

**Spencer County, Kentucky  
Ordinance No. 2  
Fiscal Year 2012 Series**

**An Ordinance Relating to the Adoption of the  
Spencer County Fiscal Court Administrative Code**

**Whereas**, Kentucky Revised Statute Chapter 68, as amended, was created for the purpose of a sound and efficient administration of county government; and

**Whereas**, KRS 68.005, as amended, requires fiscal courts to adopt a county administrative code which included, but is not limited to, procedures and designation of responsibility for general administration, county fiscal affairs, county personnel, purchasing and contracts, and county services; and

**Whereas**, it is the intent of the Spencer County Fiscal Court to provide efficient and effective government services through a system of delineating procedures, responsibilities, and policies;

**Now Therefore, Be It Ordained** by the Fiscal Court of Spencer County, Commonwealth of Kentucky, the following:

**Section One.** The Spencer County Fiscal Court hereby adopts the following attached Administrative Code, pursuant to the statutory requirements of Kentucky Revised Statute Chapter 68, as amended.

**Section Two.** The Administrative Code may be amended or revised as specified by appropriate statute.

**Section Three.** If any one or more of the provisions of this ordinance is determined by a court to be contrary to law, then such provisions are deemed to be severable from all remaining provisions and shall not affect the validity of the remaining ordinance.

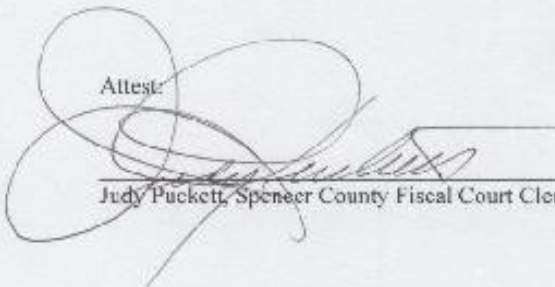
**Section Four.** All prior ordinances, resolutions, or parts thereof inconsistent with this ordinance are hereby repealed.

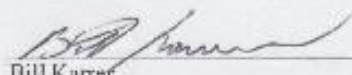
**Section Five.** This ordinance shall be effective upon adoption and publication as required by law.

Given first reading and approval on August 1<sup>st</sup>, 2011.

Given second reading and adoption on September 7, 2011.

Attest:

  
\_\_\_\_\_  
Judy Puckett, Spencer County Fiscal Court Clerk

  
\_\_\_\_\_  
Bill Karrer  
Spencer County Judge Executive

## TABLE OF CONTENTS

|                           |  |    |
|---------------------------|--|----|
| <b>INTRODUCTION</b>       | <b>PURPOSE AND AUTHORITY</b>   | 9  |
| <b>CHAPTER 1</b>          | <b>GENERAL ADMINISTRATION</b>  |    |
| SECTION 1.1               | County Judge/Executive   | 11 |
| SECTION 1.2               | Appointment of Deputy Judge/Executive  | 11 |
| SECTION 1.3               | Procedures for Appointment/Removal of Administrative Personnel and Members of Boards and Commissions | 12 |
| SECTION 1.4               | Procedures for Organization/Reorganization of County Departments and Agencies                        | 13 |
| SECTION 1.5               | Procedures and Report to Fiscal Court by Administrative Agencies & Public Authorities                | 13 |
| SECTION 1.6               | Procedures for Deputy Sheriffs and County Clerks Personnel   | 14 |
| <b>CHAPTER 2</b>          | <b>FINANCIAL MANAGEMENT</b>  |    |
| SECTION 2.1               | Budget Preparation Procedures  | 15 |
| SECTION 2.2               | Budget Hearing Procedures and Requirements   | 16 |
| SECTION 2.3               | Procedures and Duties of County Treasurer  | 17 |
| SECTION 2.4               | Procedures for Fiscal Administration   | 18 |
| <b>CHAPTER 3</b>          | <b>PERSONNEL ADMINISTRATION</b>  |    |
| <b>PART I</b>             | <b>Policies and Procedures</b>   |    |
| <b>General Provisions</b> |  |    |
| SECTION 3.1               | Statement of Purpose   | 19 |
| SECTION 3.2               | Personnel Administration   | 19 |

|                                       |   |    |
|---------------------------------------|---|----|
| SECTION 3.3                           | Scopes of Coverage                      | 20 |
| SECTION 3.4                           | Personnel Records                       | 20 |
| SECTION 3.5                           | False Credentials                       | 20 |
| SECTION 3.6                           | Suggestion Systems                      | 20 |
| SECTION 3.7                           | Employment of Relatives (Nepotism)      | 21 |
| SECTION 3.8                           | Orientation of Newly Employed Personnel | 21 |
| SECTION 3.9                           | Equal Opportunity                       | 21 |
| SECTION 3.10                          | ADA Statement                           | 21 |
| <b>Classification Plan Provisions</b> |   |    |
| SECTION 3.11                          | Classification Plan Format              | 22 |
| SECTION 3.12                          | Amendments                              | 23 |
| SECTION 3.13                          | Status of Employment                    | 23 |
| <b>Compensation Plan Provisions</b>   |   |    |
| SECTION 3.14                          | County Pay Plan Format                  | 24 |
| SECTION 3.15                          | Pay Plan Administration                 | 24 |
| SECTION 3.16                          | Hours of Work                           | 25 |
| SECTION 3.17                          | Overtime                                | 26 |
| SECTION 3.18                          | Workweek                                | 27 |
| SECTION 3.19                          | Wage Increase                           | 27 |
| <b>Employment Process Provisions</b>  |   |    |
| SECTION 3.20                          | Placement Policy                        | 27 |
| SECTION 3.21                          | Methods of Filling Vacancies            | 28 |

|                                 |   |    |
|---------------------------------|---|----|
| SECTION 3.22                    | Announcement of Vacancies                 | 28 |
| SECTION 3.23                    | Application Form                          | 29 |
| SECTION 3.24                    | Certification of Eligibility for Position | 29 |
| <b>Conditions of Employment</b> |   |    |
| SECTION 3.25                    | Initial Employment Period (Introductory)  | 30 |
| SECTION 3.26                    | Transfer                                  | 30 |
| SECTION 3.27                    | Promotion                                 | 31 |
| SECTION 3.28                    | Disciplinary Action                       | 31 |
| SECTION 3.29                    | Resignations                              | 35 |
| SECTION 3.30                    | Reinstatement and Rehires                 | 35 |
| SECTION 3.31                    | Retirement                                | 36 |
| SECTION 3.32                    | Examinations (medical)                    | 36 |
| SECTION 3.33                    | Political Activity                        | 36 |
| SECTION 3.34                    | Lunch Break                               | 36 |
| SECTION 3.35                    | Lay Off                                   | 37 |
| SECTION 3.36                    | Gratuities                                | 37 |
| SECTION 3.37                    | Personal Conduct, Appearance and Hygiene  | 37 |
| SECTION 3.38                    | Safety and Injuries                       | 38 |
| SECTION 3.39                    | Harassment                                | 38 |
| SECTION 3.40                    | Whistleblower Policy                      | 40 |
| SECTION 3.41                    | Drug-free Workplace                       | 42 |
| SECTION 3.42                    | Drug Testing Policy                       | 43 |

## **Fringe Benefit Provisions**

|              |                              |    |
|--------------|------------------------------|----|
| SECTION 3.43 | Holidays                     | 43 |
| SECTION 3.44 | Vacation                     | 43 |
| SECTION 3.45 | Sick and Hospital Leave      | 44 |
| SECTION 3.46 | Disability Leave             | 45 |
| SECTION 3.47 | Maternity Leave              | 45 |
| SECTION 3.48 | Bereavement Leave            | 46 |
| SECTION 3.49 | Special Leave                | 46 |
| SECTION 3.50 | Military Leave               | 46 |
| SECTION 3.51 | Jury Duty                    | 46 |
| SECTION 3.52 | Time Off to Vote             | 47 |
| SECTION 3.53 | Health Insurance             | 47 |
| SECTION 3.54 | Retirement Benefits          | 47 |
| SECTION 3.55 | Unemployment Insurance       | 48 |
| SECTION 3.56 | Workers Compensation         | 48 |
| SECTION 3.57 | Expense Reimbursement        | 48 |
| SECTION 3.58 | Travel Policy                | 49 |
| SECTION 3.59 | Family and Medical Leave Act | 50 |
| SECTION 3.60 | Cellular Telephone Policy    | 51 |

## **Employee Relation Provisions**

|              |                                 |    |
|--------------|---------------------------------|----|
| SECTION 3.61 | Training and Career Development | 51 |
| SECTION 3.62 | Performance Evaluation          | 52 |

**PART II Classification Plan**

Interpretation of the Classification Plan 55

**JOB DESCRIPTIONS****1000 Administrative Department**

|      |  |    |
|------|--|----|
| 1001 | Deputy County Judge/Executive  | 60 |
| 1002 | Executive Secretary  | 61 |
| 1003 | Secretary  | 62 |
| 1004 | County Treasurer   | 63 |
| 1005 | Jailer as Superintendent of Buildings, Grounds and<br>Other Properties, under KRS 67.130 | 64 |
| 1006 | Janitor  | 65 |
| 1007 | Dog Warden/Shelter Office  | 66 |
| 1008 | Zoning Administrator   | 68 |
| 1009 | Assistant Zoning Administrator   | 70 |
| 1010 | Enforcement Officer  | 71 |
| 1011 | Building Inspector   | 72 |
| 1012 | Parks Director   | 74 |
| 1013 | Assistant Parks Director   | 75 |
| 1014 | Occupational Tax Administrator   | 76 |
| 1015 | Recycling Laborer  | 77 |
| 1016 | Fleet Vehicle Maintenance Technician *as amended 3/5/2012                                | 78 |

**2000 County Road Department**

|      |  |    |
|------|--|----|
| 2001 | County Road Supervisor                   | 81 |
| 2002 | Assistant Road Supervisor                | 83 |
| 2003 | Bridge Foreman                           | 84 |
| 2004 | Road and Bridge Laborer                  | 85 |
| 2005 | Heavy Equipment Operator                 | 86 |
| 2006 | Equipment Operator/Truck Driver          | 87 |
| 2007 | Truck Driver                             | 88 |
| 2008 | Mechanic                                 | 89 |
| 2009 | Road Department Administrative Assistant | 90 |

**3000 Emergency Medical Services Department**

|      |                              |    |
|------|------------------------------|----|
| 3001 | D.E.M. Director              | 92 |
| 3002 | Senior Paramedic             | 94 |
| 3003 | Paramedic                    | 95 |
| 3004 | Emergency Medical Technician | 96 |

|                                       |                   |     |
|---------------------------------------|-------------------|-----|
| 3005                                  | EMS Billing Clerk | 98  |
| <b><u>4000 Sheriff Department</u></b> |                   |     |
| 4001                                  | Deputy Sheriff    | 100 |
| 4002                                  | Secretary         | 101 |
| 4003                                  | Office Clerk      | 102 |
| <b><u>5000 Constable</u></b>          |                   |     |
| 5001                                  | Constable         | 104 |

**PART III Compensation Plan**

|  |            |
|--|------------|
| <b>Interpretation of the Compensation Plan</b> | <b>106</b> |
| Pay Plan                                       | 108        |
| Authorized Workforce                           | 110        |

**Spencer County Personnel Forms**

|                                    |     |
|------------------------------------|-----|
| • Application for Employment       | 113 |
| • New Employee Welcome Letter      | 118 |
| • Certification of Acknowledgement | 119 |
| • Vacation Leave Request           | 120 |
| • Extended Sick Leave Request      | 121 |
| • Travel Request Form              | 122 |
| • Expense Reimbursement Form       | 123 |
| • Employee Evaluation Form         | 124 |
| • Employee Warning Report          | 126 |
| • Employee Suspension Report       | 127 |
| • Employee Discharge Report        | 128 |

**CHAPTER 4 PURCHASES AND CONTRACTS**

|             |  |     |
|-------------|--|-----|
| SECTION 4.1 | Authorization of County Contracts                                      | 129 |
| SECTION 4.2 | Selection of Vendors and Contractors<br>(Procedure for Sealed Bidding) | 129 |
| SECTION 4.3 | Procedures for Determination of  |     |

|                  |  |     |
|------------------|--|-----|
|                  | Qualification of Bidders   | 129 |
| SECTION 4.4      | Procedures Prerequisite to use of Negotiated Process   | 130 |
| SECTION 4.5      | Procedures for Negotiated Process  | 130 |
| SECTION 4.6      | Small Purchase Procedures  | 131 |
| SECTION 4.7      | Storage and Inventory Control<br>(Procedures for Receiving, Storing and Disbursing Repetitive Use Items) | 132 |
| SECTION 4.8      | Procedures for Disposition of Surplus Property   | 132 |
| SECTION 4.9      | Company-Specific Purchase/Credit Cards and Fuel Purchases  | 133 |
| <b>CHAPTER 5</b> | <b>DELIVERY OF COUNTY SERVICES</b>   |     |
| SECTION 5.1      | Establishment of Department  | 135 |
| SECTION 5.2      | Duties of County Road Supervisor   | 135 |
| SECTION 5.3      | Road Department Property   | 135 |
| SECTION 5.4      | County Road Inventory/Condition  | 136 |
| SECTION 5.5      | Specifications of County Roads   | 136 |
| SECTION 5.6      | Establishment of EMS Department  | 136 |
| SECTION 5.7      | Establishment of the Dispatch Department   | 137 |
| SECTION 5.8      | Wrecker Policy/Rotation List   | 137 |
| <b>CHAPTER 6</b> | <b>OPERATION OF FISCAL COURT</b>   |     |
| SECTION 6.1      | Procedures for Meetings of Fiscal Court  | 138 |
| SECTION 6.2      | Presiding Officer  | 138 |



|                   |  |           |
|-------------------|--|-----------|
| SECTION 6.3       | Quorum                                       | 138       |
| SECTION 6.4       | Order of Business                            | 138       |
| SECTION 6.5       | Fiscal Court Records and Minutes             | 139       |
| SECTION 6.6       | Ordinances, Orders and Resolutions           | 140       |
| <b>CHAPTER 7</b>  | <b>OTHER COUNTY SERVICES &amp; POLICIES</b>  |           |
| SECTION 7.1       | Equal Opportunity/Affirmative Action Program | 141       |
| SECTION 7.2       | Fair Housing Policy                          | 143       |
| SECTION 7.3       | Vehicle Policy                               | 149       |
| SECTION 7.4       | Internet and E-Mail Policy                   | 150       |
|                   | Placement Policy                             | see p.27  |
|                   | Whistleblower Policy                         | see p.40  |
|                   | Drug Testing Policy                          | see p.43  |
|                   | Travel Policy                                | see p.49  |
|                   | Cellular Telephone Policy                    | see p.51  |
|                   | Wrecker Policy                               | see p.137 |
| <b>Appendix A</b> | <b>Spencer County Ethics Ordinance</b>       |           |
| <b>Appendix B</b> | <b>Sheriff Standard Operating Procedures</b> |           |
| <b>Appendix C</b> | <b>Clerk Administrative Code</b>             |           |
| <b>Appendix D</b> | <b>EMS Standard Operating Procedures</b>     |           |

## INTRODUCTION

### PURPOSE AND AUTHORITY

House Bill Number 33, dated Thursday, February 23, 1978 was enacted by the General Assembly of the Commonwealth of Kentucky to create a new section KRS 68 for the purpose of sound and efficient administration of county government. Also, in 1986 Senate Bill 352 amended KRS 68.005 to include among other things, an annual review of the county administrative code.

Kentucky Revised Statute Chapter 68.005 as amended states:

1. The Fiscal Court shall adopt a county administrative code which includes, but not limited to, procedures and designation of responsibility for:
  - a. General administration of the office of county judge executive, county administrative agencies and public authorities;
  - b. Administration of county fiscal affairs, including budget formulation, receipt and disbursement of county funds and preparation of records required for the county audit and filing of claims against the county;
  - c. Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, employee complaints and the county affirmative action program;
  - d. County purchasing and award of contracts;
  - e. Delivery of county services
2. The Fiscal Court shall review the county administrative code annually during the month of June and may by a two-thirds majority of the entire Fiscal Court amend the county administrative code at that time. The county judge/executive may at other times prepare and submit amendments to the code for the approval of a majority of the Fiscal Court.

The County Judge/Executive, as chief executive officer of the county, is directly responsible for the organization and management of the administrative functions of county government. While it is the Fiscal Court which determines county needs and policies and priorities for meeting those needs, it is the county judge/executive who must see that these policies and priorities are effectively and properly executed.

The statutes provide only general guidance as to the form and substance of a county's internal administrative organization. In the smallest counties, most of the administrative functions might be carried out by the county judge/executive personally.

This code, if continually monitored by the county judge/executive and Fiscal Court will provide the intended objective. The objective is to maintain a viable code that provides the necessary substance for appropriate internal administrative control consistent with the statutory requirements and local needs. Close adherence to this code will ensure that this objective is maintained.

It should be noted this code (all parts) is not a contract and is not intended to be such. This code provides a comprehensive tool for administration that is consistent with statutory requirements. This code provides limitations, general rules, guidelines, etc., as well as the desires of the community as represented by the members of the Fiscal Court.

## CHAPTER 1

### GENERAL ADMINISTRATION

#### SECTION 1.1: County Judge/Executive

- A. The County Judge/Executive shall be the chief executive of the county and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution and Kentucky Revised Statutes.
- B. The responsibilities and duties of the County Judge/Executive are defined by KRS 67.710.
- C. Additional responsibilities of the County Judge/Executive are found in KRS 67.715, which includes organization of county functions, special districts and county representation.
- D. The County Judge/Executive may appoint office personnel as permitted by KRS 67.710 and consistent with the classification and compensation plan.

#### SECTION 1.2: Appointment Procedures for Deputy Judge/Executive

- A. The County Judge/Executive shall designate by written Executive order, within thirty days of assuming office, a deputy judge/executive who shall serve consistent with KRS 67.711 as judge/executive in the absence of the County Judge/Executive.
- B. The County Judge/Executive shall be deemed absent when he/she is physically absent from the County, physically disabled or prevented by other emergency beyond control which would prevent attending meetings of the Fiscal Court. A vacation including one taken within the County shall be considered an absence.
- C. Such appointment of a deputy judge/executive shall continue until such time as the County Judge/Executive publishes a written revocation of the appointment or makes a new appointment.
- D. The deputy judge/executive shall have the same administrative powers as the County Judge/Executive. However, the deputy judge/executive shall not chair or vote on the Fiscal Court.

**SECTION 1.3:     Procedures for Appointment/Removal of Administrative Personnel and Members of Boards and Commissions**

- A.     The County Judge/Executive shall nominate qualified persons to serve in administrative positions and on boards and commissions. Such appointments shall be placed on the agenda of any regular or special meeting of the Fiscal Court. If approval (by the Fiscal Court) of the nomination is required by state law, the Fiscal Court shall act on such nomination within sixty days. If the fiscal court does not act on the nomination within the sixty day period, said nomination shall be deemed rejected by the Fiscal Court. A majority of the Fiscal Court members present at a meeting shall vote in favor of the nomination in order for it to be approved.
  
- B.     The Fiscal Court may require the nominee to appear at a public hearing for the purpose of questioning such nominee about matters which relate to the position for which he/she has been nominated. Said nominee shall be notified by mail if this is the intention of the Fiscal Court. The Fiscal Court shall provide the nominee with an opportunity to make a statement concerning his/her nomination and qualifications.
  
- C.     No person shall be selected as a member of a board or commission or for an administrative position if such person holds or is employed in a position which is incompatible with the one for which nominated.
  
- D.     In the event the Fiscal Court rejects the nominee, the County Judge/Executive shall submit additional nominations, not to exceed ten for any one position; and if Fiscal Court rejects all nominees, the County Judge/Executive shall appoint a person to serve on a temporary basis, not to exceed one year.
  
- E.     When Fiscal Court approval of an appointment is not required by state law, the County Judge/Executive shall make such appointment. Within thirty days of making the appointment, the County Judge/Executive shall notify the Fiscal Court in writing of the appointment. Such notice may be filed with the County Clerk.
  
- F.     Before any administrative personnel, board or commission member may be dismissed; such person shall be presented, in writing, a list of reasons for the dismissal. A hearing shall be conducted by the County Judge/Executive no sooner than three and no later than twenty-one days after receipt of the reason for dismissal. At such hearing, the person sought to be dismissed shall have an opportunity to make a statement on his/her behalf, to be represented by anyone of his/her choosing and to call witnesses which may testify. The County Judge/Executive shall issue a written opinion which shall contain the facts upon which his determination is based.

**SECTION 1.4: Procedures for Organization/Reorganization of County Departments and Agencies**

- A. The County Judge/Executive shall submit to Fiscal Court a written plan which describes the services and functions to be performed by each department, agency, commission or special district to be created.
- B. The plan shall include an organizational chart showing the relationship of each department, agency, commission or special district to others and the lines of authority. The chart shall be maintained in current condition and shall be available for public inspection during office hours.
- C. The reorganization plan shall be submitted to Fiscal Court for review and available for public inspection fifteen days prior to its effective date.
- D. The County Judge/Executive or Fiscal Court may cause the records and accounts of any administrative agency to be examined at any time.

**SECTION 1.5: Procedures and Reports to Fiscal Court by County Administrator and Public Authorities**

- A. All county administrative agencies and public authorities subject to the Fiscal Court, by law, shall quarterly submit a list to the County Judge/Executive of any citizen complaints during the preceding three month period, which includes steps taken to correct the situation. The County Judge/Executive may request such reports be filed more often.
- B. Each administrative agency and public authority authorized and established by the County shall submit an annual report to the County Judge/Executive within seventy-five days after the close of each fiscal year. The report must include at a minimum:
  - (1) A descriptive narrative of the functions and activities of the authority.
  - (2) Those items required by KRS 65.070(1) (a) 1, 2, 3 and 4 in full with each report. Also, the referenced statute requires filing with the County Clerk's office by the first day of July each year.
- C. Each administrative agency and public authority shall file a copy of its annual budget and audit with the County Judge/Executive as required by KRS 65.070 (1) (b).
- D. All meetings of boards, commissions, public authorities and special districts shall be open to the public, unless exempt by KRS 61.810. A record of the

proceedings of each meeting shall be maintained in the form of minutes of each entity and be available for public inspection.

- E. The County Judge/Executive shall make a verbal report with recommendations to the Fiscal court at the next meeting following the receipt of any of the above required reports. The reports of the authorities shall be made available to the Fiscal Court for review.

**SECTION 1.6: Procedures for Deputy Sheriffs and County Clerks Personnel**

- A. Deputy Sheriffs will come under the authority of the Sheriff's Standard Operating Procedures, in addition to this administrative code. The Sheriff's Standard Operating Procedures shall be on file in the Sheriff's office.
- B. County Clerks Personnel will be regulated by the Clerk's Administrative Code, in addition to this administrative code. The Clerk's Administrative Code shall be on file in the Clerk's office.

## CHAPTER 2

### FINANCIAL MANAGEMENT

#### SECTION 2.1: Budget Preparation Procedures

##### County Judge/Executive Responsibility

- A. The County Judge/Executive shall prepare a proposed budget for review and adoption by the Fiscal Court as provided in KRS Chapter 68.240, as well as any rules and regulations prescribed by the State Local Finance Officer.
- B. On or before April 1 of each year, every county agency, department, public authority and county office that receives county funds shall submit to the County Judge/Executive a written budget request showing the amount of funds requested and a brief explanation of the need for such funds.
- C. On or before April 1 of each year the County Judge/Executive, County Treasurer and Jailer shall prepare and submit a Jail budget to the Fiscal Court, as required by KRS 441.215.
- D. The County Judge/Executive shall submit the complete proposed budget in ordinance form to the Fiscal Court not later than May 1 of each year.
- E. The County Judge/Executive shall cause a copy of the proposed budget to be posted in a conspicuous place in the courthouse near the front door ten days before final adoption.
- F. The County Judge/Executive shall cause an advertisement notice of adoption of the budget ordinance to be published in a newspaper of general circulation in the County at least seven, but not more than twenty-one days before final adoption by the Fiscal Court.
- G. The County Judge/Executive shall cause a summary of the budget ordinance to be published in a newspaper of general circulation in the County at least ten days before adoption by the Fiscal Court. Note: This and the preceding notice may be advertised together so long as the notice time requirements are correct.
- H. Following action by the Fiscal court, but not later than June 10, the County Judge/Executive shall submit two copies of the budget to the State Local Finance Officer for approval as to form and classification.



- I. The County Judge/Executive shall certify to the State Local Finance Officer a copy of the original budget ordinance as approved by his/her office within fifteen days of adoption, indicating clearly all changes made by the Fiscal Court.
- J. Within thirty days of adoption of the budget ordinance by the Fiscal Court, the County Judge/Executive shall cause a summary of the budget ordinance to be published in a newspaper of general circulation in the County.
- K. The County Judge/Executive shall maintain a copy of the budget as adopted, together with any amendments adopted thereafter, for public inspection.

