

APPENDIX A, MUNICIPAL ORDER 2011-1 PERSONNEL POLICIES AND PROCEDURES

SECTION 1

STATEMENT OF PURPOSE:

The City of Burkesville recognized that a personnel system which recruits and retains a competent, productive work force is essential to effective and efficient local government. These policies and procedures have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of City goals and the utilization of its human resources. The policies and procedures will be maintained by the City Clerk, and will be reviewed annually by the City Clerk and the Mayor. Recommendations for revisions will be made to the legislative body for final approval.

SECTION 2

SCOPE OF COVERAGE:

1. The following officers and employees of the City of Burkesville are explicitly exempted from coverage unless otherwise specified:
 - a) All elected officials.
 - b) All members of Boards and Commissions.
 - c) City Attorney
 - d) Consultants, advisors, and counsel rendering temporary professional services.
 - e) Independent contractors.
 - f) Seasonal/part-time employees.
 - g) Members of volunteer organizations.
2. All officers and employees not explicitly exempted from coverage of these policies and procedures shall be subject to its provisions.
3. An employee, as opposed to officer, is interpreted by these policies and procedures as a person:
 - a) Whose position was not created by the Constitution, Kentucky Revised Statutes, or local ordinances.
 - b) Who possesses no part of the sovereign power of the City of Burkesville.
 - c) Whose powers were not conferred directly by the city
 - d) Who is supervised by someone in a higher position
 - e) Whose position has no established permanency

SECTION 3

EQUAL OPPORTUNITY:

It is the policy of the City of Burkesville to provide equal opportunity in employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law. The City of Burkesville promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits, and all other terms, privileges and conditions of employment.

SECTION 4

ADMINISTRATIVE RESPONSIBILITIES:

1. The Personnel Policies and Procedures shall be administered by the City Clerk, who shall serve as Personnel Director.
2. In addition to the duties set forth in the policies and procedures, the Personnel Director shall:
 - a. Administer the provision of these policies and procedures and all rules and regulations.
 - b. Maintain current records of all employees, including position title, pay rate, and other relevant employment data.
3. It shall be the duty of the Personnel Director to insure that the policies and procedures reflect all subsequent amendments or additions made by the legislative body. Changes to these policies and procedures shall be made in the following manner.
 - a. A list will be kept of all City personnel having a copy of these policies and procedures.
 - b. Immediately upon official modification of a personnel policy or procedure, the changes shall be written in a manner and format consistent with this document.
 - c. A memorandum explaining the changes, with the new policy attached, shall be distributed to all personnel.

SECTION 5

PERSONNEL RECORDS:

1. A personnel file for each employee of the City of Burkesville shall be maintained by the Personnel Director.
2. **The file shall contain:**
 - a. Employee's name and current address.

- b. Application for all employees hired subsequent to the date of this order and applications as available for all current employees.
 - c. Position title.
 - d. Departmental assignment
 - e. All changes in city employment status.
 - f. All EEO-4 requirements
 - g. Complete record of all leave taken by the employee.
 - h. Driver license
 - i. Current W-4 status forms
 - j. Copies of any certifications relevant to city employment
 - k. Original copy of employee evaluation forms for each year of employment subsequent to the date of this policy.
3. **Public Inspection:** All personnel records of workers of the City of Burkesville covered under these policies and all other records and materials relating to the administration of the city personnel system shall be considered confidential and the property of the Personnel Director and the City of Burkesville. Information that is obtained in the course of official duties shall not be released by anyone except the Personnel Director.
4. The following information relative to personnel and former personnel is available for public inspection at reasonable times and in accordance with such procedures as the Personnel Director may prescribe:
- a. Name
 - b. Class
 - c. Title
 - d. Salary

Selected records and performance evaluation reports are accessible only to the department head concerned, the personnel director, the mayor and the individual involved.

