



Administration and Human Services **Standing Committee Meeting Agenda**

Monday, May 20, 2024

**Immediately upon adjournment of earlier committee, or
5:00 p.m. if no earlier committee meeting.**

Location: Hybrid

We invite you to view the meeting in person in the 5th Floor Conference Room, Suite 515, Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88200039905>

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Name

Absent

Commissioner Melissa Bynum, Chair

☐

Commissioner Mike Kane

☐

Commissioner Christian Ramirez

☐

Commissioner Andrew Davis

☐

Commissioner Dr. Evelyn Hill

☐

I. **Call to Order/Roll Call**

II. **Revisions to May 20, 2024 Agenda**

III. **Approval of standing committee minutes from (no minutes available)**

IV. Committee Agenda

Item No. 1 - RESOLUTIONS: HUMAN RESOURCES POLICY UPDATES

Synopsis: Two resolutions adopting approval of updates to the Human Resource Guide regarding the Take Home Vehicle Policy and revisions to the current Residency Requirement Policy as a result of Workday, submitted by Renee Ramirez, Director of Human Resources.

Tracking #: 21104

V. Public Agenda

VI. Adjourn



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
MAY 20 2024	Shakeva Christian, Manager	Human Resources
	J. Renee Ramirez, Director	
	schristian@wycokck.org, rramirez@wycokck.org x5661, x5665	
AGENDA ITEM #IV.1.		
APPROVAL: HUMAN RESOURCES POLICY UPDATES		
BACKGROUND		
Approval of updates to the Human Resource Guide regarding the Take Home Vehicle Policy and revisions to the current Residency Requirement Policy, submitted by Renee Ramirez, Director of Human Resources.		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
Approval of proposed new Take-Home Vehicles Policy (HR Guide Section 6.6) and proposed revisions of current Residency Requirement policy (HR Guide Section 2.7).		
IT/POLICY CONSIDERATIONS		
N/A		
PROCUREMENT CONSIDERATIONS		
N/A		
LEGAL CONSIDERATIONS		
Policies have undergone legal review and approval.		
ATTACHMENTS		
HRG Update_05-20-24_AHS_Take Home Vehicles_Residency, Residency Requirement_Final, Residency Requirement_RR&SC Edits_04-15-24, Take Home Vehicle Policy_04-30-2024_Final, Unified Government Take Home Vehicle Justification Form_FINAL_04-22-24		

Approved by Mayor and/or Chair and Administrator to add to agenda.

W. J. [Signature] 5/13/2024
J. Renee Ramirez
5-14-24

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A NEW POLICY UNDER SECTION 6.6 OF
THE HUMAN RESOURCES GUIDE OF THE UNIFIED GOVERNMENT,
REGARDING THE USE OF TAKE-HOME VEHICLES**

WHEREAS, Pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF
THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY,
KANSAS, AS FOLLOWS:**

Section 1. That new Section 6.6 Take-Home Vehicle Policy, of the Unified Government Human Resources Guide is adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force on _____,
2024.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY
OF _____, 2024.**

Approved:

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk

RESOLUTION NO. _____

**A RESOLUTION ADOPTING AMENDMENTS TO POLICY SECTION 2.7
OF THE HUMAN RESOURCES GUIDE OF THE UNIFIED
GOVERNMENT, REGARDING THE RESIDENCY REQUIREMENT**

WHEREAS, Pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, AS FOLLOWS:

Section 1. That amendments to Section 2.7 Residency Requirement, of the Unified Government Human Resources Guide are adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force on _____, 2024.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY
OF _____, 2024.**

Approved:

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: DD-MM-YYYY

TAKE-HOME VEHICLES

- I. General: This policy establishes rules and procedures for authorization and use of Unified Government take-home vehicles. Some of these rules are mandated by federal and state regulations (such as K.S.A. 8-301 *et seq*, K.S.A. 21-6002(a)(1) and IRS guidelines).
- II. Policy
 - A. Unified Government employees must follow these rules and procedures for authorization and use of take-home vehicles. Take-home vehicle authorizations will be based on demonstrable and beneficial need for the delivery of services for the Unified Government and will comply with IRS guidelines for employer-provided vehicles.
 - B. Departments may create their own take-home vehicle policy subject to review by Human Resources and the approval of the County Administrator. Such policies may be stricter than the Unified Government take-home vehicle policy.
 - C. Authorization for Take-Home Vehicles
 1. Take-home vehicles will be approved only for the purpose of conducting Unified Government business, based on public purpose and demonstrable and beneficial need, in accordance with IRS guidelines.
 2. Operators must maintain a valid Kansas driver's license for the class of vehicle they are assigned to operate.
 3. An employee may be authorized to use a take-home vehicle only after a Take-Home Vehicle Use Authorization Form has been submitted to and approved by the by the department head. Take-Home Vehicle Use Authorization Forms must be completed annually. Authorization will not exceed one year.
 4. If the basis for the authorization changes during the year, a new authorization form must be submitted and approved.
 5. Department heads will only approve take-home vehicles when there is a justified business necessity.
 6. In declared emergencies, the department head, or his or her designee, may temporarily change a take-home vehicle's use to support Unified Government operations.
 7. Employees who are authorized to use a take-home vehicle must comply with this policy to ensure IRS rules are followed. Unified Government will report employee take-home vehicles as imputed income via payroll tax deduction.



