

GARRARD COUNTY
ADMINISTRATIVE CODE

Adopted by:
Action of Garrard Fiscal Court
Effective July 1, 2026

GARRARD COUNTY ADMINISTRATIVE CODE
EMPLOYEE AGREEMENT

I have received a copy of the Garrard County Fiscal Court's Administrative Code, dated July 1, 2026.

I understand that it is my obligation to read the Garrard County Administrative Code and agree to follow all policies and procedures that are set forth therein. I agree to abide by the standards outlined in the document for the duration of my employment with the Garrard County Fiscal Court. I understand that this Administrative Code, and my signature below, does not constitute an employment contract and that the County is an at-will employer. Should I have any questions related to the Garrard County Administrative Code, it is my obligation to seek assistance from my Supervisor, Director or Department Head.

Furthermore, I understand that this Ordinance may be amended at any time.

Employee Signature

Date

Employee Printed Name

Received by:

County Payroll Clerk

Date

GARRARD COUNTY E-MAIL AND INTERNET USER AGREEMENT

EMPLOYEE AGREEMENT

I have received a copy of the Garrard County Fiscal Court's Policy Guidelines on e-mail/internet acceptable use (See Chapter 12). I recognize that the County's e-mail/Internet is to be used for conducting the County's business only. I understand that use of this equipment for private purposes is strictly prohibited.

As part of Garrard County and user of Garrard County's gateway to the internet and e-mail system, I understand that this e-mail/internet County guideline applies to me.

I understand that it is my obligation to read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with the Garrard County Fiscal Court. Should I have any questions related to the Garrard County Administrative Code, it is my obligation to seek assistance from my supervisor, director or Department Head.

I am aware that violations of this County guideline on acceptable e-mail/internet use may subject me to disciplinary action, up to and including dismissal from employment.

I further understand that my communications on the internet and e-mail reflect on the Garrard County Fiscal Court. Furthermore, I understand that this policy can be amended at any time or that I may receive further direction from my superiors related to proper e-mail/Internet usage.

Employee Signature

Date

Employee Printed Name

Received by:

County Payroll Clerk

Date

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INTRODUCTION

PURPOSE AND AUTHORITY

The General Assembly of the Commonwealth of Kentucky enacted KRS 68.005 in 1978 for the purpose of promoting efficient administration of County government. KRS 68.005 requires the Fiscal Court to adopt a County administrative code which includes, but not limited to, procedures and designation of responsibility for the following:

1. General administration of the office of County Judge/Executive (hereinafter 'County Judge'), County administrative agencies and public authorities;
2. Administration of County fiscal affairs, including budget formulation; receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County;
3. Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, employee complaints and the County affirmative action program;
4. County purchasing and award of contracts; and
5. Delivery of County services.

The County Judge, as the Chief Executive Officer of the County, is responsible for the organization and management of the administrative functions of County government. The Fiscal Court sets the County's policies and priorities. The County Judge must execute these policies and priorities. The statute provides only general guidance as to the form and substance of a County's internal administrative organization. For this reason, the Fiscal Court of Garrard County enacts the following County Administrative Code.

Garrard County Administrative Code

Garrard Fiscal Court does hereby establish a County Administrative Code; dividing the administrative service of Garrard County into departments under the County Judge; prescribing administrative policy and procedure; prescribing the function and duties of administrative units and officials of the government; prescribing the administration of fiscal affairs and procurement procedures; and prescribing for the delivery of County services. The Garrard County Fiscal Court has previously adopted a Personnel Policy and Procedures Manual by ordinance, and to the extent that this Administrative Code conflicts with the Personnel Policy and Procedures Manual, the Personnel Policy and Procedures Manual shall control.

BE IT ADOPTED BY THE FISCAL COURT OF GARRARD COUNTY:

CHAPTER 1: GENERAL PROVISIONS

SECTION 1.1 Short Title

This document shall be known and may be cited as the “Garrard County Administrative Code”.

SECTION 1.2 Definitions

As used in this Code, unless the context otherwise requires:

1. *County Judge* is the County Judge/Executive.
2. *County* is Garrard County, Kentucky, a governmental entity.
3. *Fiscal Court* is the County body vested with the legislative powers of Garrard County.
4. *Elected Official* means elected county officials other than the County Judge.

SECTION 1.3 Amendments

The Fiscal Court shall review the Garrard County Administrative Code annually during the month of June and may, by a two-thirds (2/3) majority of the entire Fiscal Court, amend the Garrard County Administrative Code at that time. The County Judge may at other times prepare and submit amendments to the Garrard County Administrative Code for approval by the majority of the Fiscal Court.

CHAPTER 2: GENERAL ADMINISTRATION

SECTION 2.1 County Judge/Executive

- A. The Garrard County Judge shall be the Chief Executive and Administrative Officer of the County and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution, Kentucky Revised Statutes and the Fiscal Court.
- B. The responsibilities and/or duties of the Garrard County Judge, as defined by KRS 67.710, are as follows:
 - 1. Provide for the execution of all ordinances and resolutions of the Fiscal Court, execute all contracts entered into by the Fiscal Court, and provide for the execution of all laws by the state subject to enforcement by him or by officers who are under his direction and supervision;
 - 2. Prepare and submit to the Fiscal Court for approval an Administrative Code incorporating the details of administrative procedure for the operation of the County and review such code and suggest revisions periodically or at the request of the Fiscal Court;
 - 3. Furnish the Fiscal Court with information concerning the operations of the county departments, boards, or commissions, necessary for the Fiscal Court to exercise its powers or as requested by the Fiscal Court;
 - 4. Require all officials, elected or appointed, whose offices utilize County funds, and all boards, special districts, and commissions exclusive of city governments and their agencies located within the County to make a detailed annual financial report to the Fiscal Court concerning the business and condition of their office, department, board, commission, or special districts;
 - 5. Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the Fiscal Court an annual budget and administer the provisions of the budget when adopted by the Fiscal Court;
 - 6. Keep the Fiscal Court fully advised as to the financial condition and needs of the County and make such other reports from time to time as required by the Fiscal Court or as he/she deems necessary;
 - 7. Exercise with the approval of the Fiscal Court the authority to appoint, supervise, suspend, and remove county personnel (unless otherwise provided by state law); and
 - 8. With the approval of the Fiscal Court, make appointments to or remove members from such boards, commissions, and designated administrative positions as the Fiscal Court, charter, law or ordinance may create. The requirement of Fiscal Court approval must be designated as such in the County Administrative Code or the County Charter.

SECTION 2.2 Procedures for Organization/Reorganization of County Departments and Agencies

- A. The County Judge may create, abolish or combine any County department or agency or transfer a function from one department or agency to another, provided that the County Judge submits a written plan for the reorganization to the Fiscal Court.
- B. The reorganization plan shall state the need, how the reorganization will meet the need, the services and functions to be expanded, abolished, or reduced as a result of the plan, the long- and short-term costs, and the plan's impact on existing and/or proposed personnel and services.
- C. The plan shall be submitted to the Fiscal Court for approval at a meeting of the Fiscal Court. If not disapproved within sixty (60) days, the plan shall become effective. The plan shall be subject to public inspection at least 60 days prior to its effective date.
- D. The County Judge or the Fiscal Court may cause the records and accounts of any administrative agency to be examined at any time.

