ORDINANCE NO. 720-2007

GRANT COUNTY, DRY RIDGE, ORDINANCE OF THE CITY OF ΑÑ KENTUCKY, FIXING, ESTABLISHING, SETTING FORTH, ADOPTING, AND ORDAINING A PERSONNEL POLICIES AND PROCEDURES PLAN COMPREHENSIVE COVERING AND GERMANE TO THE HUMAN RESOURCES? PERSONNEL AND EMPLOYEES OF THE CITY OF DRY RIDGE, KENTUCKY, AND REPEALING ALL PRIOR ORDINANCES OR AMENDMENTS THERETO OF LIKE TENOR AND PURPORT AS ADOPTED IN DECEMBER OF 1998, AND REVISED OR AMENDED IN JUNE OF 2000, FEBRUARY OF 2001, AND AUGUST OF 2007, SAVE FOR MATTERS OF PAY/CLASSIFICATION EVEN THOUGH DULY REFERENCED HEREIN BUT COVERED OFFICIALLY AND SPECIFICALLY BY OTHER ORDINANCES AND CITY ENTRIES OFFICIAL AS MATTERS OF EMPLOYEE PAY CLASSIFICATIONS, GRADE, AND PERIOD, MONETARY COMPENSATIONS.

BE IT HEREBY ORDAINED BY THE CITY OF DRY RIDGE, GRANT COUNTY, KENTUCKY, AS FOLLOWS:

Certification for Summary Publication

Pursuant to KRS 83A.060 (9), I, the undersigned, Michael S. Mulvey, Esq., hereby state an certify that I am an attorney licensed to practice within the Commonwealth of Kentucky and the city attorney for the City of Dry Ridge, Kentucky, whose City Council has elected to have the herein personnel plan and procedures ordinance published in summary form; and that the herein summary is a true and accurate narrative of the germane and main points of the ordinance sufficient to inform the public of the manner, meaning and contents of the subject ordinance.

Michael S. Mulvey, Esq. Dry Ridge City Attorney

General Article One

The previous "Personnel Policies and Procedures Ordinance" as adopted in December of 1998 and thereafter amended or revised in June of 2000, February of 2001, and August of 2007, save for matters of employee pay and pay classification, grade and periodic, monetary compensation covered specifically in other separate ordinances and entries official of the city.

General Article Two

That matters covered and germane to the city's personnel and personnel procedures and the herein personnel and procedures ordinance, set forth direct or by incorporated attachment, may be waived, altered, suspended, or amended by act of ordinance or ordinance amendment only.

General Article Three

The City Council of the City of Dry Ridge, Kentucky, for and on behalf of the City of Dry Ridge, Grant County, Kentucky, hereby adopts and ordains as set forth within parts comprehensive separate sections, and articles, and covering and regulations germane to provisions activities and relations of the human resources, personnel and employees of the City of Dry Ridge, Kentucky, within that current, 173-page document known as the "Personnel Policies and Procedures, City of Dry Ridge, Kentucky" to be effective in full force and effect when adopted, approved, ordained, ordered published, and published according to law, all set forth in form summary for purposes of publication, to-wit:

COVER PAGE

TABLE OF CONTENTS... (Pages i through iv)

POLICIES AND PROCEDURES ... (Pages 1 through 40)

Forward

Part I: Statement of Purpose

Purpose

Scope of Coverage

Statement of Equal Opportunity

Americans with Disabilities Act Statement

Administrative Responsibilities

Part II: Employment Process

Procedures for Filling Vacancies

Employment of Family Members

Employment Handbook

Part III: Conditions of Employment

Probation Transfer Promotion

Progressive Discipline/Uniform Code

Resignation

Reduction in Force

Loss of Job Requirement Mandatory Retirement Age

Examinations

Political Activity

Workplace Harassment and Discrimination

Outside Employment

Use of City Property, Equipment and Personnel

Employee Evaluation

Exit Interview

Residency Requirements

Suggestion System

City-Owned Vehicle Usage

Inclement Weather

Carrying of Deadly Weapons Prohibited

Violence in the Workplace

Computer, Information Systems and Policies

Drug-Free Workplace Policy Exposure Protection Plan

Temporary Limited Duty Policy

Part IV: Classification Plan

Allocations

Written Specifications Regular Review/Evaluation

Reclassification

Categories of Employment

Part V: Compensation Plan

Pay Plan

Hours of Work

Overtime

Compensatory Time

On-Call Duty Workweek Time Cards

Periodic Review

Implications of Personnel Actions

Minimum Salary Salary Increases

Annual Salary Adjustments

Part VI: Benefits

Holidays

Vacation (Annual) Leave

Personal Leave Disability Leave

Temporary Disability Outside Workers Comp.

Maternity Leave

Family and Medical Leave Bereavement (Funeral) Leave Leave of Absence without Pay

Absence without Leave

Emergency Leave Military Leave

Jury Duty Insurance Retirement

Expense Reimbursement Career Development Taxable Benefits APPENDIX A: Code of Ethics ... Pages 41 through 50

APPENDIX B: Grievance Procedure ... Pages 51 through 54

APPENDIX C: Drug-Free Workplace ... Pages 55 through 60

APPENDIX D: Exposure Protection Plan ... Pages 61 through 70

APPENDIX E: Temporary Limited Duty ... Pages 71 through 74

PAY/CLASSIFICATION PLAN ... (Pages 99 through 108)

Authorized Positions

Salary Scale

POSITION DESCRIPTIONS ... (Pages 99 through 236_

City Clerk/Treasurer

Assistant City Clerk/Treasurer

Utility Clerk/Secretary (Part Time)

Building Inspector

Fire Chief

Assistant Fire Chief (Fire Services)

Fire Captain (Fire Services)

Fire Lieutenant (Fire Services)

Assistant Fire Chief (Emergency Medical Services)

Fire Fighter/Paramedic

Fire Fighter/Paramedic (Recruit)

Fire Fighter/EMT

Fire Fighter/First Responder

Firefighter/Recruit

Maintenance/Zoning Officer Water Superintendent

Sewer Superintendent

Maintenance Worker

Police Chief

Police Captain

Police Sergeant

Police Officer

First Reading:

Police Officer Recruit

The herein ordinance shall become effective and be in full force and effect when adopted and duly published according to law.

Second Reading:				October 22, 2007					
ADO	PTED,	APPROV	ED,	ORDAIN	ED,	AND	ORDERED	PUBLISHED	IN
SUMMARY	FORM	ON THIS	THE	22nd	DAY	OF	October	, 2007.	

Clay Cruffer Mayor CLAY CRUPPER, MAYOR

October 1, 2007

ATTEST: ·

CINDY L. HARRIS, CITY CLERK