

## SCOTT COUNTY KENTUCKY

### ORDINANCE NO. 22 – 13

**AN ORDINANCE RELATED TO THE SCOTT COUNTY ADMINISTRATIVE CODE, INITIALLY ADOPTED IN 1994 BY ORDINANCE NO. 94-011 AND AMENDED THEREAFTER, WHICH WAS REPEALED AND REPLACED IN 2012 BY ORDINANCE NO. 12-02 AND AMENDED THEREAFTER; REPEALING AND REPLACING CHAPTER 3 OF THE ADMINISTRATIVE CODE; AND ADOPTING NEW EMPLOYMENT POLICIES AND PROCEDURES**

#### SUMMARY

1. Repeals and replaces Chapter 3 of the Administrative Code for Scott County, which was adopted in 1994, repealed and replaced in 2012, and amended thereafter, with new Employment Policies and Procedures.
2. Adds a Welcome and Purpose statement.
3. Adds a Policy Generation and Changes statement.
4. Updates wording for the Equal Employment Opportunities and Americans with Disabilities Act policies.
5. Simplifies wording of Administrative Responsibilities policy and includes language that the most current copy of the employee handbook shall be posted on the Scott County Human Resources website.
6. Adds an Employment At-Will policy.
7. Simplifies and updates wording regarding Procedures for Filling Vacancies.
8. Replaces Probationary Period with Introductory Period.
9. Adds policies related to Employee Files and Information Updates.
10. Deletes Transfer Policy.
11. Simplifies and condenses Disciplinary Action policies, providing flexibility based on nature and severity of the conduct.
12. Expands Resignation of Employment policy to increase expectations for departing employees.
13. Removes Examinations policy.
14. Adds a Vehicle Use policy.
15. Revises wording of County Property Policy to prohibit use of county property.

16. Makes minor wording edits to Outside Employment policy.
17. Updates and revises wording of Violence in the Workplace policy.
18. Adds a General Safety Policy.
19. Adds language to the Social Media policy to address inappropriate employee conduct.
20. Adds a Whistleblower Protection policy.
21. Clarifies wording of Return-to-Work/Modified Duty policy to ensure this policy applies to work-related injuries only.
22. Eliminates language related to job classes and revises wording regarding positions.
23. Adds an Employment Classification policy addressing the Exempt and Non-Exempt status of positions (and eligibility for overtime compensation) under the Fair Labor Standards Act.
24. Adds an Attendance and Absence reporting, Rest Periods and Meal Period policy.
25. Simplifies wording of the Overtime policy.
26. Revises Sick Leave policy to better address the purpose of sick leave and permissible use of leave.
27. Replaces the Leave Sharing Program with a Sick Leave Bank policy.
28. Updates the Family and Medical Leave policy to be consistent with guidelines and terminology used in federal regulations.
29. Revises Work-Related Disability Leave policy to provide for consistency and compatibility with other policies and to require employees to use their own sick leave to remain in a paid leave status during the first seven calendar days of an injury.
30. Revises Funeral Leave policy by clarifying definition of immediate family and offering one day of leave for the death of an extended relative.
31. Revises Leave without Pay policy to address a leave of absence without pay less than one week and any leave without pay due to a serious health condition.
32. Revises Military Leave policy to comply with federal regulations.
33. Adds a Voting Leave policy to comply with federal regulations.
34. Adds a brief statement for each of the benefits offered to employees.
35. Creates an Alternative Dispute Resolution Program.
36. Deletes the definitions page.

37. Grants more time for an employee to file a grievance and the supervisor to respond to a grievance.
38. Takes effect upon its passage and publication as required by law.

The full text of this Ordinance is available for examination at the office of the Scott Fiscal Court Clerk, 101 E Main Street, Georgetown, Kentucky 40324.

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INTRODUCED AND PUBLICLY READ FIRST TIME: October 14, 2022

PUBLICLY READ SECOND TIME AND PASSED: October 27, 2022

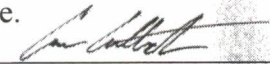
APPROVED:

  
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Joe Pat Covington, Scott County Judge/Executive

ATTEST:

  
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Stacy Hamilton, Scott Fiscal Court Clerk

I, Cameron R. Culbertson, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 198 E. Washington St., Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 22-13\_\_\_\_ of Scott County, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9) and is a true and accurate summary of the contents of said Ordinance.

  
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Cameron R. Culbertson