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: DD-MM-YYYY

D. Responsible Use of Take-Home Vehicles

1. Only authorized employees are permitted to operate Unified Government vehicles.
2. Non-business passengers (e.g., family members and friends) are prohibited from operating, riding in, or using Unified Government vehicles.
3. Only “de minimis” personal use of a take-home vehicle is permitted. De minimis use is defined as infrequent and limited travel outside of the direct commuting route between the employee’s residence and his or her place of work each day or outside of direct travel between work stops during the workday, e.g., stopping at a convenience store on the direct route while commuting to home or work or stopping between two work sites for a meal or to use the restroom.
4. Employees are prohibited from travelling outside of a 50-mile radius of Wyandotte County in a take-home vehicle unless the travel is pre-approved by the employee’s department head, or his or her designee.
5. When operating a Unified Government vehicle, employees must comply with all federal, state, and local laws.
6. Operators of take-home vehicles shall immediately notify their supervisor and department director of any changes in their driver’s license, traffic citations received while operating a UG or personal vehicle (if that citation affects the status of the driver’s license).
7. Operators of Unified Government vehicles must adhere to HR Guide 6.2 Driver Safety, Accident Reporting and Vehicle Use.
8. Operators of take-home vehicles will be subject to the Substance Abuse policy 7.4 and Substance Abuse Policy Transit 7.4A as outlined in the Human Resources Guide.
9. Take-home vehicles must be maintained in accordance with Unified Government fleet management operating procedures. Vehicle maintenance and refueling must be done at department designated Unified Government facilities.
10. Traffic or parking citations received while driving a take-home vehicle are the responsibility of the vehicle’s operator.
11. Mileage incurred in a Unified Government vehicle is not eligible for reimbursement.



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Effective: DD-MM-YYYY

12. Employees authorized to utilize a take-home vehicle are not eligible for compensation of a stipend or vehicle allowances.
13. Use of tobacco products, including e-cigarettes and chewing tobacco, in a Unified Government vehicle is prohibited.
14. The Unified Government highly encourages employees who have been authorized to use a take-home vehicle to park the vehicle in the driveway, to be respectful of neighbors and motorists and to reduce the risk to children at play.
15. The use of a take home vehicle is a privilege and can be revoked for policy violations (i.e., failed drug/alcohol test, misuse of vehicle etc.).
16. Employees in violation of this policy are subject to discipline up to and including termination.
17. Employees should consult their department head, or his or her designee, if they have questions about this policy.

Related Polices:

- 6.2 Driver's Safety, Accident Reporting and Vehicle Use
- 6.5 Use of Cell Phones and Electronic Devices While Driving
- 7.1 Rules and Discipline
- 7.4 Substance Abuse
- 7.4A Substance Abuse Transit Department

Related Forms:

Take Home Vehicle Justification Form



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective DD-MM-YYYY

TAKE HOME VEHICLE JUSTIFICATION FORM

Employee Name:		Employee ID:	
Department:		Division:	
Job Title:		Telephone:	
Unit Number:		Vehicle Year:	
Vehicle Make:		Vehicle Model:	
Garage Location when off duty:		Daily commute (1-way):	

1	Is this vehicle assigned to an elected or appointed Unified Government employee. If yes proceed to question 3.	Yes	No
2	Is the vehicle assigned to a Department Head?	Yes	No
3	For all other UG employees, does a major portion of the duties assigned to the employee require travel for UG business in excess of 1,000 miles per month or has the agency identified the vehicle as an integral part of the job? If no skip to question 8.	Yes	No
4	Does the position require the employee to be on call on a recurring basis beyond normal duty hours and, when called out, require immediate travel from a residence to a location where specific skills, services, tools, equipment, or supplies are necessary to perform the job?	Yes	No
5	Does the position involve leaving directly from home to a continually variable workstation, in which travel to a central location to obtain a Unified Government-owned vehicle would result in significant amounts of unnecessary travel time and loss of productive hours?	Yes	No
6	Does the employee work from a home office with a continually variable workstation (e.g. inspectors, case workers, investigators, etc.)?	Yes	No
7	Is the employee a law enforcement officer or a public safety emergency responder?	Yes	No
8	Please list the business rationale for the employee to have a take home vehicle (please attach additional pages if needed):		
9	Is the employee approved for a Take Home Vehicle.	Yes	No



