

Spencer County, Kentucky  
Ordinance No. 3  
Fiscal Year 2003 Series

An Ordinance To Amend the Administrative Code For Spencer County, Kentucky

**Whereas**, Kentucky Revised Statute Chapter 68.005, as amended, requires counties to adopt an administrative code, which is not limited to, providing procedures and designation of responsibility, and;

**Whereas**, the Spencer County Fiscal Court adopted an administrative code on October 2<sup>nd</sup>, 2000 under Ordinance No. 4, Fiscal Year 2001 Series, and amended section 3.47 of the same ordinance on May 7<sup>th</sup>, 2001 under Ordinance No. 13, Fiscal Year 2001 Series, and;

**Whereas**, Kentucky Revised Statute Chapter 68.005, as amended, also requires that counties review the administrative code annually during the month of June, and may by a two-thirds majority of the Fiscal Court amend the administrative code at that time, and

**Whereas**, the Spencer County Fiscal Court reviewed the administrative code on June 17<sup>th</sup>, 2002,

**Now Therefore, Be It Ordained** by the Fiscal Court of Spencer County, Commonwealth of Kentucky that the following revisions be made to the Spencer County Administrative Code:

A. Amend Section 3.52 Health Insurance, subsection A to read as: The County pays ~~\$100.00~~ \$150.00 per month towards the single health insurance policy of full-time employees. 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 exceed six months.

B. Amend Section 3.44 Sick Leave, subsection B to read as: Beginning January 1 of each calendar year, full-time ~~and part-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 do not accumulate; therefore they must be taken by December 31 of the same year.

C. Amend Section 4.4 Procedures Prerequisite to Use of Negotiated Process, subsection A to read as: The negotiated process may be used instead of advertisement for bids if the amount exceeds ~~\$10,000~~ \$20,000 in the following circumstances:

- (1) An emergency exists.
- (2) All bids received exceed the amount budgeted.

D. Add to Chapter 3 Personnel Administration, Job Description 4000 Sheriff Department, Class Title Deputy Sheriff, Class Code 4001, Pay Grade 20, Pay Range \$12.72 - \$16.22. Description:

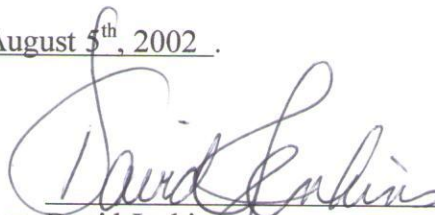
The sheriff may appoint one or more deputies to serve at his pleasure (KRS 70.030). The deputies may perform any duties which the sheriff may perform (KRS 61.035). He may require his deputies to give bond for the faithful discharge of their duties relating to tax collection, and he is liable on his bond 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.

E. Add to Section 3.17 Overtime:

Subsection F. Pursuant to the 2002 Kentucky General Assembly session legislation (reference HB596), employees may in written format 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. County employees who work in other activities may not accrue more than 240 hours of comp time. Employees who have accrued the maximum allowable comp time shall be paid overtime pay for any additional hours overtime worked. 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; therefore employees must use the comp time by December 31<sup>st</sup> of that each year, or be paid its monetary equivalent.

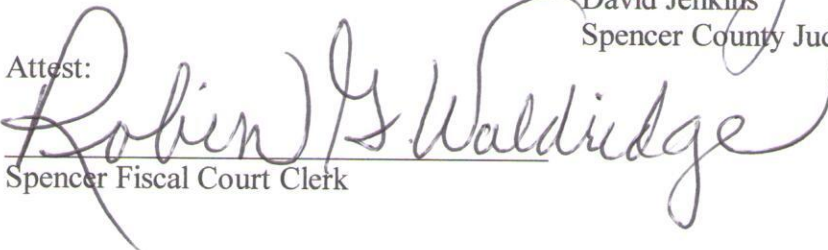
Given first reading and approval on June 17<sup>th</sup>, 2002 .

Given second reading and adoption on August 5<sup>th</sup>, 2002 .



David Jenkins  
Spencer County Judge Executive

Attest:



Spencer Fiscal Court Clerk