Repairs

F. Administration

– Project Close-Out Report – Amity Sidewalk Project

## 11. CITY ATTORNEY’S REPORT

## 12. ADMINISTRATOR’S REPORT

A. Mission; Value; Vision; Goals - Continued

B. RFP for Contract Municipal Attorney Services

C. Appointments Process

D. Draft Employee Handbook

E. Executive Session – Non-Elected Personnel

## 13. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS**  
**MINUTES OF REGULAR MEETING**  
**December 15, 2025**

Workshop Livestream link:

<https://boxcast.tv/view/louisburg-city-council-workshop-wnce8lokiqoqoeapkp2>

Council Livestream link:

<https://boxcast.tv/view/louisburg-city-council-up9htylgrh8sml8yljrl>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Donna Cook presiding.

Councilmembers Steve Town, Scott Margrave, Tiffany Ellison, Ryan Graves, Kalee Stone

City Administrator Nathan Law

City Clerk Jessica McGowin

Public Works Director Ben Miller

Finance Director Richard Mikesic

Police Chief Josh Weber

Fire Chief Gerry Rittinghouse - Absent

Planning Director Katherine Louderbaugh - Absent

Communications Coordinator Jean Carder

**PLEDGE OF ALLEGIANCE**

Councilmember Kalee Stone led the pledge of allegiance.

**APPROVAL OF THE AGENDA**

Councilmember Tiffany Ellison asked to move item 13C to 9 and all subsequent items down.

Ellison moved, seconded by Councilmember Scott Margrave and carried 5-0, to adopt the agenda with the amendment.

## **APPROVAL OF THE MINUTES**

Ellison moved, seconded by Councilmember Steve Town and carried 5-0, to approve the December 1, 2025, regular meeting minutes as presented.

## **APPROVAL OF THE BILLS**

Margrave moved, seconded by Councilmember Ryan Graves and carried 5-0, to approve the bills as presented.

Ellison asked if the Groundskeeper bill had been sent out to council. It was stated that Finance Clerk Kelly Bond emailed it to all council members.

## **PUBLIC HEARING 2026 BUDGET AMENDMENT**

### **Gas Operating Budget Amendment**

Mayor Cook opened the Public Hearing at 6:33 p.m.

No public comments were received.

Cook asked for Council comments. Ellison stated this was discussed previously and noted this is not a rate increase with the potential for a rate increase to be discussed in 2026.

Mayor Cook closed the Public Hearing at 6:34 p.m.

Ellison moved, seconded by Graves and carried 5-0, to approve the budget amendment as presented and direct staff to submit the amendment as required by statute.

## **MAYOR'S REPORT**

### **CMB License Renewal:**

Price Chopper CMB license renewal - Stone moved, seconded by Ellison and carried 5-0, to approve the CMB license for Price Chopper.

Heartland Petroleum CMB license renewal - Stone moved, seconded by Margrave and carried 5-0, to approve the CMB license for Heartland Petroleum.

## **SCHEDULED VISITORS**

Brad Kemp and Kyle King with Summit Homes

Kyle King, President of Summit Homes, addressed the Council to provide background on the company's interest in Louisburg and to extend what he described as an olive branch toward a cooperative partnership with the city. Mr. King emphasized that Summit Homes prioritizes attainable housing in rural communities. He noted that Clayton Homes has acquired approximately 12 companies, including Summit Homes. Mr. King stated that Summit Homes' average home sale price is approximately \$430,000, with an average buyer age of 39. He addressed the perception the company builds "as fast and as cheaply as possible," stating this is a misconception and that such practices would not support the company's longevity in the industry. Summit Homes has been evaluating the Highway 69 corridor and views Louisburg as an attractive, well-maintained small town with close proximity to Kansas City. Mr. King indicated the company has invested significant funds in the rezoning effort for the Middle Creek Crest subdivision. He stated Summit Homes does not wish to proceed if their partnership is not welcomed by the city and their intent is to contribute positively to Louisburg's growth. Mr. King clarified Summit Homes is not pursuing rental developments and is focused on providing attainable homeownership opportunities for community residents. He encouraged Council members to research the company and reiterated a desire to collaborate with the city to ensure development aligns with Louisburg's growth goals.

Councilmember Ellison asked about future plans for the 271st Street property, clarifying that following the denial of the PUD, a rezoning request cannot be resubmitted for six months. Mr. King responded that Summit Homes has extended its contract on the property and remains interested in continuing development efforts. Ellison also inquired about other homes currently under construction or nearing completion in Louisburg. Mr. King stated Summit Homes has a few remaining lots to complete in the Starbrooke subdivision. Ellison further clarified that no new subdivision is planned for Rockville Road. Mr. King confirmed that homes currently being built in that area are already sold and no subdivision is proposed there.

Cook summarized the discussion as a “peace offering,” asking whether Summit Homes still intends to build in Louisburg. Mr. King confirmed the company does wish to continue building, provided they can meet the necessary price points. He added that while development under R-1 zoning would be ideal, he is uncertain whether homes could remain affordable under those constraints. Ellison noted that Summit Homes may not have been present for the previous meeting in which Council discussed how it intends to move forward with development requests. She explained that Council is reviewing its processes to make them more streamlined prior to developers incurring substantial costs. Cook stated she believes the Council supports responsible growth in Louisburg.

### **PUBLIC COMMENTS**

None

### **ADMINISTRATOR’S REPORT COUNTRYSIDE DRIVE**

City Administrator Law explained a recent question arose regarding whether a dead-end sign could be installed on Countryside Drive. He noted concerns related to the potential use of nearby property for ball games and the resulting traffic impact. Law stated he reached out to USD 416 Superintendent Biermann to discuss possible alternatives, including whether the school district could perform additional improvements to the north parking lot and extend a sidewalk. While this option would require a longer walk for attendees, it would avoid increasing traffic on Countryside Drive. Law said Biermann indicated he would bring the matter to the school district’s team meeting on Wednesday. Ellison requested clarification regarding the roadway configuration on Countryside Drive, noting that it functions as a dead-end or cul-de-sac, and asked whether the school district had purchased an additional lot. Law responded the school district purchased a property that included a road right-of-way extending to the opposite side of the school property. Ellison added historical context, stating in 2013 the school district installed a gravel parking lot with the intent to eventually pave it, which occurred in 2017–2018. Law clarified only a portion of the lot was paved and the remaining gravel area is not currently used for parking. Stone asked how many parking spaces were available. Lori Scott, speaking from the audience, stated there are 35 marked parking spaces. Ellison said the core question is whether the city can work with the

school district to ensure that school or game-related traffic does not negatively impact a quiet residential neighborhood. Stone commented if she lived in the area, she would not want game traffic passing by her home. Ellison also noted one concern raised by residents involved a possible deed restriction affecting the property.

Joe Bucher, 409 S. Countryside Drive, addressed the Council regarding the handout he provided.

Lori Scott, 501 S. Countryside Drive, spoke from the audience, stating her concern that once the parking lot is full it is not visible and vehicles have to turn around and result in a constant rotation of cars.

Mr. Bucher stated he would read the entirety of the letter he had submitted. Ellison directed a question to staff, noting the issues related to the new ballfields and associated bonds did not come before City Council, but instead followed the customary process through the Planning Commission. Ellison asked whether a traffic study was requested of the school district. Law responded that no traffic study was requested. City Clerk Jessica McGowin reminded the Mayor of the three-minute time limit for public speakers. Law stated the mayor has discretion to allow additional time and noted the information provided by Mr. Bucher would warrant staff research and a follow-up report. Mr. Bucher stated that, in his opinion, the current situation would result in substantial costs to the City for road repairs. He noted the road is narrow and lacks sidewalks. Stone asked whether the school district was aware of potential requirements to repair or upgrade the roads. Mrs. Scott referenced covenant or deed restrictions related to the property. Stone commented there are multiple factors to consider regarding the issue. Ellison stated the City has no jurisdiction over the school district bond that was recently approved but said there is significant concern regarding deed restrictions and whether the City has authority to approve changes in use. Ellison requested the City Attorney review the deed restrictions. Stone asked whether the deed restrictions were included in the materials Mr. Bucher provided. Law stated Mr. Bucher could supply copies of those documents. Law also noted that, according to Mr. Bucher's advisor, City paving and maintenance of the road as a cul-de-sac would indicate it is not a thoroughfare. Ellison questioned whether the use of the area had changed and said a traffic study should have been conducted. Graves

stated he agreed Mr. Bucher was not taking an unreasonable position and is hesitant to take action at this time. He said the matter should be reviewed by the City Attorney and said he had several concerns. Graves expressed a desire for residents, the city, and the school district to collaborate on a solution. He also questioned how far the City's authority extends regarding restricting use of the road, noting it has existed for more than a decade. Graves stated he had visited the area at different times to observe traffic patterns, lighting, and related conditions. Mr. Bucher stated he had consulted legal counsel and believes the situation violates the deed restrictions. Mrs. Scott stated the street is owned by the city and taxpayers and advocated closing it with bollards, asserting that USD 416 should not use the street to access the ballfields for anything. Ellison asked whether residents had attempted to engage in discussions with USD 416. Mrs. Scott responded she has requested information but has not received responses. Ellison noted USD 416 holds open meetings where public comment is permitted. Mrs. Scott stated those efforts had not been productive. Ellison said the City Council cannot control USD 416. Mrs. Scott responded the city controls the streets. Ellison asked staff to review the matter further and requested the City Attorney evaluate the information and deed restrictions provided by Mr. Bucher.

Betty Bucher, 409 S. Countryside Drive, stated that children and grandchildren ride bicycles and something is going to happen.

Law will contact the city attorney and have the documents provided by Bucher reviewed. (These documents are filed with the official Agenda Packet at City Hall.)

## **COUNCIL REPORTS**

**Stone** – None.

**Graves** – Graves stated since Dec. 24 was not a scheduled holiday he would like to close administrative offices at noon on Dec. 24 and close all day Friday, Dec. 26.

Graves moved, seconded by Ellison and carried 5-0, to close at noon on Dec. 24 and all day Dec. 26 for non-emergency employees, same as the County schedule for this year.

Town questioned how the pay structure would work for those additional days. Graves clarified the additional days would be paid holidays. Law stated it would be paid time off for non-emergency personnel, and all emergency personnel would receive time and a half.

**Ellison** – Ellison attended the Historic Preservation meeting the past week and believes they will have some items that will come back to council. She stated the HOA meeting Police Chief Weber was going to attend was canceled and rescheduled to Jan. 14, 2026. Ellison asked for an audio-visual update. Law stated improvements have been made to the audio, which is being tested tonight, and he has talked with Imagine IT to provide options for visual improvements.

Ellison asked whether there is a centralized location on the City website for board and council applications as the Mayor prepares for upcoming appointments, or if openings are advertised. Cook stated the website currently only lists members whose terms are expiring. Communications Coordinator Jean Carder noted an online application already exists on the website. Ellison requested that openings and applications be published and centralized. Stone asked about publishing the information in Louisburg Speaks, which Carder confirmed is already being done. Ellison also suggested polling Councilmembers regarding liaison positions based on their interests and skill sets and requested that appointment information be provided to Council in advance for review. Cook stated appointments may not be ready prior to the meeting due to members stepping down. Ellison asked whether current board members have been given a deadline to indicate their intent to continue serving. Cook stated she is compiling a list. Stone suggested setting a deadline for members to notify staff if they wish to be considered for reappointment. Ellison asked whether staff could notify all board members to confirm their intent to serve in 2026. Law indicated notices would need to be sent directly. Cook expressed concerns about difficulties filling positions and preferred to proceed with the current process this year. Ellison reiterated the request to receive appointment information at least two weeks prior to the meeting. Law and staff indicated they are willing to publish application information before appointments are made.

**Margrave** – Margrave stated he attended the City Christmas party and expressed appreciation to the Mayor and to all who organized the event. He noted he has received more positive feedback from residents about the new Christmas tree than any other feedback at any point during his five years on Council. Margrave said it is a pretty tree wanted to give a shout out to all the people who put that together.

**Town-** Town stated he attended the City Christmas party as well and questioned if it will always fall on a Friday. Law and McGowin replied that it was just the way it fell this year. Town wished everyone a Merry Christmas.

## **DEPARTMENT REPORTS**

### **FINANCE:**

**Unused leave time carryover request -** Mikesic presented a request for an exception to the unused leave time carryover policy due to ERP system implementation demands that limited the employee’s ability to use accrued PTO. It was noted that current policy allows no exceptions, and the request seeks to prevent forfeiture of time due to extraordinary workload. Cook clarified the request involves up to 120 hours. Law stated the circumstance is tied to a narrow, exceptional project and that Mikesic would also be losing time however Mikesic did not want to be included in the consideration if it would mean an unfavorable vote for the other employee. Mikesic clarified the request is for any unused hours to carry over, with the requirement they be used by the end of 2026 as a one-time consideration. Cook asked whether other employees would also lose hours; Law acknowledged others may, but emphasized this request is tied to exceptional circumstances of software implementation. Mikesic stated he personally expects to lose approximately 60 hours and did not seek inclusion. Ellison asked for an update on the ERP project timeline; Mikesic stated utilities will remain the primary focus, with court implementation peaking in March and wrapping up by budget season. Mikesic noted it may still be difficult for the employee to use the time next year. Stone asked about overtime impacts; it was clarified the employee is not grandfathered in so she would have to physically work a 40-hour week to receive overtime.

Margrave moved, seconded by Graves and carried 5-0, to allow for the carryover of unused hours for the Finance Clerk and Finance Director from 2025 to 2026 for

vacation hours that would otherwise be forfeited, requiring those hours and hours earned in 2026 be used before year-end (Dec. 31, 2026).

Ellison noted for future reference the only reason this is being considered is due to new ERP implementation taking up so much time those staff members were unable to take time off work.

### **PLANNING:**

Planning Director Katherine Louderbaugh was absent from the meeting. Law advised council any questions on the materials provided in the packet could be directed to Louderbaugh via email or text. Law also stated Louderbaugh plans to present the same information at the upcoming Planning Commission meeting.

