



City of Carthage, Missouri  
**COMMITTEE ON  
INSURANCE/AUDIT AND CLAIMS**

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August 11, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of July 28, 2026 Minutes
  2. Review & Approval of the Claims Report
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
  1. Consider and discuss changes to the Overtime and Compensatory Time Policy in the Personnel Policy Manual
  2. Consider and discuss Freeman Early Detection screenings for employees
  3. Consider and discuss CPFO contract for Miranda Deal
  4. Staff Reports
- 5. Adjournment**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**



# City of Carthage, Missouri

## **COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**

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July 28, 2026 - 6:00 PM  
CITY HALL COUNCIL CHAMBERS

### **MINUTES**

#### **1. Call to Order**

**MEMBERS PRESENT:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

**OTHER COUNCIL MEMBERS:** Mayor David B. Flanigan

**STAFF PRESENT:** City Administrator Traci Cox, City Clerk Miranda Deal, and IT Administrator Michael Keith

Chair Ron Wells called the meeting to order at 06:00 PM.

#### **2. Old Business**

##### **1. Approval of July 14, 2026 Minutes**

**ACTION:** Motion to accept/approve item 2.1. by Robin Harrison;  
Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

##### **2. Review & Approval of the Claims Report**

**ACTION:** Motion to accept/approve item 2.2. by Ray West;  
Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

#### **3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

#### **4. New Business**

##### **1. Consider and discuss changes to Section 204 - Probationary Period of the Personnel Policy Manual**

Ms. Cox reported that the changes to the probationary period cleaned up the language and made it a one year probationary period for all employees. It was split between 6 months and one year before. Making it more uniform will be easier to track and it gives the employer a better time period to see how someone will perform.

**ACTION:** Motion to approve and forward to council by Robin Harrison;  
Motion passed with a 4:0  
**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss employee health fair  
Ms. Deal reported that every year the wellness committee asks for money to allow employees to have lab work done at the health fair. The amount is \$135 again for this year, that is enough money to cover the health assessment and the women's or men's profile testing. If employees wish to do other testing, they can use the money for other tests. Anything over the \$135 is the employees responsibility. Also this year, Anthem, the city's insurance carrier, is providing \$5,000 to use towards employee wellness. Ms. Cox recommended that the city use some of that money to pay for the A1C testing at the health fair if the employees would like to have that checked. Diabetes is one of the largest conditions that is claimed against the city's health insurance so this test can hopefully alert people who may be pre-diabetic or help those who are diabetic to see where their numbers are at.

**ACTION:** Motion to approve the \$135 per person for testing and use insurance funds to pay \$30 for a1c testing by Robin Harrison;  
Motion passed with a 4:0  
**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

## 5. Adjournment

**ACTION:** Motion to adjourn at 6:18 pm by Robin Harrison;  
Motion passed with a 4:0  
**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

An Ordinance to amend Section 307 – Overtime and Section 308 – Compensatory Time of the Personnel Policy Manual of the City of Carthage, Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Section 307 – Overtime of the Personnel Policy Manual is hereby amended by replacing Section 307 with the language below:

**307: Overtime:**

**01. Purpose**

The purpose of this policy is to explain when employees are eligible for overtime pay and how overtime is calculated and compensated under the Fair Labor Standards Act (FLSA). This policy also establishes the work periods and overtime requirements applicable to Police Department and Fire Department employees.

**02. General Overtime Rule**

All non-exempt employees shall be compensated for overtime in accordance with the FLSA. For purposes of calculating overtime, only hours physically worked shall be counted toward the applicable overtime threshold.

Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be considered hours physically worked for purposes of calculating overtime.

- Leave taken during the applicable work period shall deduct against the total number of physically worked hours for purposes of reaching the overtime threshold.
- Overtime must be approved in advance by the Department Head or designee.

**03. Exempt Positions**

Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

**04. Standard Work Period Employees (Non-Public Safety)**

Employees who are not covered by a special FLSA work period shall earn overtime for hours physically worked in excess of forty (40) hours in a seven (7) day workweek. Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

**05. Fire Department - FLSA Section 7(k) Work Period**

The City adopts a twenty-eight (28) day work period for Fire Department personnel in accordance with FLSA Section 7(k).

