ADMINISTRATIVE CODE



Effective October 27, 2026

PULASKI COUNTY
ADMINISTRATIVE CODE
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WELCOME

On behalf of the Pulaski County Fiscal Court, welcome. You have been chosen to work with us because your background indicates that you have the qualifications which characterize successful county employees. The county recognizes the commitment required of our employees and understands that quality employees are the county's most valuable resource.

These policies have been developed to serve only as an informational guide regarding the County's employment policies and do not create a contract of employment. It is important that you understand these policies. Therefore, I encourage you to read these policies. If you have any questions concerning these policies, please contact your supervisor, Executive Authority, or the Human Resources Officer.

These policies will be effective as of October 27, 2026 and subsequent amendments based on date of passage. There will be no retroactive clauses on any of these policies except as expressly stated, and it is expected that all employees will be affected equally in relation to their purpose and implementation.

The efforts of our past and present employees have made our county's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to our county.



Marshall Todd
County Judge Executive

INTRODUCTION

PURPOSE AND AUTHORITY

The General Assembly of the Commonwealth of Kentucky enacted KRS 68.005 in 1978 for the purpose of promoting efficient administration of County government. KRS 68.005 requires the Fiscal Court to adopt a County administrative code which includes, but not limited to, procedures and designation of responsibility for the following:

(1) General administration of the office of County Judge-Executive (hereinafter 'County Judge'), County administrative agencies and public authorities;

(2) Administration of County fiscal affairs, including budget formulation; receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County;

(3) Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, employee complaints, and the County affirmative action program;

(4) County purchasing and award of contracts; and

(5) Delivery of County services.

The County Judge, as the chief executive officer of the County, is responsible for the organization and management of the administrative functions of County government. The Fiscal Court sets the County's policies and priorities. The County Judge must execute these policies and priorities. The statute provides only general guidance as to the form and substance of a County's internal administrative organization. For this reason, the Fiscal Court of Pulaski County enacts the following County Administrative Code.

Pulaski County Administrative Code

Pulaski County Fiscal Court does hereby establish a County Administrative Code; dividing the administrative service of Pulaski County into departments under the County Judge; prescribing administrative policy and procedure; prescribing the function and duties of administrative units and officials of the government; prescribing the administration of fiscal affairs and procurement procedures; and prescribing for the delivery of County services.

BE IT ADOPTED BY THE FISCAL COURT OF PULASKI COUNTY:

CHAPTER 1 GENERAL PROVISIONS

SECTION 1.1 Short Title

A. This document shall be known and may be cited as the "Pulaski County Administrative Code."

SECTION 1.2 Definitions

A. As used in this Code, unless the context otherwise requires:

(1) *Chief Executive* is the County Judge of Pulaski County.
(2) *County* is Pulaski County, Kentucky, a governmental entity.
(3) *Fiscal Court* is the County body vested with the legislative powers of Pulaski County.
(4) *Elected Official* means the County Judge Executive, Magistrate, County Clerk, Sheriff, Jailer, County Attorney, Coroner and Constable.

SECTION 1.3 Amendments

A. The Fiscal Court shall review the Pulaski County Administrative Code annually during the month of June and may by two-thirds (2/3) majority of the entire Fiscal Court amend the Pulaski County Administrative Code at that time. The County Judge may at other times prepare and submit amendments to the Administrative Code for approval by the majority of the Fiscal Court.

CHAPTER 2 GENERAL ADMINISTRATION

SECTION 2.1 County Judge

A. The Pulaski County Judge shall be the Chief Executive and Administrative Officer of the County and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution and the Kentucky Revised Statutes.

B. The responsibilities and/or duties of the Pulaski County Judge, as defined by KRS 67.710, are as follows:

(1) Provide for the execution of all ordinances and resolutions of the Fiscal Court, execute all contracts entered into by the Fiscal Court, and provide for the execution of all laws by the state subject to enforcement by him or by officers who are under his direction and supervision;

(2) Prepare and submit to the Fiscal Court for approval an administrative code, incorporating the details of administrative procedure for the operation of the County and review such code and suggest revisions periodically or at the request of the Fiscal Court;

(3) Furnish the Fiscal Court with information concerning the operations of the County departments, boards, or commissions, necessary for the Fiscal Court to exercise its powers or as requested by the Fiscal Court;

(4) Require all officials, elected or appointed, whose offices utilize County funds and all boards, special districts, and commissions exclusive of city governments and their agencies located within the County

to make a detailed annual financial report to the Fiscal Court concerning the business and condition of their office, department, board, commission, or special districts;

(5) Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the Fiscal Court an annual budget and administer the provisions of the budget when adopted by the Fiscal Court;

(6) Keep the Fiscal Court fully advised as to the financial condition and needs of the County and make such other reports from time to time as required by the Fiscal Court or as he deems necessary;

(7) Exercise with the approval of the Fiscal Court the authority to appoint, supervise, suspend, and remove County personnel (unless otherwise provided by state law); and

(8) With the approval of the Fiscal Court, make appointments to or remove members from such boards, commissions, and designated administrative positions as the Fiscal Court, charter, law, or ordinance may create. The requirement of Fiscal Court approval must be designated as such in the County administrative code or the County charter.

SECTION 2.2 Procedures for Deputy Judge Executive

A. The Judge Executive shall designate by written order within a reasonable time of assuming office, a Deputy Judge Executive who shall serve as Judge Executive in the absence of the Judge Executive.

(1) The Deputy Judge may act when the Judge Executive is in the County (OAG 78-453).

(2) A reasonable salary must be provided for the Deputy Judge (OAG) 82-224).

B. The Judge Executive shall be deemed absent when he shall be physically absent from the county, sick, physically disabled or prevented by other emergency beyond his control which would prevent him from meetings of the Fiscal Court. A vacation, including one taken within the county, shall be considered an absence.

C. The Deputy Judge Executive shall have all administrative powers as the Judge Executive. The Deputy Judge Executive shall not chair or vote on the Fiscal Court.

SECTION 2.3 Procedures for Organization/Reorganization of County Depts and Agencies

A. The County Judge may create, abolish, or combine any County department or agency or transfer a function from one department or agency to another, provided that the County Judge submits a written plan for the reorganization to the Fiscal Court.

B. The reorganization plan shall state the need, how the reorganization will meet the need, the services and functions to be expanded, abolished, or reduced as a result of the plan, the long- and short-term costs, and the plan's impact on existing and/or proposed personnel and services.

C. The plan shall be submitted to the Fiscal Court for approval at a meeting of the Fiscal Court. If not disapproved within sixty (60) days, the plan shall become effective. The plan shall be subject to public inspection at least 60 days prior to its effective date.

D. The County Judge or the Fiscal Court may cause the records and accounts of any administrative agency to be examined at any time.

SECTION 2.4 Special Districts

A. The County Judge may, with approval of the Fiscal Court, create any special district; or abolish or combine any special districts, provided such district was created solely by the County.

B. Every independent board, commission, agency or special district which requires participation by County government shall submit a copy of its by-laws and a list of its governing body members to the County Judge and the Fiscal Court within thirty (30) days of the start of the County term of office. The independent board, commission, agency or special district shall submit a revised copy of its by-laws within (30) days of their approval when amended. When a vacancy exists, the list of governing body members should be submitted to the County Judge no later than thirty (30) days before the County Judge nominates a candidate for the vacancy.

SECTION 2.5 County Representations on Boards and Commissions

A. The County Judge shall assure the representation of the County on all boards, commissions, special districts, and joint City-County programs in which County participation is required.

B. Every independent board, commission, agency or special district which requires participation by County government shall submit a copy of its by-laws and a list of its governing body members to the County Judge and the Fiscal Court within thirty (30) days of the start of the County term of office. The independent board, commission, agency, or special district shall submit a revised copy of its by-laws within 30 days of their approval when amended. When a vacancy exists, the list of governing body members should be submitted to the County Judge no later than thirty (30) days before the County Judge nominates a candidate for the vacancy.

SECTION 2.6 Appointed Positions

A. The County Judge may appoint, subject to the approval of the Fiscal Court, an executive assistant/public information officer to assist with the execution of his administrative duties.

B. The County Judge may appoint, subject to the approval of the Fiscal Court, a Deputy County Judge/Executive.

C. The County Judge may appoint, subject to the approval of the Fiscal Court, a Finance Officer to assist with the County fiscal affairs.

D. The County Judge may appoint, subject to the approval of the Fiscal Court, an Administrative Assistant to assist with the County administrative and fiscal duties.

E. The County Judge may appoint, subject to the approval of the Fiscal Court, a Road Supervisor to assist with the day-to-day operations of the County Road Department.

SECTION 2.7 Procedures for Appointment/Removal of Administrative Personnel and Members of Boards & Commissions

A. The County Judge shall inform the Fiscal Court of any open position on County Boards or Commissions, or in designated administrative positions.

B. The County Judge shall appoint qualified individuals to administrative positions and to Boards and Commissions in writing, with the writing submitted to Fiscal Court.

C. If the Fiscal Court rejects the nomination, the County Judge shall submit an additional nomination(s) for each position.

D. The appointment shall be filed and entered into by index into the Pulaski County Executive Order Book which shall be maintained in the Office of the County Judge.

E. The Pulaski County Fiscal Court may require a nominee to appear at a public hearing for the purpose of questioning the nominee about matters relating to the appointed position. The nominee shall be notified by mail if this is the intention of the Fiscal Court. The Fiscal Court shall provide the nominee with an opportunity to make a statement to the Fiscal Court concerning his nomination and qualifications.

F. No person shall be selected as a member of a board or commission or for an administrative position if the person holds or is employed in an incompatible position.

SECTION 2.8 Pulaski County Procedures for Administrative Agencies

A. Each Pulaski County Agency shall maintain the following records:

(1) A financial record of the agency's activities.

(2) Within thirty (30) days after the close of each fiscal year, each administrative agency shall make full report to the County Judge and to the Fiscal Court. The report shall include a financial statement and the general scope of the operation of the agency during the preceding year.

(3) Each administrative agency requesting Pulaski County budget funds shall submit a detailed annual budget request to the County Judge by April 1st of each year.

(4) Each administrative agency of Pulaski County shall keep minutes of its meetings to reflect on record its official actions.

CHAPTER 3 OPERATION OF FISCAL COURT

SECTION 3.1 Procedures for Meetings of Fiscal Court

A. The County Judge shall annually set the dates and times for all regular Fiscal Court meetings via Executive Order. The Executive Order shall be issued no later than January 1st of each year, except in the first year of the term of office, when the Executive Order shall be entered no later than one week from the date the term begins.

B. All meetings of members of Fiscal Court at which any public business is discussed or any action taken shall be open to the public in accordance with the Kentucky Open Meetings Act (KRS Chap. 61).

C. The County Judge may call a Special Meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction.

D. Whenever the County Judge is unable, or refuses to call a Special Meeting, a majority of the Fiscal Court may call a Special Meeting.

The County Judge must refuse a request to call a Special Meeting, with the request made by a Fiscal Court member, prior to the majority of the Fiscal Court being able to call a Special Meeting.

E. Special meetings shall be called and conducted in accordance with the Kentucky Open Meetings Act (KRS Chap. 61).

SECTION 3.2 Presiding Officer

A. The County Judge shall be the presiding officer of the Fiscal Court at all regular and special meetings.

B. If the County Judge is not present or able to preside, a majority of the magistrates shall elect one of their members to preside.

SECTION 3.3 Quorum

A. Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business.

B. No proposition shall be adopted except with the concurrence of at least a majority of the members present; with the exception that passage of an ordinance requires a majority of the entire Fiscal Court.

SECTION 3.4 Disturbing Meetings

A. It shall be unlawful to disturb any meeting of the Fiscal Court or to behave in a disorderly manner at any such meeting.

B. Any person violating any provision of this section may be prosecuted under the appropriate provisions of the Kentucky Penal Code.

SECTION 3.5 Order of Business

A. At each Special or Emergency Meeting of the Fiscal Court, the agenda shall be followed with no other topics presented or discussed during the Special or Emergency Meeting.

B. The County Judge shall prepare an itemized list of all valid bills requiring Fiscal Court approval.

C. No bill shall be approved for payment unless contained in the itemized list for the meeting.

D. A majority of the Fiscal Court members may vote to forgo Section 3.5(C) and approve payment of bills not included on the itemized list as long as the bill is presented to Fiscal Court.

E. The Fiscal Court may approve payment of the list of valid bills as a whole unless there is an objection voiced to any specific item.

SECTION 3.6 Fiscal Court Minutes

A. The clerk of the Fiscal Court shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.

B. The clerk of the Fiscal Court shall keep an index of all Fiscal Court records and make such index of all Fiscal Court records available for public inspection in accordance with the Kentucky Open Records Act (KRS Chapter 61).

SECTION 3.7 Rules of Order

A. Except when in conflict with the foregoing provisions, Robert's Rules of Order shall govern the deliberations of the Fiscal Court.

B. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at the meeting.

SECTION 3.8 Ordinances, Orders and Resolutions

A. An "ordinance" means an official written act of the Fiscal Court, the effect of which is general and lasting in nature, which is enforceable within the jurisdiction of the County; or a lawful appropriation of money.

B. All ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject; such as, "An Ordinance relating to. . .."

C. County ordinances shall be amended by ordinance and only by setting out in full each amended section;

D. No County ordinance shall be passed until it has been read on two separate days, unless an emergency is properly declared, but ordinances may be read by title and a summary only.

E. No County ordinance shall be passed until it has been published pursuant to KRS Chapter 424. Prior to passage, ordinances may be published by summary. Publication shall include the time, date and place at which the County ordinance will be considered, and the place within the County where a copy of the full text of the proposed ordinance is available for public inspection. In the event consideration for passage is continued from the initial meeting to a subsequent date, no further publication is necessary provided that each meeting, the time, date and place of the next meeting is announced.

F. All County ordinances and amendments shall be published after passage and may be published in full or in summary form at the discretion of the Fiscal Court.

G. An order or resolution may be utilized for action by the Fiscal Court where the action is specific in nature, not for an uncertain time period, and which is enforceable within county boundaries. Examples of where an order or resolution may be appropriately used include: (1) Approval of claims against the county; and (2) Approval of a question to be submitted to the electorate for the creation of a taxing district where there is statutory authority for a referendum.

CHAPTER 4 FINANCIAL MANAGEMENT

SECTION 4.1 Budget Preparation Procedures

A. By April 1st of each fiscal year, the County Judge shall obtain budget proposals prepared by each County office or agency receiving funds from the Fiscal Court, including the Jailer.

The County Clerk and Sheriff operate on a January 1st-December 31st fiscal year with a mandatory budget approval date of January 15th. Therefore, the County will already have the County Clerk's and Sheriff's budget.

B. The County Judge shall prepare a report of anticipated revenue from general fund taxes and intergovernmental transfers from city, state, and federal government.

C. The County Judge shall review the expenditures in each classification of each fund for the preceding year and for the current year.

D. The County Judge may obtain from the Pulaski County Treasurer receipts for actual expenditures made during the current fiscal year.

E. An estimate shall be made of expenditures for the remainder of the current year and of any surplus, by fund, which will remain.

F. The County Judge shall submit the completed proposed budget to the Fiscal Court not later than May 1st of each fiscal year.

SECTION 4.2 Duties and Procedures of the Pulaski County Budget Committee

A. The Budget Committee shall consist of a combination of the County Judge, the County Treasurer and members of the Fiscal Court, not to exceed a quorum.

B. The Budget Committee shall review in detail the proposed budget that the County Judge has prepared and submitted to the Fiscal Court.

C. The Budget Committee shall include such budgets as may be required by the activities of the County.

D. The review shall be conducted at a meeting or meetings held not later than May 21st of each year.

E. Immediately upon approving a proposed budget for the County, the Budget Committee shall forward a copy of the proposed budget to the Fiscal Court. The Pulaski County Fiscal Court shall make comments, amendments, and tentatively adopt the proposed budget prior to the County Judge submitting the budget to the Kentucky State Local Finance Officer.

F. Following action by the Fiscal Court, but not later than June 10th, the budget shall be submitted to the Kentucky State Local Finance Officer for approval as to form and classification.

G. The Pulaski County budget approved by the State Local Finance Officer shall be submitted to Fiscal Court for adoption, in the form of an ordinance not later than July 1st.

H. The County Judge shall cause a copy of the proposed budget to be posted in conspicuous place in the courthouse near the front door not less than seven (7) days before final adoption.

(1) A summary of the County budget shall be published in accordance with KRS Chap. 424 before final adoption by Fiscal Court.

(3) A summary of the County budget shall be published in accordance with KRS Chap. 424 within 30 days after adoption by Fiscal Court.

(3) The County Judge shall maintain a copy of the budget as adopted, together with any amendments adopted thereafter, for public inspection.

SECTION 4.3 Budget Hearing Procedures and Requirements

A. County Road Aid Fund (CRA):

(1) Publish notice of the proposed use hearing on the CRA fund shall be published not less than seven (7) days in advance of the scheduled hearing.

(2) The County Judge shall conduct the proposed use hearing.

(3) Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge as public record.

B. Prior to adoption of the County budget and submittal to the State Local Finance Officer, the Fiscal Court shall conduct a budget hearing on the entire County budget to show the relationship of LGEA fund uses to other funds and uses. The date of the final budget hearing may be immediately prior to the first reading of the budget ordinance.

C. Notice of the budget hearing shall be published in at least one (1) newspaper of general circulation and other news media in the community shall be advised. The preceding shall be as follows:

(1) Published notice of budget hearing not less than ten (10) days prior to the scheduled hearing;

(2) The Fiscal Court shall conduct the budget hearing;

(4) Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge as public record.

SECTION 4.4 Procedures for County Treasurer

A. County Treasurer shall receive and deposit all funds due the County.

B. County funds shall be paid out only on order of Fiscal Court.

C. No expenditures may be made in excess of revenues or for purposes other than appropriated.

D. No appropriations may be made which exceed adopted budget amounts.

E. The Treasurer shall keep an Appropriation Expenditure Ledger. The ledger shall be a record of each budget appropriation, all expenditures from the appropriation and each budget fund.

F. The Treasurer shall maintain general ledger in which all transactions are entered, either in detail or in summary. Each fund (General Fund, Road Fund, Local Government Economic Aide, etc.) has a complete balancing set of general ledger accounts. Control accounts are established for the Cash Receipts Register and the Appropriation Expenditure Ledger.

G. The Treasurer shall maintain a Cash Receipt Register containing columns for total cash received, source of revenue and miscellaneous revenue for each fund.

H. The Treasurer shall maintain an Appropriation Expenditure Ledger. This ledger is a group of accounts supporting in detail the appropriation and expenditure accounts of the General Ledger. An account must be provided for each appropriation made in the budget. The original appropriation and all amendments and transfers authorized by order of the Fiscal Court shall be entered. All expenditures shall be charged to an appropriation account.

I. The Treasurer shall maintain a record of all warrants paid (except payments pre-approved by yearly standing orders) in chronological order in a Warrant Distribution Register. Columns shall provide for date, payee, warrant number, appropriation expenditure account number and amount. Separate columns shall provide for each fund so that one register serves all funds.

J. The Treasurer shall maintain a Bond Register which records the history and authorization of each bond issue, whether general obligation bonds, revenue bonds or special levy bonds. A separate sheet shall be prepared for each issue.

SECTION 4.5 Procedures for Fiscal Court Administration by the County Judge

A. At the beginning of each fiscal year, the total amount of the appropriation represents the free balance, or unused appropriation amount, for each account.

B. As expenditures are made during the year, the amount of the expenditure is subtracted from the free balance to keep an accurate record of the exact amount of the unused appropriation at any time.

C. When any item is ordered, the free balance is encumbered in that amount, although it may be considerable time before the actual expenditure occurs.

D. The County Judge shall write and sign all warrants directing the Treasurer to make payments authorized by Fiscal Court. The County Judge shall maintain a record of all warrants.

E. At the close of each fiscal year the County Judge will be responsible for the preparation of records necessitated by the annual County audit and audit of the County Judge's office. The annual audits of the books, accounts, and papers of the County and the County Judge shall be conducted by the State Auditor of Public Accounts or a Certified Public Accountant.

SECTION 4.6 Claims against Pulaski County

A. The County Judge shall account for all claims against the County.

B. All claims for payment from the County shall be filed in writing with the County Judge.

C. Each claim shall be recorded by date, receipt and purchase order number and presented to the Fiscal Court at its next meeting.

D. Each order of Fiscal Court approving a claim shall designate the budget fund and classification from which the claim will be paid and each warrant shall, specify the budget fund and classification.

E. The payroll for County officials, regular County employees and recurring utility expenses are hereby preapproved. Other recurring expenses may be preapproved by the Fiscal Court upon authorization of the State Local Finance Officer.

F. The depositor of Pulaski County funds shall not honor any warrant on the County unless it is signed by both the Count Judge and the County Treasurer. In the absence of the County Judge, the Deputy County Judge may sign.

G. All offices collecting County or state monies shall utilize a daily deposit in an interest drawing account until settlement is made to the Commonwealth and County. County fees shall be remitted to the County no later than the 10th day of each month following the month of collection unless a written waiver is given by Fiscal Court.

SECTION 4.7 Non-Sufficient Fund Check Policy

This policy outlines how Pulaski Fiscal Court handles checks that are returned due to insufficient funds (NSF), closed accounts, and/or stop payments.

There will be a fifty dollar ($50.00) returned check fee on ***all*** returned checks. The collecting department will make a serious effort to collect the NSF amount and the returned check fee. The Finance Officer will record these amounts separately for tracking purposes. If the check remains outstanding for more than thirty (30) days, it will be forwarded to the County Attorney's Office for further collection.

If a customer/vendor submits two (2) returned checks within a year, they may be switched to a cashier's check and/or cash-only account.

CHAPTER 5 PERSONNEL ADMINISTRATION

It shall be the policy of the County to maintain equal employment opportunities for its labor force which will be in compliance with applicable federal and state laws.

Should you have any questions regarding this matter, please contact your Department Head, the Personnel Officer, or the County Judge's Office.

SECTION 5.1 Personnel Policy of Constitutional Officers

A. Each Elected Official shall develop a personnel policy for the operation of their respective office.

B. In the alternative, each Elected Official may choose to adopt the personnel policies approved by Fiscal Court for the operation of their office. Should the Elected Official elect to utilize the personnel policies of the Fiscal Court, the Elected Official shall designate same, in writing, and deliver same to the County Judge.

SECTION 5.2 Scope of Coverage

A. The following County employees are expressly exempted from coverage:

(1) The County Judge, Fiscal Court members, Constables and all Elected Officials.

(2) All members of boards and commissions of the County.

(3) Consultants, advisors and counsel rendering temporary professional advice.

(4) Independent contractors.

(5) Employees of the Pulaski County Clerk, Sheriff, Jailer and County Attorney unless that elected official requests in writing that their employees fall under the county personnel policies.

(6) Employees made available to County by other agencies.

B. All County employment positions not expressly exempted from coverage by this section shall be subject to the provisions herein.

C. While the Administrative Code states the policies and procedures for Fiscal Court employees, it is meant to be administered in conjunction with departmental regulations.

(1) Departmental regulations should be a more descriptive tool for each specific department. The regulations will be written by each Department Head with input and approval by the County Judge Executive and/or designee.
(2) Departmental regulations are subject to change as needed. All changes will be communicated to each affected employee. There will be a period of no less than 7 days after notification of the change before updated regulations go into effect.

SECTION 5.3 Fringe Benefit Provisions

Pulaski County Fiscal Court owns, leases, and maintains various motor vehicles that are provided to select positions for conducting county business. Only county employees or elected officials are authorized to operate employer provided vehicles. No persons, other than county employees or elected officials, are covered by the county's liability and/or automobile insurance policies. Only county employees or elected officials and those individuals accompanying a county employee or elected official in an employer provided vehicle to a function of the

county employee's or elected official's job are covered by the county's liability and/or automobile insurance policy. Failure to comply will result in personnel action up to and including termination of employment.

Special procedures are required to ensure compliance with IRS guidelines regarding personal use of employer provided vehicles. Personal use of an employer provided vehicle (i.e., commuting to and from work) is a taxable fringe benefit. The taxable value of the personal use will be treated as taxable income and included in the wages of the employee and subject to the applicable withholdings. The value of the commuting-only personal use vehicle is $30.00 bi-weekly, unless the vehicle is used for an on-call purpose. Then the rate is waived for that commute. Should the vehicle be used outside of commuting-only, then the fair market value calculation will be used.

Employer provided vehicles fall under these categories:

1. For bona fide non compensatory reasons, the Executive Authority may require an employee to commute to and/or from work in a county-owned vehicle. Personal use of a county-owned vehicle for purposes other than commuting is forbidden. The valuation of the commuting-only personal use vehicle is $1.50 per commute. All documentation must be turned in to the personnel officer at the end of each month to be processed on the following payroll. Failure to do so will result in every work day being charged as a commute.

2. Any employee that is called out for an emergency and drives their personal vehicle to the job site, will be compensated mileage according to the Standard Mileage Rate set by the IRS. Mileage will not be compensated from your home to pick up said vehicle.

3. An elected official is considered a Control Employee, therefore, is unable to use the Commuting Rule to compute personal mileage. The Cents-Per-Mile Rule will be used to determine personal mileage as required by IRS Publication 15-B.

SECTION 5.4 Ethics Of County Officials

DEFINITIONS

A. "Business associate" includes the following:
    1. A private employer;
    2. A general or limited partnership, or a general or limited partner within the partnership;
    3. A corporation that is family-owned or in which all shares of stock are closely held, and the shareholders of such a corporation;
    4. A corporation, business associate, or other business entity in which the county government officer or employee serves as a compensated agent or representative.

B. "Business organization" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, professional service corporation, or any legal entity through which business is conducted for profit.

C. "Candidate" means an individual who seeks nomination or election to a county government office. An individual is a candidate when the individual:

1. Files a notification and declaration for nomination for office with a County Clerk or the Secretary of State; or
2. Is nominated for office by a political party under KRS 118.105, 118.115, 118.325, or 118.760.

D. "County government agency" means any board, commission, authority, non-stock Corporation, or other entity formed by the county government or a combination of local governments.

E. "County government employee" means any person, whether compensated or not, whether full-time or part-time, employed by or serving the county government, but shall not mean any employee of a school district or school board.

F. "County government officer" means any person, whether compensated or not, whether full-time or part-time, who is elected to any county government office.

G. "Family member" shall include parents, grandparents, spouse, brothers, sisters, children, immediate in-laws, immediate step-family, and immediate foster family.

STANDARDS OF CONDUCT

A. No County Government officer or employee or member of his family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in conflict with the proper discharge of his duties in public interest.

B. No County government officer or employee shall act in his official capacity in any matter where he, a member of his family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgement.

No County government officer or employee shall undertake any employment or service, compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties.

No County government officer or employee, member of his family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, political contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office as governed by the Kentucky Revised Statues.

No County government officer or employee shall be prohibited from giving or receiving an award publicly presented in recognition of public service, commercially reasonable loans made in the ordinary course of the lender's business, or reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with public events, appearance, or ceremonies.

No County government officer or employee shall use, or be allowed to use, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his family, or any business organization with which he is associated or anyone else.

No County government officer or employee or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves.

No elected County government officer shall be prohibited from making an injury form information or providing assistance on behalf of a constituent, if no fee, reward or other thing of value is promised to or accepted by the officer or a member of his family, whether directly or indirectly, in return therefore.

Nothing shall prohibit any County government officer or employee, or members of his family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their own interest.

SUPERVISORY GUIDLELINES ON NEPOTISM

After the effective date of this ordinance, no person may have hiring authority and/or direct supervision over any family member. This would imply that the Sheriff, County Judge Executive, Jailer or County Court Clerk has direct supervision over their employees.

It would further imply that any department head (i.e., road supervisor, road foreman, animal control officer, maintenance director, director of public safety, administrative officer, personnel officer, et. al) would have "direct supervision" over any employee in their department.

Exclusions:

A. Any person who is currently employed prior to the office holder assuming the duties and responsibilities of his/her office shall not be affected by the nepotism provisions.
B. Any person who is employed by any Pulaski County governmental agency and becomes the in-law of any office holder shall not be affected by the nepotism provision.
C. Any board or commission is prohibited from employing any person who is a family member of any commission member; however, any family member of any board or commission member is not subject to the nepotism provisions and is not exempt from employment.
D. Any and all persons who are employed by any Pulaski County governmental agency prior to the final adoption of this ordinance shall not be subject to the provisions of the nepotism standards; however, if said employee should become permanently terminated for any period of time the said employee shall be subject to these provisions on any subsequent rehiring.

FINANCIAL DISCLOSURE

A. The following individuals shall be required to file a financial disclosure statement:
    1. Elected Officer;
    2. Candidates for elected office;
    3. Members of the Ethics Commission;

4. Officers and employees with procurement authority exceeding five hundred ($500.00) per purchase.

B. The financial disclosure statement should include the following information:
    1. Name of filer;
    2. Current business address, business telephone number and home address of the filer;
    3. Title of the filer's public office or office sought;
    4. Occupations of filer and spouse;
    5. Positions held by the filer or spouse in any business organization or nonprofit entity from which the filer or spouse received compensation in excess of $5,000.00 during the preceding calendar year, and the name, address, and telephone number of the business organization or nonprofit entity; Excludes Social Security or government/disability compensation or pension or government retirement;
    6. Name and address of each source of income of the filer and spouse from within the Commonwealth of Kentucky, which exceeded $5,000.00 during the preceding calendar year;
    7. Name and address of each business organization located within the Commonwealth in which the filer or spouse had an interest of five thousand dollars ($5,000.00) at fair market value or five percent (5%) ownership interest or more the preceding year;
    8. Location of all commercial and agricultural property within Pulaski County that the filer and spouse had an interest of $5,000.00 or more the past year;
    9. List any gifts or honorariums in excess of fifty dollars ($50.00) per item. List name of donor, donor's address, telephone number and a market value of the gift. Any gift by a family member is exempt from this provision.

C. The financial disclosure statement shall be on a form provided by the Local Ethics Commission. The financial disclosure statements shall be filed annually by office holders and designated employees no later than April 15th. Candidates shall be required to file the statement no later than twenty-one (21) days after the filing date or the date of nomination. Newly-appointed officers and designated employees should be required to file their initial statement no later than twenty-one (21) days after the date of appointment. Statement will cover preceding calendar year.

D. Each statement shall be notarized and filed with the Local Ethics Commission and subjected to the penalties of perjury. It shall be signed and dated by the individual filing the statement of financial interest. Statement shall be filed in the County Judge Executive's Office.

E. All pay and benefits shall be withheld until a non-complying officer or employee is in compliance with the filing requirements. Candidates and nominees who fail to comply with these filing requirements shall be fined twenty-five dollars ($25.00) for each day they are in non-compliance and shall not be deemed a legitimate candidate until filed.

F. All financial disclosure statements shall be open records. Each individual or organization requesting to view financial disclosure statements shall complete a form giving full name, address, telephone number and organization/individual represented if other that individual making request. One copy of this form shall be attached to the statement so requested and shall become a part of the record and filed in the County Judge Executive's office.

COUNTY ETHICS COMMISSION

A. The Pulaski County Ethics Commission shall consist of three (3) members; no member may be a public official or employee of county government. The County Judge Executive with the approval of Fiscal Court shall appoint the members. Members shall receive no compensation, but may be reimbursed all necessary expenses. Commission members are subject to removal from the Board with just cause by the County Judge and approval of Fiscal Court. The persons initially appointed shall be staggered term of four (4) years, three (3) years, and two (2) years. All subsequent appointments shall be for a period of tow (2) years each from date of appointment.

B. Powers and Duties
    1. The commission shall have jurisdiction over the administration of this code and enforcement of the civil penalties prescribed by this code.
    2. The commission may receive and initiate complaints; initiate investigations on its own motion; and conduct investigations, inquiries, and hearings concerning any matter covered by this code.
    3. The commission may render advisory opinions whether or not a given set of facts and circumstances constitute a violation of any provision of this code.
    4. The commission shall prescribe and provide forms for reports, statements, notices, and other documents required by this code.
    5. The commission shall determine whether the required statements and reports have been filed and if filed, whether they conform to the requirements of this code. The commission shall promptly give notice to the filer to correct or explain any omission of deficiency.
    6. The commission may retain private counsel at the expense of the county, if the County Attorney has an actual or potential conflict.
    7. Any investigations by the commission, which reveals criminal activity, shall be forwarded immediately to the Pulaski County Attorney.

C. Complaint procedure; preliminary investigations.
    1. a. Upon a complaint signed under penalty of perjury by any person, or upon its own motion, the commission shall investigate any alleged violation of this code.
    b. Not later than ten (10) days after the commission receives the complaint, the commission shall initiate a preliminary inquiry into any alleged violation of this code.
    c. Within thirty (30) days of the commencement of the inquiry, the commission shall forward a copy of the complaint and a general statement of the applicable law to the person alleged to have committed a violation.

    2. All commission proceedings and records relating to a preliminary investigation shall be confidential until the commission makes a final determination:
        a. The commission may turn over to the Commonwealth's Attorney or the County Attorney of the jurisdiction in which the offense allegedly occurred, evidence which may be used in criminal proceedings.

    3. The complaint or alleged violator shall not publicly disclose the existence of a preliminary investigation, the commission shall not publicly confirm the existence of the inquiry nor make public any documents which were issued to either party.

4. The commission shall afford a person who is the subject of a preliminary investigation and opportunity to respond to the allegations in the complaint. The person shall have the right to be represented by counsel, to appear and be heard under oath, and to offer evidence in response to the allegations in the complaint.

5. If the commission determines in the preliminary investigation that the complaint does not allege facts sufficient to constitute a violation of this code, the commission shall immediately terminate the inquiry and notify in writing the complainant and the person alleged to have committed a violation. The commission may confidentially inform the alleged violator of potential violations and provide information to ensure future compliance with the law.

