

Ordinance Number 2015-01

**AN ORDINANCE ADOPTING A PERSONNEL HANDBOOK
FOR THE CITY OF OLIVE HILL, KENTUCKY**

WHEREAS, the City of Olive Hill, Kentucky is a City which operates under the Mayor-Council form of government.

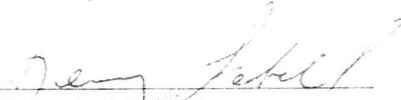
WHEREAS, the City of Olive Hill recognizes that their employees constitute a valuable Human Resource,

WHEREAS, the City of Olive Hill desires to utilize all available resources to promote and effectuate the most efficient local government possible,


THEREFORE BE IT ORDAINED, by the City of Olive Hill, that this Personnel Handbook is adopted and summarized below, and a complete text is available at City Hall.

This Personnel Handbook establishes that the City of Olive Hill is an equal opportunity employer, that the City of Olive Hill will maintain personnel records for all employees and provide an orientation for new employees. It also establishes the City Clerk as the Personnel Manager. The Personnel Handbook classifies employees, establishes an employment process and conditions of employment. It also implements a transfer, promotion, progressive discipline, and drug-testing policies. It discusses resignations, layoffs, reinstatement, retirement, and political activity. Said policy establishes employment at will. It includes an employee classification plan which sets forth allocations, written position descriptions, and regular review/evaluations. It includes a compensation plan which addresses pay ranges, the hours of work, overtime, the official work week, implication of personnel actions salary increases and retirement. It discusses the maintenance of timecards and timesheets. Employee benefits are discussed, setting forth holidays, annual vacations, and sick leave. It adheres to the Family Medical Leave Act of 1993. It sets forth funeral leave, discusses insurance, unemployment insurance, social security, special leave, military leave, voting leave, jury duty, educational assistance, inclement weather, expense reimbursement, the use of City vehicles, uniforms and outside employment. It discusses Social Media Use. It also adopts a formal grievance procedure. The Personnel Handbook includes a "severability disclaimer," and a repealer clause. It adheres to the Americans with Disabilities Act, Drug-Free Workplace Act, and adopts a Sexual Harassment Policy. The Handbook also has a certificate of receipt which the employee and the Personnel Manager must sign.

Any ordinance in conflict with this ordinance shall be rendered null and void upon the adoption and publication of this ordinance. Namely, Ordinances: 2000-12; 2002-10; 2005-08; 2010-01; 2010-01A; 2010-03; ~~2012-05~~ 2012-03; 2012-09. This Ordinance shall take effect under publication.


KENNY FANKELL
Mayor, City of Olive Hill

HON. DERRICK E. WILLIS
Olive Hill City Attorney


ANGELA OWENS
City Clerk/Personnel Manager

1st Reading: March 17, 2015
2nd Reading: April 21, 2015
Publication: April 29, 2015