- Firefighters shall earn overtime only after two hundred twelve (212) hours physically worked in a twenty-eight (28) day work period.
- Only hours physically worked shall count toward the 212-hour overtime threshold.
- Paid leave does not count toward hours worked for overtime purposes and shall deduct against the total number of hours physically worked in the applicable work period.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

## **06. Kelly Days**

To assist in managing annual work hours and controlling overtime costs, each non-exempt full-time firefighter shall be provided ninety-six (96) hours of Kelly Days per calendar year.

- Kelly Days shall be scheduled by the Fire Chief or designee.
- Kelly Days shall be required to be used during a firefighter's assigned ten (10) day, two hundred forty (240) hour work cycle.
- Kelly Day hours are paid leave and shall not be considered hours physically worked for purposes of calculating overtime.
- Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the two hundred twelve (212) hour overtime threshold established for Fire Department personnel under FLSA Section 7(k).
- Firefighters are responsible for utilizing scheduled Kelly Days as directed by the department.
- The City reserves the right to schedule Kelly Days in a manner that supports operational needs and staffing requirements.

## **07. Police Department - FLSA Section 7(k) Work Period**

The City adopts a fourteen (14) day work period for Police Department personnel in accordance with FLSA Section 7(k).

- Police officers shall earn overtime only after eighty (80) hours physically worked in a fourteen (14) day work period.
- Only hours physically worked shall count toward the 80-hour overtime threshold.
- Vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the eighty (80) hour overtime threshold and shall not be considered hours physically worked for purposes of calculating overtime.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.
- This provision replaces any prior built-in, scheduled, automatic, or guaranteed overtime pay practice for police personnel.

## **08. Call-Back Pay**

When an employee is required to return to work after completing their regularly scheduled shift, call-back pay may apply.

### **A. General Call-Back Pay**

When a situation arises requiring an employee to be called back to work within twelve (12) hours after the completion of their regularly scheduled shift and outside their regular work schedule, the employee shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

### **B. Court Appearances**

Employees who are required to attend court on an off-duty day or during an unscheduled work shift shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

### **C. Overtime Calculation**

All call-back hours and court appearance hours shall be counted as hours worked for purposes of determining overtime eligibility under this policy.

## **09. Prohibition on Built-In Overtime**

The City does not guarantee or provide scheduled, automatic, or built-in overtime. Overtime shall occur only when actual hours physically worked exceed the applicable FLSA overtime threshold. Regular schedules shall be established without assuming overtime pay unless overtime is actually earned under this policy.

## **10. Recordkeeping and Responsibility**

Departments are responsible for accurately tracking hours physically worked. Time records must clearly distinguish between hours worked, paid leave, overtime hours, and compensatory time earned or used. Misreporting time may result in disciplinary action.

**SECTION II:** Section 308 – Compensatory Time of the Personnel Policy Manual is hereby amended by replacing Section 308 with the language below:

### **308: Compensatory Time:**

#### **01. Purpose**

The purpose of this policy is to explain how compensatory time is earned, used, managed, and paid out in accordance with the Fair Labor Standards Act (FLSA) and City policy.

#### **02. Earning Compensatory Time**

Non-exempt employees may receive compensatory time off in lieu of overtime pay when allowed by the City and permitted by the FLSA. Compensatory time shall be earned at one and one-half (1.5) hours for each overtime hour physically worked.

#### **03. Use**

Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant.

If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

#### **04. Transfer and Promotion**

Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

#### **05. Department Head Responsibilities**

The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down accumulated compensatory time.

Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

#### **06. Termination and Pay**

Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

#### **07. Department Heads and Exempt Positions**

Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labor Standards Act.

**SECTION III:** This Ordinance shall take effect and be in force effective from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
**Bren Flanigan, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Miranda Deal, City Clerk**

**Sponsored by: Insurance, Audit and Claims Committee**

## CURRENT LANGUAGE

**307. Overtime:** To ensure compliance with the Fair Labor Standards Act (FLSA), accurate records showing hours worked must be maintained on all non-exempt employees. Employees are expected to be at their work stations at the required starting time and should not leave the work stations until the scheduled work day is over. Department Heads are responsible for reviewing the time records of every employee each work week. All work records should be signed by the employee and all overtime must be authorized by the Department Head.