**Duties and Procedures of the Fiscal Court**

- L. The Fiscal Court shall review in detail the proposed budget (which includes the Jail budget) that the County Judge/Executive has prepared and submitted.
- M. The review shall be conducted at a meeting or meetings held not later than June 1 of each year.
- N. The Fiscal Court shall make comments, amendments, and tentatively approve the proposed budget by reading it publicly. This shall take place prior to the County Judge/Executive submitting the budget to the State Local Finance Officer.
- O. The budget approved by the State Local Finance Officer shall be submitted to the Fiscal Court for adoption not later than July 1 or within ten days after receipt of the certified assessment from the Department of Revenue, as provided by KRS 132.180, which ever shall be later.

**SECTION 2.2: Budget Hearing Procedures and Requirements**

- A. CRA (County Road Aid) Funds – During the county budget preparation process, the Fiscal Court shall conduct a public hearing on the CRA Funds. The procedure shall be as follows:
  - (1) Publish notice of the proposed use hearing on the CRA Funds at least seven days but not more than twenty-one days in advance of the scheduled hearing.
  - (2) Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge/Executive as public record.
- B. LGEA (Local Government Economic Assistance) Funds – Prior to adoption of the county budget and submittal to the State Local Finance Officer, a budget

hearing shall be conducted by the fiscal court on the LGEA Funds. The proceedings shall be as follows:

- (1) Notice of the budget hearing shall be published at least seven days but not more than twenty-one days prior to the scheduled hearing.
  - (2) Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge/Executive as public record.
- C. The hearing process required above may be coordinated in a manner that both requirements (CRA and LGEA) are addressed at the same hearing.

**SECTION 2.3: Procedures and Duties of the County Treasurer**

- A. The County Treasurer shall keep records and make reports as set forth in KRS 68.210, 68.020, 68.300, 68.360 and 68.480. Also, the County Treasurer shall maintain the following records as required by the Uniform System of Accounts for counties. The requirements are subject to change.
- (1) Cash Receipts Journal and Cash Receipts Ledger
  - (2) Cash Distribution Ledger
  - (3) Appropriation Ledger
  - (4) General Ledger
  - (5) Investment Journal
  - (6) Subsidiary Ledgers and Journals
  - (7) Account for each individually:
    - a. General Fund
    - b. Road and Bridge Fund
    - c. Jail Fund
    - d. LGEA Fund
    - e. Special accounts as may be necessary
- B. Prepare financial reports for the Fiscal Court and Jailer each month pursuant to KRS 68.360 and 441.235.
- C. Prepare a quarterly financial statement for the State Local Finance Officer.
- D. Prepare and have published an annual financial statement pursuant to KRS 424.220.
- E. Countersign checks per the following conditions:
- (1) Claim has been reviewed by the Fiscal Court;
  - (2) There is sufficient fund balance and cash in the bank to cover the check; and
  - (3) There is adequate free balance in a properly budgeted appropriation account to cover the check.

- F. The County Treasurer is the sole officer bonded to receive and disburse county funds.

## **SECTION 2.4      Procedures for Fiscal Administration**

### **County Judge/Executive**

- A. The County Judge/Executive is responsible for administering the provisions of the County Budget Ordinance when adopted by the Fiscal Court. All or part of the financial management duties may be assigned to a finance officer job description and may include, but not be limited to:
  - (1) Receipt of all claims against the County
  - (2) Prepare and submit a master claims list to the Fiscal Court for review
  - (3) Prepare checks on claims reviewed by the Fiscal Court
  - (4) Co-sign all checks with the County Treasurer
  - (5) Maintain an appropriation ledger
  - (6) Prepare a quarterly financial statement which shall be transmitted to the Fiscal Court and State Local Finance Officer, as well as post it for ten consecutive days in a conspicuous place near the front door of the Courthouse
  - (7) Read the quarterly financial statement at the next Fiscal Court Meeting
  - (8) Reconcile the appropriation ledger with the treasurer's appropriation ledger at least once a month
  - (9) Issue purchase orders and maintain a purchase order ledger
  - (10) Maintain time records including vacation and sick leave, etc.
- B. The County Judge/Executive shall pay all financial claims against the County after review by the Fiscal Court. However, some claims may be paid prior to Fiscal Court review. All such claims shall be within the line item amounts of the county budget.
- C. The County Judge/Executive shall be responsible for preparing and signing of all checks directing the County Treasurer to make a payment authorized by Fiscal Court and maintaining a record of such checks.
- D. At the close of each fiscal year, the County Judge/Executive will be responsible for the preparation of records necessitated by the annual county audit and audit of his/her office. The annual audits may be conducted by the state auditor of public accounts or a certified public accountant.

## Chapter 3

### PERSONNEL ADMINISTRATION

#### PART I: POLICIES AND PROCEDURES

##### General Provisions

#### SECTION 3.1: Statement of Purpose

- A. The Fiscal Court and the administration recognize that a personnel system which recruits and retains competent, dependable personnel is indispensable to effective and efficient county government.
- B. The policies set forth herein are intended to implement the Personnel System by providing procedures for:
  - (1) Classifying positions in the County service
  - (2) Recruiting persons for that service
  - (3) Compensating employees equitably for their services

#### SECTION 3.2: Personnel Administration

- A. The personnel system set forth herein shall be administered by the County Judge/Executive as set forth in KRS 67.710.
- B. In addition to other duties as set forth in these policies and procedures, the County Judge/Executive shall ensure that subsequent amendments or additions by the Fiscal Court be made as follows:
  - (1) Immediately upon official amendment, the change shall be written in a manner and format consistent with these policies and procedures
  - (2) The amending ordinance shall be recorded in this administrative code and
  - (3) A memorandum explaining the changes with the amendment attached shall be distributed to all personnel assigned custody of a copy of the policy and procedures section of this code.
- C. The County Judge/Executive shall conduct an annual review of personnel policy and procedures manual, preferable during the budget preparation process.

**SECTION 3.3: Scope of Coverage**

The model County Administrative Code, Chapter 3 (Personnel Administration) as adopted by the Fiscal Court is applicable to all persons employed to positions at all levels in the county government, with the exception of the following.

- (1) Employees of the County Attorney and Jailer unless expressly requested by the elected official in writing
- (2) Consultants, advisors and counsel rendering temporary professional services
- (3) Independent contractors

**SECTION 3.4: Personnel Records**

- A. Beginning the first day of employment, all new employees shall report to the County Treasurer to supply any information needed to complete personnel records, execute payroll withholding authorization and enroll in the applicable employee benefit programs.
- B. A personnel file to be maintained by the Treasurer shall be created for each employee. All relevant information including application forms, resume, evaluation forms, disciplinary or commendation memoranda and any other material deemed relevant to the employee's permanent record will be kept in the file which shall be accessible to each respective employee.
- C. It shall be the obligation of the employee to maintain current information in the personnel file by notifying the Treasurer of all changes in personal or family status, home address, home telephone number or any other changes which would affect payroll withholding or employee benefits.
- D. Every change in the status of the employee shall be recorded in the personnel file.
- E. A separate file on equal employment opportunity data shall be maintained.

**SECTION 3.5: False Credentials**

If it should come to the attention of the County Judge/Executive, either during their introductory period or thereafter, that an employee was hired on the basis of false credentials; said employee will be subject to immediate demotion or dismissal.

**SECTION 3.6: Suggestion System**

County employees are encouraged to submit suggestions that could allow the government to operate more efficiently and effectively. Suggestions should be submitted to the department head, who shall forward them to the County Judge/Executive along with recommendations for approval or disapproval. Employees who submit suggestions that are approved will receive recognition at the time the suggestion is implemented.

**SECTION 3.7: Employment of Relatives (Nepotism)**

Please refer to the Spencer County Ethics Ordinance (Appendix A of this Administrative Code)

**SECTION 3.8: Orientation of Newly Employed Personnel**

- A. An orientation will be made available to all new employees as soon as possible by the department head or the County Judge Executive.
- B. The orientation shall consist of at least the following:
  - (1) Explanation of the management policies and administrative procedures
  - (2) Compensation schedule and employee benefits
  - (3) Reiteration of job duties per job description.

**SECTION 3.9: Equal Opportunity**

The County seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, sex, religion, national origin, disability, age or because the individual is a smoker or nonsmoker. The County promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and other conditions of employment.

**SECTION 3.10: ADA Statement**

Spencer County complies with the Americans with Disabilities Act of 1990, as amended by the Civil Rights Act of 1991. The Act prohibits discrimination in hiring, promotion, discharge, pay, job training, fringe benefits and other aspects of employment.

Your employer will provide reasonable accommodation to qualified individuals with a disability who, with an accommodation can perform the essential functions of the job

classification unless the accommodation will impose an undue hardship for the County of Spencer.

### **Classification Plan Provisions**

#### **SECTION 3.11: Classification Plan**

- A. In the classification plan (**PART II**) as required by law and incorporated as a part of this administrative code:
- (1) Each position shall on the basis of the duties and responsibilities of the position be allocated to an appropriate category with specified classes.
  - (2) A class may include either a single position or two or more positions.
  - (3) Each class shall have a specification that includes:
    - a) A concise, descriptive title
    - b) A description of the duties and responsibilities of each position in the class
    - c) A statement of the physical requirements and qualifications including skills, abilities, experience and education preference for each such position.
  - (4) All positions in a single class shall be sufficiently alike to permit:
    - a) The use of a single descriptive title for the class
    - b) A description of the duties in the class
    - c) The same qualifications for each position
    - d) The use of the same tests of competence for each position
    - e) Application of the same pay range to each position.
  - (5) All job descriptions shall set forth those duties that are essential.
- B. At least once each year the Fiscal Court shall:
- (1) Review the duties and responsibilities of each class
  - (2) Recommend and consider on the basis of the review:
    - a) A reclassification of positions if deemed necessary
    - b) The creation of one or more new classes, if deemed necessary
    - c) The abolition of one or more existing classes, if deemed necessary.
- C. Whenever the duties of a position so change that no appropriate class for it exists the County Judge/Executive shall:
- (1) Prepare an appropriate class specification for it
  - (2) Submit it to the Fiscal Court for appropriate reclassification.
- D. Reclassification of a position may not be used to avoid a restriction concerning demotion, promotion or compensation.

- E. The County Judge/Executive may create a new position with the approval of the Fiscal Court by amending the ordinance. In creating a new position, the County Judge/Executive shall:
  - (1) Describe in detail the duties and responsibilities of the position
  - (2) Suggest minimum entrance qualifications for the position
  - (3) Allocate the position to an appropriate class or create an appropriate class for the position if necessary.

**SECTION 3.12: Amendments**

- A. All amendments to the classification plan shall be presented to the Fiscal Court for approval.
- B. All approved amendments shall be recorded as set forth in Section 3.2.

**SECTION 3.13: Status of Employment**

- A. All employees shall be designated as full-time, part-time, temporary or assigned.
  - (1) Full-time employee – An employee who works 35-40 hours per week on a regularly scheduled basis.
  - (2) Part-time employee – An employee who works less than 100 hours per month, but on a regularly scheduled basis.
  - (3) Temporary or seasonal employee – An employee who works in a position which is of a temporary nature (full-time or part-time) and all temporary employees shall be on an emergency basis not to exceed one year, subject to availability of funds in the budget.
  - (4) Assigned employee – An employee made available by another agency. All assigned employees must be received with a job description from the assigning agent.
- B. Only full-time or part-time employees may occupy established positions.
- C. Full-time employees in established positions shall be entitled to all benefits provided by the County. Temporary, part-time seasonal and assigned employees shall not be entitled to any benefits (except those benefits required by federal or state law).
- D. The authorized established positions both full-time and part-time are included in **PART II** of this code.

**Compensation Plan Provisions**



**SECTION 3.14: County Pay Plan**

- A. All positions in the classification plan shall be compensated as set forth in the County's pay plan (**PART III**).
- B. The assignment of classes to a pay grade shall be based upon the relative level of difficulty of the duties and responsibilities of the class; the prevailing rates of pay for the work involved in comparable, competitive public and private labor markets; and other pertinent wage and economic data.
- C. The schedule of wage rates and ranges and the pay plan adopted or subsequently modified shall be approved by the Fiscal Court by amending ordinance.

**SECTION 3.15: Pay Plan Administration**

- A. A pay plan prepared as required by the Kentucky Revised Statutes and incorporated as part of this administrative code shall prescribe for each class a minimum and a maximum rate of pay, and all employees occupying positions in a class shall be compensated at a rate no less than the minimum and no more than the maximum amount of the grade in which the position is assigned.
- B. At least once each fiscal year, preferably during the budget process, the County Judge/Executive or his/her designee shall:
  - (1) Analyze fluctuations in the cost of living
  - (2) Examine the wage range for each class of positions in the classified service to ascertain whether minimum and maximum wages should be raised or lowered for a particular class during the succeeding twelve months
  - (3) Upon the basis of the comparison, analysis and examination, submit to the Fiscal Court recommendations or amendments to the pay plan.
- C. Reclassification of an employee's position from one class to another of comparable pay range shall affect no change of wage for the employee.
- D. An employee whose position is reclassified from one class to a higher class shall enter the higher class at its minimum wage, unless that minimum is lower than his/her wage at the time the reclassification is affected.
  - (1) If that wage exceeds the minimum he/she shall continue to receive at least his/her present wage
  - (2) If that wage exceeds the maximum receive only the maximum.

- E. Whenever the County Judge/Executive submits to the Fiscal Court that a position be reclassified to a class that requires a higher wage, he/she shall likewise submit with it an estimate of the financial requirements of the wage increase that the reclassification would entail.
- F. In the event that an employee enters a higher class by promotion, the wage in the higher class shall be the minimum wage for that class unless that minimum is lower than or the same as the wage at the time of the promotion. In that event, the County Judge/Executive shall determine what wage the employee shall receive within the pay range of the higher class.
- G. In the event an employee is demoted, the County Judge/Executive shall set a wage within the wage range of the class to which he/she has been demoted, but not less than Step 2 of the wage range for the Class.
- H. For an employee transferred from a position in one class to a position in an equivalent class, the transfer shall affect no change in rate of pay.
- I. The County Judge/Executive and department heads shall annually review the performance of each employee as set forth in Section 3.53. The overall results of each employee performance evaluation shall be used for the basis of granting promotions and/or pay increases. Any promotions or adjustments that will increase the expenses of the County require a budgetary review and approval by the Fiscal Court.
- J. An appointee hired to a new or vacant position shall receive the minimum wage to the class to which the position is allocated, except that through written documentation the County Judge/Executive may cause the appointment to be made at a wage above the minimum, but not more than the maximum for the class if:
  - (1) In cases of unusual difficulty in filling a position
  - (2) In hiring exceptionally qualified personnel
- K. In no case will an employee be paid in advance for work time.

**SECTION 3.16: Hours of Work**

- A. Employees shall be at their places of work in accordance with prescribed departmental schedules. All departments shall maintain daily attendance records of all employees. All department heads shall submit time sheets to the County Treasurer prior to payday.

- B. Regular employees will be allowed two (2) rest periods of ten (10) minutes each per day, one in the morning and one in the afternoon. Lunch and rest periods may not be used to shorten working hours, alter time of arrival or departure, accrue vacation or count as overtime if not taken. Department heads shall ensure that rest period times and regulations are enforced. An hourly employee who works more than four (4) consecutive hours is entitled to one ten (10) minute break; hourly employees working less than four (4) consecutive hours are not entitled to a break.
- C. Flexible hours may be scheduled for employees, if approved by the department head and County Judge/Executive.

**SECTION 3.17: Overtime**

- A. In emergencies and other circumstances, consistent with the maintenance of essential county services, a department head, with the approval of the County Judge/Executive, may work overtime.
- B. Employees called out to work shall be paid a minimum of two (2) hours at their regular rate of pay; employees called out who work more than two hours shall be compensated for hours actually worked, at their regular rate of pay. If the employees called out have already worked forty hours, the compensation for call-out shall be at one and one half their regular rate of pay.
- C. In order to determine whether an employee will receive overtime pay for hours worked in excess of 40 hours per week, each class shall be declared “exempt” or “non-exempt” under provisions of federal and state wage and hour laws. Exempt employees shall not receive overtime pay. Non-exempt employees shall receive overtime pay at the rate of one and one-half times the hourly wages for actual hours worked in excess of 40 hours in any work week. All county employees are considered non-exempt. Also, it should be noted that Kentucky Revised Statutes address overtime requirements as well.
- D. Time off with pay (including vacation leave, sick leave, holidays, jury duty, funeral leave, etc.) may not be considered as hours worked for overtime pay purposes.
- E. Employees required to be present at Fiscal Court meetings or committees of the Court relative to the county business shall be compensated at the regular rate of pay. A minimum time for compensation shall be two hours. Any additional time shall be based on actual time at the meeting. Overtime provisions will apply if the appearance at the meeting causes the employee to accumulate (work) in excess of forty (40) hours during the work week.

- F. Pursuant to the 2002 Kentucky General Assembly session legislation (reference HB596), employees may in written format on their timecard request to be granted compensatory time (“comp time”) in lieu of overtime pay, at the rate of one-and-one-half hours per each hour worked in excess of forty hours per week. County employees who work in excess of 40 hours per week in public safety, emergency response, or seasonal activities may not accrue more than 480 hours of comp time. Employees who have accrued the maximum allowable comp time shall be paid overtime pay for any additional hours worked. Employees may, upon request, draw the monetary equivalent in pay from their accrued comp time. If compensation is paid to an employee for time off, the compensation shall be paid at the regular pay rate earned by the employee. Upon an employee’s termination, all unused accrued comp time shall be paid at a rate not less than: a) The average rate received by the employee during the last three years of employment; or b) The final regular rate received by the employee, whichever is higher. This comp time will not accumulate beyond the calendar year.

**SECTION 3.18: Workweek**

- A. Supervisors shall set the work week hours for each department.
- B. The County may change the official workweek at any time, but not to avoid overtime requirements.

**SECTION 3.19: Wage Increases**

- A. The annual budget may include wage increases for the budget year effective July 1 annually, subject to availability of revenues.
- B. Individual adjustments may be made during the year as necessary, (introductory completion, etc.), subject to availability of revenues and the current budget.

**Employment Process Provisions**

**SECTION 3.20: Placement Policy**

- A. An appointment to a position shall be made only after the individual being considered has been certified for the position as set forth in Section 3.24. This policy applies to new applicants, rehires, transfers and promotions.

- B. Subject to approval by the Fiscal Court, the County Judge/Executive shall make appointments by executive order. The executive order shall state the name of the individual, to which position appointed, the beginning wage and the beginning date of employment. A copy of the executive order shall be filed in the individual's personnel file.

**SECTION 3.21: Methods of Filling Vacancies**

- A. Promotions: In considering the filling of a vacancy, current employees who meet job requirements shall be considered for the position. However, in the event the County Judge/Executive determines the needs of the County are best accommodated by the employment of a person who is not a current employee, he/she may make the appointment deemed to be in the County's best interest.
- B. Transfer: It shall be the policy of the County to fill vacancies by transferring any current employee who has requested a transfer. However, the County Judge/Executive must ascertain that any transfers are in the best interest of the County. Any employee being considered for transfer must be qualified for the position.
- C. Open Application Policy: It shall be the policy of the County to accept applications for employment at any time during regular business hours. Should it be determined by the County Judge/Executive that no current employee is qualified for promotion or transfer or that a new hire is in the best interest of the County, he may select for appointment consideration from applications on file with the County. Any individual being considered for employment from applications on file must be qualified for the position.
- D. Recruitment: Should it be determined by the County Judge/Executive that no current employee qualifies for promotion or transfer and that the current applicants do not qualify or that it would be in the best interest of the County, he/she shall publicly recruit applicants to be considered in filling the vacancy(ies). Any such public recruitment shall be in accordance with Section 3.22 Announcements of Vacancies.

**SECTION 3.22: Announcement of Vacancies**

- A. If recruitment is initiated, notices of employment opportunities shall be publicized in the local newspaper and distributed to provide interested and qualified persons with an opportunity to apply.
- B. Such notices shall:

- (1) List the classes in which vacancies are anticipated.
- (2) Specify for each such class.
  - a) Its class title
  - b) Its pay range or that pay is negotiable
  - c) The nature of the work to be performed
  - d) The qualifications for employment
- (3) Tell when and where to file applications for employment in the positions.
- (4) Give whatever other pertinent information deemed advisable.
- (5) Be posted in the offices at the County Courthouse and other such places determined by the County Judge/Executive where eligible persons might reasonably expect to be located.

C. May be listed with the local state unemployment office.

**SECTION 3.23: Application and Forms**

- A. Applicants must apply on forms provided by the County.
- B. Applications will be considered active for three months.
- C. The application form is subject to change due to state and federal mandates. The form presented with this administrative code is hereby adopted by reference.
- D. The application form shall be reviewed at least annually. The County Judge/Executive is responsible for updating the form to meet the latest requirements.

**SECTION 3.24: Certification of Eligibility for Position**

- A. No person may be appointed to a position unless verified information on an official Employment Application Form indicates that he/she meets the qualifications for the position as set forth in the class specification.
- B. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
  - (1) Information the applicant supplies on the official employment application form
  - (2) Written performance or physical tests or examinations or any combination which may be required by the County Judge/Executive.
  - (3) Personal Interview

- (4) Information and evaluation supplied by references given by the applicant
  - (5) Other appropriate information as determined.
- C. The County reserves the right to conduct background investigations, including credit checks and drug testing, on all applications for employment.

### **Conditions of Employment**

#### **SECTION 3.25: Initial Employment Period (Introductory)**

- A. All personnel initially appointed, rehired, transferred or promoted to an established position shall be on introductory status for six months. The introductory period may be extended by the County Judge/Executive at his/her discretion or upon the recommendation of the department head, but not more than one year.
- B. An employee evaluation will be conducted after the initial probationary period.
- C. Any employee who has served an initial introductory period and is promoted or transferred to a new position shall be in secondary introductory status and may be reinstated without right of appeal to the position from which he/she was promoted or to a comparable position.
- D. A new employee may be dismissed without right of appeal during the original introductory period.

#### **SECTION 3.26: Transfer**

- A. Any employee occupying an established position may request a transfer from one position to a comparable position by making the request through the department head to the County Judge/Executive if:
  - (1) He/she possesses the appropriate qualifications for the position;
  - (2) He/she is not serving an original introductory period;
  - (3) The position is vacant.
- B. The “Methods of Filling Vacancies” (Section 3.21) also includes procedures for employee transfers.
- C. All transfers shall be consistent with county needs.

**SECTION 3.27: Promotion**

- A. A promotion cannot be made unless there is a vacancy or a new position/class is established by ordinance.
- B. A person may be promoted from one position to another only if he/she has the qualifications for the higher position. The same procedure as those authorized for ascertaining qualifications for initial appointment to a position as set forth in Section 3.24 "Certification of Eligibility for Position" shall be followed.
- C. The "Methods of Filling Vacancies" (Section 3.21) also includes the County policy relative to promotions.
- D. All employees have the right to apply for vacant positions as set forth in Section 3.21 "Methods of Filling Vacancies".

**SECTION 3.28: Disciplinary Action**

- A. The policy of the County is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and/or correction rather than punishment. However, willful, continued or inexcusable breaches of employment rules must be dealt with firmly under a uniform policy which applies to all employees.
- B. An employee or employees may be disciplined for, but not limited to, the following when substantiated with or by bona fide proof:
  - (1) Incompetence
  - (2) Inefficiency
  - (3) Dishonesty
    - a) Deliberately making or using falsified records, materials or requisitions, etc.
    - b) Lying
    - c) Personal use of county property
    - d) Theft of property
    - e) Deliberate waste
    - f) Supplying false information on an Employment Application Form
  - (4) Improper conduct
  - (5) Neglect of duty:
    - a) Repeated failure to be at work station at starting time
    - b) Leaving assigned work area without permission
    - c) Failure to attend scheduled meetings
    - d) Refusal to accept reasonable work assignment



- e) Stopping work before specified time
  - f) Deliberate interruption of work
  - g) Loitering, loafing or sleeping on job
  - h) Unsatisfactory work and/or attitude
- (6) Failure to keep time cards accurately or completing or punching another employee's time card
  - (7) Fighting or horseplay on county's premises at any time
  - (8) Attempting bodily injury to another person
  - (9) Failure to observe safety rules
  - (10) Abusive or obscene language
  - (11) Discourtesy to the public or fellow employees
  - (12) Conviction of a felony
  - (13) Untidy attire, torn uniforms and other failures to maintain a clean, neat appearance
  - (14) Off-duty activities that discredit the individual or organization or cause inefficiency in performing assigned duties
  - (15) Reporting to work under the influence of intoxicants or illegal drugs
  - (16) Use of any intoxicants or illegal drugs while on duty
  - (17) Gambling while on duty
  - (18) Improperly discussing or disclosing confidential information
  - (19) An accumulation of minor infractions
  - (20) Failure to follow any other rule, regulation, operating procedure or job requirement not specifically mentioned above
  - (21) Frequent or excessive absenteeism
  - (22) Failure to provide notice of an absence or tardiness to the County Judge/Executive or department head at least 30 minutes prior to the employees assigned reporting time
  - (23) Refusal to report to work when called unless a bona fide emergency exists in immediate family

C. When an employee commits any violation of Section 3.25 (B) or fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply, depending upon circumstances involved and the severity of the offense:

- (1) Verbal Warning (counseling):
  - a) In the case of a minor infraction, the immediate supervisor or department head and/or County Judge/Executive shall administer a verbal warning without rancor (ill will) and explain the actions necessary to correct the problem as soon as possible after the offense
  - b) The date of the counseling, along with a description of the occurrence which prompted the counseling, actions necessary to correct the problem and any comments the employee may have

made shall be noted, signed and placed in the employees departmental personnel folder by the person giving the counseling. A copy of the counseling shall be placed in the employees file in the County Judge/Executive's office.

