



## **General Order 22.2 - Benefits**

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

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ISSUED BY: Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

A handwritten signature in black ink, reading "Jeffrey T. Easter".

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## **DEFINITIONS:**

- A. Time in Rank – The cumulative time within a specific rank within the Sheriff's Office career path.
  - a. Career Path – Civilian, Detention, Commissioned
- B. 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.
- C. 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 be entered in Kronos as military leave.. 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**

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.

- A. Excessive Absenteeism is defined as:
  - 1. An employee taking time off without pay, due to having no vacation time or sick time accrued, without prior written authorizations.
  - 2. An employee reporting to duty late five (5) or more times in any continuous ninety (90) day period.
- B. Any employee meeting the definition of excessive absenteeism during any continuous ninety (90) day period 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. Other considerations for excusable absences may include prescheduled medical appointments, absences accompanied with a doctor's note, or as deemed appropriate by a division commander.
  - 3. 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 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) daytime frame shall be treated as if all were submitted on the same date.
  - c. Time in rank shall be used to resolve any conflicts in vacation scheduling.
  - d. Vacation requests submitted during this thirty (30) daytime frame shall take precedence over any requests submitted prior to January 1.
3. Vacation requests submitted after this thirty (30) daytime 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 ensure 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 the 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 DUTY ASSIGNMENTS**

- A. A supervisor will post shift transfers for deputy/corporal positions when they become available with current available days off.
- B. Shift transfers will be approved based upon time in rank and the approval of the division commander.
- C. Division transfers will be approved by the bureau commander.
- D. The transferee will accept the current available days off for that position.
- E. The transferee will not be able to adjust days off until the next realignment period.

- F. When personnel coverage levels change due to attrition, workload requirements, injuries, sickness, training, Academy graduations, 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 DAYS OFF**

- A. Deputies and watch supervisors will be assigned days off based on time in rank, then cumulative time with the sheriff's office, then, if needed, the final factor is the ID number.
- B. Days off shall be realigned twice a year, taking effect at the start of the first pay period of March and September, to conform to 22.2.8 A.
- C. The number of deputies off on any given day will be determined by the watch commanders.
- 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. Watch commanders will not fill days off until the shift opening and current days off have been advertised.
- F. When personnel coverage levels change due to attrition, workload requirements, injuries, sickness, training, Academy graduations, etc., temporary changes in days off will be made as needed to provide the maximum number of employees possible to handle workload requirements.

#### **22.2.9 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.

#### **22.2.10 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 will notify all employees of updated information.

#### **22.2.11 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. The employee's supervisor must ensure that the Sedgwick County on-the-job injury report is completed as required, and that a copy of the report is sent to Sheriff's Administration.
  2. 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.

#### **22.2.12 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 tier

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.

### **22.2.13 INFANT-AT-WORK PROGRAM**

The Sheriff's Office Infant-at-Work Program encourages new mothers or fathers to return to work sooner by allowing the new parents to bring their infant to work with them until the child is 180 days old or begins to crawl, whichever comes first.

#### **A. Eligibility**

1. Parents – Full-time Sheriff Office employees are eligible to participate in the program, subject to the specific job responsibilities of the parent and subject to ensuring the physical safety of the infant. Employees may request a temporary, alternative work assignment if their current assignment is not suitable for participation in the program. The nature of most assignments within the Sheriff's Office do not qualify for the approval of this program. With that in mind, the Sheriff's Office will attempt to accommodate such requests based on business and staffing situations at the time of the request but is not required to meet said requests.
2. Infants – Infants of full-time employees up to 180 days old are eligible for the program, subject to the provisions of these Guidelines.
3. Alternate Care Providers – Parent must select two other county employees or employees that share the same work area and have been approved by the employee's Division Commander to provide back-up care for the infant. An alternate care provider may not simultaneously participate in the program as a parent bringing his or her baby to work and as an alternate care provider for another parent's child.

#### **B. Forms to Complete**

1. The following forms are required for participation in the program:
  - a. [Individual Plan](#), which outlines the specifics of the infant's care plan
  - b. [Parent Agreement](#), Consent & Waiver forms



c. [Alternate Care Provider Agreement](#)

2. The parent will submit all completed and signed forms to their supervisor, who will then schedule the Pre-Program Meeting. These three forms must be completed and scanned into the employees' Guardian Tracking file.

C. Procedures

1. Pre-Program Meeting

Before any infant is brought into the workplace, a meeting must take place between the parent, their supervisor and the Division Commander. Both parties must review, discuss, and approve the proposed Individual Plan.