**01. Policy:** The City's overtime pay policy will conform to overtime provisions of the Federal Fair Labor Standards Act. Overtime pay for employees includes the following principal elements: Non-exempt employees will be paid straight time for all approved hours worked through forty in one week, except for Police and Fire shift personnel. The City Administrator will meet with each Department Head to determine and specify those positions which shall be exempt and non-exempt from overtime in compliance with the Fair Labor Standards Act. In determining the positions which are to be exempt, the decision shall include those which meet the Fair Labor Standards guidelines. The list of exempt positions will be filed with the City Clerk for use in payroll functions.

**02. Non-exempt Employees:** Non-exempt employees are those which shall be eligible for the earning or accrual of overtime or compensatory time at the rate of one and one-half (1½) times the regular hourly rate if not taken in the same work week as required under the Fair Labor Standards Act and will be paid one and one-half (1½) times their regular rate for approved overtime hours.

**03. Exempt Positions:** Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

**04. Normal Work Period Fire and Police Department:** The "normal work period" for Fire Department shift personnel is 28 days. Fire Department shift personnel shall work 212 (rounded) hours at their regular rate during the "normal work period." Time worked in excess of 212 hours will be considered overtime. The "normal work period" for Police Department shift personnel is 24 days. Police Department Personnel shall work 147 (rounded) hours at their regular rate during the "normal work period." Time worked in excess of 147 hours will be considered overtime. Additionally, when non-exempt employees are required to work non-scheduled hours over and above their normal daily work period over eight (8) hours, or 12 hours for Police shift employees and 24 hours for Fire shift employees, the Department Head shall authorize overtime pay, which will be one and one-half (1½) times the regular pay scale basis. The Department Head is responsible for documenting the need for call-back pay.



**05. Department Head Responsibilities:** The Department Head shall document the need for Call-Back Pay by describing circumstances whereby the services to be provided are necessary, the need is for an extensive period of time and can best be met through Call-Back Pay as opposed to other alternatives.

**06. Call-Back Pay:** If Call-Back Pay is authorized, designated employees are eligible for a minimum of two (2) hours overtime provided the employees called back have left work for the day after completing a regularly scheduled work shift and the call back to work occurs more than two (2) hours immediately before the beginning of each employee's next regularly scheduled work shift.

**07. Recording:** All earned overtime shall be recorded and processed on appropriate payroll records for payment to eligible employees. All regular overtime compensation shall be made at a time-and-one-half (1½) of the regular rate of pay. If allowed, compensatory overtime shall be recorded at time and one-half (1½) for each eligible overtime hour.

**308. Compensatory Time:** In some cases, compensatory time off may be granted in lieu of overtime pay. Compensatory time off is figured at one-and-one-half (1½) hours for each hour of overtime worked. An employee requesting the use of compensatory time shall make arrangements with the Department Head ahead of the time he wishes to take off. An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a "reasonable period" after making the request if it does not "unduly disrupt" the operation of the department.

**01. Use:** Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant. If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

**02. Transfer and Promotion:** Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

**03. Department Head Responsibilities:** The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down

accumulated compensatory time. Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

**04. Termination and Pay:** Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

**05. Department Heads and Exempt Positions:** Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labors Standards Act.

# City of Carthage, Missouri

## Overtime and Compensatory Time Policies

### *Draft FLSA Compliance Revision - Callback Pay and Kelly Days Added*

Yellow highlighting identifies proposed/revised language. The newest changes include the simplified Purpose language, Callback Pay section, Kelly Days section, and clarifying language that Kelly Day hours and other paid leave do not count as physically worked hours for overtime calculations.

## POLICY 1: OVERTIME

### 01. Purpose

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### 02. General Overtime Rule

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Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be considered hours physically worked for purposes of calculating overtime.

- Leave taken during the applicable work period shall deduct against the total number of physically worked hours for purposes of reaching the overtime threshold.
- Overtime must be approved in advance by the Department Head or designee.

