

**PERSONNEL POLICIES AND GUIDELINES  
CITY OF CLAY CENTER, KANSAS**

**ARTICLE A. GENERAL**

**A-1. Policies Established.** The following policies, guidelines and other provisions for personnel administration in the City of Clay Center are established to:

- (a) Promote and increase the efficiency and effectiveness of City service.
- (b) Develop a program of recruitment, advancement and tenure which will make City service attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all Employees.
- (d) Establish and promote high morale among City Employees by providing good working relationships, uniform personnel policies and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin or ancestry.
- (e) Establish City Employment and personnel policies. These policies and guidelines do not create contractual Employment rights. All Employees are considered to be at-will Employees for the purposes of City Employment.

**A-2. Application of Policies.** The policies and guidelines shall apply to all Employees in the service of the City except Elected Officials.

**A-3. Departmental Guidelines.** The head of any City Department may formulate, in writing, reasonable guidelines for the conduct of the operations of his or her Department, such as those relating to safety or operational procedures, which shall be available to all Departmental Employees. Such Department Guidelines shall not be less stringent than, in violation of, or in conflict with, any personnel guidelines adopted by the Governing Body of the City of Clay Center.

**A-4. Personnel Records.** The City Clerk, or other appointed official, shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An Employee's personnel file shall be available during office hours for inspection by that Employee.

**A-5. Amendment of Policies.** These policies may be amended from time-to-time in the same manner as they were adopted.