5. **Retention of Records:** Original personnel service records shall be kept permanently after termination of employment. Such records shall be kept in their original form. Duplicate copies of personnel service records may be destroyed two years after termination of employment.
6. The Personnel Director shall submit a written report on personnel activities to the Mayor annually and at such other times as he may request.
7. All employees shall be evaluated for job performance at the end of the probation period, and annually thereafter in April, as part of the budget process. Additional appraisals may be given at any time if performance suggests a necessity.

SECTION 6

EMPLOYMENT PROCESS:

1. The procedures for filling vacancies in permanent positions or additional newly established permanent positions shall consist of accepted professional practices of
 - a. Announcement of a position shall include such information as to where to apply, deadlines for application, pay ranges for the position, title of the position, and the position qualifications. All written announcements of a position shall contain the following statement: "An Equal Opportunity Employer". Announcements for positions shall be made publicly in newspapers of general circulation (as per law).
 - b. Application forms completed by applicants for positions shall include:
 - i. Information about the applicant's training, experience, and character.
 - ii. Such additional information as required to effectively evaluate the applicant's ability to perform the duties required by the position.
 - iii. All application forms must be signed by the applicant.
 - c. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
 - i. Information the applicant supplies on an official application form.
 - ii. Written, performance or physical tests or examinations, or any combination which may be required by the Mayor.
 - iii. Personal interview
 - iv. Information and evaluations supplied by reference given by the applicant on the application form.
 - v. Other appropriate means
 - vi. Sworn City of Burkesville police personnel must be certified in accordance with procedures stated in KRS 95.
 - d. Vacancies may be filled by promotion from within. When vacancies are not filled from within, other persons shall be considered. In cases where vacancies are not filled with a qualified person from within the City of Burkesville service or with other applicants, provisional appointments may be recommended for a period not to exceed six months by the department head to the Mayor. Provisional appointments shall terminate as soon as the position in question can be filled by a qualified person in accordance with the policies and procedures.
 - e. The employment of relatives is addressed in the City of Burkesville Code of Ethics Ordinance. The City nepotism policy should be referred to before employment of any relatives.

f. An orientation will be made available by the Personnel Director to all new employees as soon as possible after their date of hire.

g. The City of Burkesville Suggestive System is established to encourage all employees to submit suggestions that could allow the government to operate more efficiently and effectively.

h. Employees departing employment with the City of Burkesville are encouraged to participate in an exit interview. The exit interview enables the Personnel Director to obtain information to reduce employee turnover, provide better employee selection, improve working conditions, and obtain information that could lead to improved employee morale.

2. Conditions of Employment:

a. An employee in a full time position may request a transfer from one position to a comparable position by making a request through the Department Head to the Mayor, provided the position to which the employee is transferred is one for which he/she possesses appropriate qualifications, and provided that the position applied for is vacant.

b. An employee may be promoted from one position to another if and only if the employee has the qualifications for the higher position. The same procedures as those authorized for ascertaining qualifications for initial appointment to a position shall be followed.

c. When a vacancy occurs in a position above the entrance level, preference shall be given to promotion of present employees. All employees shall be notified of the vacancy (position title, grade, job description, qualifications, and deadline for filing). Employees may apply for the position by submitting written notification to the Personnel Director.

3. Disciplinary Action: Willful, continued, or inexcusable breaches of employment rules must be dealt with firmly under a uniform policy which applies to all employees.

a. Employees may be disciplined for the following:

i. Incompetence

ii. Inefficiency

iii. Dishonesty

i. Deliberately making or using falsified records, materials, requisitions, etc.

