



## **General Order 22.2 - Benefits**

**PURPOSE:** Describe the various benefits and options available to members of the Sedgwick County Sheriff's Office.

DATE OF APPROVAL: 7/29/16

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REVIEW DATE: Annual

AMENDS: 22.2.12

THIS ORDER CANCELS: 5/16/16

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

A handwritten signature in black ink, reading "Jeffrey T. Easter". The signature is written in a cursive style with a large, stylized "J" and "E".

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### **DEFINITIONS:**

- A. Seniority – The cumulative time in service with the Sheriff’s Office.
- B. Time in Grade – The cumulative time within a specific grade/rank with the Sheriff’s Office
- C. (R) The mileage reimbursement rate is defined as up to the maximum mileage reimbursement rate permitted without tax consequence. The Division of Finance reviews the rate at least annually and posts the rate internally on E-Line.
- D. (R) A personally owned vehicle is defined as any vehicle owned by the employee. A county vehicle is not considered personally owned.

#### **22.2.1 FRINGE BENEFITS PROGRAM**

- A. Fringe benefits are determined and authorized by the Board of County Commissioners, based on recommendations from the Sedgwick County Human Resources and the sheriff's Civil Service Board.
- B. As the various fringe benefits are subject to change and/or be modified, employees are directed to contact Human Resources personnel to obtain the most current information on the benefit in question.
- C. Sheriff employees can check their current benefit enrollments on E-Line by using the ESS link
- D. Policies and procedures expressed in this general order do not in any way constitute an employment contract or terms thereof. The statements expressed herein are subject to change at any time.

#### **22.2.2 ADMINISTRATIVE LEAVE**

- A. Various authorized leaves are designated as administrative in nature and include:
  - 1. FMLA;
  - 2. Military;
  - 3. Civil, including jury duty, witness duty, and emergency civilian duty;
  - 4. Funeral; and
  - 5. Leave of absence without pay.
- B. Uses of these authorized administrative leaves are regulated by sheriff Civil Service policies, 6.01 through 6.11.
- C. Requests for administrative leaves as defined in [section 22.2.2 A](#) are as follows:
  - 1. FMLA -- The completed Family Medical Leave Request form must be submitted at least thirty (30) days prior to the commencement of the leave. A copy of the Request for Leave Form shall be forwarded by Sheriffs Administration to Human Resources. See also Civil Service Policy 6.04.

2. Military Leave -- If active duty that will exceed two (2) weeks in duration is contemplated, a deputy's report shall be submitted to the sheriff through channels as outlined in Civil Service policies. Employees who are members of the Military Reserves or National Guard who are attending mandatory "weekend" or "summer camp" duty shall fill out a vacation leave request in Kronos. The employee shall indicate on the form that the leave is military in nature. See also Civil Service Policy 6.06.
3. Civil Leave -- This is strictly defined in Civil Service policies. Employees will submit a deputy's report requesting such leave to their division commander through channels. See also Civil Service Policy 6.08.
4. Funeral Leave -- A leave request in Kronos will be completed, indicating that the time off is for funeral leave. This request need not be filled out by the employee but may be submitted by the employee's supervisor. See also Civil Service Policy 6.09.
5. Leave of Absence Without Pay -- A deputy's report will be submitted to the sheriff through channels by an employee requesting such leave of absence. See also Civil Service Policy 6.11

#### **22.2.3 HOLIDAY LEAVE**

- A. Each year the Board of County Commissioners designates those days that will be paid as holidays.
  1. The published list of designated holidays is available on E-Line, and will be posted in at least one (1) location in each division where it will be accessible to all employees.
- B. Use of holiday leave is regulated by Civil Service policy 6.10.

#### **22.2.4 SICK LEAVE**

- A. Authorized sick leave is defined and regulated by Civil Service policy 6.03.
- B. When using sick time, employees will adhere to the following procedures in addition to the Civil Service policies:
  1. An employee must remain at his/her residence during scheduled work hours that chargeable sick time is authorized, unless there is a legitimate reason to be elsewhere.
  2. An employee shall not feign illness or injury, falsely report in ill or injured, or otherwise deceive or attempt to deceive any official as to the condition of his/her health.
  3. It shall be the responsibility of any employee who cannot report for duty due to illness to notify the on-duty supervisor in their division as soon as possible prior to his/her reporting time. The employee must give a telephone number and address where he/she can be located during his/her normal tour of duty.