**POLICE** - Nothing to report.

### **FIRE DEPARTMENT:**

**Purchase of Class A Uniforms** - AJ Francis, Fire Captain, appearing in place of Chief Gerry Rittinghouse, provided information regarding the purchase of Class A uniforms. He explained the uniforms would be formal dress attire to be used for funerals and other special events. Francis stated staff attempted to obtain multiple quotes from vendors, but they were only able to secure one quote. Margrave asked whether the quote covered everything requested and if the department would be receiving all items needed to complete the uniform. Francis confirmed the quote includes the full request and meets the department's needs. Francis noted the purchase would outfit 26 firefighters. Ellison commented that, based on her personal experience with her brother who served as a Fire Chief, Class A uniforms are very important and convey a significant level of respect, emphasizing the uniform carries meaningful symbolism.

Ellison moved, seconded by Stone and carried 4-1 with Town abstaining from the vote due to being a volunteer firefighter, to authorize a not-to-exceed price of \$14,500 to purchase Class A uniforms as presented from BaySingers Uniforms and Equipment for the Fire Department.

## **PUBLIC WORKS:**

**Water Main Replacement Engineering RFP Selection** - Public Works Director Ben Miller presented three bids for consideration. Ellison noted the recommended bid was not the lowest and asked Miller for confirmation that this is his recommendation. Miller stated yes.

Ellison moved, seconded by Graves and carried 5-0, to approve using Short Elliott Hendrickson Inc. for Water Main Replacement Engineering for the not-to-exceed amount of \$18,000 for the Master Plan and \$25,000 for the Hydraulic Study.

**Contracted Tree Removal** - Stone inquired about approving the contractor for this service to which Law responded no bids have been received, this is approving the work to be done. Stone prefers to keep it local within Louisburg. Ellison asked if these were the same trees that were just trimmed. Law replied no. Stone has concerns about approving the not-to-exceed cost of \$8,000. It was stated the plan would be to go with the lowest bidder.

Margrave moved, seconded by Stone and carried 5-0, to approve the removal of three Ash trees at South Second and Mulberry, the grinding and backfilling of the four remaining stumps with topsoil not to exceed \$6,000.

**Recycled Tire Picnic Table / Surfacing Grant** - Law asked Council if they were interested in allowing staff to pursue the Recycled Tire Picnic Table and Surfacing Grant. Ellison identified two primary concerns. First, she noted the overall cost of the project is relatively low. Second, she expressed concern regarding the requirement for a designated quality officer, including associated training, certifications, and designations, and questioned whether the City would be able to meet those requirements. Carder noted that, in past experience, the quality officer requirement applied to playground surfacing projects, and that picnic tables and benches should qualify as a straightforward purchase with reimbursement. Ellison also noted the grant requirement for a plaque stating the purchase was made with a grant from KDHE. She further referenced language on page four of the grant materials stating that grantees must participate in KDHE public education campaigns for the duration of the grant contract. Carder said that participation could be limited to including information in the city newsletter as done when receiving this grant previously. Ellison stated this requirement was concerning and

expressed that she does not want the City to be beholden to KDHE obligations for a relatively small grant amount.

Council reached a consensus to request additional information and directed staff to bring the item back at the next meeting with clarification on grant requirements, including the quality officer provision.

### **ADMINISTRATION REPORT**

**Website Review** - Law stated Carder compiled the website review information previously requested by Council and asked whether there were any questions regarding the materials provided.

Law noted that it would be a significant undertaking and it could be costly if the desire is for staff to look into changing websites. Stone asked whether there is a way to track how much traffic the city website receives. Law responded that obtaining detailed analytics would require an additional cost. Cook expressed support for the idea of adding a blog to the website as recommended by staff. Council reached a consensus to activate the blog feature on the existing website. Carder stated she would like to budget future funds to have the website provider review existing pages and recommend improvements.

### **ATTORNEY**

Not present

### **RECESS**

At 8:48 p.m. Ellison moved, seconded by Stone and carried 4-1 with Margrave voting no, for a five-minute recess.

Regular meeting resumed in council chambers at 8:52 p.m.

### **ADMINISTRATORS REPORT**

#### **USDI Contract – Continued Item**

Ellison moved, seconded by Stone and carried 5-0, to approve extending the current agreement with USDI for another year.

## **Imagine IT Contract – Continued Item**

Stone moved, seconded by Margrave and carried 5-0, to extend services provided by Imagine IT and allow the agreements to automatically renew for one year.

**Change Order – Amity Sidewalk** - Law explained the proposed change order covers costs associated from the delay in receiving the KDOT Right-Of-Way permit. G-B Construction is willing to split the cost with the City and for the sake of expediency, Law recommended splitting the cost of the change order equally, with the city paying \$4,750.

Ellison asked whether the project remains within budget. Law responded the project is slightly over budget, at 2.53% above the original estimate.

Ellison moved, seconded by Graves and carried 5-0, to approve the \$4,750 change order for the Amity Sidewalk Project.

**Mission / Vision / Goals Statement** - Law stated boards and commissions have expressed frustration in the current processes. Law discussed the City's current vision, referencing the Comprehensive Plan and noting it focuses inward on city limits, suggesting this may be an opportunity to adopt a broader, outward-looking approach through a new process. Law noted he has been looking into what others have done that completed similar efforts, even as much as to understand how such a process could be implemented into day-to-day operations. He emphasized the importance of ensuring the process is clearly directed by the Governing Body and not perceived as a unilateral staff effort, stating he is willing to assist but will not direct outcomes. Cook noted that Paola recently completed a similar process. Law clarified it was done internally with limited staff involvement. Cook distributed a handout from Paola to Council and expressed support for developing a mission and vision statement. Ellison agreed, noting this aligns with prior discussions regarding new development and improved communication. Cook asked how to proceed. Ellison reminded the Council the initial question was whether to engage an outside facilitator. Council consensus was to handle this in-house. Law clarified he is not a trained facilitator but is willing to help guide Council. Law asked councilmembers to review the materials provided and offer feedback. Ellison asked about a reasonable timeline. Law responded he was hopeful of completing the process by

budget season, noting that it may take longer as he will be learning alongside Council.

Council also discussed submitting dates for workshops and KOMA training to McGowin. Carder reminded Council the mandatory KOMA training must be completed by January 9, 2026.

**ADJOURNMENT**

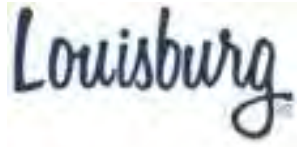
At 9:04 p.m. Stone moved, seconded by Margrave and carried 5-0, to adjourn the meeting.

Approved:

\_\_\_\_\_  
Donna Cook, Mayor

Attest:

\_\_\_\_\_  
Jessica McGowin, City Clerk



# Vendor Publication Report

Range: 12/12/2025 - 12/31/2025

Vendor Name	Payable Description	Total Payments
ADP, INC	PAYROLL SERVICES - 12/10/25	305.21
AFLAC INS	INSURANCE	698.02
ANGELA VANNESS	DEPOSIT REFUND - FOX HALL	100.00
APPLE ELECTRIC INC.	REPAIR LIGHT IN CONFERENCE ROOM	215.00
BECKY BOWES	DESSERTS FOR HOLIDAY DINNER	208.00
BESSIE STEVENS	DEPOSIT REFUND - FOX HALL	100.00
BLANCARTE	UTILITY DEPOSIT REFUND	122.00
BLUE CROSS/BLUE SHIELD	HEALTH INSURANCE	42,684.90
BLUE VALLEY TRACTOR	STEEL CUTTING EDGES FOR SNOW PLOWS	1,821.34
CHARLES KIRKALDIE	FLIP - RESIDENTIAL	1,510.00
CHERRYROAD MEDIA	MIAMI COUNTY MAP EXTRAS	75.00
COLUMN SOFTWARE	ORDINANCE PUBLICATIONS/PUBLIC NOTICE	1,196.33
CONRAD FIRE EQUIPMENT	PUMP REPAIR - ENGINE 621	4,892.22
CORE & MAIN	WATER METER PIT INVENTORY	779.55
CREATIVE DISPLAYS INC	CHRISTMAS TREE - FINAL PAYMENT	9,088.00
CYNTHIA MARGRAVE	MILEAGE REIMB - COURT CONFERENCE	73.11
CYNTHIA VASQUEZ	DEPOSIT REFUND - FOX HALL	100.00
DELTA DENTAL OF KANSAS	DENTAL INSURANCE - ALL	2,819.01
ELLIOTT INSURANCE INC	QUARTERLY INSURANCE	51,067.25
ENVIRO LINE CO	UV BULBS FOR DISINFECTION AT WWTP	1,404.00
ENVIRONMENTAL WORKS	MONTHLY WASTEWATER SAMPLES	1,543.16
FAMILY CENTER	BOOTS/JEANS	165.97
G-B CONSTRUCTION, LLC	AMITY SIDEWALK PROJECT	35,981.65
GERKEN RENT-ALL, INC.	PORTABLE PUMP OUT - NOVEMBER	540.00
GREENER EXPECTATIONS	LANDSCAPING/BED MAINTENANCE	560.00
GROEBNER & ASSOCIATES, INC.	GAS VALVES	205.34
HAGEN LAW OFFICES	CITY ATTORNEY FEES - OCTOBER	830.00
HEALTH EQUITY	FSA PAYMENTS	252.91
HEARTLAND PRINT & DESIGN	NEWSLETTERS DEC-JAN	1,207.99
HOLLIDAY SAND & GRAVEL CO.	SAND - FOR DE-ICING ROADS	590.04
HR PARTNERS	HR CONSULTING - 11/15 TO 12/15/BACKGROUND	2,065.00
IMAGINE IT, INC	MONTHLY FEE/SECURITY	3,924.00
INDUSTRIAL SALES CO	TAP TEES/SPUD GASKETS	461.24
JACOB VICKREY	DEPOSIT REFUND - FOX HALL	100.00
JESSICA MCGOWIN	CCMFOA/KPERS MILEAGE/PER DIEM	334.88
JOHNSON COUNTY TOPSOIL	PULVERIZED TOP SOIL/WATER MAIN REPAIRS	215.00
JOSEPH GOODWIN	DEPOSIT REFUND - FOX HALL	100.00
KANSAS SALT LLC	STREET SALT	2,105.35
KANSAS STATE TREASURER	UTILITY LOAN PAYMENT #10	142,996.12
KELSIE SITZMAN	DEPOSIT REFUND - FOX HALL	100.00
KENDAHL JACOBSON	UTILITY DEPOSIT REFUND	58.82
KIRSTIN ROBISON	UTILITY DEPOSIT REFUND	35.69
KPERS	KP&F - 12/10/25	14,455.07
	KPERS - OGLI	405.40
	KPERS WAR - 12/10/25	158.61
KRISTIN MASTEN	DEPOSIT REFUND - FOX HALL	100.00
LAURIE BAUER	DEPOSIT REFUND - FOX HALL	100.00
LAW OFFICE OF JOE RAMBOLDT	PROSECUTOR FEES - 4TH QUARTER	4,500.00
LEAGUE KANSAS MUNICIPALITIES	ADDITIONAL STO - UPOC BOOKS	107.47
LINDON LIKICHE	SAFARILAND HOLSTER	150.00
LOUISBURG FORD	BRAKE/ROTOR REPLACEMENT - UNIT 38	981.40
MACLYN CLEMENS	UTILITY ACCOUNT CREDIT REFUND	9.50
MASTERMARK SIGNS	BUSINESS CARDS - JOECKEL	28.50
MASTERS TELECOM	MONTHLY VOICEMAIL SERVICE	52.61
MD ELECTRIC	DISCONNECTS W/ 20 AMP GFCI OUTLETS	941.88
MDC PUBLIC UTILITY AUTHORITY	WATER	86,937.08
MELISSA JEFFRIES	DEPOSIT REFUND - FOX HALL	100.00

MHS JANITORIAL CLEANING	MONTHLY CLEANING SERVICE - NOVEMBER	1,150.00
MI CO TREASURER'S OFFICE	29140 S ROGERS/S 4TH ST	742.10
MICRO-COMM, INC.	STARBROOKE LIFT STATION RTU/SCADA	23,394.00
MO-KAN DIAL, INC.	TELEPHONE/INTERNET SERVICES	1,273.98
MORGAN MESSER	DEPOSIT REFUND - FOX HALL	100.00
MOTOROLA SOLUTIONS	WATCHGUARD UNITS	3,997.50
MULTIPLICITY LLC	RADAR INSTALLATION - CAR 23	643.13
NAPA AUTO PARTS	FUEL FILTER/ CUP BRUSH FOR PAINT REMOVAL	126.73
NETSTANDARD, INC	CLOUD BACKUP/SECURITY - DECEMBER	3,345.00
OCCUPATIONAL HEALTH CENTERS	PRE-EMPLOYMENT TESTING SERVICES	64.00
O'REILLY AUTO PARTS	ANTI-FREEZE/WIRE CONNECTOR/FUSES	92.33
PAINTED WITH LOVE, LALA	Holiday painting of City Hall windows	120.00
PASCOLO 271, LLC	JUDGESHIP - 4TH QUARTER	4,500.00
PAUL KLEMANSKI	DEPOSIT REFUND - FOX HALL	100.00
PEREGRINE CORP.	NOVEMBER UTILITY BILLS	1,454.27
PRICE CHOPPER	WATER/BENADRYL/TEA/SAUCES/MISC	83.65
QUILL	MAILING LABELS/COPY PAPER	153.96
RICHARD MIKESIC	MILEAGE REIMBURSEMENT - 2025	90.32
ROMANS OUTDOOR POWER	MOWER MAINTENANCE	685.33
SAMS CLUB MC/SYNCB	BOXCAST/WATER/ADAPTER/CABLE/STAMP	465.64
SATTLER, LLC	FOX HALL DISPLAY CABINET	450.00
SHRED-IT USA	SHRED SERVICES - NOVEMBER	83.13
STACEY & MARK BEAVER	UTILITY DEPOSIT REFUND	52.15
STAPLES ADVANTAGE	POST-ITS/STAPLER/BINDER CLIPS/MISC	127.27
TIMBERCREEK	HOLIDAY DINNER CATERING	3,472.00
TIMOTHY DAVIS	UTILITY ACCOUNT CREDIT REFUND	30.00
TYLER TECHNOLOGIES, INC	ERP UTILITIES - CONFIGURATION/TESTING	9,280.00
UTILITY SAFETY & DESIGN	2 GAS LEAK REPAIRS	3,480.97
VERIZON	IPADS FOR CAD	3,299.97
WASP BARCODE TECHNOLOGIES	WASP BAR CODE SCANNING SYSTEM	2,123.93
WATERS HARDWARE	ADHESIVE/NUTDRIVER SET/ANTI-FREEZE/ROPE	291.52
WATTS UP	BULBS FOR DOWNTOWN WREATHS	219.00
WHITE'S AUTOMOTIVE, INC.	REPAIR COOLANT LEAK/OIL CHANGE	2,041.49
WICHITA STATE UNIVERSITY	CCMFOA MEMBERSHIP - MCGOWIN/BOND	100.00
WM CORPORATE SERVICES	TRASH SERVICES	721.76
	<b>GRAND TOTAL</b>	<b>491,014.75</b>



**To:** Governing Body  
**From:** Danny Summa  
**Date:** Dec. 31, 2025  
**Re:** Recycled Tire Picnic Table/ Surfacing Grant

---

At the previous Council meeting the Recycled Tire Grant was proposed as an option to purchase additional picnic tables/park benches.