ii. Lying

iii. Personal use of City of Burkesville property

iv. Theft of property

v. Deliberate waste

vi. Supplying false information on an Employment Application

iv. Immoral or improper conduct

v. Neglect of Duty

a) Repeated failure to be at work station on time

b) Leaving assigned work area without permission

c) Failure to attend scheduled meeting

- d) Refusal to accept reasonable work assignment
- e) Stopping work before specified time or completion
- f) Deliberate interruption of work
- g) Loitering, loafing or sleeping on job
- h) Unsatisfactory work or attitude
- vi. Neglect or mishandling of equipment
- vii. Excessive absenteeism
- viii. Failure to keep time cards accurately or completing another employee's time card. All timecards or timesheets shall be signed by employees and supervisor before turning them into the office.
- ix. Fighting or horseplay on City of Burkesville premises at any time
- x. Attempting bodily injury to another person
- xi. Failure to observe safety rules
- xii. Abusive or obscene language
- xiii. Discourtesy to the public or fellow employee
- xiv. Conviction of a felony
- xv. Untidy attire, torn uniforms, and other failures to maintain a clean, neat appearance. During working hours it is mandatory for employees to wear uniforms provided by the City.
- xvi. Off-duty activities that discredit the individual or the City of Burkesville or cause inefficiency in performing assigned duties
- xvii. Reporting to work under the influence of intoxicating or illegal drugs
- xviii. Use of intoxicating or illegal drugs while on duty
- xix. Gambling
- xx. Improperly discussing or disclosing confidential information
- xxi. An accumulation of minor infractions
- xxii. Failure to follow any rule, regulation, operating procedure, or job requirement not specifically mentioned above
- b. The following will be the set of procedures in the event an employee violates any of the aforementioned rules & regulations:
 - i. **Verbal Warning:** In the case of a minor infraction, the immediate supervisor or department head shall administer a verbal warning without rancor and explain the actions necessary to correct the problem. The date of the warning, along with a description of the offense, actions necessary to correct the problem, and any comments the employee may have made, shall be included in the employee's file with the Personnel Director.
 - ii. **Written warning:** In the case of a second minor infraction, the immediate supervisor or department head shall give the employee a written warning specifying the reason for such

warning and noting any previous verbal and/or written warnings. Written warnings shall state that the employee's performance will now be reviewed on a regular basis for improvement and explain the consequences of continued infractions. The employee or a witness shall sign the written warning. A copy of the signed written warning shall be forwarded to the personnel director for placement in the employee's file.

- iii. **Suspension:** After either a serious violation or repeated minor violations, the department head shall either:
 1. Suspend the employee with pay until the mayor reviews the violations
 2. Request in writing that the mayor suspend the employee with or without pay. The request shall include the reason for the suspension, along with details of previous disciplinary action taken against the employee.
 3. The mayor may suspend an employee with or without pay for any period up to and including four calendar weeks. If any employee is suspended with pay due to an investigation of alleged offense, a maximum time limit shall not apply. The suspended employee shall be notified of the suspension in writing within five working days after the time of suspension. The notice shall include the reason for and duration of the suspension (if known). Employees suspended without pay for a period of four working weeks shall forfeit fringe benefits, including accrual of sick leave and the City's contribution to Retirement Programs during the period of suspension.
- iv. **Dismissal:** When an offense is continually repeated, or misconduct is serious enough for discharge on the first offense, the department head may recommend dismissal of an employee. The recommendation shall include the reason for the dismissal, details of previous disciplinary action taken against the employee, and the recommended effective date and time of discharge. Final and formal discharge of an employee shall come from the mayor, who shall notify the employee in writing within five working days after the discharge. A copy of the notification shall be placed in the employee's personnel file.
- v. **Demotion or transfer:** In the event that an employee becomes unable to perform the duties as stated in the class specification, ~~he~~ she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the position and the position is vacant.

Such actions shall be noted in the employee's personnel folder.

