

ORDINANCE NUMBER 16 - 2023

COUNTY OF FRANKLIN, KENTUCKY

AN ORDINANCE AMENDING CHAPTER 30 ADMINISTRATIVE CODE CHAPTER 30, §30.096 OF THE FRANKLIN COUNTY CODE OF ORDINANCES TO REMOVE AND ADD LANGUAGE UNDER SUBSECTIONS (A), (B), (C) AND ADDING (D) RELATING TO EMPLOYEE EVALUATIONS

WHEREAS, The Franklin County Fiscal Court adopted the Administrative Code by ordinance to establish procedures and processes relating to personnel under the Constitutional office of the Franklin County Judge Executive; and

WHEREAS, the Judge Executive has established an Administrative Service Committee consisting of two Magistrates and the Judge Executive to consider amendments to the Administrative Code; and

WHEREAS, The Administrative Service Committee met on September 11, 2023 and again on October 10, 2023 to consider changes to how employee evaluations are administered specific to personnel under the office of Judge Executive; and

WHEREAS, the Administrative Service Committee desires consideration by the Fiscal Court for an amendment to Chapter 30 of the Administrative Code.

NOW, THEREFORE, BE IT ORDAINED BY THE FISCAL COURT OF THE COUNTY OF FRANKLIN, COMMONWEALTH OF KENTUCKY, THAT:

SECTION I. The Code of Ordinances, Administrative Code, Chapter 30, §30.096 (A), (B), (C) AND (D) is hereby amended to read as follows:

§30.096 PERFORMANCE EVALUATIONS

(A) The County Judge/Executive and department heads are responsible for evaluating the performance ~~and merit~~ of personnel under their ~~respective jurisdictions~~ supervision. All department heads will be evaluated by the County Judge/Executive.

Evaluations shall be conducted as follows: An interim ~~review~~ employee evaluation shall be ~~completed no later than October 30 of each year~~ conducted between June 1 – August 30 of each year, and an with the annual employee evaluation ~~will be completed between beginning January 1, and completed no later than March 30 of each year~~ February 1 - March 31 of the year following the interim employee evaluation, the evaluation shall include reference to the job description as a basis of performance.

All department heads ~~and supervisors, the County HR Director, and the County Judge/Executive and the Deputy Judge/Executive shall be afforded county sponsored~~

training to provide guidance in the conduct and administration of the evaluations receive performance evaluation training to be scheduled by Franklin County government once every two years to remain current on practices, protocols and procedures. Should a new department head, County HR Director, County Judge/Executive or Deputy Judge/Executive take office after performance evaluation training has been held, a new performance evaluation training session will be scheduled to make those staff current with practices, protocols and procedures.

The County Judge/Executive shall provide the Franklin County Fiscal Court with a report of the overall performance of each department and each department head. The report may shall be included with the annual budget ~~proposal~~ presentation to the Fiscal Court no later than May 1.

(B) The following ~~elements~~ job characteristics shall be considered ~~in~~ for each performance evaluation.

- ~~(1) *Job knowledge/skills.* Employees shall be evaluated on:~~
 - ~~(a) Ability to perform job tasks at or above standard; and~~
 - ~~(b) Demonstrated work product.~~

- ~~(2) *Quality of work.* Employees shall be evaluated on:~~
 - ~~(a) Accuracy, neatness and thoroughness;~~
 - ~~(b) Employee performance of assigned tasks;~~
 - ~~(c) Supervisors will also consider the complexity of tasks that the employee has been assigned during the rating period;~~
 - ~~(d) The employee's willingness to accept and to carry out orders; and~~
 - ~~(e) The employee's ability to transition into leadership positions and any demonstrated leadership traits.~~

