



Personnel Board

July 10, 2026 10:00 AM

IMC, 20201 E Jackson Dr., Rm 149 Sant Fe, Independence, MO 64057

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of May 15, 2026 Meeting Minutes.

PUBLIC HEARING

1. A Public Hearing Proposing Changes to Article I as it pertains to Workplace and Equal Employment Opportunity Policies I. Complaint Procedure verbiage update of the City of Independence Personnel Policies & Procedures Manual.
2. A Public Hearing Proposing Changes to Article III. Recruitment, Selection, Probation and Promotion B. Recruitment verbiage update of the City of Independence Personnel Policies & Procedures Manual.
3. A Public Hearing Proposing Changes to Article IV. Hours of Work and Leave B. Attendance verbiage update of the City of Independence Personnel Policies & Procedures Manual.
4. A Public Hearing Proposing Changes to Article VI. Separation and Disciplinary Action G. Re-employment after Separation verbiage update of the City of Independence Personnel Policies & Procedures Manual.

OLD BUSINESS

NEW BUSINESS

SCHEDULE OF NEXT MEETING

ADJOURNMENT



INDEPENDENCE * MISSOURI *

A GREAT AMERICAN STORY

Personnel Board Minutes

May 15, 2026 10:00 AM

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

CALL TO ORDER

The meeting was called to order at 10:04 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

A Quorum was established.

APPROVAL OF MINUTES

1. Approval of March 13, 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.**

OLD BUSINESS

None

NEW BUSINESS

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

Carissa Smith presented the proposed changes to Article I. of the manual. Laura Dominik made a motion to move to a Public Hearing with editorial changes. Erin Boatright seconded. The board approved unanimously. **Motion carried.**

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

Carissa Smith presented the proposed changes to Article III of the manual. Laura Dominik made a motion to move to a Public Hearing with editorial changes. Erin Boatright seconded. The board approved unanimously. **Motion carried.**

3. Article IV. Hours of Work and Leave B. Attendance

Carissa Smith presented the proposed changes to Article IV of the manual. Arthur Freeland made a motion to move to a Public Hearing. Erin Boatright seconded. The board approved unanimously. **Motion carried.**

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

Carissa Smith presented the proposed changes to Article VI of the manual. Laura Dominik made a motion to move to a Public Hearing. Arthur Freeland seconded. The board approved unanimously. **Motion carried.**

SCHEDULE FOR NEXT MEETING

Personnel Board Meeting scheduled for June 15, 2026 at 10 am at IMC.

ADJOURNMENT

Laura Dominik made a motion to adjourn the meeting at 10:52 a.m. Motion was seconded by Arthur Freeland. Board unanimously approved. **Motion carried.**

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

A Public Hearing Proposing Changes to Article I as it pertains to Workplace and Equal Employment Opportunity Policies I. Complaint Procedure verbiage update of the City of Independence Personnel Policies & Procedures Manual.

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Human Resources /
Contact

REVIEWERS

Carissa Smith
Lindsey Kolisch

ATTACHMENTS:

1. ARTICLE I. EMPLOYMENT, WORKPLACE AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES

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 **they have** 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 **a policy violation including harassment or discrimination**, may have occurred. The complainant will be provided options for filing a complaint including 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 **either the Human Resources Department or an external investigator**. **If there is an appearance of a conflict of interest existing with the investigation being conducted by the Human Resources Department, then the investigation will automatically be assigned to an external investigator, as chosen by the City**. The investigation will include but is not limited to:

- a. **interviewing the employee who filed the complaint for fact finding;**
- b. asking the employee to document in writing **their account of events being investigated** and all of the facts and witnesses who can **support the allegations and sign the written statement;**
- c. **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 **incidents** had;
- e. establishing the identities of all persons with whom the **allegations have** been discussed; and
- f. obtaining any notes, recordings, photographs, physical evidence, or other documentation relevant to the incident.

3. **Interviewing of Employees:** All employees **are expected to fully cooperate** in any investigation **being conducted by or on behalf of the City**. 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 individual(s) subject to investigation** shall be informed of the specific allegations which have been made against them and the evidence 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:

A Public Hearing Proposing Changes to Article III. Recruitment, Selection, Probation and Promotion B. Recruitment verbiage update of the City of Independence Personnel Policies & Procedures Manual.

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Contact	Human Resources /
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REVIEWERS

Carissa Smith
Lindsey Kolisch

ATTACHMENTS:

1. ARTICLE III. RECRUITMENT, SELECTION, PROBATION AND PROMOTION

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 job requisition **electronically through the designated system for approval by the Human Resources Director**. This requisition shall state the job title and other information as the Human Resources Director may require.

2. Posting: The Human Resources Director **or their designee** shall post notice of the vacancy **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 opportunity 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 to 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 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 **electronically utilizing a system prescribed** by the Human Resources Director. 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 the conviction relates to the qualifications or requirements of the position and** has not received a pardon or

- cannot obtain a statement from a probation officer attesting rehabilitation;
- 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 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:

A Public Hearing Proposing Changes to Article IV. Hours of Work and Leave B. Attendance verbiage update of the City of Independence Personnel Policies & Procedures Manual.

Recommendations:

Background:

Emergency Justification:

Fiscal Impact:

Council Action:

Department / Human Resources /
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REVIEWERS

Carissa Smith
Lindsey Kolisch

ATTACHMENTS:

1. ARTICLE IV HOURS OF WORK AND LEAVE

ARTICLE IV. HOURS OF WORK AND LEAVE

B. Attendance

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

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

A Public Hearing Proposing Changes to Article VI. Separation and Disciplinary Action G. Re-employment after Separation verbiage update of the City of Independence Personnel Policies & Procedures Manual.

Recommendations:

Background:

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REVIEWERS

Carissa Smith
Lindsey Kolisch

ATTACHMENTS:

1. ARTICLE VI

ARTICLE VI. SEPARATION AND DISCIPLINARY ACTION

G. Re-employment after Separation

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, job or other seniority). Eligibility for rehire following termination for cause is restricted for five years.