



Personnel Board

February 12, 2026 10:00 AM,

IMC, 20201 E Jackson Dr, Rm 423 Jim Bridger, Independence, MO 64057

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of minutes for the Regular Meeting on October 10, 2025.

OLD BUSINESS

NEW BUSINESS

1. Article VI. Separation and Disciplinary Action; Section B verbiage update

SCHEDULE FOR NEXT MEETING

ADJOURNMENT



INDEPENDENCE ★ MISSOURI ★

A GREAT AMERICAN STORY

Personnel Board Minutes

October 10, 2025 10:00 AM

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

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Laura Dominik.

ROLL CALL

Laura Dominik, Chair – Present
Erin Boatright, Board Member – Present
Krys Lugenbeel, Board Member – Present
Carissa Smith, Human Resources Director – Present
Maretta Marshall, Human Resources Manager-Present
Cheryl Wrisinger, Staff Assistant – Present

A Quorum was established.

APPROVAL OF MINUTES

1. Approval of September 12, 2025 Meeting Minutes.

Laura Dominik made a motion to approve the minutes as written. Motion was seconded by Krys Lugenbeel. Board approved unanimously. **Motion carried.**

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.

Carissa Smith presented the proposed changes to the manual. Laura Dominik makes a motion to recommend the changes to council, board approved unanimously. **Motion carried.**

SCHEDULE OF NEXT MEETING

Personnel Board scheduled for November 14, 2025, at 10:00 a.m. at IUC, Room 117.

ADJOURNMENT

Laura Dominik, Chair, made a motion to adjourn the meeting at 10:03 a.m. Motion was seconded by Krys Lugenbeel . Board unanimously approved. **Motion carried.**

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article VI. Separation and Disciplinary Action; Section B verbiage update

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Contact	Human Resources /
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REVIEWERS

Carissa Smith
Jeremy Cover

ATTACHMENTS:

1. Article VI

ARTICLE VI. SEPARATION AND DISCIPLINARY ACTION

A. Resignation

1. Voluntary resignation: Classified and Unclassified employees wishing to resign from the classified service in good standing, shall file with the Department Head and/or City Manager, at least two (2) weeks in advance of the effective date, a written resignation stating the effective date of the resignation.
2. Abandonment of position: An employee shall be deemed to have abandoned his or her position if that employee has three (3) consecutive working days/shifts of unauthorized absence. This situation shall be deemed a resignation, and the required written resignation of the employee shall be waived.

An employee separated from City service in this manner may apply to the Human Resources Director for reinstatement. Reinstatement shall be considered when it is in the best interests of the City and determined on a case by case basis. Recommendations for reinstatement shall be made by the Human Resources Director, with the concurrence of the Department Head, subject to approval by the City Manager. Denial of reinstatement may be appealed to the Personnel Board in accordance with Article VIII.F of these Personnel Policies and Procedures.

B. Termination

1. Classified Employees: A Department Head may, for cause, recommend the termination of a Classified Employee to the Human Resources Director via a formal written memorandum. Upon review of the termination recommendation, the Human Resources Director shall consider all options including:

1. Deny the recommendation for termination and provide the Department Head with the recommended actions instead of termination.
2. Approve the termination recommendation for cause. **Upon approval of termination the employee shall be placed on a ten (10) day unpaid suspension to allow the employee the opportunity to appeal the termination decision as outlined in Article VII.**
3. If additional information is needed to determine whether termination is appropriate, the Human Resources Director shall place **the** employee on suspension without pay for a period **not to exceed ten (10) days to conduct further investigation, unless circumstances require additional time.**

If a Classified Employee is reinstated without disciplinary action after suspension, said employee shall be compensated for the time they were placed on suspension without pay.

A classified employee who has been recommended for termination shall be entitled to receive a written statement of reasons for the action. Termination of classified employees shall be in accordance with the standards of the Merit System. The City Manager shall make the final

determination on the matter. If the termination is appealed, it shall be processed in a timely manner pursuant to **Article VII, section F step 5** of these Personnel Policies and Procedures.

2. Unclassified Employees: The appointing authority may, with or without cause, terminate an Unclassified Employee in accordance with the provisions of Article 3.3(1) of the Charter.

Unclassified employees who have completed one (1) year of employment and are terminated without cause are eligible for the following transition compensation:

- a. Transition compensation will be provided based on the length of service of the employee being terminated, in accordance with the following ranges. The number of weeks of compensation within the ranges will be determined by the appointing authority:

Length of Service	Amount (Base Salary)
1 to 3 years	4 weeks
5 to 10 years	12 – 16 weeks
10 years and over	20 – 26 weeks

- b. Transition compensation will be included on a separate check in a lump sum, less applicable deductions.
- c. Transition compensation will not be considered as time worked and will have no effect on the date of termination or the date employee benefit coverage ceases.