(2) Written warning:

- a) In the case of a second minor infraction, the immediate supervisor or department head and/or County Judge/Executive shall give the employee a written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warnings. Written warnings shall state that the employee's performance will now be reviewed on a regular basis for improvement and explain the consequences of continued infractions.
- b) The employee shall sign the written warning or the warning shall be signed by a witness; a copy of the written warning shall be placed in the employee's personnel folder.

(3) Suspension:

In situations where the County has become aware of alleged misconduct by an employee which, if true, could result in disciplinary action, the appointing authority may suspend the employee with pay if it is determined the action is necessary to assure public confidence in governmental oversight of its employees or assure the integrity of the County's inquiry in the allegations.

In the event it is necessary to suspend an employee with pay, the following procedures shall be served:

- a) The County shall immediately provide written notification to the employee informing him/her of the suspension and the nature of the allegations being investigated. In the event it is deemed necessary to suspend the employee immediately upon learning of a particular situation, the employee shall be provided written verification of the suspension within 24 hours.
- b) Consistent with existing personnel procedures the County shall immediately begin an investigation into the allegations against the employee. This investigation shall be carried out expeditiously and in no instances shall it be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.
- c) Upon reaching a determination as to the culpability of the employee, the appointing authority shall take action as follows:
  - i. In the event the allegations against the employee are valid the appointing authority shall invoke disciplinary action as

deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigation period

- ii. In the event the allegations against the employee are proven to be false the employee shall immediately be reinstated to his/her position.
- d) During the time an employee is on suspension with pay he/she is considered to be performing services for the county. Therefore, the employee must remain available to return to work within 24 hours of receiving written or verbal confirmation of his/her reinstatement from the appointing authority. In the event the employee is notified of this reinstatement verbally, the County shall provide written verification within one (1) working day.
- e) Nothing in this policy or procedure should be construed as limiting the authority of the local government to suspend an employee without pay in those instances where such action is deemed appropriate.

(4) Discharge

- a) Where an offense is continually repeated or misconduct is serious enough for discharge on the first offense, the department head may recommend dismissal of an employee.
- b) The recommendation shall include the reason(s) for the discharge, details of previous disciplinary action taken against the employee and the recommended effective date and time of discharge.
- c) Final and formal discharge of an employee shall come from the County judge/Executive (with or without departmental recommendation), who shall notify the employee in writing of the intent to discharge.
- d) A copy of the notification shall be placed in the employee's personnel file.

(5) Pre-termination (dismissal/discharge) hearing:

An employee who has been notified of intent to dismiss him/her has the right to appear personally or with counsel at a pre-termination hearing held before the County Judge/Executive. The following procedures shall be followed in those instances where a pre-termination hearing is desired by the employee.

- a) The request for a pre-termination hearing must be made in writing to the County Judge/Executive within five (5) working days of the employee's receipt of the letter of intent to dismiss excluding the day it was received.

- b) The pre-termination hearing shall be held within five (5) days after receipt of the employee's request, excluding the day it was received.
  - c) The pre-termination hearing is informal. It gives the employee the opportunity to respond to charges contained in the letter of notice of intent to dismiss.
  - d) Within five (5) working days, excluding the day of the pre-termination hearing the County Judge/Executive shall uphold, alter modify or rescind the intended dismissal. The employee will be notified in writing of the County Judge/Executive's decision and the reasons for same.
  - e) Such action shall be recorded in the employee's file.
- (6) Demotion or transfer:
- a) In the event that an employee becomes unable to perform the duties as stated in the class specification he/she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the position and the position is vacant.
  - b) Such actions shall be recorded in the employee's personnel file.

**SECTION 3.29: Resignations**

- A. An employee will be regarded as having resigned his/her position if he/she gives notice, written or verbal (with witness) to his/her immediate supervisor or the County Judge/Executive. Unless approved in advance by the County Judge/Executive failure to give at least two weeks' notice may be cause for denying future employment with the County.
- B. An employee's resignation and its attending reasons, if noted shall be recorded in the employee's personnel file.
- C. Any employee who is absent from work for two (2) consecutive scheduled work shifts for reasons other than those set forth under fringe benefits provisions herein will be considered to have abandoned the job and will be deemed to have resigned, and his employment with the County shall terminate immediately.

**SECTION 3.30: Reinstatement and Rehires**

- A. The County Judge/Executive shall reinstate into the former position any employee who fails during the introductory period to serve satisfactorily in a

position to which he/she has been promoted. The reinstated employee shall receive at least the rate of pay which was received at the time of promotion.

- B. Any employee leaving in good standing who is rehired after two years or more of separation from county services shall be considered a new employee. Individuals rehired within two (2) years of leaving in good standing shall have previous seniority and benefits that are presently in effect reinstated.

**SECTION 3.31: Retirement**

- A. The County does not have a mandatory retirement age.

**NOTE:** The County may have a mandatory retirement age, but only for those classes where “age” is a bona fide occupational qualification.

**SECTION 3.32: Examination (medical)**

- A. Upon an offer on introductory status employment, the County may require the prospective employee to submit to a physical or mental examination by a medical doctor or psychiatrist selected by the County to ensure competency to complete assigned duties.
- B. The County shall pay 100% of the costs (including necessary travel costs) for all required medical examinations related to initial employment or promotions.

**SECTION 3.33: Political Activity**

- A. No employee, as a condition of employment or continued employment shall be required to contribute to or campaign for any candidate for political office.
- B. No employee of the County shall engage in political activity during his/her assigned duty hours.

**SECTION 3.34: Lunch Break**

- A. Communications personnel are entitled to a thirty (30) minute break during their work schedule. These employees are paid during this time. It should be noted that while on a lunch break they are subject to calls. Every effort is made to allow them a lunch break without interruption.

- B. Administrative and Public Works Department personnel are entitled to a one hour lunch break. These employees are not paid for this break.

**SECTION 3.35: Lay Off**

- A. The County Judge/Executive may layoff an employee because of lack of work or funds. The order of layoff shall be established on the basis of the needs of the County as determined by the County Judge/Executive.
- B. In layoffs:
  - (1) Consideration shall be to both the seniority and merit of the persons considered for layoff.
  - (2) Part-time, temporary, seasonal and introductory employees in a class of positions shall be laid off before other persons in the class are laid off.
- C. One week before the effective date (except emergencies approved by the Fiscal Court) of the layoff of a regular full-time employee, the County Judge/Executive shall:
  - (1) Notify the employee of the layoff
  - (2) Explain the reasons for the layoff
  - (3) Certify whether his service has been satisfactory
  - (4) Inform the Fiscal Court of the layoffs
- D. A copy of the notice shall be retained in the employee's personnel file.

**SECTION 3.36: Gratuities**

Please refer to the Spencer County Ethics Ordinance (Appendix A of this Administrative Code)

**SECTION 3.37: Personal Conduct, Appearance and Hygiene**

- A. Images presented and statements made by all employees of the County can affect the entire organization. Therefore, employees are expected to be friendly, courteous and appropriately dressed at all times.
- B. The County expects its employees to present themselves for work in such a manner that is reflective of good personal hygiene. Normal hygiene, including such things as daily fresh clothing, socks and deodorant is encouraged to prevent offensive odors and to promote professionalism in the service. This

will promote more effective interpersonal relationships with co-workers and the general public.

**SECTION 3.38: Safety and Injuries**

- A. The health and safety of all county employees is of major importance. The County is anxious to make everyone's job safe in all respects; therefore all employees shall report all hazardous conditions in their work area at once to their immediate supervisor.
- B. All work related injuries shall be reported to the employee's immediate supervisor as soon as possible. However, all injuries shall be reported no later than the end of the work day (shift).

**SECTION 3.39: Harassment**

The County is committed to maintaining a work environment free of discrimination and harassment. In keeping with this commitment, we will not tolerate conduct that affects tangible job benefits, that interferes with an individual's work performance or that creates an intimidating, hostile or offensive working environment.

- A. **Harassment-Definition:** Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination in the terms, conditions and privileges of employment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability or that of his/her relatives, friends or associates and that:
  - (1) Has the purpose or effect of creating an intimidating, hostile or offensive work environment
  - (2) Has the purpose or effect of unreasonably interfering with an individual's work performance
  - (3) Otherwise adversely affects an individual's employment opportunities

Harassing conduct includes, but is not limited to the following:

- (1) Epithets, slurs, negative stereotyping, threatening or intimidating acts that relate to race, color, religion, gender, national origin, age or disability
- (2) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on the employers premise or circulated in the workplace.

B. **Harassment-Complaint Procedure:** Employees encountering harassment should tell the offending person that their actions are inappropriate and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation. In addition, the employee shall notify his/her supervisor of the harassment as soon as possible so that steps may be taken to protect the employee from further harassment and appropriate investigative and disciplinary measures may be initiated. If action taken does not satisfy the employee he/she may file a grievance in accordance with Section 3.60.

C. **Sexual Harassment-Definition:** Sexual Harassment deserves special mention. Inappropriate sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

- (1) Submission to such conduct is either explicitly or implicitly made a term or condition of employment.
- (2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- (3) Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexual oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language, gestures, displays of foul or obscene printed or visual material and physical contact, such as patting or pinching another's body.

D. **Sexual Harassment-Compliant Procedure:** All employees are responsible for helping to assure we avoid harassment. If you feel that you have experienced or witnessed harassment you are to notify your immediate supervisor. Reports are to be made as soon as practicable, preferably within 24 hours and preferably in writing. Oral reports however will also be taken in the case of unusually sensitive circumstances.

The Spencer County Sheriff's Office is to investigate all such complaints. To the fullest extent practicable, the County will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the County will take corrective action in accordance with the nature and extent of the offense.

E. **Harassment and Sexual Harassment-False Accusations Procedure:**



The County recognizes that false accusations of harassment and sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment will be disciplined in accordance with the nature and extent of his/her false accusation.

**F. Harassment and Sexual Harassment-Employee Inquiry Procedure:**

The County encourages any employee to raise questions he or she may have regarding the harassment policy or sexual harassment with his or her immediate supervisor or the County Judge/Executive.

**SECTION 3.40: Whistleblower Policy**

- A. **Statement Concerning Whistleblower Policy:** The purpose of this Policy is to establish a procedure for employees of Spencer County Fiscal Court to report illegal or dishonest activity affecting the Spencer County Fiscal Court's financial or business affairs by any Spencer County Fiscal Court employee or any person or firm doing business with Spencer County Fiscal Court. The whistleblower policy shall not be construed to either limit or expand upon the provisions of the Spencer County's Ethics Code, established pursuant to KRS 65.003. If there is any conflict between this Policy and the County Ethics Code or any provision of Kentucky law, the latter shall prevail.

Examples of illegal or dishonest activities are violations of federal, state, or local laws, theft of Spencer County Fiscal Court property, billing for services not performed, submitting false or inflated invoices for reimbursements, producing fraudulent financial reports, or timesheets, violating Spencer County Fiscal Court policies concerning Business Conduct, Integrity and Ethics, and/or Travel, Entertainment and Reimbursement or other improper or dishonest activity affecting the Spencer County Fiscal Court financial or business affairs.

Employees and representatives of the Spencer County Fiscal Court are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Spencer County Fiscal Court encourages their employees who have concerns about illegal or dishonest activity to come forward and report these concerns without fear of retaliation or unfair treatment. Reports about unlawful harassment and discrimination should be made to the Spencer County Fiscal Court Personnel Committee.

- B. **Employee Reporting Process:** If an employee has concerns about illegal or dishonest activity, the employee should report these concerns to the Spencer County Fiscal Court (SCFC) Personnel Committee. Information about how to

contact the SCFC Personnel Committee will be distributed to and subsequently made readily available to all employees. The SCFC Personnel Committee will be responsible for relaying the report to Spencer County Fiscal Court for investigations as well as keeping the reporting employee informed on the status of the report and resulting action. If the report accuses the SCFC Personnel Committee of illegal or dishonest activity, the SCFC Personnel Committee is otherwise implicated in the activity, or the employee is not satisfied with the SCFC Personnel Committee response to a report that was referred to the SCFC Personnel Committee, the SCFC Personnel Committee will report the employee's concerns to the Fiscal Court.

Employees may report their concerns in person, by telephone, or in writing, by letter, fax, or e-mail. All reports should provide background facts and the reason for the concern, together with the names, dates, places, and as much information as possible.

Employees who make a report will not be expected to prove the truth of their report, but they should be able to demonstrate that there are sufficient grounds to have a good faith belief that something is wrong. Employees are encouraged to raise their concerns at the earliest possible stages so that timely action can be taken.

- C. **Management Responsibility in Reports:** Management at all levels must handle reports of illegal or dishonest activity seriously, discreetly and promptly. All evidence and documentation shall be preserved.

The SCFC Personnel Committee will forward the report to the Fiscal Court along with suggestions and comments, unless the report accuses Spencer County Fiscal Court of dishonest activity or otherwise implicates the Spencer County Fiscal Court in the activity, in which case the report should be forwarded to the Spencer County Ethics Commission.

- D. **Investigation of Reports of Illegal or Dishonest Activity:** All reports of illegal or dishonest activity will be investigated promptly, impartially, and to the extent practical to the circumstances, confidentially.

- E. **Employee Protection – No Retaliation:** The Spencer County Fiscal Court will not tolerate the punishment or unfair treatment of any employee who reports any illegal or dishonest activities or who participates in an investigation of any such report. Any employee who believes he or she is being retaliated against in violation of the Policy should report such retaliation to the SCFC Personnel Committee. Employees who engage in retaliation will be subject to discipline, up to and including termination. Protections of employees' rights under KRS 61.102 will be upheld.

The Spencer County Fiscal Court has the discretion to take whatever steps it determines fair and appropriate regarding the matter. The decision of the Spencer County Fiscal Court is final.

**SECTION 3.41: Drug – Free Work Place**

The United States Congress enacted the Drug-Free Work Place Act of 1988, effective March 18, 1988. The following is a policy statement regarding the County's commitment to a drug-free work place:

- A. Employees shall not unlawfully manufacture, distribute, dispense, have possession of or use illegal drugs or alcohol on the job, in the work place or report to work under the influence of such substances. It is the intent of the County to maintain a work place free of these substances, so that all employees may have the opportunity to have a safer, more productive work environment.
- B. Any employee reporting to work under the influence of alcohol or illegal drugs or who commits a work-related drug or alcohol related offense shall be disciplined under the established disciplinary process, which includes suspension and/or dismissal.
- C. The manufacturing, possession and/or use of illegal drugs, alcohol or drug paraphernalia in the work place is strictly prohibited. This includes the misuse/abuse of prescribed medications which could impair an employee's ability to function.
- D. It is the responsibility of the employee to notify his/her supervisor of any work related drug convictions within five (5) working days after the conviction or be subject to having charges filed for dismissal.
- E. If a supervisor has reasonable cause to suspect an employee of illegal drug or alcohol use on the job or of reporting to work under the influence of same, the employee may be required to submit to drug testing and the supervisor may take other appropriate action, pending a final decision by the County Judge/Executive.
- F. An employee reporting to work on medication prescribed by a physician, which impairs job performance, is to immediately notify his/her supervisor and/or the County Judge/Executive. The employee must submit a doctor's statement indicating how the medication would affect his/her job performance and/or the health and safety of others, so appropriate steps may be taken by supervisors to prevent any hazards.

**SECTION 3.42: Drug Testing Policy**

All county employees including elected officials are subject to random drug screenings.

**Fringe Benefit Provisions**

**SECTION 3.43: Holidays**

- A. Spencer County adopts the holiday schedule that has been approved for the State of Kentucky office employees.
- B. When any holiday listed above falls on Saturday, the preceding Friday will be observed. If the holiday falls on a Sunday the following Monday shall be considered a holiday.
- C. When it is essential for an employee to work on declared holiday, he/she shall be compensated for actual hours worked. In no case will compensatory time to be given to any employee, who by virtue of their schedule, does not work on an official county holiday.
- D. In addition to the above, any day may be designated as a holiday by proclamation of the Fiscal Court.
- E. In order for an employee to be paid for a holiday he/she must work the last scheduled day before and the first scheduled day after the holiday unless the absence(s) is/are approved in advance. Introductory employees shall receive holiday pay.

**SECTION 3.44: Vacation**

- A. All full-time employees shall be entitled to vacation leave at the following rates, which may be prorated upon anniversary date of hire:

| <u>Years Service</u> | <u>Accumulated Vacation Time</u> |
|----------------------|----------------------------------|
| First Year           | 3.3 hours per month              |
| 1 – 7 years          | 80 hours                         |
| 8 years and over     | 120 hours                        |

- B. For accrual purposes, a new employee who reports for work on or before the 15<sup>th</sup> of the month shall accrue the full amount for that month. If an individual is employed on or after the 16<sup>th</sup> of the month, he/she shall begin accruing vacation leave at the beginning of the following month.
- C. Vacation time is based on the calendar year. Any vacation time accrued by the employee and not used by, nor paid the monetary equivalent to, the employee by December 31<sup>st</sup> of each year, will be carried forward to the next calendar year. Any employee will be allowed to accumulate and carry over a maximum of 240 vacation hours.
- D. The employee must complete a Vacation Leave Request Form and have the request authorized by the division director or department head prior to using vacation leave.
- E. No employee will be permitted to take advance leave or leave that has not been earned. An employee who has worked six (6) months for the County may be granted vacation not to exceed the number of days actually accrued. Vacation pay shall be at full rate at the current wage.
- F. An employee who has at least one (1) full year and whose employment is terminated during the succeeding year is entitled not only to full vacation for the year worked, but also to vacation time for the partial year worked, the amount to be based on the percentage of a full year worked.
- G. An employee who is terminated shall be paid for all accumulated vacation leave, excluding introductory employees.
- H. Absences on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee with the approval of the department head, be changed to vacation leave credit.
- I. The County Treasurer shall keep complete records of vacation leave. An employee fraudulently obtaining vacation leave or a department head falsely certifying vacation leave allowance may be suspended or dismissed.

**SECTION 3.45: Sick and Personal Leave**

- A. Beginning January 1 of each calendar year, full-time employees will be given six (6) sick days. First year employees will accumulate sick days at the rate of ½ day per month. These sick days can be taken anytime during the calendar year upon the approval from their supervisor. Anytime an employee is absent from work two consecutive days, a doctor's note will be required. These sick

days may accumulate and be carried forward into the next calendar year. An employee can have up to 500 hours sick time applied toward his or her retirement. Upon termination for any reason other than retirement, an employee forfeits all hours of sick time. All full-time and part-time employees of the County will be entitled to take leave from work without pay for illness and sickness of themselves or dependent children and/or family. The employee is also eligible to take extended leave without pay, for up to twelve (12) weeks under the provisions of the Family Medical Leave Act.

- B. Beginning January 1 of each calendar year, full-time employees will be given six (6) personal days. First year employees will accumulate personal days at the rate of ½ day per month. These personal days can be taken anytime during the calendar year upon the approval from their supervisor. Request for use of the personal days shall be submitted to the supervisor on a Vacation Request Form with the designation “Personal Days” on it. These personal days may accumulate and be carried forward into the next calendar year. However, no employee may have more than 12 personal days accumulated at any given time. Days accumulated over 12 will be forfeited by the employee.

**SECTION 3.46: Disability Leave**

- A. Any employee who suffers injury or illness as a result of service connected accident or illness shall be compensated at the negotiated rate with the County’s workers compensation insurance company.
- B. Employees shall continue to accrue sick leave and vacation leave while on disability leave due to service connected accident or illness for a period of three months after the accident or illness.
- C. No other benefit is implied.

**SECTION 3.47: Maternity Leave**

- A. Maternity leave may be granted for full-time employees with temporary disability due to pregnancy, childbirth or any impairment thereof and miscarriage for a period not to exceed three calendar months without pay. Full-time employees may be eligible to receive up to six (6) weeks paid leave. An additional period not to exceed six (6) additional weeks may be granted, if required by a medical doctor without pay.
- B. The employee may use the accrued vacation leave during the remaining period off without pay.

- C. The employee must be employed with the County for twelve (12) months to be eligible for the maternity leave benefits.

**SECTION 3.48: Bereavement (Funeral) Leave**

- A. Employees occupying full-time established positions may be granted up to three working days off without loss of pay in case of death in the immediate family, including parents, grandparents, step-grandparents, step-parents, brothers, step-brothers, sisters, step-sisters, spouse, children, step-children, grandchildren, step-grandchildren, and immediate in-laws.

**SECTION 3.49: Special Leave**

- A. In addition to authorized leaves, the County Judge/Executive may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any calendar year.
- B. The County Judge/Executive may authorize special leave, with or without pay, for full-time employees for any period or periods for the purpose of attending courses in training at recognized universities or colleges and for other purposes that are deemed to be beneficial to the county service.

**SECTION 3.50: Military Leave**

- A. Any employee occupying a full-time established position within the County who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or Reserve Corps of the United States Public Health Services, shall be entitled to a leave of absence for a period not exceeding fifteen calendar days in any one year for the purpose of attending annual mandatory training (KRS 61.394, 61.396).
- B. If additional time is needed, the employee may use vacation leave.

**SECTION 3.51: Jury Duty**

- A. When an employee is required to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. All employees serving on jury duty shall be absent from work only during the times required by the courts.

- B. Employees dismissed from jury duty must report to their respective work station with the County.
- C. Employees summoned as a plaintiff or a defendant in a proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay, but may use accrued vacation leave during the absence.

**SECTION 3.52: Time Off To Vote**

- A. All employees entitled to vote in any election shall be given up to four hours off on Election Day to vote, with pay. The County may specify the hours during which each employee may be allowed time off to vote (KRS 118.035).

**SECTION 3.53: Health Insurance**

- A. Based on the availability of budget revenues, the County will pay an allotment per month towards a single health insurance policy of full-time employees, and will pay all allotment per year towards the county health benefits card program for full-time employees who participate in the county-provided health insurance program. The amount of the insurance allotment and benefits card allotment shall be reviewed annually as part of budget preparations and health insurance renewal periods. In the event an employee is out of work due to illness, regardless of cause, the County limits the payment of the health insurance premium for a period not to exceed six months.
- B. Benefits are as set forth in the carrier contract.
- C. No other medical benefit is implied.
- D. Employees are covered under the Consolidated Omnibus Budget Act of 1986 (COBRA). In summary, COBRA provides that each qualified beneficiary who would lose coverage under the group health plan as a result of a qualifying event is entitled, under the plan, to elect, within the election period, continuation coverage under the plan at their expense for a limited time. This summary statement is not intended to supplant the Act. All rights are set forth in the Act and should be consulted for official decisions.

**SECTION 3.54: Retirement Benefits**



- A. Social Security: The County and its employees contribute amounts at the rate determined by Congress.
- B. The County participates in the non-hazardous County Employees Retirement System (CERS). CERS contribution regulations are established by the Kentucky legislature.

**SECTION 3.55: Unemployment Insurance**

- A. The County pays the full amount for Unemployment Insurance.

**SECTION 3.56: Worker's Compensation**

- A. The County pays the full amount for Worker's Compensation Insurance.

**SECTION 3.57: Expense Reimbursement**

- A. No employees of the County shall receive or be allowed any lump-sum expense allowance or contingent fund for personal or official expenses (KRS 64.710).
- B. Any employee of the County incurring expenses for approved travel shall be reimbursed as follows:
  - (1) Transportation – For all reasonable transportation necessary public transportation by reasonably economical means the actual cost of fares, not to exceed costs of accommodations that are less than first-class if available. For the use of privately owned vehicles advantageous to the purposes of the county, mileage at the state rate.
  - (2) Lodging – Reimbursement shall be made on an actual expense basis for the cost of lodging with a receipt required on all expenses claimed.
  - (3) Meals – Reimbursement shall be made on an actual expense basis by receipt not to exceed thirty-three (\$33.00) dollars per day. Employees away from the work station on authorized travel shall be entitled to expenses for three meals if they leave prior to their normal starting time and return one hour after their normal work schedule ends. When all or parts of meals are furnished by a conference registration fee, meals taken outside the conference shall not be eligible for reimbursement. Employees that do not require overnight lodging, but are required to be out-of-the-area for a minimum of eight (8) hours are also eligible for meal reimbursement. Reimbursement will be made for the cost of meals provided for department directors only when necessary to

perform business for the Court. Reimbursement will be made for the cost of meals provided to others, or for other employees, only with prior approval from their department director. Reimbursement will not be made for the cost of entertainment, alcoholic beverages, or tips.