### 03. Exempt Positions

Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

### 04. Standard Work Period Employees (Non-Public Safety)

Employees who are not covered by a special FLSA work period shall earn overtime for hours physically worked in excess of forty (40) hours in a seven (7) day workweek. Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

### 05. Fire Department - FLSA Section 7(k) Work Period

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### 06. Kelly Days

To assist in managing annual work hours and controlling overtime costs, each non-exempt full-time firefighter shall be provided ninety-six (96) hours of Kelly Days per calendar year.

- Kelly Days shall be scheduled by the Fire Chief or designee.
- Kelly Days shall be required to be used during a firefighter's assigned ten (10) day, two hundred forty (240) hour work cycle.
- Kelly Day hours are paid leave and shall not be considered hours physically worked for purposes of calculating overtime.
- Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the two hundred twelve (212) hour overtime threshold established for Fire Department personnel under FLSA Section 7(k).

- Firefighters are responsible for utilizing scheduled Kelly Days as directed by the department.
- The City reserves the right to schedule Kelly Days in a manner that supports operational needs and staffing requirements.

## **07. Police Department - FLSA Section 7(k) Work Period**

The City adopts a fourteen (14) day work period for Police Department personnel in accordance with FLSA Section 7(k).

- Police officers shall earn overtime only after eighty (80) hours physically worked in a fourteen (14) day work period.
- Only hours physically worked shall count toward the 80-hour overtime threshold.
- Vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the eighty (80) hour overtime threshold and shall not be considered hours physically worked for purposes of calculating overtime.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.
- This provision replaces any prior built-in, scheduled, automatic, or guaranteed overtime pay practice for police personnel.

## **08. Call-Back Pay**

When an employee is required to return to work after completing their regularly scheduled shift, call-back pay may apply.

### **A. General Call-Back Pay**

When a situation arises requiring an employee to be called back to work within twelve (12) hours after the completion of their regularly scheduled shift and outside their regular work schedule, the employee shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

### **B. Court Appearances**

Employees who are required to attend court on an off-duty day or during an unscheduled work shift shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

### **C. Overtime Calculation**

All call-back hours and court appearance hours shall be counted as hours worked for purposes of determining overtime eligibility under this policy.

## **09. Prohibition on Built-In Overtime**

The City does not guarantee or provide scheduled, automatic, or built-in overtime. Overtime shall occur only when actual hours physically worked exceed the applicable FLSA overtime threshold. Regular schedules shall be established without assuming overtime pay unless overtime is actually earned under this policy.

## **10. Recordkeeping and Responsibility**

Departments are responsible for accurately tracking hours physically worked. Time records must clearly distinguish between hours worked, paid leave, overtime hours, and compensatory time earned or used. Misreporting time may result in disciplinary action.

## **POLICY 2: COMPENSATORY TIME**

### **01. Purpose**

The purpose of this policy is to explain how compensatory time is earned, used, managed, and paid out in accordance with the Fair Labor Standards Act (FLSA) and City policy.

### **02. Earning Compensatory Time**

Non-exempt employees may receive compensatory time off in lieu of overtime pay when allowed by the City and permitted by the FLSA. Compensatory time shall be earned at one and one-half (1.5) hours for each overtime hour physically worked.

### **03. Use**

Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant.

If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

### **04. Transfer and Promotion**

Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

### **05. Department Head Responsibilities**

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Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

### **06. Termination and Pay**

Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

### **07. Department Heads and Exempt Positions**

Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labor Standards Act.

# EARLY DETECTION SCREENINGS CAN SAVE LIVES

## Stroke Screening/Carotid Artery

Plaque buildup is an abnormal collection of calcium and cholesterol on the artery walls. Blocked carotid arteries can restrict blood flow to the brain or break off and become lodged in a blood vessel resulting in a stroke. Through ultrasound technology, we can scan the carotid arteries along each side of the neck to detect narrowing or blockages. Early detection will allow you to take an appropriate course of action that may reduce future risk.