6. If the commission, during the course of the preliminary investigation, finds probable cause to believe that a violation of this code has occurred, the commission shall notify the alleged violator of the finding, and the commission may, upon majority vote;
    a. Due to mitigating circumstances such as lack of significant economic loss to the County, or lack of significant impact on public confidence in government, reprimand in writing, the alleged violator for potential violations of the law and provide a copy of the reprimand to the County Judge Executive.
    b. Initiate an ad judicatory proceeding to determine whether there has been a violation.

D. Ad judicatory proceedings; Action by commission; Appeal
1. The Kentucky Rules of Civil Procedure and the Kentucky Rules of Evidence shall apply to all commission ad judicatory hearings. All testimony in a commission ad judicatory proceeding shall be under oath. All parties shall have the right to call and examine witnesses, to submit evidence, and to be represented by counsel and any other due process rights, privileges, and responsibilities of a witness appearing before the courts of the Commonwealth of Kentucky. All witnesses shall be entitled to be represented by counsel.
2. Any person whose name is mentioned during ad judicatory proceedings of the commission and who may be adversely affected thereby may appear personally before the commission on the person's own behalf, with or without an attorney, to give a statement in opposition for incorporation into the record of proceeding.
3. All ad judicatory proceedings of the commission carried out pursuant to the provisions of this section shall be public, unless the members vote to go into executive sessions in accordance with KRS 61.810.
4. Within thirty (30) days after the end of an ad judicatory proceeding pursuant to the provisions of this section, the commission shall meet in executive session for the purpose of reviewing the evidence before it. Within thirty (30) days after completions of deliberations, the commission shall make public a written report of its findings and conclusion.
5. The commission, upon finding pursuant to an ad judicatory proceeding that there has been clear and convincing proof of a violation of this code, may:
    a. Issue an order requiring the violator to cease and desist the violation;
    b. Issue an order requiring the violator to file any report, statement, or other information as required by this code;
    c. In writing, publicly reprimand the violator for potential violations of the law and provide a copy of the reprimand to the County Judge;

d. Issue an order requiring the violator to pay a civil penalty of not more than five hundred ($500.00).

6. The commission may refer to the County Attorney, or Commonwealth's Attorney for prosecution evidence of criminal violations of this code.
7. Findings of fact or final determinations by the commission that a violation of this code has been committed, or any testimony related to the commission's findings of fact or final determinations, shall not be admissible in criminal proceedings in the courts of the Commonwealth of Kentucky. Evidence collected by the commission may be used in a criminal proceeding if otherwise relevant.
8. Any person found by the commission to have committed a violation of this code may appeal the action to the Pulaski Circuit Court. The appeal shall be initiated within thirty (30) days after the date of the final action of the commission by filing a petition with the court against the commission. The commission shall transmit to the clerk of the court all evidence considered by the commission at the public hearing. The court shall hear the appeal upon the record as certified by the commission.

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SECTION 5.6 PERSONNEL POLICY AND PROCEDURES

STATEMENT OF PURPOSE

The Pulaski County Fiscal Court recognizes that a personnel system which recruits competent, dependable employees is indispensable to effective and efficient county government. These policies and procedures, classifications, pay plans and job descriptions have been developed in order to achieve optimum efficiency and economy in the pursuit of the county's goals and the utilization of its human resources.

The policies and procedures set forth hereinafter are intended to implement the personnel ordinance by providing procedures for:

1. Classifying positions in the county service;
2. Recruiting persons for that service;
3. Setting forth rules and regulations governing employment with the county; and
4. Compensating employees for their service to the county,

While the county is committed to the equitable treatment of its employees, it is expressly noted that nothing in these policies is intended to create a contract of employment. Employment with the County is at-will meaning any individual may voluntarily leave employment or may be terminated by the county at any time, for any lawful reason, or for no reason at all. Any oral, written statements, custom or course of dealing to the contrary are hereby expressly disavowed.

SCOPE OF COVERAGE

The following Personnel Policies and Procedures have been adopted by the Pulaski County Fiscal Court and are applicable to all persons employed or appointed to positions at all levels in the county government, with the exception of the following:

A. All elected officials;
B. Employees of the Jailer, Sheriff, County Clerk, County Attorney, and Coroner, unless expressly requested by the elected official in writing;
C. All members of boards and commissions;

ADMINISTRATION OF THE PLAN

Pursuant to KRS 67.710 the County Judge/Executive is the chief executive of the county. The County Judge/Executive, by law, shall have all the powers and perform all the duties of an executive and administrative nature vested in, or imposed upon the county or its fiscal court. The Judge/Executive is responsible for the proper administration of the affairs of the county placed in his charge. Pursuant to KRS 67.710(7), the County Judge/Executive, with the approval of the fiscal court, has the authority to appoint, supervise, suspend, and remove county personnel, unless otherwise provided for by state statute. Notwithstanding the provisions of KRS 67.710(7), KRS 67.711(1) gives the County Judge/Executive express authority to hire a deputy county judge/executive, and a reasonable number of other assistants, secretaries, and clerical workers to work within the judge/executive's office, who shall serve at his/her pleasure. The fiscal court, pursuant to KRS 64.530(4), is required to fix reasonable compensation for these positions.

The County Judge/Executive is hereby designated as the county personnel administrator. In this capacity, the Judge/Executive may delegate such duties and functions as he/she deems appropriate.

Administration by Constitutional Officers

In those situations where county constitutional officers have chosen to adhere to the policies adopted by the Pulaski County Fiscal Court by providing a written request to the County Judge/Executive, the constitutional officer shall serve as the executive authority for the office.

MERIT SYSTEM

The Pulaski County Fiscal Court, by adoption of these policies and procedures and all the particulars contained herewith in, establishes a Merit System for all employees. All employees who complete 6 months of regular full-time employment shall not be separated from County employment without just cause. No change in the composition of the Fiscal Court shall make any change in the job security of any employee addressed by this manual.

Those positions that are NOT covered by the merit system shall include: Administrative Assistant, Deputy Judge Executive, Personal Secretary, Road Supervisor, County Finance Officer, County Treasurer, and/or any position limited by KRS and KAR.

More precisely defined, this section protects the employee from political harassment or retribution: HOWEVER, it in no way affords any protection to any employee whose performance is inadequate; whose personnel record contains serious and/or repeated disciplinary action; or, who is guilty of insubordination.

EQUAL EMPLOYMENT OPPORTUNITY

The County provides equal employment opportunity to all employees and applicants. The County does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age, disability, veteran status, genetic information, ancestry, because the individual is a smoker or non-smoker, or other protected classification, in accordance with applicable law.

EMPLOYMENT OF RELATIVES

An elected official may not hire or appoint a member of their family. If, however, the family member has been employed for at least one year prior to the official's election, this policy does not apply. This prohibition also does not apply to any relationship created by marriage if the relationship is reported to the Ethics Commission, which may take action to eliminate the adverse effects of the relationship.

For purposes of this section, "family" is defined as a spouse, child, parent, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild of an elected county official.

In the event of two "defined" family members being employed in the same department, under no circumstances will one member be permitted to supervise the other.

REASONABLE ACCOMMODATIONS

The County will comply with the provisions of disability laws for employees who qualify. Employees should contact the County ADA Coordinator with questions or concerns about any needs or requests for reasonable accommodations.

Although requests for reasonable accommodations may be submitted verbally, it is recommended to confirm the request in writing to the County ADA Coordinator. (Sample confirmation form-Attachment A) Upon receipt of a request for reasonable accommodation for a disability, the County ADA Coordinator may require that the employee provide documentation from a medical professional regarding the disability and requested accommodation. Medical documentation provided for this purpose will be kept separate from the employee's personnel file and kept confidential, subject to applicable law.

Only information related to the provision of a reasonable accommodation or information necessary to address safety issues in the work setting will be released to supervisors and/or departmental directors, subject to applicable law.

Any employee or applicant who believes that he or she has been subjected to prohibited discrimination may personally, or by a representative, make a report with the office of the County Judge/Executive or the appropriate Constitutional Officer using the procedure outlined on pages 27 and 28 of this policy.

PROHIBITION OF WORKPLACE HARASSMENT AND DISCRIMINATION

The Pulaski County Fiscal Court is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the County will not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment by anyone, including any superior, co-worker, vendor, client, or citizen.

1. Harassment

A. Harassment is illegitimate conduct based on an individual's race, color, religion, national origin, sex, age, disability or other protected status, which has the purpose or effect of creating an intimidating, hostile or offensive working environment; has the purpose of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

B. The County policy prohibits harassment of one employee by another employee or supervisor. Prohibited conduct by County policy includes, but is not limited to, epithets, slurs, negative stereotyping, innuendoes, jokes, disparaging remarks, verbal conduct consisting of crude or vulgar language, inquiries and disclosures, and offensive verbal comments and commentary, or threatening, intimidating, or hostile acts, written or graphic material that denigrates or shows hostility or aversion that is on the employer's premises or circulated in the workplace.

2. Sexual Harassment

   A. The County prohibits sexual harassment of one employee by another employee or supervisor. Acts of sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when (1) submission to such is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

   B. A special responsibility falls upon managerial and supervisory personnel who are responsible for their actions and the actions of their subordinates. In addition to the policy guidance above, all employees, especially managers and supervisors, should refrain from intimate touching (e.g., more than a handshake or pat on the back) or intruding in the personal space of another, sexual innuendoes or jokes, sexually disparaging remarks, verbal conduct consisting of crude or vulgar language of a sexual nature, and inquiries or disclosures of sexual habits or proclivities, sexist remarks, repeated offensive sexual flirtations, sexual advances, sexual propositions, repeated sexual commentaries and sexually suggestive conduct. All employees, especially managers and supervisory personnel, shall assume that all such behavior listed in this paragraph is UNWELCOME at all times unless express explicit verbal or written permission is granted for such behavior on each separate occasion. The fact that such permission has been granted once does not mean that such behavior may ever be permitted again.

3. Discrimination: Is any direct or indirect act or practice of exclusion, distinction, restriction, segregation, limitation, refusal, denial, or any other act or practices of differentiation or preference in the treatment of a person or persons, or the aiding, abetting, inciting, coercing, or compelling thereof made unlawful by the federal or state statutes, including but not necessarily limited to discrimination based on an individual's race, color, religion, national origin, sex, age, disability or other protected status.

4. Retaliation: Is conduct that would dissuade a reasonable worker from making or supporting a charge or complaint of harassment or discrimination is prohibited. The County strictly prohibits any form of retaliation against any employee who, in good faith, reports harassment or discrimination, assists in making a report of such conduct, or cooperates in an investigation of such conduct. Retaliation of this type is an independent basis for discipline up to and including, termination of employment.

5. Reporting Procedures: Any officer or employee of the County shall immediately make a report following the procedures set forth in these policies and procedures. The County will promptly investigate and respond to any grievance. While an investigation regarding a report of harassment or discrimination is pending, the County may take steps to protect the aggrieved employee or officer from further harassment or discrimination, including but not limited to suspending or reassigning the accused employee.

6. Upon a final finding of a violation of this policy, the offender will be subject to disciplinary action up to and including dismissal from employment.

7. The county recognizes that false accusations of harassment and sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment in bad faith will be disciplined in accordance with the nature and extent of his or her false accusation.

REPORTING PROCEDURES

The County cannot respond to harassment or discrimination of which it is unaware. Thus, it is imperative for an employee with a concern involving potential harassment or discrimination, including disability discrimination, to promptly make use of the reporting procedure in this policy. Employees should report harassment and discrimination *before* it becomes severe or pervasive.

1. An employee must report allegations of harassment or discrimination by reporting it in writing to the Human Resources Officer/ADA Coordinator or County Treasurer's office.

2. Anyone who is aware of alleged harassment or discrimination prohibited by this policy, whether or not they are the victim, must promptly report it as set out in Section 1 above.

3. Where appropriate, the person accused of harassment or discrimination shall be notified of the complaint and/or the outcome.

4. Under certain circumstances, the investigatory procedures may be delayed if a concurrent statutorily required investigation or criminal investigation is occurring.

STEP ONE:

1. The Human Resources personnel, or their designee, will investigate the allegations and issue their report within fifteen (15) working days of receiving the complaint.

    a. However, the County Judge-Executive may grant an extension of time where circumstances require it. In such cases the Human Resources personnel, or their designee, shall promptly inform the reporting party of the extension and the new date for issuing a response.

STEP TWO:

1. If the alleged victim or the accused is not satisfied with the recommendation contained in the report, the matter may be addressed by way of scheduling a meeting with the County Judge-Executive, or his/her designee within fifteen (15) working days of when the alleged victim or the accused received notice of the recommendation.

    ** Any and all documents related to any allegation under this section shall be maintained in the office of the Personnel Officer.

DRUG FREE WORKPLACE

The Pulaski County Fiscal Court is a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. Pulaski County will comply with all federal and state laws and regulations and all regulatory requirements of 803 KAR 25:280.

It is the policy of Pulaski County that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Controlled substances means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments.

The purpose of this policy is to avoid the dangers of drugs in the workplace, and to advise employees of available sources of counseling, rehabilitation, and employee assistance.

Each employee is notified hereby that they shall notify the County Judge/Executive within five (5) calendar days of any criminal drug statute conviction for a violation in the workplace. Within thirty (30) calendar days, the County shall take appropriate action.

In the event of a first-time positive drug or alcohol test the employee shall immediately receive a (30) work day unpaid suspension from all job duties. Before returning to work the employee must have a negative drug or alcohol screen and will be subjected to random screening at least 6 times during the course of the year. All testing after the initial screen will be at the employee's expense. The employee must also undergo drug and alcohol counseling once a month for the period of 1 year. Verification of counseling will remain in the employee's personnel record. The personnel officer is responsible to see the aforementioned is carried out and proper documentation of each is on file in the employee's file.

Any positive drug screening may result in automatic suspension with pay pending lab results, unless proof of current prescription is presented immediately.

In the event of a second offense, the employee will receive an immediate dismissal.

DRUG AND/OR ALCOHOL TESTING – SUBSTANCE ABUSE POLICY

1. Purpose

Consistent with the county's policy to maintain a safe, healthy drug-free work environment and in the interest of assuring the safety of the general public by employing persons in safety sensitive positions that do not abuse alcohol or illegal drugs, the following policies are adopted and strictly adhered to by Pulaski County. The County also acknowledges its intent to comply with Department of Transportation regulations regarding employees in DOT regulated "safety-sensitive" positions, which the County will address through provisions established in addition to and separate from this policy where necessary.

2. Applicability

This policy applies to all County employees, applicants for County employment, and wherever any County employee is representing or conducting business for the County.

3. Definitions

a. Accident: Any accident in a county owned vehicle or equipment will be considered cause for post-accident drug/alcohol testing of employee.

b. Alcohol concentration (or content): Means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

c. Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl and isopropyl alcohol.

d. Controlled substance: Has the meaning as assigned by 21 U.S.C. 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308) i.e., marijuana (THC metabolite), cocaine, amphetamines, methamphetamines; opiates (including heroin); phencyclidine (PCP).

e. Detectable Amount: For the purposes of this policy, detectable amount is defined as anything over 0.00.

f. Driver: Means any person who operates a county vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to any employer or who operate a motor vehicle at the direction of or with the consent of an employer.

g. Drug: A controlled substance as defined in KRS 218A.010(5) and as established in 902 KAR Chapter 55, including:

1. Adulterants
2. Amphetamines
3. Barbiturates
4. Benzodiazepine
5. Cocaine
6. Marijuana
7. Methadone
8. Methamphetamine
9. Opiates
10. Oxycodone
11. Phencyclidine
12. Propoxyphene
13. Synthetic Narcotics

h. Drug and Alcohol Test: The compulsory production and submission of urine, breath, or blood sample by an employee in accordance with procedures contained herein for chemical analysis to detect drug and/or alcohol use.

i. He or his also means she or hers in appropriate context.

j. Medical Review Officer (MRO): Means a licensed M.D. or D.O. (Doctor of Osteopathy) with knowledge of drug abuse disorders who is employed or use to conduct drug tests in accordance with this policy.

k. On Duty Time: Means all time from the time the employee begins work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work. On duty time shall include:

1. All time waiting to work or working unless relieved from duty by the employer.

l. Owner-Operator: Means a driver(s) who has contracted for services with the County. For the purposes of these procedures and the county's Alcohol and Drug Abuse Policy, owner-operators are not to be considered county employees, but will be required to participate in the county's Alcohol and Drug Abuse Policy like all county employee drivers.

m. Performing a safety sensitive function: Means an employee is considered to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available. This includes any employee who performs a duty(s) that requires a CDL license or any employee who holds a CDL license, or other classifications identified within the random selection section of this policy.

n. Positive Drug Screen: Means positive identification of alcohol, a drug or a metabolite which has been confirmed by sophisticated scientific laboratory tests.

o. Program Administrator (PA): This is the County Judge/Executive or his designee.

p. Random Selection Process: Means that alcohol and drug tests are unannounced.

q. Reasonable Suspicion: Means a belief that an employee is using or has a used drug or alcohol in violation of this drawn from specific articulable facts and reasonable inferences drawn from those facts in light of experience, training, or education. Reasonable suspicions will be determined by two or more supervisory personnel who will attest to their observations. The Executive Authority will be made aware of reasonable suspicion testing as soon as possible.

r. Substance Abuse Professional (SAP): A licensed or certified doctor, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

s. Under the Influence: An individual is considered to be under the influence of intoxicants when the individual's blood alcohol content exceeds 0.00%. An individual is considered to be under the influence of a controlled substance when any detectable amount of the substance is identified through employee testing.

4. Prohibitions

Employees found to be in violation of the County's substance abuse policies are subject to appropriate personnel action, up to and including dismissal from employment. The following conduct is strictly prohibited and will subject an employee to immediate discipline:

a. The buying, selling, transportation, possession, providing of alcohol while on duty.

b. Use during the four (4) hours before reporting for duty.

c. Reporting for normal duty or remaining on duty to perform work with an alcohol concentration of 0.00 or greater.

d. Use of alcohol during eight (8) hours following an accident, or until he undergoes a post-accident test.

e. Employees found to have an alcohol concentration of greater than 0.00 shall immediately be removed from their duties and subjected to other actions outlined in this policy, including personnel actions up to, and including dismissal from employment.

f. Employees refusing field sobriety tests by a sworn officer of the law, including breathalyzer and/or blood test shall be immediately removed from their duties and subjected to other actions outlined in this policy, including personnel actions up to and including dismissal from employment.

g. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform the duties of his job. Your doctor/prescribing physician may be contacted to check the validity of any prescription that is over 1 year old;

h. Testing positive for drugs; and

i. Providing a diluted sample; and

j. Refusing to take a required test; and

k. Deliberately alters/tampers with a drug screen will be terminated immediately.

l. Failure to notify the supervisor or the PA if alcohol or a controlled substance is ingested unintentionally or if the employee is made to ingest a controlled substance so that appropriate medical steps may be taken to ensure the employee's health and safety;

m. Failure to notify the supervisor or the PA of any alcohol or criminal drug statute charge or conviction no later than five (5) days after such charge or conviction relating to alcohol or drug abuse or misuse. However, notification of conviction does not insulate the employee from disciplinary action;

n. An employee will not be disciplined for reporting personal use of alcohol or prescribed medications when called to perform additional duties outside normal work hours.

o. An employee will inform his supervisor or the PA of any therapeutic drug and/or prescription use that could adversely affect his performance prior to performing any duties.

5. Preconditions to Drug and Alcohol Testing: The County shall contract with a reputable certified laboratory.

6. Types of Testing

A. Pre-employment testing: All offers of employment shall be made contingent upon passing a medical review, including an alcohol and drug test. If the test is confirmed positive for drugs or alcohol, the

candidate will be disqualified with no further action to be taken. Job applicants, who are denied employment because of a positive test, may reapply for employment after twelve (12) months. The records will be maintained in the applicant's confidential medical file.

B. Reasonable Suspicion: If an employee's work performance or behavior is indicative of possible alcohol or drug abuse or misuse as demonstrated by the following behaviors/symptoms, or if the employer observes specific, contemporaneous, articulable conduct pertaining to the appearance, behavior, speech or body odors of the employee that indicate he/she may be in violation of this policy, an appropriately trained supervisor, with the concurrence of the PA or Human Resource Officer, will require the employee to submit to a breath test or urinalysis. The following conditions, which should not be construed to be all inclusive, are signs of possible alcohol or drug abuse:

- Abnormally dilated or constricted pupils
- Glazed stare
- Redness of eyes
- Change of speech
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle marks
- Change in personality
- Increased appetite for sweets
- Forgetfulness
- Performance faltering
- Poor concentration
- Borrowing money from co-workers, seeking an advance in pay, or other unusual display of need for money.
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slowed reaction rate

a. Supervisors must notify the PA and/or the appropriate Executive Authority if they have reason to believe one or more of the above listed conditions is indicated, and that the substance abuse is affecting an employee's performance or behavior in any manner. Job performance and policy violations must be specific.

b. The PA or Human Resource Officer (HRO) will arrange to observe or talk to the employee. If the PA or HRO and supervisor concur on reasonable suspicion, the PA or HRO will immediately arrange for the specified test.

c. The employee will be required to disclose any evidence pertinent to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension. All

confiscated evidence will be receipted for with signatures of both the receiving supervisor and the provider.

d. If upon questioning by the supervisor, the employee admits to use but requests assistance, the PA or HRO may arrange for assessment by the substance abuse professional (SAP). Reassignment to job duties will be conditioned on completing the SAP's guidelines and return to work testing.

e. The supervisor shall, within 24 hours, or before the results of the alcohol or controlled substance testing are released, document the particular facts related to the behavior or performance problems and present documentation to the PA. (Attachment B)

f. The PA shall cause the removal of the employee from county property and ensure that the employee is transported to the collection site. Under no circumstances will the employee be allowed to drive any county vehicle until a confirmed negative test result is received.

C. Post-Accident Testing: Anyone involved in an accident while performing duties for the County, are required to provide a breath test and a urine specimen to be tested as soon as possible, but not later than eight (8) hours after an accident. They shall remain readily available for testing or will be deemed to have refused testing. If the person is seriously injured and cannot provide a specimen at the time of the accident, they shall provide the necessary authorization for obtaining the hospital reports and other documents that would indicate whether there were any controlled substances in their system. Adherence by the employee to the post-accident testing requirements is a condition of continued employment with the County.

D. Quarterly Workplace Selection: Employees of Fiscal Court will be subject to quarterly workplace drug and/or alcohol screenings, as follows:

- A selection process of 10% drug and 10% alcohol, which removes discretion in selection, will be adopted by the county. (The percentage may be changed at the discretion of the County Judge Executive.)
- The random testing will be reasonably spaced over a twelve (12) month period.

Once notified, the supervisor and employee will immediately proceed to the collection site. The employee will not be notified prior to duty that he/she is to be tested.

E. Random Periodic Selection: Employees of Fiscal Court are subject to periodic, department-wide drug and/or alcohol testing.

F. Return-to-Duty Testing: Before an employee returns to duty after engaging in conduct prohibited by this policy, the employee shall undergo a return to duty alcohol test with a result of less than a 0.00 breath alcohol concentration (BAC) or receive a confirmed negative result from a controlled substance urinalysis test.

G. Follow-up testing: Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the county shall see that the employee is subject to unannounced follow-up testing as directed by the SAP as required by 382 CFR 605(c)(2)(ii). Follow-up alcohol testing shall be conducted only when the employee is performing safety-

sensitive functions, just before the employee is to perform or just after the employee has performed safety sensitive functions.

7. Collection of Breath and Urine Specimens and Laboratory Analysis

A. Breath alcohol testing: Breath alcohol testing will be conducted at a prearranged location by a qualified Breath Alcohol Technician according to 49 CFR Part 40 procedures. Refusal to provide breath will be considered a positive test and the employee will be removed from a safety-sensitive function and may be subject to discipline up to and including termination.

B. Specimen collection: Specimen collection will be conducted in accordance with applicable state and federal law. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each employee, and those procedures will strictly follow federal chain-of-custody guidelines. Every effort will be made to maintain the dignity of each employee submitting specimen for analysis in accordance with these procedures.

C. Laboratory analysis: Only a certified laboratory is to perform urinalysis for the detection of the presence of controlled substances will be retained by the county. The laboratory will be required to maintain strict compliance with federally approved chain of custody procedures, quality control, maintenance and scientific analytical methodologies.

8. Appeal of Test Results

A. An employee testing positive for alcohol or drug use is subject to disciplinary action. Refusal to submit to testing will also be considered a positive test. Refusal includes not providing a breath or urine sample as directed, willfully neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident unless a test sample has been taken earlier, or engaging in conduct that clearly obstructs the testing process.

B. Any employee testing positive for the presence of a controlled substance will be contacted by the county's MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of drugs. All such discussions between the employee and the MRO will be confidential. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the county as negative.

C. Within 72 hours after the employee has been notified of a positive test result for drugs, he may request a retest of the split sample. The signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO, and the PA will be notified. A new sample may be requested as appropriate. Any testing in addition to the initial test will be conducted at the expense of the employee.

2. Substance Abuse Counseling/Employee Assistance Program

Alcoholism and controlled substance addiction are recognized as diseases responsive to proper treatment. Fiscal Court provides a level of care through its Employee Assistance Program (EAP) offered through the county's insurance policy. Employees are ***strongly encouraged*** to ***voluntarily*** contact the Employee Assistance Program if they believe they might have a problem with drug or alcohol abuse.

A. Employees who acknowledge a substance abuse problem, requests assistance from a substance abuse professional and successfully completes a substance abuse treatment program recommended by the SAP, may be mitigating factors in their continued employment, and will be done at the expense of the employee.

B. An employee with an acknowledged substance abuse problem will be required to submit to at least 6 unannounced drug tests during the first year and follow-up testing may be conducted for up to 60 months. Failure to adhere to this condition is grounds for immediate termination.

C. Nothing in these policies shall be deemed as precluding the county from dismissing any employee who has been found to be in violation of these policies. There is no express responsibility to retain an employee, or to provide assistance beyond referral information regarding rehabilitative resources.

10. Confidentiality

A. Collection of breath and urine samples must always be documented and sealed with a tamper-proof system in the presence of the employee, to ensure that all tests can be correctly traced to the employee. Drug and alcohol test analysis from the DHHS approved laboratory will be forwarded directly to the MRO for confidential record keeping.

11. Record Retention

A. The County shall maintain records of its alcohol misuse and controlled substance abuse prevention programs in a secured location as prescribed by 382 CFR 401.

12. Training:

A. All supervisors, program administrators, and Human Resource Officer will receive a minimum of one (1) hour training on alcohol abuse and one (1) hour training on drug abuse to assist them in identifying abuse behavioral characteristics.

Additional Requirements for DOT-Regulated Employees

In conjunction with and in addition to what is provided in the County's Drug Free Workplace Policy, employees whose job involves driving a county vehicle, driving a vehicle on behalf of the County, or whose job requires a valid driver's license, must promptly report to their Department Director any charge of DUI, reckless endangerment or any other offense that may result in the suspension or revocation of their driver's license. Any such charge will result in the immediate suspension of driving privileges pending resolution of the charge. A resulting conviction or disposition (including guilty pleas, Alford pleas and diversionary arrangements) may result in disciplinary action up to and including termination. In the event of an inconsistency between this section and the Drug Free Workplace Policy, the Drug Free Workplace Policy shall control.

Employees in positions regulated by the Federal Department of Transportation ("DOT") are subject to drug testing and disciplinary requirements separate in addition to those that apply to all County employees. Those requirements are as follows:

1. Separate test: For all instances when a drug or alcohol test required by the County's Drug Free Workplace Policy (pre-employment, reasonable suspicion, random and post-accident), employees in "safety sensitive" positions. DOT tests shall be conducted and documented pursuant to DOT regulations. DOT tests shall take priority over and be conducted and completed ***before*** any non-DOT testing begins. Forms for the administration of such DOT tests are found in the Appendices to 49 CFR Part 40. Guidance for DOT testing can be found in Section VI and related Appendices to the document entitled *What Employers Need to Know About DOT Drug and Alcohol Testing (Guidance and Best Practices*, published by the federal government's Office of Drug and Alcohol Policy and Compliance. (Copies available online or from the Human Resources Department.) In any instance that DOT testing requirements differ from those set out in this policy, DOT testing requirements shall control for purposes of this first test.

2. Protocol for DOT tests: The collection of samples and administration of drug and alcohol tests shall follow all standards, procedures and protocols set forth by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Administration (SAMHSA). Test results will be obtained by a qualified laboratory as defined elsewhere in this policy and results shall undergo a medical review as follows:

    a. All test results shall be submitted for medical review by the County's designated Medical Review Officer (MRO), who shall consider the medical history of the employee or applicant, as well as relevant biomedical information.

    b. If there is a positive test result or it is determined there was a refusal to test because of adulteration or substitution, the employee or applicant will be given an opportunity to discuss the test results with the MRO and report to the MRO the use of any prescription or over-the-counter medication. Provided, however, that the employee will not receive the opportunity to discuss test results with the MRO if he/she declines the opportunity, has been instructed to contact the MRO and failed to do so, or has not been successfully contacted within ten (10) calendar days of the test despite reasonable efforts.

    c. If there is a positive test result or it is determined there was a refusal to test because of adulteration or substitution, the employee also shall have the opportunity to request, verbally or in writing, a test of the "split specimen" (as defined by 49 CFR 40.3). The employee must make such a request within seventy-two (72) hours of when the employee is notified of the verified positive drug test or determination of refusal to test because of adulteration or substitution. If the employee does not make his/her request within 72 hours, the employee may still request a "split specimen," but only if the employee presents the MRO with documentation showing that circumstances such as a serious injury, illness or lack of actual notice unavoidably prevented him/her from making a timely request.

    d. If the MRO determines there is a legitimate medical explanation for a positive test result, the MRO shall certify that the test results do not indicate the unauthorized use of alcohol or a drug.

    e. If the MRO determines, after appropriate review, that there is not a medical explanation for the positive test result other than the unauthorized use of alcohol or a prohibited drug, the MRO shall refer the individual tested to the Human Resources Department for further proceedings in accordance with this policy.

MRO determinations concerning the use of alcohol or a controlled or illicit substance shall comply with all procedures outlined in the U. S. Department of Health and Human Services Substance Abuse and Mental Health Services (SAMHSA) "Medical Review Officer Manual for Federal Agency Drug Testing Programs."

3. Additional requirements for MROs involved with DOT testing: For purposes of compliance with DOT requirements for testing of DOT-regulated "safety sensitive" employees (addressed more below), the Medical Review Officer must meet the qualifications set out in 49 CFR 40.121.

4. Additional DOT requirements for reasonable suspicion testing: For DOT testing purposes, the term "reasonable suspicion" means a trained supervisor's or trained County official's belief that an employee is using or has used drugs or alcohol in violation of this policy, drawn from specific, contemporaneous, objective and articulable observations concerning the appearance, behavior, speech or body odors of the employee, which may include indications of the chronic and withdrawal effects of controlled substances. Reasonable suspicion tests for DOT purposes must be based on suspicion that satisfies both these criteria ***and*** the criteria in the County's Drug Free Workplace Policy. Further, when reasonable suspicion testing is required, the County must document the circumstances of an event if testing for alcohol does not occur within two (2) hours following a reasonable suspicion determination, and must cease attempts to administer an alcohol test if it is not administered within eight (8) hours following the determination.

5. Additional DOT requirements for drug awareness training: Concerning alcohol and substance abuse awareness training, supervisory personnel responsible for DOT-regulated "safety sensitive" positions also must receive at least two (2) hours of training each year in DOT-compliant substance abuse detection, documentation and intervention. Half of this training shall be devoted to drug abuse, and the other half shall be devoted to alcohol abuse.

6. CDL Queries: The Federal Motor Carrier Safety Administration (FMCSA) requires employers of CDL drivers to conduct a pre-employment and annual query with the Drug and Alcohol Clearinghouse.

   Employees that hold a CDL license or permit will be presented with a form authorizing PCFC to perform a single limited query each time a query is due. As with all personal information, query results will not be shared. Failure to sign authorization will result in disciplinary action up to/including demotion and/or termination.

EMPLOYMENT AND APPLICATION PROCESS

Applications

1. Current employees may be given consideration in filling new and/or vacant positions. However, if the Executive Authority deems that the best interests of the county are served by seeking applications or the equivalent from persons other than the existing workforce, he/she shall seek applications as deemed appropriate. Current employees who wish to fill a vacant position must complete a new application or the equivalent.

2. Official forms supplied by the County and completed by the applicant shall require the following:

    I. Information about the applicant's training and experience;
    II. References;
    III. Signed release forms, including but not limited to a release for the Driving History Record;
    IV. Whatever additional information is required for an evaluation of the applicant's fitness for the position for which he/she applies; and
    V. Any additional testing or evaluations deemed necessary for employment including, but not limited to, post-employment offer physicals, drug tests, and medical history questionnaires.

3. The county will only accept applications or the equivalent when there are vacant positions.

4. Each application or equivalent shall be reviewed by the County Judge/Executive or appropriate Constitutional Officer, and/or such other persons as deemed appropriate.

5. All application forms filed with the County shall be kept by the Executive Authority, or his/her designee, for the time required by law.

6. All applicants shall be given a copy of the position description describing the job requirements and necessary qualifications if requested.

The Hiring Process

In determining the qualifications of an applicant for a position the county shall consider the following:

A. Information the applicant supplies on an application form or resume;

B. Written, performance, or post job-offer physical evaluations;

C. Interviews;

D. Information and evaluations supplied by the references whom the applicant identifies; and

E. Other applicable information.

All persons who qualify for an appointment to a position of a particular classification shall be considered by the Executive Authority for appointment. No person may be appointed to a position unless verified information on an official application form indicates that the person has the desired qualifications set forth in the position description.

All county employees shall be appointed and removed by the County Judge/Executive, with approval of the fiscal court, unless they are employees appointed pursuant to the authorities granted to the judge/executive by KRS 67.711(1). Employees of county constitutional offices shall be appointed and removed by the appropriate Constitutional Officer.

