

## RESOLUTION NO. 1179

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ANTHONY, KANSAS AMENDING ARTICLE D - COMPENSATION, ARTICLE E - ATTENDANCE AND LEAVE, ARTICLE J - EMPLOYEE APPEARANCE AND UNIFORMS, APPENDIX B - EMPLOYEE SAFETY AND HEALTH MANUAL, AND APPENDIX G - FORMS OF THE CITY OF ANTHONY'S PERSONNEL POLICIES AND GUIDELINES.**

**WHEREAS**, it is beneficial for the City of Anthony to have updated written and adopted Personnel Policies and Guidelines;

**AND WHEREAS**, the City of Anthony's Personnel Policies and Guidelines need to be amended to reflect updated pay period/leave and uniform policies and related forms of the City.

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

**Section 1.** Article D. COMPENSATION. D-6. Pay Periods; Paydays to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

**D-6. Pay Periods; Paydays.** The City shall pay all employees on a bi-weekly basis for work performed for the previous two weeks. Should the regular payday fall on a City holiday, pay shall be distributed on the working day immediately preceding that day. The pay period will be two weeks in length, **beginning at 12:00 a.m.** on Monday through the following 2nd week's Sunday for City departments unless otherwise designated in writing and on file at the City Office. **If an employee is called out prior to 12:00 am on the Monday the pay period changes and is still out working past midnight into the new pay period, the time worked between midnight and the start of the new regular workday will appear on the new pay period, but the rate of pay will remain the overtime rate as the call out until the employee completes the call-out work or the start of the new regular work day begins, whichever occurs later.**

**Section 2.** Article D. COMPENSATION. D-7. On-Call/Back-Up Policy. (d) to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

**D-7. On-Call/Back-Up Policy. (d)** Employees who are on-call/back-up and get called back out after leaving work for the day shall be compensated for actual hours worked at their overtime rates of pay, with a minimum of two hours of overtime. **Multiple callouts during the two-hour minimum shall not receive additional compensation.**

**Section 3.** Article E. ATTENDANCE AND LEAVE. E-3 Holidays. (a) to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

(a) The following days shall be observed holidays for City employees:

- New Year's Day, January 1<sup>st</sup> (8 hours)
- Martin Luther King Day, third Monday in January (8 hours)
- President's Day, third Monday in February (8 hours)
- Memorial Day, last Monday in May (8 hours)
- Independence Day, July (8 hours)
- Labor Day, first Monday in September (8 hours)
- Veterans Day, November 11 (8 hours)

- Thanksgiving Day, fourth Thursday in November (8 hours)
- Friday after Thanksgiving Day (8 hours)
- Christmas Eve, December 24 (4 hours)
- Christmas Day, December 25 (8 hours)

**Section 4.** Article E. ATTENDANCE AND LEAVE. E-3 Holidays. (c) to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

(c) All full-time **general** employees shall receive holiday pay hours **as stated in Section E-3 (a) above. For all full-time non-general** employees that work less than 40 hours per week, holiday pay is based on the number of normally scheduled hours for the day that the holiday falls on.

**Section 5.** Article E. ATTENDANCE AND LEAVE. E-3 Holidays. (e) to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

(e) When New Year's Day, Independence Day, **Veteran's Day**, or Christmas falls on a Saturday or Sunday, the preceding Friday or following Monday will be the City's observed holiday.

**Section 6.** Article E. ATTENDANCE AND LEAVE. E-3 Holidays. (i) to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

(i) To be eligible to receive pay for City holidays, an employee must not have been absent without pay on both the workday before and the workday after the holiday. **To be eligible for the Christmas Eve holiday, the employee must not have been absent without pay the morning of Christmas Eve and the workday after Christmas.**

**Section 7.** Article J. EMPLOYEE APPEARANCE AND UNIFORMS. J-4. Uniform Wearing Employees. b) City-Issued Uniform Policy to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

b) **City Issued Uniform Policy.** Employees who are issued City Uniforms must abide by the following Uniform Policy:

1. **Wear of Uniforms:** All City employees that are issued City uniforms must wear the uniforms during their normal working days and working hours. They must also wear the uniforms while working overtime for the City during non-normal working days and non-normal working hours. City employees issued City uniforms can wear the uniforms while representing the City at trainings, meetings, and conferences; however, they may not wear the uniforms when they are not acting as City of Anthony representatives or on their own personal time. Under no circumstances, even during an employee's personal time, may an employee purchase or consume alcoholic beverages while wearing a City-issued uniform.
2. **Issuance of Uniforms:** City employees assigned to wear a uniform will be issued the following:
  - Police Department – as assigned in the Anthony Police Department Law Enforcement Manual.
  - Electric Distribution Department – seven (7) Fire Resistant (FR) City of Anthony (COA) short sleeve shirts, four (4) FR COA long sleeve shirts, and five (5) FR jeans annually.
  - All other uniform wearing city employees – seven (7) COA shirts annually.