4. Except as provided under FMLA and/or Worker's Compensation; vacation leave and/or compensatory time may not be used in lieu of sick leave, or to cover hours without pay when sick leave is exhausted, unless approved by a supervisor. Requests for vacation and/or compensatory time that would adversely affect the operation of the Sedgwick County Sheriff's Office will not be approved (e.g., minimum staffing could not be maintained except by use of overtime)

#### **22.2.5 EXCESSIVE ABSENTEEISM**

- A. Excessive Absenteeism is defined as an employee taking time off without pay, due to having no vacation time or sick time accrued, without prior written authorizations; or, taking paid sick time off in a recognizable pattern, such as in conjunction with regular days off assignment or vacation time, three or more times in any continuous ninety (90) day period of time.
  1. Excessive Absenteeism may indicate that the employee is unable to perform the functions of his/her job. The term function means the fundamental job duties of the employment position and does not include the marginal functions of the position.
- B. Any employee meeting the definition of excessive absenteeism during any continuous ninety (90) day period of time will have an administrative review of their file. This review will include an interview with the employee to determine if the use is unavoidable and/or if necessary reasonable accommodations are required.
  1. Examples of unavoidable absence where a reasonable accommodation would be required includes, but is not limited to a major illness/disease or treatment for a major illness/disease not requiring extended periods away from work.
  2. The administrative review may include appropriate steps as determined by policy, civil service policy and/or Sedgwick County policy, up to and including a medical exam to determine fitness for duty.
- C. If the absenteeism is determined to be allowable, then appropriate documentation will be prepared to authorize and substantiate such absence.
- D. If the absenteeism is determined to be avoidable, then the employee will be notified in writing that their absence from work is unacceptable.
- E. If the excessive absenteeism continued during the ninety (90) day period following the notice described "D" above, then the employee may be subject to disciplinary action.

#### **22.2.6 VACATION LEAVE**

- A. Specifics of the vacation leave policy are located in the Civil Service policy 6.02.
- B. Requests for vacation are handled in the following manner:
  1. The vacation leave request in Kronos will be completed by the employee and submitted to that employee's immediate supervisor for approval.

2. From January 1 until January 31 of each year, employees may submit vacation requests to their immediate supervisor for planned vacations the employee expects to take that year.
  - a. Immediately after January 31, the appropriate supervisor (s) will take the accumulated vacation requests and approve or deny requests as outlined in this section.
  - b. Vacation requests submitted during this thirty (30) day time frame shall be treated as if all were submitted on the same date.
  - c. Seniority shall be used to resolve any conflicts in vacation scheduling.
  - d. Vacation requests submitted during this thirty (30) day time frame shall take precedence over any requests submitted prior to January 1.
3. Vacation requests submitted after this thirty (30) day time frame shall be approved on a first come, first served basis according to the guidelines set forth in this section.
4. Vacation requests must be submitted and approved two (2) months in advance to assure no conflicts with court obligations.
  - a. Vacations may be requested at any time, but if submitted with less than two (2) months notice, court obligations will not be waived.
5. Supervisors will not approve a request for vacation that would adversely affect the operation of the Sedgwick County Sheriff's Office, (e.g., minimum staffing could not be maintained).
6. Division commanders shall designate an employee from their respective divisions to be responsible for notifying the District Attorney's Office and the Juvenile District Attorney's Office of the vacation time periods during which employees will be unavailable for court.
  - a. This may be accomplished through the court liaison.
7. Employees can only take that amount of vacation time that has been accumulated up to the date that the vacation begins.
8. Employees shall be responsible for submitting vacation requests in such a manner as to avoid losing vacation time at the end of the year.

#### **22.2.7 DAYS OFF**

- A. Deputies and watch supervisors will be assigned days off based on time in grade.
- B. Days off may be realigned once a year, in January, to conform with time in grade.
- C. The number of deputies off on any given day will be determined by the watch supervisors.

- D. The primary criteria used to determine the number of deputies off on any given day will be workload analysis for the given watch and minimum staffing requirements.
- E. All employees shall be assigned regular days off, normally subject to change only during the yearly realignment due to transfers, new deputies, etc. When personnel coverage levels drop due to attrition, workload requirements, injuries, sickness, training, etc, temporary changes in days off will be made as needed to provide the maximum number of employees possible to handle workload requirements.