- C. Other – Tolls, parking, baggage and car rental are allowed on an actual expense basis when reasonable and necessary in conducting business for the County.
- D. The Expense Reimbursement Form must be completed (including required receipts) and submitted to the County Judge/Executive within three working days after returning from travel.
- E. The Expense Reimbursement Form must be signed by the employee requesting reimbursement, the department head and/or the County Judge/Executive.
- F. The County shall provide travel advances if requested and approved by the County Judge/Executive.

**SECTION 3.58: Travel Policy**

- A. Employees will be reimbursed for pre-authorized travel expense incurred in the performance of their work but not for commuting to and from the workplace. Any costs incurred should be the most economical consistent with the county's best interest.
- B. Any employee of the county incurring expenses for a pre-approved county-related business shall be reimbursed as follows:
  - (1) Air travel shall NOT be First Class unless other seating is unavailable. Under reasonable circumstances, or for necessary expediency, the County Judge Executive may authorize other travel means.
  - (2) Air travel must be approved in advance and justification provided that show this is the best means of transportation.
  - (3) Lodging shall be reimbursable at the actual expense. Receipts must be approved and attached for lodging. NOTE: Overnight stay will be reimbursed if travel is beyond a 60-mile radius of Taylorsville, Kentucky, or if it is to attend a multi-day conference that requires after-hours meetings or early meetings.
  - (4) Conference and registration fees shall be approved in advance by the County Judge Executive and may be prepaid when necessary and appropriate.

- (5) Use of rental vehicles must be approved in advance or justifications provided that show the use of such vehicle was more feasible than other types of available transportation.
  - (6) Telephone calls for the purpose of county business are reimbursable at the actual rate.
  - (7) Other necessary expenses which were unforeseeable at the actual rate.
  - (8) Other necessary expenses which were unforeseeable prior to travel may be approved by the County Judge/Executive upon presentation of documentation of the need for such expense.
  - (9) Receipts for all expenditures shall be obtained and attached to the request for reimbursement, which must be completed within 7 (seven) working days after returning from travel.
  - (10) Employees violating this section will be subject to appropriate disciplinary action.
- C. Non-salaried employees will be paid for required travel time or required meetings if they fall outside of regular working hours. Examples include:
- (1) The employee travels on Saturday or Sunday during his/her regular hours during the week the employee would get paid for travel time. The employee is to fly out at 10:30am on Saturday morning. The employee is required to be at the airport at 8:30am; the flight lasts until 2:00pm. The employee would get paid from 8:30am until 2:00pm.
  - (2) If the employee drives to a conference, if approved through the travel request process, the employee will be paid for the time driving the car.
  - (3) When an employee arrives at a conference and there are optional events to attend, the employee will not be paid for optional events. If it is listed on the conference program as an event of the conference the employee will be paid for attendance. If the employee chooses to go shopping, sightseeing, etc on his/her own time, the employee will not be paid for that time, nor will transportation fees be allowed for reimbursement.

**SECTION 3.59: Family and Medical Leave Act of 1993**

The Family and Medical Leave Act of 1993 do apply to all public agencies, including state, local and federal employers. However, employee eligibility is as follows:

To be eligible for FMLA benefits, an employee must:

- (1) Work for a covered employer,
- (2) have worked for the employer for a total of 12 months,
- (3) have worked at least 1,250 hours over the previous 12 months, or,

- (4) work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

Also, the Act requires the County to display an informational poster in the work place that informs employees of the provisions of the FMLA of 1993.

**SECTION 3.60: Cellular Telephone Policy**

- A. Upon approval of the Fiscal Court, some county employees may be issued county cellular telephones. Employees may not use the cellular telephone provided by the County for personal calls unless an emergency exists, and such emergency is documented by Department Head. If the employee uses the cellular telephone for personal use, the employee must reimburse the County. Employees may be subject to random audit of telephone records.
- B. The Sheriff's department will operate under the Sheriff's Standard Operating Procedures.

**Employee Relation Provisions**

**SECTION 3.61: Training and Career Development**

- A. It is the County Judge/Executive's responsibility to see that each new employee is given an orientation on the job, the nature, purposes and programs of the department, the administrative policies, and the operational policies adopted by the County, (also, see Section 3.8). A copy of the personnel policies shall be maintained by each department head.
- B. In-service training of regular full-time employees shall be provided by the County Judge/Executive, and department heads or their respective designated representatives on a regular basis.
- C. The department heads, with the County Judge/Executive's concurrence, may permit or direct the attendance of employees at meetings, conferences, workshops or seminars intended to improve the knowledge, abilities and skills of County employees.
- D. Training shall include the following areas at a minimum:
  - (1) Orientation of new employees
  - (2) Position specific (the job position/title as appointed)

- (3) Safety training shall be departmental specific, as well as overall safety
- (4) Employee conduct training.

Training may be accomplished on site or at organized training seminars provided by educational institutions, the State of Kentucky, federal government or other means.

- E. Attendance and participation in training arranged or provided by the County is mandatory and a condition of employment. The County will make every effort to provide training at reasonable times and with the convenience of the employee in mind. Training expenses will be paid by the County, including travel, lodging, registration, and course materials. However, all course materials remain the property of the County to be maintained by the employee.
- F. Each employee shall sign certification that they have been given an opportunity to review the County's personnel chapter of the administrative code and received orientation on his/her job.

### **SECTION 3.62: Performance Evaluation**

- A. The County Judge/Executive and department heads are responsible for appraising the performance and merit of personnel under their respective jurisdiction. All department heads will be appraised by the County Judge/Executive. The appraisals will be completed no later than March 31 of each year. The County Judge/Executive shall provide the Fiscal Court with a report of the overall performance of each department. The report shall be included with the annual budget proposal.
- B. The following elements shall be considered in each evaluation:
  - (1) Job Proficiency – The ability to perform job tasks at or above the job standard is to be appraised. The supervisor's appraisal of job performance is presumed to be accurate unless the employee can show arbitrary or discriminatory action or gross errors in judgment.
  - (2) Harmonious Work Relationships – The way an employee gets along with his supervisors and his fellow workers shall be appraised. Willingness to accept and to carry out orders, as well as the ability to get along with others is important. The supervisor's appraisal of this factor is also presumed to be accurate unless any arbitrary or discriminatory action or gross errors in judgment are noted.
  - (3) Absenteeism or Tardiness – The punctuality and consistency of attendance of an employee in the job is an important consideration. Excessive absences and/or tardiness are grounds for an unfavorable evaluation and disciplinary action.

- (4) Errors or Accidents – Errors in work and/or accident attributable to improper performance of job tasks shall be noted and evaluated.
  - (5) Failure to follow Rules and Regulations – Any employee may receive an unfavorable evaluation if he/she disregards written or oral rules and regulations for which he/she could reasonably be deemed to be aware.
  - (6) Relationships With The Public – Public relations are an important part of the duties of every employee. Each supervisor shall appraise the manner in which his/her subordinates deal with the public. Discourteous treatment, lack of tact, and other elements of misconduct in dealing with the public are valid reasons for an unfavorable evaluation.
  - (7) Other – Each supervisor shall appraise his/her subordinates in the best way possible for this organization. Other job related elements rather than those enumerated may be used in the appraisal. All appraisals must be done in a fair and equitable manner, and above all, shall be job related and consistent among all personnel appraised by that supervisor.
- C. After the evaluation is completed, each employee shall be given a copy within five working days. Each employee shall have five (5) days to review their evaluation. If an employee is not satisfied with his/her evaluation, he/she may request a meeting with the County Judge/Executive within five days of receipt of the evaluation to discuss the contents. Each employee may submit a written rebuttal to the evaluation for consideration and inclusion in the personnel file.
- D. Each employee evaluation shall be placed in the personnel file of that employee and his evaluator.

**SECTION 3.63: Grievance Procedures**

- A. Any employee who believes that he or she has been aggrieved, may personally or by a representative file a complaint with his/her department supervisor within five (5) days of the incident.
- B. Any employee, who believes he or she has been adversely affected by an act or decision by the County, shall have the right to process a complaint or grievance in accordance with the following procedure:
- (1) An aggrieved person must submit a written statement to the department head setting forth the nature of the grievance and facts upon which the allegation is based. The written statement must be submitted within fifteen (15) days of the alleged grievance.
  - (2) The department head shall contact the complainant no later than ten (10) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally.

However, in no case shall the informal meeting be conducted sooner than five (5) days or more than forty-five (45) days after receiving the written statement. There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the file of the employee.

- (3) Within five (5) days of the informal meeting, if no decision has been made by the department head or the decision of the department head does not satisfy the complainant, he or she may request a meeting with the County Judge/Executive by submitting a written request to the County Judge/Executive.
- (4) In thus discussing the grievance, the complaint may designate any person of his or her choice to appear with him/her and participate in the discussion of the grievance, when it is brought before the County Judge/Executive. The County Judge/Executive shall issue a written decision on the matter within ten (10) days. There shall be prepared a written documentary of the discussion at the meeting which shall be preserved in the file of the employee.

- C. The decision of the County Judge/Executive shall be the final procedure for the complaint at the local level. All complaints received by the department head and responses from the department head and the County Judge/Executive will be kept by the County in the complainant's file.

## **CHAPTER 3**

### **PERSONNEL ADMINISTRATION**

#### **Part II CLASSIFICATION PLAN**

##### **INTERPRETATION AND APPLICATION OF THE CLASSIFICATION PLAN**

##### **PURPOSE**

Position classification refers to the organizing of positions into groups or classes on the basis of their duties and qualification requirements. Position classification is a rather technical, but crucial personnel procedure, because the classification plan exerts an influence on almost every aspect of employer – employee relations. Nevertheless, county officials should be familiar with the importance of position classification, the position titles and their definitions, which accurately describe the duties and responsibilities of the various positions and which indicates the qualifications necessary to fill those positions. Position classification will facilitate proper employee compensation, selection, placement, promotion and training.

##### **THE PURPOSE OF CLASSIFICATION**

The basic purpose of a personnel management system is to assist in securing and keeping qualified employees. This means the development of fair and equitable recruitment, selection, promotion, pay and fringe benefit programs. It assures employees that their salary will be based on the value of the services they render, i.e., equal pay for equal work. All parts of an effective personnel management system work together toward these goals.

##### **ADMINISTRATION OF THE PLAN**

A classification plan is not intended to fix positions permanently into classes. Instead, the plan must be administered continually to adapt it to changing conditions. It is recommended that the administration of the plan include responsibility for reviewing existing or new positions for purposes of classification, reclassification, and pay level determinations. However, all changes are subject to the approval of the Fiscal Court.

The County should normally conduct or have conducted a comprehensive review of the classification plan at least every year. Between these comprehensive reviews, the County officials responsible for personnel should conduct or have subordinates conduct work audits of various positions to assure that the plan is current and corresponds with existing conditions. If this continuous audition program is established, the comprehensive review may not be necessary.



Three specific types of changes in the plan itself are possible: abolition of a class, adjustment or revision of a class, or the creation of a class. The abolition of a class presents no problems when positions in a class are abolished or when positions are significantly changed in the nature of work, duties and responsibilities so that the class becomes inappropriate, inaccurate, or irrelevant. Likewise, the adjustment or revision of a class specification to meet changing circumstances can be readily made. Minor rewriting of class specifications will suffice in most cases. New classes should be created when new work situations arise that are not covered by the established class specifications. However, caution should be exercised in this respect, particularly to assure that new classes are justified, and reflect substantially permanent rather than temporary situations. All proposed changes should be carefully scrutinized to the end of maintaining service morale, the validity of class concepts, and the integrity of the class relationships in the classification and pay plan.

## POSITION CLASSIFICATION PLAN

### Definitions

Position classification is a system of identifying and describing the different kinds of work in an organization and grouping together under common job titles those positions which are basically similar with respect to: (1) the nature of work, (2) the level of difficulty, (3) degree of responsibility, and (4) training and experience requirements. Position classification groups similar positions into the same class so they may receive common treatment in employment practices.

A position refers to a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person.

An employee is an individual legally employed to perform the duties and carry out the responsibilities of a position. In classifying, it is the duties and responsibilities of a position, not the employee, which must be considered.

A class is a position or group of positions that has similar duties and responsibilities, required qualifications, and can be equitably compensated by the same wage range.

A class series consists of two or more classes which are substantially similar as to the types of work involved and differ only in rank as determined by the importance of the duties, degree of responsibility, and amount of training and experience required. Titles usually are differentiated by I, II, etc.

A class specification is the official written description of a class and consists of a class title, a general statement of the duties and responsibilities and level of work, essential functions to be performed, required skills and abilities, acceptable experience and training, and necessary special requirements, if any.

A classification plan is the official or approved system of grouping positions into appropriate classes and includes an index to the class specification, a list allocating each existing position to proposed or existing classes, and rules for the administration of the plan.

### Uses of Position Classification

Position classification is the foundation upon which all major phases of a personnel program are constructed. Each class specification contains an analysis of the nature and degree of difficulty and responsibility involved in the work of the class and provides a statement of the qualifications that are required for successfully performing its duties and responsibilities.

For the Administration, the position classification plan:

- (1) Forms the basis of an objective recruitment program;
- (2) May be used by each department head in perfecting or revising organizational structure, clarifying lines of authority, fixing responsibility, and weighing personnel requirements;
- (3) Provides the background information for setting salary and wage plans to assure equal pay for equal work;
- (4) Serves as the basis for establishment of work-related written, oral, performance or other examinations, employee efficiency rating programs, employee training and counseling, regulations governing original employment, promotion, transfer, demotion, layoff, and discharge, safety programs, and research studies;
- (5) Provides uniform job terminology for payroll activities and for the use of all persons concerned with personnel activities;
- (6) Facilitates the processes of budgeting, and the most advantageous placement and use of personnel;
- (7) Keeps management informed of personnel assignments at all times and helps locate duplication of functions, faculty organizations, and bottlenecks in the flow of work; assists in planning for increases or decreases in workloads, and generally provides information necessary for practically all problems involving the management of personnel.

For the Employee, a well developed position classification plan;

- (1) Gives the employee a better concept of the activities of his/her own department, of his/her own work assignment, and of the County services as a whole;
- (2) Shows him/her avenues of advancement which may serve as an incentive to improve his/her status through more intensive attention to duties and by securing additional training or education;
- (3) Allows him/her to see the position and its duties and responsibilities rather than the person occupying the position. An objective look at his/her own position and other positions may answer many questions that have affected an employee's morale. The position classification plan shows the employee that

classification and pay are based on the level of difficulty of assigned duties and responsibilities, not on how well the employee is performing his/her duties when the supervisor evaluates for purposes of salary increments or promotion; and

- (4) Assures the employee that his/her position has been reviewed objectively in relation to other positions and that political and other unrelated considerations have not been used as the basis of its classification and pay.

# 1000 ADMINISTRATIVE DEPARTMENT

## JOB DESCRIPTIONS

| <u>Class Code</u> | <u>Position</u>   | <u>Page No.</u> |
|-------------------|---|-----------------|
| 1001              | Deputy County Judge/Executive   | 60              |
| 1002              | Executive Secretary   | 61              |
| 1003              | Secretary   | 62              |
| 1004              | County Treasurer  | 63              |
| 1005              | Jailer as Superintendent of Buildings, Grounds,<br>And Other Properties, under KRS 67.130 | 64              |
| 1006              | Janitor   | 65              |
| 1007              | Dog Warden/Shelter Officer  | 66              |
| 1008              | Zoning Administrator  | 68              |
| 1009              | Assistant Administrator   | 70              |
| 1010              | Enforcement Administrator   | 71              |
| 1011              | Building Code Inspector   | 72              |
| 1012              | Parks Director  | 74              |
| 1013              | Assistant Parks Director  | 75              |
| 1014              | Occupational Tax Administrator  | 76              |
| 1015              | Recycling Laborer   | 77              |

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Deputy County Judge/Executive  
**Class Code:** 1001  
**Pay Range:** Exempt (Salary)

Characteristic of the Class: This is responsible for supervisory, administrative and technical work directly under the jurisdiction of the County Judge/Executive.

Essential Job Functions: Plans and coordinates the administrative support program for the County Judge/Executive and Fiscal Court. Prepare agendas and other materials for Fiscal Court meetings. Performs public relations work in interpreting county policies to citizens. The employee shall represent the County Judge/Executive as alternate to various boards and commissions at the pleasure of said official. Shall assist the County Judge/Executive in any assigned administrative activities as they occur and have authority to carry out requests of said official. Serves as County Judge/Executive in his/her absences. Shall perform other related duties as required by the County Judge/Executive.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 10 pounds of force or less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcription, use a computer terminal and do reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skill and Abilities: Ability to plan and coordinate the administrative support program of the County Judge/Executive and the Fiscal Court. Ability to prepare agendas and other materials for Fiscal Court meetings. Ability to perform public relations work. Ability to perform supervisory responsibilities and duties. Ability to type or use word processing on a PC computer. Possess general knowledge of the operations of county government.

Acceptable Experience and Training: Experience in clerical work including; filing, typing, computer use and record keeping. Completion of a standard high school course or G.E.D. or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Executive Secretary  
**Class Code:** 1002  
**Pay Range:** Exempt (Salary)

Characteristics of the Class: Under administrative direction, serves as secretary to the County Judge/Executive and does related work as required.

Essential Job Functions: Serves as receptionist for the County Judge/Executive. Prepares correspondence, memos, interoffice forms and related matters. Takes and transcribes dictation. Files office correspondence and records. Meets a variety of callers from other departments and from outside the county government, ascertains the purpose of their visit and personally disposes of the matter, referring the caller to the proper department, or if necessary, arranges an interview for the caller with the County Judge/Executive. Assists the County Judge/Executive with preparing material for submission to the Fiscal Court at meetings. Provides assistance to the Deputy County Judge/Executive and assists other departments with correspondence and forms from time-to-time. Provides the County Judge/Executive with updates on departmental and fiscal court activities in which he/she is directly involved. Does related work as required.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 10 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcription, use a computer terminal and do reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skills and Abilities: Thorough knowledge of modern office practices and procedures. Knowledge of the operations, functions and scope of authority of county departments and offices as related to the handling and disposition of complaints, requests for information, and delegated administrative details; ability to make minor decisions. Ability to prepare effective correspondence and to perform routine office management details. Ability to maintain effective working relationships with other employees and the general public. Skill in the taking and transcribing of dictation, and in the operation and care of standard office equipment.

Acceptable Experience and Training: Graduation from high school, or hold a G.E.D., supplemented with one or more years of responsible experience in office work including the use of typewriter or PC computer and other office equipment.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Secretary  
**Class Code:** 1003  
**Pay Range:** \$7.50 – 10.50/hr.

Characteristics of the Class: Under general supervision, performs several routine clerical and secretarial tasks. The work may be done under close or general supervision and is checked by the immediate supervisor.

Essential Job Functions: Responsible for answering phone, taking messages, maintenance of files, and performing typing tasks as needed. An individual in this position may be required to assist with clerical and secretarial tasks in other departments of county service as may be determined by the administration. However, the position primarily consists of receiving phone calls and file maintenance for the County Treasurer. It requires following standard procedures to deal with routine and often repetitive matters.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 10 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcription, use a computer terminal and do reading. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skill, and Abilities: General knowledge of office terminology and operating the phone system; ability to communicate clearly and effectively over the telephone with the general public; ability to understand and follow oral and written directions; ability to maintain simple to complex records; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Some experience in clerical work including answering multiple lines on a phone system; filing; typing, record keeping and completion of a standard high school curriculum; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** County Treasurer  
**Class Code:** 1004  
**Pay Range:** Exempt (Salary)

Characteristics of the Class: Performs clerical and administrative tasks relative to the responsibilities of the office of County Treasurer.

Essential Job Functions: Responsible for reconciling of bank accounts; preparing bank deposits; opening mail and distributing; maintaining of official records of the county Treasurer's office, including but not limited to; maintaining cash receipts journal, cash receipts ledger, check distribution ledger, appropriation ledger, general ledger, investment journal, subsidiary ledgers and journals, and account for each of the following individual funds: general fund, road and bridge fund, Jail fund, LGEA fund and any special accounts that may be necessary or required by the Fiscal Court. Other activities include; preparation of financial reports; processing of purchase orders; preparation of payroll; preparation and filing of all payroll related reports; maintenance of accounts receivable; assist with annual budget preparation; take dictation for correspondence. Also, duties are set forth in Kentucky Revised Statutes and in Section 2.3 of this code.

Job Related Physical Activity Requirement: This position involves sedentary work requiring the employee to occasionally exert up to 10 pounds of force from time to time. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Visual acuity is required to prepare and analyze data, perform accounting functions, use a computer terminal and read. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Special Knowledge, Skills and Abilities: Extensive knowledge of office terminology and operating procedure; ability to understand and follow oral and written directions; ability to maintain complex records; ability to prepare financial reports; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Previous responsible experience in clerical work involving contact with the general public. Completion of high school diploma. College degree with emphasis in Business Administration preferred.



## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Jailer as Superintendent of Buildings, Grounds, and Other Properties, under KRS 67.130  
**Class Code:** 1005  
**Pay Range:** Exempt (Salary)

Characteristics of the Class: Under general direction, performs responsible administrative work in directing the operations of the County building and grounds maintenance.

Essential Job Functions: As supervisor, ensures and oversees the general cleaning and maintenance of County owned buildings and grounds, and all County properties.

Required Knowledge, Skills and Abilities: Good supervisory and employee skills, good knowledge of the safe and efficient operation of motor vehicles upon roads, streets, and highways; ability to read, comprehend, and follow detailed written instructions; ability to follow oral and written instructions; ability to establish cooperative working relationships with fellow employees; initiative; dependability; good physical condition.

Acceptable Experience and Training: Must be current Spencer County Jailer.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Janitor  
**Class Code:** 1006  
**Pay Range:** \$9.50 - \$11.00/hr

Characteristics of the Class: An employee of this class reports to the Superintendent of Buildings, Grounds and Other Properties (Superintendent) and is responsible for proper performance of all cleaning, custodial work and minor maintenance in the Courthouse and other County Buildings and properties as directed by the Superintendent. This class has some errand responsibility as well.

Essential Job Functions: An employee in this position does routine cleaning and simple maintenance tasks. Also, the employee may be required to pick up mail at post office, and answer phone in an emergency situation. This position requires the use of a mop, cleaning rags, soaps and other cleansers. Moving of office furniture, etc. to clean behind and underneath; wash walls, scrub and polish floors; operates a vacuum cleaner; replaces light bulbs; cleans bathroom; unstops drains in building; cleans windows and does related work as required.

Job Related Physical Activity Requirements: The employee may be required to perform a variety of demanding physical agility tasks during the normal course of the job. The employee may be required to exert up to 50 pounds of force occasionally. Physical activity related to this position may include climbing, stooping, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. This employee is subject to indoor environmental conditions more than 90% of the time. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially dangerous materials. Therefore, it is imperative that the employee understands the use and application of the various solvents, cleaner, soap, etc. associated with maintenance, cleaning and repair procedures in a public building.

Required Knowledge, Skills and Abilities: Working knowledge of building cleaning practices, supplies, equipment, and techniques. Ability to perform routine operations involved in custodial duties without immediate supervision. Ability to understand and carry out oral and written instructions.

Acceptable Experience and Training: Completion of a standard high school course or G.E. D. or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Dog Warden/Shelter Officer  
**Class Code:** 1007  
**Pay Range:** Exempt (Salary)

Characteristics of the Class: Under minimal supervision, is responsible for the maintenance of the County animal shelter and care of impounded animals.

Essential Job Functions: Responsible for the enforcement of animal control ordinances of the County, including coordination of related activities with city law enforcement agencies. Answers incoming calls, attends to the disposition of inquiries and complaints. Picks up loose or stray animals and animals that are no longer wanted by the owner. Maintains record of disposition of all animals. Issues dog licenses and adoption certificates. Coordinates immunizations with designated veterinarian. Responsible for records and all fees collected. Destroys all animals as necessary in accordance with the local ordinance. Prepares all necessary reports and forward them to the necessary agencies. An individual in this position is also required to attend to the animals in the county animal (hold over) shelter. Duties include feeding animals, cleansing shelter pens and cages, including holding pens; maintenance of daily and monthly log sheets, selling adoption papers, dog licenses and required shots. Maintenance of files on adoptions, dog licenses and shot records. Assists in the euthanasia of animals. Maintain a log of all phone messages. Maintain a tri-copy receipt book for all monies received through official transactions on behalf of the Spencer County Fiscal Court.

Job Related Physical Activity Requirements: This position involves light to medium work requiring the employee to exert in excess of 75 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to legally operate a vehicle on roads and highways and prepare necessary paper work related to the job functions of the position. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to some noise and vibration, subject to hazards including dangers involved with operation of a motor vehicle; subject to fumes, odor, gases, and poor ventilation. Subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially dangerous materials and fluids, including blood. The individual may be exposed to biological hazards through contact and proximity to animals.