- ~~(3) *Improvement in performance.* Employees shall be evaluated on:~~
 - ~~(a) Work progress;~~
 - ~~(b) Employee's ability to perform tasks without close supervision or assistance;~~
 - ~~(c) Initiative to take charge of situations and accomplish assignments without guidance from the supervisor;~~
 - ~~(d) If the employee is a supervisor, his or her ability to make decisions, delegate duties and assignments;~~
 - ~~(e) How they give guidance to employees; and~~
 - ~~(f) Their contribution to the development of employees under their control will be evaluated. Should the employee be a "working supervisor", then both areas outlined above should be evaluated.~~

- ~~(4) *Productivity.* Employees shall be evaluated on:~~
 - ~~(a) The amount, accuracy and completeness of all work assigned to an employee; and~~
 - ~~(b) The employee's ability to provide services to the community in a proficient and professional manner.~~

~~—(5) *Employee conduct.*~~

~~—(a) Employees shall be evaluated on:~~

- ~~—1. Employee's responsibility and interpersonal skills;~~
- ~~—2. Knowledge and adherence to written or oral rules and regulations; and~~
- ~~—3. Employee's ability to work well with others.~~

- ~~➤ Job knowledge/skills~~
- ~~➤ Communication skills~~
- ~~➤ Customer Service~~
- ~~➤ Teamwork~~
- ~~➤ Problem Solving Skills~~
- ~~➤ Adaptability~~
- ~~➤ Time Management~~
- ~~➤ Productivity~~
- ~~➤ Accountability~~
- ~~➤ Initiative~~
- ~~➤ Conduct~~
- ~~➤ Other Duties as Assigned~~

~~(b) After the evaluation is completed, the employee shall be given a copy of the evaluation within five working days. Each employee shall have five working days to review the evaluation. If an employee is not satisfied with his or her evaluation, he or she may request a meeting with the County Judge/Executive or the Judge's designee within five days of receipt of the evaluation to discuss the contents. Each employee may submit a written rebuttal to the evaluation for consideration and inclusion in the employee's personnel file.~~

~~(c) Employee evaluation shall be placed in the personnel file of that employee after having been signed by both the employee and his or her evaluator. The Deputy County Judge/Executive shall review all evaluations for correctness and completeness prior to the evaluations placement in the personnel files.~~

(C) The department heads and County Judge/Executive shall meet with each employee under their direct supervision to review and discuss each employee's performance evaluation. The employee has five (5) working days after receipt of the performance evaluation to sign the performance evaluation and return it to the supervisor or request a meeting with the County Judge/Executive or his designee to discuss the decision to dispute the performance evaluation. The meeting with the County Judge/Executive or his designee shall occur not later than five (5) working days after having been requested in writing by the employee. Each employee may submit a written rebuttal to the evaluation for consideration by the County Judge/Executive or his designee. The County Judge/Executive or his designee will review the department head's performance evaluation or may prepare a new performance evaluation for the employee.

(D) Each employee performance evaluation shall be placed in the employee's personnel file after being signed by the employee and the final evaluator. The HR Director shall review all evaluations for correctness and completeness prior to placement in the employee's personnel file.

SECTION II. CODIFICATION. The provisions of Section I of this Ordinance shall be published as appropriate in the Franklin County Code of Ordinances as soon as practicable.

SECTION III. SEVERABILITY CLAUSE. If any section, part of provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the Franklin County Fiscal Court in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION IV. PUBLICATION AND EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and publication according to law.


INTRODUCED AND GIVEN FIRST READING IN SUMMARY at a duly convened meeting of the Fiscal Court of Franklin County, Kentucky, held on the 8th day of November, 2023.

GIVEN SECOND READING AND APPROVED at a duly convened meeting of the Fiscal Court of Franklin County, Kentucky, held on the 21 day of November, 2023 and of record in Fiscal Court Order Book 34, Page 201.



Michael Mueller
Franklin County Judge/Executive

ATTESTED TO:



Kim Cox
Fiscal Court Clerk

SUMMARY

This ordinance approves an amendment to Chapter 30, §30.096 EMPLOYEE EVALUATIONS (A), (B), (C) and (D) of the Administrative Code relating to evaluation procedures.