#### **22.2.8 RETIREMENT FROM SERVICE**

- A. The Sedgwick County Sheriff's Office is a member agency of the Kansas Police and Fire (K. P. & F.) and Kansas Public Employees Retirement System (KPERS retirement system).
- B. For information on specific coverage, employees should contact Human Resources.
- C. As coverage changes, Human Resources notifies all employees of updated information.

#### **22.2.9 HEALTH INSURANCE**

- A. Health and dental insurance are provided to employees through Sedgwick County.
  - 1. Choice of health plans is determined by vote of the Board of County Commissioners based on input from county personnel.
- B. For information on specific coverage, employees should contact county personnel.
- C. As coverage changes, county personnel notifies all employees of updated information.

#### **22.2.10 DISABILITY AND DEATH BENEFITS**

- A. Employees who are temporarily disabled due to a work-related injury are eligible for worker's compensation according to applicable state and federal law.
  - 1. A case detailing the circumstances surrounding the injury will be generated through the records section.
  - 2. The employee's supervisor must assure that the Sedgwick County on-the-job injury report is completed as required, and that a copy of the report is sent to Sheriffs Administration.
  - 3. Worker's compensation is handled through the Sedgwick County Office of Risk Management (660-9680).
- B. Employees who receive partial or total service-connected disabilities are eligible for retirement benefits according to K. P. & F. and KPERS guidelines.
  - 1. Employees are referred to their K. P. & F. and KPERS literature and Human Resources for more details.
- C. Benefits that result from a service-connected death include:
  - 1. A K. P. & F. or KPERS monthly payment to spouse and children; and
  - 2. Payment of Sedgwick County-supplied life insurance.

3. Employees should contact Human Resources and refer to their K. P. & F./KPERs literature for specifics.

#### **22.2.11 LIABILITY PROTECTION**

- A. Sedgwick County provides liability protection as mandated by [K.S.A. 75-6108](#) that states:

Same; defense of government entity or employee, when; refusal by governmental entity to provide defense, when; recovery of defense costs, when; requests to provide defense, procedure. (a) Upon request of an employee in accordance with subsection (e), a governmental entity shall provide for the defense of any civil action or proceeding against such employee, in his or her official or individual capacity or both, on account of an act or omission in the scope of his or her employment as an employee of the governmental entity, except as provided in subsection (c). (b) A governmental entity may provide for a defense by its own attorney or by employing other counsel for this purpose or by purchasing insurance which requires that the insurer provide the defense. A governmental entity has no right to recover such expenses from the employee defended, except as provided in K.S.A. 75-6109. (c) Except as provided in K.S.A. 75-4360, a governmental entity may refuse to provide for the defense of an action against an employee if the governmental entity determines that: (1) The act or omission was not within the scope of such employee's employment; (2) such employee acted or failed to act because of actual fraud or actual malice; (3) the defense of the action or proceeding by the governmental entity would create a conflict of interest between the governmental entity and the employee; or (4) the request was not made in accordance with subsection (e). (d) If after a timely request in accordance with subsection (e), a governmental entity fails or refuses to provide an employee with a defense and the employee retains his or her own counsel to defend the action or proceeding, such employee is entitled to recover from the governmental entity such reasonable attorney's fees, costs and expenses as are necessarily incurred in defending the action or proceeding if the action or proceeding arose out of an act or omission in the scope of employment as an employee of the governmental entity, but such employee is not entitled to such reimbursement if the trier of fact finds that such employee acted or failed to act because of actual fraud or actual malice. Nothing in this section shall be construed to deprive an employee of the right to petition a court of competent jurisdiction to compel the governmental entity or the governing body or an employee thereof to perform the duties imposed by this section. (e) An employee's request for a governmental entity to provide for the defense of the employee shall be made in writing within fifteen (15) days after service of process upon the employee in the action. In actions involving employees of the state, such request shall be filed in the office of the attorney general. In actions involving employees of a municipality, such request shall be filed with the governing body thereof or as otherwise provided by such governing body. A governmental entity, in its discretion, may provide requested defense for any of its employees who failed to make a request within the time prescribed by this subsection.