- vi. These procedures shall not be applicable for sworn police personnel in any instance where the procedures in KRS 15.520 or KRS Chapter 95 are applicable.
- vii. **Resignations:** An employee wishing to resign from employment with the City of Burkesville shall inform his/her department head of the intended resignation as soon as possible after the decision is made. The notice shall be in writing, and shall include the effective date of the resignation. Unless approved in advance by the personnel director, failure to give at least two weeks notice may be cause for denying future employment with the City of Burkesville and may be cause for the City's refusal to give a positive recommendation if contacted by other employers. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel folder. The employment date of an employee who resigns and is reinstated shall be the latest date of employment unless specified otherwise by the mayor. Any employee who is absent from work for three consecutive days without notifying his/her department head of the reason for the absence will be considered to have abandoned the job and will be terminated from employment with the City of Burkesville.
- viii. **Layoff:** The mayor may lay off an employee or employees after due consideration because of lack of work or funds. The order of layoffs shall be determined on the basis of needs of the City of Burkesville. Consideration shall be given to both the seniority and merit of persons being considered for layoff. Temporary, seasonal, and part time employees shall be laid off before full time employees. Two weeks before the effective date of the layoff of a full time employee, the personnel director shall in writing:
 - 1. Notify the employee of the layoff
 - 2. Explain to the employee the reasons for the layoff and the duration of the layoff if known
 - 3. Certify whether the employee's service has been satisfactory when no performance appraisal has been conducted.
 - 4. A copy of the notice shall be retained in the employee's personnel file. An employee who has given satisfactory service, and is laid off, shall be eligible for reemployment in other positions which require basically the same qualifications and involve

the same duties and responsibilities as the position from which the employee has been laid off.

- ix. **Reinstatement:** The mayor may reemploy any former employee who has resigned from the City of Burkesville with a satisfactory employment record or who has been laid off because of lack of work of funds. The mayor may reinstate into the former position or a comparable position any employee who fails during the probation period to serve satisfactorily in a position to which he/she has been promoted. The reinstatement employee shall receive at least the rate of pay which was received at the time of the promotion.
- x. The City of Burkesville does not have a mandatory retirement age.
- xi. **Examinations:** The mayor may require any employee to submit to a physical or mental examination by a medical doctor or psychiatrist selected by the mayor to insure competency to complete assigned duties. The City of Burkesville shall pay costs (including travel costs) for all required examinations.
- xii. **Political Activity:** No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for political office, nor shall any employee be a candidate for elective municipal office.

SECTION 7

CLASSIFICATION PLAN:

1. The class code numbers and class titles of personnel positions for the City of Burkesville, Kentucky will be authorized by ordinance.
2. **Authorization of Positions:** The number of positions to be authorized in each class code and the pay grade for each will be authorized by ordinance.
3. **Allocations:** In the classification plan:
 - a. Each position shall, on the basis of the duties and responsibilities, be allocated to an appropriate class.
 - b. A class may include either a single position or two or more positions.
4. **Written Specifications:**
 - a. Each class shall have a specification that includes:
 - i. A concise, descriptive title
 - ii. A description of the duties and responsibilities of each position in the class
 - iii. A statement of desirable qualification for the position
 - b. All positions in a single class shall be sufficiently alike to permit:

1. The use of a single descriptive title for the class
 2. A concise, general description of the duties of each position in the class
 3. Description of the same qualifications for each position
 4. The use of the same tests of competency for each position
 5. Application of the same pay range to each position
5. **Regular Review/Evaluation:** At least once each year the personnel director shall review the duties and responsibilities of each class. If necessary, he/she shall recommend to the mayor on the basis of the review:
- a) A reclassification of positions
 - b) The creation of one or more new classes
 - c) The abolition of one or more existing classes
6. **Reclassification:**
The personnel director may, with the approval of the mayor, reclassify a position whenever its duties change
- a. Reclassification of positions must be accomplished with the limits of the current City of Burkesville budget.
 - b. Whenever the duties of a position so change that no appropriate class for it exists, the personnel director shall prepare an appropriate class specification for the position and submit to the mayor for reclassification.
 - c. Reclassification of a position may not be used to avoid a restriction concerning demotion, promotion, or compensation.
7. **Categories of Employment:**
All employees of the City of Burkesville shall be classified in one of the following categories:
- i. **Full time:** An employee who works 32 hours or more per week on a regular basis, entitled to all benefits provided by the City of Burkesville
 - ii. **Part time:** An employee who works less than 32 hours per week, but on a regular basis; not entitled to City of Burkesville benefits.
 - iii. **Temporary or Seasonal:** A employee who works in a position which is of a temporary or seasonal nature not to exceed nine (9) months per fiscal year; not entitled to City of Burkesville benefits
 - iv. **Assigned employee:** An employee made available to the City of Burkesville by another agency; not entitled to City of Burkesville benefits