Required Knowledge, Skills and Abilities: Working knowledge of animal behavioral patterns and disease symptoms; working knowledge of the care and feeding of animals and the proper and safe use of animal control equipment; knowledge of local and state regulations relating to animal control. Administrative ability; ability to establish and

maintain an effective working relationship with other employees, officials and the general public. Must be dependable, show initiative, and be in good physical condition.

Acceptable Experience and Training: Graduation from high school or hold G.E.D. supplemented by two years of responsible experience in animal care obtained through active participation in FFA animal activities or similar organization or schooling affording these opportunities. Additional training or experience in animal services and care may be substituted for the formal education. Attend annual, county-funded, continuing education classes concerning animal control. Possess a valid Kentucky driver's license.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Zoning Administrator  
**Class Code:** 1008  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Work is performed independently within the established policies and procedures and in compliance with KRS 100, state and local ordinances. Work involves responsibility for daily operations of the Planning and Zoning office and responsibility for daily operations to enforce Zoning and Subdivision Regulations, and Building Codes. An employee in this class is responsible for the collection, disbursement and accounting of all Planning and Zoning receipts and expenditures. Work shall be performed under the supervision of the Taylorsville-Spencer County Joint Planning and Zoning Commissions. Evaluations are done through conferences, reports and audits of financial records. Employment shall be with approval of the City and County Government.

Essential Job Functions: Act as Agent for the Planning and Zoning Commission and the Board of Adjustment. Maintain and carry out daily operation of the office (hours to be set by the Commission). Take application for Zoning Amendments, Conditional Use Permits, Variance, Building Permits and Demolition Permits. Review all applications and issue permits when appropriate. Inspect property for compliance with all appropriate status, ordinances and regulations. Respond to public comments and complaints as required. Take appropriate action to enforce all Zoning, Subdivision, Building codes, Regulations, and Ordinances. Work with applicant in advisory capacity to gather data to present plats to the Commission. Place necessary public hearing advertisements. Attend public hearings, Planning and Zoning Commission meetings, Board of Adjustment meetings and other local and regional meetings as directed. Prepare dockets, site maps, reports and other data as requested by the Planning and Zoning Commission and/or the Board of Adjustment. All other related activities.

Required Knowledge, Skill and Abilities: Knowledge of KRS 100 and local ordinances governing Planning and Zoning, Subdivision Development and New Construction. Knowledge of geography, highway and street systems in the city and county. Ability to perform the fiscal duties of the position. Must have a valid driver's license. Ability to exercise mature judgment, courtesy and tact in dealing with the general public on the telephone and in person. Ability to train other employees and instruct them in procedures of Planning and Zoning and its enforcement. Ability to plan and coordinate the work of other employees. Use good judgment, be a resident of Spencer County within six (6) months of employment. Employee may be expected to provide own insured vehicle for on job transportation needs, with expenses to be reimbursed by Local Government. Subject to criminal background check and/or drug testing. An employee in this position will be placed on a twelve (12) months probationary period.

Acceptable Experience and Training: Graduated from an accredited high school or a G.E.D., supplemented by training and/or which provides the required knowledge, skills and abilities to carry out the duties of the position.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Assistant Zoning Administrator  
**Class Code:** 1009  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: This position is under the supervision of the Taylorsville-Spencer County Joint Zoning and Planning Commission in compliance with KRS 100, with the approval of the City and County Governments with work assigned by the Administrator. Daily work will be self-directed involving a high level of independent judgment.

Essential Job Functions: Assisting the Administrator in enforcing violations of the Zoning Ordinance, Subdivision Regulations, Nuisance Ordinance, and other county regulations, work with the City and County Attorneys and Spencer District Court on court matters and answering questions from the public concerning code requirements. To attend all Planning and Zoning and Board of Adjustment meetings. Also assists other personnel with general office tasks associated with issuing permits, preparing dockets, updating maps, issuing addresses, preparing plans and ordinances, and with customer service functions. Employee to perform general administrative tasks in an office environment.

Required Knowledge, Skill, and Abilities: Employee must have the ability to read and interpret regulations. Skill at understanding and using maps is essential. Strong oral and interpersonal skills, skills at conflict resolution are imperative. The ability to type and use a computer. Employee must be able to operate a motor vehicle. Mobility within construction sites and across undeveloped ground is essential.

Acceptable Experience and Training: Employee must have a high school diploma or G.E.D., a Kentucky driver's license, and be a resident within six (6) months of employment. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government. Subject to criminal background checks and/or drug testing.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Enforcement Administrator  
**Class Code:** 1010  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: This position is under direct supervision of the Zoning Administrator. The employee is hired by and responsible to the Spencer Fiscal Court. Daily work will be self-directed, involving a high level of independent judgment.

Essential Job Functions: Assisting the Planning and Zoning Administrator in investigating and enforcing violations of the zoning ordinance, subdivision regulations, nuisance and solid waste ordinances and other county regulations. Assisting the Occupational License Administrator in investigating and enforcing violators of the Business License and Occupational Tax Ordinances, and other county regulations and/or ordinances. Investigating complaints; work with the City and County Attorneys, Planning and Zoning Attorney, and Spencer County District and Circuit Courts on court matters, other field investigations or inspections as required to enforce county regulations; answering questions from the public concerning code requirements. To attend Fiscal Court meetings, Planning and Zoning meetings and Board of Adjustment meetings as requested. The employee will perform both general administrative tasks in an office environment along with investigations in the field.

Required Knowledge, Skills and Abilities: Employee must have the ability to read and interpret regulations. Skills at understanding and using maps are essential. Strong oral and interpersonal skills, including skills at conflict resolution, are imperative. The ability to type and use a computer. Employee must be able to operate a motor vehicle. Mobility within construction sites and across undeveloped ground is essential.

Acceptable Experience and Training: Employee must have a high school diploma or GED, and a Kentucky driver's license. Prior experience in enforcement is desirable, but not required. Vehicle will be furnished by the Fiscal Court for and during normal business hours. Subject to criminal background check and/or drug testing.

Evaluation: An employee in this position will be placed on a six (6) month probationary period commencing with the first day of employment. The workweek will consist of a maximum of 30 hours.



## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Building Inspector  
**Class Code:** 1011  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Under general direction, employee will inspect residential building projects and inspect electrical wiring and equipment in residential projects for compliance with all applicable local, state, and federal building and electrical codes, ordinances, and standards.

Essential Job Functions: Employee will review proposed building plans and documents and approve or modify plans for compliance with all applicable building and electrical codes, laws, regulations and ordinances; perform structural inspection of residential projects; prepare and/or maintain written reports, files, and correspondence for future use; submit reports of inspections and investigations and make recommendations for corrective action; issue written warnings and violations notices requiring corrective action regarding structural or electrical violations; discuss or explain verbally or in writing inspections, investigations, and code interpretations with the public, builders, homeowners, engineers, architects, electricians, contractors, or government officials; inspect with visual observation and with electrical testing equipment new installations and alterations of electrical wiring and equipment; check visually and mechanically such items as circuit loads, sizes of conductors and raceways, connections and taping, over current protection and the use of approved service-related devices, fixtures, and equipment; gather evidence on reported code violations and prepare necessary reports; testify at administrative hearings and in court regarding violations of building or electrical codes, law, or regulations; perform related work appropriate to this classification as assigned. Employee will develop, maintain and utilize inspection checklists for each type of inspection employee may perform. Each completed checklist shall become part of the permanent record of each inspection performed. From time to time, upon written approval by the County Judge, employee may be required to assist Planning and Zoning with specific special projects. At no time shall the duties concerning special projects be allowed to interfere with employee's primary duties as building inspector.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of local, state, and federal building and electrical codes and related laws and regulations; considerable knowledge of the standard practices, processes, tools, equipment and materials applicable to the work; considerable knowledge of inspection techniques and practices; considerable knowledge of the occupational hazards and safety precautions applicable to the work.

Acceptable Experience and Training: Employee must be at least 21 years of age, have a high school diploma or GED, and possess a valid Kentucky driver's license. Employee must have a minimum of four (4) years experience in general construction; a thorough knowledge of

building and electrical codes and have the ability to read, interpret, and apply those codes, plans and specifications; the ability to observe critically, electrical installations or alterations, obtain accurate data and prepare reports; the ability to communicate effectively; and the ability to meet and deal effectively with others. Employee must complete or have completed the Kentucky Inspector Certification Test; and must submit to drug testing. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government.

Special Note: In conducting building inspections, employee must complete the following three (3) inspections:

- 1) Footing
- 2) Framing
- 3) Final

After final building inspection, a Permit for Occupancy will be issued by the Building Inspector. Building plans must be submitted to the inspector for review before a building permit will be issued.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Parks Director  
**Class Code:** 1012  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Under general direction, employee will administer and manage parks and recreational programs, and serve as liaison between all sports associations' representatives and civic organizations.

Essential Job Functions: Coordinate, assist, and advise the Superintendent of Buildings, Grounds and Other properties concerning park facilities and grounds. Employee will manage all fields; develop and implement new and existing programs; assist and coordinate new facilities; organize and schedule games and special events; oversee maintenance of facilities and concessions; prepare, submit and implement department budget; coordinate long range planning and development of parks, facilities, and programs; respond to public inquiries, investigate and resolve disputes.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of objectives and activities in recreation and parks administration; knowledge of the principles and methods used in organizing and directing recreation activities, knowledge of first aid/CPR methods and necessary safety precautions used in recreation work.

Acceptable Experience and Training: Employee must have a high school diploma or GED with some computer skill, a valid Kentucky driver's license, proven management and organizational skills, and the ability to meet and deal effectively with others. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Assistant Parks Director  
**Class Code:** 1013  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Under general direction of the Parks Director, employee will assist in administering and managing parks and recreational programs, and in the absence of Parks Director, serve as liaison between all sports associations' representatives and civic organizations.

Essential Job Functions: Under the direction of the Parks Director, the employee will assist in managing all fields, existing programs, and facilities; assist in maintenance of facilities and concessions; and in the Director's absence, respond to public inquiries, investigate and resolve disputes; other duties as may be assigned.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of objectives and activities in recreation and parks administration; knowledge of the principles and methods used in organizing and directing recreation activities, knowledge of first aid/CPR methods and necessary safety precautions used in recreation work.

Acceptable Experience and Training: Employee must have a high school diploma or GED with some computer skills, a valid Kentucky driver's license, and the ability to meet and deal effectively with others. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government, per county reimbursement policies.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Occupational Tax Administrator  
**Class Code:** 1014  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Under general administration of Fiscal Court, serves as collector of occupational taxes and business licenses for Spencer County.

Essential Job Functions: It shall be the duties of the Administrator to collect all occupational taxes and business license fees, and pay the same over to the County Treasurer for deposit in to the general fund of Spencer County as required by ordinance. The administrator shall have the duty to adopt, through Fiscal Court approval, administrative regulations as may be necessary to administer the ordinance and to draft and provide such printed forms as may be required for reporting, payment and receipts of all such licenses fees or taxes and for all other requirements in the proper and efficient administration of the ordinance.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the employee to occasionally exert up to 10 pounds of force. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform accounting functions, transcription, use a computer terminal, and reading. An employee in this position may be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skills, and Abilities: Ability to type/use computer. Possess general knowledge of the operations of county government. Ability to maintain complex records as provided by employers; ability to prepare financial reports on receipts for County Treasurer.

Acceptable Experience and Training: Employee must be at least 21 years of age, hold a high school diploma or GED, possess a valid Kentucky driver's license, and have five years minimum previous experience in clerical and administrative work involving contact with the general public. College degree with emphasis in business and/or accounting preferred.

## 1000 ADMINISTRATIVE DEPARTMENT

**Class Title:** Recycling Laborer  
**Class Code:** 1015  
**Pay Grade:** \$8.00 - \$12.50/hr

Characteristics of the Class: An employee of this class reports to the Superintendent of Buildings, Grounds and Other Properties (Superintendent) and is responsible for sorting and disposal of donated recyclable materials.

Essential Job Functions: An employee in this position will sort donated recyclable materials into containers, pick up recyclable items from county buildings, public schools, and other businesses upon request and approval of the Superintendent. Employee will be expected to provide routine cleaning of the recycling building and simple maintenance tasks on recycling machines.

Job Related Physical Activity Requirements: The employee may be required to perform a variety of demanding physical agility tasks during the normal course of the job. The employee may be required to exert up to 50 pounds of force occasionally. Physical activity related to this position may include climbing, stooping, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. An employee in this position could “reasonably anticipate” exposure to indoor and outdoor environmental conditions.

Required Knowledge, Skills and Abilities: Ability to perform routine operations involved in recycling materials without immediate supervision. Ability to understand and carry out oral and written instructions.

Acceptable Experience and Training: Completion of a standard high school course or G.E. D. or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## 1000 ADMINISTRATIVE

**Class Title:** Vehicle Maintenance Technician\*\*  
**Class Code:** 1016  
**Pay Range:** \$20.00 - \$30.00/hr

Characteristics of the Class: Under general direction, performs skilled fleet maintenance work in the scheduled maintenance, general and specialized repair of automobiles, light trucks, vans, Law Enforcement and EMS vehicles. Perform related work as required.

Essential Job Functions: Does preventative maintenance, general overhaul and repair work of County vehicles. Maintains shop area and tools in a clean and orderly condition. Conducts road tests to identify defects in equipment. Develop and maintain a detailed preventative maintenance repair program for each vehicle. Prepares repair work orders for work to be performed and selects and purchases replacement parts. Does final inspections and checks on repair work before the return of equipment to active service. Maintains extensive computerized maintenance records on each vehicle as to inspections, normal servicing, preventative maintenance, general and specialized maintenance, including work performed by other persons or shop facilities.

Job Related Physical Activity Requirements: This position involves very heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to visually inspect and detect defects in small parts at a distance close to the eye. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odor, gases, poor ventilation, oils and cutting fluids; may occasionally wear a respirator; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially dangerous materials. Therefore, it is imperative that the employee understands the use and application of the various solvents, cleaners, oils, fuels, etc. associated with mechanical maintenance and repair procedures.

Required Knowledge, Skills and Abilities: Good knowledge of tools, techniques and procedures required to repair automotive equipment; ability to perform difficult mechanical repairs; ability to read, comprehend, and follow detailed written instructions; ability to follow oral and written instructions; ability to establish cooperative working relationships with fellow employees; initiative; dependability; good physical condition.

Acceptable Experience and Training: Two years experience in repairing automotive equipment in a general garage repair shop or successful completion of vocational school

training in automotive repair and service and completion of high school or GED or any equivalent combination of experience and training. Additionally, employee must be a currently ASE certified automotive technician with multiple ASE automotive or truck certifications. Employee will supply their own necessary hand tools. Must possess a valid Kentucky driver's license.

*\*\*technician position added by amendment to Code, see Ordinance 8 (2012series) adopted 3/5/2012*



## 2000 COUNTY ROAD DEPARTMENT

### JOB DESCRIPTIONS

| <u>Class Code</u> | <u>Position</u>                          | <u>Page No.</u> |
|-------------------|--|-----------------|
| 2001              | County Road Supervisor                   | 81              |
| 2002              | Assistant Road Supervisor                | 83              |
| 2003              | Bridge Foreman                           | 84              |
| 2004              | Road & Bridge Laborer                    | 85              |
| 2005              | Heavy Equipment Operator                 | 86              |
| 2006              | Equipment Operator/Truck Driver          | 87              |
| 2007              | Truck Driver                             | 88              |
| 2008              | Mechanic                                 | 89              |
| 2009              | Road Department Administrative Assistant | 90              |

## **2000 ROAD DEPARTMENT**

**Class Title:** County Road Supervisor  
**Class Code:** 2001  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: This is responsible supervisory work over a moderate-sized force of personnel in the construction, maintenance and repair of the County road system and related public works.

Essential Job Functions: Plans organizes and directs a continuing construction, maintenance and repair program for County roads; including road clearing, road marking, bridge construction and related public works maintenance activities. Plans and directs the work of employees. Determines priority of roads to be maintained, thus assisting the County Judge/Executive and Fiscal Court with the development and update of the County road plan. This will involve identifying methods and materials to be used. Also, develops criteria for establishing priorities for improvement and maintenance; directs the maintenance and repair of related County equipment. Orders materials, parts, and supplies; handles complaints from the public. Prepares and maintains necessary records and reports. Occasionally, the employee may be required to operate road department equipment, such as backhoe, grader, dump truck, etc. Performs related work as required.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is required to operate machinery and inspect the work being done. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to hazards; subject to fumes, noise, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with road side garbage, debris and other potentially infectious material.

Special Knowledge, Skills and Abilities: Thorough knowledge of methods, materials, and equipment employed in the construction, maintenance and repair of roads. Knowledge of the basic principles and practices of road systems. Ability to plan and implement a comprehensive and effective program for roads. Ability to plan, organize, and direct the work of staff. Ability to establish and maintain effective working relationships with government officials, employees, and the public. Ability to express ideas effectively, orally and in writing. Accomplished operation skills of light to moderate road building and maintenance equipment.

Acceptable Experience and Training: Graduation from high school; and thorough experience in construction, maintenance and repair of roads, specifically as required in Kentucky Revised Statutes (KRS 179.020)

## **2000 ROAD DEPARTMENT**

**Class Title: Assistant County Road Supervisor**

**Class Code: 2002**

**Pay Range: \$15.00 - \$20.00/hr**

Characteristics of the Class: Under direction of the County Road Supervisor, employee will assist in the construction, repair, and maintenance of county roads; and in the Road Supervisor's absence, be responsible for the supervision of employees engaged in servicing the county roads.

Essential Job Functions: Employee will engage in physical work tasks, including but not limited to such tasks as grass cutting, shoveling gravel and asphalt materials, snow removal, clearing culverts and ditches. Employee may be expected to operate county equipment such as backhoe, grader, dump trucks, paver, roller, etc, as well as small hand tools such as shovel, chainsaws, mowers, trimmers, hammer, handsaw, etc. Employee may also be expected to order necessary materials, parts, and supplies, to handle complaints from the public, and to perform other essential duties as required.

Job Related Physical Activity Requirements: This position may involve work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include, but is not limited to climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is required to operate machinery and to inspect the work being done. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to hazards; subject to fumes, noise, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could "reasonable anticipate" as a result of performing their job duties, to face contact with roadside garbage, debris, and other potentially infectious materials.

Special Knowledge, Skills and Abilities: Thorough knowledge of methods, materials, and equipment employed in the construction, maintenance and repair of county roads. Ability to plan, organize, and direct the work of staff. Ability to establish and maintain effective working relationships with the Road Supervisor, co-workers, government officials and the public. Must have operational skills of moderate-to-heavy maintenance equipment. Ability to operate computer.

Acceptable Experience and Training: Employee must possess a high school diploma or GED, a valid CDL driver's license, and considerable experience in maintenance or construction.

## 2000 ROAD DEPARTMENT

**Class Title:** Bridge Foreman  
**Class Code:** 2003  
**Pay Range:** \$14.00 - \$18.00/hr

Characteristics of the Class: Plans, supervises and assists in bridge construction and repair, road repair and maintenance activities. Also engages in the actual work, as well as the general overall supervision.

Essential Job Functions: An employee in this class works with the County Road Supervisor providing basic instruction and guidance with work tasks. The employee will actually engage in work tasks such as cutting grass, cleaning cutters, and shoveling gravel, blacktop, snow, etc. Also, saws lumber to make forms, pours and finishes concrete, and assists with work site clean-up. An employee in this class will also assist with supervision of employees engaged in road maintenance reviewing their work and inspecting work in progress.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is required to operate machinery and inspect the work being done. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to hazards; subject to fumes, noise, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially infectious material, such as road side clean-up and work on drains, culverts and stream crossings.

Special Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of bridge and road construction and maintenance; ability to follow working plans and coordinate maintenance work tasks; ability to get along well with the public and co-workers; good physical condition.

Acceptable Experience and Training: Considerable experience in bridge and road construction, including maintenance practices and techniques. Graduation from high school; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possess a valid Kentucky driver’s license.

## 2000 ROAD DEPARTMENT

**Class Title:** Road and Bridge Laborer  
**Class Code:** 2004  
**Pay Range:** \$9.50 - \$11.00/hr

Characteristics of the Class: Performs manual labor for the County Road Department which often involves the use of acquired skills; does related work as required. It requires more than usual physical strength and endurance.

Essential Job Functions: Does various types of work in the maintenance of County bridges and roads. The tasks may involve, but are not limited to: manually trimming right-of-ways, removing trees stumps and other debris, clearing work site of debris, grass cutting and trimming, building forms for bridge piers, pouring concrete, cleaning stopped culverts and ditches, performing minor carpentry, painting and some masonry. Some tasks will require efficient and safe operation and use of small hand tools and equipment such as: ax, shovel, pick, hammer, hand saw, pry bar, chain saw, lawn mower, string trimmer, etc.

Job Related Physical Activity Requirements: This position involves work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to operate machinery and heavy equipment. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially infectious material.

Special Knowledge, Skills and Abilities: Some knowledge of a variety of semi-skilled maintenance and manual tasks; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition.

Acceptable Experience and Training: Considerable experience in performing maintenance or construction tasks and completion of a standard grade school course of GED or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **2000 ROAD DEPARTMENT**

**Class Title:** Heavy Equipment Operator  
**Class Code:** 2005  
**Pay Range:** \$9.50 - \$15.00/hr

Characteristics of the Class: Under general supervision is responsible for the safe and efficient operation of several types of medium to heavy equipment. Also, required to perform general maintenance labor as needed.

Essential Job Functions: Operates road grader, backhoe, front-end loader, small crane, blacktopping machine, blacktop roller and similar equipment in the process of bridge and road construction and/or routine maintenance. Cleans and services equipment. May perform laboring and semi-skilled maintenance tasks when not assigned to equipment operation. Performs related work as required.

Job Related Physical Activity: This position involves heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to operate machinery and heavy equipment. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with road side garbage, debris and other potentially infectious material.

Required Knowledge, Skills and Abilities: Skill in the operation of medium to heavy equipment under all types of weather conditions; ability to understand and follow simple oral and written instructions; knowledge of traffic rules; mechanical aptitude; ability to make minor repairs and adjustments to equipment; good judgment; dependability; good physical condition.

Acceptable Experience and Training: Three or more years experience in the operation of medium to heavy equipment and completion of a standard grade school course or GED or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a Class B Driver’s license.

## 2000 ROAD DEPARTMENT

**Class Title:**           **Equipment Operator/Truck Driver**  
**Class Code:**           **2006**  
**Pay Range:**           **\$10.50 - \$16.00/hr**

Characteristics of the Class: Under general supervision is responsible for the safe and efficient operation of several types of light to medium equipment and general truck driving. Also, required to do general maintenance labor as needed.

Essential Job Functions: Operates, backhoe, small dozer, ditcher, jack hammer, blacktopping machine, blacktop roller, road brush, street sweeper/vacuum and similar equipment in the process of bridge and road construction and/or routine maintenance. Cleans and services equipment. Also, in this position an individual may be required to drive a truck. The types of truck may include pick-up, small dump truck or larger. May perform laboring and semi-skilled maintenance tasks when not assigned to equipment operation or truck driving. Performs related work as required.

Job Related Physical Activity: This position involves heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to operate machinery and heavy equipment. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to fact contact with road side garbage, debris and other potentially infectious material.

Required Knowledge, Skills and Abilities: Skill in the operation of medium to heavy equipment under all types of weather conditions; skill and ability in safe and efficient operation of light to heavy trucks; ability to understand and follow simple oral and written instructions; knowledge of traffic rules; mechanical aptitude; ability to make minor repairs and adjustments to equipment; good judgment; dependability; and good physical condition.



## 2000 ROAD DEPARTMENT

**Class Title:** Truck Driver  
**Class Code:** 2007  
**Pay Range:** \$9.50 - \$12.00/hr

Characteristics of the Class: Under general supervision performs routine driving for the County Road Department. The position requires accomplished knowledge pertaining to the operation, capability, and maintenance of the equipment and its use.

Essential Job Functions: Performs manual tasks driving light to medium trucks, including the use and general application of associated equipment of the truck. Performs other duties that require moderate physical stamina participating in crew assignments and activities such as shoveling leaves or dirt from ditches, culverts or road, and bridge repair sites, and occasionally from truck bed. Knowledge of the equipment's and truck's capabilities. Tasks require knowledge of routine preventive maintenance in maintaining tools, equipment and trucks in good operating condition. Perform other duties as assigned when needed. Must be able to carry out oral and written directions.

Job Related Physical Activity: This position involves medium to heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include, standing, walking, fingering, talking, hearing, carrying, pushing, pulling, bending, squatting, climbing, reaching and repetitive motions. An employee in this position will be subject to outdoor environmental conditions most of the time including extreme heat; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odor, gases, poor ventilation, oils and cutting fluids; may occasionally wear a respirator; and subject to working in tight or enclosed spaces. An employee in this position could "reasonably anticipate" as a result of performing their job duties, to face contact with roadside garbage, debris and other potentially infectious material.