SECTION 2.3 Special Districts

The County Judge may, with approval of the Fiscal Court, create any special district; or abolish or combine any special districts, provided such district was created solely by the County.

SECTION 2.4 County Representation on Boards and Commissions

- A. The County Judge shall assure the representation of the County on all boards, commissions, special districts, and joint City-County programs in which County participation is required.
- B. Every independent board, commission, agency or special district which requires participation by County government shall submit a copy of its by-laws and a list of its governing body members to the County Judge and the Fiscal Court within thirty (30) days of the start of the county government term of office. The independent board, commission, agency or special district shall submit a revised copy of its by-laws within 30 days of their approval when amended. When a vacancy exists, the list of governing body members should be submitted to the County Judge no later than thirty (30) days before the County Judge nominates a candidate for the vacancy.

SECTION 2.5 Appointed Positions

- A. The County Judge may appoint an assistant to assist with the execution of his administrative duties.
- B. The County Judge may appoint a Deputy County Judge/Executive.
- C. The County Judge may appoint, subject to the approval of the Fiscal Court, a budget officer to assist with the County fiscal affairs.
- D. The County Judge may appoint, subject to the approval of the Fiscal Court, other personnel to assist with the County administrative and fiscal duties.
- E. A member of the Fiscal Court may be appointed by a majority of the Fiscal Court to temporarily assume the duties of the County Judge, where both the County Judge and the Deputy County Judge/Executive, if a Deputy County Judge/Executive has been appointed, are absent from the County during an Emergency, or where both are incapacitated due to sickness, injury, or mental incompetence.

SECTION 2.6 Procedures for Appointment/Removal of Administrative Personnel and Members of Boards and Commissions

- A. The County Judge shall inform the Fiscal Court of any open position on County Boards or Commissions, or in designated administrative positions.
- B. The County Judge shall appoint qualified individuals to administrative positions and to boards and commissions, with the appointment subject to Fiscal Court approval.
 - 1. The Fiscal Court shall act on such appointment within thirty (30) days. If the Fiscal Court does not act on the appointment within the thirty (30) day period, said appointment shall be deemed approved by the Fiscal Court; or
 - 2. If the Fiscal Court rejects the appointment, the County Judge/Executive shall submit an additional appointment(s) for each position.
- C. The appointment shall be filed and entered into by index into the Garrard County Executive Order Book which shall be maintained in the Office of the County Judge.
- D. The Garrard County Fiscal Court may require an appointee to appear at a public hearing for the purpose of questioning the nominee about matters relating to the appointed position. The nominee shall be notified by mail if this is the intention of the Fiscal Court. The Fiscal Court shall provide the nominee with an opportunity to make a statement to the Fiscal Court concerning his nomination and qualifications.

- E. No person shall be selected as a member of a board or commission or for an administrative position if the person holds or is employed in an incompatible position.

SECTION 2.7 Garrard County Procedures for Administrative Agencies

Each Garrard County Agency shall maintain the following records:

- A. A financial record of the agency's activities.
- B. Within thirty (30) days after the close of each fiscal year, each administrative agency shall make a full report to the County Judge and to the Fiscal Court. The report shall include a financial statement and the general scope of the operation of the agency during the preceding year.
- C. Each administrative agency requesting Garrard County budget funds shall submit a detailed annual budget request to the County Judge by April 1st of each year.
- D. Each administrative agency of Garrard County shall keep minutes of its meetings to reflect on record its official actions.

CHAPTER 3: OPERATION OF FISCAL COURT

SECTION 3.1 Procedures for Meetings of Fiscal Court

- A. The County Judge shall annually set the dates and times for all regular Fiscal Court meetings via Executive Order. The Executive Order shall be issued no later than January 1st of each year, except in the first year of the term of office, when the Executive Order shall be entered no later than one week from the date the term begins.
- B. All meetings of members of Fiscal Court at which any public business is discussed or any action taken shall be open to the public in accordance with the Kentucky Open Meetings Act (KRS Chapter 61).
- C. The County Judge may call a Special Meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction.
- D. Whenever the County Judge is unable, or refuses to call a Special Meeting, a majority of the Fiscal Court may call a Special Meeting. The County Judge must refuse a request to call a Special Meeting, with the request made by a Fiscal Court member, prior to the majority of the Fiscal Court being able to call a Special Meeting.
- E. Special meetings shall be called and conducted in accordance with the Kentucky Open Meetings Act (KRS Chapter 61).

SECTION 3.2 Presiding Officer

- A. The County Judge shall be the presiding officer of the Fiscal Court at all regular and special meetings.
- B. If the County Judge is not present or able to preside, a majority of the Magistrates shall elect one of their members to preside.

SECTION 3.3 Quorum

- A. Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business.
- B. No proposition shall be adopted except with the concurrence of at least a majority of the members present, with the exception that passage of an ordinance requires a majority of the entire Fiscal Court.

SECTION 3.4 Disturbing Meetings

- A. It shall be unlawful to disturb any meeting of the Fiscal Court or to behave in a disorderly manner at any such meeting.
- B. Any person violating any provision of this section may be prosecuted under the appropriate provisions of the Kentucky Penal Code.

SECTION 3.5 Order of Business

- A. At each regular meeting of the Fiscal Court an agenda will be presented prior to the meeting. This agenda shall be followed unless dispensed with by a majority vote of the members presented.
- B. At each Special or Emergency Meeting of the Fiscal Court, the agenda shall be followed with no other topics presented or discussed during the Special or Emergency Meeting.
- C. The County Judge/Executive shall prepare an itemized list of all valid bills requiring Fiscal Court approval.
- D. No bill shall be approved for payment unless contained in the itemized list for the meeting.
- E. A majority of the Fiscal Court members may vote to forgo Section 3.5(D) and approve payment of bills not included on the itemized list as long as the bill is presented to Fiscal Court.

- F. The Fiscal Court may approve payment of the list of valid bills as a whole, unless there is an objection voiced to any specific item.

SECTION 3.6 Fiscal Court Minutes

- A. The Clerk of the Fiscal Court shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.
- B. The Clerk of the Fiscal Court shall keep an index of all Fiscal Court records and make such index of all Fiscal Court records available for public inspection in accordance with the Kentucky Open Records Act (KRS Chapter 61).

SECTION 3.7 Rules of Order

- A. Except when in conflict with the foregoing provisions, Robert's Rules of Order shall govern the deliberations of the Fiscal Court.
- B. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at the meeting.

