

AN ORDINANCE RELATING TO THE
ADMINISTRATIVE AND PERSONNEL
POLICIES FOR GRAYSON COUNTY

ORDINANCE # 230.1

FISCAL COURT RESPONSIBILITIES

The Fiscal Court of Grayson County consists of the County Judge/Executive and six magistrates.

The Regular Fiscal Court Meetings will be held on the second Tuesday of each month at 10:00 a.m. in the small courtroom of the Grayson County Courthouse. If the second Tuesday occurs on or before the 9th day of the Month that the regular meeting will be held on the third Tuesday of the month.

Special meetings may be called by the County Judge/Executive or by a majority of the Fiscal Court when 24 hours notice is given.

The County Judge/Executive shall preside at all meetings if present; if not, the magistrates shall elect one of themselves to preside.

The Grayson County Court Clerk, or his/her designee, shall be clerk of the Fiscal Court, attend all meetings, keep a record of all proceeding and make the record available to the public in his/her office.

Except when otherwise provided, Robert's Rule of Order shall govern all Fiscal Court Meetings.

Duties, responsibilities and powers of the Fiscal Court shall be as established by KRS 67.

FISCAL MANAGEMENT

The County Treasurer and County Judge/Executive shall annually prepare a budget and present it to the Fiscal Court for their approval or modification by the regular Fiscal Court meeting in May of each year.

The Budget must be adopted no later than June 30 of each year.

The Tax levy shall be enacted by the Fiscal Court when the Department of Local Government provides the required information.

County funds shall be paid out only on order of the Fiscal Court, excepting the following payments that may be made without further approval by the court:

1. PVA Personnel Travel
2. Medical Insurance Premiums
3. Utility Bills (Including Telephone Bills)
4. Postage
5. Salaries - (Including Payroll taxes- Federal, State, Social Security withholding and matching, retirement withholding and matching, City, Insurance withholding, garnishments or any other authorized withholdings)
6. Travel Expenses of Magistrates
7. Per Diem Payments to Clerk of Fiscal Court
8. Election Officers Pay (Includes attendance to election school and election tabulators)
9. Election Commissioners Per Diem
10. Soil Conservation Quarterly Payments
11. Ambulance Service Payments - (Transfer of Funds)
12. Lease Purchase Payments

vacation time.

OVERTIME

Time and a half will be paid for all hours worked over 40 hours per week. The week beginning on Monday at 12:01 a.m. and ending on Sunday at 12:00 p.m.

HOLIDAY PAY

All employees that are permanent, full-time shall be paid for the following holidays:

- A. Memorial Day
- B. July 4
- C. Labor Day
- D. Thanksgiving Day and the Friday After
- E. Christmans Eve and Christmas Day
- F. New Year's Eve and News Year's Day
- G. General Election Day

Permanent, full-time employees shall receive single medical and dental benefits. The employee may choose to pick up family coverage and to pay the difference.

Permanent, full-time employees are employees that work at least 32 hours per week.

DEPARTMENTS AND OPERATIONS

All activities of the various department of Grayson County shall be conducted in accordance with the law and policies established by the Fiscal Court. When the fiscal court is not in session, the county judge/executive shall have the responsibility

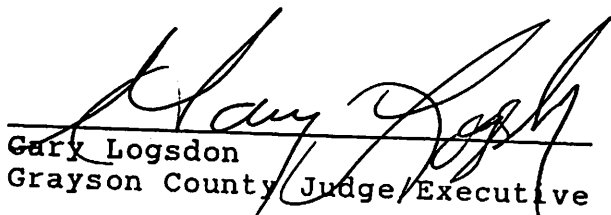
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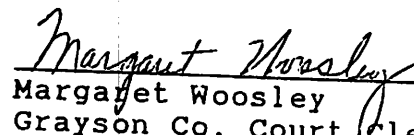
BOARDS

Except when specifically provided otherwise by the law or by action of the fiscal court, all nominations to boards or commissions and all nominations for employment shall be by the county judge/executive and approved by the fiscal court.

The first reading of this ordinance this 15TH day of NOVEMBER, 1994.

The second reading and adoption of this ordinance this 20TH day of DECEMBER, 1994.


Gary Logsdon
Grayson County Judge/Executive


Margaret Woosley
Grayson Co. Court Clerk

All other claims shall be mailed to the magistrates along with the agenda for the regular at a date early enough that the claims would reach each magistrate within 24 hours of the meeting.

All checks shall be signed by the County Treasurer and the County Judge/Executive or his designee.

PURCHASES AND CONTRACTS

All purchases are to be made by purchase order.

All purchase orders must be obtained from the Office of the County Judge/Executive or from the Road Supervisor.

All purchases in excess of \$10,000. in amount shall be by bidding except when specifically exempted by law.

All contracts shall be approved by the county attorney as to form and authorized by the Fiscal Court.

PERSONNEL POLICY

This personnel policy shall effect all employees that are hired by the Grayson County Fiscal Court. It shall have no authority over any employees of other constitutional offices in Grayson County.

VACATION TIME

Vacation time is to be accumulated 6 hours per month of service or 10 days per year from the first day of permanent, full-time employment. From the Sixth (6th) year of employment through the tenth (10th) year of employment at a rate of 8 hours per month for a total of 12 days per year. From the eleventh (11th) year of service to the 20th year at a rate of 10 hours per month or 15 days per year. From the twenty-first year through the length of

employment the vacation time will be 12 hours per month or 20 days per year. Vacation time does not accumulate when an employee is layed off. If an employee fails to take all of their vacation time between January 1 - December 31 of each year the time is lost. An employee who has not taken his accumulated vacation time during the year and gets layed off will be paid for the days of vacation not taken.

SICK TIME

Sick time is paid at a rate of 6 hours per month of service from the first month of permanent, full-time employment to total 10 days per year. There are no exceptions to years of service. Sick time may be accumulated to 30 days (6 weeks) but is not paid if an employee is layed off or leaves employment. Sick time does not accumulate while an employee is layed off. An employee or his /her immediate family must be sick before being paid sick time.

VACATION TIME

1 - 5 YEARS	10 DAYS
6 - 10 YEARS	12 DAYS
11 - 20 YEARS	15 DAYS
20 - & OVER	20 DAYS

SICK TIME

6 HOURS PER MONTH-
OR 10 DAYS PER YEAR-
MAY ACCUMULATE TO 30 DAYS

All vacation and sick leave must be cleared by the County Judge/Executive. Failure to do so may result in not being paid for this.

Time will be granted in case of death of immediate family of an employee. The immediate family being spouse, child, father, mother, sister, brother, grandmother, grandfather, niece, or nephew. The time being granted is 3 days. Any further time needed or any other family death may be taken as sick time or