At that meeting it was asked for more information about the need for a quality officer and educational component. Staff reached out to the KDHE staffer who managed this program and was provided this response:

*To answer your questions a quality inspector is only needed for playground surfacing not for tables and benches. The main requirement for the public education campaign is to post a sign which we provide about the grant funds. The outreach and education component doesn't have to be large it can be a social media post or put it in a newsletter. The timeframe of the grant contract is one year. The contracts go into effect May 1, 2026.*

Park & Tree Board discussed and recommended this grant at its December meeting. The proposal is to add three- 6ft recycled tire park benches and one- 8ft recycled tire ADA picnic table to be placed at the S. Second and Mulberry block. The table and benches could also be moved to any location if the block develops and the tables and benches are not needed anymore at that location.

The grant from KDHE's Recycled Tire program is a 50% matching grant with the match awarded after the tables/benches are placed and the educational/promotional piece is completed. Grant applications are due Jan. 15.

While this item is not budgeted for 2026, it is a relatively small cost and could come from either the General Fund or the Aquatic and Recreation Fund.

Financial:

8' ADA picnic table: \$1,134,

6' Recycled Park Bench: \$539/ per bench: Total bench cost \$1,617

Total project cost: \$2,751, 50% reimbursable matching grant: \$1,375.50

Final cost to the city: \$1,375.50

Legal: None

Recommendation: Discuss and advise staff accordingly.

# Memo

**To:** Louisburg Governing Body

**From:** Ben Miller

**Date:** December 31, 2025

**Re:** Gas System Radio Read Indexes

---

Background: In December, Council approved using Sensus for the new meter reading software, which was funded by the Gas and Water funds for a total of \$32,090. At that meeting, staff recommended Sensus as they had the ability to read both gas and water meters. Originally, \$250,000 was budgeted for 2026 for this new software and radio read indexes, the units that are read by the software. Part of the 2026 budget was to install new radio read indexes. A residential direct gas index costs \$130 each. Core & Main offered installation services for \$65 each bringing the total to \$195 per unit. Options would include either reducing the 2026 budget by the software cost and allocate \$214,000 for 1,100 indexes or authorize the full \$250,000 for 1,282 indexes. Core & Main is the sole supplier of Sensus equipment in the KC area.

Financial: This item is budgeted for 2026

Legal: No legal action at this time.

Recommendation: Staff recommends the authorization of the full \$250,000 for the purchase and installation of 1,282 indexes.

Sample motion: *I move to approve utilizing Core & Main for the purchase and installation of 1,282 gas indexes and to allocate \$250,000 for this project.*

# Memo

To: Louisburg Governing Body

From: Ben Miller

Date: December 30, 2025

Re: Sanitary Sewer Point Repairs

---

Background: In 2025, Council approved the CIPP (Cure in Place Pipelining) project. The list of sanitary sewer mains to be lined were selected by compiling documentation of jetting maintenance logs and CCTV footage from previous inspections as well as Staff knowledge of problematic areas. Part of the CIPP process is cleaning the main, cutting roots and/or removing other debris, and acquiring camera footage prior to lining so the contractor can see exactly what needs to be done to install the line. After viewing the camera footage, the contractor noticed two locations that would need to be repaired to line the pipe. City Staff have received quotes from two contractors to make these repairs. Kissick Construction submitted the lowest price but also stated they are extremely busy and may not be able to complete the repairs in the near future. G-B Construction stated they could start immediately.

G-B Construction	\$38,540.00
------------------	-------------

Kissick Construction	\$31,299.98
----------------------	-------------

Financial: These repairs are not budgeted.

Legal: No legal action at this time.

Recommendation: Direct staff accordingly.

Sample motion: *I move to approve sewer point repairs with (Contractor's name) at a quoted price of \$\_\_\_\_\_.*





# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: December 31, 2025

Re: Project Close Out Report – Amity Sidewalk Project

---

**Background:** This project close-out report is for the Amity Sidewalk Project and crossing that spans from S. First and Mulberry Street and connecting west to sidewalks at Amity and Crestview Drive. While there is ongoing conversation of changing out the crosswalk installed with this project, this is intended to close out the project.

This project began with design work by SMH Consultants in 2024, bid late in the year 2024 with G-B Construction winning the bid, and began construction in early 2025. The engineer's estimate for the project was \$427,830, and the awarded bid was \$368,080.75. The project included a Council-approved scope change and cost increase of \$25,175, approved March 17, 2025. That change was due to KDOT site changes through its plan review and staff recommendation to accommodate off-set push buttons to better accommodate pedestrians at the crosswalk. The project included a staff-approved change order with a net increase of \$4,560.75 due to quantity changes of materials and was within the purchasing policy restrictions of the lesser of 5% or \$5,000 per project. Another change order presented to, and approved by, Council in December 2025 was for \$4,750. In total, the final Council approved value of the project (with scope change) was \$393,255.75. The final change order values amounted to \$9,310.75 or 2.37% of the total project.

No specific timeline was approved as part of the project but was known that time was of the essence for work to be completed. The project was substantially completed by July 2025, and the punch list items were addressed prior to year-end. This was a difficult project to undertake considering the multiple projects overseen simultaneously by the Public Works Director, and praise is due to all employees that participated in this process.

This project was intended to connect walkable services areas and population centers in the heart of Louisburg, primarily south of Amity, to the retail and work areas around Amity and Crestview. The addition of 1,385 LF of sidewalk and the marked crossing have met that goal. In total, the project was completed within (or not) the original construction timeline, and \$34,485.75 (9.37%) over bid award.

Staff takeaway from this project is to increase the level of communication on these projects to ensure Governing Body and all involved with the project are of a uniform understanding of the scope of the project. That will alleviate any confusion on types of materials or infrastructure to be installed as part of each project. This will be aided by having more detailed attachments to Council memos throughout the design, bid, award, and periodic update portions of each project.

Staff appreciates Council patience with the tenure of this project and the many moving parts thereof.

Recommendation: Receive and file.

Sample Motion: None.

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: December 31, 2025

Re: Mission; Values; Vision; Goals – Continued

---

Background: At the last meeting it was requested that staff put together a timeline of efforts to work towards these concepts, similar to the timeline used for the draft Governing Body Handbook. What follows provides a generalized timeline and identifies what the focus for each workshop. Unless one or more special meetings are held, this lengthier timeline may be required for developing the various concepts.

**Workshop #1 – January 20, 2026, at 6:00 p.m.**

Concept: Preferred order of concepts – Mission or Vision? The difference is going to drive the focus of the remaining process. If Mission is at the forefront, the focus and outcome will likely be utilitarian. If Vision is at the forefront, the focus and outcome will likely be a path to the future.

Action / Goal: Set the focus for the remainder of the process.

**Workshop #2 – February 2, 2026 – Develop Mission & Vision**

**Workshop #3 – February 17, 2026 – Finalize Mission & Vision**

**Workshop #4 – March 2, 2026 – Develop Values**

**Workshop #5 – March 16, 2026 – Finalize Values**

**Workshop #6 – April 6, 2026 – Develop Goals**

**Workshop #7 – April 20, 2026 – Develop Goals**

**Workshop #8 – May 4, 2026 – Finalize Goals**

**Workshop #9 – May 18, 2026 – Finalize all concepts for Council action**

The workshop content will continue with the questions and notes previously provided for each concept. That same information and any additional information will be provided in advance for each workshop. Due to the short time of each workshop, some of the concepts may require work ahead of time to expedite the discussion.

Financial: Nothing at this time.

Legal: None.

Recommendation: Discuss alternatives for workshops or special meeting(s), preferred order of initial concepts, any additional changes to the process, and direct staff accordingly.

Sample Motion: None.

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: December 31, 2025

Re: RFP for Contract Municipal Attorney Services

---

Background: With notification having been recently provided that currently contracted attorney Mark Hagen intends to cease services to Louisburg at the end of his contract term in February 2026, Council is again presented with the option of seeking contract legal services. Attached is a draft Request for Proposals (RFP) for contract municipal attorney services. This is primarily the same as the RFP approved in early May of 2025, updated to reflect a current search timeframe to try and replace Mr. Hagen's services immediately following the February 17, 2026, end date. Also changed is a new one-year term with an ending date of February 16, 2027.

Staff requests Council direction on the RFP, including previously considered aspects as follows:

- Scope of Services – any changes needed to listed services
- Selection Criteria – any changes needed to criteria
- Proposal Content – any changes needed to requested proposal content
  - Is there need to spell out the pricing approach; Example:
    - Option A – Fixed Retainer Plus Hourly Billing
    - Option B – Hourly Fees for All Work Without a Retainer
    - Option C – Proposer's Choice
- Review – desire to have a committee and interviews with firms/attorneys (reminder of clarification of sub-committees in 2025)
- Submission Instructions – is staff receiving and distributing proposals, and answering questions
- Timeline – direct on desired timeline for the process

Financial Consideration: Options as listed above. Historical expenses of attorney's services include:

- 2025 - \$18,240.00
- 2024 - \$22,975.48
- 2023 - \$19,457.00
- 2022 - \$21,751.50

- 2021 - \$20,928.50
- 2020 - \$25,773.00
- 2019 - \$32,510.00

Legal Consideration: None at this time. If a municipal legal firm is selected, that firm will likely have a standard agreement to consider and finalize the approved relationship. There is currently an agreement that would suffice for similar contract services based on the attached RFP.

Recommendation: Discuss the draft RFP for Municipal Attorney Services as needed, and direct staff how to proceed.

Sample Motion: *I move to direct staff to publish the Request for Proposals as provided (or discussed).*

## **Request for Proposals (RFP): Contract Municipal Attorney Services**

### **I. Introduction**

The City of Louisburg, Kansas, is soliciting proposals from qualified, licensed attorneys or legal firms specializing in municipal law and municipal services to provide contract legal services. The selected firm or individual is intended to serve under contract for a term ending February 16, 2027, with an option to renew thereafter.

### **II. Background Information**

The City of Louisburg is a full-service municipality, providing public safety, public works, parks and sports fields, aquatic center, community building, gas, water, wastewater, and stormwater utilities. The City, located 15 minutes south of Overland Park, is currently designated as a city of the third class, with a 2020 Census population of 4,969. The City is located at the junction of US-69 and K-68 highways. The City operates under a Mayor-Council form of government with a professional City Administrator. The Mayor and one Councilmember are elected at large and four Councilmembers are elected by ward. All Governing Body members serve staggered three-year terms.

### **III. Scope of Services**

The scope of services includes, but may not be limited to:

- Attend meetings of the City Council when so directed to attend
- Provide legal advice to the Governing Body, City Administrator, and Department Heads regarding legal matters
- Advise all relevant Personnel on municipal-specific law, including but not limited to: home rule, zoning, eminent domain, open records, open meetings, meeting procedures, intergovernmental cooperation, employment law, and public relations
- Draft or review charter ordinances, municipal ordinances, resolutions, and other forms of municipal legislation, ensuring the constitutionality of legislation as they relate to existing laws or changes in law at both the state and federal levels
- Review and write policies, municipal codes, correspondences, and other routine documents of governmental functions as requested by the Governing Body
- Draft or review contracts and other forms of municipal agreements as requested by the Governing Body
- Report changes in federal, state, or county legislation that affect the City
- Provide consultation related to litigation, arbitration, or other legal/administrative proceedings and appearances
- Provide instructions/seminars regarding open meetings, ethics, and other educational presentations
- Maintain an ethical and professional relationship with the City, as well as elected officials, employees, and residents of the community
- Comply with all Federal, State, and City codes and laws

#### IV. Selection Criteria

- General qualifications of the candidate(s) for the position
- Background, breadth, and depth of experience in municipal law
- Timeliness, responsiveness, and follow-through
- Minimal conflicts of interest when representing the City
- Hourly rates of staff anticipated as part of legal team

#### V. Proposal Content

- **Cover Letter:** Signed by an authorized representative of the firm or individual committing to provide the legal services described above
- **Qualifications and Experience:** Provide a brief description of yourself or your firm, including qualifications, experience, and depth of staff, and the demonstration of your ability to be legal counsel for the City of Louisburg, and identify qualifications of individuals who would be assigned to the City
- **Resumes:** Include the resumes of individuals who will provide services for the City
- **References:** Provide a list of your three (3) most similarly municipal clients (including names, addresses, phone numbers, and email addresses of contacts) with whom you or your firm currently have contracted service agreements
- **Compensation and Billing Practices:** Provide a description of the proposed compensation schedule (hourly rates per legal team member) and the firm's billing practices—monthly invoices describing the services in detail, showing hours, and identifying the lawyer providing the services will be required
- **Insurance:** Provide proof of professional liability insurance and workers compensation insurance
- **Value of your team:** Describe how your team's level of service and ability distinguishes it from others and articulate how this translates to benefit to the City, including enhanced government

#### VI. Review

Following review of proposals and interview of attorneys or firms' representatives, review committee recommendation and approval is expected to take place at a City Council meeting in March 2026.

