

EMPLOYMENT AGREEMENT

This Agreement is made and entered this 21th day of January, 2026, and shall become effective April 13, 2026 ("the Effective Date"), by and between the **Board of County Commissioners of Saline County, Kansas** (hereinafter referred to as EMPLOYER), and **Matthew Stiles** (hereinafter referred to as EMPLOYEE), an individual. EMPLOYER and EMPLOYEE are sometimes referred to herein individually as a Party or collectively as the Parties.

RECITALS

WHEREAS, EMPLOYER desires to continue to contract the services of EMPLOYEE as County Administrator; and

WHEREAS, EMPLOYEE has the necessary education, training and experience to serve effectively as County Administrator for EMPLOYER; and

WHEREAS, EMPLOYEE agrees to faithfully perform the duties of the office of County Administrator for EMPLOYER; and

WHEREAS, both Parties desire to create conditions which will contribute to the mutual success of this employment relationship;

NOW, THEREFORE, in consideration of these Recitals and the performance by the Parties of the promises, covenants and conditions contained in this Agreement, the Parties agree as follows:

SECTION 1. TERM

The term of this Agreement shall be for a period of 3 years commencing April 13, 2026 subject to the terms and conditions set forth herein and further subject to the Kansas Cash Basis Law. In the event EMPLOYEE is unable to begin work on April 13, 2026, the term of employment shall commence the first day he begins work. Following the end of the 3 year term, this Agreement shall extend on an annual basis under the same terms and conditions subject to modifications agreed to between the parties.

SECTION 2. DUTIES AND AUTHORITY

EMPLOYER agrees to employ EMPLOYEE as County Administrator of EMPLOYER. The Parties acknowledge that a clear delineation of the duties of EMPLOYEE will contribute to the mutual success of the employment relationship created herein. Therefore, EMPLOYEE shall have those powers and duties of the County Administrator as set forth in previous Resolutions and Job Descriptions as adopted by EMPLOYER as well as such other legally permissible and proper duties as may be from time to time directed or assigned by the Board of County Commissioners

SECTION 3. EMPLOYEE COMMITMENTS

EMPLOYEE acknowledges that certain commitments are necessary on his part in order to assure the mutual success of the employment relationship created herein, and that these include but are not limited to the following:

A. Exclusive Employment

1. During the term of this Agreement, EMPLOYEE shall not undertake any paid employment other than as County Administrator for EMPLOYER without express written approval, in advance, from the Board of County Commissioners. This shall not be construed to limit the authority of the Board of County Commissioners to assign EMPLOYEE to act on a temporary basis as a department head of another Saline County department, should such need arise. If EMPLOYEE is to be assigned as department head on an ongoing basis, he shall be compensated for such assignment in addition to the amounts specified in Section 5 of this Agreement.

2. During the term of this Agreement, EMPLOYEE shall not undertake any volunteer activities which could reasonably be anticipated to conflict with employment as County Administrator for EMPLOYER.

B. Disability or Inability to Perform

In the event that EMPLOYEE becomes mentally or physically incapable of performing the functions and duties of the County Administrator with reasonable accommodation, and it reasonably appears such incapacity will last for more than six months, EMPLOYER may terminate EMPLOYEE. If EMPLOYER does elect to terminate EMPLOYEE due to incapacity, EMPLOYEE shall receive the Severance Payment described in Section 6 of this Agreement. EMPLOYEE shall provide verification of any mental or physical disability from a licensed medical provider.

C. Ethical Behavior

EMPLOYEE will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto as Exhibit A and incorporated herein. Specifically, he shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

SECTION 4. EMPLOYER COMMITMENTS

EMPLOYER acknowledges that certain commitments are necessary on its part in order to assure the mutual success of the employment relationship created herein, and that these include but are not limited to the following:

A. Reimbursement for Services

1. EMPLOYER shall provide EMPLOYEE with the compensation and benefits set forth

in Section 5 below.

2. EMPLOYER shall pay for or provide EMPLOYEE reimbursement for all actual business expenses approved by the Board of County Commissioners in advance.