ORIENTATION OF NEWLY EMPLOYED PERSONNEL

1. All new employees shall participate in an orientation conducted by the County's human resource officer and their supervisor on or before their first day of employment.

2. The orientation shall consist of the following elements:
   A. Explanation of the purpose and goals of the County;
   B. Overview of the County's structure and operations;
   C. Overview of management policies and procedures; and
   D. Other elements deemed appropriate.

3. All employees will receive a copy of these Personnel Policies and Procedures during their orientation. Employees are expected to be familiar with the contents of these policies, and are encouraged to discuss any questions with your supervisor or the human resource officer.

PERSONNEL RECORDS

1. A personnel file shall be maintained for each county employee by the Executive Authority or his/her designee. All changes in the status of employees shall be recorded in these files, which shall be retained and maintained in accordance with applicable state and federal laws.

2. The file shall contain:
   A. The employee's name, address and telephone number where the employee may be reached;
   B. Position title;
   C. Hiring date;
   D. Departmental assignment;
   E. Application;
   F. Salary;
   G. All changes in status as a county employee;
   H. Documented compliance with labor standards, EEO-4, I-9 requirements;
   I. Performance appraisals and evaluations;
   J. Commendations and disciplinary memoranda; and
   K. Whatever additional information this ordinance, other governing laws, or the County requires.

3. Employee medical records of a confidential nature shall be maintained separately from other employee files.

4. Personnel records of the County shall be public records as defined and controlled by the appropriate Kentucky Revised Statutes. They will be retained in accordance with the retention schedules adopted by the State Archives and Records Commission.

ANNUAL PERFORMANCE EVALUATIONS

The purpose of this policy is to ensure that all employees undergo a performance evaluation on their annual anniversary date. The evaluation process aims to provide constructive feedback, recognize achievements, identify areas for improvement and align individual performance with organizational goals. This policy applies to all employees, whether classified as full-time, part-time, temporary, seasonal or floater-flex.

A. Annual performance evaluations will be conducted within a reasonable timeframe of an employee's anniversary date, preferably no later than 30 days after the anniversary. New hires will undergo their first performance evaluation at the end of their 6-month anniversary.

B. The employee's immediate supervisor will be responsible for conducting the performance evaluation.

C. The evaluation will consist of the following criteria:

1. Quality of Work
2. Productivity
3. Knowledge of Job
4. Reliability and Dependability
5. Attendance
6. Initiative
7. Creativity
8. Working Relationships
9. Adherence to Company Policies
10. Identification of Strengths and Areas for Improvement
11. Supervisor's Comments
12. Employee's Comments

D. Based on the evaluation, the Supervisor and employee will collaboratively develop a performance improvement plan (PIP) if necessary.

E. If an employee disagrees with the evaluation or believes it is unfair, they may follow the company's established procedures for filing an appeal.

CLASSIFICATION OF EMPLOYEES

1. All employees of Pulaski County shall be classified as full-time, part-time, temporary/seasonal, or floater/flex.

A. Regular Full-Time Employee: An employee who works at least 40 hours per week on a regularly scheduled basis;

B. Floater/Flex: An employee who works at least 40 hours per week on a regularly scheduled basis and in various departments as needed. This is considered a "Regular Full-Time Employee".

C. Exempt Employee: An exempt employee is a salaried employee in a position whose duties and responsibilities render the employee exempt from the overtime requirements of the Fair Labor Standards Act and Kentucky Wage and Hour Laws. Therefore, the employee is *not eligible* for additional compensation for working in excess of forty (40) hours in a hours per week, the employee will accrue compensatory time for those hours worked, if the workload doesn't allow for those hours to be taken off within the same week. If an exempt employee needs to be off work on a scheduled work day, whether it be a full day or partial day, they will be required to use accrued leave time (i.e. Vacation, Sick, Comp, etc.) with Supervisor approval. *Please see Compensatory Time under Terms of Employment for regulations regarding Compensatory Time.* This is considered a "Regular Full-Time Employee".

D. Interim Employee: An interim employee is a regular full-time employee who is temporarily appointed to a vacant position. An employee may remain in an interim position up to six (6) months. The Executive Authority may extend an interim position if it is deemed that a longer period is needed to learn the work and evaluate the effectiveness of the work performed. Such an extension may be granted once and may not be longer than ninety (90) days. At this time, the employee must be appointed to said position or return to their previous position. *Please see Promotion regarding the salary of an interim employee.

E. Regular Part-Time Employee: An employee who works less than 24 hours a week on a regularly scheduled basis, or as needed basis;

F. Temporary Employee: An employee who works in a position which is of a temporary nature, either full-time or part-time. The maximum time limit for temporary or seasonal employees is twelve (12) months.

G. Seasonal: Employee who works in a position for a maximum of 9 consecutive months. Seasonal employees may be added as needed. Seasonal employees must be off work 3 consecutive months per state requirements. No exceptions.

2. Full-time and Floater/Flex employees in regular positions who have satisfactorily completed their introductory period shall be entitled to specified benefits provided by the county.

3. Temporary and part time employees shall not be entitled to any benefits, unless specified otherwise in these Policies.

4. Nothing in the classification of employees is intended to create a contract of employment. Any individual may voluntarily leave employment or be terminated at any time, for any lawful reason or no reason at all. Any oral, written statements, custom or course of dealing to the contrary are hereby expressly disavowed.

5. Introductory periods may be extended by the Executive Authority for a position if it is deemed that a longer period is needed to learn the work and evaluate that effectiveness of the work performed. Such an extension may be granted once and may not be longer than 90 days.

EMPLOYMENT COMPENSATION PLAN

Pay Plan

1. An appointee to a new position shall receive the minimum salary for the class to which the position is allocated.

2. Employees shall be given consideration prior to their anniversary date for increase to the next step of the grade assigned to their position, pending satisfactory service and availability of county funds. Employees will receive this increase only after a completed evaluation has been received by the HRO. The increase in salary will then be calculated for the next payroll cycle.

3. Longevity pay will be provided to full-time employees to recognize long-term service and loyalty as follows:
   A. 10 Years of service--$1,000 will be added to annual salary
   B. 20 Years of service--$1,000 will be added to annual salary

   *Longevity increase will be calculated the payroll cycle after employee's anniversary date. The Department Head/Supervisor is responsible for notifying HRO of the increase date.

TERMS OF EMPLOYMENT

Hours of Work

1. Paychecks shall only be disbursed after the submission of a properly prepared and signed time sheet. Paychecks will only be disbursed to the department head, supervisor or employee except with written instructions from the employee.

2. Overtime:
   a. Time off with pay (such as vacation, sick leave, compensatory time, or flex-time) shall not be considered as hours worked for overtime pay purposes.

   b. Holidays for which employees are paid, but which are not worked, cannot be used for computing overtime. Employees shall not be compensated for vacation, sick, compensatory time, or flex-time on a holiday for which they are being paid.

   c. Hours worked past the regularly scheduled work day shall be approved in advance by the employee's immediate supervisor whenever possible, and shall be kept at the minimum consistent with maintenance of essential services and the county's financial resources. Documentation for these hours must be submitted along with the employee's time sheet.

3. Compensatory Time:
   a. Pursuant to KRS 337.285 as amended, upon written request by a county employee and upon a written agreement reached between the fiscal court and the county employee before the performance of the work, a county employee who is authorized to work one (1) or more hours in excess of the regularly scheduled hours worked each week may be granted compensatory leave on an hour-for-hour basis.

b. For all hours of compensatory time worked in excess of forty (40) hours per a given work week, may be granted compensatory time in lieu of overtime pay at the rate not less than one and one half (1.5) hours for each hour the county employee is authorized to work in excess of forty (40) hours in a work week.

c. "County Employee" is defined as a regular full-time employee of the Pulaski County Fiscal Court.

d. The employer shall permit the use of compensatory leave within a reasonable period after the request, if the use does not unduly disrupt the operations of the employer.

e. Full-Time employees may accrue not more than two hundred forty (240) hours of compensatory time. Once a Regular Full-Time employee has accumulated the maximum allowable hours of compensatory time, that employee shall, for additional overtime hours of work, be paid overtime compensation. **Exempt employees do not qualify for Overtime Compensation.*

f. Compensatory time compensation for time off shall be paid at the regular rate earned by the employee at the time the county employee receives the payment.

g. Upon a Regular Full-Time employee's termination of employment, all unused accrued compensatory time shall be paid at a rate of compensation not less than the average regular rate received by the employee during the last three (3) years of the employee's employment or the final regular rate received by the employee, whichever is higher. **Exempt employees do not qualify for any unused compensatory time to be paid at time of termination.*

4. Flex-Time:
   a. In the event county offices close at the discretion of the County Judge Executive or approval of Fiscal Court (Flex Day), any regular full-time and/or exempt employee occupying regular positions shall receive their regular work day hours.

   b. When it is essential for a regular full-time and/or exempt employee to work on that day, the employee will accrue flex-time for the number of hours worked. Flex-time will accrue as straight time and be added to the employees vacation time.

5. Prior Approval must be obtained from your immediate Supervisor, Department Head, Deputy Judge and/or County Judge Executive before working on Holidays, Flex-Days or accruing overtime/comp-time hours. Doing so without prior approval may be subject to disciplinary action.

6. Unpaid time off (LWOP): Employees taking time off without pay is not permissible with the exception of FMLA, Workers' Compensation, Political Activity and in circumstances with written approval from the Executive Authority. LWOP is not to exceed 30 hours for every 6 months.

7. Tardiness: Employees are expected to arrive on time and ready for work. Any employee who does not report to work and fails to notify their Department Head/Supervisor of the absence in advance of their scheduled shift ***will*** be considered tardy and ***will not*** be allowed to charge the time off to either vacation, sick, comp, etc. The period of absence shall be considered time off without pay.

Employees tardy up to two (2) times within a 30-day period will be counseled by their Department Head/Supervisor.

Employees tardy more than two (2) times within a 30-day period will be subject to disciplinary action.

While the County recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action, up to and including termination.

8. Workweek:

    a. The official workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight.

    b. The county may change the official workweek at any time, but not to avoid overtime provisions. Should the work week change in any way, it will be a joint decision by the County Judge and Department Head.

    c. Any changes to the work week will be made so no office is closed during normal business hours, except for holiday or other times deemed by the County Judge or Fiscal Court.

Introductory Period

A. There are two (2) types of introductory periods:

    i. Initial: All persons initially appointed to full-time and part-time positions shall be on an initial introductory period of 180 days. At the end of the period, a written evaluation will be given to the employee by his/her supervisor, a copy of which will be placed in the employee's personnel file. Upon satisfactory completion of the initial introductory period, the supervisor shall make recommendation to the appointing authority that the employee be appointed to regular status. Full-time employees shall receive a two (2) step increase in pay as defined in the county's Grade/Step Schedule.

    ii. Promotional: Any employee who has served an initial introductory period and is promoted from within the county service to a new position shall be on a promotional introductory period in the new position for a period of 90 days. Upon satisfactory completion of the promotional introductory period, the supervisor shall make recommendation to the appointing authority that the employee be appointed to regular status and shall receive the pay increase as defined by the County's Grade/Step Schedule.

B. While serving an initial introductory period, an employee may be dismissed at any time without right of appeal. An employee serving a promotional introductory period may be reinstated, without right of appeal, to the position from which he/she was promoted or to a position comparable to the one from which he/she was promoted.

C. At the completion of an introductory period, the employee's performance shall be evaluated by the supervisor or department head. The Executive Authority shall make a determination at that time to the continuation of the introductory period.

D. Introductory periods may be extended by the Executive Authority for a position if it is deemed that a longer period is needed to learn the work and evaluate that effectiveness of the work performed. Such an extension may be granted once and may not be longer than 90 days.

E. Benefits during Introductory Period:

i. During a full-time employee's initial introductory period, he/she shall be allowed the following benefits as provided in these policies: holidays, military leave, and voting leave.

Transfers

Any employee occupying a regular full or part-time position may request, in writing, a transfer from one position to another comparable position, provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications, and provided that the position applied for is vacant.

When necessary to transfer an employee between departments, Fiscal Court may adjust the employee's pay to the pay grade of the position in which they are transferring.

Employees occupying a regular position under one constitutional officer who are transferred to a position under another constitutional officer, with no lapse in service, cannot terminate employment and be re-hired.

Light Duty

Pulaski Fiscal Court is committed to providing a safe and healthy work environment for our employees. This Light Duty Work Policy aims to accommodate employees who are temporarily unable to perform their regular job duties due to work-related injuries or illnesses and have been given light duty restrictions by a healthcare provider.

Light duty assignments will be based on the employee's current medical condition, the availability of suitable work based on their restrictions, and the operational needs of the county. A reasonable effort will be made to provide light duty work assignments to employees who are unable to perform their regular job duties due to work-related injuries or illnesses, when available. The light duty assignment may consist of a temporary job transfer in order to accommodate restrictions. However, the existence of this light duty policy does not in any way guarantee that light duty will be available in any department, at any given time, or for any employee who requests it.

If an employee refuses a light duty assignment that complies with their work restrictions, they may be deemed ineligible for workers' compensation wage replacement benefits, as per Kentucky law.

If at any point an employee is medically determined to have sustained permanent restrictions, the creation or continuation of a temporary light duty assignment will not be considered. In the event, Pulaski County will review the employee's situation separately, to determine the appropriate steps to be taken and may seek an additional evaluation from an independent physician.

Assignments to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits. Light duty assignments are strictly temporary and will not exceed one (1) year, with the year defined as beginning on the first light duty day and ending twelve (12) calendar

months after the first light duty day. As a condition of a temporary light duty assignment, an employee may be required to submit to monthly physical assessments of their condition by a doctor of the County's choosing.

Promotion

When a vacancy occurs in a position above the entrance level, current qualified employees who submit written application for the position may be considered for the promotion. However, if the Executive Authority deems that the best interest of the County to necessitate the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.

An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant. When an employee is promoted to an interim position, he/she will receive salary of said position while filling that role; to be effective the following pay period.

Demotion

In the event an employee becomes unable to perform the duties with reasonable accommodation as stated in the position description, for disciplinary reasons, or in lieu of a layoff, an employee may be demoted, at the County's discretion, provided the employee meets the qualifications for the demoted position, and the position is vacant. The employee's salary for the position to which he/she is demoted shall convert to the same step in the grade level to which the employee is demoted as established in the County's Pay Scale Grade/Step Compensation Plan.

Resignation

A. An employee wishing to resign shall provide written notice of the intended resignation to his/her supervisor or department head as soon as possible after the decision is made. The intended resignation date must not be less than fourteen (14) calendar days prior to the effective date of resignation, which date must be made part of the notice; and any employee who fails to comply with the terms of this section shall be deemed to have waived and forfeited his/her entitlement to payment for accrued vacation leave. An employee who does comply with this section shall be entitled to payment of a maximum of 240 hours of accrued unused vacation leave. Compensatory time will be paid upon resignation for non-exempt personnel.

B. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel file.

C. The employment date of an employee who resigns and is reinstated will be the latest date of employment. No unused sick time will be compensated.

D. Any employee who is absent from work for three (3) consecutive work days without notifying his/her department head of the reason(s) for the absence will be considered to have voluntarily resigned his/her employment with the County.

Layoff/Reduction in Force

A. The County Judge/Executive, with the approval of the Fiscal Court, may lay off an employee or employees because of lack of work or funds. The order of layoff shall be determined by the needs of the County. Other Constitutional Officers may lay off employees, without approval of the Fiscal Court, because of lack of work or funds. The order of layoff shall be determined by the needs of the particular office.

B. Consideration may be given to the seniority and other qualifications of persons being considered for layoff.

C. Temporary, seasonal and initial introductory employees shall be laid off before employees occupying regular positions affected by layoff.

Re-employment/Reinstatement

A. The County Judge/Executive, with the approval of the Fiscal Court, may re-employ any former employee who has resigned from the county with a satisfactory employment record, or who has been laid off because of lack of work or funds. Other Constitutional Officers may also re-employ former employees under these conditions.

B. When an employee is re-employed/reinstated with Pulaski County Fiscal Court and was not paid in lump sum for accumulated vacation time at separation of employment, the employee may accumulate vacation time at the accrual rate including previous years of service.

Retirement

Pulaski County does not have a mandatory retirement age for its employees. The county does participate in the County Employees Retirement System (CERS), including participation in the Standard Unused Sick Leave Program. Information regarding this program is provided in the Benefits section of these policies, with detailed information available from the county's human resource officer.

OTHER TERMS AND CONDITIONS OF EMPLOYMENT

1. Dress Code/Hygiene

   Employees are expected to adhere to established dress code/hygiene requirements which ensure that our county is being properly and professionally represented. The following dress code/hygiene requirements are applicable to all employees:

   - All clothes must be clean and work-appropriate.
   - Clothing that is offensive or inappropriate are not permitted.
   - All employees must be clean and well-groomed. (Bathing and brushing of teeth regularly)
   - Use deodorant/antiperspirant to minimize body odors.
   - No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and citizens.

2. Political Activity

A. No employee, as a condition of employment or continued employment, shall be required to contribute to or participate in a campaign for any candidate for political office.

B. No employee of the county shall engage in political activity during his/her assigned duty hours or while in uniform.

C. No county employee shall seek any elective office while on the county payroll. Any employee desiring to seek elective office shall inform the County Judge in writing and request leave without pay status. This applies to political activity prior to the actual filing of papers. Leave without pay status may be granted for a period not to exceed six (6) months. Employee must be reactivated for a period of ninety (90) days before requesting another six (6) month leave without pay. Any employee who actively pursues office while on active payroll is subject to termination of employment. *This section does not apply to an elected official.*

("Payroll" means all records, procedures and transactions related to employee compensation; including salaries, hourly wages, overtime pay, leave accruals/payouts, benefits, deductions, taxes, etc.)

3. Employee Bonding

All applicants seeking county employment which involves the handling of county funds or writing county checks shall be bondable. All employees involved in handling county funds shall be bonded at the expense of the county.

4. Outside Employment

The County recognizes that employees may engage in lawful employment or business activities outside their County employment. However, it must not interfere with or create a conflict of interest with the employee's county employment. Written notification of any outside employment is required to protect the County, its employees, and public confidence in county government.

5. Inclement Weather

In the event of occurrence of weather conditions in which travel to and from work may jeopardize the safety of employees, county offices may be closed at the direction of the County Judge/Executive. Employees will be notified of this action in a timely and appropriate manner. This will be paid as a regularly scheduled workday.

6. Expense Reimbursement

Employees will be reimbursed for pre-authorized travel expenses incurred in the performance of their work, but not for commuting to and from the workplace. Any costs incurred should be the most economically consistent with the county's best interest.

A. Any employee of the county incurring expenses for prior approved county related business shall be reimbursed as follows:

i. Official travel in privately owned vehicles may be reimbursed in accordance with the Federal Mileage Rate, if a county owned vehicle is not available.

ii. Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Executive Authority may authorize other travel means.

iii. Lodging shall be reimbursable at the actual expense; tax will not be reimbursed, in accordance with Federal guidelines. Detailed receipts must be provided for all lodging.

iv. Meals purchased while attending out of county trainings/meetings ***may*** be reimbursed if presented with a detailed receipt that includes the location and date/time. Employee being reimbursed must include on back of receipt name of employees and purpose of out of town training/meeting to qualify for reimbursement.

v. Conference and registration fees shall be approved in advance by the Executive Authority and may be prepaid when necessary and appropriate. A copy of the registration must be submitted to the Finance Office of the County for registration payment and potential reimbursement documentation.

v. Use of rental vehicles must be approved in advance, or justification provided that shows the use of such vehicle was more feasible than other types of available transportation.

vi. Other necessary expenses which were unforeseeable prior to travel may be approved by the Executive Authority upon presentation of appropriate form including signature of supervisor and explanation of the need for such expense.

B. Specialty items necessary for safety and/or performance of duties. ***All purchases must be pre-approved with a Purchase Order number issued to the employee prior to purchase to qualify for re-imbursement.***

i. Work Boots for safety-sensitive positions. (Up to $150.00 per pair, once every two years.)
ii. Notary Public Application and Certification

C. Detailed receipts for all expenditures shall be obtained and attached to a request for reimbursement, which must be completed as soon as possible upon completion of travel/purchase of items.

D. All requests for reimbursement shall be presented on appropriate form with supervisor signature.

E. Employees violating this section will be subject to appropriate disciplinary action.

7. CDL License

Employees who obtain a CDL with the assistance of Pulaski County Government agree to remain employed with the County for a minimum of two (2) years from the date the CDL is issued. If the employee voluntarily terminates employment or is terminated for cause before completing the two-year commitment, the employee agrees to reimburse Pulaski Fiscal Court a pro-rated portion of $3,000.00 representing the County's investment in the employee's CDL training and licensing. The repayment amount will be reduced

proportionally based on the number of months the employee remained employed after obtaining the CDL. The full $3,000.00 will be owed if the employee departs within the first month following issuance of the CDL, and the repayment obligation will decrease by $125.00 for each month of completed employment thereafter. Prior to the start of CDL training, the employee must sign a written agreement acknowledging their understanding and acceptance of this policy, including the repayment terms. (See Attachment C)

8. Tool Allowance

Employees who use personal tools that are required by their job description (i.e. vehicle mechanics), will be eligible for an annual tool allowance up to $900.00 to be paid each December. This allowance will be included in the employee's regular paycheck. At beginning of and termination of employment, the tool allowance will be prorated at a rate of $75.00 per month. (See Attachment D)

9. County Property

Any county employee found guilty of damages to or destruction of County property or equipment shall be required to pay all costs of repairs or replacement of the property and may be subject to discipline, up to and including dismissal. Each Executive Authority or supervisor shall be responsible for the equipment that is used in their department or office. A list of each office's equipment is to be kept current and a copy of the list shall be sent to the County Judge/Executive's office each year or as any changes are made.

SECTION 5.7 SAFETY PROGRAM

1. Declaration of Policy

The health and safety of employees is a primary concern of Pulaski County Fiscal Court. As a condition of employment, employees are required to comply with all safety procedures that are established for the position held by the employee. Additionally, any employee who becomes aware of any unsafe or hazardous condition shall report the situation to their supervisor or department head immediately.

All work-related incidents must be reported to KACO's nurse triage. If the employee is unable to make the call, a supervisor or co-worker that witnessed the incident may make the call on their behalf. This will file the first report of injury as well as give you the opportunity to seek advice on your injury, if needed. The incident must also be reported to the employee's immediate supervisor or the department head, as soon as possible after the injury occurs, but no later than the end of the work day/shift.

Failure to comply with established workplace safety rules, report workplace injuries, failure to report unsafe/hazardous conditions of which the employee is aware will result in disciplinary action, up to and including termination from employment.

Compliance with these recommendations does not ensure safety of your occupation or place of employment. Safety and health remain your responsibility.

2. Duties and Responsibilities

The success of a safety program depends upon a number of factors. Pulaski County Fiscal Court, upper management, safety manager, supervisors, and employees must assume a degree of responsibility of assuring the success of the program. The attitude of all parties is very important to the success of the program.

Fiscal Court

Pulaski County Fiscal Court has the duty and responsibility to *provide a safe place to work that is free of recognized hazards*. They also have the duty to provide the tools, training, and enforcement of established safety rules and recommendations.

Upper Management

Upper Management has the duty and responsibility of supporting Pulaski County Government's safety and loss control program and the Safety Director. This should be accomplished by active support of the safety program, those individuals responsible for safety, and by example.

Safety Manager

The Safety Manager has the duty and responsibility to oversee Fiscal Court's safety program, to make certain that each department has needed safety material, and see that the safety policy is followed. To accomplish this task the Safety Manager will oversee/provide training and periodically visit all departments. Will complete an Accident Investigation Report on all Worker's Comp claims.

Supervisors

Each supervisor has the duty and responsibility of being aware of safety rules and regulations, actively supervising employees working under their supervision, and seeing to it that employees are properly trained and perform their assigned tasks in a safe and proper manner. Making certain that employees have protective safety equipment and that it is being used when required. The supervisor is also responsible to see that an injured worker receives prompt first aid and that the injury or mis-hap is reported to the KACO nurse triage and the Personnel Officer per policy requirements.

Employees

Each employee has the duty and responsibility of following established safety rules and regulations. Employees should perform their tasks in a safe and proper manner, immediately report unsafe conditions to their supervisor, and use required protective equipment. The employee should inform their supervisor of all work-related injuries or mis-haps.

SAFETY COMMITTEE

Safety Committees can be invaluable to a safety program by providing participation of many key employees.

- The Safety Committee advises on matters of safety pertaining to operations, performs essential monitoring/evaluations of location and work task hazards, assists in employee education and training, and investigates accidents.

- An Agenda will be prepared for each meeting. It will be posted on Pulaski County Government's website and the media will be notified. Minutes will be taken and approved at the beginning of each meeting. All

documentation will be forwarded to KACo-Kentucky Association of Counties Worker's Compensation Division.

- A Safety Committee has been appointed to meet quarterly (or as needed) to discuss safety concerns, trainings, and recent accidents. In turn, the Department Supervisor will relay any/all suggestions to their employees. A mandatory safety training will be held bi-annually for all employees.

- Members will be newly/re-appointed every four years after a county-wide election.

- The Safety Committee members include:
  Cloyd Bumgardner, Admin Assistant-Minutes/Coordinator of Meetings & Trainings
  Jason Turpen, 1st District Magistrate
  Stacy Halcomb, Public Safety Director
  Dawnetta Smiley, Personnel Officer/Sub-Committee
  Natasha Duncan, Finance Officer/Sub-Committee
  Jeff Wilson, Deputy Judge/Sub-Committee
  Danny Masten, Solid Waste/Recycle Coordinator-Safety Committee Chairperson
  Corey Robinson, Road Supervisor
  Adam Scales, Animal Control
  Kevin Russell, Captain/Sub-Committee
  Todd Wilson, Chief Deputy-Sheriff's Department/Sub-Committee
  Chris Mason, Emergency Management Director
  Stanley Oliver, Safety Manager/Sub-Committee/Investigator of Accidents

EMPLOYEE EDUCATION AND TRAINING

Education and training are the foundations of an effective Safety Program. Their primary purpose is to help employees learn how to work safely and to reduce injuries.

Safety training is recommended:

1. For all employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When employee safety performances needs improved.

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands-on training.

The "Employee Safety Orientation Checklist" (Attachment E) should be used as part of this Safety Program and included in the employee's personnel file.

Departmental safety meetings are an effective way to supplement your Safety Program. During safety meetings, County policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs and safety films will help to promote employee involvement. These safety meetings should be documented and signed by all employees attending the session. A file should be kept on all safety activity that is communicated to the employees (Attachment F).

HAZARD RECOGNITION

A monthly workplace checklist (Attachment G) should be completed for the control of known and recognized hazards. The workplace checklist should focus on the occupancy, processes, and activities that are necessary to perform all aspects of the department. You should identify the recognizable hazards, develop rules and regulations to deal with those hazards, try to eliminate the hazards from the workplace, provide employee training and safety meeting activity regarding the hazards, and develop a process to provide job site inspections to help control those hazards.

Four basic steps to conducting a hazard recognition (safety) inspection:

(1) Inspect – The department head, supervisor or designee will inspect the facility to determine what injuries or losses could occur and recognize unsafe conditions.

(2) React - You must react to benefit from your inspection. Your facility can achieve high standards of safety, and incidents can be prevented when goals are set high. You must follow through by eliminating unsafe conditions and taking corrective actions.

(3) Communicate – All unsafe acts and conditions should be communicated to your entire department. Positive reactions should also be communicated.

(4) Follow-up - If you effectively follow up on the communications you have had with your employees, your efforts will demonstrate high standards of safety.

By consistently following the above four steps, you will see improvements in the appearance, housekeeping, orderliness and safety of your department.

EMPLOYEE SUGGESTION SYSTEM

It is important for employees to notify management of unsafe acts and conditions. This insight provides management with a greater perspective while actively involving employees in safety and health issues. Management should respond timely to all employee notifications. (Attachment H) If hazards are not known, prevention can not be practiced.

GENERAL SAFETY RULES

These general safety rules apply to employees, visitors, and contractors in all of our facilities. Additional rules may apply to different or special situations. The following are general in nature and intended to illustrate our general expectation for safety and hazard compliance. They should not be considered as the only safety rules to be followed.

1. While on duty drinking alcoholic beverages and the misuse of illegal or prescription drugs will not be tolerated. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and will be subject to disciplinary action.
2. The following are strictly prohibited and will not be allowed: horseplay, practical jokes, fighting, throwing of objects, running except in extreme emergencies, alcohol, unauthorized use of drugs, tampering with equipment, use of equipment without authorization or proper training.

3. All hazardous/unsafe working conditions which could place you or your co-worker at risk should be reported to your supervisor immediately. Safety is everyone's job.
4. Employees will heed signs, posters, or hazard bulletins posted on company premises.
5. Housekeeping is crucial to workplace safety. All aisle ways must be kept clear at all times.
6. Anytime work is being done along roadways/right-of-ways, fluorescent/reflective clothing/vest must be worn and safety cones/signage must be posted.
7. All personal protective equipment must be worn when and where required, including safety glasses, hard hats, safety vests, shoes, gloves, etc. Any violations of the personal protective equipment policy may result in disciplinary action.
8. Equipment will not be operated unless all guards and safety devices are in place. Guards should never be removed or altered in any manner. Anyone found tampering with an equipment guard, or rendering it inoperable in any manner, may be subject to disciplinary action.
9. Anyone making repairs on a motor-driven machine or other power-activated equipment must make sure that switches, valves and starting devices are turned off, locked and tagged out.
10. Only qualified operators will operate lift trucks, equipment, switches, valves, or other machinery.
11. Never start any machine until everyone is clear and warned.
12. Never walk on machinery while it is running.
13. Do not repair or adjust machinery while it is in operation.
14. Use tools only for their intended purpose.
15. Broken or defective hand tools are required to be removed immediately from service. If worn out or damaged, repair or replace them immediately..
16. Never work under vehicles or equipment supported by jacks or chain hoists without protection blocking.
17. Do not sit or stand on equipment, shafts, or belting.
18. Never put your hand or foot in moving conveyor.
19. Never turn compressed air on yourself or anyone. Never use compressed air to clean clothing.
20. Wear approved dust mask in areas where dust masks are needed.
21. Consider all electrical wires as being dangerous.
22. No smoking in NO SMOKING zones.
23. Learn to lift the proper way. Bend knees, keep back erect. Get help with heavy loads.
24. Do not stand on chairs or tables. Use a step stool.
25. Do not use a ladder that is bent, cracked, broken or loose. Do not use metal ladders around electrical hazards. Always use both hands when climbing ladders. Do not carry tools in your hand when climbing ladders or stairs.
26. Any employee working in an environment where the potential exists for an injury/mis-hap, must be dressed accordingly for the job being performed. (i.e. long pants and closed toe shoes) Some departments affected include Recycle Center, Animal Shelter, Road Department, Public Safety and Maintenance.
27. All employees must follow state and federal safety laws and company policies. Violations of any safety policy or rule may be cause for disciplinary action up to and including termination of employment.
28. Any injury or accident, no matter how slight and including exposure to hazardous fumes and contact with hazardous chemicals, must be promptly reported to management. If the injury is serious enough, an accident report must be completed.
29. Lock out and tag out procedures must be followed at all times on all pieces of equipment.

30. Flammable and/or corrosive liquids or materials must be contained and transported in approved containers. All such liquids or materials should be stored only in locations designated for this purpose.
31. The driver of a forklift is responsible for its safe operation. Forklifts may be driven only by trained, qualified, and authorized forklift drivers. Forklifts must be driven at a slow, safe speed (maximum 5 MPH) and heavy loads carried low to the ground.
32. Emergency equipment nor exits are not to be blocked for any reason.
33. All containers of hazardous material must be clearly identified with the name of the material and NFPA chemical label. Do not use unidentified material.
34. Incidents that result in weakened or damaged equipment must be reported to management at once.
35. Any person present in, or passing, an area must observe the rules of that area.
36. Escape routes must be known by all personnel and rehearsed during emergency evacuation drills.
37. Jewelry, such as rings and bracelets, necklaces and loose clothing, are not to be worn when working around electrical equipment or moving machinery.
38. All employees with long hair must have their hair in a hair net or tied up so as not to fall below the nape of the neck when working with powered equipment.
39. Learn the proper and safe way to do a job; if an unsafe conditions exist, notify your supervisor immediately.
40. Always turn off and unplug any equipment when cleaning. (Follow proper lock out procedure for exposure to unprotected energy sources.)
41. All safety devices such as interlocks, barriers, gate locks, or other locking or restricting entry type are for your protection and anyone removing or altering any safety device may be subject to disciplinary action.
42. Approved type protective goggles of proper shade or color must be worn when welding or working close to a welding operation.
43. Oily rags or open cans of flammable liquids must not be left at work stations.
44. Know where fire extinguishers are located and how to use them. Tampering with fire extinguishers is cause for disciplinary action.
45. Do not look into any welding area when welding is being done; serious eye damage will result.
46. When lifting heavy loads use the strength of your legs and not your back.
47. Never use any power equipment unless there is a ground plug. Report any loose wiring to management immediately.
48. Keep objects away from electrical switch boxes. The areas in front of them must remain clear in case an emergency shut-off is required. Never block fire extinguishers, fire hose, aisles, or exits with material or other objects.
49. Do not lift personnel on forks or makeshift platform. Use only a secured, safety platform.
50. Make sure area is clear and no one is in the vicinity of a load or lift truck while the operator is lifting, lowering or repositioning a load.
51. Only approved dock plates are to be used. Secure all transport vehicles by means of wheel chocks.
52. Supervisors should ensure that all areas are properly illuminated prior to start of work.
53. REMEMBER: Most accidents on machines are caused by human error. Don't allow yourself or others to daydream and be seriously hurt.

FLEET SAFETY RULES

1. Drive defensively and be prepared to compensate for the unpredictable actions of other less skillful drivers.

2. When possible, avoid dangerous unsafe conditions in the roadway, dangerous intersections, and known hazardous streets. Avoid parking your vehicle with a trailer so that backing up is necessary. Backing up should be avoided, if at all possible, by using the "pull-through" technique. If you must back up, a responsible adult should be assigned to help guide you.