## **22.2.12 CLOTHING AND EQUIPMENT**

- A. All new Commissioned, Detention, and Reserve deputies are required to sign a written agreement for repayment of uniform and equipment expenses.
  - 1. The agreement will require that the deputy agree to reimburse they county for damaged or missing uniforms upon separation from the Sheriff's Office.
  - 2. A completed and signed inventory of uniforms and equipment issued to the deputy and listing replacement values will be maintained with the agreement.
  - 3. The original clothing and equipment contract and the inventory of uniforms and equipment issued to the deputy will be kept on file in the Supply Section.
  - 4. Upon separation of employment or active reserve deputy status, the deputy will return all issued uniforms equipment and protective gear, other than items described under 22.2.12.P that may have been collected by their supervisor, to the Supply Section.
  - 5. Supply Section personnel will examine returned items and reconcile the uniform and equipment list with returned clothing and equipment in the presence of the deputy, if possible. The deputy will be given a receipt and notified in writing of damaged or missing items of clothing and reimbursement expenses at the time of reconciliation.
  - 6. Reimbursement expenses will be calculated using the values listed on the applicable uniform and equipment list and at the rates described in the employee contract.
  - 7. Deputies will be given 24 hours to locate and return missing uniforms and equipment to the Supply Section.
  - 8. It shall be the responsibility of the Supply section to collect uniform and equipment reimbursement funds and coordinate with county legal in filing civil actions to recover losses.
  - 9. The Supply personnel collecting reimbursement funds will issue a receipt for collected funds. Acceptable form for reimbursement funds will be limited to cash, cashier's check or money order payable to Sedgwick County General Funds.
  - 10. Money collected by the Supply section for reimbursement of uniforms and equipment will be documented in a deposit log and stored in a safe location until transported to Sheriff Administration for deposit.
  - 11. The Supply section will submit a deputy's report detailing missing and damaged equipment and the calculated reimbursement costs through channels to the Sheriff requesting authority to proceed with legal action when applicable.
  - 10. Uniforms and equipment returned to Supply after the 24 hour period will be collected, examined, and reconciled with the deputy's inventory. Supply personnel will issue a receipt to the deputy for the items. Supply will notify legal in writing of recalculated reimbursement expenses and terminate legal action if applicable.



11. Uniforms, equipment, or protective gear issued by the Supply Section will not be collected, re-issued, or exchanged with uniforms or equipment issued to another deputy, by any deputy not assigned to the Supply Section, except as described in 22.2.11.P.

12.(R) Deputies are allowed to purchase a personally owned badge after 3 or more years of continuous service. Such purchases shall be coordinated through Central Supply.

B. (R) Law Enforcement personnel, to include reserves, will be issued the following items of clothing and equipment upon their appointment:

<b>Uniform Issue</b>	
4 – Shirts, Long Sleeve (2 for reserves)	4 – Shirts, Short Sleeve (2 for reserves)
4 – Trousers (2 for reserves)	1 – Necktie
2 - Navy Polo Shirts, Short Sleeve, Embroidered, Summer	2 - Coyote Colored Tactical Pants (1 for reserves)
1 – Boots or shoes	1 – Jacket, All-Weather
1 – Shirt, Turtle Neck	1 – Raincoat
1 – Under Belt	1 - Ball Cap With Badge Patch
<b>Equipment Issue</b>	
1 – Acorn Hat Strap	1 – Duty Holster
4 – Belt Keepers	1 – Plain Clothes Holster (not for reserves)
1 – Hat Badge	1 – ASP Expandable Baton
1 – Badge	1 – ASP Scabbard
1 – Belt Badge Holder	1 – Felt Campaign Hat
1 – Body Armor, Soft (2) carriers with HT 5x8 plate	1 – Campaign Hat Rain Cover
1 – Traffic Template	1 – Key Holder
2 – Collar Stars	1 – Pepper Spray
1 – Credential Case	1 – Pepper Spray Holder
1 – Flashlight Holder	1 – Magazine Pouch
1 – Flashlight	1 – Name Tag (brass color for supervisors, silver for all others)
1 – Duty Gun Belt	1 – Traffic Vest
1 – Radio Holder	1 – Gas Mask
2 – Handcuffs (1 for reserves)	1 – Glove Case
2 – Handcuff Case (1 for reserves)	1 – Kevlar Gloves
1 – Handcuff Key	1 – Riot Helmet (not for reserves)
1 – Glock Model 17	2 – Glock Magazines
1 - Taser With 2 Cartridges	1 - Taser Holster
1- Sweatpants (winter season only)	1 – Sweatshirt (winter season only)
1 – Gym T-Shirt	1 – Gym Shorts