3. EMPLOYER agrees to pay professional membership dues on behalf of EMPLOYEE for such organizations as may be agreed by EMPLOYEE and the Board of County Commissioners. Such memberships shall include, at a minimum, annual dues for ICMA and the Kansas Association of City/County Management.

4. EMPLOYER agrees to pay the travel and subsistence expenses of EMPLOYEE to pursue official and other functions for EMPLOYER and meetings and occasions to continue the professional development of EMPLOYEE including but not limited to national, regional, state and local conferences and governmental groups and committees upon which EMPLOYEE serves as a member subject to annual review and approval by the Board of County Commissioners.

B. Support for Administrator

1. The Board of County Commissioners agrees none of its individual members will order the appointment or removal of any person to any office or employment under the supervision and control of EMPLOYEE.

2. The Board of County Commissioners shall support EMPLOYEE in conducting himself according to the tenets of the ICMA Code of Ethics (Exhibit A). Specifically, neither the Board of County Commissioners nor any of its members will give EMPLOYEE any order, direction or request that would require EMPLOYEE to violate the Code of Ethics. Likewise, no member of the Board of County Commissioners shall request EMPLOYEE to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fund-raising activity for individuals seeking or holding elected office.

C. Annual Performance Evaluation

The Board of County Commissioners shall conduct an evaluation of EMPLOYEE's performance annually during the term of this Agreement. EMPLOYER and EMPLOYEE agree that performance evaluations for the purpose of mid-course corrections may occur as frequently as may be required. The Board of County Commissioners and EMPLOYEE may define such goals and performance objectives during the annual evaluation as they mutually determine are necessary for the proper operation of the County for the attainment of the Board's policy objectives. The Board of County Commissioners and EMPLOYEE shall further establish a relative priority among those goals and performance objectives.

SECTION 5. COMPENSATION

A. Salary

EMPLOYEE's Base Salary for the term of this Agreement shall be \$6,730.77 bi-weekly (approximately \$175,000.00 per annum). Such salary shall be paid bi-weekly in the manner set forth in EMPLOYER's resolutions and policies; provided, that he shall not be entitled to any

longevity pay provided under Section 30.26 of the Saline County Personnel Policy. EMPLOYEE shall receive an increase in salary of \$5,000.00 per year subject to receiving a positive evaluation from the Commission. In addition to the annual increase in salary, EMPLOYEE shall be entitled to the department head annual increase authorized by the Commission.

B. Retirement

1. EMPLOYEE participates in Social Security as an employee of EMPLOYER. EMPLOYEE and EMPLOYER shall each pay the applicable employee and employer contributions, respectively, as provided by law.

2. EMPLOYEE is covered by EMPLOYER's contract with the Kansas Public Employees Retirement System (KPERs) to provide a defined-benefit pension plan. EMPLOYEE and EMPLOYER shall each pay the applicable employee and employer contributions, respectively.

3. In addition to Social Security and KPERs retirement, EMPLOYER offers to employees a Deferred Compensation plan pursuant to Section 457 (b) of the Internal Revenue Code. EMPLOYEE may participate in this plan at his discretion, with no EMPLOYER contribution.

A. Leave

EMPLOYEE will be entitled to leave according to applicable provisions of Sections 30.07 through 30.12, inclusive, and Sections 40.06 through 40.10, inclusive, of the Saline County Personnel Policy, or any successor provisions thereto. He shall inform the Chair of the Board of County Commissioners in advance of any scheduled leave in excess of one business day. As part of the consideration for entering into this Agreement, EMPLOYEE shall commence employment with 80 hours of accrued vacation and 20 hours of sick leave.

B. Other Benefits

1. EMPLOYER, through KPERs, shall pay for the cost of a policy of life insurance, payable to EMPLOYEE's designated beneficiary/ics upon EMPLOYEE's death while employed by EMPLOYER, in an amount equivalent to 1.5 times EMPLOYEE's annual salary, as well as any supplemental life insurance policy provided to all other employees.