Required Knowledge, Skill, and Abilities: General knowledge of preventive maintenance of the equipment and trucks, driving laws and codes, and safety procedures. Knowledge of road system, physical layout and adjacent areas. Ability to establish and maintain effective working relationships with other employees, supervisors and the general public.

Acceptable Experience and Training: One or more years of experience in equipment operation and driving trucks, including minor maintenance of vehicles. Completion of a standard high school curriculum or GED or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Also, possess a valid Kentucky driver's license.

## 2000 ROAD DEPARTMENT

**Class Title:**            **Mechanic**  
**Class Code:**           **2008**  
**Pay Range:**            **\$10.00 - \$14.00/hr**

Characteristics of the Class: Under general direction perform skilled mechanical work in maintenance and repair of automobiles, trucks, and heavy equipment. Perform related work as required.

Essential Job Functions: Does general overhaul and repair work of County vehicles. Maintains shop area and tools in a clean and orderly condition. Conducts road tests to identify defects in equipment and does a check on repair work before the return of equipment to active service. Prepares job sheets for work performed on equipment and selects and purchases replacement parts. Performs general maintenance and services vehicles. Does welding as required during general maintenance procedures. Also, assists with other County Road Department work when needed.

Job Related Physical Activity Requirements: This position involves very heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to visually inspect and detect defects in small parts at a distance close to the eye. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odor, gases, poor ventilation, oils and cutting fluids; may occasionally wear a respirator; and subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing the job duties, to face contact with potentially dangerous materials. Therefore, it is imperative that the employee understands the use and application of the various solvents, cleaners, oils, fuels, etc. associated with mechanical maintenance and repair procedures.

Required Knowledge, Skills and Abilities: Good knowledge of tools, techniques and procedures required to repair automotive equipment; ability to perform difficult mechanical repairs; ability to read, comprehend, and follow detailed written instructions; ability to follow oral and written instructions; ability to establish cooperative working relationships with fellow employees; initiative; dependability; good physical condition.

Acceptable Experience and Training: Two years experience in repairing automotive equipment in a general garage repair shop or successful completion of vocational school training in automotive repair and service and completion of high school or GED or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Also, possession of a valid Class B driver’s license.

## 2000 ROAD DEPARTMENT

**Class Title:** Road Department Administrative Assistant  
**Class Code:** 2009  
**Pay Range:** \$7.50 – 10.50/hr.

Characteristics of the Class: Under general supervision, performs several routine pick-up, delivery, clerical and administrative tasks. The work may be done under close or general supervision and is checked by the immediate supervisor.

Essential Job Functions: Responsible for answering phone, taking messages, maintenance of files, and performing computer input tasks as needed. An individual in this position will also be required to be dispatched to pick-up and deliver parts and supplies for the County Road Department. It requires following standard procedures to deal with routine and often repetitive matters.

Job Related Physical Activity Requirements: This position involves work requiring the employee to occasionally exert up to 20 pounds of force and less to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to prepare and analyze data, perform clerical functions, use a computer terminal and do reading. An employee in this position will be subject to indoor as well as outdoor environmental conditions.

Required Knowledge, Skill, and Abilities: General knowledge of office terminology and operating the phone system; ability to communicate clearly and effectively over the telephone with the general public; ability to understand and follow oral and written directions; ability to maintain simple to complex records; clerical aptitude; tact and courtesy is a must.

Acceptable Experience and Training: Some experience in clerical work including answering multiple lines on a phone system; filing; typing, record keeping and completion of a standard high school curriculum; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Employee must possess a valid Kentucky driver's license.

# 3000 EMERGENCY MEDICAL SERVICES DEPARTMENT

## JOB DESCRIPTIONS

| <u>Class Code</u> | <u>Position</u>                  | <u>Page No.</u> |
|-------------------|----------------------------------|-----------------|
| 3001              | D.E.M. Director                  | 92              |
| 3002              | Senior Paramedic                 | 94              |
| 3003              | Paramedic                        | 95              |
| 3004              | EMT                              | 96              |
| 3005              | EMS Billing Clerk/Office Manager | 98              |

## **3000 EMERGENCY MEDICAL SERVICES DEPARTMENT**

**Class Title: Disaster & Emergency Management (D.E.M.) Director**

**Class Code: 3001**

**Pay Grade: Exempt (Salary)**

Characteristics of the Class: The Disaster and Emergency Management Director is responsible for coordinating local, state and federal resources during a declared emergency. Performs responsible administrative work in directing the operations of the County's Emergency Medical Services.

Essential Job Functions: The DEM Director's responsibilities include management of emergency preparedness programs initiated by federal and state government. The tasks related to the duties involve, but are not limited to, the coordination of local, state and federal resources to address the emergency issue as outlined in the county plan; compilation of emergency resource data from governmental and private organizations; development and coordination of an emergency operation center including utilizing the emergency operations center and its plans; identifies potential hazards facing the community. Plans and coordinates all administrative needs and supervision of the County's Emergency Medical Service. Responsible for coordinating all training requirements of the EMS staff, including operating policies and procedures of the department. Responsible for maintaining employee work assignments including scheduling, record keeping related to hours worked, vacation, holidays, sick time, etc. Responsible for maintenance of all equipment assigned to department operating supplies, etc. Responsible for EMS department purchases and inventory, including maintaining of files on all transactions.

Job Related Physical Activity Requirements: This position involves light to medium work requiring the employee to exert in excess of 75 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to legally operate a vehicle on roads and highways and prepare necessary paperwork related to the job functions of the position including the use of a computer terminal. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to some noise and vibration; subject to hazards including dangers involved with operation of a motor vehicle; subject to fumes, odor, gases, and poor ventilation. Subject to working in tight or enclosed spaces. An employee in this position could "reasonably anticipate" as a result of performing their job duties, to face contact with potentially dangerous materials and fluids, including blood.

Special Knowledge, Skills and Abilities: Experience and knowledge of local, state and federal law enforcement agency's operations including coordination of their resources. Extensive knowledge of national, state and local building codes; concepts of construction

and renovation; knowledge of Kentucky zoning laws; and knowledge of flood plain management practices of FEMA. Have the ability to maintain files, records, etc. as well as have the ability to prepare reports and correspondence; clerical aptitude; tact and courtesy. Be in good physical condition.

Acceptable Experience and Training: Three years experience in managing and directing a public works type program including personnel management. Be a high school graduate, have a GED or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must be Emergency Medical Technician certified and possess a valid Kentucky driver's license.

## **3000 EMERGENCY MEDICAL SERVICES DEPARTMENT**

**Class Title:** Senior Paramedic  
**Class Code:** 3002  
**Pay Range:** \$10.50 - \$16.00/hr

Characteristics of the Class: Under the direction of the DEM Director, serves as a lead paramedic and directs the activities of the paramedics within the EMS department.

Essential Job Functions: Provides emergency medical treatment including the injection of drugs, medications, and intravenous fluids to injured sick or incapacitated persons. Lifts, carries, and transports persons from residential or accident scenes to medical facilities. Operates an emergency medical vehicle.

Job Related Physical Activity Requirements: Must work a varied schedule. Must lift and carry individuals or objects weighing 100 pounds or more. Must pass an annual medical examination as mandated by OSHA. Must wear personal protective equipment as mandated by OSHA.

Acceptable Training and Experience: High school graduate or its equivalent. Completion of a Paramedic training course approved by the Kentucky Board of Medical Licensure. Must be certified as an Emergency Medical Technician-Paramedic in the State of Kentucky.

## **3000 EMERGENCY MEDICAL SERVICES DEPARTMENT**

**Class Title: Paramedic**  
**Class Code: 3003**  
**Pay Range: \$9.50 - \$12.00/hr.**

Characteristics of the Class: Under the direction of the Senior Paramedic, the Paramedic serves as an on-call Paramedic that responds to emergency medical dispatches within the county.

Essential Job Functions: Provides emergency medical treatment including the injection of drugs, medications, and intravenous fluids to injured, sick, or incapacitated persons. Lifts, carries and transports persons from residential or accidents scenes to medical facilities. Operates an emergency medical vehicle.

Job Related Physical Activity Requirements: Must work a varied schedule. Must lift and carry individuals or objects weighing 100 pounds or more. Must pass an annual medical examination as mandated by OSHA. Must wear personal protective equipment as mandated by OSHA.

Acceptable Training and Experience: High school graduate or its equivalent. Completion of a Paramedic training course approved by the Kentucky Board of Medical Licensure. Must be certified as an Emergency Medical Technician-Paramedic in the State of Kentucky.



## **3000 EMERGENCY MEDICAL SERVICES DEPARTMENT**

**Class Title:**            **Emergency Medical Technician**  
**Class Code:**           **3004**  
**Pay Range:**            **\$8.00 – 11.81/hr**

Characteristics of the Class: Under limited direction, renders responsible medical attention to patients in instances including but not limited to trauma, cardiac arrest, convalescent, etc.

Essential Job Functions: The tasks of this position require the skills and abilities of an individual that is trained and certified as an Emergency Medical Technician, commonly referred to as an EMT. The job functions involve securing and stabilizing the patient. Actions depend upon the circumstances, i.e. vehicle accident, cardiac arrest, drug overdose, convalescent transport, etc. The individual is required and expected to administer medical attention consistent to those circumstances per the training of an EMT. This may involve securing and stabilizing a patient suspected of a spinal column injury, internal bleeding, choking, head trauma, drug overdose, cardiac arrest, drowning, burn victim, etc. This may require the use of a splint, long board, neck brace, back brace, bandage, etc. Each of these situations require basic procedures common to the EMT profession. The employee is expected to demonstrate those tasks through proper application of the knowledge acquired during the required training and certification. The tasks require the individual to use appropriate equipment such as the administering of oxygen, setup and monitor blood pressure machine, etc.

Job Related Physical Activity Requirements: This position involves medium to heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to legally operate a vehicle on roads and highways and prepare necessary paper work related to the job functions of the position. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to some noise and vibration; subject to hazards including dangers involved with operation of a motor vehicle; subject to fumes, odor, gases, and poor ventilation. Subject to working in tight or enclosed spaces. An employee in this position could “reasonably anticipate” as a result of performing their job duties, to face contact with potentially dangerous materials and fluids, including blood. The individual may be exposed to biological hazards through contact and proximity to patients.

Required Knowledge, Skills and Abilities: Accomplished and demonstrated knowledge and ability in the performance of administering the skills and traits of an EMT. Good knowledge of the safe and efficient operation of motor vehicles upon roads, streets and highways. Be able to read, comprehend and follow detailed written and oral instructions. Establish

cooperative working relationships with fellow employees. Be initiative; dependable and in good physical condition.

Acceptable Experience and Training: One year experience working with the general public including responsible record keeping and file maintenance. High school graduate or have GED or any equivalent combination of experience and training which provides the required knowledge skills and abilities. Emergency Medical Technician certified and possess a valid Kentucky drivers license.

## **3005 EMERGENCY MEDICAL SERVICES DEPARTMENT**

**Class Title:** EMS Billing Clerk/Office Manager  
**Class Code:** 3005  
**Pay Grade:** Exempt (Salary)

Characteristics of the Class: Performs clerical and administrative tasks relative to the responsibilities of the Emergency Medical Services department.

Essential Job Functions: Responsible for reconciling of bank accounts with the County Treasurer; opening mail and distributing; under the general direction of the County Treasurer assists with maintaining of all official records of the office, assisting with annual EMS budget preparation and assisting with all accounting procedures and related documents.

Job Related Physical Activity Requirements: This position is sedentary work which requires the employee to exert up to 10 pounds of force from time to time. Physical activity involved with this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling, and repetitive motions. Visual acuity is required to prepare and analyze data figures, perform accounting functions, use a computer terminal and read. This position will subject the employee to indoor environmental conditions more than 98% of the time.

Special Knowledge, Skills and Abilities: Extensive knowledge of office terminology and operating procedures; ability to understand and follow oral and written directions; ability to maintain complex records; ability to prepare financial reports; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Previous responsible experience in clerical work involving contact with the general public. Completion of high school and a college degree with emphasis in business administration preferred.

**4000 SHERIFF DEPARTMENT**

**JOB DESCRIPTIONS**

| <b><u>Class Code</u></b> | <b><u>Position</u></b> | <b><u>Page No.</u></b> |
|--------------------------|------------------------|------------------------|
| <b>4001</b>              | <b>Deputy Sheriff</b>  | <b>100</b>             |
| <b>4002</b>              | <b>Secretary</b>       | <b>101</b>             |
| <b>4003</b>              | <b>Office Clerk</b>    | <b>102</b>             |

## **4000 SHERIFF DEPARTMENT**

**Class Title: Deputy Sheriff**

**Class Code: 4001**

**Pay Range: \$13.00 - \$18.00/hr.**

Characteristics of the Class: The sheriff may appoint one or more deputies to serve at his pleasure (KRS 70.030). The deputies may perform any duties which the sheriff may perform (KRS 61.035). He may require his deputies to give bond for the faithful discharge of their duties relating to tax collection, and he is liable on his bond for any misconduct or fault of his deputies in the collection of revenues (KRS 134.200). The sheriff is liable for the acts or omissions of his deputies, but the liability is that of the office of sheriff, and not that of the individual holder of the office (KRS 70.040). Liability is limited to a deputy's official act, or an act done by virtue of his office.

## **4000 SHERIFF DEPARTMENT**

**Class Title: Secretary**

**Class Code: 4002**

**Pay Range: \$9.50 - \$15.00/hr**

Characteristics of the Class: Perform clerical and administrative tasks relative to the responsibilities of the sheriff's department.

Essential Job Functions: Responsible for daily checkouts on fees and tax accounts, opening mail and distributing. Filing of all warrants, summons, subpoenas, court orders, etc. Assist sheriff with daily operations.

Job Related Physical Activity Requirements: Physical activity involved with this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling, and repetitive motions. Visual activity is required to prepare and analyze data figures. Perform accounting functions; use a computer terminal and read.

Special Knowledge, Skills and Abilities: Extensive knowledge of office terminology and operating procedures, ability to understand and follow oral and written directions, ability to maintain complex records, clerical aptitude, tact and courtesy, good physical condition.

Acceptable Experience and Training: Previous responsible experience in clerical work involving contact with the general public, by phone, or in person. Completion of high school and a college degree with emphasis in business administration preferred.

## **4000 SHERIFF DEPARTMENT**

**Class Title: Office Clerk**

**Class Code: 4003**

**Pay Range: \$13.00 - \$18.00**

Characteristics of the Class: Perform clerical and administrative tasks relative to the responsibilities of the sheriff's department.

Essential Job Functions: Responsible for reconciling of bank accounts with the county sheriff. Responsible for doing all daily tax collections, and monthly tax reports. Assist the sheriff with tax yearly reports and sale of delinquent tax bills. Assist with quarterly and yearly financial reports.

Job Related Physical Activity Requirements: Physical activity involved with this position may include reaching, standing, kneeling, and repetitive motions. Visual activity is required to prepare and analyze data figures, perform accounting functions; use a computer terminal and read. This position will subject the employee to indoor environmental conditions more than 98% of the time.

Special Knowledge, Skills and Abilities: Extensive knowledge of office terminology and operating procedures, ability to understand and follow oral and written directions, ability to maintain complex records, ability to prepare financial reports, clerical aptitude, tact and courtesy, good physical condition.

Acceptable Experience and Training: Previous responsible experience in clerical work involving contact with the general public, by phone, or in person. Completion of high school and a college degree with emphasis in business administration preferred.

**5000 CONSTABLES**  
**JOB DESCRIPTIONS**

| <b><u>Class Code</u></b> | <b><u>Position</u></b> | <b><u>Page No.</u></b> |
|--------------------------|------------------------|------------------------|
| <b>5000</b>              | <b>Constable</b>       | <b>104</b>             |



## 5000 CONSTABLES

**Class Title: Constable**  
**Class Code: Elected**  
**Pay Grade: Fee Official**

Duly elected and sworn Constables of Spencer County may be permitted the privilege of equipping his/her vehicle(s) as any emergency vehicle as established by KRS 189.950, which states: “Any constable may, upon approval of the fiscal court in the county of jurisdiction equip vehicles used by said officer as emergency vehicles with one (1) or more flashing, rotating or oscillating blue lights, visible under normal atmospheric conditions from a distance of five hundred (500) feet to the front of such vehicle, and a siren, whistle or bell, capable of emitting a sound audible under normal conditions from a distance of not less than five hundred (500) feet. This equipment shall be in addition to any other equipment required by the motor vehicle laws. Any constable authorized by the fiscal court to utilize blue lights and a siren pursuant to this section shall maintain at least the insurance described by KRS 304.39-110.”

The County Judge/Executive shall issue a “letter of authorization” to any Constable requesting permission to equip his/her vehicle as outlined in KRS 189.950 provided he/she satisfies the following provisions:

- (1) The Constable presents a typewritten and signed letter to the County Judge/Executive requesting permission to equip his/her vehicle as outlined in KRS 189.950.
- (2) The County Judge Executive shall present the letter of request to the Fiscal Court for its members’ consideration.
- (3) The Court finds that the applying Constable meets the following training requirements:
  - (i) Successful completion of at least 768 hours (approximately 18 weeks) of law enforcement training at a recognized law enforcement academy or training school or center whether completed in state or out of state, OR the applicant has completed similar training as an active duty or reserve member of any branch of the United States Military, OR the applicant has received similar training as a Federal law enforcement officer.
  - (ii) The applicant receives, and successfully completes, at least 40 hours, annually, of continuing law enforcement training and/or education as recognized by the Kentucky Constables Association, Kentucky Law Enforcement Council, Kentucky Department of Local Government, or Kentucky Association of Counties (KACo).
- (4) Upon being sufficiently advised that the preceding requirements are met, and a majority of members present voting in the affirmative, Fiscal Court will grant the

applying Constable permission to equip his/her vehicle(s) pursuant to KRS 189.950.

The County Judge Executive may revoke the “letter of authorization” of any Constable whom the County Judge Executive determines is no longer in compliance with the above training requirements or has brought discredit to the Office of Constable through malfeasance, misfeasance, or bad conduct.

The Jurisdiction of any Spencer County Constable does not extend beyond the physical boundaries of Spencer County.

The liability of Spencer County and Spencer County Fiscal Court for Constables and their actions does not extend beyond the physical boundaries of Spencer County except when the Constable is acting as a Jail Transport Officer.

## CHAPTER 3

### PERSONNEL ADMINISTRATION

#### PART III COMPENSATION PLAN

##### INTERPRETATION AND APPLICATION OF THE PLAN

###### PURPOSE

The objective of a pay plan is to provide equal pay for equal work and to provide a pay range for each class of positions in the County that will allow it to retain employees and to compete in the job market with other private and public employers in the area.

###### RELATIONSHIP TO CLASSIFICATION PLAN

In order to assure equal pay for equal work, it is necessary to know what the duties and responsibilities of each position are and what training, experience, and skills are needed in order to carry out these duties. This requires a large body of knowledge which can best be obtained from a classification plan. The classification plan does not set the pay rate. It merely provides that all those positions in the same class shall have the same pay range. The pay plan provides for ranges of pay to which classes of positions are assigned. The integrity of the classification plan may be maintained in the pay plan if the relative levels of worth among the classes are maintained in allocating classes to the salary schedule. Thus, the principle of “equal pay for equal work” would be maintained. If that pay range is not comparable to prevailing wages for the position in the recruitment involved, however, the second part of our purpose statement above will not be met. The whole salary schedule may be lower or higher than prevailing wage rates and still achieve equal pay for equal work. However, a substantial increase or decrease for certain classes of positions would negate the principles of equal pay for equal work.

###### FACTORS IN DETERMINING PAY GRADE ALLOCATIONS

Many factors go into determining the relative work of a group of positions. These include: (1) the kind and level of work; (2) the required knowledge, skills and abilities; (3) nature and extent of supervision given and received; (4) freedom of action; (5) required creativity; (6) responsibility for public contacts; (7) special working conditions; and (8) training and experience requirements. All these are to be found in the class specifications.

###### APPLICATION OF PAY PLAN

1. The ranges of pay are intended to be base pay for a standard workweek in the various classes of work as defined by county policy.

2. The pay rates are not intended to include special assignment differentials, reimbursement for travel expenses, or other authorized expenses incurred in connection with official business.
3. The minimum rate of each class should be the normal entering rate. Departures from this should be made only if necessary to fill a vacancy despite vigorous recruitment efforts or as recognition of unusual qualifications.
4. Progression through the pay range will depend on funding availability. However under normal circumstances, the employee may receive a pay increase due to (1) an across the board or percentage increase budgeted by Fiscal Court or (2) merit increase due to outstanding performance which would normally be accompanied by a review of employee performance or attaining a higher degree of certification in the class of employment.
5. A promotion may entail an adjustment in pay to reach the minimum pay rate of the new classification. Further progression through the range should be governed by the same criteria as set forth in 4 above, as well as elsewhere in these policies and procedures.
6. The pay plan set forth on the following pages uses the federal minimum wage as the base point. The plan commences with grade 10, and each grade has twelve (12) steps consisting of equal increments between each step. The pay plan adopted shall consist of a printed wage schedule that illustrates this format and inserted in the appropriate place in this manual.

