

**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2018-06**

AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY, AMENDING THE CITY OF WALTON PERSONNEL POLICIES.

WHEREAS, the Mayor and City Council of the City of Walton, Kentucky, has adopted its Personnel Policies in order to provide for the recruitment, development and retention of a professional and efficient staff; and

WHEREAS, the Mayor and City Council have determined that there is a need to amend the Personnel Policies to update and streamline their operation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WALTON, KENTUCKY AS FOLLOWS:

SECTION ONE

Chapter 13 of the City of Walton Personnel Policies is hereby amended by revising Section 5 c) on page 48 pertaining to Vacation Leave, as follows:

- c) **Rate of Leave Accrual** – Full-time workers in the City’s service accrue annual leave at the following rate:

Years of Continuous Service

6 months – 1 Year -----	1 Week
1 – 2 Years -----	5 Days plus 8 hours
3 – 9 Years -----	10 Days plus 8 hours
10 – 15 Years -----	15 Days plus 8 hours
16 Years or More -----	20 Days plus 8 hours

SECTION TWO

Chapter 13 of the City of Walton Personnel Policies is hereby amended by revising Section 6 c) on page 49 pertaining to Sick Leave, as follows:

- c) **Rate of Leave Accrual** -- Eligible full-time workers begin to accrue sick leave **at the rate of four (4) days during the first six (6) months probation period; and from six (6) months to one (1) year at the rate of four (4) additional days; and thereafter at the rate of ten (10) days per year.**

SECTION THREE

Chapter 13 of the City of Walton Personnel Policies is hereby amended by revising

Subsection 6 f) 1) on page 50 pertaining to Sick Leave, as follows:

- 1) A worker upon retirement with at least Fifteen (15) years of service shall be paid for any accumulated sick leave (cash out) they have earned. **To be eligible for such sick leave cash out, a worker shall provide the City with at least thirty (30) days advance notice of retirement, unless the worker is medically unable to provide the notice. No worker who has been terminated for cause shall receive sick leave cash out.**

SECTION FOUR

Chapter 13 of the City of Walton Personnel Policies is hereby amended by revising Section 7 h) on page 53 pertaining to Funeral Leave, as follows:

- h) **Funeral Leave** -- In the event of a death in a worker's immediate family, he/she shall be granted paid funeral leave of up to [~~three~~] **five (5)** workdays. The worker will receive his/her normal pay for any scheduled workday that occurs during the period. Immediate family is defined as spouse, child, foster child, step child or their spouses, father, mother, father in-law, mother in-law, grandparents, brother, sister, stepmother, stepfather, or any person domiciled in the worker's household. An additional three-day leave may be granted and charged to sick leave.

SECTION FIVE

Chapter 3 of the City of Walton Personnel Policies is hereby amended by revising Section 8 on page 12 pertaining to pay for Provisional Employees, as follows:

SECTION 8 – PROVISIONAL EMPLOYMENT

The council, upon recommendation of the Mayor, establishes compensation for provisional workers. Provisional workers will be compensated at the **rate of Nine Dollars (\$9.00) per hour** [~~minimum wage~~]. If additional skills or experiences are required, an additional maximum 20% [~~of the minimum wage~~] may be offered.

SECTION SIX

Municipal Order 2013-09, Section One, Article III CREDIT CARDS, which amended the City of Walton Personnel Policies, is hereby amended by revising the language pertaining to the mayor's credit card, as follows:

Credit cards may be available for use on City business. Only the **mayor**, finance officer and public works director will be assigned credit cards. The [~~mayor and~~] council shall not be issued credit cards. Employees **and the mayor** should use the cards **only** for payment of official city business **and** travel expenses. These expenses include payment for hotels/motels, other travel and meals for both in-state and out-of-state travel. Use of these cards will reduce the need for cash advances and make payment of travel costs more convenient for the City and employees. Employees shall not use the cards to pay

personal non-official expenses. The mayor will withdraw the card privilege and will take appropriate disciplinary action against any employee who misuses the card.

SECTION SEVEN

This Ordinance shall take effect and shall be in full force after its enactment and publication as required by law.

SECTION EIGHT

All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

SECTION NINE

If any sentence, clause, section or part of this ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

SECTION TEN

This ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY 6 OF 6 MEMBERS OF CITY COUNCIL ON THE 8th DAY OF MAY, 2018.

PASSED AND APPROVED ON SECOND READING BY 5 OF 5 MEMBERS OF CITY COUNCIL ON THE 12TH DAY OF JUNE, 2018.

APPROVED:

GABE BROWN, MAYOR

ATTEST:

SHARON STEVENSON, CITY CLERK

DATE OF PUBLICATION: June 21, 2018