

**CITY OF WESTWOOD, KANSAS**

**RESOLUTION NO. 153-2026**

**A RESOLUTION OF THE CITY OF WESTWOOD, KANSAS, ADOPTING AN AMENDED EMPLOYEE HANDBOOK.**

**WHEREAS**, the Governing Body of the City of Westwood is charged with approving and adopting policies and procedures for appointed officers and employees;

**WHEREAS**, since the last amendment to the Employee Handbook, certain employee benefits in Section 5.11 are recommended by City staff; and

**WHEREAS**, Exhibit A attached herein reflects all amendments to the Employee Handbook.

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

**Section 1.** The City Council does hereby adopt an amended Employee Handbook attached hereto as Exhibit A and incorporated herein by reference in its entirety.

**Section 2.** The administrative officers of the City shall develop such further administrative procedures and take such actions to implement this Resolution as may be reasonably necessary.

**Section 3.** This Resolution shall take effect upon its approval by the Governing Body.

**ADOPTED** this 14<sup>th</sup> day of May, 2026, by majority vote of the Governing Body.

\_\_\_\_\_  
David E. Waters, Mayor

ATTEST:

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Abby Schneweis, City Clerk

APPROVED AS TO FORM:

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Ryan B. Denk, City Attorney

**Resolution No. 153-2026**  
**Exhibit A**

Westwood, KS Employee Handbook  
Amended 2026

Section 5. EMPLOYEE BENEFITS, SERVICES AND TYPES OF LEAVE

5.11 INSURANCE

All part-time employees (employees who regularly work twenty (20) hours per week or more) and full-time employees (employees who regularly work thirty (30) hours per week or more) shall be eligible for City-sponsored insurance. Does not include seasonal employees. Employee contribution rates are based on whether an employee is full-time or part-time, and will be maintained in the City Clerk's Office. Rates will be made available to employees at orientation, during annual open enrollment, or upon request. Policy and plan designs are subject to change. Employees should contact the City Clerk's Office to obtain current information.

Funding availability and levels for employees as well as employees' dependents shall be established by the City Council through the annual budgeting process. The City cannot guarantee coverage nor benefits. The City specifically reserves the right to change or eliminate benefits when deemed necessary. Notwithstanding, the City recognizes the importance of providing competitive benefits to employees.

When an individual employee is required to contribute a portion of the cost of the health care premium due to the employee covering dependents, spouse or family members, the amount of such contribution will be collected via payroll deduction.

In the case of leave from City employment, all costs for individual or family insurance shall be paid by the employee during the period the employee is on extended unpaid leave, on unauthorized leave, or participating in any unlawful work stoppage.

Individual and family insurance coverage may be extended for a temporarily disabled employee drawing worker's compensation. The employee's share of the cost shall be deducted from any compensation due the employee in addition to worker's compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the employer.

No employee shall be entitled to a cash payment of any kind in lieu of insurance coverage.

Insurance coverage shall cease per the group's contractual insurance agreement in place at the time of the employee's separation from employment.