- C. **(R)** Law Enforcement recruits are issued the following items of clothing and equipment upon entry into the academy:

<b>Recruit Uniform Issue</b>	
3 – Navy Polo Shirts, S/S or L/S Embroidered w/recruit name tab (returned upon graduation of academy.	1 – Coyote Colored Tactical Pants (returned upon graduation of academy)
1 - Ball Cap With Badge Patch	
<b>Physical Fitness Issue</b>	
1 – Sweatpants (winter season only)	1 – Sweatshirt (winter season only)
1 – Gym T-Shirt	1 – Gym Shorts

- D. Detention personnel are issued the following items of clothing and equipment upon their appointment:

<b>Uniform Issue</b>	
4 – Navy Polo Shirts, Embroidered, S/S or L/S with recruit name tab (recruit replaced with name upon graduation of the academy)	1 – Shirt, Long Sleeve
3 - Coyote Colored Tactical Pants	1 – Trousers
1 – Necktie	1 – Jacket
1 – Boots or Shoes	1 – Under Belt
1 – Ball Cap with Badge Patch	
<b>Equipment Issue</b>	
1 – Badge	2 – Handcuff Cases
2 – Handcuffs	1 – Handcuff Key
1 – Name Tag	1 – Credential Case
1 – Key Holder	1 – Glove Case
1 – Kevlar Gloves	1 – Duty Belt (if requested)
1 – Sweat Pants	1 Sweat Shirt
1 - Gym T-Shirt	1 – Gym Shorts

- E. Civilian personnel are issued the following items:

<b>Civilian Issue</b>	
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1 – Credential Case	Keys, as needed.
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- F. **(R)** Deputies assigned full time to specific sections will be issued the following items of clothing and equipment:

<b>Training</b>	
4 – Oxford Shirt, Short Sleeve	4 – Oxford Shirt, Long Sleeve
2 – Coyote Colored Tactical Pants	

<b>Property and Evidence</b>	
4 – Oxford Shirt, Short Sleeve	4 – Oxford Shirt, Long Sleeve
4– Coyote Colored Tactical Pants	1 - Badge
1 - Jacket	1 – Badge Belt Clip

<b>Civil Process</b>	
4 – Oxford Shirt, Short Sleeve	4 – Oxford Shirt, Long Sleeve
4– Coyote Colored Tactical Pants	1 – Badge
1 - Jacket	1 – Badge Belt Clip

<b>Interdiction, Warrants, K9</b>	
4 - Navy Polo Shirts, Embroidered, Choice of Long or Short Sleeves	2- Coyote Colored Tactical Pants
1 - Long Sleeve Hooded Sweatshirt, Embroidered	1 – External Tactical Body Armor LBV
1 – Drop-leg holster	1 – Nylon Duty Belt

<b>Entry Team</b>	
1 – Utility Uniform Shirt L/S	1 – Utility Uniform Pant
1 – External Tactical Body Armor Level IIIA with Rifle plate	1 – Gauntlet Glove
1 – Training T-Shirt	1 – Balaclava
1 – Elbow and Knee pads	1 – Kevlar Helmet
1 – Radio Communications Headset	

<b>SWAT Team</b>	
1 – Utility Uniform Shirt L/S Urban	1 – Utility Uniform Pant Urban
1 – Utility Uniform Shirt L/S Rural	1 – Utility Uniform Pant Rural
1 – External Tactical Body Armor Level IIIA with Rifle plate	1 – Gauntlet Glove

1 – Training T-Shirt	1 – Balaclava
1 – Elbow and Knee pads	1 – Kevlar Helmet
1 – Raingear Top and Bottom	1 – Cold Weather Coverall
1 – Radio Communications Headset	

<b>Motorcycle Unit</b>	
1 – Leather Gauntlet Glove	1 – Raingear Top and Bottom
1 – Helmet	1 – Gauntlet Glove

<b>Bicycle Unit</b>	
1 – Shirt Polo Style S/S	1 – bicycle shorts
1 – Shoes	1 – Gloves
1 – Helmet	1 – Nylon Web Duty Belt
1 – Web Gear Holster	1 – Web Gear Handcuff case
1 – Web Gear Radio Carrier	1 – Web Gear Double Mag Pouch

