

ORDINANCE NO. 2008-06

AN ORDINANCE CREATING THE OFFICES OF CITY CLERK/TREASURER AND DEPUTY CITY CLERK/TREASURER ESTABLISHING DUTIES, QUALIFICATIONS AND BENEFITS FOR THE CITY OF PIONEER VILLAGE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PIONEER VILLAGE, BULLITT COUNTY, KENTUCKY, as follows:

DEFINITIONS:

a) **PROBATIONARY.** The first six (6) months of service shall constitute a probationary period. Upon successful completion of the probationary period the employee shall be considered a regular employee. If at any time during the probationary period the appointing authority determines for any reason that the services of the employee are unsatisfactory or unnecessary, the employee may be separated from his/her position without a hearing or any right of appeal. The appointing authority shall notify the employee in writing of the decision to terminate employment and such notification shall be delivered to the employee personally on a date within the probationary period.

b) **REGULAR FULL-TIME.** A regular full-time position is when one has completed a six-month initial probationary employment period, is continued in employment, and which entails at least an average of forty (40) hours per week.

c) **SEASONAL.** A seasonal position is one that is established for a particular season of the year.

d) **TEMPORARY.** A temporary position is one that is not designed to last more than twelve (12) months.

e) **REGULAR PART-TIME.** A regular part-time position is when one has completed a six-month initial probationary employment period, is continued in employment, and which entails less than an average of forty (40) hours per week. A regular part-time position is one that the employee works at the same part-time position regularly. Employees who are not assigned a regular work schedule but are on an emergency call basis are not regular part-time employees.

Part-time positions may not be eligible for some benefits.

f) **EMERGENCY PART-TIME.** An emergency part-time position is when one is employed to substitute for a regular employee who is absent from his/her position or to supplement regular employees because of unusual needs. Emergency part-time positions can also be in the case of a catastrophic circumstance, when additional employees may be needed for a short period of time.

SECTION ONE: DUTIES

The City Clerk/Treasurer shall be responsible for:

- a) Clerk of the Council; acts as custodian of the seal of the city; serves as tax collector; provides immediate supervision of the City Clerks office; and does related work as required.
- b) Responsible for maintaining all City records, including minutes of council meetings, agreements, ordinances, executive orders, contracts and municipal orders. Attends council meetings and committee meetings upon request. Drafts minutes of all regular and special council meetings and maintains permanent record of all council meetings, indexes minutes, updates ordinance book, prepares agenda for regular and special council meetings and maintains book of executive orders and municipal orders. Responsible for bid notices, public hearing notices and ordinances published as required by law. Maintains records of Worker's Compensation Insurance Claims and Unemployment Insurance claims, handles complaints, questions and general information requested by public. Research for public, employees, department heads and city officials. Compiles reports. Supervises office employees. Participates in budget preparation.
- c) As Treasurer is responsible for all funds of the city-countersigns all checks for all funds. Responsible for maintaining all bank accounts for city - General Fund, Payroll Account, Payroll Tax Account and any other accounts of the City. Responsible for accounts receivable of all funds and accounts payable of all funds. Responsible for all investments. Maintains records of ledgers and budgets for General Fund, and prepares information for same. Reconciliation of all bank accounts. Prepares financial information for Municipal Aid Fund Hearings, LGEA Fund Hearings, Tax Rate Hearings, Grants, Bond Issues, and General Fund budget. Prepares daily deposit schedules of all money received. Administration and approval of invoices for payment.
- d) Supervises preparation of property tax bills, franchise tax bills, occupational licenses and insurance fees.

SECTION TWO: DEPUTY CITY CLERK/TREASURER

- a) Classification: Full time hourly, part-time hourly, temporary hourly and seasonal hourly are authorized in this position as dictated by the annual budget.
- b) Characteristics of the Class: Works under the direction of the City Clerk/Treasurer and the Mayor. Assists the City Clerk/Treasurer in the performance of their duties and responsibilities.

- c) **Duties and Responsibilities:** Billing and collecting city taxes, billing and collecting all other accounts either payable or receivable; maintaining city records; assists in the preparing of reports; performs clerical work for the mayor and city council. Assists the Clerk/Treasurer in all phases of their duties.

SECTION THREE: QUALIFICATION

Training and Experience: Graduation from high school or its equivalent supplemented by four years progressively responsible experience in clerical work involving frequent contact with the public, training in accounting and background in computers; or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform effectively the duties of the position. Meets Statutory Requirements of Kentucky Revised Statutes.

Extensive knowledge of modern office practices, procedures and equipment. Extensive knowledge of the legal requirements relating to the keeping and preservation of Council minutes and records. Working knowledge of procedures for Council meetings and of local government operations. Working knowledge of modern accounting and/or bookkeeping practices and procedures and the basic principles of public finance. Typing ability. Ability to establish and maintain effective working relationships with city officials and general public.

SECTION FOUR: TENURE

These positions shall exist from adoption and publication of this Ordinance, or until eliminated by Ordinance or state statute.