SECTION 3.8 Ordinances, Orders and Resolutions

- A. An “ordinance” means an official written act of the Fiscal Court, the effect of which is general and lasting in nature, which is enforceable within the jurisdiction of the County; or a lawful appropriation of money.
- B. All ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject; such as, “An Ordinance relating to...”
- C. There shall be inserted between the title and the body of each County ordinance an enacting clause written in the following manner: "Be It Ordained by the Fiscal Court of the County of Garrard, Commonwealth of Kentucky;"
- D. County ordinances shall be amended by ordinance and only by setting out in full each amended section;
- E. No County ordinance shall be passed until it has been read on two separate days, unless an emergency is properly declared, but ordinances may be read by title and a summary only.
- F. No County ordinance shall be passed until it has been published pursuant to KRS Chapter 424. Prior to passage, ordinances may be published by summary. Publication shall include the time, date and place at which the County ordinance will be considered, and the place within the County where a copy of the full text of the proposed ordinance is available for public inspection. If consideration for passage is continued from the initial meeting to a subsequent date, no further publication shall be necessary if at each meeting the time, date, and place of the next meeting are announced.
- G. All County ordinances and amendments shall be published after passage and may be published in full or in summary form at the discretion of the Fiscal Court.
- H. An order or resolution may be utilized for action by the Fiscal Court where the action is specific in nature, not for an uncertain time period, and which is enforceable within county boundaries.

CHAPTER 4: FINANCIAL MANAGEMENT

SECTION 4.1 Budget Preparation Procedures

- A. By April 1st of each fiscal year, the County Judge shall obtain budget proposals prepared by each County office or agency receiving funds from the Fiscal Court, including the Jailer. The County Clerk and Sheriff operate on a January 1st - December 31st fiscal year with a mandatory budget approval date of January 15th. Therefore, the County will already have the County Clerk's and Sheriff's budget.
- B. The County Judge shall prepare a report of anticipated revenue from general fund taxes and intergovernmental transfers from city, state, and federal government.
- C. The County Judge shall review the expenditures in each classification of each fund for the preceding year and for the current year.
- D. The County Judge may obtain from the Garrard County Treasurer receipts for actual expenditures made during the current fiscal year.
- E. An estimate shall be made of expenditures for the remainder of the current year and of any surplus, by fund, which will remain.
- F. The County Judge shall obtain from the Sheriff an annual settlement showing County taxes collected, not later than October 1st of the current year and by April 1st of each year of the Garrard County Property Assessment levels from the Garrard County Property Valuation Administrator.
- G. The County Judge shall submit the completed proposed budget to the Fiscal Court not later than May 1st of each fiscal year.
- H. Following action by the Fiscal Court, but not later than June 10th, the budget shall be submitted to the Kentucky State Local Finance Officer for approval as to form and classification.
- I. The Garrard County budget approved by the State Local Finance Officer shall be submitted to Fiscal Court for adoption in the form of an ordinance not later than July 1st.
- J. The County Judge/Executive shall cause a copy of the proposed budget to be posted in a conspicuous place in the courthouse near the front door not less than seven (7) days before final adoption.
 - 1. A summary of the County budget shall be published in accordance with KRS Chapter 424 before final adoption by Fiscal Court.
 - 2. A summary of the County budget shall be published in accordance with KRS Chapter 424 within 30 days after adoption by Fiscal Court.
 - 3. The County Judge shall maintain a copy of the budget as adopted, together with any amendments adopted thereafter, for public inspection.

SECTION 4.2 County Budget Hearing Procedures and Requirements

- A. County Road Aid Fund (CRA):
 - 1. Notice of the proposed use hearing on the CRA fund shall be published not less than seven (7) days and not more than twenty-one (21) days in advance of the scheduled hearing.
 - 2. The County Judge shall conduct the proposed use hearing.
 - 3. Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge as public record.
- B. Prior to adoption of the County budget and submittal to the State Local Finance Officer, the Fiscal Court shall conduct a budget hearing on the entire County budget to show the relationship of LGFA fund uses to other funds and uses. The date of the final budget hearing may be immediately prior to the first reading of the budget ordinance.
- C. Notice of the budget hearing shall be published in at least one (1) newspaper of general circulation and other news media in the community shall be advised. The preceding shall be as follows:

1. Published notice of budget hearing not less than ten (10) days prior to the scheduled hearing;
2. The Fiscal Court shall conduct the budget hearing;
3. Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge/Executive as public record.

SECTION 4.3 County Procedures for County Treasurer

- A. The Treasurer shall receive and deposit all funds due the County.
- B. County funds shall be paid out only on order of Fiscal Court.
- C. No expenditures may be made in excess of revenues or for purposes other than appropriated.
- D. No appropriations may be made which exceed adopted budget amounts.
- E. The Treasurer shall keep an Appropriation Expenditure Ledger. This ledger is a group of accounts supporting in detail the appropriation and expenditure accounts of the General Ledger. An account must be provided for each appropriation made in the budget. The original appropriation and all amendments and transfers authorized by order of the Fiscal Court shall be entered. All expenditures shall be charged to an appropriation account
- F. The Treasurer shall maintain a general ledger in which all transactions are entered, either in detail or in summary. Each fund (General Fund, Road Fund, Local Government Economic Aid, etc.) shall have a complete balancing set of general ledger accounts. Control accounts shall be established for the Cash Receipts Register and the Appropriation Expenditure Ledger.
- G. The Treasurer shall maintain a Cash Receipt Register containing columns for total cash received, source of revenue and miscellaneous revenue for each fund
- H. The Treasurer and Finance Officer shall maintain a record of all warrants paid (except payroll) in chronological order in a Warrant Distribution Register. Columns shall provide for date, payee, warrant number, appropriation expenditure account number and amount. Separate columns shall provide for each fund so that one register serves all funds.
- I. The Treasurer or Finance Officer shall maintain a Payroll Authorization Book, designed to facilitate convenient preparation and certification of the payroll. One order of the Fiscal Court may be made to authorize payment for all employees for more than one payroll period. While the Finance Officer may maintain the Payroll Authorization Book, the Finance Officer is not authorized to execute checks.
- J. The Treasurer or Finance Officer shall maintain an Individual Earnings Record for each employee, including gross earnings, deductions and net pay at the time computed.
- K. The Treasurer shall maintain a Notes Payable Register which provides information on notes for temporary loans in anticipation of the current year's revenue, indicating the principal amount, interest rate, due date, fund and other necessary details.
- L. The Treasurer or Finance Officer shall maintain a Bond Register which records the history and authorization of each bond issue, whether general obligation bonds, revenue bonds or special levy bonds. A separate sheet shall be prepared for each issue.

SECTION 4.4 Account Balance—Expenditures Records

- A. At the beginning of each fiscal year, the total amount of the appropriation represents the free balance, or unused appropriation amount, for each account.
- B. As expenditures are made during the year, the amount of the expenditure is subtracted from the free balance to keep an accurate record of the exact amount of the unused appropriation at any time.
- C. When any item is ordered, the free balance is encumbered in that amount, although it may be considerable time before the actual expenditure occurs.
- D. The County Judge shall write and sign all warrants directing the Treasurer to make payments authorized by Fiscal Court. The County Judge shall maintain a record of all warrants.