G. Deputies assigned to Training as FTD will be issued the following clothing items:

<b>FTD Training Issue</b>	
3 – Oxford Shirt, Short Sleeve	

H. Deputies assigned to the Honor Guard Unit will be assigned the following items of clothing and equipment:

<b>Honor Guard Uniform Issue</b>	
1 – Honor Guard Jacket	1 – Honor Guard Badge
1 – Felt Campaign Hat	1 – Hat Badge, Gold
1 – Uniform Trousers W/Stripe	1 – White Pair of Gloves
1 – White Lanyard	1 – Duty Holster
1 – Duty Belt	1 – Low Quarter Clarino Shoes
1 – Handcuff Case	2 – Gold Collar Stars

I. Command Staff and the Training Section Lieutenant will be issued the following items of clothing and equipment:

<b>Staff Dress Uniform Issue</b>	
1 – Staff Dress Uniform Coat	2 – Gold Lapel Stars
2 – Rank insignia	

- J. See sections [84.2.2](#), [26.1.1](#), [26-1 Appendix B](#), [41.2.14](#), and [41.2.15](#) for further information on uniform issue.
- K. Both sworn and detention personnel will be issued maternity uniforms as needed.
- L. Sheriff's Office personnel will be issued the applicable kit per sections 22.2.12 B through I. After an employee's one year anniversary, they will be provided an allotment to replace uniforms and/or equipment
  - 1. (R) If a deputy has equipment that was damaged in the line of duty (not normal wear and tear), they will report the incident (with case number) to Supply. Supply will replace the item if appropriate. Lost or stolen equipment will be reported (with case number) in the same manner..
  - 2. (R) When a deputy orders equipment through the Sheriff's Office vendor, they will only be able to shop items that are authorized for each specific employee. If an item is not shown to the employee, it is not authorized.
  - 3. (R) All items ordered from the Sheriff's Office vendor will be delivered to the vendor's local business address..
    - a. (R) It will be the responsibility for deputies to pick up uniforms or equipment ordered. The employee MUST sign for each item ordered.
    - b. (R) Supply will maintain a record of all items ordered. Supply will conduct a periodic review of purchase history..
- M. All uniforms, equipment, and identification remain the property of the Sedgwick County Sheriff's Office, with the exception of any personally owned badges.
  - i. Employees shall exercise due care of items issued and will not be negligent of property in their control.
- N. Employees must surrender all uniforms, equipment, and identification of employment upon separation from Sheriff's Office.
  - 1. Failure to surrender uniforms, equipment, and identification of employment may result in a civil action and/or criminal prosecution.
- O. Upon separation from Sheriff's Office, the employee's supervisor will collect the following items on their last work day. It will be the responsibility of this supervisor to inspect the items they collect, notify the Supply section what items were collected, their condition, and arrange for the return to inventory of collected items.
  - 1. Law Enforcement personnel
    - a. Badge;
    - b. Firearm, magazines and ammunition;
    - c. Sheriff I.D. card and case;
    - d. All related keys.

2. Detention personnel
  - a. Badge;
  - b. Sheriff I.D. card and case;
  - c. All related keys.
3. Civilian personnel
  - a. Sheriff I.D. card and case;
  - b. All related keys.

#### **22.2.13 EDUCATIONAL BENEFITS**

- A. A tuition reimbursement program is available to employees through the Sedgwick County personnel office.
- B. The guidelines of the program are as follows:
  1. Permanent active employees who have completed one (1) year of service and have satisfactorily completed any applicable initial probationary period are eligible to apply for reimbursement.
  2. Reimbursement is offered for classes required to complete degree programs, or classes that benefit the employee's job or his/her opportunity for promotion within the county.
  3. Employees may receive tuition aid for up to six (6) semester hours per traditional (spring, summer, fall) semester, within guidelines set by Sedgwick County personnel.
  4. In order to be eligible for reimbursement, employees must make application for the program no later than thirty (30) days after the first day of classes of the traditional semester. Upon completion of the class(es), a copy of the paid receipt and a copy of the grade report must be submitted to the personnel office within thirty (30) days. A grade of "C" or better is required for undergraduate classes and a grade of "B" or better is required for graduate classes in order to qualify for reimbursement. No reimbursement will be made for pass/fail classes or credit/non-credit classes.
  5. This program is subject to budget constraints and, pursuant to policy, is a benefit to employees, not a right. Funds are limited, and the county personnel department will not accept further applications for reimbursement if funds are exhausted.
  6. Application forms are available in the personnel office. Approval notices will be returned to the employee. It is the responsibility of the employee to notify the personnel department if this approval is not received. Complete details concerning the program can be found in the Sedgwick County Personnel Policies and Procedures Manual, policy number 4.902.