SECTION FIVE: COMPENSATION

The rate of compensation for the City Clerk/Treasurer and Deputy City Clerk/Treasurer shall be in the range as established in the annual budget adopted by the City.

SECTION FIVE: OATH

An oath shall not be required to hold these offices.

SECTION SIX: BOND

A fidelity bond shall be required to hold these offices.

SECTION SEVEN: BENEFITS

I. Holidays

- A. If a Full-time City Clerk/Treasurer and/or Deputy works on the following holidays, time and a half will be paid.

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| 1. New Years Day | 5. Independence Day |
| 2. Martin Luther King | 6. Labor Day |
| 3. Presidents Day | 7. Thanksgiving Day |
| 4. Memorial Day | 8. Christmas Day |

II. Vacation

A. All full-time City Clerk/Treasurer and/or Deputy shall be entitled to vacation leave at the rate of:

Years of Service	Annual Leave Days
1 Year	5 days
2 Years	10 days
5 Years	15 days

B. Upon termination of employment, the employee shall be paid for earned but unused annual leave days, not to exceed the maximum amounts set forth above.

III. Sick Leave

- A. Sick leave is provided so that any employee will not be seriously handicapped financially if he/she is unable to work because of illness. Sick Leave abuse could be cause for dismissal.
- B. All full-time employees shall be granted four (4) working hours sick leave credit with pay per month.
- C. An employee on sick leave shall inform their supervisor of the fact as soon as possible.
- D. The City Clerk and/or Deputy shall keep records of sick leave allowance, sick leave taken, and balance of sick leave allowance for the individual employee.
- E. Absences on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee, be charged to vacation leave credit.
- F. Sick leave over Three (3) working days will require a doctor's statement upon return to work.
- G. Upon termination of employment, employee shall forfeit any sick time accumulated.
- H. No more than six (6) paid sick days shall be allowed within any 12-month period.

IV. Bereavement Leave

- A. Any full-time City Clerk/Treasurer and/or Deputy may be absent up to three (3) regularly working days without loss of pay in case of death in the immediate family.

- B. Immediate family for this purpose shall be deemed to include:
 - 1. Parents, 2. Spouses, 3. Children, 4. Brothers and Sisters (in any case), 5. Immediate in-laws, 6. Grandparents.

V. Special Leave

- A. In addition to authorized leave, the Mayor may authorize the City Clerk/Treasurer or Deputy to be absent without pay for personal reasons.
- B. The Mayor may authorize special leave of absence with or without pay for the City Clerk/Treasurer or Deputy for any period for the purpose of attending college or other training that is deemed to be beneficial to the City service.
- C. The City Clerk/Treasurer and/or Deputy who is selected for jury duty or is called as a government witness, shall receive a paid leave of absence for the time spent on each day.
- D. Disabilities caused or contributed to pregnancy and recovery related shall be covered by accumulated vacation or sick leave before the City Clerk/Treasurer and/or Deputy is placed on unpaid leave. A medical certificate may be requested from the employee if there is question as to the employee's physical fitness to continue work before delivery or to return to work after delivery.
- E. An employee hired to replace an employee on "Maternity Leave" is classified as temporary and retains a temporary classification until the return of the employee or the employee voluntarily indicated they will not return to work.
- F. In no event shall special leave exceed one (1) year.
- G. The City of Pioneer Village shall stay in compliance with Family Medical Leave Act.

VI. Military Leave

- A. The City Clerk/Treasurer and/or Deputy who is a member of the active reserve or national guard of the Armed Forces of The United States shall be entitled to military leave for intervals not exceeding 15 calendar days in any one (1) year; provided a request in writing for military leave accompanied by a copy of the military order is presented to the Mayor not less than two (2) weeks before the beginning of any leave period.
- B. The City Clerk/Treasurer and/or Deputy would continue to accumulate vacation and sick leave credit during the said authorized leave of absence.

VII. Hospitalization

- A. A hospitalization and surgical plan may be provided to all full-time employees.

SECTION EIGHT: EFFECTIVE DATE

This ordinance shall become effective upon publication.

SECTION NINE: REPEALER

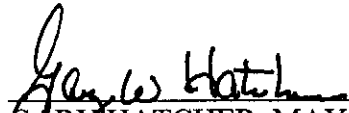
All ordinances or parts of ordinances in conflict with this Ordinance or any part of this Ordinance are repealed.

SECTION TEN: INVALIDITY

Should any section, clause, line, paragraph, or part of this Ordinance be held unconstitutional or invalid for any reason, the same shall not affect the remainder of this Ordinance.


Given first reading at a regular meeting of the City Council of the City of Pioneer Village, Bullitt County, Kentucky, on the 22nd day of July, 2008. Given second reading, voted upon, and passed at a regular meeting of the City Council of the City of Pioneer Village, Bullitt County, Kentucky, on the 26th day of August, 2008.

Votes for 5; Votes against 1; Not Voting 0.



GARY HATCHER, MAYOR

ATTEST:



CITY CLERK