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Effective DD-MM-YYYY

I, _____ have received and read the Unified Government
(Print Employee Name)
Human Resources Guide policy, Section 6.6 Take-Home Vehicles and understand I must abide by the
guidelines indicated therein.

Employee Signature: _____ Date: _____

Department/Division
Head Signature: _____ Date: _____

County Administration
Signature: *(*Only Required
for Director level positions and
above)* _____ Date: _____

Human Resources Use Only

Motor Vehicle Record Acceptable: Yes No
If no, please describe:

Related Polices:

6.6 Take Home Vehicles



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective XX-XX-XXXX

RESIDENCY REQUIREMENT

- I. General: It is the policy of the Unified Government that all employees reside within the geographical limits of Wyandotte County, Kansas.
- II. Policy
 - A. All employees employed by the Unified Government under the jurisdiction of the County Administrator shall establish and maintain their permanent residence within the geographical limits of the Wyandotte County (County) throughout their period of employment.
 - B. New employees who are not already permanent residents of the County at the inception of their employment shall have a period of 12 months to establish permanent residency in Wyandotte County. If after six months, a new hire has not relocated to Wyandotte County, they will need to provide Human Resources a written update advising of their progress. At the end of the 12-month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established residence within the County shall resign their position or be terminated. The County Administrator has the authority to allow extensions of the 12-month period if in his or her opinion the employee has shown substantial evidence of progress toward meeting the residency requirement. The request for an extension should be submitted to the Director of Human Resources, who will notify the County Administrator of the request, so a determination can be made. The extension request should include information pertaining to the reason residency within Wyandotte County has not been established and the steps being taken to remedy the situation.
 - C. The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.
 - D. Permanent residence means “domicile,” which means a legal residence which is the place where a person has fixed dwelling with an intention of making it his/her permanent home. It is the dwelling place for which an employee must reside at least 5 days and nights per week when not on an approved leave.
 - E. At the time of hire and when employee changes residence, at least two of the following must be submitted as proof of residency indicating the current address:



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1. Current legal valid driver's license
 2. Current Wyandotte County Kansas Vehicle registration
 3. Voter's registration
 4. BPU or other utility statement (current statement showing name and service location address)
 5. School enrollment of children
 6. Property Ownership or entire signed lease agreement.
- F. Human Resources shall maintain a record of the resident address for every Unified Government employee.
1. Applicants:
 - a. All positions require that the applicant be a resident of Wyandotte county or willing to relocate within (12) months from the date of hire. Exceptions may be granted following the provisions of section II C.
 2. New Employees:
 - a. As a condition of employment, new employees currently residing in Wyandotte County shall provide two forms of proof of residency as defined above that includes their address and acknowledges the residency requirement for the Unified Government through onboarding in Workday.
 - b. If the employee is not a resident of Wyandotte County on his or her first day of employment, he or she must establish Wyandotte County residency within 12 months. Within 30 calendar days of relocation, the employee must complete a Home Contact Change in Workday confirming the new address within Wyandotte County and provide at least two forms of proof of residency from the options listed in section II E of this policy.
 - c. New employees who have a lease agreement outside of Wyandotte County must consult with Human Resources prior to renewing or entering into a new lease agreement outside of the county.
 3. Current employees:
 - a. Unified Government Employees shall notify Human Resources within 30 calendar days of any change in address by completing a Home Contact



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Change in Workday confirming their new address within Wyandotte County and provide copies of at least two forms of proof of residency from the options listed in section II E of this policy.

- b. Employees who have a phone contact change should update Workday within 30 calendar days.
- G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.
- H. Employees will be required to acknowledge their current address annually in Workday during the benefits open enrollment period. If the employee address differs from what is on record, the employee must provide proof of their current address as outlined in section II E of this policy.
- I. Any employee violating any of the provisions of this section shall be subject to termination.



Unified Government Human Resources Guide

Effective 045-01-0519

RESIDENCY REQUIREMENT

I. General: It is the policy of the Unified Government that all employees ~~be required to~~ reside within the geographical limits of Wyandotte County, Kansas.

