

ORDINANCE NO. 905

AN ORDINANCE OF THE GOVERNING BODY OF THE CITY OF BURLINGTON, KANSAS, ADOPTING THE CITY OF BURLINGTON PERSONNEL POLICIES AND PROCEDURES MANUAL WHICH PROVIDES PROCEDURES, RULES, AND REGULATIONS APPLICABLE TO ALL EMPLOYEES OF THE CITY OF BURLINGTON.

WHEREAS, It is recognized that a sound personnel program is a major element in securing and retaining qualified employees who will perform the municipal services for the citizens of Burlington; and,

WHEREAS, It is necessary to adopt a manual for administration of all personnel matters; and,

WHEREAS, The Governing Body for the City of Burlington is firmly committed to principles of fairness and merit in personnel administration and the implementation of a written policy is necessary to establish policies, procedures, and practices that are universally and impartially applied to all employees.

NOW THEREFORE, be it resolved by the governing body of the City of Burlington, Coffey County, Kansas:

SECTION 1. The “City of Burlington Personnel Policies and Procedures” manual filed with the City Clerk on this date shall be approved and adopted subject to further amendment as may from time to time be necessary or required. Said manual shall supersede any prior personnel policy and procedure manual.

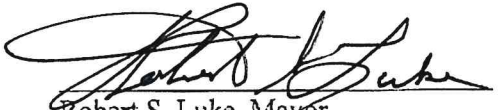
SECTION 2. The City may amend the City of Burlington Personnel Policies and Procedures by a majority vote of the Governing Body. Any amendment that is approved shall become effective (10) ten days after a copy of the said amendment is filed with the City Clerk and a copy of said amendment is delivered to all Superintendents and each employee.

SECTION 3. In the event that any rules or regulations set forth in said City of Burlington Personnel Policies and Procedures manual are in conflict with any prior rule, regulation, or Ordinance of the City of Burlington, the provisions of the said City of Burlington Personnel Policies and Procedures shall be controlling.


SECTION 4. This ordinance shall take effect and be in full force and effect on and after its passage and publication of a summary in the official city newspaper, and publication in full on the city's website (burlingtonkansas.gov).

ADOPTED AND PASSED by the governing body and **APPROVED** by the Mayor of the City of Burlington, Kansas, March 20, 2024.

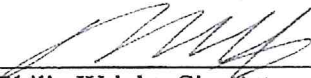



Robert S. Luke, Mayor

ATTEST:


Anne C. Brown, City Clerk

Approved as to form:


Philip Wright, City Attorney