#### VII. Submission Instructions

- Proposals must be submitted electronically in PDF format to [nlaw@louisburgkansas.gov](mailto:nlaw@louisburgkansas.gov) by February 13, 2026, at 4:30 p.m. with the email subject line stating "Proposal for Contract Municipal Attorney Services"
- Late submissions will not be considered.
- Questions regarding this RFP must be submitted in writing to [nlaw@louisburgkansas.gov](mailto:nlaw@louisburgkansas.gov) by February 5, 2026, at noon. Responses to questions will be shared with all prospective firms or attorneys February 6, 2026, at 4:30 p.m.

## **VIII. Timeline**

- **RFP Issuance:** January 6, 2026
- **Deadline for Questions:** February 5, 2026, at noon
- **Response to Questions:** February 6, 2026, at 4:30 p.m.
- **Proposal Submission Deadline:** February 13, 2026, at 4:30 p.m.
- **Evaluation Period:** February 13 – February 27, 2026
- **Appointment of Firm or Attorney:** March 2, 2026
- **Contract Award Notification:** March 3, 2026

## **IX. Confidentiality**

Anyone submitting a proposal agrees that all data, records and information which the proposer, its agents and employees obtain access to, create, and which are the subject of this proposal, will remain at all times exclusively the property of the City. Anyone submitting a proposal also agrees that all such data, records and information constitute, at all times, proprietary information of the City and that proposer will not disclose, provide or make available any such proprietary information in any form to any person or entity.

In addition, anyone submitting a proposal agrees that it will not use any names or addresses contained in such data, records, and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any such address in such data; that it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records or information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Anyone submitting a proposal further agrees that it will take reasonable steps and the same protective precautions to protect the City's proprietary information from disclosure to third parties as with the proposer's own proprietary and confidential information and that all data, regardless of form, that is generated as a result of this RFP is the property of the City.

Anyone submitting information desired to be kept confidential must identify such information very clearly. Any such information will be kept from public view and Council consideration.

## **X. Rights Reserved**

City of Louisburg reserves the right to:

1. Accept or reject any or all proposals.
2. Request additional information or clarification from respondents.
3. Modify or cancel this RFP at any time.

## **XI. Contact Information**

Nathan Law  
City Administrator  
913-837-5839  
[nlaw@louisburgkansas.gov](mailto:nlaw@louisburgkansas.gov)

***Thank you for your interest in partnering with the City of Louisburg!***

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: December 31, 2025

Re: Appointments Process

---

Background: Staff was requested to draft and return an annual appointments process. Below is what has been compiled for code language regarding appointments, a possible timeline for notification and compiling and presenting information, providing appointments information to Council, and final appointments at the second meeting in February. Also provided are notes and sample language for advertising appointments to coincide with the timeline, and who would likely be involved with the various steps.

## Code Process for Appointments:

**1-301 Appointment.** At the second regular meeting of the Governing Body in February of each year, the mayor, by and with the consent of the council, shall appoint a City Clerk and City Treasurer, and may appoint a City Attorney, City Prosecutor, Municipal Judge, Police Chief, Fire Chief, Public Works Director, Public Officer, Building and Zoning Director, a Chief Building Official and such other officers as may be deemed necessary for the best interest of the City. ...

(K.S.A. 15-204; C.O. No. 14; C.O. No. 16; Code 2020; Ord. 1180; Ord. 1219)

*Note: February meeting for appointments is always the third Tuesday of the month due to Presidents' Day.*

## Possible Timeline:

- 12/1 – 12/31 – Advertisement (generic or specific)
- 1/1 – 1/16 – Mayor reviews, vets, interviews, etc.
- 1/19 – 1/29 – Staff assist Mayor in putting together appointments information, including bios
- 2/2 – Mayor provides appointments and bios to Council\*
- 2/17 – Mayor presents appointments for Council confirmation

\* - Included with agenda packets?

Notes on Advertising:

In order to advertise for interest, a generic posting may be made 12/1 each year.

In order to gauge need, a request may be sent to those appointees whose term may end, to be sent to each appointee by 12/1 each year.

In order to advertise for specific interest, a targeted posting may be made by 12/15 each year (following notification of those not desiring to continue).

Specific to Louisburg Recreation Commission – similar to gauging need and advertising specific interest, the timeframe would include option to contact appointee for continued interest made 10/1, and a targeted posting made by 10/15 as needed. This appointment to be made at either the second meeting in November or the first Council meeting in December.

Who is Involved:

Advertisements posted by City Clerk or Communications Coordinator. Content of those postings will be the same every time, including the following language options for generic or targeted:

The City of Louisburg is always looking for volunteers to fill boards and commissions. These are annual appointments for varying terms based on the board/commission. If you have passion or interest for one of the following boards/commission, please fill out a volunteer interest application at – <https://louisburgkansas.gov/142/Boards-Commissions>.

The City of Louisburg is looking for volunteers to fill vacancies on the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ board/commission. There are annual appointments for varying terms based on the board/commission. If you have passion or interest for one of those boards/commissions, please fill out a volunteer interest application at – (link to website application) – noting the specific board/commission and why you are interested.

Receiving applications for interest – default email for submitting applications is to the City Administrator. These applications are forwarded to the Mayor directly when received, and a copy of each is saved for current vacancy or future vacancies.

Mayor reviews applications and vets the applicants. Mayor by statute and local code appoints.

Staff may assist with seeking and compiling bios for appointments.

Council approves or rejects mayoral appointments. If rejected, Council must adopt a resolution stating unqualified or not fit to hold the position. Any appointment subject to the approval of the Governing Body of the City must be acted upon by the Governing Body within 45 days of the appointment by the Mayor or the appointment shall be deemed approved.

Additional Information:

City Code and Statute contain similar language on annual appointments, but there is a non-uniform allowance by Kansas Constitution for making local changes by charter ordinance. At the same time, staff has provided preliminary information about a move from a City of the Third Class to a City of the Second Class based on the current population of Louisburg. A move in classification would be an ideal time to

revisit annual appointments versus those positions that have been, are, or will be hired based on qualifications and kept based on performance. For example, all department head positions filled in the last ten years have been hired by action of the Governing Body, but not all of them are included in the list of "shall" or "may" appoint or identified in City Code. While those are considered with Code language "such other officers as may be deemed necessary", it has provided a degree of uncertainty each year. Staff recommends considering this along with a move to a City of the Second Class.

Financial: Nothing at the time.

Legal: Nothing at this time.

Recommendation: Direct staff on possibly advertising for specific or additional annual appointment positions.

Sample Motion: *I move to direct staff to advertise for annual appointments to include \_\_\_\_\_, to assist the Mayor with compiling \_\_\_\_\_, and to work with the Mayor to ensure appointments information is provided at the first Council meeting in February.*

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: December 31, 2025

Re: Draft Employee Handbook

---

**Background:** Staff have been working with HR Partners to produce a draft employee handbook to replace the existing Personnel Policies & Guidelines approved February 2016 and updated periodically since. The draft attached to this memo is being provided for a preliminary review by Council before discussion in full of the draft at the next regular Council meeting, or at a workshop if so desired by Council.

Please note during review that there is repeated mention of a HR Coordinator. That is a job title and description that does not currently exist but should be created. This is based on the realigning of duties that occurred in 2023 but has not been formalized.

Staff requests Council members review the draft before the January 20 meeting and provide questions or comments before or at the next meeting.

Additionally, as this has an impact on all employees, staff will look to follow-up from Council review by providing a draft copy to all employees to review and provide a time for those employees to meet and ask any questions or seek clarifications. Staff will then return the draft and any employee concerns to Council to consider as a part of the approval process.

**Financial:** Nothing at this time.

**Legal:** All current employees will receive a copy of the updated handbook for review and to sign confirmation of receipt.

Council must approve the updated handbook by ordinance.

**Recommendation:** Review the draft employee handbook for discussion at the next regular Council meeting.



# **City of Louisburg**

## **Employee Handbook**

**(Effective January 2026)**

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## **Welcome to City of Louisburg**

City of Louisburg (“Louisburg”) would like to welcome you to our Team and we are pleased that you have chosen Louisburg as the place you want to work.

This Employee Handbook (“Handbook”) describes many of Louisburg’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at Louisburg. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please do not hesitate to contact the HR Coordinator.

We hope your experience at Louisburg will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

---

City Administrator

## **Section 1: Introduction**

### **Introductory Statement**

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment.

Employees are expected to read, understand and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by Louisburg to benefit employees. One of Louisburg's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. However, some or all of the policies in this Handbook may not apply to employees with written employment agreements. Employees who have written employee agreements should consult their employment agreement to determine whether policies are applicable. To the extent that any policy in this Handbook conflicts with applicable state or federal law, the applicable state or federal law will apply. If an employee has a question or concern or would like additional information regarding any policy in this Handbook, the employee may contact the HR Coordinator.

No Handbook can anticipate every circumstance or question about a policy. The Governing Body is responsible for approving employment policies and reserves the right to revise policies, programs and benefit plans at any time, with or without advance notice. The City Administrator reserves the right to make exceptions when deemed necessary. Any exception granted by the City Administrator or Governing Body is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

### **Employment at Will**

By law, an employee's employment with Louisburg is employment "at will". "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means Louisburg may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice.

Although Louisburg hopes each employee's tenure at Louisburg will be long-lasting, Louisburg makes no commitment to an employee's continued employment for any specific duration. Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Louisburg employee is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Additionally, nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Louisburg employees have the right to engage in or refrain from such activities.

### **Disclaimer Regarding the Right to Engage in NLRA-Protected Activity**

This Employee Handbook is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees' rights under the National Labor Relations Law. Louisburg will not construe the policies within this Employee Handbook in a way that limits such rights.

Employees have the right to engage in or refrain from activities protected by the National Labor Relations Act.

### **Equal Employment Opportunity**

It is the policy of Louisburg to provide equal employment opportunities to all employees, employment applicants and other covered persons without regard to unlawful considerations of race, color, religion or creed, gender, sex (including pregnancy), national origin or ancestry, ethnicity, citizenship status, genetic information, military or veteran status, age, physical or mental disability, or any other classification protected by applicable local, state, or federal laws.

This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

Reasonable accommodation is available for qualified individuals with disabilities in accordance with applicable federal, state, and local law.

Louisburg expects all employees to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and retaliation.

In the event you believe that a violation of this policy has occurred, please follow the Unlawful Harassment and Compliant Procedure in this Handbook. HR Coordinator or the City Administrator will investigate your complaint and take appropriate remedial action.

Anyone who violates this policy will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

### **Immigration Law Compliance**

Louisburg is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at Louisburg is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

### **Disability Accommodation**

Louisburg is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act ("ADA"). It is Louisburg's policy to provide reasonable accommodation to

qualified individuals with disabilities unless the accommodation would impose an undue hardship on Louisburg. Louisburg prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR Coordinator and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. Louisburg then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Louisburg to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Louisburg prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Unlawful Harassment and Compliant Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

### **Religious Accommodation**

Louisburg is committed to providing a work environment that is respectful of the religious beliefs of all its employees. Consistent with this commitment, Louisburg will make good faith efforts to provide a reasonable religious accommodation to employees, temporary employees and interns whose sincerely held religious beliefs conflict with a Louisburg employment requirement, unless such an accommodation would create an undue hardship for Louisburg.

A reasonable accommodation in the workplace allows an employee to observe a sincerely held religious practice or belief, as long as it does not create undue hardship for Louisburg. Louisburg will provide reasonable accommodations to employees to observe a sincerely held religious belief under Title VII of the Civil Rights Act of 1964 provided that Louisburg has notice of their need for religious accommodations.

If an employee feels the employee needs an accommodation for a sincerely held religious belief, please notify the Supervisor. The request should include the following information:

- a description of the requested accommodation; and
- the reason for the requested accommodation.

Louisburg makes determinations concerning religious accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. The employee's Supervisor will notify the employee of Louisburg's determination of the employee's request.

Louisburg prohibits retaliation against employees who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

### **Reasonable Accommodations for Pregnant Workers Policy**

An employee may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the HR Coordinator. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee to discuss the request and determine if an accommodation is reasonable and can be provided to the extent required by law, unless undue hardship to Louisburg would result.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Louisburg will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Louisburg prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

### **Nursing Mothers**

Louisburg makes a reasonable accommodation for breast feeding mothers by allowing those employees to express milk during the workday when separated from their newborn child.

In compliance with the Providing Urgent Maternal Protections for Nursing Mothers Act (the "PUMP Act"), for up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Louisburg does not have a room available; City Hall will have a conference room available for this purpose.

### **Genetic Information Nondiscrimination Act ("GINA")**

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits covered employers from requesting or requiring genetic information of an individual or an individual's family member, except as specifically allowed by law.

To comply with GINA and all other applicable law, the Louisburg asks that employees not provide any genetic information when responding to a request for medical information for purposes of leaves of absence or otherwise.

"Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **Section 2: Work Culture**

### **Employee Relations**

Louisburg believes the work conditions, wages and benefits offered to Louisburg employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, Louisburg strongly encourages them to express these concerns openly and directly with their Supervisor.

Louisburg's experience has shown when employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe Louisburg fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

### **Departmental Responsibility**

The head of any City Department, when deemed necessary, may formulate in writing reasonable policies for the conduct of the Department, such as those relating to safety or operational procedures, which shall be available to all Department employees. Such Department regulations shall not be in violation of, or in conflict with, any personnel regulations in this handbook and shall be approved by the City Administrator prior to implementation.