- E. At the close of each fiscal year the County Judge will be responsible for the preparation of records necessitated by the annual County audit and audit of the County Judge's office. The annual audits of the books, accounts, and papers of the County and the County Judge shall be conducted by the State Auditor of Public Accounts or a Certified Public Accountant.

SECTION 4.5 Claims against Garrard County

- A. The County Judge shall account for all claims against the County.
- B. All claims for payment from the County shall be filed in writing with the County Judge.
- C. Each claim shall be recorded by date, receipt and purchase order number and presented to the Fiscal Court at its next meeting.
- D. Each order of Fiscal Court approving a claim shall designate the budget fund and classification from which the claim will be paid and each warrant shall specify the budget fund and classification.
- E. The payroll for County officials and regular County employees and recurring utility expenses are hereby preapproved. Other recurring expenses may be preapproved by the Fiscal Court upon authorization of the State Local Finance Officer.
- F. The depositor of Garrard County funds shall not honor any warrant on the County unless it is signed by both the County Judge and the County Treasurer. In the absence of the County Judge, the Deputy County Judge may sign.
- G. All offices collecting County or state monies shall utilize a daily deposit in an interest drawing account until settlement is made to the Commonwealth and County. County fees shall be remitted to the County no later than the 10th day of each month following the month of collection unless a written waiver is given by Fiscal Court.

CHAPTER 5: PERSONNEL ADMINISTRATION

It shall be the policy of the County to maintain equal employment opportunities for its labor force which will be in compliance with applicable federal and state laws. The County is an at-will employer and is not subject to merit system governance or regulations.

The Garrard County Fiscal Court seeks to provide equal employment opportunity to all its employees and applicants for employment and to prohibit discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information or ancestry. The County promotes equal opportunity in matters of hiring, training, promotion, discharge, pay, employee benefits, and other conditions of employment.

Should you have any questions regarding this matter, please contact your Supervisor or the County Judge.

SECTION 5.1 Personnel Policy of Constitutional Officers

- A. Each Elected Official shall be responsible for the supervision of all employees working within their particular office.
- B. Each Elected Official may develop a personnel policy for the operation of their respective office.
- C. In the alternative, each Elected Official may choose to adopt the personnel policies approved by Fiscal Court for the operation of their office. Should the Elected Official elect to utilize the personnel policies of the Fiscal Court, the Elected Official shall designate same in writing and deliver same to the County Judge.

SECTION 5.2 Scope of Coverage

- A. The following County employees are expressly exempted from coverage:
 - 1. The County Judge, Fiscal Court members, Constables and all Elected Officials.
 - 2. All members of boards and commissions of the County;
 - 3. Consultants, advisors and counsel rendering temporary professional advice;
 - 4. Independent contractors;
 - 5. Employees of the Elected Officials; and
 - 6. Employees made available to County by other agencies
- B. All County employment positions not expressly exempted from coverage by this section shall be subject to the provisions herein.

SECTION 5.3 Definitions

Where used within these personnel rules, the following words and terms shall have the meaning indicated below:

- A. Allocation: The assignment of an individual position to specific class of work based on the kind, difficulty, skill and responsibility of the work performed.
- B. Appointing Authority: That person or body having authority under the laws of the Commonwealth of Kentucky to make appointments to positions. Unless otherwise specified, the Appointing Authority shall be construed to mean the County Judge.
- C. Appointment: The act of appointing authority by which a position is filled.
- D. County Employees: Those employees supervised by the County Judge.
- E. Demotion: Changing one employee from one class of work to a different class of at a lower pay grade.
- F. Elected Official: Any elected official holding one of the county constitutional offices other than the County Judge.
- G. Performance Rating: An appraisal or evaluation of an employee's work performance.
- H. Position: An individual job within the County's personnel system.

- I. Position Description: A detailed written description of the specified duties assigned to and performed by a particular employee.
- J. Termination: The separation of an employee from the County personnel system by resignation, retirement, layoff, dismissal or death.
- K. Dismissal: The termination of an employee.
- L. Layoffs: The involuntary separation of an employee from his position and class due to a reduction in work force.
- M. Resignation: The voluntary termination of employment by an employee.
- N. Retirement: The termination of employment and transfer to retired status of an employee.

SECTION 5.4 Affirmative Action

- A. The County Judge shall develop and maintain an Affirmative Action Plan consisting of:
 - 1. A Statement of Policy;
 - 2. Methods of Dissemination of the Policy;
 - 3. Workforce Analysis; and
 - 4. Goals and Timetables
- B. The County Judge is responsible for the implementation of the affirmative action policy of the County.

SECTION 5.5 Drug Free Workplace

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.6 Harassment and Sexual Harassment

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.7 Job Descriptions

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.8 Performance Evaluation

The County Judge and each supervisor are responsible for appraising the performance and merit of personnel under their respective jurisdiction.

SECTION 5.9 Announcements of Vacant Positions

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.10 Methods of Filling Vacancies

If it is determined by the County Judge that no current County employee meets the education, experience and skill requirements set forth in the classification description, the positions shall be filled through applications on file. If no applicant on file meets the requirements, open public recruitment will be used to fill the position.

The County Judge may transfer or promote an existing employee into a vacant position where that employee meets all qualifications for that position. The County Judge is not mandated to fill open positions with internal candidates. The County Judge may fill vacant positions from applications already on hand or by any means which does not violate state law. The County is not required to advertise any employment vacancies prior to filling a position. In compliance with state law, most employee appointments made by the County Judge require Fiscal Court approval or the employment shall be considered invalid.

SECTION 5.11 Application for Employment

Each applicant/employee of Garrard County will be required to complete an Application for Employment. The employment application should be accompanied by an employment resume. The County may investigate all statements contained in the aforementioned documents at any time before or after employment commences. Any misrepresentation or omission of facts stated therein may be cause of immediate dismissal.

An applicant is a person who completes a County provided application for a specific position.

- A. An applicant may be required to interview with the position's immediate supervisor prior to being hired.
- B. The County Judge shall make the selection, pursuant to the Garrard County Personnel Policies and Procedures Manual, and notify the applicant and supervisor in writing of the selection.
- C. Equal Employment Opportunity (EEO) information may be obtained from the applicant but shall not be used to exclude any person from employment.
- D. All part-time and temporary employees, funded through state or federal programs, shall be recruited and selected in accordance with the appropriate program guidelines.

SECTION 5.12 Application Form

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.13 Categories of Employment

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.14 Recruitment, Evaluation, and Certification

The County Judge shall be responsible for:

- 1. Accepting complete application forms from the applicants.
- 2. Conducting interviews, reference checks, and evaluating training, experience and credentials.