3. Never drive when you are greatly fatigued, not fully alert, or when you are physically ill, physically deficient, or have a severe emotional problem.

4. Understand all traffic laws, seatbelt laws, signs, and signals, and obey them. Know vehicle weight and size limitations which apply to the operation of a commercial vehicle or vehicle and trailer.

5. Observe the legal speed limits or use a lower speed if dictated by the existing traffic, weather, and road conditions.

6. Always position your vehicle in the proper lane well in advance of the turn location so that turns can be accomplished with the proper signals, with due regard for other vehicular traffic. If stopped, while waiting to turn, keep your wheels straight ahead until you can proceed, so that if struck from the rear, you are not forced into oncoming traffic.

7. Always follow at a safe distance.

8. Avoid excessive lane changing and use good judgement. Passing on curves, hills, shoulders, or near side roads or intersections is extremely dangerous.

9. Always yield the right-of-way when required.

10. Avoid distractions while operating a motor vehicle.

11. Do not smoke or have open flames near when refueling vehicles.

12. Do not jump start any vehicle without proper safety instructions and/or authorization, and never pour gasoline into a carburetor while the engine is turning over.

13. If your vehicle is in the roadway following an accident, warn approaching drivers of the accident to help prevent them from hitting your vehicle.

14. If you are involved in an accident, avoid speaking about the accident to anyone or giving personal opinions.

15. No hitch hikers are to be carried in a company owned vehicle.

16. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.

17. Company vehicles will not be used for personal use with the exception of emergency situations or in the course of normal county business.

18. Seat belts will be worn by all occupants and at all times.

19. Each employee is responsible for safety inspections of the vehicle/equipment they operate. This includes completing a monthly and quarterly maintenance checklist on all vehicles/equipment. Vehicles must be kept clean. The driver/operator of vehicles/equipment that require a CDL license, should do a pre-trip inspection daily before operation begins.

(Attachment I)

Note: There may be some variation there of when deemed necessary by the Vehicle Mechanic Supervisor.

20. Cell phone use while operating a vehicle/equipment is prohibited.
21. Anyone who operates a licensed vehicle owned or controlled by the County must maintain a current drivers license as required by Federal and/or State regulations.
22. Unattended vehicles should have the keys removed, brakes set, windows rolled up, and the doors locked.
23. All incidents involving damage to County property, property of others, personal injury of employee or to others must be reported to the Finance Officer or Safety Manager immediately. Failure to report any accident involving a County vehicle is grounds for termination.
24. No unauthorized radar equipment will be permitted in any County vehicle.
25. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for the County.
26. Any employee that is in charge of a vehicle is also responsible for all tools and equipment assigned to that vehicle.
27. Vehicles may be equipped and maintained with an appropriate fire extinguisher and a first aid kit.
28. Smoking is prohibited in all County vehicles.

HAZARDOUS CHEMICALS

1. Store gasoline and pesticides in approved containers only. Always read labels.

2. The label is the law when it comes to agricultural chemicals or pesticides. Read, understand, and comply with all labels.

3. Obey entry designations after chemical use.

4. Follow label instructions for protective devices when using chemicals or pesticides.

5. Employee must wear protective clothing when handling hazardous chemicals.

6. In the case an employee comes across an unknown hazardous material while performing county duties, employee should contact their supervisor immediately. If the supervisor is unable to determine the substance, they should contact emergency personnel.

EMPLOYEE RESPONSE TO DOG FIGHTS

This policy establishes clear guidelines for employees who encounter a dog fight while on duty. The goal is to prioritize human safety, reduce liability, and ensure proper handling of animal-related incidents by trained professionals.

Employees are not permitted to physically intervene in dog fights. Instead, employees must contact Animal Control or appropriate emergency services. Attempting to break up a dog fight poses significant risk of injury and liability.

Immediate Actions

A. Do not approach or attempt to separate the animals.
B. Maintain a safe distance from the situation.

C. Alert nearby individuals to keep clear of the area.

Contact Authorities

A. Call Animal Control immediately.
B. If there is imminent danger to people, call emergency services (911).
C. Provide the following information:
   I. Exact location
   II. Number and description of animals involved
   III. Whether any people or animals appear injured
   IV. Current behavior (i.e., ongoing fight, animals separated, roaming)

Prohibited Actions

A. Employees must not:
   - Physically intervene in a dog fight
   - Use objects, tools or force to separate animals
   - Attempt to capture or restrain aggressive animals
   - Put themselves or others at risk

Failure to follow this policy may result in disciplinary action, up to and including termination, due to the serious safety risks involved.

REPORTING CLAIMS

When an incident occurs during work hours, the following steps *must* be taken immediately.

1. Report the incident to your supervisor.

2. Contact the Nurse Triage for KACo Worker's Compensation ASAP to report your claim and file a First Report of Injury. If you are unable to do so, your supervisor or co-worker may report the incident for you. When calling the Triage, you will not only report your claim, but may speak with a nurse and receive medical treatment assistance. This information will be located in a prominent area at your workplace and placed in the vehicles/equipment.
ER should only be used in the event of an emergency or the approved facilities are closed.

3. When a work-related injury occurs, the Supervisor must (as soon as possible) present the injured employee with a medical waiver & consent form, form IA-1, and the announcement page from KACo. (Attachment J & K) These forms should be forwarded to the Personnel Officer no later than the following business day.

4. Supervisors must fill out a Supervisor's Incident Report (Attachment L) Witnesses may be asked to fill out a Witness Form. (Attachment M) These forms should be forwarded to the Safety Manager no later than the following business day.

5. Some accidents (i.e. vehicle accidents) may be subject to post-accident drug and alcohol testing immediately. All post-accident drug and alcohol screenings must be administered by Health Professional services, LLC, located in the office of Henderson Chiropractic. You must present the appropriate Requisition Form (Attachment N) at check-in. In the event the injury requires medical attention, the drug screening

may be administered at the facility where medical treatment is sought. All forms are available in the office of your department.

4. All claims will be investigated by the Safety Manager and reviewed with a designated member of the safety committee. The findings will be forwarded to the Personnel Officer and filed with the claim. An accident investigation report (Attachment O) will be used to:
    1) record the accident or near miss,
    2) determine the accident cause, and
    3) help plan for follow-up action in preventing repetitive accidents.

RETURNING TO WORK AFTER AN INJURY

When an employee involved in a work-related accident that results in personal injury is treated by a doctor or receives medical attention, he/she must have a written release from the treating physician before returning to work. The release must include the following:

1. Dates employee was under Doctor's care
2. Diagnosis and Treatment
3. Statement that employee is physically able to return to work

If the supervisor has any doubts of the employee's ability to return to work, arrangements will be made to have the employee examined by a Doctor/Clinic approved by Fiscal Court.

PROGRESSIVE DISCIPLINE

While the County may elect to the follow the progressive discipline policy, the County is in no way obligated to do so. Using progressive discipline is at the sole discretion of the County as an at-will workplace and any of the steps of the normal progressive discipline policy may be omitted depending on the severity of the act or problem. The County uses a progressive system for corrective disciplinary purposes. Action taken is intended to be corrective in nature and not punitive. All disciplinary action will be documented on the Employee Warning Notice Form (Attachment P).

Progressive discipline includes verbal warnings, written warnings, a final written warning, disciplinary probation, suspensions, and termination. Severity of the offense is a determining factor in the action taken.

Grounds for disciplinary action, after due consideration to the nature and severity of the action or the problem, include, but are not limited to the following. This list is not intended to be all inclusive.

a. Absenteeism
b. Abuse of sick leave;
c. Conviction of a felony or misdemeanor;
d. Deliberate falsification of time records;
e. Excessive personal use of electronic media;
f. Extended meal times;
g. Failure to comply with established safety practices or procedures;
h. Fighting during work hours;
i. Harassment, including sexual harassment;

j. Improper discussion or disclosing of confidential information;
k. Incompetence or inefficiency on the job;
l. Insubordination;
m. Intoxication or use of intoxicants while on duty;
n. Leaving work without notification or authorization;
o. Mistreatment (physical or verbal) of citizens or co-workers;
p. Neglect of duty;
q. Provoking or inciting a fight
r. Reporting to work under the influence of drugs or alcohol;
s. Supplying false information on employment application;
t. Tardiness
u. Theft of county property;
v. Unauthorized use of county property or vehicles;
w. Violation of established employer policies;
x. Willful neglect or abuse of county property; or
y. Conduct unbecoming of a county employee

1. Verbal Warning

A. In the case of a minor infraction, the immediate supervisor or department head shall administer a verbal reprimand as soon as possible after the offense.

B. The date of the verbal reprimand, along with a description of the occurrence which prompted the reprimand and any comments the employee may have made, shall be reported to the Human Resources Officer by the person giving the reprimand. A copy of the reprimand will be placed in the employee's personnel file.

2. Written Warning

A. In the case of either a second minor infraction or a more serious first infraction, the immediate supervisor or department head shall give the employee written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warnings.

B. After issuing a written warning, the Supervisor, or their designee, shall review the employee's performance on a regular basis. The Supervisor shall explain the consequences of continued infractions.

C. The employee shall sign the written warning or, in cases in which the employees' signature cannot be obtained, the warning shall be signed by a witness; a copy of the written warning shall be forwarded to the Human Resource Officer to be placed in the employee's personnel file.

3. Disciplinary Probation

A. After issuing a written warning or in the case of a more serious infraction, the immediate supervisor or department head, with the approval of the Executive Authority, may place the employee on disciplinary probation for any period of time not to exceed 90 days. The period of probation may also be accompanied by suspension, depending upon the seriousness of the infraction.

B. During the period of probation, the employee will not accrue any sick leave or vacation time. The Supervisor/Department Head shall review the employee's performance during the period of probation. Also, the Supervisor/Department Head shall explain the consequences of continued infractions to the employee.

C. The employee shall sign the written warning acknowledging they were made aware of the situation. If the employee refuses to sign, it should be signed by a witness. Thereafter, the written warning shall be forwarded to the Human Resources Officer and placed in the employee's personnel file.

4. Suspension

A. After a serious violation or repeated minor violations, the supervisor or department head, after consultation with the Human Resources Officer, shall request, in writing that the Executive Authority, suspend the employee. The request shall include the reason(s) for the suspension, if any, along with details of previous disciplinary action/s taken against the employee, if any. A copy of the request shall be forwarded to the Human Resources Officer and placed in the employee's Personnel File.

B. The Executive Authority may suspend an employee for any period up to and including four (4) calendar weeks, depending upon the severity of the offense.

C. When a decision to suspend an employee is made, the Executive Authority shall provide written notification to the employee within three (3) working days. The notice shall include the reason(s) for the suspension, if any, and the duration of the suspension. A copy of this notice shall be forwarded to the Human Resources Officer and placed in the employee's personnel file.

D. When an employee is suspended, the Judge/Executive shall present the suspension and reasons for suspension to the Fiscal Court for review and approval at the next meeting date of the Fiscal Court. Other Constitutional Officers may also exercise this authority. A copy of the approval of the Fiscal Court shall be forwarded to the Human Resources Officer and placed in the employee's personnel file.

E. Employees suspended without pay for a period of four (4) calendar weeks shall not accrue sick and vacation time while suspended.

5. Dismissal

A. When an offense is repeated, or misconduct is serious enough for discharge on the first offense, a supervisor or department head, after consultation with the Human Resources Officer, may recommend dismissal of an employee. The recommendation shall include the reason(s) for dismissal, if any, details of previous disciplinary action taken against the employee, if any, and the recommended effective date and time of discharge.

B. Upon review of the supervisor or department head recommendation to dismiss, consultation with Human Resources, and after receiving the approval of the Fiscal Court, the County Judge/Executive shall provide the employee with a Notification of Dismissal containing: (a) the reason(s) for dismissal, if any; (b) the details of previous disciplinary action(s) taken against the employee, if any; and (c) the effective

date and time of the intended discharge. Other Constitutional Officers operating under these policies shall also comply with this requirement, but do not have to have the approval of the Fiscal Court.

C. Upon dismissal by the Appointing Authority, for cause under circumstances that would disqualify the employee from unemployment benefits, payment of any accrued unused vacation leave shall be deemed forfeited.

D. An employee who has been on leave without pay status for thirty (30) calendar days, may be terminated without recourse.

E. A copy of the Notification of Dismissal will be placed in the employee's personnel file by the Human Resources Officer.

EMPLOYEE BENEFITS

Employee benefits constitute a basic ingredient in personnel administration, and represent a substantial financial commitment by Pulaski County. However, it is expressly noted that the provision of any benefit to county employees is not intended to create any employment situation that compromises it's at-will employment status. As expressly stated in these policies' Statement of Purpose, nothing in these policies is intended to create a contract of employment. Benefits provided by Pulaski County include:

1. Retirement

Pulaski County participates in the County Employees Retirement System, including its Standard Unused Sick Leave Program. Per Kentucky Public Pension Authority regulations, eligible employees (employees must work at least 100 hours per month and have a hire date prior to January 1, 2014 to participate in retirement/sick leave program) who retire with the county will have up to six (6) months of unused sick time purchased by the county to add to their length of service. The employee may purchase additional sick leave towards their retirement. Details regarding this program may be obtained from the County's Human Resource Officer.

Upon retirement, eligible employees with a hire date on/after January 1, 2014 that participate in the County Employees Retirement System (CERS) and do not qualify for the Standard Sick Leave Program, may be compensated for up to 160 hours of sick leave.

2. Holidays

A. Any full-time employees occupying regular positions shall receive their regular work day hours of holiday time at the regular rate of pay as defined in "Vacation Leave" Item 1.b. in the Employee Benefits Section.

Holidays Include:

a. The first day of January (New Year's Day);
b. The third Monday in January (Martin Luther King Day);
c. The third Monday in February (President's Day)
d. The Friday before Easter one (1) a day (Good Friday)
e. The last Monday in May (Memorial Day);

f. The 19th day of June (Juneteenth);
g. The Fourth of July (Independence Day);
h. The first Monday in September (Labor Day);
i. The eleventh day of November (Veteran's Day);
j. The fourth Thursday in November (Thanksgiving Day) and the following Friday;
k. The twenty-fourth day of December (Christmas Eve);
l. The twenty-fifth day of December (Christmas Day); and
m. The last day of December (New Year's Eve)

B. Holiday schedules shall be as follows:

a. For positions that are scheduled Monday through Friday, when any holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When any holiday listed above falls on a Sunday, it will be observed on the following Monday.

b. For positions that are scheduled Monday through Saturday, when any holiday listed above falls on a Sunday, it will be observed on the preceding Saturday.

c. For positions that are scheduled Monday through Sunday, those positions will observe the actual holiday day for any holiday listed above.

B. In addition to the above, any day may be designated as a holiday by proclamation of the County Judge/Executive, with the approval of the Fiscal Court, or the appropriate Executive Authority.

D. Holiday pay is pay at the regular rate.

E. When it is essential for an employee to work on a holiday, the employee shall have the option of being paid holiday pay in addition to regular pay, or taking another day off. The employee shall notify his/her supervisor of their decision prior to working the holiday.

F. If an employee is absent without leave on the day before or after a holiday, holiday pay shall be forfeited.

G. If an employee is off on a worker's compensation or family medical leave act event, holidays are not a paid benefit.

3. Vacation Leave

Each full-time employee of the county shall be allowed vacation time with pay. Vacation leave shall be accrued as follows:

1.	Beginning of employment thru 8 years	6.67hrs/month
2.	Beginning of 9 years thru 13 years	10.00 hrs./month
3.	Beginning of 14 years and up	13.33hrs/month

A. Employees will accumulate vacation time from the beginning date of employment; however, vacation time will not be granted until the employee has successfully completed the introductory period. Should

the employee NOT successfully complete the introductory period, all vacation time earned will be forfeited.

B. No employee shall be given any hours that have not been accrued prior to the start of vacation.
C. Absence on account of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and at the discretion of the department head, be charged against the employee's vacation time.
D. Accumulated vacation time shall be granted in accordance with the operating requirement, insofar as practicable, with the requests of the employees. All vacation requests must have approval from the department head. The department head may deny any request that violates department policy or reduces workforce below an acceptable level for the period requested.
E. Employees are charged with vacation time for absence only on day upon which they would otherwise work and receive pay.
F. Employees shall be paid in lump sum for accumulated vacation time, not to exceed 240 hours, when separated by resignation, retirement, or involuntary termination, if introductory period has been successfully completed; otherwise, vacation pay is not required to be paid.
G. County employees may take a minimum of (4) four vacation hours.
H. Employees may exchange accrued vacation time for monetary compensation IF the following criteria is met.
    I. Employee cannot drop below 80 hours after the exchange
    II. Employee is limited to 40 hours semiannually or 80 hours annually.
    III. Requests will be in 40hour increments only
    IV. Exchange will be available 1st week of June or December
    V. Employee who exchanges vacation time and within a period of 12 months from the exchange date uses all SICK and VACATION hours, employee is not eligible for donated time until hours exchanged are taken without pay.

4. Sick Leave

Sick leave applies only to the employee. Sick leave is *not* applicable to the sickness of a family member. If the absence of the employee is necessitated due to the serious illness of a family member, the employee shall be subject to LWOP or vacation time, whichever may be worked out with the department head subject to the policies. It may be deemed FMLA if all other accruals are exhausted.

D. Each employee of the county shall be allowed sick leave with pay at the rate of (8) eight hours for each completed month of service.
B. Sick leave shall accrue only when an employee is working or on authorized leave with pay.
C. When applying for sick leave employees shall file a written application on the first day back to work from sick leave except in cases of emergency illness, an employee shall request advance approval for sick leave for medical, dental or optical examinations and for sick leave without pay. In all cases of illness, an employee is obligated to notify his/her immediate supervisor or other designated person. Failure to notify immediate supervisor within a reasonable period of time may result in a denial of your sick leave request.
D. Employees may draw up to 1 (one) full day of sick pay without a doctor's excuse. In the event of leaving work for sick leave, a one-hour lunch break may be deducted from the time used. NOTE: During a pandemic declared by the Federal or State Government, this may be changed by Executive Order from the Judge Executive with approval of Fiscal Court. Only during this time, may an employee draw a full day of sick pay for 2 (two) days without a doctor's excuse.

E. A medical certification or doctor's statement will generally not be required to return to work after the use of sick leave; except when using FMLA or Worker's Compensation.
However, a supervisor may require a doctor's statement if the sick leave policy is being abused. If the sick leave policy is abused, the employee shall be counseled and ***required*** to provide a doctor's statement for every sick day used in the future. An employee failing to correct this issue will be subject to disciplinary action up to and including dismissal.

F. Maternity Leave: Maternity leave shall be granted to any employee for a period not to exceed 12 weeks. Any time which exceeds the accrued and donated time of the employee will be taken as "leave without pay"; however, employee's job status and seniority will not change during said period of time.

G. Any employee whose department is under the direct supervision of the County Judge Executive and has exhausted all accrued leave time may receive sick time donated from the same not to exceed 1040 hours per incident. To receive donated sick time the following criteria must be met:
   I. Employee must have been off from work for 5 consecutive working days.
   II. Employee must have completed probationary period.
   III. All accrued time must be exhausted.
   IV. It is the employee's responsibility to request donated sick leave by submitting the appropriate form to their department head. It will be forwarded to Human Resources to be processed and included in the employee's file.
   V. Donated time is strictly for the use of the employee.
   VI. Donated time is limited to 6 months per incident.
   VII. All unused donated time will be returned to the donor. (i.e. Donated time cannot be banked.)

H. Persons donating time to eligible employees may not let their accrued sick leave balance drop under 160 hours.

I. Sick time may be used for a family member with a serious illness when all other leave time has been exhausted, with the approval of the department head and County Judge Executive.

5. Blood Donation

Employees making a blood donation and submitting a certificate from the Kentucky Blood Center will be eligible for four (4) hours off work with each successful donation, to be added to the employee's vacation time.

A. Only time-off certificates received at county scheduled blood drives will be honored. Certificates earned on other days *will not* be accepted.
B. If you *must* donate at the blood center vs the blood mobile, your appointment must be on the same day as the county blood drive and done at a time that has the least effect on the operation of your department.
C. All time-off certificates will go through Personnel for processing.
D. Blood accruals must be taken in 4 hour increments.
E. Blood donation accruals are not paid out upon termination.

6. Funeral Leave

A. Employees occupying regular full-time shall be granted up to three (3) paid working days off in case of death in the immediate family.

B. Immediate family, for purposes of determining eligibility for funeral leave, shall include parents, grandparents, spouse, brothers, sisters, children, immediate in-laws, immediate step-family, and immediate foster family.

C. In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee shall use sick leave and/or vacation leave, then time without pay upon receiving approval from the Executive Authority.

7. Worker's Compensation Act

An employee who is injured on the job shall be compensated for the remainder of the day of injury with pay. The following schedule applies for subsequent days:

0-7 calendar days:	Any days missed by the employee is to be assessed as sick days.
8-14 calendar days:	Employee will be compensated by Worker's Comp.
15+ calendar days:	Employee will be compensated solely by Worker's Comp, and can purchase sick leave used within the first 7 days.

8. Military Leave

Leaves of absence without pay for military duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or if you volunteer for the same, you must notify your supervisor in advance and submit copies of your military orders subject to the following leave policy for the period of military service, in accordance with applicable federal and state laws. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

Pursuant to KRS 61.396, SB 133 and HB 380 any employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States, of the Reserve Corps of the United States Public Health Service, shall be entitled to a leave of absence from their respective duties, while in the performance of duty or training in the service of this state or of the United States under competent orders. You must notify your supervisor in advance and submit copies of your orders to your supervisor as soon as practicable. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days.

Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Military leave starts accruing on day one of employment and will be prorated during the initial employment year.

Employees will be allowed to use vacation time for any time over the twenty-one (21) calendar days needed for military leave. When all time is exhausted, the employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. Eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

9. Voting Leave

Any county employee entitled to vote at any election in this state shall, if he/she has made application for leave prior to the day of election, be entitled to absent him/herself from any services or employment of the county

for a period of two (2) hours on the day of the election, between the time of opening and closing the polls. The county maintains the authority to specify the hours during which the employee may take voting leave.

10. Jury Duty/Court Leave

A. In the event a full-time or part-time employee is requested to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. The Executive Authority has the right to adjust the schedule of a part-time employee to work around time away for jury duty. All employees serving on jury duty shall be absent from work only during the times required by the courts, and shall provide their supervisor with documentation from the court verifying the employee's participation.

B. County employees required to appear in court in a case related to their employment shall be paid at the same rate of pay they normally receive. When court time and normal work hours exceed forty (40) hours in a specific work week, the overtime rate shall be paid.

C. An employee involved in a personal case, either as a plaintiff or defendant, in a suit not resulting from duties performed on behalf of the county, may be granted leave, provided such leave is deducted from the employee's accrued vacation time or classified as leave without pay.

11. Employer Provided Vehicles

Employer provided vehicles are vehicles owned by the County that are made available to its employees to perform the functions of their jobs. Only county employees are authorized to operate employer provided vehicles. No persons, other than county employees, are covered by the county's liability and/or automobile insurance policies. Only county employees and those individuals accompanying a county employee in an employer provided vehicle and incident to a function of the county employee's job are covered by the county's liability and/or automobile insurance policy. Failure to comply will result in personnel action up to and including termination of employment. Employer provided vehicles fall under two categories:

1. Qualified non-personal-use Vehicle. All of an employee's use of a qualified non-personal use vehicle is a working condition benefit. Qualified non-personal-use vehicles include the following county vehicles:

a. Clearly marked police, fire, and public safety officer vehicles;

b. Unmarked vehicles used by law enforcement officers if the use is officially authorized;

c. Any vehicle designed to carry cargo with a loading gross weight over 14,000 pounds;

d. Unmarked vehicles used by law enforcement officers and are incident to law enforcement functions;

e. Pickup trucks with a loaded gross weight of 14,000 pounds or less is a qualified non-personal-use vehicle if it has permanently affixed decals or special painting associated with county government and is equipped with at least one of the following items:

1.) hydraulic lift gate;

2.) permanent tanks or drums;

3.) permanent side boards or panels that materially raise the level of the sides of the truck bed;

4.) electric generator, welder, or boom/crane used to tow automobiles and/or other vehicles.

f. "Law Enforcement Officer" means an individual employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property, and who is empowered to make arrests and execute search warrants and who is also authorized to carry firearms and does so on a regular basis.

g. A law enforcement officer who uses an employer provided vehicle to travel to/from his/her home outside Pulaski County shall incur a taxable fringe benefit under IRS regulations.

2. Commuting-Only Personal Use Vehicle. For bona fide non-compensatory reasons, the Executive Authority may require an employee to commute to and/or from work in a county-owned vehicle. Personal use of a county-owned vehicle for purposes other than commuting is forbidden. The valuation of the commuting-only personal use vehicle is $1.50 per commute. All documentation must be turned in to the personnel officer at the end of each month to be processed on the following payroll. Failure to do so will result in every work day being charged as a commute.

12. Employer Provided Cellular Telephones

Employer provided cellular telephones are telephones contracted by the County that are made available to its employees to perform the functions of their jobs. There is no expectation of privacy when using an employer provided cellular telephone and all equipment and records of use are subject to search by the County.

13. Employer Provided Uniforms

Employer provided uniforms are uniforms purchased and/or maintained for certain county employees so that the employee can better perform the functions of his/her job. Once a uniform is provided by the employer, the employee is required to wear that uniform during his/her scheduled work day. Personal use (use outside of his/her regular work hours) of an employer provided uniform is forbidden except for those employees serving as peace officers unless the employee obtains written permission from the Executive Authority. Failure to comply with established employer provided uniform rules will result in personnel action, up to and including termination of employment.

The cost of providing and maintaining uniforms is taxable to the employee if the uniforms provided is suitable for everyday wear under IRS regulations.

14. Insurance

A. Health Insurance

a. Major Medical – The County and the employee may pay appropriate shares of the cost an individual policy, as determined annually by the fiscal court. County employees may purchase family coverage at group rates.

b. All participating employees are subject to the terms and conditions of the group insurance plans provided by the county.

c. For newly hired employees, health insurance coverage becomes effective the first day of the second month after employment commences. By way of example, if an employee is hired on June 15th their health insurance will become effective on August 1st.

B. Dental & Vision Insurance

a. Dental and Vision insurance are voluntary.

b. The employee may pay appropriate shares of the cost an individual policy, as determined annually by the fiscal court. County employees may purchase family coverage at group rates.

c. All participating employees are subject to the terms and conditions of the group insurance plans provided by the county.

d. For newly hired employees, dental insurance coverage becomes effective the first day of the second month after employment commences.

C. Workers' Compensation Insurance

Workers' Compensation Insurance provides medical and hospitalization expense benefits as well as partial payment in lieu of salary for workers injured on the job. The county pays 100% of this insurance.

The employee shall not be paid thirty-three percent of their salary from unused sick, vacation, or compensatory time while off on a workers compensation event.

The employee is required to pay their own voluntary benefits during unpaid leave on or before the payroll check date. If the employee is unable to pay their portion, the employer has the right to terminate those benefits during the Workers Compensation event.

FMLA will run concurrent with ***all*** worker's compensation claims with loss of time over 7 calendar days.

D. Unemployment Insurance

All employees are covered under this program. Pulaski County pays 100% of the cost for this coverage. An individual who terminates his/her employment with the county may or may not be eligible to receive payments under this program, depending upon the circumstances involved in the termination.

E. Social Security

The county and the employee both contribute to the Social Security program at rates specified by the U. S. Congress.

F. Liability Insurance

The county maintains comprehensive liability insurance for all employees.

G. Life Insurance

The county provides full-time employees with a $20,000 group life insurance policy which includes an accidental death and dismemberment component.

H. Continuing Or Converting Your Insurance Coverage

You and your eligible dependents may have the right under federal law to continue to participate in the County's group health insurance plans for 18 to 36 months at your expense, depending upon the nature of the triggering event, including but not limited to termination of your employment with the County or a reduction in work hours. You may also have the right under Kentucky law to convert your group life insurance policy to an individual policy upon termination of your employment. The Consolidated Omnibus Reconciliation Act of 1985 (COBRA) permits employees leaving their employer to have the option of continuing some of their benefits (health insurance and dental insurance) at their own expense (in whole or in part as the law may provide). A person employed by the County who is enrolled in the employee health plan can choose to continue the insurance coverage if his/her position is lost due to reduction in hours or termination of employment. The spouse of an employee can choose to continue the coverage at his/her expense in the case of the death of the employee, termination of the employee, divorce or legal separation from spouse, or if the spouse qualifies for coverage by Medicare. Similar circumstances would permit the child of a separated employee to continue the coverage. Coverage may be continued for eighteen (18) months, and in some circumstances, up to three (3) calendar years. The Human Resources Department can provide more information on the COBRA options for affected employees and dependents.

15. Deferred Compensation Program

County employees may elect to participate in a deferred compensation program. All costs related to participation in these programs are the responsibility of the employee.

FAMILY AND MEDICAL LEAVE POLICY

1. Purpose

The purpose of this policy is to comply with the County's obligations under the Family and Medical Leave Act of 1993 and the National Defense Authorization Act of 2008.

2. Eligibility

Employees are eligible for leave under this policy if they have worked for the County for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months.

3. Basic Leave Entitlement

Eligible employees may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the following reasons:

A. Birth of a child of the employee and in order to care for the newborn child;

B. Placement of a child into the employee's family by adoption or by a foster care arrangement;

C. Care of the employee's spouse, child or parent who has a serious health condition; or

D. Inability of the employee to perform the functions of the employee's position due to a serious health condition.

The twelve (12) month period in which to use the twelve (12) weeks available under this section begins with the employee's first day of qualifying leave taken under this section. If both spouses are employed by the County, the combined leave shall not exceed twelve (12) weeks.

4. Military Family Leave Entitlements

A. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies.

B. Qualifying exigencies include short-notice (seven calendar days or fewer) deployment, military events and related activities, childcare and school activities, financial and legal arrangements, non-medical counseling, rest and recuperation, post-deployment activities (e.g., arrival ceremonies) and additional activities agreed upon between the County and the employee.

C. Eligible employees who are the spouse, son, daughter, parent or next of kin of a covered service member also may to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period.

D. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

E. The twenty-six (26) weeks of leave available under this section is per service member or per serious injury or illness.

F. The twelve (12) month period available under this section begins on the first day the employee takes leave to care for a covered service member and ends twelve (12) months after that date. Any amount of the twenty-six (26) weeks available to an employee that is not used at the end of the twelve-month period is forfeited.

5. What is a Serious Health Condition?

For the purpose of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

A. Inpatient care in a hospital, hospice or residential medical care facility including any period of incapacity or subsequent treatment in connection with or consequent to such impatient care; or

B. Continuing treatment by a health care provider, which includes any one or more of the following:

a. A period of incapacity due to a serious health condition of more than three consecutive full calendar days, plus either two or more visits to a health care provider. The two visits to a health care provider must occur within thirty (30) calendar days of the period of incapacity and the first visit must take place within seven (7) calendar days of the first day of incapacity.

b. A period of incapacity due to a serious health condition of more than three consecutive full calendar days, plus one treatment by a health care provider followed by a regimen of continuing treatment. The first visit to a health care provider for treatment must take place within seven (7) calendar days of the first day of incapacity.

c. A period of incapacity due to pregnancy or for prenatal care.

d. A period of incapacity or treatment for such incapacity due to a chronic serious health condition such as asthma, diabetes or epilepsy. In order to qualify as a chronic serious health condition, the condition must be one that continues over an extended period of time and requires at least two visits to a health care provider per year.

e. A period of incapacity due to a permanent or long-term condition for which treatment may not be effective, such as Alzheimer's disease or a severe stroke.

f. A period of absence due to a serious health condition to receive multiple treatments or that would result in incapacitation without multiple treatments, such as cancer requiring chemotherapy or radiation treatments.

As used above, the term "incapacity" means that the employee must be unable to work at all or unable to perform any of the essential functions of his or her job, or prevents a qualified family member from participating in school or other daily activities.

6. Intermittent Leave and Reduced Work Schedules

A. Leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and the County agree.

B. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. The County has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have pay and benefits equivalent to those of the employee's regular job.

C. Employees must provide written note from their provider (or their family member's provider) for each absence taken as intermittent leave under this policy. Such a note simply must confirm the employee's absence was actually for the purpose of a visit to or treatment with a provider. Absent extenuating circumstances, the note must be provided to Human Resources within one (1) working day after the absence. The purpose of requiring such a note is to prevent fraud or abuse of intermittent leave taken under this policy.

7. Accrued Sick Leave, Comp Time, and Vacation Leave Must Be Used First

A. Employees must use accrued comp time, sick, and vacation leave before taking unpaid leave under this policy.

B. Both the paid and unpaid leave will be counted in calculating the total period of leave used under this policy.

8. Notices

A. Employees desiring to take leave under this policy must provide the County, through the Human Resources Officer, with at least oral notice sufficient to make the County aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave. Employees must also inform the County if the requested leave is for a reason for which leave under this policy was previously taken or certified. When the necessity of leave is foreseeable, employees must provide the County at least thirty (30) calendar days' notice. When thirty (30) day notice is not possible, employees must provide the County notice as soon as practicable.

B. Failure to give notice as required above may result in the request for leave under this policy being denied and may result in disciplinary action, up to and including discharge, for violation of the County's attendance policy.

C. Once the County has knowledge has notice of anticipated leave from an employee, it will notify the employee whether the requested leave will be designated as qualifying under this policy and, if so, the amount of leave that will be counted against the employee's leave entitlement. The County's notice will also include any additional information required by law, as well as any employee rights and responsibilities that apply. The County ordinarily will provide this notice, either orally or in writing, within five (5) business days of receiving sufficient information, absent extenuating circumstances. If notice is oral, it will be confirmed in writing no later than the following payday, unless the payday is less than one week after the oral notice, in which case the notice will be given no later than the subsequent payday.

