

# CITY OF WILLIAMSBURG, KENTUCKY

## ORDINANCE NO. 13-001

### AN ORDINANCE AMENDING ORDINANCE NO. 02-002 OF THE PERSONNEL POLICIES AND PROCEDURES FOR ALL DEPARTMENTS OF THE CITY OF WILLIAMSBURG, KENTUCKY

*WHEREAS*, the council and the administration of the City of Williamsburg, Kentucky recognized that a personnel system which recruits and retains a quality, motivated work force is indispensable to effective and efficient city government ; and

*WHEREAS*, it is essential to have rules and regulations delineating all aspects of employment with the city and make available to each of the employees affected by said rules and regulations on a regular basis;

*NOW THEREFORE BE IT ORDAINED*, by the Council of the City of Williamsburg of the Commonwealth of Kentucky:

#### *Section One*

That Section One, 1.8 of the personnel policies and procedures manual should be amended to comply with the Code of Ethics Ordinance # 0005-94 Section 19

That Section One, 1.10 of the personnel policies and procedures manual should include the Americans with Disabilities Act Statement

#### *Section Four*

That section Four, 4.2 should be amended to remove the requirement that all new employees must have a physical examination at the expense of the city, prior to commencement of work.

#### *Section Five*

That Section Five, 5.4 should be amended to remove requirement of physicals.

That Section Five, 5.7B #6 shall be amended to falsifying time sheets replacing "time cards".

That Section Five, 5.7B #15 shall be amended to say disciplinary action for reporting to work under the influence of intoxicants or illegal drugs striking “while on duty”.

That Section Five, 5.7C #4c shall be amended to update the discharge statement.

That Section Five, 5.13 C shall be removed pertaining to the use of city phones.

### ***Section Six***

That Section Six, 6.1 shall be amended to add the holidays of Christmas Eve and Good Friday.

That Section Six, 6.1 E (1) shall be amended to state that an employee must take birthday off during his/her birth month. Employee cannot work on that day and receive pay and may not claim birthday and holiday pay on the same day.

That Section Six, 6.2 D shall be amended to state that an employee eligible for four weeks vacation may elect to receive payment for one week of vacation in lieu of time off each year. However, payment for said week shall be paid at the end of employee’s anniversary date only and at a rate of 40 hours times the current minimum wage rate.

That Section Six, 6.3 D shall be amended to state that sick time is a benefit to each employee and cannot be transferred to another employee.

That Section Six, 6.4 shall be amended to reflect the updated Family Medical Leave Act of 1993 (FMLA) to comply with Federal Law.

## **PART II                    Classification Plan - Job Descriptions**

Police department job descriptions have been updated to comply with accreditation requirements.

Full-time positions at the Water Park that are no longer required have been deleted.

## **PART III                    Classification to Pay Ranges**

Pay Ranges have been updated.

**APPENDIX C      Drug Policy and Ordinance to policy**

A drug policy and Ordinance No. 2006-01 have been added to personnel manual.

Enacted this 11<sup>th</sup> Day of February, 2013.

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**Roddy Harrison, Mayor**

**ATTEST**

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**Teresa Black, City Clerk**

**First Reading:      January 14, 2013**

**Second Reading:    February 11, 2013**

**Publication Date:    \_\_\_\_\_**