SECTION 8

COMPENSATION PLAN

1. **Ranges:** A pay plan prescribing for each class the minimum and maximum rate of pay will be enacted by ordinance.

2. **Assignment of Pay Ranges:** Upon the adoption of a pay plan by ordinance, the mayor shall assign each class to one of the pay ranges
3. **Overtime:**
 - a. The work week will begin at 8:00 AM each Monday
 - b. Overtime work shall be approved in advance and in writing whenever possible by the mayor
 - c. Overtime will be paid on worked hours in excess of 40 per week for each week of the pay period. The rate for which employees will be reimbursed once hours worked goes into overtime will be time and one-half (1 & 1/2)
 - d. In order to determine whether an employee will receive overtime pay or compensatory time for hours worked in excess of 40 per week, the mayor shall declare employees "exempt" or "non-exempt" according to provisions of existing labor laws. Exempt employees shall not receive overtime pay.
4. **Periodic Review:** At least once each year the personnel director shall:
 - a. Compare the salary rates, compensation policies, and the personnel development of the City of Burkesville with those of other employers, public and private, in the labor market area.
 - b. Analyze fluctuations in the cost-of-living
 - c. Examine the salary range for each class of position to ascertain whether minimum and maximum salaries should be raised or lowered for a particular position or class during the succeeding twelve months
 - d. Upon the basis of the comparison, analysis, and examination, submit to the mayor the recommendations for amendment of the pay plan, if indicated
5. **Implications of Personnel Actions:**
 - a. Reclassification of an employee position from one class to another of comparable pay range shall effect no change of salary for the employee
 - b. An employee whose position is reclassified to a higher class shall enter the higher class at its minimum salary. If the minimum is lower than or equal to his/her current salary, he/she shall retain at least the current salary
 - c. If the employee's salary is the same as the minimum, the mayor shall determine what salary the employee shall receive in his/her reclassified position.
 - d. An employee whose position is reclassified from one class to a lower class:
 - i. Retain that salary if his/her salary at the effective time of the reclassification does not exceed the maximum salary for positions to the lower class.
 - ii. Receive only the maximum if that salary exceeds that maximum.
 - e. In the event that an employee enters a higher class by promotion, his/her salary in the higher class shall be the minimum salary for that

class, unless that minimum is lower than or the same as, his/her salary at the time of promotion. In such a case, the mayor shall determine what salary the employee shall receive within the pay range of the higher class.

- f. In the event that an employee is demoted, the mayor shall set for the employee a salary within the salary range of the class to which the employee has been demoted.
 - g. For an employee transferred from a position in one class to a position in an equivalent class, the transfer shall effect no change in rate of pay.
6. **Merit Increases:** At least once each year, the mayor, in cooperation with the department heads, shall review the performance of each employee for the purpose of deciding upon individual merit salary adjustments based on the quality and tenure of service.
7. **Minimum Salary:** An appointee to a new position shall receive the minimum salary for the class to which the position is assigned. The mayor may cause appointment to be made at a salary above the minimum, but not more than the maximum, for the following reasons:
- a. In cases of unusual difficulty in filling the position
 - b. In hiring exceptionally qualified personnel

SECTION 9

BENEFITS:

1. Employee benefits constitute a basic ingredient in personnel administration. Benefits provided by the City of Burkesville include the following:
 - a. **Paid Holidays:**
 - i. New Year's Day
 - ii. Martin Luther King, Jr. Day
 - iii. Presidents Day
 - iv. Good Friday
 - v. Memorial Day
 - vi. Independence Day
 - vii. Labor Day
 - viii. Thanksgiving (4th Thursday & Friday of November)
 - ix. Christmas Eve
 - x. Christmas Day
 - xi. Employee's Birthday (Must be used during the pay period in which employee's birthday falls)
 - xii. Maximum of 4 working hours off to vote, if requested
 - b. When any holiday listed above falls on Saturday, the preceding business day shall be considered the holiday. When any holiday listed above falls on Sunday, the following business day shall be considered

the holiday. In addition to the above, any day may be designated a holiday by proclamation of the mayor.

- c. In order for an employee to be entitled to holiday pay, he/she shall have been employed by the City of Burkesville at ninety calendar days preceding the holiday and must have actually worked the last scheduled day before and after the holiday, unless the employee is on prior approved vacation.

2. Vacation (Annual Leave):

- a. All full time employees of the City of Burkesville shall be granted annual leave at full pay at the current salary rate. The following schedule shall apply:
 - i. 80 hours per year – < 10 years of employment
 - ii. 120 hours per year - < 20 years of employment
 - iii. 160 hours per year - > 20 years of employment
- b. Annual leave shall be accrued at the rate of 1/26 of annual rate per pay period. No employee shall accrue more than 160 hours of annual leave.
- c. Newly appointed employees shall accrue annual leave beginning with his/her first pay period, however, he/she shall not be entitled to access the accrued annual leave prior to his/her completion of six (6) months of employment.
- d. After the first year of employment, any employee who terminates employment with the City of Burkesville shall be compensated for all accrued annual leave, unless the termination was due to inefficiency or misconduct.
- e. Insofar as possible, vacation leave shall be scheduled one month in advance and shall have the approval of the department head and the mayor.
- f. When a former employee is reinstated, the mayor shall determine whether the person shall be considered a new employee for annual leave purposes.
- g. Absences because of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and with the approval of the department director, be charged to vacation leave.
- h. At the request of the employee and the discretion of the mayor, and employee may sell back available accrued vacation time at their rate of compensation at the time of the request (not exceeding over 80 hours during a fiscal year). No employee shall accrue more than 160 hours of vacation time within a fiscal year.

3. Sick Leave: All full time employees shall be granted 40 hours sick leave credit with pay annually. Sick leave credit may be utilized by employees when they are unable to perform their duties because of sickness or injury or when they are quarantined. All foreseeable leave for such purpose shall require specific prior written approval of the department director and in the

event of sick leave for any purpose, the department head may require a certificate from a medical doctor giving information as to the circumstances involved. If more than one day of sick leave is required at once, then the employee shall supply a doctor's excuse.

Sick leave shall be accrued at the rate of 1/26 of the annual rate per pay period.

Newly appointed employees shall not be entitled to take accrued sick leave during his/her first 6 months of employment.

An employee on sick leave shall inform his/her department head of the fact and the reason as soon as possible; failure to do so by noon of the first day of illness may be cause for denial of sick leave with pay for the period of the absence.

Absence for part of a day that is chargeable to sick leave shall be charged proportionately in an amount not less and ½ day.

Sick leave may be accumulated indefinitely, but employees who terminate employment with the City shall not be compensated for unused sick days. Furthermore, any employee that has submitted his/her resignation shall be required to submit written notification from a medical doctor to use any sick leave during the duration of their employment with the City of Burkesville.

When a former employee is reinstated, the mayor shall determine whether the person shall receive any unused sick days from the previous employment period.

The personnel director shall keep records of sick leave allowance, sick leave taken, and balance of sick leave allowance for each employee. Any employee fraudulently obtaining sick leave may be suspended or dismissed.