9. Certification of Healthcare Provider

A. Any leave request based on either a family member's or employee's own serious health condition or a serious illness or injury of a covered service member must be supported by certification from a healthcare provider that verifies the need for such leave. For any leave taken under this policy that will be unpaid, the certification must be provided on either Form WH-380-E (for an employee's own serious health condition) or Form WH-380-F (for a family member's serious health condition) or Form WH-385 (for a covered service member's serious illness or injury). Any leave requested based on a qualifying exigency must be supported by a certification that complies with regulations issued by the United States Secretary of Labor.

B. In general, the employee must provide a copy of certification required by this policy to the County in a timely manner after the County's request for certification. A maximum of fifteen (15) calendar days will be allowed to provide medical certification as required by this policy, unless circumstances make it impracticable to obtain the certification within this period of time, and the employee has made diligent, good faith efforts to obtain the certification.

C. If the County deems a medical certification to be incomplete or insufficient, it will specify in writing what information is lacking, at which point the employee shall have seven (7) calendar days to cure the deficiency. If the employee completely fails to provide the certification requested by this policy, then the leave is not approved under this policy. If applicable, the employee may also be subject to discipline, up to and including discharge, for violating the County's attendance policy.

D. The County may also seek a second, non-binding opinion at the county's expense. If that opinion differs from the opinion obtained by the employee, a third, binding option can be obtained, at the county's expense, from a health care provider agreed upon by both the employee and the county

E. The County may request recertification of an ongoing condition every six months in conjunction with an absence.

F. In order to return to work following leave (other than intermittent leave), employees must provide "fitness-for-duty" certification from their health care provider that specifically addresses the employee's ability to perform the essential functions of their job as identified in information the County will provide.

In the case of intermittent leave under this policy, the County may require fitness-for-duty certification where a reasonable job safety concern exists.

10. Continuation of Benefits During Leave

A. During leave under this policy, the County will continue to pay the employee's group health insurance premium. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the County for health insurance premiums paid during the leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job, the continuation of a serious health condition of the employee's family member or circumstances beyond the control of the employee.

B. The employee is required to pay their own health/dental contribution and voluntary benefits during unpaid leave on or before the payroll check date. If the employee is unable to pay their portion, the employer has the right to terminate those benefits during the FMLA event.

C. During the unpaid portion of leave under this policy, employees shall not accrue employment benefits such as vacation leave or sick leave. Conditions of retirement credit accrual are determined by the County Employees Retirement System. Employment benefits accrued by the employee up to the day on which the leave begins will not be lost. During intermittent family medical leave, the employee must work more than one half of their scheduled workdays of the month to accumulate sick and vacation leave. Holidays are not a paid benefit during a FMLA event.

11. Employees' Obligations While on Leave

The County may require an employee on leave under this policy to report periodically to the Human Resources Officer on his/her status and the intention of the employee to return to work. The County may also require periodic re-certification of the employee's medical condition. Failure to report as requested or to obtain requested re-certification may result in disciplinary action, up to and including discharge. An employee taking leave due to the employee's serious health condition, except for intermittent leave, is required to obtain a fitness-for-duty certification at the employee's expense with regard to the condition that causes the need for leave under this policy. The County will not restore an employee to the employee's original position or an equivalent position if the certification is not provided.

12. Employees' Rights Upon Return to Work

Employees who return to work from leave under this policy within or on the business day following the expiration of the total leave available to them under this policy are entitled to return to their original job, or an equivalent position, without loss of benefits. However, pay increases conditioned upon seniority, length of service or work performed will not be granted until the approximate length of service, seniority, etc. was attained after returning to work. Employees who fail to return to work after taking the total leave available to them under this policy within a one-year period lose their entitlement to be restored to their original job or an equivalent position. Employees are responsible for keeping track of how much leave they have taken.

The county expressly reserves the right to deny the previous job to "key employees" in instances where such restoration would result in substantial and grievous economic injury to the county. "Key employee" is defined as a salaried FMLA-eligible employee who is among the highest 10 percent of all county employees.

SEVERABILITY

If any provision/s of these policies and procedures, classification plan, or compensation plan, or any provision/s of their subsequent application/s are held invalid, such invalidation does not affect the remainder of this ordinance or its application/s.

DISCLAIMER

Information included in these personnel policies and procedures, classification and compensation plans are not intended to represent a contract, and may be changed by the county without notice.

The term "regular position" indicates the position(s) in each class created by ordinance. The class(es) and/or number of positions in each may be changed by the county without notice, and the employee(s) occupying the position(s) may be affected by such changes.

SECTION 5.8 Position Classifications, Descriptions and Salary Schedule

PULASKI COUNTY POSITION DESCRIPTION

Class Title: 911 Director

Characteristics Of The Class: Under the general administrative direction of the County Judge Executive and/or Deputy Judge. Responsible for the hiring, scheduling, training, discipline, supervision, and promotion of employees at the Pulaski County 911 Center. Responsible for all fiscal matters of the Center including budget preparation and purchasing. To constantly monitor all equipment at the Center for performance and functional capability. To be the liaison with the Pulaski County Fiscal Court; the 911 Advisory Board; postmasters and the US Postal Service; representatives of GTE; and the Chiefs and/or Directors of all agencies using the Pulaski County 911 Center.

Examples Of Duties: To daily monitor the activity of the 911 Center and with all information provided, address any areas of concern; to monitor the performance of all operators, respond to complaints made by citizens, and/or requests from members of the user agencies. To schedule all operators and ensure the Center is adequately staffed 24-7. To maintain a continual training program making certain all operators are kept abreast of all changes and innovations in the telecommunication industry.
To work in cooperation with the County Treasurer to maintain a budget capable of addressing the financial needs of the 911 Center and to oversee all purchasing and expenditures of the center. To work with the Database Coordinator to ensure all computer and telecommunication equipment is maintained in the manner which best serves the Center. Responsible for the hiring, evaluation and promotion of all employees at the 911 Center (with Fiscal Court approval). To oversee the addressing division of the Center and to be responsible for the establishing of ALL physical addresses in Pulaski County and, in conjunction with Pulaski County Fiscal Court, maintain and establish all road and street names in Pulaski County to ensure the integrity of the E-911 database and any other duties designated.

Training And Experience: Establish working knowledge of the geographical layout and road system in Pulaski County is a prerequisite. Prior experience in the field of telecommunication is an asset. Prior experience in the retention and management of a workforce in excess of 12 persons is required.

Special Knowledge, Skills And Abilities: Must have a working knowledge of budgets, purchasing, and fiscal management. Must be able to direct and motivate a workforce of more than 12 persons. Possess the skills to maintain a working relationship with other agencies which utilize and work in conjunction with the 911 Center. Must know the road and street system in Pulaski County. Must be able to maintain a working computer map of Pulaski County.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Assistant 911 Director

Characteristics Of The Class: Under the general administrative direction of the 911 Director, Deputy Judge, and County Judge Executive. May assist the 911 Director in the hiring, scheduling, training, discipline, supervision, and promotion of employees at the Pulaski County 911 Center.
To constantly monitor all equipment at the Center for performance and functional capability.

Examples Of Duties: To daily monitor the activity of the 911 Center and with all information provided, address any areas of concern; to monitor the performance of all operators, respond to complaints made by citizens, and/or requests from members of the user agencies. To schedule all operators and ensure the Center is adequately staffed 24-7. To maintain a continual training program making certain all operators are kept abreast of all changes and innovations in the telecommunication industry and any other specific duties as assigned.

Training And Experience: Establish working knowledge of the geographical layout and road system in Pulaski County is a prerequisite. Prior experience in the field of telecommunication is an asset. Prior experience in the retention and management of a workforce in excess of 12 persons is required. High School Graduate or Equivalent.

Special Knowledge, Skills And Abilities: Must have a working knowledge of budgets, purchasing, and fiscal management. Must be able to direct and motivate a workforce of more than 12 persons. Possess the skills to maintain a working relationship with other agencies which utilize and work in conjunction with the 911 Center. Must know the road and street system in Pulaski County.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: 911 Assistant Terminal Agency Coordinator (ATAC)

Characteristics Of The Class: Per LINK (Law Information Network of Kentucky guidelines, ATAC is a position appointed by the TAC and the roles of this position are overseen by the TAC. This position is an extension of a telecommunicator's/supervisor's duties. ATAC is responsible for assisting the TAC in any duties of the CJIS (Criminal Justice Information System) and in the absence of the TAC. Serve under the direct supervision of the CJIS Supervisor, 911 Director, Deputy Judge and County Judge Executive.

Examples Of Duties:

- Ensure that all records entered into LINK/NCIC are accurate, complete, timely and up-to-date. This includes:
  - Ensure second party checks are performed on all entry, modify, supplemental, locate, clear and cancel transactions of all entries.
  - Ensure that case report (Including UORI1 and UORI2), warrant or missing person report (KSP261) and all supporting documentation is maintained as part of the LINK/NCIC case file at the terminal agency.
- Run a "Qert" report at the end of each shift to ensure that all Domestic Violence Orders have been printed and checked for accuracy.
- Ensure policy and procedures are followed to comply with CJIS Hit Confirmation guidelines by both the terminal and satellite agencies.
- Assist operators on their shift with any CJIS related questions or problems.
- Ensure that all CJIS related messages/correspondence is handled appropriately and in a timely manner. This includes making sure any messages received via the LINK terminal is sent to the appropriate agency upon being received.
- Assist the TAC/CJIS Supervisor, as needed, with monthly validation process and triennial CJIS Audits.
- Any other duties designated by the 911 Director, County Judge Executive and/or Deputy Judge.

Special Knowledge, Skills And Abilities: ATAC must have CJIS Full access Certification and be a certified telecommunicator for Pulaski County 911. ATAC must possess the ability to pay close attention to detail and have a basic understanding of the Criminal Justice System. He/she must also be able to communicate clearly with others and be able to clearly address discrepancies in paperwork that must be corrected in accordance with NCIC guidelines.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: 911 Executive Secretary

Characteristics Of The Class: Serve under the direction supervision of the 911 Director. Performs tasks and assignments that assist in the administrative workload of the office. Requires considerable ability to make independent judgements.

Examples Of Duties: Screens telephone calls and visitors and schedules appointments for the 911 Director and staff. Files office correspondence and records. Prepares official reports, documents, notaries, and correspondence as required by the 911 Director and under his/her general direction, orders and approval. May serve as a liaison between the 911 Center and the public, media, and other staff. Other specific duties as assigned by the 911 Director, County Judge Executive and/or Deputy Judge.

Training And Experience: High School graduate or equivalent, with experience documented in secretarial work. Having served as a Secretary 1 may serve as a pre-requisite for this position.

Special Knowledge, Skills And Abilities: Knowledge of business English; general office practices and procedure; knowledge of the functions, procedures, governing laws, rules and regulations of 911 Centers. The ability to maintain records and documents and prepare the reports pertinent to the office of the 911 Center. Excellent typing, telephone and computer skills. Initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: 911 Operator

Characteristics Of The Class: Under the general administrative direction of the 911 Director and/or 911 Supervisor. Responsible for obtaining and dispensing information received through the 911 Center to the appropriate law enforcement, fire, EMS and/or rescue agency. Subject to the personnel policies of the Pulaski County Fiscal Court and the Pulaski County 911 Center and entitled to the benefits of the Pulaski County Fiscal Court employees.

Examples Of Duties: Responsible for taking all incoming information into the 911 Center, whether by telephone, teletype, radio or in person and to dispatch said information to the appropriate police, fire, EMS and/or rescue agencies. To use all resources available to ascertain the actual location of the incident in question, and to collect and relay to the responder all pertinent information to the call; completing all this in a timely manner. To collect all information available at the request of any agency which uses the 911 Center. To work at maintaining a working knowledge of the geographical layout and the ever-changing road system in Pulaski County. To maintain a daily consciousness and comprehension of the posted policies of the Pulaski County 911 Center and the participating agencies. To keep abreast of the functions and operational characteristics of all equipment in use at the 911 Center. To participate in all training as mandated by the Commonwealth of Kentucky and all training directed and scheduled by the 911 Director. To adhere to all policies, procedures, and directives of the Director; be they oral or written and any other duties designated by the County Judge Executive and/or Deputy Judge. To promote harmony in the work place through their actions and/or statements.

Training And Experience: High School graduate or GED; Computer keyboard literate with prior experience and exposure to a keyboard required; previous experience not required.

Special Knowledge, Skills And Abilities: Working knowledge of computers. Ability to hear and comprehend information regardless of mode of transmission. Must be multi-tasked in order to be able to listen to a radio and/or telephone and speak at the same time on the other. Must have a clear and distinct speaking voice. Ability to read and comprehend written orders and transmissions. Ability to write directions, and LINK/NCIC messages in a comprehensive manner. Working knowledge of the geographical layout of Pulaski County.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: 911 Supervisor

Characteristics of the Class: Under the general administrative direction supervision of the 911 Director. Responsible for obtaining and dispensing information received through the 911 Center to the appropriate law enforcement, fire, EMS and/or rescue agency. Subject to the personnel policies of the Pulaski County Fiscal Court and the Pulaski County 911 Center and entitled to the benefits of the Pulaski County Fiscal Court employees. To supervise all operators assigned to their shift. To be in charge of the entire Center when the business office is closed. To maintain a communication with OIC of all agencies active during the supervisors assigned shift. Through written communication, to make certain the Director is made aware of all pertinent information on any and all incidents which occurred during the supervisor's shift.

Examples Of Duties: Responsible for taking all incoming information into the 911 Center, whether by telephone, teletype, radio or in person and to dispatch said information to the appropriate police, fire EMS, and/or rescue agencies. To use all resources available to ascertain the actual location of the incident in question, and to collect and relay to the responder all pertinent information to the call; completing all this in a timely manner. To collect all information available at the request of any agency which uses the 911 Center. To work at maintaining a working knowledge of the geographical layout and the ever-changing road system in Pulaski County. To maintain a daily consciousness and comprehension of the posted policies of the Pulaski County 911 Center and the participating agencies. To keep abreast of the functions and operational characteristics of all equipment in use at the 911 Center. To participate in all training as mandated by the Commonwealth of Kentucky and all training directed and scheduled by the 911 Director. To adhere to all policies, procedures and directives of the Director, be they oral or written. To promote harmony in the workplace through their actions and/or statements. To monitor the conduct and performance of all operators assigned to their shift. To constructively critique their performance when necessary; to assist the operator with any request to better enable the operator's performance; to ensure the policies and procedures of the 911 Center are carried out on each shift, as they apply to the Center and/or all agencies which utilize the Center; to handle and forward all complaints received at the Center for their shift to the Director; to evaluate their operators at least once annually; to carry out all supervisory directives of the Director and any other duties designated by the County Judge Executive and/or Deputy Judge.

Training And Experience: High School graduate or GED; Computer keyboard literate with prior experience and exposure to a keyboard required; previous experience not required. Must have a thorough working knowledge of the 911 Center before being promoted to supervisor.

Special Knowledge, Skills And Abilities: Working knowledge of computers. Ability to comprehend information regardless of mode of transmission. Must be multi-tasked in order to be able to listen to a radio and/or telephone and at the same time speak on the other. Must have a clear and distinct speaking voice. Ability to write directions, and LINK/NCIC messages in a comprehensive manner. Working knowledge of the geographical layout of Pulaski County. Oriented in handling personnel in a manner which is conductive to promotion of a positive working environment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: E-911/County Information Technology Coordinator

Characteristics Of The Class: Under the general administrative direction of the County Judge Executive and/or Deputy Judge. Responsible for maintenance of all database systems associated with the Enhanced 911 Dispatching System, CAD (Computer Aided Dispatching System) and other computer systems within the 911 Center as well as other county government offices. To be the county government liaison with computer systems, vendors and service providers, i.e.: Windstream, Spectrum, CML and other providers as needed.

Examples Of Duties: Responsible for establishment and daily maintenance of all E-911 computer files as required to affect the proper operation of the 911 computer systems. Administer all county government network servers and data security, including directory, group policy, firewalls, virus protection, email security and cyber security in accordance with all state and federal regulations. Create, monitor and maintain the status of county domain names, emails and manage renewals. Perform data backups to ensure all company-owned work is saved. Install and update network system improvements. Install and configure wireless networking equipment. Monitor servers, LAN/WAN, and Wi-Fi to ensure full coverage. Evaluate connectivity issues, equipment, software and hardware. Respond to IT issues, hardware maintenance, software, networking, etc. Provide helpdesk and technical support either by phone, remote access, or site visits. Consult with vendors and clients to integrate and update company technology. Ensure system optimization for all technology resources. Manage the telephone, point-of-sale, access card and gas systems. Assist with time-clock issues, as needed. Stream all live Fiscal Court meetings and manage all county government websites. To execute all requests of the 911 Director as related to the overall E-911/county government operation, and any other duties designated by the Judge and/or Deputy Judge.

Training And Experience: High School graduate or equivalent. Prior experience with current computer operating systems. Working knowledge of 911 systems as applicable to computer software implementation and security of 911 information. An extensive background in technology and computer science, with experience in maintaining and installing IT systems, is a must.

Special Knowledge, Skills And Abilities: Working knowledge of computers. Ability to hear, comprehend and accurately relay information regardless of mode of transmission. Clear and distinct speaking voice. Ability to read and comprehend written orders and transmissions. Ability to write directions and messages in a comprehensive manner.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: E-911 GIS Addressing Coordinator

Characteristics of The Class: Under the general administrative direction of the Pulaski County 911 Director. Responsible for managing all aspects of addressing to include physically setting, documenting, inputting and verifying address points.

Examples of Duties: Responsible for establishing addresses within Pulaski County and adjusting in landlocked jurisdictions. Maintenance of the 911 addressing vehicle and any other duties designated by the Director, County Judge Executive and/or Deputy Judge.

Training And Experience: High school graduate, GED or equivalent in experience and training. Knowledge of the roads within Pulaski County. Having proficient knowledge along with previous experience in GIS mapping systems. Must possess a valid Kentucky Driver's License.

Special Knowledge, Skills and Abilities: Considerable knowledge of the geographical layout of Pulaski County. Knowledge of addressing standards. Ability to accurately measure road lengths, knowledge of GIS equipment and software. Must be able to work well with employees, County Officials and general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Administrative Assistant

Characteristics Of The Class: This position is responsible for the full range of administrative, management, supervisory and technical work directly under the jurisdiction of the County Judge Executive and/or Deputy Judge.

Examples Of Duties: Plans, develops, coordinates and evaluates support programs and activities under the direction and guidance of the County Judge Executive. Represents the County Judge Executive as a member of various committees and commissions at the pleasure of the County Judge Executive. Performs a wide range of public relations/functions related to interpreting county policies to citizens. Assists with logging in receipts from the Park, Animal Shelter, Livestock Removal, and any other receipts that may be received. Lends assistance to County Judge Executive on any issue. Performs other duties as assigned or required by the County Judge Executive.

Training And Experience: High school graduate or equivalent, with advanced training in management skills and significant responsible experience in administrative management.

Special Knowledge, Skills And Abilities: Ability to plan and coordinate the administrative support program for the County Judge Executive and Fiscal Court. Ability to prepare agendas and other material for fiscal court meetings. Ability to perform public relations work. Ability to represent the County Judge Executive as alternate to various boards and commissions at the pleasure of said official. Ability to assist the County Judge Executive in any assigned administrative activities as they occur, and have the authority to carry out request of said official. Ability to perform other related duties as required by the Judge Executive.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Animal Control Officer/Shelter Supervisor

Characteristics Of The Class: Serve under the direct supervision of the County Judge Executive and/or Deputy Judge. Requires the ability to make independent decisions.

Examples Of Duties: Oversees the daily operations of the Animal Shelter. Responsible for the scheduling and supervision of Animal Shelter employees, as well as volunteers and rescues. Responsible for obtaining Purchase Order numbers and return them properly processed to the Finance Department. Maintain the timeclock and turn in all payroll records to the Personnel Officer. Responsible for answering 911 calls and subject to emergency on call status. May be called upon to investigate any animal cruelty case that has been reported. Will ensure that all animals brought to the Shelter are treated in a humane way and dispose of sick or violent animals in accordance with departmental policy. Performs other duties assigned or required by the County Judge Executive and/or Deputy Judge.

Training And Experience: High School graduate, GED or equivalent in experience and training. Experience in care and treatment of small animals. Must possess a valid Kentucky driver's license. Must qualify to carry a firearm and/or taser. Ability to establish and maintain effective working relationships with employees, County Officials, volunteers, rescues and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Animal Shelter Director

Characteristics Of The Class: Serve under the direct supervision of the Animal Control Officer/Shelter Supervisor, County Judge Executive and/or Deputy Judge.

Examples Of Duties: Assists the Animal Control Officer/Shelter Supervisor with day-to-day operations of the Animal Shelter. These duties may include but are not limited to: adoptions, rescues, assistance to the veterinarian, feeding and cleaning schedules for the animals. Will ensure that all animals brought to the Shelter are treated in a humane way and if required will assist the Animal Control Officer to dispose of sick or violent animals in accordance with departmental policy. Will maintain a courteous, working relationship with the Humane Society, other rescue groups, volunteers and the general public. Responsible for updating the website with available adoptions and various other programs being offered at the Shelter and any other duties designated.

Training And Experience: High School graduate, GED or equivalent in experience and training. Experience in office procedures. Experience in care and treatment of small animals.

Special Knowledge, Skills and Abilities: Must be proficient with computers and the Shelter website. Good public relation skills.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Assistant Road Supervisor

Characteristics Of The Class: Supervisory position which works in the construction, maintenance and repair of the County Road systems, cuts and removes tress and storm debris, and any other duties designated. Performs work under the direct supervision of the County Road Supervisor, Deputy Judge, and County Judge Executive.

Examples Of Duties: Assists the County Road Supervisor in the planning and organization of the construction, maintenance, and repair program for the County Road system and all other related activities. Serves as supervisor for various crew foreman at the Pulaski County Road Department. Follows up on complaints or requests from the public. May be required to run equipment or trucks as necessary. Required to work closely with the County Road Supervisor on any related work.

Training And Experience: High School graduate, GED, or equivalent in training and experience. Considerable experience in the construction, maintenance and repair of roads. Must possess a valid driver's license. Must possess a Class A CDL by the completion of the initial 6-month probationary period. (Loss of or failure to receive CDL may result in demotion/change of wages or termination.)

Special Knowledge, Skills, And Abilities: Thorough knowledge of methods, materials, and equipment employed in the construction, maintenance and repair of roads. Thorough knowledge of current literature, trends, statutes, and developments related to the County Road system. Ability to supervise and direct crews of workers. Ability to express ideas effectively, orally and in writing. Ability to work well with employees, County Officials and general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Assistant Tax Administrator

Characteristics Of The Class: Under the general supervision of the Occupational Tax Administrator, Deputy Judge, and/or County Judge Executive. Make decisions within guidelines of Ordinance to the collection and enforcement of the Occupational License Fee. Performs tasks and assignments, which assist in the administrative workload of the department.

Examples Of Duties: Responsible for overseeing the daily tasks of tax collections. This includes assisting persons with occupational tax information, ensuring that taxes are completed accurately, and processing returns. Run delinquency reports, check for accuracy of delinquent accounts. Makes telephone calls for collection purposes and corresponds with letters to this affect. Make decisions related to the collection procedure of accounts and at what time accounts should be turned over to the County Attorney. Checks for new businesses within the County, sends appropriate forms or visits business to obtain application information, and any other duties designated.

Training And Experience: High School graduate or equivalent, with experience in accounting or tax related field. Knowledge of computer usage and networking.

Special Knowledge, Skills, And Abilities: Considerable knowledge of Occupational Tax Ordinance, procedures and regulations. Knowledge of how to operate and maintain an office atmosphere. The ability to maintain records and documents as related to the tax office. Ability to prepare daily and quarterly occupational tax reports. Knowledge of computer equipment and related software used in tax office. Ability to establish and maintain effective working relationships with employees, County Officials and the general public. Must be able to obtain a bond, which will ensure confidentiality.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Assistant Treasurer

Characteristics Of The Class: Serves under the direct supervision of the County Treasurer, Deputy Judge, and/or County Judge Executive. Performs tasks and assignments which assist in the administrative workload of the Treasurer. Requires ability to make independent decisions.

Examples Of Duties: Files office correspondence and records. Prepares monthly bill list, claims, official reports, ledgers, accounts, correspondence, orders supplies for the Finance office and any other duties designated.

Training And Experience: High School graduate, GED, or equivalent in experience, with experience documented in accounts payable.

Special Knowledge, Skills, And Abilities: Knowledge of business English; general office practiced and procedures; knowledge of the functions, procedures, governing laws, rules and regulations of the department. The ability to maintain records and documents and prepare the reports pertinent to accounts payable and accounts receivable. Typing and computer ability. Initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: County Road Supervisor

Characteristics Of The Class: This is responsible supervisory work in the construction maintenance and repair of the county road system and related public works. Work involves responsibility for organizing, and supervising the construction, maintenance, and repair of county road facilities. Supervision is exercised over a moderate-sized force of road construction, maintenance, and repair personnel. Work is performed under the general direction of the County Judge Executive and/or Deputy Judge and is allowed considerable independence and initiative in accomplishing program objectives and is held responsible for the effectiveness of operations performed. Work is reviewed through conferences, reports, and general supervision of the overall condition of facilities.

Examples Of Duties (Illustrative Only): Plans, organizes and directs a continuing construction, maintenance, and repair program for county roads; including road clearing, street marking, and related public works activities. Plans and directs the work of skilled and unskilled workers engaged in the construction, maintenance and repair of roads, bridges, and related facilities; advises and assists subordinates as required. Determines and recommends priority of roads to be maintained and repaired; determines methods and materials to be used; directs the maintenance and repair of related county equipment. Maintains close working relationships with various other county departments; handles complaints from the public. Prepares and maintains necessary records and reports. Performs related work as required by statutory requirements and any other duties designated.

Training And Experience: High School graduate, GED, or equivalent in training and experience. Considerable experience in the construction, maintenance and repair of roads, specifically as required in Kentucky Revised Statutes (KRS179.020). Must possess a valid Kentucky operator's license.

Special Knowledge, Skills, And Abilities: Thorough knowledge of methods, materials, and equipment employed in the construction, maintenance and repair of roads. Thorough knowledge of current literature, sources of information, trends, and developments in the construction, maintenance and repair of a county road system. Knowledge of the basic principles and practices of the maintenance, repair, and minor construction of road systems. Ability to plan and implement a comprehensive and effective maintenance repair program for roads. Ability to plan, organize, and direct the work of a moderate-sized staff of employees. Ability to establish and maintain effective working relationships with employees, County Officials, and the general public. Ability to express ideas effectively, orally and in writing.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: County Treasurer

Characteristics Of The Class: Performs responsible fiscal work in financial administration. An employee in this class plans and directs the receipt, disbursement, and accounting of county revenues and expenditures. Work includes responsibility for managing the investment of court funds under the direction of Fiscal Court. A considerable amount of independent judgment and personal initiative are required in planning and carrying out financial programs. Tact and courtesy are required in dealing with the public and other officials and employees of the county. Work is performed in accordance with established governmental finance procedures, and within the framework of the General Statutes and the policies of Fiscal Court. Work is performed under general supervision and is evaluated through conferences, reports, and independent audits of financial records. This is an Exempt position.

Examples Of Duties: Performs such duties as enumerated in Chapter 66 and 68 Kentucky Revised Statutes. Maintains cash receipts ledger and journal for all funds; appropriation ledger for all funds, check distribution ledger for all funds and investment ledger for all funds. Counter signs checks. Prepares and presents reports of financial condition of the county. Assists in budget preparation. Maintains financial records of the Jailer.

Training And Experience: High School graduate or equivalent. Experience in accounting, preferably in a unit of local government. Completion of courses in accounting or business administration. Qualified as enumerated in Chapter 68 Kentucky Revised Statutes.

Special Knowledge, Skills, And Abilities: Knowledge of statutory limitations and requirements involved in handling public funds and of county fiscal policies. Knowledge of systems used in controlling the receipt and disbursement of public funds. Extensive knowledge of the organization and functions of county government. Ability to compile and analyze financial records. Ability to establish and maintain accounting systems and controls. Ability to plan and supervise the work of others. Ability to operate common office machines. Ability to deal tactfully and courteously with employees, County Officials, and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Criminal Justice Information Services (CJIS) Supervisor

Characteristics Of The Class: Under the general administrative direction of the 911 Director. Responsible for all duties of CJIS, including but not limited to, Terminal Agency Coordinator (TAC), and Justice Exchange Agency Administrator. Subject to the personnel policies of the Pulaski County Fiscal Court and Pulaski County and entitled to the benefits of Pulaski County Fiscal Court employees. Oversee the roles of Assistant TAC's and any other duties designated by the County Judge Executive and/or Deputy Judge.

Examples Of Duties: The TAC serves as the point-of-contact at the Pulaski County 911 Center for matters relating to CJIS access and oversees the agency's compliance with CJIS systems policies. The TAC shall perform all requirements as set forth Law Information Network of Kentucky (LINK). Furthermore, the TAC shall: maintain current User Agreements, prepare new forms as needed, maintain a filing system that allows for tile sensitive retrieval, attend the annual LINK meeting, complete quality control checks, oversee distribution of records to be validated, prepare for and participate in formal audits. Additionally, the TAC will address issues regarding: dissemination, logging, hit confirmations. Assist in Screening (Pre-Employment), Training, Security, Security Awareness Training, access control and timeliness and use of the system. Delegate assignments to ATAC's as needed.

Justice Exchange applies as needed to ensure licenses for products. Manages user activities, create new accounts.

Training And Experience: CJIS Full access Certification. Certified Tele Communicator. Prior experience as a TAC or ATAC. Supervisor experience preferred.

Special Knowledge, Skills And Abilities: Working knowledge of computers. Possess the ability to pay close attention to detail. Have a basic understanding of the criminal justice system. Ability to lead a team of assistants.

Other duties: To include dispatching, and other reasonable duties under the direction of the 911 Director, Deputy Judge and/or County Judge Executive.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Deputy County Judge Executive

Characteristics Of Class: This is responsible supervisory, administrative, and technical work directly under the jurisdiction of the County Judge Executive.

Examples Of Duties: Takes on all the administrative powers and responsibilities of the Judge Executive in his absence, except that the Deputy Judge Executive shall not act for the County Judge Executive as a member or presiding officer of the Fiscal Court. Shall perform other related duties as required by the County Judge Executive.

Training And Experience: High School graduate or equivalent. Experience in administrative work.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Office Manager/Deputy Director of the Office of Emergency Management

Characteristics of the Class: Under the direction of the Emergency Management Director, Deputy Judge, and County Judge Executive. Serve as the Office Manager of OEM. Manage daily operations, office functions, and administrative tasks. Manage and organize office supplies, equipment, and documentation. Handle inquiries and provide customer service to citizens, local, state, and federal entities Provide logistical and operational support to the Director of Emergency Management. Plans, organizes, manages, and promotes the local Emergency Management (EM) program within Pulaski County, and performs duties as related to prevention, protection, mitigation, response, and recovery of emergencies and disasters, and to establish and maintain a comprehensive emergency management program among all emergency support functions (ESFs) within the jurisdiction. To follow all laws pertaining to emergency management as described in KRS 39A-F, 106 KAR 1:140-390, and all other applicable statutes and regulations, Federal Emergency Management Agency (FEMA) Emergency Management Performance Grant (EMPG) directives and any other applicable Federal and State requirements (KRS 39B.020(5), KRS 39B.030), and local orders or ordinances. Work is performed in a field office setting. Occasional travel is required. Work could be stressful, and employee may be subjected to hazardous conditions. Be able to completely fulfill the responsibilities of the Director in his/her absence.

Examples of Duties: Be able to complete reimbursement documentation and submit to the Kentucky Division of Emergency Management (KYEM) for the Emergency Management Performance Grant (EMPG); act as Floor-manager of an Emergency Operations Center when activated; perform damage assessment and compile report(s); coordinate with the Local Emergency Planning Committee (LEPC) to plan and mitigate SARA Title III facilities; coordinate response, recovery, and mitigation of emergencies/disasters with all response agencies and any other duties designated by the director, Judge and/or Deputy Judge.

Training and Experience: Graduate of a college or university with an associate degree. Must have a minimum of two (2) years' experience in disaster operations including documented training and experience (e.g., task book) and minimum of three (1) years' experience in business administration; IS-100, 200, 700, 800, ICS-300, 400. Preferred: Homeland Security Exercise and Evaluation Program (HSEEP), EMI All-hazards Position-specific training, Public Information Officer training. Administrative experience will substitute for the college education on a year-for-year basis

Special Knowledge, Skills, and Abilities: Must maintain any required licensure(s), certifications(s), or other credentials for the length of employment in this position. Employing agency is responsible for ensuring employee possesses and maintains required licensures(s), certification(s) or other credentials. Must be at least twenty-one (21) years of age at time of employment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Director of the Office of Emergency Management

Characteristics of the Class: Serves under the supervision of the County Judge Executive and Deputy Judge. Plans, organizes, manages, supervises, and promotes the local Emergency Management (EM) program within Pulaski County; and performs duties as related to prevention, protection, mitigation, response, and recovery of emergencies and disasters, and to establish and maintain a comprehensive emergency management program among all emergency support functions (ESFs) within the jurisdiction. To follow all laws pertaining to emergency management as described in KRS 39A-F, 106 KAR 1:140-390, and all other applicable statutes and regulations, Federal Emergency Management Agency (FEMA) Emergency Management Performance Grant (EMPG) directives and any other applicable Federal and State requirements (KRS 39B.020(5), KRS 39B.030), and local orders or ordinances. Work is performed in a field office setting. Occasional travel is required. Work could be stressful, and employee may be subjected to hazardous conditions. This is an Exempt position.

Examples of Duties: Be able to complete reimbursement documentation and submit to the Kentucky Division of Emergency Management (KYEM) for the Emergency Management Performance Grant (EMPG); act as Floor-manager of an Emergency Operations Center when activated; perform damage assessment and compile report(s); coordinate with the Local Emergency Planning Committee (LEPC) to plan and mitigate SARA Title III facilities; coordinate response, recovery, and mitigation of emergencies/disasters with all response agencies, and any other duties designated.