II. Policy

A. All employees employed by the Unified Government under the jurisdiction of the County Administrator or the Chief Executive/Mayor of the Unified Government shall establish and maintain their permanent residence within the geographical limits of the Wyandotte County (County) throughout their period of employment.

~~B. This policy does not apply to County employees who as of October 12, 1989 (Health Department employees, January 1, 1991) had established permanent residence outside Wyandotte County, unless specified otherwise by an employment contract. However, if at any time such employee changes permanent residence, said employee must establish and maintain permanent residency in Wyandotte County, Kansas.~~

~~C.~~ New employees who are not already permanent residents of the County at the inception of their employment shall have a period of 12 months to establish permanent residency in Wyandotte County. If after six months, a new hire has not relocated to Wyandotte County, they will need to provide Human Resources a written update advising of their progress. -At the end of the ~~12-month~~ 12-month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established residence within the County shall resign their position or be terminated. The County Administrator has the authority to allow extensions of the ~~12-month~~ 12-month period if in his or her opinion the employee has shown substantial evidence of progress toward meeting the residency requirement. The request for an extension should be submitted to the Director of Human Resources, who will notify the County Administrator of the request, so a determination can be made. The extension request should include information pertaining to the reason residency in Wyandotte County has not been established and the steps being taken to remedy the situation.

The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.

D. Definitions

~~1.~~ Permanent residence -means "domicile," which means a legal residence which is the place where a person has fixed dwelling with an intention of making it his/her permanent home. ~~means "domicile," that is, a residence which is intended to be permanent rather than temporary, and which is the place where a Unified Government employee is most~~



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~~intimately connected. It is the dwelling place for which an employee must reside at least 5 days and nights per week when not on an approved leave.~~

~~2. An employee is any person employed by the Unified Government under the jurisdiction of the Administrator or the Chief Executive/Mayor.~~

E. ~~At the time of hire and when employee changes residence, at least two of the following must be submitted as proof of residency indicating the current address: Indicators for determining residency include:~~

- ~~1. Employee's Ce~~urrent legal valid driver's license ~~address~~
- ~~2. Current Wyandotte County Kansas Vehicle Auto~~ registration ~~address~~
- ~~3. Voter's registration~~ ~~address~~
- ~~4. Addresses of bank accounts and credit cards BPU or other utility statement (current statement showing name and service location address)~~
- ~~5. School enrollment of children.~~
- ~~6. Phone number and address at which an off-duty employee can be routinely reached at 3:00 a.m. in case of an emergency Property Ownership or entire signed lease agreement.~~

F. Human Resources shall maintain a record of the resident address ~~and residency status of~~ for every Unified Government employee.

1. Applicants

~~All positions require that the applicant be a resident of Wyandotte county or willing to relocate within (12) months from the date of hire. Exceptions may be granted following the provisions of section II C. Each applicant for a position in the Unified Government service must sign a statement found on the application that he/she must be a resident of Wyandotte County or willing to relocate within 12 months of the date of hire.~~

2. New Employees

- a. As a condition of employment, new employees currently residing in Wyandotte County shall provide an a sworn or affirmed statement (Affidavit of Residency for New Employee) and at least two forms of proof of residency as defined above that includes their address and acknowledges that the employee understands the residency requirement for the -Unified Government through onboarding in Workday. ~~employees, and employees and stating his/her current address and whether he/she is or is not a resident of the county, as defined above.~~
- b. If the ~~person employee~~ is not a resident of Wyandotte County ~~on at the time of hiring on his or her their~~ first day of employment, he or she they ~~new employee~~ must establish Wyandotte County residency within 12



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months. Within 30 calendar days of ~~Upon relocation, the employee must complete a Home Contact Change in Workday~~ sign and acknowledge the Affidavit of Change of Residency confirming the new address within Wyandotte County and provide at least two forms of proof of residency from the options listed above in section II E of this policy within 30 calendar days, on the form. The form must be completed and returned to Human Resources within 30 calendar days of relocation, and sign a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency within the County within 30 days of the change of residency, and residency and provide proof of the new residency. (See 4. Proof of Residency below.)

- c. New employees who have a lease agreement outside of Wyandotte County must consult with Human Resources prior to renewing or entering into a new lease agreement outside of the county.

3. Current employees

~~Unified Government Employees in the Unified Government service shall be required to maintain their current resident address on file with Human Resources. They shall notify their department Human Resources within 30 workdays calendar days of any change in address by completing a Home Contact Change in Workday and acknowledge the Affidavit of Change of Residency confirming their new address within Wyandotte County signing a sworn or affirmed statement (the Affidavit of Change of Residency) attesting to confirming permanent residency within the County along and provide with and providing proof of such residency. The department shall forward the original form along with copies of at least two forms of proof of residency from the options listed in section II E of this policy, listed on the form, to the Human Resources Department.~~

Employees who have a phone contact change should update Workday within 30 calendar days.