SECTION 5.15 Selection and Appointment

- A. Each applicant shall fill out and sign a written job application and each application shall be kept for at least two (2) years.
- B. The County Judge shall select job candidates to be submitted to Fiscal Court for approval. Fiscal Court shall approve all salaries or appropriate salary schedules.
- C. All employees whose positions are funded through state or federal programs shall be recruited and selected in accordance with the appropriate program guidelines.

SECTION 5.16 Appointments

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.17 Supervision

The County Judge is responsible for the supervision of County employees. This responsibility may be delegated to appropriate department heads and supervisors. Each elected official shall be responsible for the supervision of all employees working within their particular office.

SECTION 5.18 Credentials

If it should come to the attention of the County Judge that an employee was hired on the basis of false credentials, said employee will be subject to immediate demotion or dismissal. All employees shall be a high school graduate or GED recipient, unless otherwise approved by the Fiscal Court.

SECTION 5.19 Personnel Records

Beginning the first day of employment, all new employees shall report to an office designated by the County Judge to supply any information needed to complete personnel records, execute payroll withholding authorization and enroll in the employee benefit program.

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.20 Employee Records

It shall be the obligation of the employee to maintain current information by notifying the Payroll Clerk of all changes in personal or family status, home address, telephone number, or any other changes which would affect payroll withholding or employee benefits.

SECTION 5.21 Transfer

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.22 Promotion

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.23 Demotion

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.24 Resignation

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.25 Layoff

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.26 Suspension

- A. The County Judge may suspend, with Fiscal Court approval, any County employee, with or without pay, for not more than thirty (30) calendar days for disciplinary reasons. Fiscal Court approval may come after the suspension.
- B. Should an employee be suspended without pay prior to the suspension being presented to Fiscal Court, and should Fiscal Court not approve the suspension, the employee shall be compensated for lost wages during the suspension period.
- C. Any suspended employee shall receive written notice of suspension. The notice shall state:
 1. Reasons for the suspension;
 2. Duration of the suspension.

SECTION 5.27 Separation

An employee may be separated by:

- A. Dismissal;
- B. Resignation;
- C. Retirement; or
- D. Lay off.

SECTION 5.28 Dismissal

- A. The County Judge, with Fiscal Court approval, may dismiss an employee. Fiscal court approval is not required for employees whose hire was not approved by Fiscal Court.
- B. Written notice shall be given to the employee prior to, or at the time of, dismissal.

SECTION 5.29 Reinstatement

The County Judge, with Fiscal Court's approval:

- A. May re-employ any former employee:
 - 1. Who has resigned from County employment with a satisfactory employment record;
 - 2. Who has been laid off because of lack of work or funds.
- B. Shall reinstate any employee who has been demoted or dismissed for a reason prohibited by local, state or federal employment regulations.

SECTION 5.30 Discipline Procedures

The County Judge shall discipline County employees by written reprimand, suspension or discharge. All disciplinary actions require Fiscal Court approval. Approval may come after the imposition of the discipline.

SECTION 5.31 Disciplinary Action

- A. Grounds for disciplinary action of County employees, ranging from warnings to immediate discharge, depending upon the seriousness of the offense, shall include, but not be limited to, the following:
 - 1. Dishonesty or falsification of records;
 - 2. Use of alcoholic beverages or drugs which affect job performance, including the consumption of alcoholic beverages or drugs during working hours as well as the abuse of alcoholic beverages or drugs during non-working hours which, as a result of said abuse, affect the job performance of the employee during actual working hours;
 - 3. Unauthorized use or abuse of County equipment or property;
 - 4. Theft or destruction of County equipment or property;
 - 5. Habitual tardiness, unauthorized or excessive absence or abuse of sick leave;
 - 6. Disregard or repeated violations of safety rules and regulations;
 - 7. Unsatisfactory performance of duties;
 - 8. Disobeying a supervisor;
 - 9. Performing outside work during working hours established by the County; or
 - 10. Displaying or distributing campaign material for a political campaign during normal working hours; the placement of any campaign or political material on a County vehicle; or participating in political activities while on the job site or during normal working hours.
- B. The County Judge may place an employee on leave, with or without pay, pending investigation of any alleged activity. Fiscal Court shall be notified no later than the next regular meeting.

SECTION 5.32 Grievances

- A. A Grievance Committee will be set up on request of a complaining employee. The committee will consist of (1) member of Fiscal Court and the County Judge.
- B. Grievance Procedure. Any grievance or dispute which may arise from employment with the County shall be settled in the following manner:
 - 1. The employee shall present the grievance to his/her supervisor within three (3) working days of its occurrence or within three (3) working days of knowledge of the occurrence by the employee. The supervisor should attempt to respond to the employee within seven (7) days of the receipt of the complaint.
 - 2. If the grievance remains unadjusted, it may then be presented by the employee to the County Judge for review by the Grievance Committee within a reasonable period of time. The Grievance Committee may make a recommendation to the County Judge after review.

SECTION 5.33 Grievance Procedure for Complaints Relating to Suspected or Alleged Discrimination on Basis of Handicapped Status

- A. Any person (employee or citizen) who believes that he or she has been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973, may personally or by representative, file a complaint with the Office of the County Judge. A person who has not personally been subjected to discrimination may also file a complaint.
- B. When any person, (employee, citizen or applicant) who believes he or she has been adversely affected by an act or decision by the County and that such act or decision was based on handicapped status said person shall have the right to process a complaint or grievance in accordance with the following procedure:
 - 1. Step One: An aggrieved person must submit a written statement to the County Judge setting forth the nature of the discrimination alleged and facts upon which the allegation is based.
 - 2. Step Two: The County Judge shall contact the complainant no later than twenty (20) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days nor more than forty-five (45) days after receiving the written statement. The County Judge and the County Attorney or the County Attorney's designee shall represent the County during the informal meeting. There shall be prepared written documentation of the discussions at the informal meeting, which shall be preserved in the records of the County.
 - 3. Step Three: Within fifteen (15) days of the informal meeting, the County Judge shall present to the Fiscal Court a proposed remedy.
 - 4. Step Four: The Fiscal Court shall approve the proposed remedy, approve a different remedy or choose to take no action. The Fiscal Court shall issue a written decision on the matter within fifteen (15) days.

In the discussion of the grievance, the complainant may designate any person of his/her choice to appear with him/her and participate in the discussion. The Fiscal Court shall require the County Judge and the County Attorney, or the County Attorney's designee, to participate in the discussion of the grievance, when it is brought before Fiscal Court. The decision shall be the final procedure for the complainant at the local level. However, should the complainant not be satisfied with the remedy, the complainant may offer an alternate remedy within fifteen (15) days of receipt of the Fiscal Court's written decision. The Fiscal Court has fifteen (15) days to act upon the complainant's alternate remedy or the earlier written decision shall be considered final.

SECTION 5.34 Hours of Work

- A. County offices shall be open during the following hours: Monday, Tuesday, Wednesday, Thursday and Friday from 8:00 a.m. to 4:00 p.m.
- B. An employee's work hours shall be assigned by the Department Head or Direct Supervisor.
- C. Overtime work shall be approved in advance by the County Judge or the supervisor. In exceptional circumstances, as determined by the County Judge, the County Judge may approve overtime work after the overtime work has occurred. Failure to abide by this overtime policy may result in disciplinary action to the employee.