Training and Experience: Graduate of a college or university with an associate degree. Must have a minimum of two (2) years' experience in disaster operations including documented training and experience (e.g., task book) and minimum of three (3) years' experience in business administration; IS-100, 200, 700, 800, ICS-300, 400; Emergency Management Institute (EMI) Professional Development Series (IS-120.c, 230.d, 235.c, 240.b, 241.b, 242.b, 244.b, or EMI Emergency Management Academy). Preferred: Homeland Security Exercise and Evaluation Program (HSEEP), EMI All-hazards Position-specific training, Public Information Officer training. Administrative experience will substitute for the college education on a year-for-year basis.

Special Knowledge, Skills And Abilities: Must maintain any required licensure(s), certifications(s), or other credentials for the length of employment in this position. Employing agency is responsible for ensuring employee possesses and maintains required licensures(s), certification(s) or other credentials. Must be at least twenty-one (21) years of age at time of employment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Equipment Operator

Characteristics Of The Class: This is skilled work in the operation of construction equipment, maintenance equipment and machinery. Operation of assigned equipment is a full-time or predominate task although other work may be performed such as cutting and removing trees and storm debris, and any other duties assigned. Assignments are usually received in the form of specific orders to accomplish a specific task. Work is performed independently within established policies, procedures, and standard equipment operation techniques, and is reviewed by a supervisor during process and upon completion. Under the supervision of the Road Crew Foreman, County Road Supervisor, Assistant Road Supervisor, Deputy Judge, and County Judge Executive.

Examples Of Duties: Operates a backhoe, loader, grader, tractor, mower, bucket truck or total patcher as primary position but may operate other related pieces of equipment. Cleans and performs minor maintenance on equipment operated and reports equipment malfunctions to the Crew Foreman or Road Supervisor. Performs related work as required.

Training And Experience: High School graduate, GED, or equivalent in training and experience. Some experience in the operation of heavy automotive equipment. Must possess a valid Kentucky operator's license and CDL. Loss of CDL may result in demotion/change of wages or termination. (May substitute experience for CDL's in certain pieces of equipment. i.e. mower, skid-steer, loader, grader and roller).

Special Knowledge, Skills And Abilities: Knowledge of the operating characteristics and service of one or more types of heavy automotive related public works equipment. Knowledge of the work hazards and applicable safety precautions associated with the assigned equipment and operations. Knowledge of the applicable traffic laws, ordinance and regulations involved in the operation of the assigned equipment. Ability to understand and follow written and oral instructions. Ability to make minor operating adjustments and to recognize operation deficiencies in assigned equipment. Skill in the operation and servicing of one or more types of heavy automotive equipment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Executive Assistant to the County Judge/Public Information Officer

Characteristics Of The Class: Serve under the direct supervision of the County Judge Executive. Performs tasks and assignments that assist in the administrative workload of the office. Requires considerable ability to make independent judgments.

Examples Of Duties: Screens telephone calls/visitors and schedules appointments for the County Judge Executive. Files office correspondence and records. Prepares official reports, documents, notaries, executive orders, and correspondence as required by the County Judge Executive and under his/her general direction, orders and approval. May serve as a liaison between the County Judge Executive and the public, all media outlets (i.e. press releases, social media, websites), and other elected officials. Any other specific duties as assigned by the County Judge Executive and/or Deputy Judge.

Training And Experience: High School graduate or equivalent, with experience documented in secretarial work. Having served as a Secretary I may serve as a pre-requisite for this position.

Special Knowledge, Skills And Abilities: Knowledge of business English; general office practices and procedures; knowledge of the functions, procedures, governing laws, rules and regulations of County Government. The ability to maintain records and documents and prepare the reports pertinent to the office of the County Judge Executive. Excellent typing, telephone and computer skills. Initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Finance Executive Secretary/Accounts Payable Clerk

Characteristics Of The Class: Serve under the direct supervision of the County Treasurer, Deputy Judge and County Judge Executive. Performs tasks and assignments that assist in the administrative workload of the office. Requires ability to make independent judgments.

Examples Of Duties: Screens telephone calls and visitors for the County Treasurer. Issues purchase orders as approved by the treasurer, and assists the Assistant Treasurer with preparation of the monthly bill list. Files office correspondence and records. Assists with bank deposits as necessary. May serve as a liaison between the County Treasurer and other county departments and the public. Any other specific duties assigned.

Training And Experience: High School graduate or equivalent, with experience documented in secretarial work. Having served as a Secretary 1 may serve as a pre-requisite for this position.

Special Knowledge, Skills And Abilities: Knowledge of business English; general office practices and procedures; knowledge of the functions, procedures, governing laws, rules and regulations of County Government. Excellent typing, telephone and computer skills. Initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Finance Officer

Characteristics Of The Class: Performs responsible fiscal work in financial administration. Tact and courtesy are required in dealing with the public officials and employees of the County. Work is performed in accordance with the established governmental finance procedures. Work is performed under general supervision of the County Judge and is evaluated through conferences, reports, and independent audit of financial records.

Examples Of Duties: Receives and logs all receipts from the Park, Animal Shelter, Livestock Removal, 911, Road Department and any other receipts/monies that may be received; including but not limited to Fire Premium checks. Review all Occupational Tax collections and logs to ensure accuracy and make deposit. File all liability, property and auto claims. Performs other duties as assigned or required by the County Judge Executive and/or Deputy Judge.

Training And Experience: High school graduate or equivalent. Experience in accounting, preferable in a unit of local government. Purchasing experience.

Special Knowledge, Skills And Abilities: Knowledge of statutory limitations and requirements involved in the handling of public funds and of county fiscal policies. Knowledge of systems used in controlling the receipt and disbursement of public funds. Knowledge of the organization and function of County government. Ability to compile and analyze financial records. Ability to establish and maintain accounting systems and controls. Ability to operate common office machines. Ability to work well with employees, County Officials. And the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Fire Coordinator

Characteristics of the Class: Under the general administrative direction of the County Judge Executive and Deputy Judge. The Fire Coordinator is responsible for the day-to-day functions of the Pulaski County Fire Commission. This includes oversight and implementation of the Pulaski County Fire Commission budget, to ensure fiscal responsibility and management of the budget. Analyzes department resources and needs to outline capital project requests. Oversees Fire Commission programs to ensure compliance with federal, state and local regulations; as well as Pulaski County Comprehensive Emergency Management Program. Acts as a direct liaison between the Pulaski County Fire Commission and Pulaski County Fiscal Court, as well as the Fire Service liaison for the Pulaski County EOC, Pulaski County Emergency Management, EMS, Law Enforcement, Local Emergency Planning Committee and other agencies as necessary.

Examples of Duties: Develops and maintains a comprehensive County Fire Plan, which encompasses all fire departments in Pulaski County. In cooperation with all agencies, helps direct the Fire Commission to achieve stated objectives and goals using a strategic plan for the Fire Commission. Helps plan, instruct and evaluate joint training activities for departments; and assist with exercises through Pulaski County Emergency Management. Assists departments with emergency responses as requested, or needed, to help facilitate efficient and effective resource allocation/management and any other duties designated.

Training and Experience: Minimum associate degree (preferred bachelor's degree) from an accredited college or university with a major in Fire Science or related field; or National Fire Academy Executive Fire Officer graduate, plus five (5) years' experience in a chief officer position of a fire department. Kentucky 400-hour certified Firefighter. Kentucky Fire Instructor, Level 1(minimum). Completed IS-100, IS-200, IS-700, IS-800; as well as ICS300 and ICS400. Administrative experience will substitute for the college education on a year-for-year basis.

Special Knowledge, Skills and Abilities: Knowledge of the County Fire Plan and organization of the respective departments within. Coordinator should have skills necessary to assist agencies with response plans and hazard mitigation, as well as resource management between agencies. The ability to plan, implement and evaluate training programs for interagency cooperation and response preparation. Coordinator should be able to assist departments on responses with specialized knowledge, equipment or support as needed.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Fire Training Office Manager

Characteristics Of The Class: This position is responsible for the daily operations of the Fire Training center. This position is under the direct supervision of the Emergency Management Director, Deputy Emergency Management Director and any other duties designated by the Deputy Judge, and County Judge Executive.

Examples Of Duties: Screen telephone calls and visitors. Assist with paperwork pertaining to the fire departments, scheduling of events and any other duties designated. Must maintain close contact with the fire departments.

Training And Experience: High school graduate, GED, or equivalent in training and experience. Must possess a valid Kentucky driver's license.

Special Knowledge, Skills And Abilities: Knowledge of business English and general office practices and procedures. Knowledge of the various office machines including computer, typewriter, fax, etc. Ability to maintain records and documents and prepare reports pertinent to fire. Thorough knowledge of the fire departments. Ability to understand written and oral instructions. Must possess good telephone skills. Ability to work well with employees, County officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Floater/Flex Employee

Characteristics Of The Class: Floater/Flex employees are dependent on the availability of need. Will include traveling to different locations within County Government. Instructions regarding work to be done are received from the County Judge, Deputy Judge, and/or the Department Head.

Examples of Duties: Work schedule may be assigned to different departments within County Government on an as needed basis. Duties will vary daily depending upon which department you are assigned. Will include travel to different locations within County Government, and any other duties designated.

Training And Experience: High school graduate, GED, or equivalent in experience and training. Must possess a valid Kentucky Driver's license.

Special Knowledge, Skills And Ability: Ability to work from oral and written instructions; ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Grant Manager

Characteristics Of The Class: Under the general administrative direction of the County Judge Executive and Deputy Judge. The Grant Manager is responsible for identifying, pursuing, obtaining, administering, and closing out grant opportunities available to the County Government. The position serves as the County's primary resource for grant development and administration and is responsible for managing grants throughout their entire lifecycle, from identifying funding opportunities and preparing applications through project implementation, compliance, reimbursement, reporting, and final closeout. The Grant Writer/Manager will work closely with elected officials, department heads, staff, consultants, contractors, and partner organizations to develop competitive applications and ensure that awarded projects are completed in accordance with grant requirements. A key responsibility of this position is ensuring that the County receives all grant funds to which it is entitled by maintaining accurate records, monitoring expenditures, preparing reimbursement requests, coordinating required documentation, and following each funding agency's financial and reporting requirements.

Examples Of Duties: The position will actively research and monitor federal, state and other funding opportunities for which the County or its departments may be eligible. (i.e. roads, buildings, playgrounds, trails, infrastructure, renovation, equipment, trainings, etc.) Primarily performs duties in an office environment but may require travel to county facilities, project sites, meetings, etc. Prepare periodic reports for the County Judge/Executive, Fiscal Court, and other County leadership regarding grant activity, applications, awards, expenditures, and pending opportunities. Perform any other duties as assigned.

Training And Experience: High School graduate, GED, or equivalent in experience and training. Must possess a valid Kentucky driver's license. Experience writing and managing grants.

Special Knowledge, Skills And Abilities: Knowledge of business English and general office practices. Knowledge of the operation of various office machines including computer, fax, etc. Ability to maintain records and documents and prepare reports. Ability to understand written and oral instructions. Ability to establish priorities and meet strict deadlines. Ability to work independently while coordinating across multiple county departments. Exceptional attention to detail.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Litter Enforcement Officer

Characteristics Of The Class: Under the general direction of the Solid Waste Coordinator and the Pulaski County 109 Board. Supervises workers from the PCDC work release program.

Examples Of Duties: Responsible for the enforcement and cleanup of litter in Pulaski County. Will submit weekly reports to the Solid Waste Coordinator on all open dump sites with status of each. Daily supervision of inmates from PCDC and/or community service workers. Effectively provide for the enforcement of any litter violation. Maintain documentation of all activities, complaints, action taken and updates on initiatives. This position is not a peace officer or law enforcement officer. Therefore, does not have arrest powers.

Training And Experience: High school graduate, GED or equivalent in experience and training. Must be 21 years of age. Must possess a valid Kentucky driver's license.

Special Knowledge, Skills And Abilities: Must have effective writing and verbal skills. Ability to be trained in enforcement procedures. Must be able to work well with employees, County Officials, and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Litter Control Officer/Floor Supervisor

Definitions: The term "Litter" shall include but not limited to trash, open dump sites, discarded items, recycling, county ordinances and public nuisances.

Examples Of Duties: The Litter Control Officer will have the responsibility for cleanup of litter in Pulaski County. Specific duties shall include:

- Submit daily report to the Solid Waste Coordinator of all litter and open dump activities and status of each. The Control Officer shall clean open dumps as part of roadside litter pickup.
- Work at the discretion of the Solid Waste Coordinator to achieve the initiatives of the Pulaski County Solid Waste Plan and HB 174.
- Supervise and assist community service workers assigned to the Solid Waste Department by the court, inmates from the Detention Center assigned on a work program and any other volunteers or workers assigned by the Solid Waste Coordinator.
- Serve as a Recycling Center Supervisor.
- Maintain work vehicles; Keep serviced and cleaned as required.
- Assist with any Solid Waste activity assigned by the Solid Waste Coordinator.
- Any other duties designated.

Clarification: The Litter Control Officer is not a Peace Officer or a Law Enforcement Officer. The Litter Control Officer does not have arrest powers and shall not be deemed to have the power/authority to serve warrants, summons, or carry a firearm while on duty.

Qualifications:

- Capacity to meet and deal with the public.
- Effective verbal and writing skills.
- Ability to supervise employees, community service workers and detention center inmates.
- Valid Kentucky Driver's License.
- Minimum 21 years of age.
- Ability to follow directions and work with others.
- Work a schedule that may include flexible hours and weekends.

Supervision: The Litter Control Officer is under the direct supervision of the Solid Waste Coordinator, County Judge Executive and/or Deputy Judge.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Litter Enforcement Officer/Recycling Supervisor

Characteristics Of The Class: Under the direct supervision of the Solid Waste Coordinator, County Judge Executive and/or Deputy Judge. Supervises and assist workers assigned to community service, inmates from PCDC work program and any other workers as assigned by the Solid Waste Coordinator.

Examples Of Duties: Responsible for the enforcement and cleanup of litter in Pulaski County. Submit daily reports on litter and or recycling activities to the Solid Waste Coordinator. Submit weekly reports on open dump sites with the status of each to the Solid Waste Coordinator. Supervision of inmates and/or community service workers. Effectively provide for the enforcement of any litter, illegal dumping and County Solid Waste Ordinance violations. Maintain documentation of all activities, complaint actions taken and updates on initiatives. Works at the discretion of the Solid Waste Coordinator to achieve the initiatives of the Pulaski County Solid Waste Plan and HB 174. Assist Solid Waste Coordinator with recycling duties and other Solid Waste activities. Serves as a supervisor at the recycling center and any other duties designated. The position is not a peace officer or law enforcement officer, therefore does not have arrest powers.

Training And Experience: High school graduate, GED, or equivalent in experience and training. Must be at least 21 years of age. Must possess a valid Kentucky Driver's License.

Special Knowledge, Skills And Abilities: Must have effective writing and verbal skills. Ability to be trained in enforcement procedures. Ability to be trained in recycling initiatives. Must be able to work well with employees, County Officials and general public. Must be able to work a schedule that includes flexible hours and weekends.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Maintenance Supervisor

Characteristics Of The Class: Primary responsibility is to coordinate, supervise and assist with the maintenance, construction and cleaning of ***all*** county owned buildings and properties. Works under the direct supervision of the County Judge Executive and/or Deputy Judge and is required to make independent decisions.

Examples Of Duties: Responsible for the supervision and direction of the skilled and unskilled labor assigned to the maintenance department. Responsible for the purchase of cleaning supplies and maintenance materials for all county departments. Responsible for the pick-up and delivery of items for County Government. Responsible for the reading of gas equipment and ordering gas as needed. Responsible for obtaining purchase order numbers and return them properly processed to the finance Department. Responsible for the supervision of maintenance employees, employees of the Experience Works Program, and persons sentenced by the Juvenile, District and Circuit Courts to perform community service hours in the maintenance department and reporting of said hours to the appropriate agencies. Subject to 24-hour emergency on call for situations that might arise. Responsible for the routine maintenance and upkeep of heating/air systems, changing of filters, lighting, electrical, plumbing, changing of structures and any other needs that arise in the buildings and/or the surrounding grounds. Maintenance to the Courthouse, Judicial Center, County Clerk's Offices, Fuel Center, Senior Citizen's/Alzheimer's Center, Animal Shelter, 911, EOC, Coroner, Recycle, Road Department, Fire, all Park Offices/Cabins/Shelters/Bath Houses and any other duties designated.

Training And Experience: High school graduate, GED or equivalent in experience and training. Knowledge and experience of maintenance of public buildings.

Special Knowledge, Skills And Abilities: Considerable knowledge of proper maintenance and techniques. Supervisory abilities. Ability to establish a proper working relationship with employees, County Officials and the public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Occupational Tax Administrator

Characteristics Of The Class: Under general supervision of the County Judge Executive and/or Deputy Judge; administers the County's Occupational License Fee (Tax) Ordinance and does related work as required.

Examples Of Duties: Make decisions within guidelines of Ordinance to the collection and enforcement of the Occupational License Fee Returns. Receives, checks and verifies returns from taxpayers. Reconciles year-end balances as to accuracy of reporting. Does quarterly reporting on monies received. Gathers information on businesses in violation of regulations. Visits new businesses or obtains address information as to register new ventures with the tax office. Makes collection attempts on delinquent and past due returns. Composes correspondence relating to the Occupational Tax Ordinance or related questions. Develops policies and procedures, systems and controls regarding the Tax. Maintains records of all persons registered with the Occupational Tax Office. Explains departmental policies and regulations to employees and the general public. Processes complaints made by or relating to the Occupational tax Ordinance, and any other duties designated.

Training And Experience: Associate degree from an accredited college or equivalent experience. Experience in accounting or tax related field. Must possess a valid driver's license.

Special Knowledge, Skills And Abilities: Considerable knowledge of tax procedures and regulations. Considerable knowledge of Pulaski County Occupational Tax Ordinance. Knowledge of modern office procedures and of business English, commercial arithmetic and bookkeeping. Considerable knowledge of computer equipment and related software programs. Ability to keep and direct the preparation of complex records and to prepare reports from said records. Ability to establish and maintain effective working relationships with employees, County Officials, and the general public. Must be able to maintain confidentiality of information received.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Parks Director

Characteristics Of Class: Under the general supervision of the County Judge Executive and/or Deputy Judge. Will be the liaison between various park boards and Pulaski County Fiscal Court as to the needs of each park. Work entails responsibility for the collection of park fees set forth by the Pulaski County Fiscal Court. Weekly remittance of reports along with permit numbers used, and all monies collected must be turned in to the County Treasurer. During off season, assist with other departments as needed.

Examples Of Duties: Supervise the Parks Store/Cabin employees and assist with supervision of the Parks Maintenance Caretaker employees in the absence of the Parks Maintenance Supervisor. Performs periodic inspection of park grounds including buildings, playground equipment and trails for safety and repairs. Reports all repairs need to the Parks Maintenance Supervisor. Assist in daily preparation of the park; specifically shelters, campsites, cabins, and the park store. Handle pre-season/post-season organization; including the ordering and inventorying of store and cabin goods. Plan and organize all park related events. Responsible for obtaining purchase order numbers and return them properly processed to the finance Department. Must keep records of all payroll hours to report to the Personnel Officer and assist with other employee related documents. Responsible for rules set forth by Fiscal Court as to number of persons per site, number of camping units per site, and fire areas. Make routine checks of campground to determine that ***all*** usage fees have been collected. Maintains order within the boundaries of the park by enforcing Park Rules as set forth by Pulaski County Fiscal Court, and any other duties designated. Subject to 24-hour emergency on call for situations that might arise.

Training And Experience: High School graduate, GED, or equivalent in experience and training. Must possess a valid Kentucky driver's license. Experience in bookkeeping and handling of monies.

Special Knowledge or Skills And Abilities: Ability to work from oral and written instructions; ability to establish and maintain an effective relationship with County Officials, employees, park board members and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Parks Maintenance Supervisor

Characteristics Of The Class: Under the general supervision of the County Judge Executive and/or Deputy Judge. Responsible for the maintenance and upkeep of all parks and boat ramps operated and maintained by Pulaski County Fiscal Court. During off season, assist with other departments as needed.

Examples Of Duties: Supervise the Parks Maintenance Caretaker employees and assist with supervision of the Parks Store/Cabin employees in the absence of the Parks Director. Follows ground keeping schedule set forth by the County Judge and /or Deputy Judge for all county operated parks, fountain square and any other duties designated. These duties include, but are not limited to overseeing the mowing, trimming, weeding, pruning of trees as well as the maintenance and repairs of all buildings associated within the parks system. (i.e. bathhouses, gymnasiums, shelters and out buildings). Performs periodic inspection of park grounds including buildings, playground equipment and trails for safety and any needed repairs. Responsible for obtaining purchase order numbers and return them properly processed to the finance Department. Subject to 24-hour emergency on call for situations that might arise.

Training And Experience: High school graduate, GED, or equivalent in experience and training. Experience in bookkeeping and handling monies.

Special Knowledge, Skills And Abilities: Considerable knowledge of modern office practices and procedures. Ability to keep records and reports and to work well with the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Parks Maintenance Caretaker/Store/Cabin-Seasonal

Characteristics Of The Class: Under general supervision of the County Judge Executive, Deputy Judge, Parks Director and/or Parks Maintenance Supervisor. Work entails responsibility for satisfactory maintenance and upkeep of ***all*** Pulaski County Parks, store and cabins. It will require independent judgement and working under the direction of supervisors.

Examples Of Duties: Daily preparation of the park for arriving guests; specifically for shelters, campsites, cabins, and the park store. This shall include, but not limited to: cleaning restrooms, mowing, weed eating, landscape maintenance, garbage pick-up, cleaning cabins, stocking and cleaning the store, laundry for the cabins, making rounds, reserving campsites/cabins/shelters, and any other designated duties.

Training And Experience: Must be at least 16 years of age with a valid Kentucky driver's license.

Special Knowledge, Skills And Abilities: Knowledge of the occupational hazards and safety precautions applicable to varied park maintenance, repair and minor construction activities along with the ability to take precautionary and remedial measures in every activity. Knowledge of standard practices, materials, tools and equipment used in general labor, building, drainage, and park maintenance as well as in repair and minor construction. Knowledge of the operational capacities and maintenance requirements of a wide variety of gasoline/diesel tractors and gasoline mowers, weed eaters, leaf blowers, chain saws, welding equipment and other mechanical equipment commonly used in park maintenance work. Excellent telephone and computer skills. Ability to work from oral and written instructions; ability to get along well with supervisors, fellow employees and the public; work independently when necessary; good physical condition.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Personnel Officer

Characteristics Of The Class: Performs the responsible work in personnel administrations. Work is performed in accordance with the established wage and hour labor guidelines of both the State and Federal governments. Work is performed under the general supervision of the County Treasurer, Deputy Judge and the County Judge Executive and is evaluated through conferences, reports, and independent audits of the payroll department.

Examples Of Duties: Administers the County payroll. Verifies the compliance of all salaries within the limits set by the Fiscal Court. Maintains all time sheet records, vacation records, and sick leave records. Responsible for the employee files, active and inactive. Responsible for the compliance and review of all insurance available to employees, whether paid by the employee or the employer. Responsible for the compliance, payment, and benefits for employees to the County Employees Retirement System. Responsible for the approval of vacation and sick day requests and routine overtime requests. Issues W-2's and other year-end Federal documents. Ensures compliance with the established County Personnel Policy manual. Administers the County drug testing policy and maintains a separate file on each employee. Responsible for the filing of all Worker's Compensation claims for all county employees. To report any irregularities in any of the aforementioned to the County Judge, and any other duties assigned. To serve as the EEOC officer of Pulaski County Government.

Training And Experience: High School graduate or equivalent. Experience in administrative supervision and also experience in and a knowledge of the State and Federal wage/hour and labor laws.

Special Knowledge, Skills And Abilities: Knowledge of the laws governing wage/hour and labor. Knowledge of payroll application concerning W-2 and 1099. Skills and abilities to operate the county payroll computer systems. Knowledge of the organization and operation of County government. Ability to adapt and upgrade the County payroll system to maintain compliance with requirements of the State Auditor's Office. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Project Director

Characteristics Of The Class: Under the general administrative direction of the County Judge Executive and Deputy Judge. The Project Director is responsible for drafting and completing a Comprehensive Wildfire Protection Plan (CWPP) in accordance with the 2023 Community Wildfire Defense Grant (CWDG). In addition, the Project Director will coordinate the grant-funded activities for the upcoming CWDG grant to the Pulaski County Fiscal Court. In this capacity, the Project Director will oversee the day-to-day management of the grant and to meet project performance measures and deliverable outcomes in accordance with federal regulations program requirements. The Project Director will also submit technical reports as required by the U.S. Department of Agriculture.

Examples Of Duties: Under the direction of the County Judge Executive and deputy Judge, the Project Director will guide and monitor progress toward achieving project goals and objectives required for deadlines. Evaluates project activities, performance measures, and deliver on a monthly, quarterly, and annual basis to benchmark progress toward project goals. Coordinates and facilitates continued activity planning, management, and evaluation. Coordinates required project meetings. Ensures compliance with grant organization policies and grant terms and/or conditions. Oversees preparation and monitoring of technical project reports for the funding organization, including data collection and analysis. Serves on committees as appropriate and as appointed by the County Judge Executive and Deputy Judge. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events. Performs other duties as assigned.

Training And Experience: Three (3) years of experience in managing or implementing grant-funded programs. Two (2) years of experience managing projects in an educational, non-profit or corporate setting. Two (2) years of experience developing and implementing plans for development and growth in rural areas.

Special Knowledge, Skills And Abilities: To have a working knowledge of the National Fire Plan to better develop The Community Wildfire Protection Plan for Pulaski County. Understands the importance of working within the guidelines of NFPA 1140 (Wildland Fire Protection), NFPA 1141 (Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural and Suburban Areas), NFPA 1143 (Standard for Wildland Fire Management), and NFPA 1144 (Standard for Reducing Structure Ignition Hazards from Wildland Fire). Demonstrate skills in managing and working with external and internal personnel in a team environment. Excellent project management skills. Data analytical experience. Demonstrate organizational skills in handling and directing multiple and complex assignments and projects. Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines. Demonstrate problem solving skills. Proficient in the use of e-mail, word processing, spreadsheets, database, and presentation software and use of internet to access data, maintain records, generate reports and communicate with others.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Recycle Line Supervisor/Assistant Floor Supervisor

Characteristics Of The Class: This position is under the direct supervision of the Solid Waste Coordinator. Supervise, designate work assignments, and assist workers, community service and inmates from PCDC work program daily on the Recycle Sorting Line and Recycle Center Floor.

Examples Of Duties: Work at the discretion of the Solid Waste Coordinator to achieve the initiatives of the Pulaski County Solid Waste Plan and HB 174. Daily supervision of Solid Waste employees, Community Service workers, and/or inmates from PCDC. Serve as the Supervisor on the Recycle Line. Assis the Floor Supervisor in their duties. Assis with Solid Waste activity assigned by the Solid Waste Coordinator.

Training And Experience: High School graduate, GED, or equivalent in experience and training. Must be at least 21 years of age. Must possess a valid Kentucky driver's license.

Special Knowledge, Skills And Abilities: Must have effective writing and verbal skills. Ability to be trained in recycling and all other Solid Wast initiatives. Must be able to work well with employees, County Officials and general public. Must be able to work a schedule that includes flexible hours and weekends.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Recycling Laborer *Part-Time/Seasonal Position

Characteristics Of The Class: This position is under the direct supervision of the Solid Waste Coordinator. Supervises and assist workers assigned to community service, inmates for PCDC work program and any other workers as assigned by the Solid Waste Coordinator.

Examples Of Duties: Responsible to work recycling sorting line, assist the public with separations, assist with the school recycling programs, maintain recycling equipment, clean grounds and recycling equipment etc., and any other related recycling projects as directed by the Solid Waste Coordinator and/or any other recycling supervisor. Assist the Solid Waste Coordinator and/or recycling supervisor with any and all recycling/litter activities and any other duties designated by the County Judge Executive and/or Deputy Judge.

Training And Experience: High School graduate, GED or equivalent in experience and training. Must be 18 years of age. Must possess a valid Kentucky Driver's License.

Special Knowledge, Skills And Abilities: Must have effective writing skills and verbal skills. Ability to be trained in recycling activities. Must be able to work well with employees, County Officials and general public. Must be able to work a schedule that includes flexible days, hours and weekends.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Road Crew Foreman

Characteristics Of The Class: Supervisory position which oversees various crews at the Pulaski County Road Department. Although other work may be performed such as cutting and removing trees and storm debris and any other duties designated by the Assistant Road Supervisor, Road Supervisor, Deputy Judge, and County Judge Executive.

Examples Of Duties: Assigns crew to specific tasks included with construction, maintenance and repair of county roads, bridges or equipment. Responsible for notifying Road Office Manager of supplies needed for various projects. Subject to 24-hour emergency on call for situations that might arise. May be responsible for the picking up, supervision and returning of inmates on work release. May report daily or as specified to the County Road Supervisor on all crew activities. Responsible for the crew's daily activity reports. Must report any accidents or injuries to the Office Manager. See that all work is completed in a timely fashion.

Training And Experience: High School graduate or equivalent experience. Experience in employee supervision and instruction, equipment usage and/or repair and construction policies and procedures. Must possess a valid Kentucky operator's license. Must possess a Class A CDL by the completion of the initial 6-month probationary period. (Loss of or failure to receive CDL may result in demotion/change of wages or termination.

Special Knowledge, Skills And Abilities: Considerable knowledge of the methods, materials, equipment maintenance and repair of roads, related facilities and equipment. Considerable knowledge of the County Road System. Ability to supervise employees and assign various tasks to complete projects. Must be able to follow oral and written instructions. Ability to work well with employees, County Officials, and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Road Department Laborer

Characteristics Of The Class: Under the general administrative direction of the Road Department Supervisor, Assistant Road Supervisor, Road Crew Foreman, Deputy Judge or County Judge Executive. This is a general category which refers to laborers assigned to the road department. The laborer will be assigned to specific details such as bridge building crew, patching crew, road construction crew, tree crew or any other duties assigned.

Examples Of Duties: Due to the broad nature of this class title, specific examples of duties will not be listed. Laborers may also be assigned to a project where they perform as part of a crew to carry out a specific task such as bridge building or road construction.

Training And Experience: Persons assigned to this class must exhibit the necessary skills to adhere to the aforementioned duties. This expertise may be from prior jobs or may have been obtained on the job through the County. Must possess a valid Kentucky operator's license.

Special Knowledge, Skills And Abilities: Specific details will be presented by the supervisor/foreman to which the laborer is assigned as to the particular task or assignment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Road Department Office Manager

Characteristics Of The Class: This position is responsible for the daily operations of the office of the County Road Department. Work is performed under the direct supervision of the County Road Supervisor, Assistant Road Supervisor, Deputy Judge and County Judge Executive.

Examples Of Duties: Responsible for obtaining all purchase order numbers, obtain road work request from Fiscal Court and return them properly processed to the Finance Department, promptly process work orders, and ordering of materials for the various branches of the Road Department. Must maintain close contact with various road crews to provide information to the Road Supervisor, Assistant Supervisor and Fiscal Court. Responsible for daily activity reports from Road Crew Foreman. Must keep records of all payroll hours, overtime hours, vacation, and sick leave hours to report to the Personnel Officer. Must maintain records of all CDL licenses and physicals. Responsible for taking complaints from the general public whether it be by telephone or in person and directing to the proper personnel.

Training And Experience: High School graduate, GED, or equivalent in training and experience. Must possess a valid Kentucky operator's license. May also have CDL.

Special Knowledge, Skills And Abilities: Knowledge of business English and general office practices and procedures. Knowledge of the operation of various office machines including computer, typewriter, fax, etc. Ability to maintain records and documents and prepare reports pertinent to the Road Department. Thorough knowledge of the County Road system. Ability to understand written and oral instructions. Must possess good telephone skills. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Safety Manager (Part-Time)

Characteristics Of Class: This is a Part-Time position that averages up to 24 hours per week. The work schedule may vary based on training needs, emergencies, inspections and county operations. The Safety Manager is responsible for developing, implementing, and overseeing workplace safety programs for county government. This position works to ensure compliance with federal, state, and local safety regulations while promoting a culture of safety among county employees. The Safety Manager conducts training, inspections, investigations, and risk assessments to reduce workplace injuries and liability exposure. This position reports to the County Judge/Executive, Fiscal Court, Human Resources Director, or Deputy Judge Executive.

Examples Of Duties:

- Develop and maintain county-wide occupational safety policies and procedures.
- Ensure compliance with applicable standards including:
    - Occupational Safety and Health Administration (OSHA)
    - Kentucky Occupational Safety and Health (KY OSH)
    - Kentucky Labor Cabinet regulations
- Conduct routine safety inspections of county facilities, vehicles, equipment, and work sites.
- Investigate workplace accidents, incidents, and near-miss events; prepare reports and recommend corrective actions.
- Coordinate and conduct employee safety training programs, including, but not limited to:
    - Hazard communication
    - Bloodborne pathogens
    - Defensive driving
    - Personal protective equipment (PPE)
    - Emergency preparedness
- Maintain OSHA logs and required safety documentation.
- Assist departments in identifying and mitigating workplace hazards.
- Serve as liaison with regulatory agencies, insurance carriers, and workers' compensation representatives.
- Develop emergency response and disaster preparedness procedures.
- Recommend safety improvements, equipment, and risk management strategies.
- Monitor compliance with county safety policies and recommend corrective action when necessary.
- Attend meetings of the safety committee and sub-safety committee.
- Perform other related duties as assigned.

Training and Experience:

- Associate degree in occupational safety, industrial hygiene, public administration, risk management, or related field preferred. May substitute three (3) years experience in workplace safety and risk management. (Preferably in government, public works, emergency services and municipal operations.)

