



Personnel Board

May 15, 2026 10:00 AM,

IMC, 20201 E Jackson Dr, Rm 321 Round House, Independence, MO 64057

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of March 13, 2026 Meeting Minutes.

OLD BUSINESS

NEW BUSINESS

1. Article I. Employment, Workplace and Equal Employment Opportunity Policies I. Complaint Procedure
2. Article III. Recruitment, Selection, Probation and Promotion B. Recruitment
3. Article IV. Hours of Work and Leave B. Attendance
4. Article VI. Separation and Disciplinary Action G. Re-employment after Separation

SCHEDULE FOR NEXT MEETING

ADJOURNMENT

Personnel Board Minutes

March 13, 2026 10:00 AM

IMC, Room 148, 20201 E Jackson Dr., Independence, MO 64057

CALL TO ORDER

The meeting was called to order at 10:03 a.m. by Laura Dominik.

ROLL CALL

Laura Dominik, Chair – Present
Erin Boatright, Board Member – Present
Arthur Freeland, Board Member-Present
Cindy Troutman, Board Member-Present
Carissa Smith, Human Resources Director – Present
Emyli Harding, Human Resources Business Partner-Present
Cheryl Wrisinger, Staff Assistant – Present
Lindsey Kolisch, Assistant City Counselor-Present
Bridgett McCandless, Councilmember-Present

A quorum was established.

APPROVAL OF MINUTES

1. Approval of February 12, 2026 Meeting Minutes.

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

PUBLIC HEARING

1. Laura opened the public hearing regarding proposed changes to Article VI. Separation and Disciplinary Action; Section B of the Personnel Policies and Procedures Manual. Ms. Smith presented the proposed changes to the manual. No comments or questions from the public. Laura closes the public hearing. Laura makes a motion to recommend the changes to council. Kryes seconds. Board approved unanimously. **Motion carried.**

OLD BUSINESS – none.

NEW BUSINESS – none.

SCHEDULE OF NEXT MEETING

Personnel Board Meeting scheduled for April 10, 2026, 10 am at IMC.

ADJOURNMENT

Laura made a motion to adjourn the meeting at 10:09 a.m. Motion was seconded by Krys. Board approved unanimously. **Motion carried.**

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article I. Employment, Workplace and Equal Employment Opportunity Policies I. Complaint Procedure

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Contact	Human Resources /
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REVIEWERS

Carissa Smith
Jeremy Cover

ATTACHMENTS:

1. ARTICLE 1

ARTICLE I. EMPLOYMENT, WORKPLACE AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES

I. Complaint Procedure

Employees who believe they or someone they work with are or have experienced discrimination, sexual harassment, or any other form of harassment, ~~or who feels there has been a violation of City policy,~~ may file a complaint in accordance with the procedures set out below.

1. Initiation of an Investigation: An investigation may be initiated by any employee or someone they work with ~~for the following reasons (this list is not exhaustive):~~

- who believes he or she has been a victim of sexual harassment ~~or harassment~~
- if the person has been discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, or disability
- ~~for any violation of City policy~~

An investigation may also be initiated by the City Manager, the Human Resources Director, a Department Head, or supervisor when there is reasonable suspicion that ~~harassment or discrimination~~ a policy violation including harassment or discrimination, may have occurred. ~~A complaint form shall be provided to the complainant for completion.~~ The complainant will be provided options for filing a complaint including, ~~An employee shall have~~ the option of filing the complaint with the supervisor, with anyone in the employee's direct supervisory chain of command, or the Human Resources Department.

2. Scope of Investigation: An investigation will be conducted by ~~the either the~~ Human Resources Department ~~or an external investigator. unless~~ If there is an appearance of a conflict of interest ~~exists~~ existing with the investigation being conducted by the Human Resources Department, then the investigation will ~~automatically be assigned to an external investigator.~~ The investigation will include but is not limited to:

- ~~learning the facts concerning the incident or activity in question by interviewing the employee who made the accusation;~~ interviewing the employee who filed the complaint for fact finding;
- asking the employee to ~~write and sign a statement~~ document in writing ~~of all the incidents of harassment~~ their account of events being investigated and all of the facts and witnesses who can ~~establish that harassment~~ support the allegations and sign the written statement,
- ~~determining precisely who was involved; what occurred, when it took place; whether this was an isolated incident or a frequent behavior;~~ determining the key facts of the complaint such as who was involved, specifics of the incident(s), and witnesses to the incident(s);

- d. ascertaining what impact, if any, the harassment incidents has had;
 - e. establishing the identities of all persons with whom the harassment allegations has have been discussed; and
 - f. obtaining any notes, recordings, photographs, physical evidence, or other documentation relevant to the incident.
3. Questioning Interviewing of Employees: All employees must are expected to fully cooperate in any investigation being conducted by or on behalf of the City. ~~of the alleged acts of sexual harassment, harassment, or discrimination.~~ The investigator shall have access to all relevant City documents and any City employee who may have information regarding the facts of the complaints, subject to the following:
- a. any individual sought to be interviewed or spoken with for the investigation shall be given advance notice of the general nature of the information sought and the time and place of the meeting;
 - b. any employee whose participation in the investigation is sought shall have the right to have representation and shall be notified of that right;
 - c. ~~the alleged harasser~~ the individual(s) subject to investigation shall be informed of the specific allegations which have been made against him or her and the evidence, which is obtained during the investigation, and shall be given an opportunity to respond to such allegations and evidence;
 - d. all employees questioned shall be informed that the investigation is confidential, and any violation of confidentiality may be cause for disciplinary action; and
 - e. the Department Head and Human Resources Director shall be notified of any investigation being made and shall be kept informed of the progress of the investigation.