**Cost of screening: \$40**

## Abdominal Aortic Aneurysm Screening

An abdominal aortic aneurysm is a ballooning of the wall in the abdominal aorta most often caused by plaque buildup (atherosclerosis). Noticeable symptoms of an abdominal aortic aneurysm are uncommon and you may never know you have it. Early detection can increase your survival rate 50 percent or more when compared to emergency treatment after a ruptured

**Cost of screening: \$40**

## Peripheral Arterial Disease (PAD) Screening

Peripheral arterial disease mainly affects the arteries located in arms, legs, and feet. When fatty deposits build up in the inner linings of the artery walls, blood flow is restricted. PAD often goes undiagnosed until painful symptoms start. Detection could also help prevent future heart attack and stroke.

**Cost of screening: \$20**

## Thyroid Ultrasound Screening

Thyroid ultrasound screening is a sound wave image. Thyroid ultrasounds can be used to detect tumors, cysts, goiters or abnormal lymph nodes of the thyroid gland.

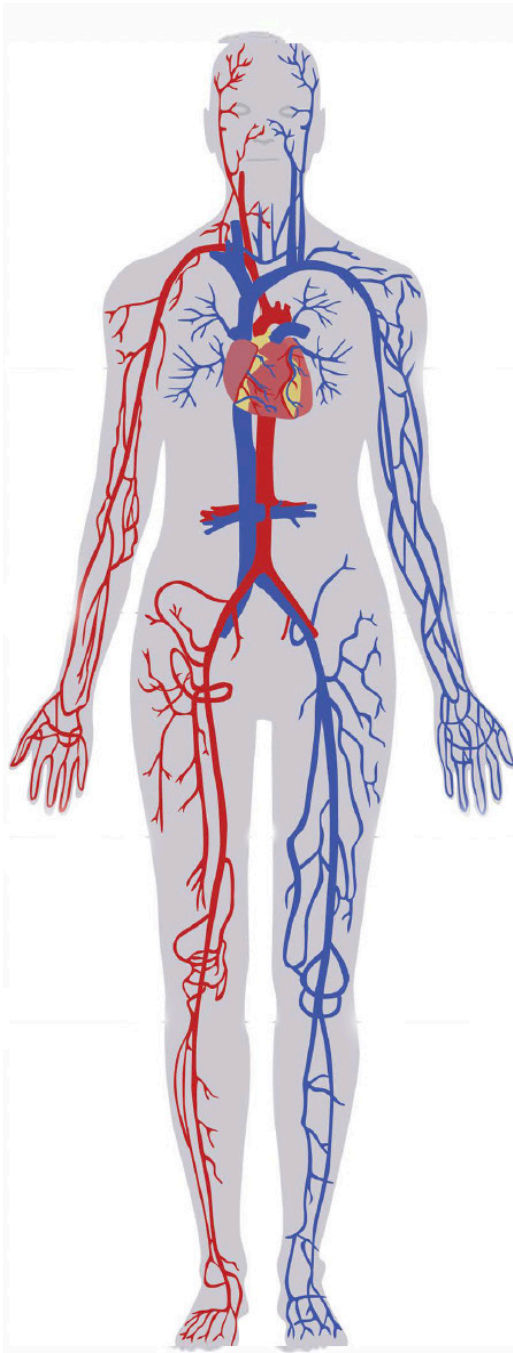
**Cost of screening: \$40**

## Osteoporosis Risk Assessment

Osteoporosis is a disease in which bones become fragile and more likely to break. Men and women 55 years and older are at greater risk for osteoporosis, but it can occur at any age. Poor diet and lack of exercise can contribute to an osteoporosis diagnosis. *Early detection enables physician to start appropriate treatment.*

**Cost of screening: \$10**

**Receive all five screenings for \$140.**



## OPEN TO THE PUBLIC

**First Thursdays in February, April, June, August, October, November, and December**

Freeman Screen Team (located next to Freeman Urgent Care Joplin)

1130 E 32nd St., Suite C, Joplin, MO 64804

**To schedule an appointment, call the Freeman Screen Team at 417-347-6555.**

Screenings take approximately 30 minutes. Please wear clothing with easy access to arms and lower legs.