#### **22.2.14 PERSONNEL SUPPORT SERVICES**

- A. To facilitate dissemination of information on employee benefits and help in making use of authorized benefits, the Sedgwick County Human Resource Office is designated as the provider of personnel support services.
  - 1. The position of sheriff Civil Service personnel officer is vested in the position of Sedgwick County personnel director.
    - a. Responsibilities may be delegated by the personnel director to other members of the personnel staff.

#### **22.2.15 EXIT INTERVIEW AND OUT PROCESSING**

- A. The Exit Interview/Out processing policy is to establish, gather, and analyze information to evaluate trends, employee perceptions, address retention issues within the Sedgwick County Sheriff's Office, assure the return of property, review the employees future obligations and conversion or separation of benefits. The Sedgwick County Sheriff's Office will use the analysis of the data in workforce planning efforts to develop and maintain a diverse workforce through retention, improved working environment, and retention of employees.
- B. Exit Interview Out Processing Form
  - 1. Upon notice of an employee's resignation or termination from the Sedgwick County Sheriff's Office, departing employees will be requested to complete the Exit Interview/ Out Processing form. Although employees are not obligated to provide answers to all of the questions, the Out Processing portion of the form should be filled out on all employees to document the return of property.
  - 2. Each Division will designate an Exit Interview/Out Processing Supervisor. Designee will be responsible for completing the division portion of the Exit Interview form when employees in their respective division leave the Sedgwick County Sheriff's Office.
  - 3. The Division Supervisor will complete the portions of the form pertaining to employees Personal Information, Length of Service, Current Assignment, Education, Human Resources/ Finance Review, and Return of Division Issued Equipment.
  - 4. The Division supervisor will set an appointment for departing employees to meet with the Central Supply Sergeant on or before their last working day to return all equipment issued by Central Supply.
  - 5. After returning issued equipment, the Central Supply Sergeant or other authorized member of the Training Section, will ask departing employees to partake in an exit interview. Employees will be asked to complete the approved interview forms and will have an opportunity to make comments and/or suggestions to improve the performance of the Sedgwick County Sheriff's Office.
  - 6. A copy of the completed Exit Interview/Out Processing form will be printed and filed and/or disseminated to the appropriate personnel. (Suggested dissemination printed copy to: the Sheriff through channels and Legal.) Statistical data from the

exit interview will be compiled and reported by the Training Section on an annual basis or as requested.

7. Human Resources Sheriff employee files will be transferred to Sheriff Administration after three years. The contents of the HR files will be folded into Sheriff's Office Divisional folders, and training folders to be stored in perpetuity.

#### **22.2.16 MILEAGE REIMBURSEMENT**

- A. Employees may be reimbursed for mileage driven on their personally owned vehicle under the following conditions:
  1. Responding to court after receiving a subpoena or when summoned by the court liaison deputy.
  2. Responding to a driver's license hearing after receiving an administrative subpoena from the Kansas Department of Revenue.
  3. Use of a personal vehicle during the course of your job when authorized by a division commander or higher ranking deputy.
- B. Employees shall not be reimbursed for:
  1. Mileage driven to attend meetings or training outside of normal work hours.
  2. Responding to or going home from the employee's regular duty assignment including days assigned to attend training.
  3. Employees may not request mileage reimbursement when driving a county vehicle.
- C. Conditions for mileage reimbursement:
  1. Mileage must be to and from a specific address.
  2. Mileage reimbursement is handled through county Finance.
  3. For reimbursement, the employee shall complete the online Mileage Reimbursement form in the Employee Self Service tab on E-Line. Mileage reimbursement is listed under the Travel Tab.
    - a. The calculations on the county reimbursement request form stands as the calculated mileage and the employee will be paid from the calculation within the form
  4. Tolls and parking fees are not included in mileage reimbursement.
  5. Employees should be aware of the IRS regulations on the business use of their vehicle when requesting mileage reimbursement.
- D. Mileage reimbursement is a benefit for the employee offered by the county and is not mandated by any law or regulation