D. Requirements for Care Providers

1. A parent participating in this program generally will not leave the building without taking the infant with them. However, with the approval of a supervisor, the infant may be left with one of the approved alternate care providers for care not to exceed 1.5 hours within any 4 hours period.
2. The parent will accept complete responsibility for the safety of the infant.
3. An employee may transport their infant in their work vehicle while in route to/from work, school or activities. (In compliance with [County Policy – Vehicle Use – 2.504](#))
4. The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. Diapers must be changed only in a designated restroom or in quiet room locations and not in work areas.
5. When an infant accompanies a parent to work, used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately in small plastic bags and discarded in an appropriate container provided by the parent and placed in an area not used by staff for office or meeting space.
6. All other supplies utilized by the parent must be maintained in a manner that is not disruptive to the work of other employees.
7. Parents must have day care or other arrangements in place by the time their baby is 180 days old or begins to crawl.
8. Parents are expected to make alternate childcare arrangements as required and needed due to position responsibilities.

9. The participating employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances.
10. If problems arise that cannot be resolved, the employee understands that the program may be terminated for that employee.
11. If a baby is fussy for a prolonged period of time, causing a distraction in the workplace or preventing the parent from accomplishing required work, the parent shall remove the infant from the workplace.
12. The parent will be charged for time away from work according to leave time provisions of the Sheriff's Office or may be subject to pay deductions for missed work.
13. The Sheriff's Office will identify one or more locations on the premises that employees may use, if they so choose, while breastfeeding or otherwise feeding their infants.

#### E. Infant's Location During the Program

1. Each parent shall make their office suitable for the new baby and the baby shall be located primarily at that workstation during the workday.
2. The Sheriff's Office will make every effort to offer a private office but cannot guarantee this if space constraints or work assignments make it infeasible.
3. The parent may be asked to take the infant home if the infant is unable to be calmed and the distractions continue for longer than 30 minutes.
4. The infant may be in another employee's workspace for brief intervals if the arrangement is agreed upon between the parent and the other employee.
5. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed.
6. An alternate care provider cannot place the baby in the care of another, even for brief periods of time. Only the parent may do so.

#### F. Illness

1. A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent. [The Center for Disease Control \("CDC"\) "Recommendations for Inclusion or Exclusion"](#) of children from out-of-home childcare settings are hereby adopted by the Sheriff's Office as a means for determining whether a baby is sick.

#### G. Alternate Care Providers

1. The parent shall choose two alternate care providers who will care for the infant if the parent needs to attend a meeting, work with a customer, go to the restroom, etc. Each care provider will have previously signed an [Alternate Care Provider Agreement form \(Appendix C\)](#). If a parent is going to be unable to care for their child at work for a period of less than 1.5 hours within a 4-hour period, the parent shall notify a care provider and place the infant in the provider's care. If the parent is going to be unable to care for their child at work for a period exceeding 1.5 hours within a 4-hour period, the parent shall make arrangements for the infant's care outside the immediate workplace. A care provider in the workplace shall not be permitted to care for an infant for a period exceeding 1.5 hours within any 4-hour period. If an alternate care provider leaves employment from the workplace, another one must be selected.

#### H. Other Personnel Caring for Infant

1. The Sheriff's Office understands that other personnel may ask the parent for permission to care for the infant for brief periods of time. This is acceptable at the discretion of the parent as long as the productivity of other personnel is not substantially reduced. Only the designated care providers should be asked to watch the infant if the parent is unable to care for the infant for a prolonged period of time (not to exceed 1.5 hours within any 4-hour period).

#### I. Complaints

1. All complaints must be made directly to the parent's immediate supervisor or department manager, by such means as may be provided. All complaints will be kept anonymous to the extent that is possible. The employee, the immediate supervisor, and the program manager shall have final discretion to decide what should be done to resolve the complaint. (See Termination of Eligibility below.)

#### J. Termination of Eligibility

1. Parents have the right to terminate their individual agreement at any time.
2. The Sheriff's Office has the right to terminate an individual agreement at any time if a parent's performance declines or if organizational needs are not being met (i.e., complaints and/or disruptions to coworkers cannot be resolved).
3. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances.
4. This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of

their Individual Plan, or when complaints have been made that cannot be resolved.

5. Eligibility may also be terminated at the sole discretion of the Sheriff's Office for reasons not yet known at this time. When eligibility is terminated, the infant must be removed from the workplace. Depending on the circumstances, the Sheriff's Office may require immediate removal or notice may be given.

K. Other

1. The Sheriff's Office Infant-at-Work Program is a voluntary option for employees, subject to approval as outlined in these Guidelines, where it is compatible with job requirements. Participation in the Sheriff's Office Infant-at-Work Program is a privilege and not a right. The Sheriff's Office expressly reserves the right to refuse participation in the Program for any reason or no reason at all or to terminate participation in the program due to business conditions or for no reason at all. The Sheriff's Office expressly reserves the right to change or revise this policy with or without notice. The Sheriff's Office will not assume any risk or liability for infants in the workplace.

**22.2.14 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. To be eligible for reimbursement, employees must make an 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 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](#).

#### **22.2.15 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.

#### **22.2.16 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, and review the employee's 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.

#### **22.2.17 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