3. **Replacement of Uniforms:** The City will cover 100% of the costs to replace uniform garments that have been damaged beyond repair due to normal wear and tear, provided that the damages happened while the employees were working and that the damages were accidental and unintentional in nature. The employees will be responsible to pay 100% of the costs to replace lost or missing garments.
4. **Sharing of Uniforms:** It is against City policy to share uniforms among City employees. Each set of uniforms that is issued to an employee is fitted for that specific employee that it is issued to.
5. **Laundering of Uniforms:** Employee will launder and care for all uniforms issued to said employee. Uniforms are to be maintained in a respectable appearance free from holes and excessive stains and wrinkles.
6. **Failure to Wear Uniforms:** Any City employee that has been issued City uniforms must wear the uniforms while working on behalf of the City. Failure to wear the uniforms may result in written reprimand by the employee's direct supervisor and/or may result in the employee having to leave the City premises to correct the problem. Non-exempt City employees will not be compensated for any work time missed due to failure to comply with this policy. This policy does not apply to law enforcement personnel working in undercover or backup operations.
7. **Return of Uniforms:** Any employee leaving employment with the City, whether through retirement, resignation, layoff, or dismissal, shall be responsible for returning any City uniforms which he or she may have in his or her possession within the timeframe given by the City Administrator, City Superintendent, or Chief of Police. The employee's final paycheck will be issued at the current minimum wage until all City-owned uniforms are returned.
8. **Authority to Grant Exceptions:** The City Administrator has the authority to grant exceptions to the Policy when necessary or settle any issues with the Policy as they arise.

**Section 8.** Appendix B - Employee Safety and Health Manual. Article A. General. to the City of Anthony's Personnel Policies and Guidelines are hereby amended to create the addition of A-7 Employee Reimbursement for Foot Protection and Durable Pants as follows:

**A-7. Employee Reimbursement for Foot Protection and Durable Pants.** Uniform employees required to wear foot protection in accordance with Attachment 1 PPE Safety Directive, and Law Enforcement Officers shall be eligible for a reimbursement of up to \$150.00 per year for the purchase of one pair of work boots. Uniform employees requiring muck boots to perform their job shall be allowed a reimbursement of up to an additional \$150.00 for the purchase of one pair of muck boots as needed in intervals approved by the department head. All uniform employees (except the Police Department and Electric Distribution Department) shall be eligible for reimbursement for the purchase of durable pants (denim or other durable material) of up to \$65.00 per pants per year for up to five pants annually. When reimbursements listed in this section A-7 are a taxable benefit to the employee by law, such benefit shall be reimbursed through the employee's paycheck on the next available payroll after a receipt verifying the qualifying purchase has been submitted to the city and approved by the City Safety Coordinator.

**Section 9.** Appendix B - Employee Safety and Health Manual. Article C EMPLOYEE SAFETY RULES. C-1 (4) Personal Protective Equipment (PPE) to the City of Anthony's Personnel Policies and Guidelines are hereby amended to include the addition of the following new bullet points to the existing text:

- **Long Pants** – Long durable pants shall be worn free from holes or tears for all uniform wearing employees.
- **Fire Retardant Clothing** – Must be worn at all times by the Electric Distribution Department employees when working on electricity to prevent workers from severe burns and injuries caused by arc flashes and flares.

**Section 10.** Appendix B of the Employee Safety and Health Manual. Attachment 1. Personal Protective Equipment (PPE) Safety Directive to the City of Anthony's Personnel Policies and Guidelines are hereby amended as follows:

| <b>ATTACHMENT 1. PERSONAL PROTECTIVE EQUIPMENT (PPE) SAFETY DIRECTIVE</b> |                                                                       |                                                                                      |                                          |                                    |                                                    |                                         |                                                             |                                        |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|------------------------------------|----------------------------------------------------|-----------------------------------------|-------------------------------------------------------------|----------------------------------------|
| <b>JOB FUNCTIONS:</b>                                                     | <b>FOOT PROTECTION</b><br>Safety-Toed Work Boots (Composite or Steel) | <b>LEG PROTECTION</b><br>Long Pants without holes. (Jeans or Other Durable Material) | <b>TRAFFIC PROTECTION</b><br>Safety Vest | <b>HEAD PROTECTION</b><br>Hard Hat | <b>EYE &amp; FACE PROTECTION</b><br>Safety Glasses | <b>HAND PROTECTION</b><br>Safety Gloves | <b>FIRE PROTECTION</b><br>Fire Resistant Clothes/ Coveralls | <b>HEARING PROTECTION</b><br>Ear Plugs |
| Any Work in a Construction Zone                                           | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>M</u>                           | <u>S</u>                                           | <u>M</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Inspections in Non-Construction Zone                                      | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Consultation with Customer                                                | <u>S</u>                                                              | <u>S</u>                                                                             | <u>E</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>E</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Any Work in a Bucket Truck                                                | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>M</u>                           | <u>S</u>                                           | <u>M</u>                                | <u>M</u>                                                    | <u>E</u>                               |
| Backhoe, Boring, Trenching, Etc.                                          | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Work in Street Right-of-Ways                                              | <u>M</u>                                                              | <u>M</u>                                                                             | <u>M</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>E</u>                               |
| Work in Holes or Underground (Confined Areas)                             | <u>M</u>                                                              | <u>M</u>                                                                             | <u>E</u>                                 | <u>M</u>                           | <u>M</u>                                           | <u>M</u>                                | <u>S</u>                                                    | <u>E</u>                               |
| Using Hand Equipment                                                      | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>M</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Work in Power Plant                                                       | <u>M</u>                                                              | <u>M</u>                                                                             | <u>E</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Mowing, Weed-Eating, Etc.                                                 | <u>S</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>E</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Spraying, Work with Chemicals                                             | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>E</u>                           | <u>M</u>                                           | <u>M</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Street Repairs                                                            | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>S</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| New Service Installation                                                  | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Inventory                                                                 | <u>M</u>                                                              | <u>M</u>                                                                             | <u>E</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>E</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Meter Reading                                                             | <u>M</u>                                                              | <u>M</u>                                                                             | <u>E</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>E</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Minor Maintenance/ Custodial Work                                         | <u>S</u>                                                              | <u>M</u>                                                                             | <u>E</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>E</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Office Work/ Paperwork                                                    | <u>E</u>                                                              | <u>E</u>                                                                             | <u>E</u>                                 | <u>E</u>                           | <u>E</u>                                           | <u>E</u>                                | <u>E</u>                                                    | <u>E</u>                               |
| Tree Trimming                                                             | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>M</u>                           | <u>M</u>                                           | <u>M</u>                                | <u>S</u>                                                    | <u>E</u>                               |
| Welding                                                                   | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>M</u>                                           | <u>M</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Using Enclosed Equipment (Plow, Grader, Etc.)                             | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Overhead Crane                                                            | <u>M</u>                                                              | <u>M</u>                                                                             | <u>S</u>                                 | <u>M</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |
| Job Function Not Listed                                                   | <u>S</u>                                                              | <u>S</u>                                                                             | <u>S</u>                                 | <u>S</u>                           | <u>S</u>                                           | <u>S</u>                                | <u>S</u>                                                    | <u>S</u>                               |

**EMPLOYEE NOTICE:** If a situation involves more than one Job Function listed above, then the more-strict Job Function must be followed. **The above Job Functions is not an all-inclusive list. If a Job Function is not listed above, then the employee must consult with his or her direct supervisor before beginning the work.**

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**M = Mandatory.** Regardless of Situation or Location

**S = Discretion of Direct Supervisor**  
- Supervisor will take into consideration type of work, risk associated with work, and location of work | when determining what PPE to require of his or her employees.

**E = Discretion of Employee**

**Section 11.** Appendix G - Forms – City of Anthony – Form #5 New Employee Checklist of the City of Anthony’s Personnel Policies and Guidelines are hereby amended as follows:

| CITY OF ANTHONY – FORM #5<br>NEW EMPLOYEE CHECKLIST                                        |                       |
|--------------------------------------------------------------------------------------------|-----------------------|
| Name _____                                                                                 | Position _____        |
| Date of Hire _____                                                                         |                       |
|                                                                                            | <u>Date Completed</u> |
| ____ 1. Copy of ad with date of publication                                                | _____                 |
| ____ 2. Application                                                                        | _____                 |
| ____ 3. Copy of Prior Trainings & Certifications (if applicable)                           | _____                 |
| ____ 4. Employment Eligibility Verification (I-9)                                          | _____                 |
| ____ 5. Copy of Valid Kansas Driver's license or CDL (if required)                         | _____                 |
| ____ 6. W-4 Form                                                                           | _____                 |
| ____ 7. K-4 Form                                                                           | _____                 |
| ____ 8. KS Dept of Labor New Hire Notification                                             | _____                 |
| ____ 9. Direct Deposit (ACH) Form                                                          | _____                 |
| ____ 10. Acknowledgement of Personnel Policies & Guidelines                                | _____                 |
| ____ 11. Provide Employee Benefits Guide & Information Packet                              | _____                 |
| ____ 12. Job Description provided to Employee                                              | _____                 |
| ____ 13. Completed Health Insurance Information & Forms                                    | _____                 |
| ____ 14. KPERS-1 Report of Member Status                                                   | _____                 |
| ____ 15. KPERS-7/99 Designation of Beneficiary                                             | _____                 |
| ____ 16. KPERS Optional Life Enrollment (optional)                                         | _____                 |
| ____ 17. Life Ins Enrollment                                                               | _____                 |
| ____ 18. Oath of Office                                                                    | _____                 |
| ____ 19. Bond (if required)                                                                | _____                 |
| ____ 20. Acknowledgement of Employee Safety & Health Manual                                | _____                 |
| ____ 21. Acknowledgement of At-Will Employment                                             | _____                 |
| ____ 22. Background check Authorization Form (if required)                                 | _____                 |
| ____ 23. Pre-Employment Drug & Alcohol Testing Policy Form                                 | _____                 |
| ____ 24. Non-Safety or Safety –Sensitive Drug & Alcohol Testing (if required)              | _____                 |
| ____ 25. Acknowledgement of Employee Uniforms (if required)                                | _____                 |
| ____ 26. Personnel Status Form-New Hire                                                    | _____                 |
| <b>Termination Checklist</b>                                                               |                       |
| Termination Date _____                                                                     |                       |
|                                                                                            | <u>Date Completed</u> |
| ____ 1. Cancel Health, Vision Insurance                                                    | _____                 |
| ____ 2. Life Insurance Conversion Form                                                     | _____                 |
| ____ 3. KPERS-1 Report of Member Status                                                    | _____                 |
| ____ 4. KPERS-13 Withdrawal of Contributions                                               | _____                 |
| ____ 5. Turn in ALL City Property (i.e. keys, passwords, badge, equipment, uniforms, etc.) | _____                 |
| ____ 6. Cancel Bond                                                                        | _____                 |
| ____ 7. Enter Termination Date                                                             | _____                 |
| ____ 8. Mail COBRA information                                                             | _____                 |
| ____ 9. Other benefits                                                                     | _____                 |
| ____ 10. Completed Exit Interview                                                          | _____                 |

**Section 12.** Appendix G - Forms – City of Anthony – Form #9 Acknowledgment of Policy on City-Issued Uniforms – City Employees Within Departments Issued City Uniforms of the City of Anthony’s Personnel Policies and Guidelines are hereby amended as follows:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p style="text-align: center;"><b>CITY OF ANTHONY – FORM #9</b></p> <p style="text-align: center;"><b>Acknowledgement of Policy on City-Issued Uniforms</b><br/><b>City Employees Within Departments Issued City Uniforms</b></p> <p>I, _____, affirm that I have read <i>Article J. Employee Appearance and Uniforms</i> of the City of Anthony’s Personnel Policy and Guidelines. I understand that I work for the City’s _____ Department, which is required through the City’s Personnel Policies and Guidelines to wear City-issued uniforms.</p> <p>I understand that the City will provide uniforms as described in said policy and I agree to comply with the requirements of said policy. I understand that I, as the employee, am responsible for the laundering and care of said uniforms that I am issued. I further understand that if I intentionally damage an article of my uniform (not through normal wear and working conditions) or lose any uniform articles that I will be responsible to pay 100% of the costs to repair or replace the damaged article.</p> <p>I understand that upon my leaving of employment with the City, whether through retirement, resignation, layoff, or dismissal, I shall be responsible for returning all City uniforms and property that I have in my possession, regardless of the age or wear of the item, within the timeframe given by the City Administrator, City Superintendent, or Chief of Police. In accordance with the City’s policies, I authorize the City of Anthony to issue my final paycheck at the current state minimum wage until all City-owned uniforms and or property within my possession are returned. If all City-owned property is not returned within 30 days of my final departure date and the City must incur charges to collect the property, I understand that I am liable for payment of charges the City incurs to collect and replace property not returned. I authorize any costs the City incurred to collect or replace my unreturned property as a payroll deduction from my final paycheck and further agree to be liable for any remaining costs for which my final paycheck did not cover.</p> <p>I understand that the City of Anthony is an “at-will” employer, meaning that my employment has no specified term and that the employment relationship may be terminated at any time at the will of either myself or the City of Anthony.</p> <p>Dated this _____ day of _____, _____</p> <p>_____<br/>Signature of Employee</p> <p>_____<br/>Signature &amp; Printed Name of City Administrator</p> |
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This Resolution shall take effect and be in full force from and after its adoption by the governing body of the City.

**ADOPTED** by the Governing Body of the City of Anthony, Kansas, this 4th day of November 2025.

\_\_\_\_\_  
Gregory Cleveland, Mayor

SEAL  
ATTEST:

\_\_\_\_\_  
Cyndra Kastens, City Clerk/Administrator