### **Personal Relationships in the Workplace**

Louisburg wants to ensure its practices do not create situations such as conflicts of interest or favoritism. This extends to practices involving employee hiring, promotion and transfer.

If a relationship or social activity between two or more employees:

- has the potential or effect of involving the employees, their coworkers, or Louisburg in any kind of dispute or conflict with other employees or third parties;
- interferes with the work of any employee;
- creates a harassing, demeaning, or hostile working environment for any employee;
- disrupts the smooth and orderly flow of work within the office or the delivery of services to Louisburg's citizens;
- harms the goodwill and reputation of Louisburg among its citizens or in the community at large;
- or
- tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship;

then the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and including termination, depending on the circumstances.

### **Ethics and Conduct**

As a city, Louisburg is committed to complying with all applicable laws and regulations. Similarly, Louisburg requires employees to carefully adhere to all applicable laws and regulations and maintain the highest

standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral or unethical.

We expect Louisburg employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our citizens. Employees owe a duty to our citizens to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Louisburg employee to comply with Louisburg's policy of business ethics and conduct. This demands that while conducting Louisburg business and/or representing Louisburg, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by current or potential citizens or by the public at large.

Following are examples of behaviors, which are prohibited, may warrant disciplinary action under this policy, up to and including termination:

- verbally and/or physically intimidating behavior towards co-workers;
- behavior which is rude, discourteous, or unbusinesslike;
- behavior which is inconsistent with reasonable rules of conduct;
- behavior which results in a loss of confidence or trust in the employee;
- behavior inconsistent with the spirit of Louisburg's nondiscrimination and/or harassment policies; and
- language that is disparaging or offensive.

Employees should immediately report any violation of these policies to the City Administrator. If an employee ignores or fails to comply with Louisburg's standards of business ethics and conduct, Louisburg may impose appropriate disciplinary action, up to and including termination.

### **Unlawful Harassment and Complaint Procedure**

Louisburg is committed to maintaining an enjoyable, positive workplace for its employees, citizens and visitors. Therefore, employees and non-employees are prohibited from engaging in any form of intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Louisburg.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Louisburg will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

**Definition of “unlawful harassment.”** “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

**Definition of “sexual harassment.”** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Louisburg's policy.

**Complaint procedure.** If any employee feels in good faith that the employee has been subjected to harassment by a co-worker, Supervisor, or non-employee, the employee has an obligation to take reasonable steps to protect himself/herself to ensure the situation is addressed. This includes: (a) promptly and politely confronting the harasser, making it clear that the harassment is unwelcome, and asking that it stop; and/or (b) immediately reporting the harassment to the HR Coordinator. If the HR Coordinator is unavailable or the employee believes it would be inappropriate to contact the HR Coordinator, the employee should report the harassment to the City Administrator.

Complaints will be promptly addressed (including an adequate investigation, if necessary) and appropriate action taken, if warranted. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If Louisburg believes a violation of this policy may have occurred, or the behavior in question was inappropriate for any reason, then Louisburg will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

### **Confidentiality**

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Louisburg. Employees covenant and agree that following termination of their employment with Louisburg for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information for any reason or purpose without the prior written approval of Louisburg. Employees also agree that they will only use Confidential Information when conducting Louisburg business. It is expressly understood and agreed that Confidential Information is the property of Louisburg and must be immediately returned to Louisburg upon demand.

Employees in violation of Louisburg's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

### **Non-Solicitation**

Louisburg recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions or donations or distribute literature concerning these activities during working time. "Working Time" is the time an employee is engaged or should be engaged in performing the employee's work tasks for Louisburg.

Employees may only solicit other employees during "Non-Working Time", which includes lunch periods, work breaks or other periods in which employees are not on "Working Time."

In addition, the posting of written solicitations on Louisburg’s break room tables and solicitations by electronic means are restricted. Louisburg bulletin boards display important information for employees and employees should consult them frequently for the following information:

- Affirmative Action statement;
- employee announcements;
- workers compensation insurance information; and
- state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to their Supervisor for approval. Supervisors are not to post solicitations, unless approved by the HR Coordinator.

### **Political Activity**

Employees are permitted to join political organizations, civic organizations, civic betterment groups, and to become involved in political activities subject to the restrictions of this section. As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employees’ Louisburg employment.

Any employee desiring to become a candidate for a City elected office shall first take a leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, that employee shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.

Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in Louisburg elections. They are not permitted to wear or display badges, buttons or clothing indicating political affiliation on Louisburg property, or in city owned vehicles.

No Supervisor or other person in authority shall solicit any Louisburg employee for contributions of money or labor for any candidate for elective office, or otherwise compel or attempt to compel any employee to support a candidate for elective office or to engage in any political activity.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Louisburg employee. Louisburg employees are neither appointed to, nor retain, the City’s service on the basis of their political affiliations or activities.

### **No Right to Strike**

Because the public health, safety, and welfare may be adversely affected, no City employee shall have the right to engage in or encourage any form of sit-down, slow-down, work stoppage, or strike, for any reason against the City. A refusal by an employee to perform an assignment injurious to his health or physical safety shall not be considered a violation of this section.

### **Conflicts of Interest**

A “conflict of interest” is defined as any situation in which an employee engages in activities or takes actions which may adversely affect the interests of Louisburg or which may personally benefit the employee. Such conflicts exist when an employee receives a benefit from citizen, vendor, supplier, manufacturer, or any other individual in connection with any business of Louisburg. A benefit may be in

the form of money, gift cards/certificates, gifts, merchandise, trips, services or any other form of a benefit received, directly or indirectly. When such persons provide a benefit to an employee, the employee must report the nature of the benefit to the HR Coordinator, if the market value of the benefit, or cumulative benefits, is at or above twenty-five (\$25.00) dollars within a calendar year.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

### **Employee Privacy**

It is Louisburg's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the Louisburg and its employees: searches of packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from City property by employees at any times, searches of work areas, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

### **Social Media**

At Louisburg, we understand that social media can be a fun and rewarding way to share life events and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, Louisburg has established these guidelines for appropriate use of social media. This policy applies to all employees who work for Louisburg.

Employees should have no expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone, including the City Administrator. Refrain from using social media while on working time or on equipment Louisburg provides unless it is work-related as authorized by the City Administrator. Do not use Louisburg email addresses to register on social networks, blogs or other online tools utilized for personal use.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Louisburg, as well as any other form of electronic communication. The same principles and guidelines found in this Handbook apply to an employee's activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee's conduct which adversely affects the employee's job performance, the performance of fellow employees or otherwise adversely affects citizens, visitors or people who work on behalf of Louisburg or Louisburg's legitimate business interests may result in disciplinary action, up to and including termination.

Always be fair and courteous to fellow employees, citizens, visitors, or people who work on behalf of Louisburg. Also, keep in mind that employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Employees should not display or post video or other images of, or material about Louisburg's employees that are libelous, proprietary, harassing, bullying, discriminatory, retaliatory, or that can create a hostile work environment. Such conduct that would not be permissible in the workplace is not permissible between or among employees online, even if done during non-work hours and away from the workplace on personal devices or home computer. Nevertheless, if employees decide to post complaints or criticism, employees should not post content on social media that violates Louisburg's discrimination or harassment policies, or that is threatening or obscene. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.

Employees always need to be honest and accurate when posting information or news, and if the employee makes a mistake, the employee should correct it quickly and be open about any previous posts which have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors which they know to be false about Louisburg, fellow employees, citizens, visitors, and people working on behalf of Louisburg.

If an employee chooses to identify himself/herself as a Louisburg employee on a social media site, website or web blog, the employee must adhere to the following guidelines:

- Louisburg protects its confidential information (including its financial information, reports, internal communications, strategic business plans, business contracts, and other proprietary Louisburg information that is non-public and that employees can access). Employees should not display or disclose such confidential information through social media without prior written approval from Louisburg. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.
- Louisburg protects its premises and processes. Employees should not record audio/video or take pictures of non-public areas of Louisburg's premises or of Louisburg's processes and display such content through social media without prior written approval of Louisburg. An exception to this rule would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures or making recordings of health, safety, and/or working condition concerns, or of strike, protest, or work-related issues, or other protected concerted activities.
- Maintain the confidentiality of Louisburg's private or confidential, and proprietary information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from a personal blog, website, or other social networking site to a Louisburg website without identifying oneself as a Louisburg employee.
- Express only personal opinions. Never represent oneself as a spokesperson for Louisburg. If Louisburg is a subject of the content an employee is creating, be clear and open about the fact

the employee is an employee and make it clear that the employee's views do not represent those of Louisburg, fellow employees, citizens, visitors or people working on behalf of Louisburg.

- When publishing a blog or post online related to the work performed for Louisburg or subjects associated with Louisburg, it must be made clear that the employee is not speaking on behalf of Louisburg. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Louisburg."

Louisburg prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### **Access to Personnel Files**

Louisburg maintains an official personnel file on each employee. Employee personnel files are the property of Louisburg. Any current employee who wishes to review the employee's official personnel file should contact the HR Coordinator. Access at reasonable times in the presence of the HR Coordinator will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Louisburg makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the HR Coordinator immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

### **Telephone and Cell Phone Use**

It is the policy of Louisburg to answer all incoming telephone calls promptly and courteously. Employees should always use the approved greeting when answering the telephone and follow proper telephone etiquette when placing a caller on hold or transferring the call to voice mail.

While at work, employees are expected to exercise discretion when using Louisburg's telephones, as well as their personal cell phones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls on Non-Working Time when possible and are responsible for informing friends and family members of this policy.

Flexibility will be provided in emergency situations; it is the employee's responsibility to inform their immediate Supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

Louisburg provides cell phones to some employees for the convenience of city business. Personal use of these cell phones is discouraged. Excessive personal use of cell phones may be sanctioned and made subject to taxation.

## **Dress Code**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affects the business image Louisburg presents to the citizens, as well as other guests in the office. Employees are expected to project a professional image appropriate to their work environment and job responsibilities while conducting Louisburg business or representing Louisburg. The following may be subject to special taxation rules:

- Uniforms. Louisburg will provide uniforms for the employees of the Police Department, Fire Department and Public Works Department as a condition of employment. These uniforms are not intended to be worn or be adaptable to general usage as ordinary clothing. The uniforms are specifically required as a condition of employment; they help to readily identify personnel as a City employee, and help them to perform their duties in a safer environment. The value of these uniforms are excludable as taxable compensation to these employees.
- Non-Uniform Clothing. Louisburg may provide non-uniform clothing, such as t-shirts, sweatshirts, and outerwear, to some employees to wear while working. These articles of clothing will clearly display the name and/or logo of the City of Louisburg and are not intended to be worn or be adaptable to general usage as ordinary clothing. This non-uniform clothing is specifically required as a condition of employment, helps to readily identify personnel as a city employee, and helps them to perform their duties in a safer environment. This non-uniform clothing is excludable as taxable compensation to these employees.
- Other Clothing and Cash Clothing Allowances: Louisburg may provide other clothing allowances to some employees. This other clothing may be of a nature that it is impractical to display the name and/or logo of the City of Louisburg (such as footwear). These purchases must be made through City of Louisburg charge accounts or purchasing processes. Safety gear necessary to conduct safety sensitive operations shall not be considered taxable to the employee.

When applicable, taxable fringe benefits will be paid through the payroll system, or the appropriate amount of tax withheld through the payroll system. Any Louisburg provided dress or uniform allowance will be forfeited on December 31<sup>st</sup>.

## **Louisburg Property**

All employees are expected to cooperate in keeping Louisburg's offices and work areas in a neat and orderly condition. Each employee is responsible for the employee's own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage or theft of Louisburg-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their Supervisor for replacement. Louisburg property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

Louisburg reserves the right to inspect all Louisburg property, to ensure compliance with its rules and regulations. While Louisburg will attempt to advise employees at the time of a search or inspection,

Louisburg reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No Louisburg property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with Louisburg terminates, the employee must return all Louisburg-owned property at the time of termination as required by K.S.A. 44-319, as amended. Louisburg may withhold from the employee's paycheck or final paycheck the cost of any Louisburg property which is not returned when required. Louisburg may also take all action deemed appropriate to recover or protect its property.

### **Outside Employment**

A full-time employee shall not hold other positions of paid employment or accept pay for services without the prior approval of their respective Department Heads and the City Administrator. Outside employment constitutes a Louisburg employee holding a second job with another employer. If outside employment is approved and permitted, the employee may hold a job with another employer as long as the employee satisfactorily performs the employee's job responsibilities with Louisburg. All employees will be judged by the same performance standards and will be subject to Louisburg's scheduling demands, regardless of any existing outside work requirements.

If Louisburg determines an employee's outside work interferes with performance or the ability to meet requirements of Louisburg as they are modified from time to time, the employee may be asked to terminate the outside employment if the employee wishes to remain with Louisburg. Outside employment will present a conflict of interest if it has an adverse impact on Louisburg.

### **Visitors in the Workplace**

It is essential to the safety of Louisburg employees and to Louisburg's duties of confidentiality to be aware of visitors in the Louisburg building. All visitors must be accompanied at all times while on Louisburg's premise as a guest. All visitors must comply with all safety rules, regulations, and policies while on Louisburg property or in Louisburg vehicles. Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records, or sensitive equipment. This requirement does not apply to the common areas of the building that are open to the public.

### **Electronic Communication and Internet Use**

All systems and electronic communications are to be used for business purposes only and in accordance with Louisburg's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using Louisburg's networks and the Internet.

Employees are advised not to store any personal information on Louisburg equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on the Louisburg server or individual computer desktops. Louisburg is not responsible for an employee's lost personal files stored on Louisburg equipment.

Louisburg respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of Louisburg equipment. All computer and/or electronic communication devices, and the use of these devices, are the property of Louisburg. Contents of a voicemail, email and other such communications are accessible at all times by the City Administrator for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications. Employees who violate this policy are subject to disciplinary action, up to and including termination.