**City of Carthage, Missouri**

**Human Resources Department**

326 Grant Street | Carthage, MO 64836

**CPFO Certification Program  
Training & Retention Agreement**

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|                                 |                                                               |
|---------------------------------|---------------------------------------------------------------|
| <b>Employee</b>                 | Miranda Deal                                                  |
| <b>Program</b>                  | Certified Public Finance Officer (CPFO) Certification Program |
| <b>Total City-Paid Cost</b>     | \$1,200.00                                                    |
| <b>Agreement Effective Date</b> |                                                               |

This Training & Retention Agreement (“Agreement”) is entered into by and between the City of Carthage, Missouri (“City”) and Miranda Deal (“Employee”). The parties agree as follows:

**1. Purpose**

The purpose of this Agreement is to set forth the terms under which the City agrees to pay for Employee’s participation in the Certified Public Finance Officer (CPFO) Certification Program, including related program dues, and to establish the conditions for program completion, compensation adjustment, retention, and reimbursement.

**2. CPFO Program Costs and Dues**

The City agrees to pay program-related costs in an amount not to exceed One Thousand Two Hundred Dollars (\$1,200.00).

**3. Employee Responsibility for Retakes or Non-Passing Attempts**

If the Employee does not pass a course, examination, or other required component of the CPFO program, or if the Employee is required to retake any class, examination, or program requirement, all additional costs associated with the retake or additional attempt shall be the sole responsibility of the Employee and shall not be paid or reimbursed by the City.

**4. Program Completion Requirement**

The Employee agrees to complete the CPFO Certification Program within two (2) years of the program start date, unless an extension is granted in writing by the City.

**5. Compensation Adjustment and COLA Eligibility**

The Employee will remain eligible to receive any cost-of-living adjustment (COLA) provided to other City employees, subject to the same terms, timing, and conditions applicable to other eligible City employees. In addition, as part of the anticipated progression to the Finance Officer position at Grade O, the Employee shall receive one-half (1/2) of the increase to Grade O upon starting the CPFO program. The remaining one-half (1/2) of the increase to Grade O shall become effective upon successful completion of the CPFO Certification Program. Successful completion means fulfillment of all program requirements and receipt of the CPFO certification.

**6. Retention Requirement and Repayment Obligation**

If the Employee voluntarily resigns or otherwise leaves City employment for any reason other than termination by the City within five (5) years following successful completion of the CPFO program, the Employee shall reimburse the City for the City-paid program costs and dues on a prorated basis according to the schedule below. The maximum reimbursement obligation shall not exceed One Thousand Two Hundred Dollars (\$1,200.00).

## City of Carthage, Missouri

### Human Resources Department

326 Grant Street | Carthage, MO 64836

| Time Following Completion     | Repayment Percentage | Maximum Amount Owed |
|-------------------------------|----------------------|---------------------|
| Less than 2 years             | 100%                 | \$1,200.00          |
| 2 years but less than 3 years | 75%                  | \$900.00            |
| 3 years but less than 4 years | 50%                  | \$600.00            |
| 4 years but less than 5 years | 25%                  | \$300.00            |
| 5 years or more               | 0%                   | \$0.00              |

#### 7. No Repayment Upon Termination by the City

No repayment shall be required if the Employee's employment is terminated by the City, regardless of reason or timing.

#### 8. Method of Repayment

Any required reimbursement shall be paid to the City within sixty (60) days of the Employee's separation date, unless another repayment arrangement is approved in writing by the City.

#### 9. Employment Status

Nothing in this Agreement alters the Employee's employment status with the City or creates a guarantee of continued employment, continued assignment, promotion, compensation, or benefits except as expressly stated in this Agreement.

#### 10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

#### 11. Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the City's payment of the CPFO Certification Program costs and dues and the related retention and repayment obligations. Any modification to this Agreement must be in writing and signed by both parties.

#### Signatures

By signing below, the parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

| Employee:                  | City of Carthage:                |
|----------------------------|----------------------------------|
| Signature: _____           | Authorized Representative: _____ |
| Printed Name: Miranda Deal | Title: _____                     |
| Date: _____                | Date: _____                      |