4. ~~Proof of residency~~

~~Any employee who changes residency must provide general evidence of residency including, but not limited to:~~

- a. ~~Driver's license~~
- b. ~~Auto registration~~
- c. ~~Voter registration~~
- d. ~~Address on bank or credit card statement BPU or other utility statement (current statement showing name and service location address)~~
- e. ~~Copy of school enrollment of children~~



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f. ~~Property Ownership or entire signed lease agreement~~

- G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.
- H. ~~Employees will be required to acknowledge their current address annually in Workday during the benefits open enrollment period. If the employee address differs from what is on record, the employee must provide proof of their current address as outlined in section II (E) of this policy.~~
- H. Any employee violating any of the provisions of this section shall be subject to discharge~~termination~~.

RELATED FORM(S): ~~Affidavit of Residency for New Employee~~
~~Affidavit of Change of Residency~~
~~Affidavit of Residency for New Temporary/Summer Employee~~

Human Resources Guide Updates

Presented: Human Resources Staff



**Administration and Human Services Standing Committee
May 20, 2024**

Human Resources Guide Policy Revisions

- Section 2.7 – Residency Requirement
- Section 6.6 – Take Home Vehicles **(Proposed New Policy)**

Residency Requirement Policy

Overview of Revisions

- Proposed revisions to the policy do not change the requirements to reside in Wyandotte County
- Policy revised to reflect process changes as a result of Workday
 - Paper Affidavit of Residency form no longer in use
 - Acknowledgements and documentation of residency automated
- Clarification that new hires who already live in Wyandotte must provide proof of residency at the time of hire.



Take Home Vehicle Policy

Purpose of new policy

The purpose of this policy is to establish a strong internal control system to ensure UG vehicles are being properly used and comply with local, state and federal regulations.

Note: Police, Fire and Public Works have set aside departmental policies that must abide by this general policy (These depts account for more than 90% of UG take home vehicles)

Rationale for creating new policy

- UG liable for improper UG vehicle use
- No current centralized system of authorizations
- No current centralized system of tracking vehicles authorized for take-home purposes
- No formal policy concerning take-home vehicles for non-public safety and non-public works departments
- HR previously began development of this policy. It was placed on hold due to an Audit by the Legislative Auditor. This policy contains all recommendations of the Legislative Auditor.

Key Elements of Take-Home Vehicle Policy

Centralized Authorization Process:

- Use of vehicle based on beneficial need for delivery of service for UG business
- Driver's must maintain a valid Kansas DL based on class of vehicle
- "Take Home Vehicle Authorization Form" must be completed at on-set and annually thereafter
- Operators subject to annual motor vehicle checks
- Take Home Vehicles are only authorized when there is clear and convincing justification to do so
- Departments can set a stricter policy subject to the County Administrator's approval
- County Administrator must approve all take home vehicles for director level positions and above

Responsible Use of Take-Home Vehicle:

- Only authorized employees are permitted to operate vehicle
- Non-business passengers (e.g. family/friends) prohibited from riding in vehicle
- Only "de minimus" personal use is permitted
- Travel 50 miles outside of Wyandotte County is prohibited unless approved by department
- Employees must abide by all state, federal, and local laws while operating vehicle.
- Operators must abide by HRG policies for Substance Abuse; Driver's Safety; Use of Cell/Electronic Devices While Driving
- Operators must inform UG of any traffic citations or suspension of driver's license while operating a UG vehicle or personal vehicle (if that citation affects the status of the driver's license).
- Violations of the policy could result in revocation of take-home vehicle and/or disciplinary action up to and including termination

Main take aways

Adopting this policy will ensure the Unified Government is complying with state and federal regulations, which prohibits private use of publicly owned vehicles.

Enactment of this policy provides an avenue to revoke access to a take home vehicle due to policy violation

Implementation of this policy will reduce the Unified Government's liability due to unauthorized use

Next Steps:

- All departments supply a list of individuals that have been issued take-home vehicles and complete Take-Home Vehicles Authorization forms for each.
- County Administration to review department specific policies for approval.
- Human Resources to cross-reference department forms with Fleet Maintenance records to ensure all vehicles are captured.
- Human Resources to complete motor vehicle records checks of individuals that have been issued Take-Home Vehicles.
- Human Resources to ensure individuals authorized to use/drive a take-home vehicle are in the random drug and alcohol pool.