



Personnel Board

August 14, 2026 10:00 AM

IMC, 20201 E Jackson Dr, Rm 321 Roundhouse, Independence, MO 64057

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the July 10, 2026 Meeting Minutes.

OLD BUSINESS

NEW BUSINESS

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

SCHEDULE OF NEXT MEETING

ADJOURNMENT



Personnel Board Minutes

July 10, 2026 10:00 AM

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

CALL TO ORDER

The meeting was called to order at 10:01 am by Laura Dominik.

ROLL CALL

Laura Dominik, Chair - Present
Erin Boatright, Board Member - Present
Arthur Freeland, Board Member-Present
Carissa Smith, Human Resources Director - Present
Emyli Harding, Human Resources Business Partner-Present
Jennifer Robertson Human Resources Generalist - Present
Jennie Vaught, Councilmember - Present

A Quorum was established.

APPROVAL OF MINUTES

1. Approval of May 15, 2026 Meeting Minutes.

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

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.

Carissa Smith presents the proposed changes to the manual. No comments or questions from the public. Laura Dominik makes a motion to recommend the changes to council. Arthur Freeland seconds. Board approved unanimously. Motion carried.

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.

Carissa Smith presents the proposed changes to the manual. No comments or questions from the public. Laura Dominik makes a motion to recommend the changes to council. Erin Boatright seconds. Board approved unanimously. Motion carried.

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.

Carissa Smith presents the proposed changes to the manual. No comments or questions from the public. Laura Dominik makes a motion to recommend the changes to council. Arthur Freeland seconds. Board approved unanimously. Motion carried.

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.

Carissa Smith presents the proposed changes to the manual. No comments or questions from the public. Laura Dominik makes a motion to recommend the changes to council. Erin Boatright seconds. Board approved unanimously. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

SCHEDULE OF NEXT MEETING

Personnel Board Meeting scheduled for August 14, 2026 at 10 am at IMC.

ADJOURNMENT

Laura Dominik made a motion to adjourn the meeting at 10:08 am. Motion was seconded by Arthur Freeland. Board unanimously approved. Motion carried.

City of Independence

AGENDA ITEM COVER SHEET

Agenda Title:

Article I. Employment, Workplace and Equal Employment Opportunity Policies

Recommendations:**Background:****Emergency Justification:****Fiscal Impact:****Council Action:**

Department / Contact	Human Resources /
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REVIEWERS

Carissa Smith
Lindsey Kolisch

ATTACHMENTS:

1. Article 1 Proposed Amended Language_CS LK Edits

ARTICLE I. EMPLOYMENT, WORKPLACE AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES

A. Purpose

These Personnel Policies and Procedures are to be used to supplement, interpret, and otherwise implement and uphold the merit system provisions of the Charter of the City of Independence, Missouri, and the standards for a merit system of personnel administration. Appointments and promotions in the classified service of the City will be made solely on the basis of merit and fitness. Disciplinary action will be in accordance with the standards and procedures set out in these Personnel Policies and Procedures.

Nothing in these Personnel Policies and Procedures will be construed as a contract between the City and any employee. These Personnel Policies and Procedures shall not be construed as a covenant by the City for employment of any individual for any specified term. They shall not limit the City's ability to hire, promote, demote, terminate, or discipline any employee in any manner consistent with the provisions of the above paragraph. The City reserves the right to unilaterally amend any provision of these Personnel Policies and Procedures. No technical violation by the City of any procedure set out herein shall form a basis for any court action for breach of contract.

B. Amendment and Adoption

Recommendations for amendment ~~to and adoption~~ to-of these Personnel Policies and Procedures ~~may be made by the Human Resources Director, City Manager, or the Personnel Board. Proposed amendments will be publicly posted on City bulletin boards for at least ten (10) consecutive calendar days, together with notice of the time and place of hearing by the Personnel Board. At the time of hearing, interested employees and their representatives may present written or oral requests or recommendations to the Board regarding the proposed amendments. The submission of such requests or recommendations will not prevent the adoption of the proposed amendments. Following the hearing, the Board shall forward the proposed amendments to the Council with its recommendations, including modifications made as a result of the comments made at the hearing. The Board may, but will not be required to, hold additional hearings on the proposed amendments or any modifications thereto will be made as outlined by the provisions of the City of Independence City Charter that govern personnel policy. Amendments to these Personnel Policies and Procedures will become effective upon adoption by the Council.~~