## **Section 3: Employment**

### **Employment Classification**

It is important that employees know and understand the definitions of the employment classifications at Louisburg. Employment classifications help determine an employee's employment status and what benefits the employee may be eligible for. If an employee has questions or is not sure what the employee's employment classification is, the employee may contact the HR Coordinator.

Depending on the employee's job, the employee is either exempt or non-exempt from federal and state wage and hour laws. An employee's exempt or non-exempt classification is determined by Louisburg.

**Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

In addition to being a non-exempt or exempt employee, employees also belong to one of the following employment categories:

**Regular, full-time employee.** Employees who are not in a temporary status and work a minimum of forty (40) hours weekly and maintain continuous employment status. In most cases, regular full-time employees are eligible for all Louisburg benefit programs, subject to the terms, conditions and limitations of each benefit program.

**Regular, part-time employee.** Employees who are not in a temporary status and who are regularly scheduled to work less than forty (40) hours weekly and who maintain continuous employment status. Part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Part-time employees are eligible for some Louisburg benefits on a pro-rated basis subject to the terms, conditions and limitations of each benefit program.

**Shift worker.** A shift worker, as used in this Handbook, will be defined as a full-time or part-time non-exempt employee that has a rotating work schedule. Shift worker rotations are scheduled based on duration of weeks or months, not days.

**Temporary and Seasonal, full-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific season or project and who are

temporarily scheduled to work the Louisburg's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are not eligible for other Louisburg benefit programs.

**Temporary and Seasonal, part-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific season or project and who are temporarily scheduled to work less than forty (40) hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are not eligible for other Louisburg benefit programs.

### **Job Descriptions**

Louisburg develops and maintains current job descriptions for all established and authorized positions. Each job description outlines the position duties and responsibilities for every position, as well as the requirements. Employees are required to read and understand the requirements laid out in the job description. Employees will receive a copy of their job description and a signed copy of their job description will be placed in the employee's personnel file. All job descriptions will be reviewed by the City Administrator for accuracy and approved by the Governing Body, as needed.

### **Introductory Period**

Louisburg has a standard Introductory Period for new and rehired employees. The Introductory Period for new and rehired employees is the first six (6) months following their hire or rehire date. Some departments, in highly specialized and extensive training areas, may extend their Introductory Period to one (1) year (12-months). During the Introductory Period, Louisburg will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The Introductory Period also provides employees time to decide if the new job meets their expectations.

No Introductory Period shall be deemed completed until the Department Head and City Administrator approve a satisfactory performance evaluation.

### **Paydays**

All employees are paid biweekly, receiving their paycheck every other Wednesday. Non-exempt and exempt employees' paychecks include pay for all work performed through the end of the current payroll period. The payroll period is time worked the previous two (2) weeks ending on the Saturday prior to the pay date. Non-exempt employees will receive overtime pay for all work performed through the end of the previous payroll period.

### **Pay Deductions**

The law requires Louisburg to make certain deductions from each employee's compensation. Among these are applicable federal, state and local income taxes, Social Security contributions or other deductions which may be required by law.

If an employee has a question regarding a deduction on the employee's paycheck, the employee may contact the HR Coordinator.

Louisburg does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for Louisburg or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave.

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, Louisburg will reimburse the employee for the improper deduction.

### **Administrative Pay Corrections**

Louisburg makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in the employee's pay (underpayment **or** overpayment), advise the HR Coordinator immediately so the error may be corrected as quickly as possible.

### **Timesheets**

Non-exempt employees are responsible for recording hours worked each day, including the time they arrived at work and the time they departed from work. Non-exempt employees must also record and code for any time off. These records are required by governmental regulations and are used to calculate regular and overtime pay. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

### **Work Schedules**

The regular workweek for full-time Louisburg employees is Monday through Friday and consists of forty (40) hours, excluding lunch breaks. Payroll is based on a workweek that begins on Sunday and ends on Saturday. Employees will be provided with their work schedules by their Department Head and will be

notified promptly should any changes be made to their schedules. Louisburg may alter, change, or modify the employee's schedule or location at its sole discretion. Remote work is prohibited unless authorized in advance by their Supervisor. Employees should direct all questions regarding their schedule to their Department Head.

### **Holiday Bonuses**

Louisburg, at the Governing Body's sole discretion, may distribute to Louisburg employees gifts or payments in the nature of gifts at the holidays or on other special occasions, as a reward for service. The Governing Body shall determine, at its sole discretion, the amount of the gift or payment in the nature of a gift but such payment will not be measured by or dependent on hours worked, production, or efficiency. Such amounts may vary among the different employees or groups of employees according to their salary or regular hourly rate of such employees, or according to their length of service with Louisburg.

### **Temporary Telecommuting Policy**

In certain circumstances, to ensure business continuity, Louisburg may allow exempt employees to temporarily work remotely, in lieu of using sick or vacation leave. Remote work is at the discretion of Louisburg and is prohibited unless authorized in advanced by an employee's Department Head.

When working remotely, employees must establish an appropriate work environment within their home for work purposes. Louisburg will not be responsible for costs associated with the setup of home offices, such as remodeling, furniture, lighting, repairs, or modifications to home office spaces. Additionally, Louisburg may require employees to sign Temporary Remote Work Agreements.

Louisburg will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by Louisburg is to be used for city purposes only.

Consistent with Louisburg expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of confidential Louisburg and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Louisburg may require employees to return to regular, in-office work or utilize sick or vacation leave.

When Louisburg offices are closed due to weather, emergencies, or other unforeseen circumstances, designated emergency and essential personnel will be required to work as needed to maintain critical Louisburg operations and services. Office, administrative and other essential employees may also be directed to work remotely, when feasible, to provide continued support for Louisburg functions. Employees will be notified of their work expectations by their Department Head or Supervisor during such closures.

### **Overtime**

There may be times when Louisburg is unable to meet its operating requirements or other needs during regular working hours. If this occurs, Louisburg may schedule employees to work overtime hours. When possible, Louisburg will try to give employees advance notice of a mandatory overtime assignment. It is Louisburg's policy that no overtime can be worked by non-exempt employees without the prior approval and authorization of the Supervisor or Department Head. Employees who fail to obtain approval prior to

working in excess of forty (40) hours per week may be subject to disciplinary action, up to and including termination.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Non-exempt employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, vacation, illness, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

Law enforcement or emergency response personnel may be paid overtime on a “work period” basis in accordance with the federal and state wage and hour laws.

Exempt employees are exempt from eligibility for overtime compensation.

### **Internal Transfers and Promotions**

Louisburg believes employees are our most important asset. Louisburg is committed to training and career development to help employees prepare for advancement. Louisburg favors promoting and transferring our own employees into different positions when possible.

Promotions and transfers are based on job-related criteria. Employees are evaluated for promotion and transfers based on a review of how their qualifications—including their skills, knowledge, abilities, experience, and educational backgrounds—match up with the essential requirements and functions of the job in question. Other factors considered, include disciplinary records, performance evaluations, merit increases, attendance, interpersonal skills, aptitudes, interests, leadership potential and Supervisor recommendations.

Whenever possible, Louisburg prioritizes filling vacancies with current employees.

### **Travel and Business Expense Reimbursement**

Louisburg will reimburse employees for expenses associated with authorized business travel, including transportation, lodging, meals and other travel expenses. Any employee who intends to travel overnight on City business is required to submit, for City Administrator’s approval, a Travel Request Form showing the date, destination, and purpose of the trip. Travel Request Forms are available through the HR Coordinator. Employees must comply with Louisburg’s policies in order to receive reimbursement for their travel expenses. Reimbursement for overnight travel expenses are excludable as taxable compensation to these employees.

Employees must make their own travel arrangements, including airline, bus, railroad and rental car reservations, but are required to reserve the least expensive class of transportation available, such as coach or economy class, unless the employee has received prior approval from the employee’s Supervisor. Additional travel expenses that will be reimbursed may include mileage, if the employee has been approved to use a personal vehicle, at the current IRS rate. There will not be an approved overnight stay for lodging within a sixty (60) mile radius of Louisburg. Restaurant tipping is at the discretion of the employee, but is not to exceed fifteen (15%) percent. There will be no reimbursements for liquor, wine or cereal malt beverages. No in-room or services will be reimbursed at lodging locations. Tolls and parking

will be reimbursed for approved travel, using the most direct routes. Meals may be reimbursed on a Per Diem allowance. Per Diems will follow the current GSA rules. Per Diems will be prorated to account for any meals provided through event enrollment, lodging provided meals, or similar meal programs.

Meals reimbursed by Louisburg to employees where overnight travel is not required is considered taxable compensation and will be paid through the payroll system. Certain other meals such as those provided at City facilities that are furnished for the convenience of the City (such as meals provided to the snow plow crew during extended shifts), and other meals associated with business functions, meetings or professional organizational events, shall not be considered taxable.

Employees must submit acceptable documentation with their expense reports to substantiate all travel expenses. Acceptable documentation must include expense amounts, the date and location where expenses were incurred, as well as the business purpose of the expenses. Examples of acceptable documentation include original invoices and receipts issued by vendors and employees' credit card receipts.

### **Call-Back Time and Pay**

A non-exempt employee who has left their place of work and is called back for duty shall be paid for at least one (1) hour. This time shall be included in calculating overtime.

Employees who are on a call-back must adhere to all of Louisburg's policies. Any variance from such policies may result in disciplinary action, up to and including termination.

### **On-Call Status and Pay**

If an employee is actively engaged to be on-call, the employee will receive compensation in accordance with their departmental on-call pay schedule. Employees are not required to remain at home while on-call. However, the stand-by or on-call employee must remain within a thirty (30) minute commutable distance. Additionally, the employee must be reachable by cell phone or other assigned communication equipment device.

Time worked while on-call will be calculated at the employee's regular rate of pay. If an employee is called back to work, the employee will be paid for travel time. Overtime compensation is applicable only when total hours worked exceed the regular full-time work schedule.

Employees who are on-call must adhere to all of Louisburg's policies. Any variance from such policies may result in disciplinary action, up to and including termination.

## **Section 4: Benefits**

### **Employee Benefits**

Louisburg provides eligible employees with many benefits. Legally required benefits include Social Security, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

## Holidays

Louisburg observes nine (9) paid holidays each calendar year. Full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Floating Holiday (to be determined each year by the Governing Body)

Holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or following Monday as designated by the Governing Body. Day workers will receive compensation for the holiday according to the date the holiday is observed.

Shift workers whose regular day off falls on a holiday as listed will be compensated for the number of hours that employee would normally have worked for that day. This rule applies only to the official date of a holiday, regardless of the date the holiday may be observed.

Shift workers and other non-exempt employees who work on the holiday shall receive compensation plus premium pay of one and one-half (1.5) times their regular compensation for the time actually worked. This rule applies only to the official date of a holiday, regardless of the date the holiday may be observed. Part-time employees who work on the holiday shall receive compensation of one and one-half (1.5) times their regular compensation for the time actually worked.

Holidays that occur during an approved leave of absence with pay are not charged as days of leave taken.

If an employee incurs overtime during a holiday work week, the premium pay qualifies as an overtime premium and will be credited toward statutory overtime compensation due.

## Vacation

Vacation paid time off is available to full-time employees to provide opportunities for rest, relaxation and personal pursuits. Employees are eligible to use vacation time based on their length of service as set forth in the following chart:

<b>Years of Employment</b> <i>(as of Jan. 1)</i>	<b>Vacation Days/Hours</b> <i>(provided on Jan. 1)</i>	<b>Additional Hours: Exempt Employees</b> <i>(provided on Jan. 1)</i>	<b>Personal Days Days/Hours</b> <i>(provided on Jan. 1)</i>
Start year	4 hours <small>(per month accrual)</small>	N/A	N/A
< 1 year	Up to 40 hours	Up to 40 hours	Up to 48 hours
1-4 years	10 days/80 hours	5 days/40 hours	6 days/48 hours

5 years	11 days/88 hours	5 days/40 hours	6 days/48 hours
6 years	12 days/96 hours	5 days/40 hours	6 days/48 hours
7 years	13 days/104 hours	5 days/40 hours	6 days/48 hours
8 years	14 days/112 hours	5 days/40 hours	6 days/48 hours
9 years	15 days/120 hours	5 days/40 hours	6 days/48 hours
10 years	16 days/128 hours	5 days/40 hours	6 days/48 hours
11 years	17 days/136 hours	5 days/40 hours	6 days/48 hours
12 years	18 days/144 hours	5 days/40 hours	6 days/48 hours
13 years	19 days/152 hours	5 days/40 hours	6 days/48 hours
14/14+ years	20 days/160 hours	5 days/40 hours	6 days/48 hours

New employees, prior to a January 1st, will accrue vacation at a rate of four (4) hours per month. Vacation will accrue but cannot be taken within the Introductory Period (first 6 months). After the Introductory period, new employees can use accrued vacation time.

Vacation hours, of up to 20 days (160 hours) can be accumulated and rolled over into the next calendar year. If the employee has more than 20 days (160 hours) at the end business day on December 31<sup>st</sup>, then any unused, accrued vacation time, in excess of 20 days (160 hours), will be forfeited annually on December 31<sup>st</sup>.

Exempt employees earn an additional forty (40) hours of vacation per calendar year to offset the inability to accrue compensatory time or overtime.

Part-time, seasonal or temporary employees shall not earn vacation time.

Vacation time must be approved by the employee’s Department Head in advance, as well as taken within the calendar year it was provided, unless otherwise approved by the City Administrator.

Upon termination of employment, employees that have met a full year of employment and resign in good standing with a minimum of two (2) weeks notice, will receive payment for unused and accrued vacation time.

**Sick Leave**

Louisburg provides paid sick leave benefits to full-time employees for personal illness or incapacity resulting from injury, family illness, emergency medical appointments or employee personal necessity.