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article III. Recruitment, Selection, Probation and Promotion B. Recruitment

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Contact Human Resources /

REVIEWERS

Carissa Smith
Jeremy Cover

ATTACHMENTS:

1. ARTICLE III

ARTICLE III. RECRUITMENT, SELECTION, PROBATION AND PROMOTION

A. General Requirements

All recruitment, selection and promotion procedures of the City Independence, Missouri, shall comply with the City Charter, merit system standards and Federal, State, and local law governing employment practices.

B. Recruitment

1. Requisition: Recruitment shall be planned to assure open competition and shall be conducted by the Human Resources Department. When a vacancy in the Classified Service is to be filled, the recommending authority shall submit a Request ~~for Personnel to Fill electronically through the designated system the Human Resources Director for approval by the Human Resources Director.~~ This requisition shall state the job title and other information the Human Resources Director may require.

2. Posting: The Human Resources Director ~~or their designee~~ shall post notice of the vacancy ~~in places where such notices would obtain public attention and attract qualified persons~~ as outlined. Positions may be posted internally on the City's internal job page for a minimum of three (3) business days to allow qualified internal applicants the ability to apply for the vacancy. Positions may be posted externally for a specified period of time or until filled, in a manner that allows the public to have visibility of and the ability to apply for the vacancy. The posting shall include the job title, essential functions of the position, the minimum qualifications for the position, and ~~the place for the manner~~ for applying.

3. Application Forms: Applications for employment in the Classified Service must be processed through the Human Resources Department. Applications shall be made ~~on forms electronically utilizing a system prescribed by the Human Resources Director and shall be filed with the Human Resources Department.~~ Applications shall be signed by the applicant to certify the truth of the statements contained therein.

The Human Resources Director may require proof of age, education, experience, and other claims as may be appropriate to the position for which the applicant applies. Applications for employment in the Classified Service must be processed through the Human Resources Department prior to any action by any recommending authority or by the appointing authority. No department will bypass the Human Resources Department, which by Section 3.25 of the Charter is responsible for the maintenance of the Merit System.

4. Disqualification: The Human Resources Director may disqualify any applicant whose application indicates the following:

- a. The applicant is physically or mentally unable to perform the essential functions of the position;
- b. The applicant has been convicted of a felony and has not received a pardon or cannot obtain a statement from a probation officer attesting rehabilitation and the conviction relates to the qualifications or requirements of the position;

- c. The applicant has made any false statements or omissions of material fact on the application;
- d. The applicant has failed to submit the application correctly;
- e. The applicant does not possess the minimum qualifications for the position as indicated in the job description;
- f. The applicant was a previous City employee who was dismissed for cause;
- g. The applicant will be disqualified for an appointment which violates the nepotism policy (Article ~~V~~ III.G.). If a position vacancy occurs in a department where a job applicant has relative(s) by consanguineal or affinity relationship, the case shall be reviewed for possible conflicts with the Charter or Merit System by the Human Resources Director, and a recommendation made to the appointing authority.

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article IV. Hours of Work and Leave B. Attendance

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Contact	Human Resources /
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REVIEWERS

Carissa Smith
Jeremy Cover

ATTACHMENTS:

1. ARTICLE IV

ARTICLE IV. HOURS OF WORK AND LEAVE

B. Attendance

~~Department Heads shall keep daily employee attendance records. These records shall be reported in accordance with procedures established by the Finance Director.~~

Department management is responsible for tracking employee attendance and maintaining employee attendance records.

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article VI. Separation and Disciplinary Action G. Re-employment after Separation

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Human Resources /
Contact

REVIEWERS

Carissa Smith
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ATTACHMENTS:

1. ARTICLE VI

ARTICLE VI. SEPARATION AND DISCIPLINARY ACTION

G. Re-employment after Separation

~~An employee who separates from the service in good standing may seek re-employment with the City. Employees returning within a six (6) month period, may do so without competitive examination, provided they are returning to a position at or below the classification held at the time of separation and the employee meets the minimum qualifications for the position. An employee who has been terminated for cause is not eligible for rehire in the City during the five years subsequent to their termination.~~

Employees who separate employment from the City in good standing may seek re-employment. Those returning within six months of separation to a position at or below their previous classification may be rehired, subject to meeting minimum qualifications for the position they applied for and upon successfully completing all pre-hire requirements. Employees who are rehired within six months of separation will have their City service bridged as though there was no break in service with the City (this does not apply to union, department, position or other seniority). Eligibility for rehire following termination for cause is restricted for a minimum of five years.