SECTION 5.35 Attendance

- A. The standard work week for County employees shall be forty (40) hours per week, unless otherwise prescribed by the Fiscal Court. Specific departmental work schedules shall be prescribed by department heads, with the approval of the County Judge. Work schedules for seasonal, temporary and part-time employees shall be specified by the County Judge according to the needs of the County and the rules and schedule stipulated for regular employees.
- B. Employees shall be at their places of work in accordance with prescribed schedules. The supervisor shall maintain daily attendance records of employees under the supervisor's direction.

SECTION 5.36 Employee Relation Provisions Training and Career Development

The County Judge may permit or direct the attendance of employees at meetings, conferences, workshops or seminars intended to improve the knowledge, abilities and skills of County employees. The County Judge may release an employee from his regular duties during work days to attend classes at a recognized institution of learning if, in the supervisor's judgment, such classes contribute favorably to the county's goals and objectives and the career development of the employees.

SECTION 5.37 Overtime/Compensation Time

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.38 Expense Reimbursement

- A. Subject to budgetary limitations, any officer or employee of the County incurring expenses for approved travel on behalf of the County shall be reimbursed for allowable out-of-County travel expenses as follows:
 - 1. Room Costs: Reimbursement for actual amount on receipt.
 - 2. Meal Costs: Not to exceed per diem rate (upon presentation of receipt(s)).
 - 3. Mileage: Rate paid by the Commonwealth of Kentucky if travel by personal vehicle is required.
 - 4. Air Fare: Lowest coach fare. County Judge approval required.
 - 5. Other Expenses: Tolls, parking and similar expenses. Expenses shall be necessary and reasonable. No expenses shall be reimbursed which are not directly related to job related purposes or other County business purpose. Receipts or notarized statements are required.
 - 6. Higher reimbursement rates may be authorized due to travel site (i.e. high rate areas). Commonwealth of Kentucky regulations shall be utilized for guidance.
- B. Authorization

All travel by county employees must be approved in advance by the employee's supervisor and the County Judge. Meeting notices supporting travel shall be submitted with the travel request, when available. The County Judge shall make all room and travel reservations.

- C. Reimbursement

1. The Request for Reimbursement Form must be completed (including required receipts) and submitted to the County Judge within (30) thirty days after returning from travel.
2. The Request for Reimbursement Form must be signed by the employee requesting reimbursement, the supervisor, and the County Judge.

SECTION 5.39 Vacation

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.40 Sick Leave

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.41 Non-Accumulated Time Off and Leave of Absence

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.42 Family and Medical Leave Act (FMLA)

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.43 Maternity Leave

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.44 Bereavement Leave

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.45 Military Leave

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.46 Jury Duty

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.47 Court Appearance

- A. Upon receipt of the order requiring the employee to make a court appearance, the employee shall make arrangements with the employee's supervisor to comply with the order.
- B. If appearing in an official capacity in connection with the County, the employee's court time is considered working time and no charge is made against leave time.
- C. If the employee is involved in a personal case, either as plaintiff, defendant or as a witness in a suit not resulting from his duties with the County, he may be granted leave, but the time off he takes must be charged to his accrued vacation time, to leave of absence without pay or the employee may be allowed to work alternative hours if approved by the supervisor and County Judge, and if the alternative hours are within the same week as the needed leave.

SECTION 5.48 Holidays

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.49 Health Insurance

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.50 Kentucky County Employees Retirement Program

Refer to the Personnel Policy and Procedures Manual.

SECTION 5.51 Safety

The health and safety of all County employees is of major importance. All employees shall report all hazardous conditions in their work area at once to their immediate supervisor. The supervisor shall document in writing the hazardous condition. All injuries should be reported immediately to the supervisor and within 24 hours to the County Judge's office.

SECTION 5.52 County Vehicles

- A. Anyone driving a County vehicle will be responsible for that vehicle in case of an accident. A breathalyzer test, urinalysis, or other testing, or any combination of the three (3), will be required, with refusal resulting in automatic dismissal of the County employee. Anyone driving a County vehicle must maintain a valid operator's license. Any accident, traffic citation, or driving arrest of an employee in a County vehicle must be reported immediately to the supervisor or office holder.
- B. Any employee found to be under the influence of alcoholic beverages or unauthorized drugs or controlled substances while operating a County vehicle or equipment shall be the subject of immediate dismissal from employment.

SECTION 5.53 Personal Conduct

Images presented and statements made by all employees of the County can affect the entire organization; therefore, employees are expected to be courteous and appropriately dressed at all times.

SECTION 5.54 Political Activity

Refer to the Personnel Policy and Procedures Manual.

CHAPTER 6: COUNTY ROAD DEPARTMENT

SECTION 6.1 Establishment of Department

- A. There is hereby created and established a County Road Department consisting of a County Road Engineer or County Road Supervisor and such other employees of said department as may from time to time be provided for by the County Judge and the Fiscal Court.
- B. The County Road Engineer/Supervisor shall be appointed by the County Judge with the approval of Fiscal Court and shall serve a period of four (4) years.

SECTION 6.2 Duties of Road Supervisor

- A. The County Road Engineer/Supervisor shall be the head of the road department subject to the order and direction of the County Judge.
- B. The County Road Engineer/Supervisor shall be responsible for the performance of the road department and its functions, and all persons who are employees of the road department shall be subject to the supervision and direction of the County Road Engineer/Supervisor.

SECTION 6.3 Road Department Property

- A. Employees of the department shall be responsible for the proper care of department equipment and property and shall promptly report to their supervisor the loss or damage to such property or the unserviceable condition of such property.
- B. No departmental property or equipment shall be used for private purposes or on private property. School bus turnarounds and public cemetery work must be approved, in advance, by the County Judge and only where the turnaround or cemetery road has been placed in the County road system.
- C. Equipment and materials for the road department shall be acquired in accordance with the provisions of this code.
- D. No departmental property or equipment shall be used on private property without the prior written authorization of the County Judge.
- E. Each employee shall be responsible for the proper use of road department equipment. Any equipment problems or deficiencies should be reported immediately to the County Road Engineer/Supervisor. Trucks and equipment shall be cleaned at least once a week or more often as such need arises.

SECTION 6.4 County Road Inventory/Condition

- A. The County Judge shall maintain a map(s) or official list that clearly identifies all county roads.
- B. The County Judge and County Road Engineer/Supervisor shall inventory and review all county roads for identification and condition at least annually.
- C. The inventory shall identify all roads by name and/or number; list the number and location of all bridges; and any other information that may identify county roads and the condition thereof.
- D. The County Road Engineer/Supervisor shall contact all area utilities relative to their planned activities prior to surfacing or resurfacing any county road.