If illness prevents an employee from reporting to work, the employee must notify the employee’s Supervisor at least thirty (30) minutes prior to the beginning of the employee’s scheduled work day. Additionally, when an extended length of absence due to illness is required, the employee’s Supervisor must be kept advised as to the expected length of the absence.

Sick leave benefits accrue at a rate of eight (8) hours per month. New employees will accrue sick leave, but will not have access to use until successful completion of the Introductory Period (first 6 months).

An employee may accrue and carry over up to one thousand forty (1040) hours (130 days) of sick leave on December 31<sup>st</sup>, into the new calendar year. If an employee has accrued one thousand forty (1040) hours (130 days) of sick leave, no additional time will accrue.

Wellness Program: On November 1<sup>st</sup> of each year, an employee who has not used more than twenty four (24) hours of sick leave in that calendar year may sell back sick leave at the employee's base pay rate.

- If the employee has not, or will not reach the maximum amount of sick leave (1040 hours) by December 31<sup>st</sup>, the employee may sell back up to forty (40) hours of sick leave.
- If the employee has reached the maximum (1040 hours), or will by December 31<sup>st</sup>, the employee can sell back up to eighty (80) hours of sick leave.
- Employees must have been hired prior to March 1<sup>st</sup> of the calendar year, to qualify for the Wellness Program.

Employees (or departments, as applicable) are eligible for a twenty dollar (\$20) monthly wellness incentive, paid quarterly, for each month in which no workplace accidents or sick leave occur. This program is designed to encourage a safe and healthy work environment and to recognize consistent attendance and safety awareness. Employees must have successfully completed their Introductory Period (6 months) to participate.

Employees may use sick leave in increments of fifteen (15) minutes.

Louisburg, in its sole discretion, may request medical authorization from an employee's physician prior to the employee's return to work from sick leave. A physician's statement may be required if an employee is absent for three (3) or more consecutive days due to personal illness.

Upon termination of employment, if the employee resigns in good standing with at least a two (2) weeks notice, the employee can be paid a portion of the accumulated sick leave. Payout for unused accumulated sick leave is not to exceed actual amount of leave or leave in excess of seven hundred twenty (720) hours. Payout will be calculated at the employee's base pay rate, based on completed years of service, as provided below:

- 5 completed years of service – payout of 15% of accumulated sick leave.
- 10 completed years of service – payout of 25% of accumulated sick leave.
- 15 completed years of service – payout of 50% of accumulated sick leave.
- 20 completed years of service – payout of 75% of accumulated sick leave.
- 25 completed years of service – payout of 100% of accumulated sick leave.

If the employee has not met a minimum of five (5) completed years, does not leave in good standing, or does not give a minimum of two (2) weeks' notice, then any unused, accrued sick time will be forfeited and will not be paid.

### **Leave-Sharing (Donated Time) Policy**

Louisburg's leave-sharing program allows employees to donate accrued, unused sick leave to employees who would otherwise need to take leave without pay because of catastrophic illnesses or injuries.

Employees are eligible to request donations of leave if they are experiencing catastrophic illnesses or injuries or are caring for family members experiencing catastrophic illnesses or injuries. For the purpose of this policy, an illness or injury is considered “catastrophic” if it poses a threat to life and requires inpatient, hospice, or resident health care. Examples of catastrophic illnesses include heart attacks, cancer and injuries suffered in serious auto accidents.

For the purpose of this policy, “family members” include the employee's spouse, parent, child, brother or sister, including adoptive relatives, but not relatives by marriage (other than the employee's spouse).

To be eligible to request donations of leave, an employee must have:

- worked for Louisburg for a minimum of one (1) year;
- exhausted all earned leave available, to the employee, or will during the requested leave period; and
- received the consent of the employee’s Supervisor.

For additional information, please contact the HR Coordinator.

### **Jury Duty and Witness Duty**

Louisburg grants full-time and regular part-time employees paid time off for mandatory jury duty or as a witness because of the employees City of Louisburg position, in any court. If an employee is excused for jury duty, the employee is expected to return to work during regular working hours.

In order for leave to be reviewed and approved, employees must provide their Supervisor with a copy of a notice, subpoena or court order immediately upon receipt.

After submitting a copy of the jury duty check to Louisburg, eligible employees will receive an adjustment of pay to meet their regular rate of pay.

### **Time Off to Vote**

On official federal, state and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with the employee’s Supervisor about other options.

### **Bereavement Leave**

Louisburg offers bereavement leave to provide a time of mourning following the loss of an immediate family member. The employee must receive prior approval from the employee’s Supervisor for the use of bereavement leave.

Full-time employees are granted three (3) days paid bereavement leave for the death of an immediate family member. Leave must be used in consecutive work days, not intermittently. For the purpose of this policy, “immediate family” member is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, step family member, in-law or legally adopted relationships of this group. If other family members not included in this group reside in the same household of the employee, leave may also be granted with the approval of the Department Head.

If additional time off is needed for travel or funeral-related activities, employees may request to use Vacation or Personal Leave.

### **Health, Dental and Vision Insurance**

Full-time employees are eligible to participate in Louisburg's health, dental and vision insurance plans on the first of the month following employment, based on the plan's current eligibility guidelines. If an employee does not enroll when initially eligible, the employee may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

For additional information regarding insurance, please contact the HR Coordinator.

### **Health Savings Account (HSA)**

Employees who are enrolled in Louisburg's High Deductible Health Plan (HDHP) may participate in Louisburg's Health Savings Account (HSA) program. The HSA program is a tax-exempt savings account used for the express purpose of paying qualified medical expenses. The HSA program allows employees to allocate pre-tax dollars to be deducted from their salaries in order to pay for eligible out-of-pocket health expenses.

Participation in the HSA program is optional and determined on an annual basis for the plan year. For additional information regarding the HSA program, please contact the HR Coordinator.

### **Life Insurance**

Full-time employees receive life and disability coverage when they become members of the Kansas Public Employees Retirement System (KPERS) Program.

Employees have the option of voluntarily purchasing group life insurance, administered by KPERS, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

Louisburg offers on a voluntary basis, to employees only, life insurance through a carrier separate from KPERS. The employee will be responsible for premiums, on a payroll deduction basis.

For additional information regarding life insurance, please contact the HR Coordinator.

### **Flexible Spending Account (FSA)**

Flexible Spending Accounts (FSA) allow full-time employees to set aside money from their paycheck to pay for medical expenses or for dependent care expenses. The amount of money set aside is deposited by Louisburg into the employee's FSA. Employees can enroll in a medical expense FSA, a dependent care FSA or both. Employees must use all of the money deposited in their FSA by the end of the year. Any money that is not used by employees to pay for medical or dependent care expenses by December 31<sup>st</sup> is forfeited.

Full-time employees can set aside up to the yearly contribution limit, on a pretax basis per year in a medical expense FSA. A medical expense FSA can be used to pay for the employee's medical expenses that are not reimbursed under Louisburg's group health care policy, such as deductibles, copayments, and out-of-pocket expenses.

With a dependent care FSA, full-time employees can set aside up to the yearly contribution limit to pay for their dependent care expenses.

Full-time employees are eligible to enroll in a medical expense and dependent care FSA on their first day of employment. Full-time employees can also enroll in the medical expense and dependent care FSA during the annual benefits open enrollment in December, for a benefit begin date of January 1st.

For additional information regarding FSA, please contact the HR Coordinator.

### **Retirement Savings Plan**

All eligible City employees are required to join the Kansas Public Employees Retirement System (KPERS) program. Louisburg also offers employees enrollment in a voluntary 457 plan. Louisburg does not provide a matching incentive for the 457 plan.

To request the Summary Plan Description, please contact the HR Coordinator.

### **Employee Assistance Program (EAP)**

Louisburg understands that everyone occasionally experiences personal problems that are difficult to manage without assistance. To assist employees in dealing with personal nonwork-related problems, Louisburg offers an Employee Assistance Program (EAP) for use by all employees which is administered through a third-party EAP provider.

Participation in the EAP is voluntary and does not jeopardize employees' job security or career opportunities with Louisburg. Likewise, employees who participate in the EAP are not exempt from their normal job requirements or other Louisburg policies and practices.

A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee.

Employees who terminate employment while participating in the EAP will no longer have access to the program.

To request more information, please contact the HR Coordinator.

### **Tuition Assistance**

Louisburg supports efforts by employees to improve their skills and continue their education. In order to assist employees who choose to pursue their education, Louisburg provides tuition reimbursement to help employees offset the costs of their education.

Prior to course registration, the employee should meet with the employee's Supervisor to discuss the relevance of the employee's job or career path with the courses or programs the employee would like to pursue. Louisburg only provides reimbursement for educational costs which are relevant to the employee's current position or intended career path.

In order to be eligible to request tuition assistance, an employee must have:

- met the Introductory Period (6 months) of full-time employment and be in good performance standing;

- enrolled in an accredited educational institution; and
- received the consent of the employee's Supervisor.

Approval of tuition reimbursement will be based on the budget allocation program amount. Approval, after meeting the requirements, will be on a first come, first serve basis.

Employees cannot attend courses or programs during the employee's regular working hours. In addition, employees cannot use working hours to study or complete course assignments.

When courses are complete and employees receive course grades or credit, employees must complete a Request for Tuition Reimbursement form which must be signed by the employee's Supervisor.

Louisburg reimburses employees up to one hundred (100%) percent of the cost of tuition, registration fees, and books or class study materials, up to one thousand five hundred (\$1500.00) dollars per year. Employees must achieve at least a 'C' in courses in order to receive reimbursement. If no grading system is used, employees must submit evidence of satisfactory course completion.

Tuition Reimbursement is not guaranteed, even if qualifications are met, as this is subject to availability of funds. Priority will be given to a first serve basis. Reimbursements may be reduced by any financial assistance the employee receives from another source. If an employee fails to disclose other education assistance the employee may be responsible for repayment or be ineligible for reimbursement in the future. Reimbursements may be considered as taxable income.

Employees who voluntarily leave employment with Louisburg within one (1) year after receiving tuition reimbursement must reimburse Louisburg for the entire amount of the tuition reimbursement received during that year. Tuition reimbursement to Louisburg shall be made through the final paycheck, if this is insufficient to cover the cost of repayment, the employee will be required to set up a payment plan five (5) days after the employee's last day of employment with Louisburg. Exceptions to the reimbursement obligations may be granted at the sole discretion of the City Administrator.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Louisburg's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce, or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Louisburg's group rate, plus an administration fee. Louisburg provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Louisburg's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **Unpaid Leave of Absence (LOA)**

Occasions may arise when an employee desires extended time off for personal reasons. Leave may be for reasons of illness, maternity, paternity, adoption, or to provide extended care to a spouse, child or parent for up to twelve (12) weeks. The City Administrator, in their sole discretion, may grant employees an unpaid LOA for such purposes. Each request is handled individually taking into account employees work record, length of service and nature of request.

If the employee requires an extended LOA beyond the permitted twelve (12) weeks, a request in writing must be presented to the Department Head at least two (2) weeks in advance of the requested departure date. If granted, the employee may use accrued, authorized Vacation Time, Personal Leave Time, and/or Sick Leave, while the employee is on LOA. If the employee does not have accrued paid leave, the absence will be unpaid. Employees on a LOA may be permitted to continue health insurance coverage provided they make arrangements to pay the employee and dependent coverage premiums. An employee's failure to pay a premium within thirty (30) days after it becomes due may result in cancellation of coverage.

At the expiration of leave or any extension thereof, the employee shall be reinstated in the same job held before leave, if available. If the same job is not available, the employee will be reinstated in a similar job which the employee is qualified to perform.

If the employee fails to report at the expiration of the approved LOA, the employee will be considered to have abandoned the employee's job and voluntarily terminated employment with Louisburg.

### **Leave for Victims of Violence**

An employee is eligible for leave if they are the victim of domestic violence or sexual assault. Employees shall first use accrued paid leave. If an employee does not have accrued paid leave or uses up all accrued paid leave, the employee shall be granted unpaid leave not to exceed a total of eight (8) days in a calendar year.

An employee who is the victim of domestic violence or sexual assault shall be provided leave for any of the following: (a) To obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim's children, including, but not limited to: a temporary restraining order, restraining order, or injunctive relief; (b) To seek medical attention for injuries caused by domestic violence or sexual assault; (c) To obtain services from a domestic violence shelter, domestic violence program, or sexual assault crisis center as the result of domestic violence or sexual assault; or (d) To appear in court proceedings as a result of domestic violence or sexual assault.

In order to qualify for leave, the employee shall give reasonable advance notice to their Department Head or the City Administrator unless such notice is not feasible. Within forty-eight (48) hours of returning from leave, the employee shall provide the Supervisor or the City Administrator documentation that supports the need for the leave, which may include, but is not limited to, any of the following:

- A police report verifying that the employee was the victim of domestic violence or sexual assault;
- A court order of protection or other evidence from the court or the prosecuting attorney; or
- Documentation from a medical professional, domestic violence advocate, advocate for victims of sexual assault, health care provider, or counselor for the employee verifying 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.

The request for leave and any documentation presented by the employee to the Department Head or the HR Coordinator shall remain confidential to the extent allowed by law. Any request for, or documentation of, such leave presented to a Department Head must immediately be forwarded to the HR Coordinator under confidential cover.

### **Family Medical Leave Act (FMLA)**

Louisburg is a covered employer subject to various notice requirements in the federal Family and Medical Leave Act. However, at this time, because Louisburg does not employ 50 or more employees, no Louisburg employee is an “eligible employee” as that term is defined by the Family and Medical Leave Act. Should Louisburg employ 50 or more employees, a Family and Medical Leave policy will be adopted and the Handbook amended.

### **Parental Leave**

Louisburg will provide up to eight (8) weeks of unpaid parental leave to exempt and non-exempt employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligible employees must meet the following criteria:

- Have been employed with Louisburg for at least twelve (12) months; and
- Have given birth to a child; or
- Be a spouse or committed partner of a woman who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age seventeen (17) or younger). The adoption of a new spouse’s child is excluded from this policy.