2. EMPLOYEE and his dependents shall be eligible to participate in EMPLOYER's program of medical, dental and vision insurance, under the same terms applicable to Appointed Department Heads.

3. EMPLOYEE shall be entitled to a vehicle allowance in the amount of \$400.00 per month.

SECTION 6. TERMINATION

While the Parties presently believe that their mutual success will be best achieved if this Agreement continues through the expiration of the term specified in Section 1 above, they

acknowledge that circumstances may change during the term of this Agreement through no fault of either Party and they wish to make certain provisions that will ensure mutual success in the termination of the employment relationship created herein, should such become necessary or in the best interest of either Party.

A. Resignation by Employee

EMPLOYEE may resign at any time and agrees to give EMPLOYER at least 45 days written notice of the effective date of any such resignation unless the Parties mutually agree to a shorter notice. Upon resignation, EMPLOYEE shall be entitled only to such compensation as has been earned up to the effective date of the resignation from employment and any payment for accrued leave that may be required by law.

B. Termination by Employer

1. EMPLOYEE is an at-will employee serving at the pleasure of EMPLOYER's Board of County Commissioners. The Board of County Commissioners may terminate EMPLOYEE at any time with or without cause by a majority vote of its members.

2. In the event that the Board of County Commissioners terminates EMPLOYEE's employment, EMPLOYER shall pay EMPLOYEE a Severance Payment equal to the amount he would have received had this Agreement continued to the end of the Term specified in Section 1 above not to exceed six (6) months pay.

3. In the event that EMPLOYER refuses, following written notice of noncompliance, to comply with any provision in this Agreement benefiting EMPLOYEE, or EMPLOYER imposes a substantial reduction in the powers and authority of the County Administrator, or EMPLOYEE resigns following a suggestion whether formal or informal by a majority of the Board of County Commissioners that EMPLOYEE resign, then in that event EMPLOYEE may at EMPLOYEE's option be deemed to be terminated as of the date of such refusal to comply or suggestion to resign and the above Severance Payment provision shall be actuated.

SECTION 7. GENERAL PROVISIONS

A. If any provision or portion of this Agreement is held to be unconstitutional, invalid or unenforceable, then the remainder of this Agreement or portions thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

B. This Agreement may be amended at any time by mutual written agreement of the Parties.

C. The text herein represents the entire agreement of the Parties and no representations have been made or relied upon except as set forth in this Agreement which may be amended or modified only by a written fully executed agreement of the Parties.

D. This Agreement shall be construed in accordance with the laws of the State of Kansas

and the Parties agree that venue for legal action concerning any aspect of the Agreement in State Court shall be maintained in the Twenty-Eighth Judicial District Court, and for an action in Federal Court shall be in the United States District Court for the District of Kansas.

E. Residency is not a requirement of this position nor as part of this Agreement. Any relocation expenses shall be paid in accordance with County Policy.

SECTION 8. NOTICE

Any notice under this Agreement shall be delivered in person or by first class mail, postage prepaid, and shall be addressed as follows:

If to EMPLOYER,

County Clerk
Saline County
P.O. Box 5040
Salina, KS 67402

If to EMPLOYEE,

Matthew Stiles
307 Willow Rd
Hillsboro, Ks 67063

IN WITNESS WHEREOF, EMPLOYER has caused this Agreement to be signed and executed on its behalf by the Chairperson of its Board of County Commissioners and EMPLOYEE has signed and executed this Agreement, both in duplicate.



Monte Shadwick, Chairman



Matthew Stiles, EMPLOYEE

ICMA CODE OF ETHICS

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. We believe professional management is essential to effective, efficient, equitable, and democratic local government.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of all community members.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Continually improve professional capabilities and those of others while fostering growth and development through ethical leadership and effective management practices.
9. Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
10. Oppose efforts to interfere with professional responsibilities by consistently executing official duties, policies, and processes with an unwavering commitment to unbiased public service.
11. Manage all personnel matters with fairness and impartiality.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in May 2025.