- High school diploma or GED required.
- Minimum of three (3) years of experience in workplace safety, risk management.
- Valid Kentucky driver's license required.

Special Knowledge or Skills And Abilities:

- Knowledge of OSHA and Kentucky workplace safety regulations.
- Strong communication, organizational, and recordkeeping skills.
- Ability to prepare reports and deliver training presentations.
- Proficient in Microsoft Office and standard office software.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Secretary I

Characteristics Of The Class: Serve under the direct supervision of elected official or department head. Performs tasks and assignments which assist in the administrative workload of the department. Requires no situations which require independent judgment.

Examples Of Duties: Screens telephone calls and visitors and schedules appointments for the department head or elected official. Files office correspondence and records. Prepares official reports, ledgers, purchase orders, accounts and correspondence as required by each individual department respectively and under the general direction, orders and approval of the department head and/or elected official. NOTE: More specific examples of duties are required to be developed by each department and issued to the particular secretary.

Training And Experience: High School graduate or equivalent, with experience documented in secretarial work. Having served as a Secretary II would serve as a pre-requisite for this position.

Special Knowledge, Skills And Abilities: Knowledge of business English; general office practices and procedures; knowledge of the functions, procedures, governing laws, rules and regulations of the department to which they are assigned. The ability to maintain records and documents and prepare the reports pertinent to their assigned department. Typing and computer ability. Initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Sign Crew Foreman

Characteristics Of The Class: Performs skilled work of a supervisory nature in the sign department although other work may be performed such as cutting and removing trees and storm debris, and any other duties assigned. Under the direction of the Assistant Road Supervisor, County Road Supervisor, Deputy Judge, and County Judge Executive. This is a working supervisory position.

Examples Of Duties: Installation and maintenance of all signs that would pertain to the County Road System. Constructs new signs as needed. Responsible for notifying the Office Manager of supplies needed in the sign department. Serves in front office in the absence of the Office Manager.

Training And Experience: High School graduate, GED or equivalent in training and experience. Must possess a valid Kentucky operator's license.

Special Knowledge, Skills And Abilities: Knowledge of County Road System and maps pertaining to the road system. Ability to follow written and oral instructions. Must work well with employees, County Officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Skilled Laborer

Characteristics Of The Class: Under the general administrative direction of the department head or the designee, Deputy Judge and/or County Judge Executive as described in the chain of command in the personnel manual. This is a general category which refers to laborers assigned to the maintenance department, animal shelter and solid waste/recycle, but may also include personnel in other departments. The skilled laborer must possess certain trade skills (i.e. electrical, plumbing, construction, etc.) or be assigned to specific details such as mowing, cleaning, sorting recyclables, litter crew or any other duties assigned.

Examples Of Duties: Due to the broad nature of this class title, specific examples of duties will not be listed; however, skilled laborers will be required to carry out tasks which require a specific expertise such as electrical, plumbing, construction, or renovation. Skilled laborers may also be assigned to a project where they perform as part of a crew to carry out a specific task. NOTE: More specific examples of duties are required to be developed by each department head and issued to the particular employee.

Training And Experience: Persons assigned to this class must exhibit the necessary skills to adhere to the aforementioned descriptions and/or examples. This expertise may be from prior jobs or may have been obtained on the job through the County. Must possess a valid Kentucky operator's license.

Special Knowledge, Skills And Abilities: Specific details will be presented by the department head to which the laborer is assigned as to the particular task or assignment.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Solid Waste Coordinator

Characteristics Of The Class: This position will be under the direct supervision of the Fiscal Court with specific supervising authorities delegated to the Administrative Assistant of Pulaski County.

Examples Of Duties: Have primary responsibility for implementing and enforcing the full range of solid waste and other environment initiatives as stipulated in Chapter VII of the Pulaski County Solid Waste Plan (PCSWP). Specific duties will include: coordination of all component initiatives in the PCSWP, periodic inspection of landfill records and their physical plant, maintenance of a comprehensive inventory of open dumps within the county, including clean-up initiatives, coordination of all County wide environmental initiatives in the areas of recycling, composting, education and public relation, providing a full-time focal point for individual and group concerns related to solid waste issues, participation in the enforcement of State and County laws, regulations, ordinances, and resolutions related to littering and open dumping violations and maintaining comprehensive records to document activities and progress in achieving objectives set forth in the PCSWP. This position also includes any other duties designated by the County Judge Executive and/or Deputy Judge.

Training And Experience: This position requires graduation from an accredited college or university with a bachelor's degree in the social, physical or biological sciences. Professional experience in environmental management may substitute for up to four (4) years of educational experience.

Special Knowledge, Skills And Abilities: The position requires a demonstrated capability to meet and deal with individuals and groups in the negotiation and resolution of complex issues. Effective verbal writing skills are essential. Ability to work well with employees, County Officials, and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Tax Clerk

Characteristics Of Class: Serve under the direct supervision of the Occupational Tax Administrator. Performs tasks and assignments which assist in the administrative workload of the department. Must be a responsible, honest person who will maintain the confidentiality of the Occupational Tax Office.

Examples Of Duties: Responsible for the daily tasks of tax collections. This includes assisting persons with occupational tax information. Processes occupational tax returns, including forms remitted by mail. Checks for accuracy of returns. Inputs daily returns into computer and balances daily reports for accuracy. Files returns in appropriate files. Runs delinquency reports, checks for accuracy of delinquent accounts, makes telephone calls for collection purposes and corresponds with letters to this affect. Processes within the County, sends appropriate forms or visits business to obtain application information. Keeps all forms, necessary paper products, and office supplies in stock. Screens telephone calls and schedules appointments for the Administrator; and any other duties designated by the County Judge Executive and/or Deputy Judges.

Training and Experience: High School graduate or equivalent. Experience in secretarial work. Knowledge of computer usage and networking.

Special Knowledge or Skills And Abilities: Knowledge of business English; general office practices and procedures; knowledge of functions, procedures, governing laws, rules and regulations of the Occupational Tax Office. Must have thorough knowledge of County Occupational Tax Ordinance and understand its appropriate meaning. Ability to maintain records and related documents accurately. Typing, filing, and computer usage ability. Ability to maintain a good working relationship with other employees, County Officials, and the general public. Must be able to obtain a bond, which will assure confidentiality.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Truck Driver w/CDL

Characteristics Of The Class: This is skilled work in the operation of tandem and single axle dump trucks. Operation of assigned equipment is normally a full-time or predominate task. Although other work may be performed such as cutting and removing trees and storm debris and any other duties designated. Assignments are usually received in the form of specific order to accomplish a specific task. Work is performed independently within established policies, procedures and standard equipment operation techniques, and is reviewed by a supervisor during process and upon completion. Under the supervision of the Road Crew Foreman, Assistant Road Supervisor, County Road Supervisor, and any other duties designated by the Deputy Judge, and/or County Judge Executive.

Examples Of Duties: Operates a dump truck as primary position but may operate other related pieces of equipment. Cleans and performs minor maintenance on equipment operated and reports equipment malfunctions to the Crew Foreman. Performs related work as required.

Training And Experience: High School graduate, GED or equivalent in training and experience. Some experience in the operation of dump trucks. Must possess a valid Kentucky operator's license and a Class B CDL. (Loss of CDL may result in demotion/change of wages or termination.)

Special Knowledge, Skills And Abilities: Knowledge of the operating characteristics and service one or more types of heavy trucks and related public works equipment. Knowledge of the work hazards and applicable safety precautions associated with the assigned equipment and operations. Knowledge of the applicable traffic laws, ordinance and regulation involved in the operation of the assigned equipment. Ability to understand and follow written and oral instructions. Ability to make minor operating adjustments and to recognize operation deficiencies in assigned equipment. Skill in the operation and servicing of one or more types of heavy trucks.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Vehicle Mechanic/Diesel Technician

Characteristics Of the Class: Perform skilled work on the maintenance and repair of diesel and gasoline powered trucks and equipment.

Examples Of Duties: Repair/maintenance on all types of automotive and fire equipment. Performs related tasks as required, welding, fabricating, and repair of fire equipment, any type of related equipment, any other type of equipment in our fleet (i.e. Backhoe, loader, excavator, and fire equipment), and any other duties designed by the County Judge Executive, Deputy Judge Vehicle Mechanic Supervisor, or Vehicle Mechanic Foreman.

Desirable Qualifications: Advanced engine knowledge with experience in engine building and any major repair on an engine (gas and diesel) or any other part of the vehicle or equipment. Knowledge of automative electronics and wiring. Advanced knowledge of hydraulic systems (Pumps, cylinders, and valves) Knowledge of fabrication and welding (Mig, stick, and tig welding). This position may require the employee to provide their own toolbox and a full set of appropriate tools necessary to perform the job effectively.

Training And Experience: High School graduate, GED or equivalent in training and experience. Training and experience as an automotive and heavy truck technician. Must have a valid Kentucky operator's license and a class A CDL.

Special Knowledge, Skills And Abilities: Corrects vehicle deficiencies by removing, repairing, adjusting, assembling, disassembling, components, parts, systems, such as, power drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics, control linkages, clutches, and traction control and ABS units. Be able to repairs and test fire pump systems.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Vehicle Mechanic/Diesel Technician *Part Time/Temporary/Seasonal Position

Characteristics Of The Class: Perform skilled work on the maintenance and repair of diesel and gasoline powered trucks and equipment.

Examples Of Duties: Must have basic mechanic skills. Follow the direction designed by the Vehicle Mechanic Supervisor, Vehicle Mechanic Foreman, County Judge Executive, and Deputy Judge and any other duties they set forth. May have the skills to Repair/maintenance and overhaul work on all types of automotive and fire equipment. May performs related tasks as required, welding, fabricating, and repair of fire equipment, any type of related equipment, any other type of equipment in our fleet (i.e. tractor, loader, fire equipment).

Desirable Qualifications: Knowledge of fabrication, welding, automotive electrical knowledge, and advanced engine knowledge and experience.

Training And Experience: High School graduate, GED or equivalent in training and experience. Training and experience as an automotive and heavy truck technician. Must have a valid Kentucky operator's license. May also have a CDL.

Special Knowledge, Skills And Abilities: Can have the skills to correct vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, systems, such as, power drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics, control linkages, clutches, and traction control and ABS units. Also, being able to make repairs and test fire pump systems.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Vehicle Maintenance/Shop Foreman

Characteristics Of the Class: Perform skilled work on the maintenance and repair of diesel and gasoline powered trucks and equipment.

Examples Of Duties: Repair/maintenance on all types of automotive and fire equipment. Performs related tasks as required, welding, fabricating, and repair of fire equipment, any type of related equipment, any other type of equipment in our fleet (i.e. Backhoe, loader, excavator, and fire equipment), and any other duties designed by the County Judge Executive, Deputy Judge, and Vehicle Mechanic Supervisor.

Desirable Qualifications: Advanced engine knowledge with experience in engine building and any major repair on an engine (gas and diesel) or any other part of the vehicle or equipment. Knowledge of automotive electronics and wiring. Advanced knowledge of hydraulic systems (Pumps, cylinders, and valves) Knowledge of fabrication and welding (Mig, stick, and tig welding). Knowledge and experience with computers, record keeping, and managing inventory. This position may require the employee to provide their own toolbox and a full set of appropriate tools necessary to perform the job effectively.

Training And Experience: High School graduate, GED or equivalent in training and experience. Training and experience as an automotive and heavy truck technician. Must have a valid Kentucky operator's license and a class A CDL.

Special Knowledge, Skills And Abilities: Corrects vehicle deficiencies by removing, repairing, adjusting, assembling, disassembling, components, parts, systems, such as, power drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics, control linkages, clutches, and traction control and ABS units Be able to repair and test fire pump systems.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Vehicle Maintenance Office Manager

Characteristics Of The Class: Serves under the direct supervision of the Vehicle Mechanic Supervisor. This position performs tasks and assignments which assist in the administrative workload of the Vehicle Mechanic Department and any other duties designated by the Deputy Judge and/or County Judge Executive.

Examples Of Duties: Screen telephone calls/visitors and schedule appointments for the department head. Prepare official reports, ledgers, accounts and correspondence as required by the department and under the general direction, orders and approval of the department head. Responsible for obtaining all purchase order numbers and return them properly processed to the Finance Department. Must keep records of all payroll hours to report to the Personnel Officer and assist with other employee related documents. Files office correspondence and records.

Training And Experience: High school graduate, GED, or equivalent in training and experience. Must possess a valid Kentucky driver's license.

Special Knowledge, Skills And Abilities: Knowledge of business English and general office practices and procedures. Knowledge of the functions, procedures, governing laws, rules and regulations of the department. Knowledge of the various office machines including computer, copier/fax/scan, etc. Ability to maintain records and documents. Ability to understand written and oral instructions. Must possess good telephone skills, typing ability, initiative, patience, tact, accuracy and resourcefulness. Ability to work well with employees, County officials and the general public.

PULASKI COUNTY POSITION DESCRIPTION

Class Title: Vehicle Maintenance Supervisor

Characteristics of The Class: This is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Work involves responsibility for supervising the County's fleet repair services; provide skilled mechanical work in diagnosing, repairing and maintaining a variety of mechanical, hydraulic and electrical systems on County light and heavy gasoline and diesel power-driven vehicles and equipment; to perform preventive maintenance duties; to schedule daily work priorities, maintain inventory and records for mechanic shop; and to perform a variety of technical tasks relative to assigned area of responsibility. Supervision is exercised over a moderate-sized technical assigned staff. Work is performed under the general direction of the County Judge Executive, Deputy Judge and is allowed considerable independence and initiative in accomplishing program objectives. Work is reviewed through conferences, reports, and general supervision of the overall condition of facilities.

Examples of Duties: Tasks are typical for positions in this classification. Any single position may not perform all of tasks and/or may perform similar related tasks not identified. Plan, prioritize, assign, supervise, review and participate in the work of technical assigned staff. Create and maintain service and maintenance schedules for County vehicle fleet and equipment; schedule appointments with departments and outside agencies for vehicle service, including air quality testing services; determine and coordinate daily work priorities for shop (s). Perform skilled mechanic duties including troubleshooting, diagnosing and repairing gasoline and diesel powered automotive, heavy and light construction and other power-driven equipment. Inspect, diagnose, repair and adjust a variety of systems on light and heavy equipment. Inspect motorized and mechanical equipment; diagnose problems and determine the extent of necessary repairs and perform routine preventive maintenance. Generate computerized repair orders and track progress through completion; ensure repair orders and time sheets of employees in shop (s) are complete and accurate. Maintains close working relationships with various other county departments. This position may require the employee to provide their own toolbox and a full set of appropriate tools necessary to perform the job effectively.

Training and Experience: High school graduate, GED, Experience in employee supervision and instruction. Training and experience as a gas/diesel mechanic. Valid Kentucky operator's license and may include CDL.

Special Knowledge, Skills, and Abilities: Ability to supervise employees and assign various tasks. Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as, power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics, control linkages, clutches, and traction control and ABS units. And being able to make repairs and test fire pump systems.

SECTION 5.9 SALARY SCHEDULE	0-6 Months	6-12 Months	1+ Years
Emergency Management Director (Exempt)	$60,000.00	N/A	N/A
County Treasurer (Exempt)	$59,959.93	N/A	N/A
County Road Supervisor	$47,312.00	$49,392.00	N/A
Solid Waste Coordinator	$47,312.00	$49,392.00	N/A
9-1-1 Director	$47,312.00	$49,392.00	N/A
E 9-1-1/County Information Technology Coordinator	$47,312.00	$49,392.00	N/A
Vehicle Maintenance Supervisor	$47,312.00	$49,392.00	N/A
Parks Director	$47,312.00	$49,392.00	N/A
Occupational Tax Administrator	$47,312.00	$49,392.00	N/A
Animal Control Officer/Supervisor	$47,312.00	$49,392.00	N/A
Deputy Judge Executive	$44,492.00	$46,572.00	N/A
Administrative Assistant	$44,492.00	$46,572.00	N/A
Assistant Treasurer	$42,201.00	$44,201.00	N/A
Grant Manager and Project Director	$43,680.00	N/A	N/A
Assistant Road Supervisor	$41,876.00	$43,956.00	N/A
911 Assistant Director	$41,876.00	$43,956.00	N/A
Office Manager/Deputy Director of OEM	$41,876.00	$43,956.00	N/A
Fire Coordinator	$41,876.00	$43,956.00	N/A
Litter Enforcement Officer/Rec. Supervisor	$39,392.00	$40,392.00	$41,392.00
Executive Secretary/AP Clerk	$38,892.00	$40,892.00	N/A
Executive Assist to Judge/Public Info Officer	$36,812.00	$38,892.00	N/A
Executive Secretary	$36,812.00	$38,892.00	N/A
911 Executive Secretary	$36,812.00	$38,892.00	N/A
Fire Training Office Manager	$36,812.00	$38,892.00	N/A
Vehicle Maintenance Office Manager	$36,812.00	$38,892.00	N/A
Park Manager	$36,812.00	$38,892.00	N/A
Road Department Office Manager	$36,812.00	$38,892.00	N/A
Maintenance Supervisor	$38,892.00	$41,892.00	$43,892.00
Personnel Officer	$38,892.00	$41,892.00	$43,892.00
Finance Officer	$38,892.00	$41,892.00	$43,892.00
9-1-1 Supervisor	$38,892.00	$39,892.00	$41,892.00
Criminal Justice Info Services Supervisor	$38,892.00	$39,892.00	$41,892.00
E-9-1-1 GIS Addressing Coordinator	$38,892.00	$39,892.00	$41,892.00
Road Crew Foreman	$38,392.00	$39,392.00	$40,392.00
Vehicle Maintenance Foreman	$38,392.00	$39,392.00	$40,392.00
Animal Shelter Director	$38,392.00	$39,392.00	$40,392.00
Litter Control Officer/Floor Supervisor	$38,392.00	$39,392.00	$40,392.00
Asst. Maintenance Supervisor	$38,392.00	$39,392.00	$40,392.00
Equipment Operator (Road)	$37,192.00	$37,892.00	$38,892.00
Vehicle Mechanic/Diesel Technician I, II, III	$37,192.00	$37,892.00	$38,892.00
Assistant Tax Administrator	$37,192.00	$37,892.00	$38,892.00
Recycle Line/Assistant Floor Supervisor	$37,192.00	$37,892.00	$38,892.00
9-1-1 Operator	$37,192.00	$37,892.00	$38,892.00
Truck Driver (with CDL)	$35,892.00	$36,592.00	$37,192.00
Sign Foreman	$35,892.00	$36,592.00	$37,192.00
Tax Clerk	$33,392.00	$34,392.00	$35,892.00
Skilled Laborer	$33,392.00	$34,392.00	$35,892.00
Floater/Flex	$33,392.00	$34,392.00	$35,892.00
Secretary Class 1	$32,892.00	$34,892.00	N/A
Park Caretaker	$31,392.00	$33,392.00	N/A
*Assistant Terminal Agency Coordinator (ATAC)	$0.50 hourly rate increase		
**Part-Time Employees	$14.00 per hour (Min.)		

CHAPTER 6 PURCHASES AND CONTRACTS

SECTION 6.1 Authorization of County Contracts

Every contract, change or amendment thereto, shall be authorized or approved by the Fiscal Court before being executed by the County Judge, except for small purchases under $5,000. The County Attorney shall review every contract of the County, as to form and legality, except for contracts for small purchases. Pulaski County formally adopts the Commonwealth Model Procurement Code (KRS45A.343).

SECTION 6.2 Selection of Vendors and Contractors (Procedures for Sealed Bidding)

A. The agency, department or person requiring supplies, services or construction shall submit to the County Judge a request containing specifications and quantities desired.

B. The County Judge shall determine the need for each item requested, the approximate cost and whether or not the expenditure is provided for in the budget.

C. Any expenditure or contract for materials, supplies (except perishable meat, fish, and vegetables), equipment, or for contractual services other than professional, involving an expenditure of more than Thirty Thousand Dollars ($30,000) shall be subject to competitive bidding.

D. The County Judge shall place an advertisement in the newspaper of the largest circulation in the County at least once not less than seven nor more than twenty-one days before bid opening. The advertisement shall include the time and place where the specifications may be obtained. If the durability of the product, the quality of service or other factors is to be considered in bid selection, such factors shall be stated in the advertisement.

E. The County Judge shall open all bids publicly at the time and place stated in the advertisements and shall select the lowest and/or best bid by qualified bidder. If the lowest bid is not selected, the reasons for the selection shall be stated in writing.

F. The County Judge shall submit the bid selected to Fiscal Court for approval.

G. The County Judge shall sign the contract, if one is used.

SECTION 6.3 Procedures for Determination of Qualification of Bidders

A. The County Judge may require all bidders to provide sufficient information to determine their qualification to provide the services or product that is the subject of the competitive bidding.

B. Contractors who have demonstrated, by past performance, the ability to perform satisfactory in accordance with the contracts on a timely basis and have shown a sound financial structure may be determined to be qualified and responsible bidders without additional documentation otherwise required of other potential bidders.

SECTION 6.4 Procedures Prerequisite to Use of Negotiated Process

A. The negotiated process may be used instead of advertisement for bids if the amount exceeds $30,000 in the following circumstances:

(1) An emergency exists;
(2) Bids exceed available funds; or
(3) The contract is for professional services.

B. Before an emergency is declared the County Judge shall determine whether or not the delay in obtaining bids will result in danger to health, safety or property.

C. The County Judge shall certify the existence of any emergency and file a copy of such certificate with the chief financial officer of the County (the Treasurer).

D. In the event all bids submitted are in excess of funds available, the County Judge shall prepare a written determination that there are no additional funds available as to permit an award to the responsible bidder with the lowest and best bid and delay in advertising for additional bids is not in the best interest of the County.

E. The Fiscal Court must approve all circumstances in which the negotiation process is used.

SECTION 6.5 Procedures for Negotiated Process

A. When the prerequisites have been met for use of the negotiated process, the County Judge shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the County.

B. The County Judge shall prepare a record of all negotiated contracts, showing the items and quantities acquired, name of suppliers, cost and date of contract.

C. Professional services shall be negotiated with such persons as are properly licensed to perform such services.

D. Where more than one bid was received and all were in excess of the amount available, the lowest three bidders shall be notified that the County desires to negotiate a contract for a lesser amount based on revised quantities or specifications and fix a time limit for submission of proposals.

E. The County Judge shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.

F. The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.

SECTION 6.6 Small Purchase Procedures

A. All expenditures of less than $30,000 shall be considered a “small purchase”, which under ordinary circumstances should not be subject to competitive bidding so long as said expenditure is provided for in the budget unless the Fiscal Court shall direct otherwise.

B. The County Judge determines the need for any item requested under $5,000 and whether or not the contract is for less than $30,000 and the expenditure is provided for in the budget. When a purchase over $5,000 is needed, the Department Head/Supervisor shall inform the County Judge of the need. If the Judge agrees with the purchase, he/she will put the Department Head on the next Fiscal Court agenda for approval of purchase. Once the purchase is approved by Fiscal Court, the treasurer's office will issue the purchase order.

This policy aims to ensure prudent financial management by requiring Fiscal Court's approval for ***any*** purchase exceeding $5,000; and applies to ***all*** purchases within the county budget.

Emergency situations (i.e. equipment breakdown, safety concerns, etc.) will be the only exception. In such cases, Fiscal Court shall be made aware at the next meeting.

C. ***All*** Purchase Orders must be requested in advance of purchases from the County Treasurer's office. If the Treasurer's office isn't open, the purchase order must be requested the first working day they return. The things not requiring a purchase order are listed on the Annual Standing Order; such as contracted monthly leases/agreements, utilities, taxes, credit card payments, salaries and benefits.

SECTION 6.7 Risk Management

The Pulaski County Fiscal Court shall require that each person or company that does business for the fiscal court must provide the following information regarding insurance coverage:

1. Certificate of Insurance indicating General Liability, Auto Liability and Workers Compensation coverage. If your limits are below $1 million for General Liability or Auto Liability, we will need an umbrella policy.
2. The certificate of insurance should name the county as an additional insured for each project.
3. The contractor should provide copy of the above information when a new policy has been issued or a change of policy has been made.

SECTION 6.8 Hold Harmless Clause

All contracts executed on behalf of the County concerning the purchase of services or products shall contain a "hold harmless clause", whereby the vendor, provider of services, or seller agrees to hold the County harmless from any liability concerning the use of their product or the receipt of their service.

SECTION 6.9 Storage and Inventory Control (Procedures for Receiving, Storing and Disbursing Repetitive use Items) (new)

The inventory file shall contain an item inventory number, item description, date purchased, and purchase amount.

SECTION 6.10 Disposition of County Surplus Property

A. Real Property:

(1) In the event the County Judge determines that the County retains surplus real property and that it will be in the best interest of the County to dispose of said real property, the County Judge shall make a written statement:

(a) The real or personal property;
(b) Its intended use at the time of acquisition;
(c) The reasons why it is in the public interest to dispose of it; and
(d)The method of disposition to be used.

The property may be transferred via the following method:

(a) Transferred, with or without compensation, to another governmental agency;
(b) Sold at public auction following publication of the auction in accordance with KRS 424.130(1)(b);
(c) Sold by electronic auction following publication of the auction, including the uniform resource link (URL) for the site of the electronic auction, in accordance with KRS 424.130(1)(b); or
(d) Sold by sealed bids.

(2) The aforementioned statement shall be submitted to the Fiscal Court for their action.

(3) All real property that is estimated to be valued at $40,000.00 shall require an appraisal by a certified real property appraiser.

(4) In the event there are no bids for the property, the property shall be sold by the County Judge in the best interests of the County. No County real property shall be sold on a negotiated basis for less than the appraised value.

B. Tangible Property:

(1) The County office, agency, or person to which responsibility has been assigned by the County Judge to use and take care of a particular tangible item or items will notify the County Judge that a particular item is no longer needed or serviceable. The County Judge shall inquire of other County offices to determine if they have need of, or want to use, the item.

(2) If no use for the property can be found, the property shall be disposed of in the same manner as Real Property except that no appraisal is required.

CHAPTER 7 BOARDS AND COMMISSIONS

SECTION 7.1 Maintenance of Records of Administrative Agencies and County Depts

A. All agencies which receive county funding shall file a copy of the agency's annual budget with the County Judge. It shall also file a copy of each audit required by law with the County Judge and the Pulaski County Clerk.

B. All agencies which receive county funding shall maintain a financial record of the agency activities. These records must be available for inspection by the Pulaski County Fiscal Court.

SECTION 7.2 Regular Meetings

A. All meetings at which County business is discussed by an agency which receives County funds, or any action taken by said agency, shall be open to the public, unless exempt by KRS 61.810.

B. A majority of the members of the agency board shall constitute a quorum for the conduct of official business.

C. A record of all motions on official actions taken by the agency shall be kept and made available to the County Judge upon his request.

CHAPTER 8 SPECIAL DISTRICTS

SECTION 8.1 Procedures for Dissemination of Information

For the purpose of efficient and successful administration of County boards, districts, and commissions, the governing body of such board, district, or commission shall develop and present copies of minutes, audits, and fiscal year budgets to the County Judge for the purpose of sharing information.

SECTION 8.2 Procedures for Dissolution

A. A plan of dissolution of any special district shall be made by the County Judge in writing and shall be submitted to the Fiscal Court for approval for any district which was created by the County (KRS 67.715).

B. The County Judge shall notify the Chairperson of the special district which is the subject of the plan of dissolution. The notice shall be in writing and shall be provided at least five (5) days before the plan of dissolution is submitted to the Fiscal Court.

C. All plans of dissolution shall contain:

(1) A list of the reasons for dissolving the special district;

(2) A list of the services and functions, if any, which are to be transferred to another special district, agency, board, commission, or department, and the names of which agency, board, etc., is to receive the transferred services or functions;

(3) A list of all property owned or controlled by the special district and the method of disposing of such property;

(4) A list of all creditors of the special district and a plan for satisfying all creditors.

D. If a plan of dissolution transfers services or functions to another special district, the goals and objectives (or charter of the recipient district) shall require amendment in order to provide the services transferred.

E. The Fiscal Court shall vote on the plan of dissolution within sixty (60) days of its submission to the Fiscal Court by the County Judge, provided the Fiscal Court shall not vote on said plan of dissolution during the meeting in which it shall be submitted by the County Judge. If the plan is not disapproved within sixty (60) days, the plan shall become effective.

SECTION 8.3 Removal and Appeal Process

A. Unless otherwise provided by state law, an appointed member of the governing body of a special district may be removed from office by the appointing authority after a hearing with notice as required by KRS Chapter 424 for inefficiency, neglect of duty, malfeasance, or conflict of interest. The hearing shall be initiated and chaired by the appointing authority, who shall prepare a written statement setting forth the reason for the removal. The member to be removed shall be notified of the proposed removal and the reasons therefore by registered mail sent to their last known address at least ten (10) days prior to the hearing. The person to be removed may be represented by counsel at their own expense. The official record of the hearing shall be made by the appointing authority.

B. Where the removal of an appointed member of a special district governing body is by the County Judge pursuant to the preceding section, the removal shall be subject to approval by the Fiscal Court.

C. A member removed pursuant to this section may appeal within ten (10) days of the rendering of a decision or the approval of the Fiscal Court, if required, to the Circuit Court of the County of the appointing authority. The scope of the appeal shall be limited to whether the appointing authority or the Fiscal Court abused their discretion in removing the member.

SECTION 8.4 Single County Special Districts

A. The governing body of each special district shall annually prepare a budget and shall classify budget units in the same fashion as County budgets are classified pursuant to KRS 68.240 (2) through (5). The state local finance officer shall prepare standard budget forms for district use and shall furnish them to County Clerks for distribution to the district officers.

B. The governing body of each special district shall at least once every four years, employ an independent certified public accountant, or contact with the auditor of public accounts to perform an audit of the funds in the district budget. The audit shall conform to standard audit programs for governmental accounting which are approved by the Auditor of Public Accounts or to other generally accepted accounting procedures as set forth by the Kentucky Board of Accountancy.

C. At least once every twelve (12) months, a district shall:

(1) File with the County Clerk of each County with territory in the district, a certification showing the name of the district, a map or general description of its service area, the statutory authority under which it was created, and the names and addresses of the members of its governing body and chief executive officer.
(2) File a copy of the district budget, financial statement if prepared, and audit when performed, with the County Judge.

D. Each district commission shall elect from its membership a chairman, secretary, and treasurer.

E. Vacancies shall be filled by the same appointing authority which is empowered to make the original appointment.

SECTION 8.5 Multicounty Special Districts

A. Upon approval of the Fiscal Court, the County may join another County to form a special purpose district to fulfill any purpose which the County is authorized by State law to fulfill or may be authorized to fulfill in the future.

B. Before the County may participate in a multicounty special purpose district, the Fiscal Court shall determine that participation is feasible and necessary. The determination shall be made only after a duly advertised public hearing has been held by the Fiscal Court.

C. The membership of the governing body of any new multicounty special districts are to be appointed among the counties in ratio to their population which each County having at least one (1) member on the board.

CHAPTER 9 COUNTY SERVICES

SECTION 9.1 Road Department

Goals and Objectives: The County Road Department shall be responsible for the maintenance, construction, and upkeep of all roads and bridges in the County Road System. The County Road Supervisor shall head this Department.

SECTION 9.2 County Road System

The Fiscal Court shall designate by Resolution which roads in the County will be on the County Road System and maintained by the Road Department. Those roads so designated shall include for County maintenance all appurtenant bridges, side ditches, headwalls, culverts, guard rail systems, and traffic control devices unless specifically excluded by an agreement.

SECTION 9.3 Qualifications For Inclusions In County Road System

The following criteria shall be considered before acceptance of any roadway into the Pulaski County Road System:

1. Number of families living in the immediate area.
2. Availability of proper funding under KRS Chapter 28.
3. Potential traffic in the area.
4. Public convenience in terms of social and economic impact.
5. Potential benefit to the public in general and whether it is public in nature.
6. New construction of the right of way **must be** at least thirty (30') feet.
7. All subdivisions and streets **must have** a minimum of thirty (30') feet of right of way.
8. All subdivisions and streets **must have** suitable roadway drainage. This must be achieved through either curbs and gutters or ditches with adequate size drainage pipes.
9. Roads or streets **must have** a minimum roadway thickness of:
   a. 6" plugged dense grade aggregate, 2" bituminous base and 1" bituminous surface
   or
   b. 6" plugged dense grade aggregate, 5" of 4,000 class A PSI concrete and 1/2" re-barb steel placed on 1' center.

10. 16’ wide minimum paved surface with either curbs or 2’ rock shoulders if ditched.

EXCEPT:
Each Fiscal Year there may be accepted up to three (3) miles per Magisterial District of existing roadways into the Pulaski County Road System which do not meet the requirements of paragraphs 8, 9 and 10 above. Consideration of this exception shall only be considered at a Fiscal Meeting in October and April of the Fiscal Year.

SECTION 9.4 Duties And Obligations Of Land Owners

Any landowner constructing a driveway, which abuts to any county road, shall first get permission from the County Road Supervisor before connecting the driveway to the county road. The Road Supervisor shall provide information to the landowner to ensure proper drainage. Failure on the part of the landowner to so comply will result in the tile being removed from the county’s right-of-way at the landowner’s expense.

Pulaski County Road Department will furnish and install a sufficient amount of road tile as determined by the County Road Foreman to facilitate the proper flow of water drainage from private property and out of roadway, be it a cross drain or private entrance.

Pulaski County Road Department will furnish tile for private entrance that will be installed by the Pulaski County Road Department.

Property owner has the obligation to furnish any and all tile necessary to handle water flow to be determined by the Road Foreman for any new entrance. Pulaski County Road Department will install said tile and will provide the material necessary to cover the project upon installation with the covering materials not extending beyond the County right-of-way.

Prior to the County Road Department performing any work that may obstruct a land owner’s property, the land owner must sign a Consent & Release Form authorizing the County to access their property to perform the work agreed upon.

