



Personnel Board

October 10, 2025 10:00 AM,

IUC, Room 117, 17221 E. 23rd St. S., Independence, MO 64057

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of September 12, 2025 Meeting Minutes.

PUBLIC HEARING

1. A Public hearing Proposing Changes to Article IV as it pertains to Personal Business Leave of the City of Independence Personnel Policies & Procedures Manual.

SCHEDULE OF NEXT MEETING

ADJOURNMENT

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

A Public hearing Proposing Changes to Article IV as it pertains to Personal Business Leave of the City of Independence Personnel Policies & Procedures Manual.

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Human Resources /
Contact

REVIEWERS

Carissa Smith
Jeremy Cover

ATTACHMENTS:

1. DRAFT ARTICLE IV Personal Business Clarification

ARTICLE IV. HOURS OF WORK AND LEAVE

A. Personal Business Leave

1. Regular full-time employees may earn a maximum of twenty-four (24) hours of leave for personal business leave per year which may be taken ~~in the same manner as vacation leave~~ **without advance notice**. Personal business leave is credited in increments of two (2) hours, per month actually worked. Personal business leave may be accumulated to a maximum of sixty (60) hours. Personal business leave may not be used during the initial probationary period.

2. During any single fiscal year when and to the extent that the City Council has appropriated funds for this purpose, an employee may convert unused personal business leave, not to exceed a maximum of twenty-four (24) hours, to cash payment at the employee's base rate of pay. The election to accumulate or convert to cash must be made during the last full work week during October. Payment will be made during the month of November. If no appropriation has been made by October 1st, then no payment shall be made for unused personal business leave for that fiscal year.

3. A regular employee who retires or voluntarily resigns from the City shall be paid for accumulated personal business leave to a maximum of sixty (60) hours. An employee who is terminated shall not be paid for accumulated personal business leave.