## SPENCER COUNTY PAY PLAN

### Assignment of Classifications to Pay Grades

| <u>CLASS CODE</u>                 | <u>CLASS TITLE</u>                  | <u>PAY</u>      | <u>MIN</u> | <u>MAX</u> |
|-----------------------------------|-------------------------------------|-----------------|------------|------------|
| <b>Administrative Department</b>  |                                     |                 |            |            |
| 1001                              | Deputy Judge/Executive              | Exempt (Salary) |            |            |
| 1002                              | Executive Secretary                 | Exempt (Salary) |            |            |
| 1003                              | Secretary                           | Hourly          | 7.50       | 10.50      |
| 1004                              | County Treasurer                    | Exempt (Salary) |            |            |
| 1005                              | Jailer as Superintendent            | Exempt (Salary) |            |            |
| 1006                              | Janitor                             | Hourly          | 9.50       | 11.00      |
| 1007                              | Dog Warden/Shelter Officer          | Exempt (Salary) |            |            |
| 1008                              | Zoning Administrator                | Exempt (Salary) |            |            |
| 1009                              | Assistant Administrator             | Exempt (Salary) |            |            |
| 1010                              | Enforcement Administrator           | Exempt (Salary) |            |            |
| 1011                              | Building Inspector                  | Exempt (Salary) |            |            |
| 1012                              | Parks Director                      | Exempt (Salary) |            |            |
| 1013                              | Assistant Parks Director            | Exempt (Salary) |            |            |
| 1014                              | Occupational Tax Admin.             | Exempt (Salary) |            |            |
| 1015                              | Recycling Laborer                   | Hourly          | 8.00       | 12.50      |
| 1016                              | Vehicle Maintenance Technician      | Hourly          | 20.00      | 30.00      |
| <b>County Road Department</b>     |                                     |                 |            |            |
| 2001                              | Road Supervisor                     | Exempt (Salary) |            |            |
| 2002                              | Assistant Road Supervisor           | Hourly          | 15.00      | 20.00      |
| 2003                              | Bridge Foreman                      | Hourly          | 14.00      | 18.00      |
| 2004                              | Road/Bridge Laborer                 | Hourly          | 9.50       | 11.00      |
| 2005                              | Heavy Equipment Operator            | Hourly          | 9.50       | 15.00      |
| 2006                              | Equipment Operator/Truck Driver     | Hourly          | 10.50      | 16.00      |
| 2007                              | Truck Driver                        | Hourly          | 9.50       | 12.00      |
| 2008                              | Mechanic                            | Hourly          | 10.00      | 14.00      |
| 2009                              | Road Dept. Administrative Assistant | Hourly          | 7.50       | 10.50      |
| <b>Emergency Medical Services</b> |                                     |                 |            |            |
| 3001                              | DEM Director                        | Exempt (Salary) |            |            |
| 3002                              | Senior Paramedic                    | Hourly          | 10.50      | 16.00      |
| 3003                              | Paramedic                           | Hourly          | 9.50       | 12.00      |
| 3004                              | EMT (full-time)                     | Hourly          | 8.00       | 11.81      |

|      |                                      |                           |      |       |
|------|--------------------------------------|---------------------------|------|-------|
| 3005 | EMT (part-time)<br>EMS Billing Clerk | Hourly<br>Exempt (Salary) | 8.00 | 11.81 |
|------|--------------------------------------|---------------------------|------|-------|

**Sheriff Department**

|      |                |                 |       |       |
|------|----------------|-----------------|-------|-------|
| 4001 | Deputy Sheriff | Hourly          | 13.00 | 18.00 |
| 4002 | Secretary      | Hourly          | 9.50  | 15.00 |
| 4003 | Office Clerk   | Exempt (Salary) |       |       |

**Constable**

|      |           |              |  |  |
|------|-----------|--------------|--|--|
| 5000 | Constable | Fee Official |  |  |
|------|-----------|--------------|--|--|

# SPENCER COUNTY WORKFORCE

## Authorized Positions

| <u>CLASS CODES</u> | <u>CLASS TITLE</u> | <u>PAY GRADE</u> | <u># OF POSITIONS</u> |
|--------------------|--------------------|------------------|-----------------------|
|--------------------|--------------------|------------------|-----------------------|

### Administrative Department

|      |                          |                 |   |
|------|--------------------------|-----------------|---|
| 1001 | Deputy Judge/Executive   | Exempt (Salary) | 1 |
| 1002 | Executive Secretary      | Exempt (Salary) | 0 |
| 1003 | Secretary                | Hourly          | 0 |
| 1004 | County Treasurer         | Exempt (Salary) | 1 |
| 1005 | Jailer as Superintendent | Exempt (Salary) | 1 |
| 1006 | Janitor                  | Hourly          | 1 |
| 1007 | Dog Warden/Shelter Off.  | Exempt (Salary) | 1 |
| 1008 | Zoning Administrator     | Exempt (Salary) | 1 |
| 1009 | Assistant Administrator  | Exempt (Salary) | 1 |
| 1010 | Enforcement Administr.   | Exempt (Salary) | 1 |
| 1011 | Building Inspector       | Exempt (Salary) | 1 |
| 1012 | Parks Director           | Exempt (Salary) | 1 |
| 1013 | Assistant Parks Director | Exempt (Salary) | 1 |
| 1014 | Occupational Tax Admin.  | Exempt (Salary) | 1 |
| 1015 | Recycling Laborer        | Hourly          | 2 |
| 1016 | Vehicle Maintenance Tech | Hourly          | 1 |

### County Road Department

|      |                                 |                 |   |
|------|---------------------------------|-----------------|---|
| 2001 | Road Supervisor                 | Exempt (Salary) | 1 |
| 2002 | Assistant Road Supervisor       | Hourly          | 1 |
| 2003 | Bridge Foreman                  | Hourly          | 0 |
| 2004 | Road/Bridge Laborer             | Hourly          | 0 |
| 2005 | Heavy Equipment Operator        | Hourly          | 1 |
| 2006 | Equipment Operator/Truck Driver | Hourly          | 7 |
| 2007 | Truck Driver                    | Hourly          | 0 |
| 2008 | Mechanic                        | Hourly          | 1 |
| 2009 | Road Dept. Admin. Assistant     | Hourly          | 1 |

### Emergency Medical Services

|      |                  |                 |    |
|------|------------------|-----------------|----|
| 3001 | DEM Director     | Exempt (Salary) | 1  |
| 3002 | Senior Paramedic | Hourly          | 1  |
| 3003 | Paramedic        | Hourly          | 3  |
| 3004 | EMT (full-time)  | Hourly          | 5  |
|      | EMT (part-time)  | Hourly          | 15 |

|      |                   |                 |   |
|------|-------------------|-----------------|---|
| 3005 | EMS Billing Clerk | Exempt (Salary) | 1 |
|------|-------------------|-----------------|---|

**Sheriff Department**

|      |                |  |   |
|------|----------------|--|---|
| 4001 | Deputy Sheriff |  | 5 |
|------|----------------|--|---|

|      |           |  |   |
|------|-----------|--|---|
| 4002 | Secretary |  | 1 |
|------|-----------|--|---|

|      |              |        |   |
|------|--------------|--------|---|
| 4003 | Office Clerk | Hourly | 1 |
|------|--------------|--------|---|

**Constable**

|      |           |              |  |
|------|-----------|--------------|--|
| 5000 | Constable | Fee Official |  |
|------|-----------|--------------|--|



## **SPENCER COUNTY PERSONNEL FORMS**

- ◆ Application for Employment
- ◆ New Employee Welcome Letter
- ◆ Certification of Acknowledgement
- ◆ Vacation Leave Request
- ◆ Extended Sick Leave Request
- ◆ Travel Request Form
- ◆ Expense Reimbursement Form
- ◆ Employee Evaluation Form
- ◆ Employee Warning Report
- ◆ Employee Suspension Report
- ◆ Employee Discharge Report

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

|   |                                   |  |                |
|---|-----------------------------------|--|----------------|
| Position(s) Applied For   |                                   | Date of Application                                      |                |
| How Did You Learn About Us?   |                                   |  |                |
| <input type="checkbox"/> Advertisement  | <input type="checkbox"/> Friend   | <input type="checkbox"/> Walk-In                         |                |
| <input type="checkbox"/> Employment Agency  | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____                     |                |
| Last Name   | First Name                        |  | Middle Name    |
| Address: Number   | Street                            | City   | State Zip Code |
| Telephone Number(s)   |                                   | Social Security Number                                   |                |
| If you are under 18 years of age, can you provide required proof of your eligibility to work?   |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Have you ever filed an application with us before?  |                                   | If Yes, give date _____                                  |                |
| Have you ever been employed with us before?   |                                   | If Yes, give date _____                                  |                |
| Are you currently employed?   |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| May we contact your present employer?   |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?<br><i>Proof of citizenship or immigration status will be required upon employment.</i> |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| On what date would you be available for work?   |                                   | _____  |                |
| Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary                         |                                   |  |                |
| Are you currently on "lay-off" status and subject to recall?  |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Can you travel if a job requires it?  |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| Have you been convicted of a felony?<br><i>Conviction will not necessarily disqualify an applicant from employment</i>  |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |
| If Yes, please explain  |                                   |  |                |
| _____   |                                   |  |                |
| _____   |                                   |  |                |

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## Education

---

|                       | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|-----------------------|----------------------------|-----------------|-----------------|----------------|
| Elementary School     |                            |                 |                 |                |
| High School           |                            |                 |                 |                |
| Graduate Professional |                            |                 |                 |                |
| Other (Specify)       |                            |                 |                 |                |

| Indicate any foreign languages you can speak, read and/or write |        |      |      |
|---|--------|------|------|
|   | FLUENT | GOOD | FAIR |
| SPEAK   |        |      |      |
| READ  |        |      |      |
| WRITE   |        |      |      |

|  |
|--|
| Describe any specialized training, apprenticeship, skills and extra-curricular activities. |
|  |
|  |
|  |

|   |
|---|
| Describe any job-related training received in the United States military. |
|   |
|   |
|   |

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

|                     |            |                     |       |                |
|---------------------|------------|---------------------|-------|----------------|
| <b>1. Employer</b>  |            | Dates Employed      |       | Work Performed |
|                     |            | From                | To    |                |
| Address             |            |                     |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary  |       |                |
|                     |            | Starting            | Final |                |
| Job Title           | Supervisor |                     |       |                |
| Reason for Leaving  |            |                     |       |                |
| <b>2. Employer</b>  |            | Dates Employed      |       | Work Performed |
|                     |            | From                | To    |                |
| Address             |            |                     |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary  |       |                |
|                     |            | Starting            | Final |                |
| Job Title           | Supervisor |                     |       |                |
| Reason for Leaving  |            |                     |       |                |
| <b>3. Employer</b>  |            | Dates Employed      |       | Work Performed |
|                     |            | From                | To    |                |
| Address             |            |                     |       |                |
| Telephone Number(s) |            | Hourly Rate./Salary |       |                |
|                     |            | Starting            | Final |                |
| Job Title           | Supervisor |                     |       |                |
| Reason for Leaving  |            |                     |       |                |
| <b>4. Employer</b>  |            | Dates Employed      |       | Work Performed |
|                     |            | From                | From  |                |
| Address             |            |                     |       |                |
| Telephone Number(s) |            | Hourly Rate/Salary  |       | Work Performed |
|                     |            | Starting            | Final |                |
| Job Title           | Supervisor |                     |       |                |
| Reason for Leaving  |            |                     |       |                |

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

|  |
|--|
|  |
|  |
|  |
|  |

## Additional Information

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

|  |
|--|
|  |
|  |
|  |

### Specialized Skills    Check Skills/Equipment Operated

|   |   |   |  |
|---|---|---|--|
| ___ CRT<br>___ PC<br>___ Calculator<br>___ Typewriter | ___ Fax<br>___ Lotus 1-2-3<br>___ PBX System<br>___ Wordperfect | Production/Mobile<br>Machinery (list):<br>_____<br>_____<br>_____ | Other (list):<br>_____<br>_____<br>_____ |
|---|---|---|--|

State any additional information you feel may be helpful to us in considering your application.

|  |
|--|
|  |
|  |

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.             YES     NO

|  |
|--|
|  |
|--|

### References

|    |                     |         |
|----|---------------------|---------|
| 1. | _____ (_____) _____ |         |
|    | (Name)              | Phone # |
|    | _____               |         |
|    | (Address)           |         |
| 2. | _____ (_____) _____ |         |
|    | (Name)              | Phone # |
|    | _____               |         |
|    | (Address)           |         |
| 3. | _____ (_____) _____ |         |
|    | (Name)              | Phone # |
|    | _____               |         |
|    | (Address)           |         |

## Applicants' Statement

I certify that answers given herein are true and complete to the best of my knowledge.  
 I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further understand and acknowledge that I may be subjected to a criminal background check as well as a credit history check as a condition of employment.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 INTERVIEWER

DATE

Employed  YES  NO

Date of Employment \_\_\_\_\_

Hourly/Rate

Job Title \_\_\_\_\_

Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

### NOTES

\_\_\_\_\_

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

To New Spencer County Employee:

On behalf of the Fiscal Court, welcome to Spencer County. You have been chosen to work with us because your background indicates that you have the qualifications that characterize successful County employees. First rate employees are our most valuable resource. The County recognizes the commitment required of its employees.

The County's personnel policies have been developed to provide you with information concerning the goals of the County in personnel matters. Please read through the policies and your job description and discuss any questions you may have with your supervisor. As you were advised during the interview, you will be in the "initial employment period" (introductory status) for the first six months.

The efforts of our past and present employees have made our County's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to the County.

---

Honorable Bill Karrer  
Spencer Count Judge/Executive

## CERTIFICATION OF ACKNOWLEDGEMENT

During the introductory period here, you will be an introductory employee. This is expected to be a period of adjustment and learning. This period should also be considered an employment test. You are not guaranteed employment during the introductory period nor are you guaranteed employment upon the completion of your introductory period.

Spencer County's personnel policies are not a contract of employment. Any individual may voluntarily leave employment and/or may be terminated by the employer at any time and for any reason or without reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of the County's policies are subject to change at any time at the discretion of the employer.

It is your responsibility to be familiar with the County's administrative code. Its contents will help guide you toward job behavior which may reflect positively upon you and the County.

**I certify that I have read a copy of the personnel policies and procedures section of the Spencer County Administrative Code. Further, I have reviewed the job description and affirm my ability to perform the required tasks.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Witness



---

**VACATION LEAVE REQUEST**

---

NAME \_\_\_\_\_

DATE REQUESTED

| <u>Date(s)</u> | <u>Time Requested</u> |
|----------------|-----------------------|
| _____          | _____                 |
| _____          | _____                 |
| _____          | _____                 |
| _____          | _____                 |
| _____          | _____                 |

EMPLOYEE SIGNATURE \_\_\_\_\_

APPROVAL OF IMMEDIATE SUPERVISOR OR DEPARTMENT HEAD

\_\_\_\_\_  
Signature of Supervisor

DATE \_\_\_\_\_

REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**EXTENDED SICK LEAVE REQUEST**

---

NAME \_\_\_\_\_

DATE REQUESTED

Date(s)

Time Requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

APPROVAL OF IMMEDIATE SUPERVISOR OR DEPARTMENT HEAD

\_\_\_\_\_

DATE \_\_\_\_\_

Signature of Supervisor

REMARKS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

## TRAVEL REQUEST FORM

---

Any county employee wishing approval for travel must complete the following form for pre-approval of travel. The form must be signed by the employee and their immediate supervisor or department head, and then submitted to County Judge Executive to have travel pre-approved.

Destination \_\_\_\_\_

Reason for travel \_\_\_\_\_

Dates of travel \_\_\_\_\_

**Estimate** of Expenses:

Registration fee (if any) \_\_\_\_\_

Transportation

Mileage \_\_\_\_\_

Tolls/Parking \_\_\_\_\_

Lodging

Room/Taxes \_\_\_\_\_

Meals \_\_\_\_\_

---

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

SUPERVISOR/DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

APPROVED BY COUNTY JUDGE EXECUTIVE \_\_\_\_\_ DATE \_\_\_\_\_

---

**EXPENSE REIMBURSEMENT FORM**

---

Any county employee incurring expenses for approved travel may be reimbursed their **actual** costs by completing the following form. The form must be signed by the employee and their immediate supervisor or department head, and then submitted with all required receipts to the County Judge Executive for approval within 3 working days after returning from travel.

Transportation

Mileage \_\_\_\_\_

Tolls/parking \_\_\_\_\_

Lodging

Room/taxes \_\_\_\_\_

Meals \_\_\_\_\_

---

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

SUPERVISOR/DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

APPROVED FOR REIMBURSEMENT \_\_\_\_\_ DATE \_\_\_\_\_  
BY COUNTY JUDGE EXECUTIVE

---

## EMPLOYEE EVALUATION

---

SCALE:     1 – Poor  
              2 – Fair  
              3 – Good  
              4 – Excellent  
              5 – N/A

### PROFESSIONAL QUALITIES

Evaluation of \_\_\_\_\_ (name) \_\_\_\_\_ (date)

#### SCORE

- \_\_\_ 1. In a skilled, professional manner, produces high quality work on time.
- \_\_\_ 2. Uses time well; efficiently organizes work program, meetings, reports.
- \_\_\_ 3. Plans, reports and documents are well-received; minimal revision needed.
- \_\_\_ 4. Follows professional standards; maintains confidentiality.
- \_\_\_ 5. Demonstrates talent for creativity, new ideas or capability to adapt new developments from other professionals.
- \_\_\_ 6. Strives to, and demonstrates ability to, maintain good working relations with governmental officials, co-workers and contract associates; demonstrates ability to avoid or relieve stress situation.
- \_\_\_ 7. Adapts to office or department changes or emergencies; helps others to adapt; quick to pitch in when volunteers are needed.
- \_\_\_ 8. As evidenced by this person's concern for a) quality, accuracy, and timeliness in their work; b) concern for the over-all success of the organization; c) willingness to assume responsibility; d) willingness to share knowledge or take time to help others; and e) concern for the organization's relationship with other agencies, my opinion of this person's value to the organization is: \_\_\_\_\_

Employment History:  
Years with organization \_\_\_\_\_  
Years in position \_\_\_\_\_

Present position \_\_\_\_\_

## PERSONAL CHARACTERISTICS

### SCORE

- \_\_\_1 . Most often is dressed appropriately; well-groomed and ready to meet public.
- \_\_\_2. Arrives ready to work; does not waste time of self or others.
- \_\_\_3. Is always punctual, dependable, ready to assume responsibility.
- \_\_\_4. Helps maintain work area neatness; is considerate in use of equipment; is frugal with supplies; is conservative with energy.
- \_\_\_5. Leaves personal problems at home; refrains from gossip; does not use work time for personal business.
- \_\_\_6. Is tactful and/or helpful with county officers, clients, visitors.
- \_\_\_7. Has good manners, self-control; helps others.
- \_\_\_8. Has good work habits; does not annoy or distract others.
- \_\_\_9. COMMENTS: With this person representing me in public activities or working with county officials on county business, I feel the impression they give me will be: \_\_\_\_\_

## GENERAL COMPETENCY

- \_\_\_1. Is interested in making the county objective a success; improving the county image.
- \_\_\_2. Works hard at being precise and accurate; a sincere and dedicated employee.
- \_\_\_3. Works well with other staff members; shows an interest in the work of other staff members; works to coordinate activities with others.
- \_\_\_4. Can be depended on to handle problems, internal and external, in a mature manner.
- \_\_\_5. Understands and adheres to policies and procedures; county policies and applicable State and Federal regulations.
- \_\_\_6. Demonstrates pride in achievement for the county.
- \_\_\_7. COMMENTS: If I were choosing the staff for a similar organization, I would consider this person because: \_\_\_\_\_







## EMPLOYEE DISCHARGE REPORT

|                                     |                                       |   |                                      |
|-------------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | Type of Violation                           |                                      |
| <input type="checkbox"/> Safety     | <input type="checkbox"/> Tardiness    | <input type="checkbox"/> Disobedience       | <input type="checkbox"/> Other _____ |
|                                     |                                       | <input type="checkbox"/> Work Quality _____ |                                      |

Violation: \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

|  |  |      |       |      |
|--|--|------|-------|------|
| <p style="text-align: center;">Supervisor's Statement</p><br><br><br><br><br><br><br><br><br><br>  | <p style="text-align: center;">Employee's Statement</p> <p>Check one:</p> <p><input type="checkbox"/> I concur with the County's statement.</p> <p><input type="checkbox"/> I disagree with the County's statement for the following reasons:</p><br><br><br><br><br><br><br><br><br><br><p>Employee's signature: _____</p> <p>Date: _____</p> |      |       |      |
| <p>Discharge Decision</p>  |  |      |       |      |
| <p>Approved by: _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Title</td> <td style="width: 20%; text-align: center;">Date</td> </tr> </table> |  | Name | Title | Date |
| Name   | Title  | Date |       |      |

**Previous Warnings:**

|                                  |                                  |                                  |
|----------------------------------|----------------------------------|----------------------------------|
| 1st Date _____                   | 2nd Date _____                   | 3rd Date _____                   |
| <input type="checkbox"/> Verbal  | <input type="checkbox"/> Verbal  | <input type="checkbox"/> Verbal  |
| <input type="checkbox"/> Written | <input type="checkbox"/> Written | <input type="checkbox"/> Written |

I have read this "discharge decision" and understand it.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
County Judge/Executive's Signature Date  
or other Constitutional Office

|   |
|---|
| <p style="text-align: center;">Copy Distribution</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Personnel File</p> <p><input type="checkbox"/> Supervisor</p> |
|---|

## CHAPTER 4

### PURCHASES AND CONTRACTS

#### **SECTION 4.1: Authorization of County Contracts**

Every contract of the County, change or amendment thereto, shall be authorized or approved by the Fiscal Court before it is executed by the County Judge/Executive, and every contract, except small purchases, shall be approved by the County Attorney as to form and legality.

#### **SECTION 4.2: Selection of Vendors and Contractors (Procedure for Sealed Bidding)**

- A. The County Judge/Executive shall place an advertisement in the newspaper of largest circulation in the County at least once, not less than seven nor more than twenty-one days before bid opening. The advertisement shall include the time and place the bid will be opened, and the time and place where the specifications may be obtained. If the durability of the product, the quality of service or other factors are to be considered in bid selection, such factors shall be stated in the advertisement.
- B. The County Judge/Executive shall open all bids publicly at the time and place stated in the advertisement and shall select the lowest and/or best bid by a qualified bidder. If the lowest bid is not selected, the reasons for the selection shall be stated in writing.
- C. The County Judge/Executive shall submit the bid selected to Fiscal Court for approval.
- D. The County Judge/Executive shall sign the contract on behalf of the County upon approval by the Fiscal Court.

#### **SECTION 4.3 Procedures for Determinations of Qualification of Bidders**

- A. Each bidder shall furnish in writing information pertaining to all contracts completed in the past two years and financial institutions used.
- B. In the event the information is conflicting or incomplete, the County Judge/Executive shall make further inquiry of the bidder.

- C. The contractors who have demonstrated, by past performance, the ability to perform satisfactorily in accordance with contracts on a timely basis and have shown a sound financial structure shall all be qualified as responsible.
- D. The County Judge/Executive shall make a written determination as to the extent or responsibility of each bidder and shall maintain a list of those who qualify as responsible contractors for particular types of supplies, services and construction items.
- E. A new business may be exempt from the qualification requirements where circumstances warrant.

**SECTION 4.4: Procedures Prerequisite to Use of Negotiated Process**

- A. The negotiated process may be used instead of advertisement for bids if the amount exceeds \$20,000 in the following circumstances:
  - (1) An emergency exists
  - (2) All bids received exceed the amount budgeted.
- B. Before an emergency is declared, the County Judge/Executive shall determine whether or not a delay in obtaining bids will result in danger to health, safety or property.
- C. The County Judge/Executive shall certify the existence of any emergency and file a copy of such certificate with the chief financial officer of the County.
- D. In the event all bids submitted are in excess of funds available, the County Judge/Executive shall prepare a written determination that there are no additional funds available so as to permit an award to the responsible bidder with the lowest and best bid and delay in advertising for additional bids is not in the best interest of the County.

**SECTION 4.5: Procedures for Negotiated Process**

- A. When the prerequisites have been met for use of the negotiated process, the County Judge/Executive shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the County.
- B. Professional services shall be negotiated with such persons as are properly licensed to perform such services.

- C. Where more than one bid is received, and all are in excess of the amount available, the lowest three bidders shall be notified that the County desires to negotiate a contract for a lesser amount based on revised quantities or specifications and fix a time limit for submission of proposals.
- D. The County Judge/Executive shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.
- E. The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.
- F. The County Judge/Executive shall prepare a record of all negotiated contracts, showing the items and quantities acquired, name of suppliers, cost and date of contract.

**SECTION 4.6: Small Purchase Procedures/Purchase Orders Policy**

- A. Ideally, all purchases over \$200.00 should receive Fiscal Court approval prior to purchase. However, if time is of the essence and all of the following procedures of this section are met, the County Judge/Executive may authorize larger purchases and then report to Fiscal Court at its next meeting.
- B. With prior approval of the County Judge/Executive, authorized persons may purchase for their respective departments any supplies, services, etc., provided that adequate funds are available in the correct appropriation account. However, a requisition for the purchase order and vendors billing for the purchase shall be submitted to the County Judge/Executive.
- C. Supplies, services or construction normally supplied as a unit shall not be artificially divided for the sole purpose of using small purchase procedures.
- D. Before purchasing any supplies, services, etc., less than the amount specified by state law for bid purposes (\$20,000.00), Department Heads shall submit to the County Judge Executive a request outlining the need, specifications, quantities desired, and price quotes (three when possible) for the desired supplies or services.
- E. No purchase can be made without an approved purchase order with the exception of salaries and fringe benefits, temporary help, employee expenses incurred (example: mileage, conventions, rent, etc) utilities and telephone, jail fees, and board or agency designations as set out in the yearly budget.

- F. Blank purchase orders shall not be issued. The following shall be entered into a log at the time of issue: purchase order number, date, authorized by, appropriation account number, description, vendor, amount or maximum amount if actual amount is unknown.
- G. The County Judge's designee shall check the appropriation ledger and purchase order log to ensure there are budgeted funds available.
- H. If funds are available, a purchase order shall be issued for the amount or approximate amount of purchase.
- I. All purchase orders, issued and outstanding shall be recorded in purchase order log.
- J. County obligation is incurred by the following process:
  - a. Requisition to purchase is submitted to the County Judge Executive
  - b. Purchase order is issued to authorized county employee
  - c. Purchase is made
  - d. Vendor provides goods or services and issues invoice, and keeps a copy of purchase order
  - e. Invoice and purchase order is returned to County Judge's designee
  - f. Purchase orders are logged, invoiced, filed appropriately and cost is deducted from available free balance on the appropriations ledger.
  - g. Fiscal Court approves purchase(s) from prepared claims list.
  - h. Checks are prepared, signed and payment should be made 30days from the date of billing.
  - i. Purchase orders for unpaid claims are shown as encumbrances on quarterly reports to the State Local Finance Officer.
- K. If budgeted funds are not available, then transfer approval is required by the Fiscal Court prior to making a purchase.

**SECTION 4.7:     Storage and Inventory Control  
(Procedures for receiving, storing and disbursing repetitive use items)**

The inventory file shall contain an item inventory number, item description, date purchased, purchase amount and office assigned for use.

**SECTION 4.8:     Procedures for Disposition of Surplus Property**

State the method of disposition, whether it is to be transferred to another governmental agency or to a private concern; compensation, if any, to be received; and which it is to be sold at public auction, by sealed bids or through negotiations.

**SECTION 4.9      Company-Specific Purchase/Credit Cards and Fuel Purchases**

A. Purchase/Credit cards:

Company-specific purchase/credit cards can be used to identify the County as a sales-tax exempt, governmental agency, provided that the cards are restricted based on industry codes. Examples of these restrictions are casinos, specialty retail outlets, and alcoholic establishments.