Approved unpaid parental leave may be taken at any time during the twelve (12) month period immediately following the birth, adoption, or placement of a child with the employee. In the event of a female employee who herself has given birth; the eight (8) weeks of unpaid parental leave will run concurrent of any short-term disability leave/benefit provided to the employee for the employee’s own medical recovery following childbirth. Employees must take parental leave in one continuous period of leave. Upon termination of the individual’s employment at Louisburg, he or she will not be paid for any unused paid parental leave for which they were eligible.

To request paid leave, an employee must provide their Supervisor and with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

### **Military Leave**

Louisburg complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their Supervisor upon receipt of orders.

If an employee's absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee's absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

At the option of the employee, the employee may use previously earned, but unused, vacation hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

If an employee has questions regarding Louisburg's military leave policy, applicable state and federal laws and continuation of benefits, the employee should speak with the HR Coordinator.

## **Section 5: Performance Standards**

### **Performance Evaluations**

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees' overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential. Performance evaluations are documented and signed by the employee and the employee's Department Head.

The employee performance process is ongoing, and the employee's Supervisor will discuss job performance with the employee regularly and informally.

### **Attendance and Punctuality**

Louisburg expects employees to be present during their designated working hours. Attendance, punctuality, dependability, and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work ready and on time.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;
- leaving work early without a Supervisor's approval;
- unauthorized absences from the work area; and
- failure to directly notify the employee's Supervisor of an absence before the beginning of the scheduled work day.

Occasionally it may be necessary for an employee to be absent or late for the employee's work shift. Louisburg is aware and sensitive to the nature of emergencies, illness, or pressing personal business which

cannot be scheduled outside of an employee's work hours. Sick days and vacation days are provided for these occasions.

It is the responsibility of the employee's Supervisor to monitor and maintain a record of the employee's attendance.

The employee must notify their Supervisor if they will be absent at least thirty (30) minutes prior to the beginning of the employee's scheduled work day. If an employee is absent for three (3) consecutive work days without directly notifying the employee's Supervisor, the employee will be considered to have abandoned the employee's job and voluntarily terminated employment with Louisburg.

All employees are expected to be at their work station ready to begin work promptly at their scheduled start time. Employees must notify their Supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

### **Progressive Discipline**

Louisburg administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. Louisburg's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following four (4) steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. Probation, salary reduction and demotion may run concurrent to a written warning. There may be circumstances when one or more steps are bypassed, at the City Administrator's discretion.

Progressive discipline means, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to an unpaid suspension; and the fourth offense may then lead to termination of employment.

Louisburg recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, Louisburg hopes most employee problems will be corrected at an early stage, benefiting both the employee and Louisburg.

### **Problem Resolution**

Each employee is expected to work in a cooperative manner with management, coworkers and vendors.

Employees will not be penalized, formally or informally, for making a complaint as long as they do it in a reasonable, business-like manner and in good faith. If a situation occurs when an employee believes an employment action or a decision which affects the employee is not fair, the employee is encouraged to present the problem to the City Administrator. If the concern lies with the City Administrator, please report situation to the HR Coordinator for alternative reporting procedures.

## **Dispute Procedure**

A dispute must be submitted in writing within five (5) business days following the event upon which the dispute is being made. Disputes shall be submitted to the employee's immediate Supervisor with a copy to the HR Coordinator. All disputes shall include:

1. A statement of all relevant facts upon which the dispute is based and a specific regulation or policy which the employee believes was violated.
2. The remedy or adjustment sought.
3. Disputes shall be signed by the employee and dated as of the date of submission.

The immediate Supervisor shall forward the dispute along with his or her recommended resolution to the Department Head within five (5) business days of receipt. The immediate Supervisor's recommended resolution shall include confirmation or denial of each factual allegation set out in the dispute, along with any recommended remedy or adjustment.

In the event that the dispute involves discrimination or retaliation by the immediate Supervisor, or termination, demotion or suspension without pay, the employee may present the dispute directly to the City Administrator.

The Department Head shall render a written decision on the dispute within five (5) business days following receipt of the immediate Supervisor's recommended resolution. Copies of the Department Head's decision will be sent to the employee, the immediate Supervisor involved and the HR Coordinator.

If the employee is dissatisfied with the decision of the Department Head, the employee may submit the dispute and the decision to the City Administrator for review. Requests for review must be submitted in writing within five (5) business days following receipt of the Department Head's decision. The City Administrator shall render a written decision on the request within five (5) business days. The City Administrator's decision shall be final and conclusive. Copies of the City Administrator's decision will be sent to the employee, immediate Supervisor, Department Head involved and the HR Coordinator.

A dispute not advanced to the subsequent step within the time limit provided shall be deemed permanently withdrawn, and as having been settled on the basis of the decision most recently given. Failure on Louisburg's representatives to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.

In the event that the City Administrator is unavailable (vacation, illness, etc.) to respond to a dispute, the City Administrator may appoint a designee to respond to the dispute or Louisburg may, at its option, extend the time for responding to the dispute.

Details of dispute and investigations shall be kept as confidential as possible. No dispute shall be viewed or decided by any person outside Louisburg, unless approved by the City Administrator. The City Administrator has the right to bring in a third-party mediator and/or the City Attorney.

Retaliation in any form against an employee who has filed a dispute in good faith is prohibited and cause for disciplinary action pursuant to this Handbook. No employment-related decision shall be made in retaliation for filing a dispute in good faith. Harassment allegations should be made through the procedures described in the Harassment Policy of this Handbook, not the procedures listed in this Dispute Procedure policy.

If a dispute is filed with any other agency or court with concurrent jurisdiction concerning the subject matter of a dispute filed pursuant to this policy, the dispute may, at Louisburg's option, be held in abeyance until such other agency or court has rendered its decision.

## **Section 6: Safety and Security**

### **Health and Safety**

Louisburg strives to provide each employee with a safe, comfortable, and healthy work environment. Louisburg provides employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Louisburg asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone who feels unsafe in the employee's work environment should notify the Supervisor or Department Head.

### **Building Security**

Louisburg employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact a Supervisor. Employees must lock any area they unlock before leaving, unless another authorized employee has assumed responsibility for securing the premises. Keys or keycards are provided to employees requiring access and are the property of Louisburg. All employees with a key or keycard must return it immediately upon request.

Employees should not bring large sums of money, jewelry, or other valuables to work. Louisburg is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

### **On-The-Job Accident Reporting**

Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's Supervisor for prompt and trained evaluation and medical attention. For non-life-threatening injuries, the employee must report the accident or injury to the employee's Supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's Supervisor will complete an initial safety incident report and forward it to the main office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

### **Workplace Violence Prevention**

Louisburg is committed to preventing workplace violence and creating a safe work environment. This policy explains Louisburg's guidelines for dealing with intimidation, harassment, violent acts or threats of violence which might occur during business hours or during work-related settings. Louisburg does not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their Supervisor. Louisburg will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. Louisburg will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until Louisburg has investigated a report, Louisburg

may suspend an employee, either with or without pay, if Louisburg believes it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence, or violates these guidelines in any way, the employee will be subject to disciplinary action, up to and including termination.

Louisburg wants to help employees resolve their problems before they become more serious and possibly violent. Louisburg will not discipline any employee who reports violent acts or threats of violence to Louisburg's attention in good faith.

### **Tobacco Use**

Louisburg prohibits the use of tobacco in any form throughout all of Louisburg's offices, indoor facilities, Louisburg property and vehicles. Employees may use tobacco products outside in the designated areas during approved breaks. Please contact the HR Coordinator for additional information regarding when and where tobacco may be used.

### **Drug and Alcohol Use**

Louisburg is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in Louisburg's property or on Louisburg's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation, or manufacture of any illegal drug;
- the use, possession, transfer, or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

"Legally prescribed drugs" are defined as any prescription or nonprescription drug which may impair working ability. If an employee takes a legally prescribed drug the employee must notify the employee's Supervisor if its use is expected to adversely affect the performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

Louisburg will conduct drug and/or alcohol testing of any employee involved in a work-related accident or injury under circumstances which suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

There may be occasions when Louisburg or a citizens may sponsor an event where alcoholic beverages are served. Employees are viewed as representatives of Louisburg, either working or attending such events. Louisburg expects employees to act in a professional manner, so not to damage or negatively impact the reputation of Louisburg, or expose Louisburg to undue legal liability. Employees should not operate motor vehicles or engage in hazardous activities if impaired by alcohol, legal substances, or illegal

substances. Employees violating this policy may be subject to termination, in addition to civil and/or criminal penalties.

Louisburg reserves the right to conduct drug and/or alcohol tests at any time while an employee is on work time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, Louisburg reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

Employees in Safety Sensitive Positions are subject to additional provisions provided under other departmental operating policies. The Drug and Alcohol testing procedures are set forth in Addendum A. Please visit the HR Coordinator for more information.

### **Louisburg Vehicles**

Employees whose work requires the operation of a Louisburg owned motor vehicle must have and maintain a valid driver's license, as well as maintain a clean driving record which is acceptable to Louisburg's insurer. Motor vehicle record checks may be conducted periodically to ensure compliance.

No employee shall multitask while operating a Louisburg vehicle. Multitasking includes, but is not limited to, texting, reading, emailing, or writing. Violation of this policy may result in immediate loss of Louisburg vehicle privileges. If necessary, additional disciplinary actions may be taken, up to and including termination.

Louisburg may require some employees to obtain a commercial driver's license (CDL) as a condition of employment. The cost of obtaining a CDL may be reimbursed to the employee upon request. This reimbursement is excludable as taxable compensation to these employees.

Personal use of a Louisburg owned vehicles is not permitted unless otherwise approved in advance by the City Administrator or by contract. Emergency vehicles or vehicles operated by employees that are engaged in waiting on-call are exempt from this requirement.

All incidents related to the vehicle must be reported immediately to the Department Head. In the case of an accident, a police report shall be requested and filed immediately before leaving the scene.

### **Use of Personal Vehicles**

In most instances, a Louisburg owned vehicle will be provided for job-related travel. Whenever a personal vehicle is used by an employee for Louisburg, mileage may be reimbursed at the IRS approved rate and this reimbursement is excludable as taxable compensation to these employees. Prior reimbursement approval shall be authorized in advance of travel.

Proper safety and security measures are essential when using personal vehicles to conduct Louisburg business. Employees are solely liable for any moving violation and/or fines which result from any driving infractions. There must be insurance on the private vehicle, including collision, liability and property and bodily injury for vehicle occupants.

Failure to abide by the following rules when operating a personal vehicle while conducting Louisburg business may result in disciplinary action, up to and including termination of employment:

- employees must have and maintain a valid driver's license;
- employees must obey standard operating procedures for vehicle operation;
- employees are prohibited from multitasking while operating a vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing;
- employees must obey all local, state, and federal laws and regulations;
- in case of an accident or damage to either personal property or the vehicle, employees must notify the Department Head without delay, no matter how minor the damage; and
- employees must report any incident which changes the category of an employee's driver's license or insurability immediately to the employee's Supervisor.

Vehicle Cash Allowances: Some employees for Louisburg may be paid a cash vehicle allowance in lieu of being provided with a city owned vehicle for use during the workday. A cash vehicle allowance is considered taxable compensation and will be paid through the payroll system.

### **Emergency Closings**

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at Louisburg or require that Louisburg close a work facility. The City Administrator, at their sole discretion, will decide whether Louisburg offices will be closed or remain open for normal business operations during emergency situations. The City Administrator will notify employees of emergency closings, through a determined chain of communication.

When the City Administrator determines Louisburg offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's vacation accrual balance. When the City Administrator determines Louisburg offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued Vacation or Personal Leave.

Designated emergency and essential personnel will be required to work as needed to maintain critical Louisburg operations and services. Office, administrative and other essential employees may also be directed to work remotely, when feasible, to provide continued support to Louisburg functions. Employees will be notified of their work expectations by their Department Head or Supervisor during such closures.

### **Workers Compensation**

The workers compensation program provides insurance coverage for injuries or illnesses which occur during the course of an employee's employment and require medical, surgical or hospital treatment. Subject to legal requirements, workers compensation insurance begins after a short waiting period. If an employee is hospitalized, the benefits begin immediately.

It is important for employees to inform their Supervisor of any work-related injury or illness immediately. Prompt reporting helps to ensure that employees qualify for coverage as quickly as possible and allows Louisburg to complete an investigation, if necessary.

## **Section 7: Termination of Employment**

### **Termination of Employment**

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by Louisburg.
- Layoff - involuntary employment termination initiated by Louisburg for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with Louisburg is “at will”, both the employee and Louisburg have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from Louisburg are requested to provide at least a ten (10) business day notice in writing of their intent to resign. Holidays, sick leave and vacation leave will not be counted toward the ten (10) day notice. Notice should be signed and include the employee’s anticipated date of departure, reason for resignation and other pertinent data. Louisburg reserves the right to release an employee prior to the employee’s anticipated departure date. An employee’s separation date is the last day the employee works in the office.

Employees must resign in good standing and give a minimum of a ten (10) business day notice to receive payment for unused leave time. Employees who fail to resign in good standing, who are discharged for cause, or who voluntarily terminate Louisburg employment without giving a minimum of ten (10) day notice, shall not receive pay for any accrued benefits other than unused vacation and any accumulated compensatory time.

## **Employee Acknowledgement Form**

I acknowledge that I have received a copy of this Employee Handbook (hereinafter “Handbook”) from the City of Louisburg (“Louisburg”).

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult the HR Coordinator regarding questions not answered in the Handbook.

I understand Louisburg reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as Louisburg deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The City Administrator must approve revisions to the Handbook. I understand that the Handbook is the property of Louisburg and I must return it to Louisburg at the conclusion of my employment.

I have entered into my employment relationship with Louisburg voluntarily and acknowledge that there is no specified length of employment. I understand my employment with Louisburg is “at will”, and either I or Louisburg may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_