SECTION 6.5 Procedures for County Road Repairs and Maintenance

- A. Each magistrate shall inspect roads in his district periodically to determine needs.
- B. Each magistrate shall file a road report with the County Judge, including, but not limited to, the following information:
 - 1. Road name and number;
 - 2. Description of work to be performed;
 - 3. Any additional information, which shall be deemed necessary.

- C. The County Judge shall compile all reports from magistrates and present a final report to the Fiscal Court for their action.
- D. When the Fiscal Court approves County road work, the County Judge shall direct the Road Engineer/Supervisor to perform these activities subject to budgetary constraints.

SECTION 6.6 Miscellaneous Requirements

Any Road Department employee who notices any deficiencies in county roads shall report them to the County Road Engineer/Supervisor as soon as possible and no later than the end of the same workday. Any problems noticed during off-duty hours shall be reported to the County Road Engineer/Supervisor the following workday.

CHAPTER 7: COUNTY PROPERTY

- A. Any employee found to have damaged county property may be subject to discipline, up to and including dismissal.
- B. The County Judge and Elected Officials are responsible for the equipment that is used in their office. A list of each office's equipment is to be kept current. A copy of the list shall be sent to the County Judge's office at least annually.
- C. It shall be the general policy that no County employee shall allow a "passenger" to ride in a County vehicle. Should an emergency, business purpose or extraordinary circumstance exist, it shall be permissible for a passenger to ride in a county vehicle. However, should such an event exist, the employee allowing the passenger to ride in the county vehicle shall report same to his/her supervisor.

CHAPTER 8: PURCHASES AND CONTRACTS

SECTION 8.1 Authorization of County Contracts

Every contract, change or amendment thereto, shall be authorized or approved by the Fiscal Court before being executed by the County Judge, except for small purchases. The County Attorney shall review every contract of the County, as to form and legality, except for contracts for small purchases.

SECTION 8.2 Selection of Vendors and Contractors (Procedures for Sealed Bidding)

- A. The agency, department or person requiring supplies, services or construction shall submit to the County Judge a request containing specifications and quantities desired.
- B. The County Judge shall determine the need for each item requested, the approximate cost and whether or not the expenditure is provided for in the budget.
- C. Any expenditure or contract for materials, supplies (except perishable meat, fish, and vegetables), equipment, or for contractual services other than professional, involving an expenditure of more than fifty thousand dollars (\$50,000) shall be subject to competitive bidding.
- D. The County Judge shall place an advertisement in the newspaper of the largest circulation in the County at least once, not less than seven (7) nor more than twenty-one (21) days, before bid opening. The advertisement shall include the time and place where the specifications may be obtained. If the durability of the product, the quality of service or other factors are to be considered in bid selection, such factors shall be stated in the advertisement.
- E. The County Judge shall open all bids publicly at the time and place stated in the advertisements and shall select the lowest and/or best bid by qualified bidder to be recommended to the fiscal court for approval. If the lowest bid is not selected, the reasons for the selection shall be stated in writing.
- F. The County may opt to allow bidders to submit their bids electronically if specified in the advertisement. The e-mail subject line shall acknowledge that the e-mail contains a sealed bid responsive to the particular advertisement. The e-mail shall be opened in accordance with Section 8.2(E). Any bid submitted via e-mail that does not include in the subject line information sufficient for the recipient to know that the e-mail contains a sealed bid shall not be considered by the County.
- G. The County may utilize the reverse auction process in the selection of vendors and contractors.
- H. The County Judge shall submit the bids to Fiscal Court, noting the County Judge's recommended bid. Fiscal Court approval is required.
- I. The County Judge shall sign the contract, if one is used.

SECTION 8.3 Procedures for Determination of Qualification of Bidders

- A. The County Judge may require all bidders to provide sufficient information to determine their qualification to provide the services or product that is the subject of the competitive bidding.
- B. Contractors who have demonstrated, by past performance, the ability to perform satisfactory in accordance with the contracts on a timely basis and have shown a sound financial structure, may be determined to be qualified and responsible bidders without additional documentation otherwise required of other potential bidders.

SECTION 8.4 Procurement Code

- A. The negotiated process may be used instead of advertisement for bids if the amount exceeds \$50,000 in the following circumstances:
 - 1. an emergency exists;
 - 2. bids exceed available funds; or
 - 3. the contract is for professional services.
- B. Before an emergency is declared, the County Judge shall determine whether or not the delay in obtaining bids will result in danger to health, safety or property.

- C. The County Judge shall certify the existence of any emergency and file a copy of such certificate with the chief financial officer of the County (the Treasurer).
- D. In the event all bids submitted are in excess of funds available, the County Judge shall prepare a written determination that there are no additional funds available as to permit an award to the responsible bidder with the lowest and best bid and that delay in advertising for additional bids is not in the best interest of the County.
- E. The Fiscal Court must approve all circumstances in which the negotiation process is used.

SECTION 8.5 Procedures for Negotiated Process

- A. When the prerequisites have been met for use of the negotiated process, the County Judge shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the County.
- B. The County Judge shall prepare a record of all negotiated contracts, showing the items and quantities acquired, name of suppliers, costs and date of contract.
- C. Professional services shall be negotiated with such persons as are properly licensed to perform such services.
- D. Where more than one bid was received and all were in excess of the amount available, the lowest three bidders shall be notified that the County desires to negotiate a contract for a lesser amount based on revised quantities or specifications and fix a time limit for submission of proposals.
- E. The County Judge shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.
- F. The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.

SECTION 8.6 Small Purchase Procedures

- A. All expenditures of less than \$50,000 shall be considered a “small purchase” and are not subject to competitive bidding.
- B. The County Judge determines the need for any item requested, and whether or not the contract is for less than \$50,000 and the expenditure is provided for in the budget.

SECTION 8.7 Hold Harmless Clause

All contracts executed on behalf of the County concerning the purchase of services or products may contain a “hold harmless clause,” whereby the vendor, provider of services, or seller agrees to hold the County harmless from any liability concerning the use of their product or the receipt of their service.

SECTION 8.8 Storage and Inventory Control (Procedures for Receiving, Storing and Disbursing Repetitive Use Items) (new)

The inventory file shall contain an item inventory number, item description, date purchased, condition, purchase amount and office assigned for use.

SECTION 8.9 Disposition of County Surplus Property

- A. Real Property
 - 1. In the event the County Judge determines that the County retains surplus real property and that it will be in the best interest of the County to dispose of said real property, the County Judge shall make a written statement with the following information:
 - a. The real or personal property;
 - b. Its intended use at the time of acquisition;
 - c. The reasons why it is in the public interest to dispose of it; and
 - d. The method of disposition to be used. (See KRS 67.0802)
 - 2. The aforementioned statement shall be submitted to the Fiscal Court for their action.