B. Fuel cards:

- 1) Fuel card vendors shall provide detailed electronic monthly reports. The report should include transaction information for each card number. This report information should include the card number, the date and time of purchase, type of fuel purchased, the number of gallons purchased, the cost of the purchase, location of the purchase, and odometer reading of the vehicle being fueled.
- 2) Fuel cards should be assigned to a specific vehicle so that the card activity can be monitored to determine whether the information on the usage report is reasonable. If the card is used for multiple vehicles it is not possible to review whether the number of miles driven between fueling is reasonable or the frequency of the cards use and the number of gallons purchased over a time period is reasonable. Also, if a card is not assigned to a particular vehicle you are not able to determine whether the type of fuel placed in the vehicle appears reasonable. For example, diesel fuel should not be purchased on a card if the vehicle it is assigned to requires regular gasoline. Also, inconsistent odometer readings placed on cards affiliated with a specific vehicle should be questioned.
- 3) Employees should submit fuel receipts to the appropriate authority in the County to support all fuel charges on the fuel cards on a weekly basis so that those receipts may be used in a monthly review of card activity performed by the person with appropriate financial authority.
- 4) A monthly review of fuel purchases should include a close review of fueling times making note of fuel purchases within short periods of time or multiple purchases at the same time or within minutes, odometer readings looking to see whether readings are reasonable and whether the

miles per gallon are reasonable or has changed significantly, gallons of fuel purchased, and the type of fuel purchased.

- 5) Explanations for discrepancies should be clearly documented and maintained along with documentation of the monthly review.
- 6) The responsibility to perform this review should be clearly assigned to an employee or employees to ensure the review is consistently performed. The review process should be documented in writing so that the process is thorough and consistent.

## CHAPTER 5

### DELIVERY OF COUNTY SERVICES

#### COUNTY ROAD DEPARTMENT

##### **SECTION 5.1: Establishment of Department**

- A. There is hereby created and established a County Road Department consisting of a County Road Supervisor and such other employees of said department as may from time-to-time be provided in the job classifications and approved by the Fiscal Court.
- B. The County Road Supervisor shall be appointed by the county Judge/Executive with the consent of Fiscal court.
- C. The Fiscal court shall set the number and compensation of all employees of the road department in Chapter 3, Personnel Administration, Part II, Compensation Plan of this code.
- D. All appointments to the Road Department and removals therefrom, shall be made by the County Judge/Executive in accordance with the provisions of Chapter 3, Personnel Administration.

##### **SECTION 5.2: Duties of Road Supervisor**

- A. The duties of the County Road Supervisor shall be as set forth in the job classification located in Chapter 3, Personnel Administration section of the Administrative Code.
- B. The County Road Supervisor shall be responsible for the performance of the road department and its functions, and all persons who are employees of the road department shall be subject to the supervision and direction of the road supervisor.

##### **SECTION 5.3: Road Department Property**

- A. Employees of the department shall be responsible for the good care of departmental equipment and property assigned to their use and shall promptly



report to their supervisor the loss or damage to or unserviceable condition of such property.

- B. No departmental property or equipment shall be used for private purposes or on private property.

**SECTION 5.4: County Road Inventory/Condition**

- A. The County Judge/Executive shall maintain a map that clearly identifies all county maintained roads.
- B. The County Road Supervisor shall contact all area utilities (city and county water services) prior to digging or surfacing or resurfacing any county road.

**SECTION 5.5: Specifications for County Roads**

- A. Roads may be accepted into the county road system by the Fiscal Court in accordance with KRS 179.470 and the minimum specifications set forth in this code.
- B. Prior to Fiscal Court consideration of a road for acceptance into the County road system, the County Road Supervisor shall certify that the following specifications have been met or exceeded:
  - (1) Surveyed center line legal description of the proposed road prepared by a licensed Kentucky registered land surveyor;
  - (2) A copy of all property owners' deeds and property of good, marketable and fee simple title in the property of the owners proposing to deed the road right-of-way to the county;
  - (3) Certification by the property owners that fences, buildings, gates and cattle gates have been removed from the proposed county road and right-of-way;
  - (4) Acceptable road specifications shall be recommended by the road supervisor and approved by the Fiscal Court regarding, but not limited to, right-of-way width, pavement width, pavement specifications and grade and drain;
  - (5) The road shall be properly ditched and tiled with cross drain pipes of adequate size and road banks stabilized in grass or other suitable cover.

**SECTION 5.6: Emergency Medical Services**

- A. Please reference the Spencer County Emergency Medical Services Standard Operating Procedures.

**SECTION 5.7: Establishment of the Dispatch Department**

- A. Through the letting of a contract for services, the Spencer County Fiscal Court shall assign the duties of the dispatching department to the awarded independent contractor.
- B. Fees for dispatching services shall be provided in accordance with the terms of the bidder's contract and/or negotiations. No other benefit shall be implied except as specifically stated within the written contract.

**SECTION 5.8: Wrecker Policy/Rotation List**

- A. The following are the minimum standards required for a wrecker service provider to be placed on the Spencer County Wrecker Rotation List:
  - (1.) All wrecker owners shall have a storage lot within the county and have proper zoning for vehicle storage.
  - (2.) All wrecker services must buy a Spencer County Business License each year.
  - (3.) All wrecker services must be inspected by the Kentucky State Police and have met all their requirements.
  - (4.) All wrecker services must be able to respond to the call within 20 minutes of the received call.
  - (5.) The county reserves the right to limit the number of wrecker services on the rotation list at any one time.
  - (6.) The Sheriff's office reserves the right to bypass the rotation list to secure evidence in particular cases or in the case of the owner's request for specific service.
- B. If a wrecker service is unable to respond to 4 calls within a 30-day period, the service may be removed from the Spencer County Wrecker Rotation List.

## CHAPTER 6

### OPERATION OF FISCAL COURT

#### **Section 6.1: Procedures for Meetings of Fiscal Court**

- A. Regular meetings of the Fiscal Court may be held on first Monday of every month at 9:00am, and the third Monday of every month at 7:00pm, at the designated place.
- B. Provided, however, that if the regular meeting day or date falls on a legal holiday, the meeting shall take place on the following Wednesday of the first Monday, or the following Tuesday of the third Monday at the same place and hour.
- C. All meetings of members of Fiscal Court at which any public business is discussed or any action taken shall be open to the public at all times except as otherwise permitted by KRS 61.810.
- D. The County Judge/Executive may call a special meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction pursuant to and in accordance with KRS 67.100, the 24hr notice.

#### **SECTION 6.2: Presiding Officer**

The County Judge/Executive shall be the presiding officer of the Fiscal Court at all regular and special meetings.

#### **SECTION 6.3: Quorum**

Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business. No proposition shall be adopted except with the concurrence of at least a majority of the members present.

#### **SECTION 6.4: Order of Business**

- A. At each meeting of the Fiscal Court, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present.
  - (1) Pledge of Allegiance

- (2) Call to Order
- (3) Roll Call
- (4) Approval of prior meeting's minutes
- (5) Communications from citizens (Three minute limit per person – **see notation below**)
- (6) Communications from County Judge Executive
- (7) Reports from members, other offices, committees
- (8) Old Business
- (9) New Business
  - a) Review/approve bills and transfers
  - b) Other New Business items
- (10) Adjournment

**NOTE REGARDING THREE MINUTE LIMIT AND “YIELDING POLICY” - YIELDING OF ONE’S THREE MINUTE TIME LIMIT TO ANOTHER:**

- a) Person yielding time must be present in Court and rise to state their name and the fact they are yielding time to the person who is preparing to speak next.
  - b) No more than four persons may yield time to one speaker. Therefore no person will be allowed to speak more than 15 minutes during “Comments from Citizens”
  - c) Once a person has yielded the floor, or has addressed the Court, they may not speak during the comment period again.
  - d) If a person wishes more time than can be allotted during the “Comments from Citizens”, they need to contact their Magistrate or the County Judge’s office to request being placed on the agenda.
- B. The County Judge/Executive shall prepare an itemized list of all valid bills requiring Fiscal Court review or approval.
  - C. No bill shall be reviewed or approved for payment unless contained in the itemized list for the meeting.
  - D. Except when in conflict with the foregoing provisions, Robert’s Rules of Order shall govern the deliberations of the Fiscal Court.
  - E. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at the meeting.

**SECTION 6.5: Fiscal Court Records and Minutes**

- A. The clerk of the Fiscal Court shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.

- B. The clerk of the Fiscal Court shall keep an index of all records and make such index and records available for public inspection in accordance with KRS 61.870 to 61.884.

**SECTION 6.6: Ordinances, Orders and Resolutions**

- A. An ordinance means a general act of the Fiscal Court enforceable by law or an appropriation of money; all other acts are motions, orders or resolutions.
- B. All ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject.
- C. There shall be inserted between the title and the body of each County ordinance an enacting clause written the following manner: “Be It Ordained by the Fiscal Court of the County of Spencer, Commonwealth of Kentucky:”
- D. County ordinances shall be amended by ordinance and only by setting out in full each amended section.
- E. No County ordinance shall be passed until it has been published pursuant to KRS Chapter 424. Prior to passage, ordinances may be published by summary. Publication shall include the time, date and the place within the County where a copy of the full text of the proposed ordinance is available for public inspection. In the event consideration for passage is continued from the initial meeting to a subsequent date, no further publication is necessary provided that at each meeting the time, date and place of the next meeting is announced.
- F. All county ordinances and amendments shall be published after passage and may be published in full or in summary.

## CHAPTER 7

### OTHER COUNTY SERVICES AND POLICIES

#### SECTION 7.1: Equal Opportunity/Affirmative Action Program

##### I. General Policy

It has been, and will continue to be, the policy of Spencer County, Kentucky (hereinafter referred to as “The County”), to recognize and abide by the provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and Executive Order 11246 and amendments thereof.

##### II. Equal Opportunity Officer

A member of the staff of the County shall be appointed by the Judge/Executive to serve the functions of the Equal Opportunity Officer.

The responsibilities of the Officer shall include, but not be limited to, the following:

- (1) Consult with and advise on matters pertaining to the administration of an equal employment opportunity program for the County staff.
- (2) As assigned, establish and maintain contact as the County’s liaison with the community generally and minority groups in particular.
- (3) As assigned, work with schools, minority group agencies and organizations to encourage and assist with implementing equal opportunity in employment, training, housing, and business development as pertains to the Programs carried out by the County.
- (4) Obtain information about human rights programs of Federal, State, and Local agencies as well as special interest groups promoting equal opportunity for all citizens.
- (5) Prepare reports, as needed, on equal opportunity practices and programs and upon progress of the County’s Affirmative Action Program.
- (6) Maintain liaison and continuing working relationships with State Officials on Equal Opportunity.
- (7) Review and monitor all contractual agreements with the County to assure achievement of equal employment opportunity, open occupancy, and public accommodation objectives.
- (8) Assist the County and Contractors in preparing effective program criteria; compile public information for the County to disseminate; implement equal opportunity policies and statements; and prepare

related correspondence including recommendations on equal opportunity practices.

- (9) Investigate formal complaints of alleged discrimination by parties to agreements and recommend procedures to ensure compliance to all County activities for the promotion of equal opportunity objectives.

### **III. County Staff**

The County has taken, and will continue to take, steps to assure nondiscrimination in its employment practices, including hiring, compensation, working conditions, promotions, demotion, or termination of its employees. Overt efforts will continue to be made to provide opportunities for equal employment and equal compensation within the County staff to provide a balance of male/female and black/white employees which will reflect the percentage of the total County and with project areas, and programs as such may be undertaken from time-to-time.

### **IV. Third Party Relationships**

The County policy shall be to abide by the instructions contained in the Federal Code of Regulations and with the spirit and intent of the Civil Rights Acts of 1964, the Civil Rights Act of 1968, and Executive Order 11246, and amendments thereto, in its relations with third parties.

- A. Contractors: In addition to certain responsibilities toward third-party contractors, the Officer listed in Section II of this Program will observe the performance of third-party contractors in carrying out their Affirmative Action Program. The Officer will request that goals and timetables be established and will evaluate the progress of each. Minority group contractors and subcontractors will be encouraged to bid on county jobs and, where a need indicated, counseling and assistance will be provided by County staff in preparing bids and contracts and obtaining performance bonds.
- B. Developers and Owner Participants: The Officer will instruct project redevelopers concerning their obligations under the covenants of Title VI and Title VIII in an effort to achieve nondiscrimination in the operation of completed development.

All agreements entered into by the County for the rehabilitation, sale, lease, sub-lease, transfer, use, occupancy, tenure or enjoyment of project property shall contain covenants prohibiting discrimination and segregation, in accordance with the Civil Rights Acts of 1964 and 1968 and HUD/State regulations.

- C. Employment Opportunities to Persons Residing in Project Areas:

Qualified project occupants, capable and desirous of performing services, shall be given the first opportunity to perform such work.

- D. Opportunity for Business Concerns Located in the County: The County will procure, to the maximum extent possible, materials and services from business concerns located in the County. Pursuant to the Housing and Urban Development Act of 1968, as amended, these business concerns will be given preference in connection with any work or services—under contract or otherwise—which they are able to perform, with Federal, State, or Local requirements and the intent of this stated Equal Opportunity Program.

## **SECTION 7.2: Fair Housing Policy**

### Sub-section 1. Policy

It is the policy of the Spencer County Fiscal Court to provide, within constitutional limitations, for fair housing throughout the County.

### Sub-section 2. Definitions

- A. “Dwelling” means any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof.
- B. “Family” includes a single individual.
- C. “Persons” includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers, and fiduciaries.
- C. “To rent” includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises owned by the occupant.
- D. “Discriminatory housing practice” means an act unlawful under Sections 4, 5, or 6.

### Sub-section 3. Unlawful Practice



Subject to the provisions of subsection (b) and section 7, the prohibitions against discrimination in the sale or rental of housing set forth in section 3 shall apply to:

A. All dwellings except as exempted by subsection (b).

B. Nothing in section 4 shall apply to:

(1) Any single-family house sold or rented by an owner: Provided, That such private individual owner does not own more than three such single-family houses at any one time: Provided further, That in the case of the sale of any such single-family house by a private individual owner not residing in such house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall apply only with respect to one such sale within any twenty-four month period: Provided further, That such bona fide private individual owner does not own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to all or a portion of the proceeds from the sale or rental of, more than three such single-family houses at any one time: Provide further, That the sale or rental of any such single-family house shall be excepted from the application of this title only if such house is sold or rented (A) without the use in any manner of the sales or rental facilities or the sales or rental services of any real estate broker, agent, or salesman, or of such facilities or services of any person in the business of selling or renting dwellings, or of any employee or agent of any such broker, agent, salesmen, or person and (B) without the publication, posting or mailing, after notice of any advertisement or written notice in violation of section 4 of this ordinance, but nothing in this provision shall prohibit the use of attorneys, escrow agents, abstractors, title companies, and other such professional assistance as necessary to perfect or transfer the title, or

(2) rooms or units in dwellings containing living quarters occupied or intended to be occupied by no more than four families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

C. For the purposes of subsection (b), a person shall be deemed to be in the business of selling or renting dwellings if:

(1) he has, within the preceding twelve months, participated as principal in three or more transactions involving the sale or rental of any dwelling, any interest therein, or

(2) he has, within the preceding twelve months, participated as agent, other than in the sale of his own personal residence in providing sales or rental facilities or sales of rental services in two or more transactions involving the sale or rental of any dwelling or any interest therein, or

(3) he is the owner of any dwelling designed or intended for occupancy by, or occupied by, five or more families.

#### Sub-section 4. Discrimination in the Sale or Rental of Housing

As made applicable by section 3 and except as exempted by sections 3 (b) and 7, it shall be unlawful:

- A. To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, sex, age, religion, or national origin.
- B. To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provisions of services or facilities in connection therewith, because of race, color, sex, age, religion, or national origin.
- C. To make print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, sex, age, religion, or national origin, or an intention to make any such preference, limitation, or discrimination.
- D. To represent to any person because of race, color, sex, age, religion, or national origin that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- E. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, sex, age, religion, or national origin.

#### Sub-section 5. Discrimination in the Financing of Housing

It shall be unlawful for any bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part in the making of commercial real estate loans, to deny a loan or other financial

assistance to a person applying therefore for the purpose of purchasing, construction, improving, repairing, or maintaining a dwelling, or to discriminate against him in the fixing of the amount, interest rate, duration, or other terms or conditions of such loan or other financial assistance, because of race, color, sex, age, religion, or national origin of such person or of any person associated with him in connection with such loan or other financial assistance for the purposes of such loan or other financial assistance, or of the present or prospective owners, lessees, tenants, or occupants of the dwelling or dwellings in relation to which such loan or other financial assistance is to be made or given: Provided, That nothing contained in this section shall impair the scope or effectiveness of the exception contained in section 3 (b).

#### Sub-section 6. Discrimination in the Provision of Brokerage Services

It shall be unlawful to deny any person access to or membership or participation in any multiple-listing service, real estate brokers organization or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against him in the terms or conditions of such access, membership, or participation, on account of race, color, sex, age, religion, or national origin.

#### Sub-section 7. Exemption

Nothing in this ordinance shall prohibit a religious organization, association, or society, or any non-profit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society, from limiting the sale, rental or occupancy of dwellings which it owns or operates for other than commercial purposes to persons of the same religion, or from giving preference to such persons, unless membership in such religion is restricted on account of race, color, sex, age, or national origin. Nor shall anything in this ordinance prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for such lodgings or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.

#### Sub-section 8. Administration

- A. The authority and responsibility for administering this policy shall be in the Chief Executive Officer of the County.
- B. The Chief Executive Officer shall refer all complaints to the Kentucky Human Rights Commission and shall provide this Commission with all information, data and correspondence, etc., relating to said complaint and shall assist as feasible in investigation – with the principal responsibilities for levying fines and penalties resting with the Kentucky Human Rights Commission.

- C. All executive departments and agencies shall administer their programs and activities relating to housing and community development in a manner affirmatively to further the purposes of this ordinance and shall cooperate with the Chief Executive Officer to further such purposes.

Sub-section 9. Education and Conciliation

Immediately after the enactment of this ordinance, the Chief Executive Officer shall commence such educational and conciliatory activities as will further the purposes of this policy. He shall call conferences of persons in the housing industry and other interested parties to acquaint them with the provisions of this policy and his suggested means of implementing it and shall endeavor with their advice to work out programs of voluntary compliance and of enforcement.

Sub-section 10. Enforcement

- A. Any person who claims to have been injured by a discriminatory housing practice or who believes that he was irrevocably injured by a discriminatory housing practice that is about to occur (hereafter “person aggrieved”) may file a complaint with the Chief Executive Officer, who shall refer the complaint to the Kentucky Human Rights Commission. Complaints shall be in writing and shall contain such information and be in such form as the Chief Executive Officer requires for use by the Kentucky Human Rights Commission.
- B. A complaint under subsection (a) shall be filed within one hundred and eighty days after the alleged discriminatory housing practice occurred. Complaints shall be in writing and shall state the facts upon which the allegations of a discriminatory housing practice are based. Complaints may be reasonable and fairly amended at any time. A respondent may file an answer to the complaint against him and with the leave of the Chief Executive Officer, who will transmit same to the Kentucky Human Rights Commission, which shall be granted whenever it would be reasonable and fair to do so, may amend his answer at any time.

Sub-section 11. Investigations: Subpoenas – Giving of Evidence

- A. In conducting an investigation, the Chief Executive Officer shall make access available to the Kentucky Human Rights Commission at all reasonable times to premises, records, documents, individuals, and other evidence or possible sources of evidence and may examine, record, and copy such materials and take and record the testimony or statements of

such persons as are reasonably necessary for the furtherance of the investigation.

Sub-section 12. Enforcement by Private Persons

- A. The rights granted by sections 3, 4, 5, and 6 may be enforced by civil actions in State or local courts of general jurisdiction. A civil action shall be commenced within one hundred and eighty days after the alleged discriminatory housing practice occurred: Provided, however, That the court shall continue such civil case brought pursuant to this section or section 10 (d) from time-to-time before bringing it to trial if the court believes that the conciliation efforts of the Chief Executive Officer and Kentucky Human Rights Commission are likely to result in satisfactory settlement of the discriminatory housing practice complained of in the complaint made to the Chief Executive Officer and which practice forms the basis for the action in court: And provided, however, that any sale, encumbrance, or rental consummated prior to the issuance of any court order issued under the authority of this ordinance, and involving a bona fide purchaser, encumbrance, or tenant without actual notice of the existence of the filing of a complaint or civil action under the provisions of this policy shall not be affected.
  
- B. The court may grant as relief, as it deems appropriate, any permanent or temporary injunction, temporary restraining order, or other order, and may award to the plaintiff actual damages and not more than \$1,000 punitive damages, together with court costs and reasonable attorney fees in the case of a prevailing plaintiff: Proved, That the said plaintiff in the opinion of the court is not financially able to assume said attorney's fees.

Sub-section 13. Interference, Coercion, or Intimidation

It shall be unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or on account of, any right granted or protected by sections 3, 4, 5, or 6. This section may be enforced by appropriate civil action.

Sub-section 14. Separability of Provisions

If any provision of this policy or the application thereof to any person or circumstances is held invalid, the remainder of the policy and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

Sub-section 15. Prevention of Intimidation in Fair Housing Cases

Whoever, whether or not acting under color of law by force or threat of force willfully injures, intimidates, or interferes with, or attempts to injure, intimidate or interfere with:

- A. Any person because of his race, color, sex, age, religion, or national origin and because he is or has been selling, purchasing, renting, financing, occupying, or contracting or negotiating for the sale, purchase, rental, financing or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting dwellings; or
- B. Any person because he is, or has been, or in order to intimidate such person or any other person or any class of persons from:
  - (1) participating, without discrimination on account of race, color, sex, age, religion, or national origin, in any of the activities, services, organizations or facilities described in subsection 15 (a); or
  - (2) affording another person or class of persons opportunity or protection so to participate.
- C. Any citizen because he is or has been, or in order to discourage such citizen or any other citizen from lawfully aiding or encouraging other persons to participate, without discrimination on account of race, color, sex, age, religion or national origin, in any of the activities, services, organizations or facilities described in subsection 15 (a), or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate: shall be fined not more than \$1,000, or imprisoned not more than one year, or both; and if bodily injury results shall be fined not more than \$10,000, or imprisoned not more than ten years, or both; and if death results shall be subject to imprisonment for any term of years or for life.

**SECTION 7.3: Vehicle Policy**

- A. Spencer County does, in certain circumstances, provide county-owned vehicles to employees for official use. The County retains ownership of the vehicles.
- B. The primary driver of each vehicle shall be responsible for the cleanliness of the interior, and shall report any mechanical problems to the maintenance department as soon as it is detected.

- C. Except when given written permission by the County Judge Executive, county owned vehicles, not covered under separate Standard Operating Procedures, will remain parked on county owned property when not in use for official business.
- D. Take-home emergency vehicle policies are addressed in the Standard Operating Procedures of the Sheriff's Department and EMS. They are attached to this Code by reference as Appendix B & D after approval and acceptance by Fiscal Court.

**SECTION 7.4: Internet and E-Mail Policy**

- A. Acceptable Uses of the Internet and County E-mail. The County-provided internet and e-mail access is intended for business purposes only. The County encourages the use of the internet and e-mail because it makes communication more efficient and effective. However, internet service and e-mail are County property, and their purpose is to facilitate County business. Every staff member has a responsibility to maintain and enhance the county's public image and to use County e-mail and access to the internet in a productive manner. To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the internet. Any improper use of the internet or e-mail is not acceptable and will result in appropriate disciplinary action, up to and including dismissal.
- B. Unacceptable Uses of the Internet and County E-Mail. The County internet and e-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or x-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about race, age, disability, religion, national origin physical attributes or sexual preference shall be transmitted. No abusive, profane, or offensive language is allowed to be transmitted through the County's e-mail or internet system. Electronic media may not be used for any purpose which is illegal, deceptive or against County policy or contrary to the County's best interest. Solicitation of non-county e-mail or internet for personal gain is prohibited. Employees are prohibited from chat room interchange unless established by government agencies.
- C. Communications. Each employee is personally responsible for the content of all text, audio, or images that they place or send over the county's e-mail/internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another entity. All messages communication of the County's e-mail/internet system should contain the employee's name. Excessive personal communications are prohibited.

Any messages or information sent by an employee to another individual outside the County via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on the County. While some users include personal “disclaimers” in electronic messages, there is still a connection to the County and the statements may be tied to the County.

All communications sent by employees via the County’s e-mail/internet system must comply with this and other County policies and may not disclose any confidential or proprietary information.

- D. Software. To prevent computer viruses from being transmitted through the County’s e-mail/internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the County. Employees should contact the County Judge/Executive if they have any questions.
- E. Copyright Issues. Copyrighted material belonging to entities other than Spencer County may not be transmitted by employees on the County’s e-mail/internet system. All employees obtaining access to other companies’ or individuals’ materials must respect all copyrights and shall not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy, to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.
- F. Security. The County routinely monitors usage patterns for its e-mail/internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the County’s gateway to the internet. All messages created, sent, or retrieved over the county’s e-mail/internet are the property of the County and should be considered public information. The County reserves the right to access and monitor all messages and files on the County’s e-mail/internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. Passwords and sign-on access codes shall not be shared with anyone including co-workers, family members, or other unauthorized personnel. A county employee will be designated as system administrator for e-mail/internet purposes.
- G. Any employee who abuses the privilege of County-facilitated access to e-mail or the internet will be subject to corrective action up to and including termination. If necessary, the County reserves the right to advise appropriate officials of any suspected illegal violations.