CHAPTER 10 INTERNET & E-MAIL POLICY

Section 10.1 Acceptable Uses of the Internet and County E-mail

The County-provided internet and e-mail access is intended for business purposes only. The County encourages the use of the internet and e-mail because it makes communication more efficient and effective. However, internet service and e-mail are County property, and their purpose is to facilitate County business. Every staff member has a responsibility to maintain and enhance the county’s public image and to use County e-mail and access to the Internet in a productive manner. To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the internet. Any improper use of the internet or e-mail is not acceptable and will result in appropriate disciplinary action, up to and including dismissal.

Section 10.2 Unacceptable uses of the Internet and County E-mail

The County internet and e-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is allowed to be transmitted through the County's e-mail or Internet system. Electronic media may not be used for any purpose which is illegal, deceptive or against County policy or contrary to the County's best interest. Solicitation of non-county e-mail or Internet for personal gain is prohibited. Employees are prohibited from chat room interchange unless established by government agencies.

Section 10.3 Communications

Each employee is personally responsible for the content of all test, audio or images that they place or send over the county's e-mail/internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another entity. All messages communicated on the County's e-mail/internet system should contain the employee's name. Excessive personal communications are prohibited.

Any messages or information sent by an employee to another individual outside the County via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on the County. While some users include personal "disclaimers" in electronic messages, there is still a connection to the County and the statements may be tied to the County.

All communications sent by employees via the County's e-mail/internet system must comply with this and other County policies and may not disclose any confidential or proprietary information.

Section 10.4 Software

To prevent computer viruses from being transmitted through the County's e-mail/internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the County. Employees should contact the County Judge/Executive if they have any questions.

Section 10.5 Unauthorized Device and Removable Media Policy

Employees are prohibited from using company computers, laptops, docking stations, monitors, or USB ports to charge or connect unauthorized personal devices, including phones, tablets, smartwatches, vaping devices, or other electronic equipment, unless expressly approved by management or IT.

The use of unauthorized USB drives, thumb drives, external storage devices, or other removable media on company systems is strictly prohibited. Only company-issued or IT-approved storage devices may be connected to company equipment.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Section 10.6 Copyright Issues

Copyrighted material belonging to entities other than Pulaski County may not be transmitted by employees on the County's e-mail/internet system. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and shall not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy, to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

Section 10.7 Security

The County routinely monitors usage patterns for its e-mail/internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the County's gateway to the internet. All messages created, sent or retrieved over the county's e-mail/internet are the property of the County and should be considered public information. The County reserves the right to access and monitor all messages and files on the County's e-mail/internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. Passwords and sign-on access codes shall not be shared with anyone including co-workers, family members, or other unauthorized personnel. A county employee will be designated as system administrator for
e-mail/internet purposes.

Section 10.8 Data Breach Policy

A data breach is defined as the unauthorized acquisition, access, use, disclosure, or loss of sensitive data that compromises the confidentiality, integrity, or availability of that data. This policy outlines the procedures and responsibilities for Pulaski Fiscal Court in the event of a suspected or confirmed data breach.

All employees, contractors and affiliated personnel must promptly report any suspicious activity, unauthorized access or loss of data to the designated point of contact. The designated point of contact will assess the reported incident and, if confirmed as a data breach, will immediately take steps to contain and alleviate the impact of the breach. An investigation will begin to determine the scope, nature and cause of the breach. As well as an assessment to evaluate the potential risks and impact of the breach, including the type and sensitivity of the compromised data.

The designated point of contact will involve relevant authorities and comply with all applicable state and federal laws. A communication plan will be developed to notify affected individuals/companies. The designated point of contact will work to restore affected systems and data to normal operation as quickly as possible. Detailed documentation of the incident, response activities, and communications for regulatory compliance and internal analysis will be maintained. The designee shall conduct a post-incident review to identify lessons learned and areas for improvement.

Section 10.9 Violations

Any employee who abuses the privilege of County-facilitated access to e-mail or the internet will be subject to corrective action up to and including termination. If necessary, the County reserves the right to advise appropriate officials of any suspected illegal violations.

CHAPTER 11 OPEN RECORDS POLICY

The Open Records Act (KRS 61.870 to 61.884) establishes a right of access to public records. Public records are documents created or maintained by a public agency. These records are open for inspection by any person upon written request to the County Judge Executive's Office; via mail, email, hand delivered or electronically transmitted. (Sample Request-Attachment J). The form can be found at pcgovt.com also.

Record Production and Fees when responsive records are to be transmitted electronically to the requester, there is no charge to the requester. However, if the responsive material is more than 8 megabytes ("MB"), the files will automatically be produced via compact disc ("CD") and mailed to the requester. Prior to mailing, the Records Custodian shall provide an invoice to the requester for the production and postage. The fee for each CD is $15.00. A CD containing responsive records will be mailed upon receipt of payment. When responsive records are to be mailed to the requester, the Records Custodian shall first provide an invoice to the requester for the production and postage. Printing costs are $0.10 per page, and additional fees shall be justified on any invoice. Copies of photographs, maps, and other such records shall be furnished to any person requesting them on payment of a fee equal to the Agency's actual cost to produce the copies. Estimated costs shall be communicated to the requestor before costs are incurred. After the invoice is paid, the Records Custodian shall produce the responsive records to the requester. If the requester wishes to personally inspect responsive records at the Agency's headquarters, or the location where the records are maintained, the Records Custodian shall facilitate with the requester the scheduling of a convenient time and place for inspection between 8:00 a.m. and 4:30 p.m., Monday through Friday. The Records Custodian, or an employee of the Agency, shall be present and personally monitor the inspection.

Attachments

ATTACHMENT A

CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION

1. Employee Name: _____

2. Department: _____

3. Employee's Phone Number: _____

4. Date of Request: _____

---

5. Accommodation Requested: (Be as specific as possible, i.e., adaptive equipment, reader, interpreter, working space modification, etc.)

_____

_____

_____

6. Reason for the Request: (If the accommodation is time sensitive, please explain.)

_____

_____

_____

REQUEST RECEIVED BY: _____ DATE RECEIVED: _____

HR SIGNATURE & RECEIVED DATE: _____

ATTACHMENT B

SUPERVISOR'S REPORT OF DRUG AND/OR ALCOHOL REASONABLE SUSPICION OBSERVATION

Employee Name:_____

Department:_____
Dates of Observation:_____ Time:_____am/pm

OBSERVATIONS (check ALL INDICTORS that apply):

BEH AVIOR/ TRAITS

- ☐ Stumbling, unsteady
- o Drowsy, lethargic
- ☐ Agitated, anxious
- o Hostile, belligerent
- ☐ Irritable, moody
- ☐ Depressed, withdrawn
- ☐ Indifferent, distracted
- o Clumsy, uncoordinated
- ☐ Tremors, shakes
- o Suspicious, paranoid
- o Hyperactive, fidgety
- o Uninhibited behavior
- ☐ Deterioration of work performance
- ☐ Possessing, dispensing or using controlled substances or alcohol

CONDITIONS/ SIGNS

- ☐ Flushed complexion
- ☐ Excessive sweating
- ☐ Cold, clammy sweats
- ☐ Unkempt grooming
- ☐ Disheveled clothing
- ☐ Eyes:
  - ☐ bloodshot
  - D tearing, watery
  - ☐ dilated pupils
  - c constricted pupils
  - ☐ unfocused, blank stare

PATTERNS

- ☐ Absenteeism
- ☐ Accidents

SPEECH/CONDUCT

- ☐ Slurred, thick
- ☐ Incoherent
- ☐ Loud, boisterous
- ☐ Rapid, pressured
- c Excessively talkative
- ☐ Nonsensical, silly
- ☐ Cursing, abusive
- ☐ Inappropriate verbal response to questions or instructions

BODY ODORS

- o Alcohol
- ☐ Marijuana

SUMMARY (note circumstances, employee response, other observations):

_____

_____

_____

_____

SUPERVISOR NAME **SIGNATURE** *I* **DATE**

_____ _____

If reasonable suspicion of use is determined, this form is to be completed by the supervisor showing all indicators observed and justification summary.

The HR Director or designee is to be contacted immediately to determine if testing is warranted.

This completed form is to be forwarded immediately or as directed by the HR Director or designee.

NOTE: Another management member is to be contacted in the absence of the HR Director or Designee.

ATTACHMENT C

CDL TRAINING REIMBURSEMENT AGREEMENT

This CDL Training Reimbursement Agreement is entered into this ____ day of _____ 20___, by and between:

Employer: Pulaski County Fiscal Court

Employee: _____

The purpose of this agreement is to set forth the terms under which the Employer agrees to assist the Employee in obtaining a Commercial Driver's License (CDL). In exchange, the Employee agrees to remain employed with Fiscal Court for a minimum of two (2) years following the date of CDL issuance.

If the employee voluntarily terminates employment or is terminated for cause before completing the two-year commitment, the employee agrees to reimburse Pulaski Fiscal Court a pro-rated portion of $3,000.00 representing the County's investment in the employee's CDL training and licensing. The repayment amount will be reduced proportionally based on the number of months the employee remained employed after obtaining the CDL. The full $3,000.00 will be owed if the employee departs within the first month following issuance of CDL. The repayment obligation will decrease by $125.00 for each month of completed employment thereafter.

_____
Employee Signature

_____
Date

ATTACHMENT D

TOOL ALLOWANCE AGREEMENT

This Tool Allowance Agreement is made and entered into this ____ day of _____ 20___, by and between:

Employer: Pulaski County Fiscal Court

Employee: _____

The purpose of this Agreement is to set forth the terms under which the Employer shall provide a tool allowance to the Employee for the purchase, maintenance, and replacement for tools required to perform their job duties.

The Employer agrees to provide the Employee with a tool allowance each November in the amount of:

- Up to $900.00 annually (Will be prorated at $75.00 per month at the beginning and termination of employment.)

All tools purchased using the tool allowance remain the property of the employee. The Employee is responsible for storage, maintenance, safekeeping and use of tools. The company is not responsible for lost, stolen, or damaged tools.

AMOUNT OF ANNUAL ALLOWANCE _____

_____
Employee Signature

_____
Date

ATTACHMENT E

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name: _____ Job Title: _____

Department: _____ Supervisor: _____

	Sfty. Coord. Initials& Date	Employee Initials & Date
1. County Safety Program	_____	_____
2. Job Orientation	_____	_____
3. Accident Reporting	_____	_____
4. Employee Suggestion System	_____	_____
5. _____	_____	_____
6. _____	_____	_____

TOOLS, MACHINERY, EQUIPMENT, AND PROCESSES

Managers are required to conduct "hands on" demonstration on the safe use of tools, machinery, equipment, and processes to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment and/or processes (including use of PPE) on which the employee was trained below. (Examples would include backhoes, tractors, mowers, weed-eaters, etc.)

	Supervisor Initials& Date	Employee Initials & Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Date Safety Orientation Completed (per Supervisor): _____

_____ _____

Supervisor's Signature Employee Signature

ATTACHMENT F

SAFETY MEETING SIGN IN SHEET

TRAINING TOPIC: _____ **DATE:** _____

CONDUCTED BY: _____

TRAINING MATERIAL/SOURCE: _____

» By signing below, I acknowledge receipt and full comprehension of the above training. «

	EMPLOYEE NAME (printed):	***EMPLOYEE SIGNATURE:***	***DEPARTMENT:***
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

ATTACHMENT G

MONTHLY WORKPLACE CHECKLIST

DEPARTMENT / LOCATION: _____

DATE: _____ INSPECTED BY: _____

1	**HOUSEKEEPING ADEQUATE.**	**( )YES ( )NO**	**NOTED:**
2	**EMERGENCY ACTION PLAN POSTED.**	**( )YES ( )NO**	**NOTED:**
3	**PORTABLE FIRE EXTINGUISHERS READILY ACCESSIBLE.**	**( )YES ( )NO**	**NOTED:**
4	**FIRE EXTINGUISHERS SERVICED ANNUALLY.**	**( )YES ( )NO**	**NOTED:**
5	**SMOKE DETECTORS TESTED QUARTERLY & BATTERY REPLACED ANNUALLY.**	**( )YES ( )NO**	**NOTED:**
6	**FIRST AID CABINET PROPERLY STOCKED.**	**( )YES ( )NO**	**NOTED:**
7	**ADEQUATE LIGHTING PROVIDED.**	**( )YES ( )NO**	**NOTED:**
8	**EACH LAVATORY PROPERLY OUTFITTED AND STOCKED.**	**( )YES ( )NO**	**NOTED:**
9	**TOOLS STORED PROPERLY.**	**( )YES ( )NO**	**NOTED:**
10	**ELECTRIC CORDS STORED & USED PROPERLY.**	**( )YES ( )NO**	**NOTED:**
11	**EXITS PROPERLY MARKED.**	**( )YES ( )NO**	**NOTED:**
12	**TOOLS & SUPPLIES STORED PROPERLY.**	**( )YES ( )NO**	**NOTED:**
13	**PARKING LOT ADEQUATELY MAINTAINED.**	**( )YES ( )NO**	**NOTED:**
14	**WALKWAY AROUND BUILDING CLEAR.**	**( )YES ( )NO**	**NOTED:**
15	**EXTERIOR WALKING SURFACES ADEQUATELY MAINTAINED.**	**( )YES ( )NO**	**NOTED:**
16	**GRATES PLACED ON OPENINGS IN WALKWAY.**	**( )YES ( )NO**	**NOTED:**
17	**EXTERIOR LOCKS WORKING PROPERLY.**	**( )YES ( )NO**	**NOTED:**
18	**EMERGENCY LIGHTING IN PLACE & WORKING PROPERLY**	**( )YES ( )NO**	**NOTED:**

NOTES:

ATTACHMENT H

EMPLOYEE SUGGESTION FORM

Unsafe Act or Condition

_____

_____

_____

Location of Unsafe Act or Condition

_____

_____

Proposed Solution For Unsafe Act or Condition

_____

_____

_____

_____

Date Submitted _____

Signature (if desired) _____

(Action will be taken whether signed or not)

Safety Manager / Committee Evaluation

_____

_____

_____

_____

Plan Of Action

_____

_____

_____

_____

Projected Completion Date: _____

_____ _____

Safety Manager Signature Date Completed

ATTACHMENT I

WEEKLY VEHICLE CHECKLIST

Inspection Date	Checked By
City Vehicle No. or Description	Odometer

EQUIPMENT		N/A	SATISFACTORY	NEEDS ATTENTION
Seat Belts (accessible & good repair)		[ ]	[ ]	[ ]
Fluid Levels:	Engine Oil	[ ]	[ ]	[ ]
	Transmission	[ ]	[ ]	[ ]
	Radiator/Antifreeze	[ ]	[ ]	[ ]
	Hydraulics	[ ]	[ ]	[ ]
	Brake	[ ]	[ ]	[ ]
	Power Steering	[ ]	[ ]	[ ]
Lights:	Headlights	[ ]	[ ]	[ ]
	Turn Signals	[ ]	[ ]	[ ]
	Brake Lights	[ ]	[ ]	[ ]
	Tail Lights	[ ]	[ ]	[ ]
	Flashers	[ ]	[ ]	[ ]
Battery		[ ]	[ ]	[ ]
Windshield & Cabin Glass		[ ]	[ ]	[ ]
Windshield Wipers & Washer Fluid		[ ]	[ ]	[ ]
Backup Alarm (if applicable)		[ ]	[ ]	[ ]
Mirrors		[ ]	[ ]	[ ]
Horn		[ ]	[ ]	[ ]
Brake Adjustment		[ ]	[ ]	[ ]
Tires Properly Inflated & Wheels		[ ]	[ ]	[ ]
Fire Extinguisher		[ ]	[ ]	[ ]
First Aid Kit		[ ]	[ ]	[ ]
Mud Flaps		[ ]	[ ]	[ ]
Reflective Triangles		[ ]	[ ]	[ ]
Pintle Hook		[ ]	[ ]	[ ]
Outriggers		[ ]	[ ]	[ ]

Notes: _____

_____

ATTACHMENT J

GUARDIAN MANAGED CARE SOLUTIONS / KACo / CHARLES TAYLOR TPA
Providing Managed Care Services
PO Box 991009 • Louisville, KY 40269-1099
(866)367-5226 • FAX (502)489-6430

KENTUCKY DEPARTMENT OF WORKERS CLAIMS
MEDICAL WAIVER AND CONSENT

I, _____, having filed a claim for workers' compensation benefits, do hereby waive any physician-patient, psychiatrist-patient, or chiropractor-patient privilege I may have and hereby authorize any health care provider to furnish to my employer, its workers compensation carrier or its agent, the Division of Workers Compensation Funds, the Uninsured Employers' Fund, or Administrative Law Judge any information or written material reasonably related to my work-related injury occurring on or about_____ any medical information relevant to the claim including past history of complaints, of, or treatment of, a condition similar to that presented in this claim or other conditions related to the same body part.

Such information is being disclosed for the purpose of facilitating my claim for Kentucky workers compensation benefits.

I understand that I have the right to revoke this authorization in writing, at any time, by sending written notification to each individual health care provider, but such revocation will not have any affect on actions taken prior to revocation. Moreover, inasmuch as KRS 342.020(8) requires a medical waiver to be executed, revocation may result in suspension or delay of the workers' compensation claim.

I understand that no medical provider may condition treatment or payment on whether I sign this medical waiver; however, I further understand that failure to sign this medical waiver may result in suspension or delay of the workers' compensation claim.

I understand that the information used or disclosed pursuant to this medical waiver may be subject to re-disclosure by the recipient.

This authorization shall remain valid for 180 days following its execution. A photocopy of the authorization may be accepted in lieu of the original.

The authorization includes, but is not restricted to, a right to review and obtain copies of all records, x-rays, x-ray reports, medical charts, prescriptions, diagnoses, opinions, and courses of treatment.

Signed at _____, Kentucky, this _____day of _____, 20____.

_____
Signature of Patient or Personal Representative

Social Security Number: _____

_____
Witness

_____
Description of Personal Representative's Authority

(Injured worker should take this form to his Guardian Managed Care Solutions physician. The physician will then release treatment information to Guardian Managed Care Solutions/KACo and Charles Taylor so the claim can be processed.)

ATTACHMENT K

KACo Claims
PO Box 436499 • Louisville, KY 40253-6499
(866) FOR-KACO • (866) 367-5226 • FAX (502) 489-6430

VERY IMPORTANT ANNOUNCEMENT TO ALL EMPLOYEES

For a more effective medical care system, YOUR EMPLOYER has chosen Guardian Managed Care Solutions to provide a managed care organization for treatment of any work-related injury. The purpose of joining Guardian Managed Care Solutions is to better control the medical care you receive when you are injured or ill as a result of a work related incident.

In a managed care organization (MCO), pre-approved doctors, hospitals, and clinics, are designated to treat injuries received at work. Each injured worker must choose one doctor, at the time of injury, as a primary care doctor. You will be given a list of primary care doctors or "Gatekeepers" and pre-approved pharmacies are to fill prescriptions for medicine. The Gatekeeper will direct your treatment and refer you to a specialist if needed. **You cannot go to a specialist or seek medical treatment elsewhere without the authorization of the Gatekeeper.** You have the right to one change in Gatekeeper physician, should you wish to do so. To change Gatekeepers, you must call Guardian Managed Care Solutions/KACo at 866-367-5226. **You will be responsible to pay for unauthorized treatment. If prescriptions are filled at an unauthorized pharmacy, you will be responsible for paying the charges that are above the amount that would have been charged by the approved pharmacy.**

You may access providers who are not participating plan providers:

- For emergency care;
- If you are referred by a gatekeeper physician outside the managed care plan for medical services;
- If authorized treatment is unavailable through the managed care plan;
- To obtain a second opinion if a managed care plan physician recommends surgery
- For those injuries or diseases for which continuing treatment was initiated prior to the date the managed care plan for the employer was approved, the employee may continue with its current treating physician;
- If initial emergency care following a compensable injury is rendered by a medical provider outside the managed health care plan, the injured worker may remain under the care of that provider so long as the provider complies with utilization review, reporting standards, and quality assurance mechanisms prescribed by the employer's managed care plan.

You will be given a card with the Guardian Managed Care Solutions phone number and information. This card is to be shown to the physician and/or pharmacy at the time of treatment. This card does not guarantee payment or that the injury is work related.

YOU will be responsible for notifying your supervisor and KACo Nurse Triage at 866-367-5226 at the time of a work related injury. The Triage Nurse will coordinate treatment at a network provider.

In the event you are dissatisfied with the medical services from Guardian Managed Care Solutions, you may file a grievance form by contacting Guardian Managed Care Solutions. You will have thirty (30) days from the time of a disputed event to complete the form and return to Guardian Managed Care Solutions. Guardian Managed Care Solutions will have thirty (30) days from receipt of grievance form from you to research the grievance and respond to you. Where treatment urgency is an issue, the grievance decision will be expedited.

An employee or provider dissatisfied with the managed health care system's resolution of a grievance may apply for review by an administrative law judge by filing a request for resolution within thirty (30) days of the date of the system's final decision by contacting the Department of Workers' Claims, 500 Mero Street, 3rd Floor, Frankfort, KY 40601

You will be provided a directory to choose from in the approved network.

Employee Signature & Date: _____
(Copy to employee & original in human resources file)

ANNOUNCMENT L

SUPERVISOR'S INCIDENT REPORT

Date Completed: _____

Employee or Party Involved: _____

Position / Title: _____ **Phone:** _____

Department: _____ **Supervisor Name:** _____

Employment Status: ☐full-time ☐part-time ☐temporary ☐seasonal **DOB:** _____

Employee Time in Job: ☐less than 1 mo. ☐1 - 5 mos. ☐6 mos. to 5 yrs. ☐more than 5 yrs.

Date of Incident: _____ **Time of Incident:** _____ ☐a.m. ☐p.m.

Day of Week: ☐Mon ☐Tues ☐Wed ☐Thur ☐Fri ☐Sat ☐Sun

Date Reported: _____ **Witnesses/Phone:** (1) _____

(2) _____ (3) _____

Incident Location: _____

Part of body injured: ☐N/A ☐head ☐eye ☐ear ☐neck/shoulder ☐arm/elbow/wrist ☐face
☐lungs ☐chest/abdomen ☐hip/groin ☐knee/leg ☐ankle/foot ☐hand/finger
☐back ☐other: _____

Nature of injury: ☐N/A ☐strain/sprain ☐fracture/dislocation ☐contusion ☐cut/puncture/scratch
☐burn ☐skin rash or related ☐hearing loss ☐foreign body ☐multiple injury
☐other: _____

Type of injury: ☐N/A ☐overexertion/overextension ☐fall - same level ☐fall - different level
☐slip (no fall) ☐struck by ☐struck against ☐insect/animal bite ☐assaulted/pursuit
☐vehicle incident ☐electrical ☐temperature extreme ☐absorption ☐repetitive motion
☐caught between ☐lifting ☐poison ivy/oak ☐other: _____

Services used: ☐first aid ☐refused first aid ☐EMS ☐hospital ☐wrecker ☐doctor
☐property clean-up ☐outside contractor ☐days restricted duty or away from work: _____

☐ **Co. Vehicle involved: Make** _____ **Model** _____ **VIN (last 4):** _____

Police Report filed? ☐YES ☐No **IF YES, PLEASE ATTACH REPORT**

Describe how incident occurred including contributing events and conditions (use back if needed):

_____

_____

_____

Preventive or corrective actions taken (to reduce likelihood of recurrence, include disciplinary action taken): _____

_____

Report prepared by: _____ _____
Signature Date

Reviewed by: _____ _____
Signature Date

ATTACHMENT M

WITNESS STATEMENT

Name: _____Employee _____Yes_____ No

Address: _____

Phone: _____Occupation: _____Years' Experience: _____

Statement of event witnessed:

_____

_____

_____

_____

_____

_____

_____

_____

Witness Signature: _____ Date: ____/____/_____

ATTACHMENT N

Health & Professional Services, LLC

Requisition Form

Employee Name:
Date of Birth:
Company:
Authorized Signature:
Date:

***Please mark the procedure you need performed on the employee at the office of HPS, LLC. Also, please circle the reason for order:**

Pre-Employment / Random / Reasonable Suspicion / Post Accident (<8 hrs) / Return to Duty / Follow Up

Physical Examinations

_____ **DOT Physical** _____ **Non-DOT Physical**

Federal Drug Screening

_____ **DOT Urine (Lab-Based)** _____ **DOT Urine (Rapid)**

Non-Federal Drug Screening

_____ **Non-DOT Urine (Lab-Based)** _____ **Non-DOT Urine (Rapid)**

Circle one: *Workplace- 5 Panel / Expanded Panel*

Alcohol Testing

_____ **DOT (Breath)** _____ **DOT (Saliva)**

_____ **Non- DOT (Breath)** _____ **Non- DOT (Saliva)**

Health & Professional Services, LLC is located at Light #10, in the office of Henderson Chiropractic, 1056 South Highway 27, **(606) 679-6385.**

ATTACHMENT O

ACCIDENT INVESTIGATION REPORT

****IMPORTANT:** PLEASE ATTACH SUPERVISOR'S INCIDENT REPORT**

Specific Accident Location: _____

Type of Incident: ☐Work Comp ☐Auto ☐Property ☐Liability ☐Other: _____

Describe how the accident occurred: _____

_____

Type of equipment / machinery involved: _____

If involved, equipment / machinery placed: ☐out of service ☐repaired ☐other: _____

Contributing Events and Conditions

Describe events and conditions that contributed to the accident. Include information on workers, machinery, equipment, environment, and management.

_____

_____

Corrective Actions

Identify the factors listed above that can be corrected to prevent a reoccurrence of this type of accident. Indicate the person responsible for making the change and project a target date for completion of the task.

	FACTOR TO BE ADDRESSED	ASSIGNMENT OF RESPONSIBILITY	TARGET DATE FOR COMPLETION
1.			
2.			
3.			

Summary

Include comments that would promote a safe workplace environment and reduce an accident's potential in the future based on review of the Contributing Events and Conditions and implementation of Corrective Actions.

_____

_____

_____

This Accident Investigation Report was prepared by:

_____ _____

Name of Investigator (print) Title

Telephone No.: _____ Fax: _____

_____ _____

Name of Investigator (signature) Date

If corrective action is required:

Approved by: _____ _____

Signature Date

_____

Title

Copies of this Report distributed to: _____

_____

ATTACHMENT P

EMPLOYEE WARNING NOTICE

Employee Name _____ Date of Notice _____

Department _____

Type of Violation

☐ Attendance ☐ Wiilful Damage to Company Property ☐ Other: _____

☐ Tardy/Early Quit ☐ Violation of Company Policies/Procedures ☐ Other: _____

☐ Inappropriate Behavior ☐ Insubordination ☐ Other: _____

☐ Unsatisfactory Performance ☐ Other: _____ ☐ Other: _____

Description of Violation

Date of Incicent ____/____/____ Time ____:____AM/PM

Description: _____

_____

_____

Employee Statement

☐ I agree with employer's statement.

☐ I disagree with employer's description of violation for the reasons: _____

_____

_____

_____

Actions to be Taken

☐ Verbal Warning ☐ Written Warning ☐ Probation ☐ Suspension ☐ Discharge

_____

Consequence should Incident Occur Again: _____

_____

I have read and understand this Employee Warning Notice.

_____ _____ ____/____/____

Employee's Name (Print) Signature of Employee Date

_____ _____ ____/____/____

Supervisor/Manager who issued warning (Print) Signature of Supervisor/Manager Date

ATTACHMENT Q

Pulaski County Government

Form OAG-01, June 2021

Address: 100 N Main St, Somerset, KY 42501, Phone: (606) 678-4853

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 et seq., the undersigned requests to inspect the public records which are described below.

Requester's contact information.

Name: _____ Phone Number: _____

Mailing Address: _____

E-mail Address (if applicable): _____

Records to be inspected: _____

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- ☐ NOT for a commercial purpose; or
- ☐ FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- ☐ An individual residing in the Commonwealth; or
- ☐ A domestic business entity with a location in the Commonwealth; or
- ☐ An individual that is employed and works at a location within the Commonwealth; or
- ☐ An individual or business entity that owns real property within the Commonwealth; or
- ☐ An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- ☐ A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: _____ Date: _____

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.

FOR COUNTY USE ONLY

Date received: _____ By: _____

Latest date to respond: _____ Date responded: _____

Fees Charged:

Photocopies: _____ Media: _____

Postage: _____ Other: _____

TOTAL: _____

RETURN FORM TO:
PULASKI COUNTY JUDGE EXECUTIVE

PULASKI COUNTY ADMINISTRATIVE CODE

EMPLOYEE AGREEMENT

I have received a copy of Pulaski County Fiscal Court's Administrative Code, Ordinance # 230.15, dated October 27, 2026.

I understand that it is my obligation to read the Pulaski County Administrative Code and agree to follow all policies and procedures that are set forth therein. I agree to abide by the standards outlined in the document for the duration of my employment with Pulaski County Fiscal Court. I understand that this Administrative Code, and my signature below, does not constitute an employment contract and that the County is an at-will employer. Should I have any questions related to the Pulaski County Administrative Code, it is my obligation to follow the chain of command in seeking assistance from my Supervisor, Department Head, Personnel Officer or Judge Executive.

I understand that the County may modify or amend or terminate any policies, procedures or employee benefit programs reflected in this handbook at any time, or require or increase contributions toward benefit programs, in accordance with applicable law.

I understand that these policies do not constitute a contract of employment between me and the County, and that nothing about these policies create any rights of employment, nor does adherence to these policies guarantee continued employment with the County. I agree that upon termination of my employment with the County, the County will owe me only my accrued but unpaid wages, including accrued but unused compensatory time, vacation, consistent with these policies and applicable law.

I further understand that no employee or representative of the County other than the County Judge/Executive has any authority to enter into any agreement guaranteeing any terms, conditions or benefits of employment, employment of any specific nature or employment for any definite period of time. I also understand that any employment agreement guaranteeing any of the foregoing, if made, will not be enforceable unless it is in writing, signed by the County Judge/Executive and, if appropriate, approved by the Fiscal Court

_____ _____

Employee Signature Date

_____

Employee Printed Name

PULASKI COUNTY SAFETY PROGRAM ACKNOWLEDGEMENT

EMPLOYEE AGREEMENT

I acknowledge that I have received a copy of Pulaski County Fiscal Court's Safety Program and have been given the opportunity to review and become familiar with its contents.

I understand that the Safety Program contains important policies, procedures, rules, and guidelines designed to promote a safe and healthy workplace and to help prevent workplace injuries, illnesses, property damage, and other incidents.

By signing this acknowledgement, I confirm that:

- I have received and/or been provided access to the Company's Safety Program.
- I understand that I am responsible for reading and following the safety policies, procedures, and requirements applicable to my job.
- I understand that I am expected to use required personal protective equipment (PPE) and safety equipment properly.
- I understand that I must promptly report unsafe conditions, hazards, accidents, injuries, illnesses, and near-miss incidents to my supervisor or designated company representative.
- I understand that I should ask my supervisor or management for clarification whenever I do not understand a safety requirement or procedure.
- I understand that safety rules and procedures may be updated or revised from time to time, and I am responsible for following current requirements.
- I understand that failure to follow established safety policies and procedures may result in disciplinary action up to and including dismissal, consistent with Company policy and applicable law.

I certify that I have received the Pulaski County Government's Safety Program and understand my responsibility to read, understand, and follow the safety requirements applicable to my position.

_____ _____

Employee Signature Date

_____

Employee Printed Name

PULASKI COUNTY E-MAIL AND INTERNET USER AGREEMENT

EMPLOYEE AGREEMENT

I have received a copy of Pulaski County Fiscal Court's Policy Guidelines on e-mail/internet acceptable use (Chap. 10). I recognize that the County's e-mail/Internet is to be used for conducting the County's business only. I understand that use of this equipment for private purposes is strictly prohibited.

As part of Pulaski County and user of Pulaski County's gateway to the internet and e-mail system, I understand that this e-mail/internet County guideline applies to me.

I understand that it is my obligation to read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with Pulaski County Fiscal Court. Should I have any questions related to the Pulaski County Administrative Code, it is my obligation to follow the chain of command in seeking assistance from my Supervisor, Department Head, Personnel Officer or Judge Executive.

I am aware that violations of this County guideline on acceptable e-mail/internet use may subject me to disciplinary action, up to and including dismissal from employment.

I further understand that my communications on the internet and e-mail reflect on Pulaski County Fiscal Court. Furthermore, I understand that this policy can be amended at any time or that I may receive further direction from my superiors related to proper e-mail/internet usage.

_____ _____

Employee Signature Date

_____

Employee Printed Name

PULASKI COUNTY, KENTUCKY
DRUG-FREE WORKPLACE CERTIFICATION

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments.) is prohibited in the workplace. As a condition of employment, employees will:

- Abide by the terms of the county's drug-free workplace policies
- Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction

PENALTIES for drug abuse violations occurring in the workplace will include:

- Requiring the employee to participate satisfactorily in an appropriate drug abuse assistance or rehabilitation program; or
- Taking appropriate personnel action, up to and including termination

I acknowledge that I may be subject to random unannounced drug tests and may be subject to testing if a supervisor has reasonable cause to suspect an employee of illegal drug use on the job or reporting to work under the influence of the same, he/she is to pursue appropriate action consistent with the Drug and/or Alcohol Testing - Substance Abuse Policy contained in these policies. An employee reporting to work on medication prescribed by a personal physician, which impairs job performance, is to immediately notify his/her supervisor. The employee must submit a doctor's note indicating how the medication would affect his/her job performance and/or health and safety of others, so appropriate steps may be taken by supervisors to alleviate any hazards.

THE DRUG-FREE AWARENESS PROGRAM is intended to inform employees about:

- The dangers of drug abuse in the workplace;
- The employer's intent of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

PLACE OF PERFORMANCE: All Pulaski County work stations

I certify that I have received and will abide by Pulaski County's Drug-Free Workplace Policy

_____ _____

Employee Signature Date

_____

Employee Printed Name