In the event that an employee in good standing with the City has used all available sick leave and is still unable to return to work, it is the policy of the City of Burkesville to allow other City employees to transfer any accrued sick leave he/she possesses to the employee in need. This practice will be completely voluntary and at the discretion of the employees involved. This will only be allowed for actual time being used and not for that employee without sick leave to build up donated sick leave to plan for unforeseeable accidents, injuries and/or illnesses.

4. Disability: Any employee who suffers injury or illness as the result of service connected accident or illness shall be compensated at the current rate with the workman's compensation insurance company.

Maternity leave shall be treated as any other disability.

5. Bereavement Leave: All full time employees may be absent up to three regularly scheduled working days without loss of pay in case of death in the immediate family. Immediate family for this purpose shall include spouse, grandchildren, legal guardians, parents, stepparents, grandparents, children, brothers, sisters, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepbrother, stepsister, aunt and uncle.

6. Special Leave: The mayor may authorize an employee to be absent without pay for personal reasons for a period or periods no to exceed 10

working days in any calendar year. The mayor may authorize special leave of absences with or without pay for full time employees for any period or periods for any purpose that are deemed beneficial to the City service.

7. **Military Leave:** All employees of the City of Burkesville who are members of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve corps of the United States Public Health Service, shall be entitled to leave of absence with full pay for a period not exceeding fifteen calendar days in any one calendar year for the purpose of attending annual mandatory training (KRS 651.394, KRS 61.396)

8. **Jury Duty:** In the event an employee is requested to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. All employees serving on jury duty shall be absent from work only during times required by the courts.

9. **Insurance:** All full time employees are eligible for the following:

Social Security – The City of Burkesville and the employee contribute equal amounts at the rate determined by Congress.

Workmen's Compensation – The City of Burkesville will pay the total cost of premiums for Workmen's Compensation Insurance.

Medical Insurance – The City of Burkesville will pay the total cost of medical insurance for the employee only. Additional coverage for family members will be made available at an additional cost to the employee through payroll deduction

10. **Retirement:** The City of Burkesville will pay retirement rates based upon the Kentucky Retirement Systems rates for hazardous and non-hazardous classification of jobs.

SECTION 10

GRIEVANCE PROCEDURE:

Any grievance or dispute which may arise from employment with the City of Burkesville shall be settled in the following manner:

The employee shall present the grievance to his/her immediate supervisor within three working days of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the employee within one working day.

If the grievance has not been settled, it shall be presented in writing by the employee to the department head within three working days of the response of the supervisor. The department head shall respond in writing to the complainant within five working days.

If the grievance remains unresolved, it may then be presented by the employee to the mayor in writing within three working days after the response from the department head. The statement of the grievance shall be filed with the personnel director not later than the close of business on the last day permitted for the filing. The written statement of appeal of the grievance shall set forth the reasons and grounds for the grievance with a statement of the relief sought.

A copy of all previous written documents involved in the action shall be attached to the grievance and made a part thereof. The mayor may conduct a hearing on all issues involved, and shall respond in writing to the parties presenting the grievance within ten working days from the date of the filing of the grievance unless additional time is agreed upon by both sides.

The decision of the mayor is final.

SECTION 11

EXPENSE REIMBURSEMENT:

Any official or employee of the City of Burkesville incurring expense for approved travel or purchases on behalf of the City shall be reimbursed at the actual rate of expenditures. Receipts for all expenditures should be obtained and attached to the request for reimbursement.

If an employee must use his/her private automobile, he/she shall be reimbursed at the rate specified by the Federal Internal Revenue Service as the Business Mileage Rate. When the federal rate changes, the city rate shall change accordingly.

If an employee as part of his/her compensation package receives a flat mileage reimbursement check, that will be the established limit for his/her mileage reimbursement.

All requests for reimbursement shall be approved by the department head and the mayor prior to payment.

Meal reimbursement is a fringe benefit and will only be paid if the employee submitting receipt(s) for said reimbursement stays overnight for business purposes.

Date: August 18, 2011