

**Spencer County, Kentucky
Ordinance No. 1
Fiscal Year 2008 Series**

An Ordinance to Amend the Spencer County Administrative Code

Whereas, the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code for its employees, effective January 1, 2007; and

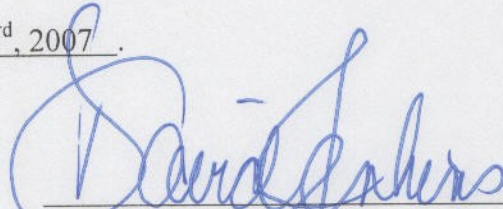
Whereas, the Fiscal Court of Spencer County has determined it necessary to create a new job position and a new travel policy;

Now Therefore Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that the position of Occupational Tax Administrator is hereby created and the job description is, as attached, added to Chapter 3 Part II of the Administrative Code;

Be It Further Ordained by the Fiscal Court of Spencer County that the travel policy, as attached, be added to Chapter 3 of the Administrative Code.

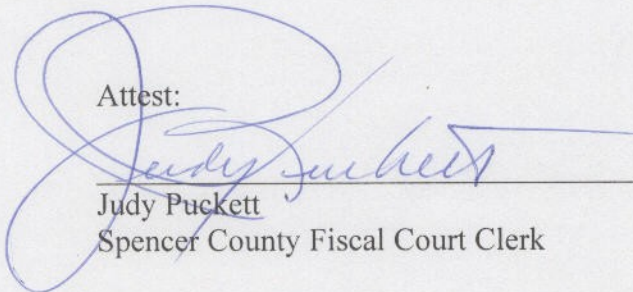
Given first reading and approval on July 2nd, 2007.

Given second reading and adoption on July 23rd, 2007.



David Jenkins
Spencer County Judge Executive

Attest:



Judy Puckett
Spencer County Fiscal Court Clerk

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 receipt 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.

SECTION 3.56—A: 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, of 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 only be reimbursed if travel is beyond a 60-mile radius of Taylorsville, Kentucky.**
 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 expense 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 8:30 am, the flight lasts until 2:00pm. The employee would get paid form 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, sight seeing, etc. on his/her own time, the employee will not be paid for that time, nor will transportation fees be allowed for reimbursement.