3. In the event there are no bids for the property, the property shall be sold by the County Judge in the best interests of the County.
 4. The property may be transferred via the following methods:
 - a. Transferred, with or without compensation, to another governmental agency;
 - b. Sold at public auction following publication of the auction in accordance with KRS 424.130(1)(b);
 - c. Sold by electronic auction following publication of the auction, including the uniform resource link (URL) for the site of the electronic auction, in accordance with KRS 424.130(1)(b); or
 - d. Sold by sealed bids.
- B. Tangible Property
1. The County office, agency, or person to which responsibility has been assigned by the County Judge to use and take care of a particular tangible item or items will notify the County Judge that a particular item is no longer needed or serviceable. The County Judge shall inquire of other County offices to determine if they have need of, or want to use, the item. If no use for the property can be found, the property shall be disposed of as set out in Section 8.9(A).

CHAPTER 9: BOARDS AND COMMISSIONS

SECTION 9.1 Maintenance of Records of Administrative Agencies and County Departments

- A. All agencies which receive county funding shall file a copy of the agency's annual budget with the County Judge. It shall also file a copy of each audit required by law with the County Judge and the County Clerk.
- B. All agencies which receive county funding shall maintain a financial record of the agency activities containing the amount budgeted for the year, the amount expended to date and the balance available. By the fifth business day of each month, the head of each county agency and each county department shall provide the County Judge with the following information:
 - 1. A statement which describes the agency's or department's activities during the month;
 - 2. A financial statement containing the total amount of appropriations for the agency, the amount spent and encumbered by the agency during the preceding month, the total amount encumbered during the fiscal year, and the amount of the total appropriation, which is still available for spending; and
 - 3. A list of any citizen complaints made to the agency or department during the preceding month and the steps taken to correct the situation.

SECTION 9.2 Regular Meetings

- A. All meetings at which county business is discussed by an agency which receives county funds, or any action taken by said agency, shall be open to the public, unless exempt by KRS 61.810.
- B. A majority of the members of the agency board shall constitute a quorum for the conduct of official business.
- C. A record of all motions on official actions taken by the agency shall be kept and made available to the County Judge upon his request.

CHAPTER 10 SPECIAL DISTRICTS

SECTION 10.1 Procedures for Creation and Dissolution

A special district may be created in accordance with applicable statutory law, including KRS Chapter 65A. A special district may be combined with another district or dissolved in accordance with KRS Chapter 65A, KRS Chapter 67, or other applicable provision.

SECTION 10.2 Appointments and Removal

Special district board members may be removed in accordance with applicable statutory law.

CHAPTER 11: COUNTY SERVICES

SECTION 11.1 Public Works Department (Road Department)

The Public Works Department shall be responsible for the maintenance, construction, and upkeep of all roads and bridges in the County Road System, and the construction, maintenance, and upkeep of the County parks and recreational areas. The County Road Engineer/Supervisor shall head this Department.

SECTION 11.2 County Road System

The Fiscal Court shall designate by Resolution which roads in the County will be on the County Road System and maintained by the Public Works Department. Those roads so designated shall include for County maintenance all appurtenant bridges, side ditches, headwalls, culverts, guard rail systems, and traffic control devices unless specifically excluded by an agreement.

SECTION 11.3 Parks and Recreation

To provide an adequate amount and variety of recreational opportunities to satisfy the full range of needs of the population. The provision of recreation services by the Fiscal Court shall be through joint efforts of the City of Lancaster and the County.

SECTION 11.4 Contents of Planning and Subdivision Regulations

Building and Electrical Inspections, as required by state law, shall be provided by the Fiscal Court through contract with duly appointed inspectors.

CHAPTER 12: INTERNET & E-MAIL POLICY

SECTION 12.1 Acceptable Uses of the Internet and County E-mail

The County-provided internet and e-mail access is intended for business purposes only. The County encourages the use of the internet and e-mail because it makes communication more efficient and effective. However, internet service and e-mail are County property, and their purpose is to facilitate County business. Every staff member has a responsibility to maintain and enhance the county's public image and to use County e-mail and access to the Internet in a productive manner. To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the internet. Any improper use of the internet or e-mail is not acceptable and will result in appropriate disciplinary action, up to and including dismissal.

SECTION 12.2 Unacceptable uses of the Internet and County E-mail

The County internet and e-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is allowed to be transmitted through the County's e-mail or Internet system. Electronic media may not be used for any purpose which is illegal, deceptive or against County policy or contrary to the County's best interest. Solicitation of non-county e-mail or Internet for personal gain is prohibited. Employees are prohibited from chat room interchange unless established by government agencies.

SECTION 12.3 Communications

Each employee is personally responsible for the content of all text, audio or images that they place or send over the county's e-mail/internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another entity. All messages communicated on the County's e-mail/internet system should contain the employee's name. Excessive personal communication is prohibited.

Any messages or information sent by an employee to another individual outside the County via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on the County. While some users include personal "disclaimers" in electronic messages, there is still a connection to the County and the statements may be tied to the County.

All communications sent by employees via the County's e-mail/internet system must comply with this and other County policies and may not disclose any confidential or proprietary information.

SECTION 12.4 Software

To prevent computer viruses from being transmitted through the County's e-mail/internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the County. Employees should contact the County Judge/Executive if they have any questions.

SECTION 12.5 Copyright Issues

Copyrighted material belonging to entities other than the County may not be transmitted by employees on the County's e-mail/internet system. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and shall not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy, to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

SECTION 12.6 Security

The County routinely monitors usage patterns for its e-mail/internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the County's gateway to the internet. All messages created, sent or retrieved over the county's e-mail/internet are the property of the County and should be considered public information. The County reserves the right to access and monitor all messages and files on the County's e-mail/internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. Passwords and sign-on access codes shall not be shared with anyone including co-workers, family members, or other unauthorized personnel. A county employee will be designated as system administrator for e- mail/internet purposes.

The County shall abide by KRS Chapter 61 Personal Information Security Procedures; and the Kentucky Department for Local Government guidelines on reasonable security and breach investigation procedures and practices for personal information whether in electronic or paper formats.

SECTION 12.7 Violations

Any employee who abuses the privilege of County-facilitated access to e-mail or the internet will be subject to corrective action up to and including termination. If necessary, the County reserves the right to advise appropriate officials of any suspected illegal violations.

GARRARD COUNTY INFORMATION SECURITY POLICY AGREEMENT

for

EMPLOYEES WITH ACCESS TO PERSONAL INFORMATION WITHIN COUNTY GOVERNMENT POSSESSION

I have received a copy of the KY Department for Local Government 'Protection of Personal Information Security and Incident Investigation Procedures and Practices for Local Governmental Units' policy.

I understand that it is my obligation to read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with Garrard County Fiscal Court. Should I have any questions related to this policy, it is my obligation to seek assistance from the Judge Executive (Point of Contact).

I am aware that violations of this policy may subject me to disciplinary action, up to and including dismissal from employment.

I understand that this policy can be amended at any time or that I may receive further direction from my superiors regarding this policy.

Employee Signature

Date

Employee Printed Name

Received by:

County Judge/Executive Signature

Date

APPLICATION FOR SICK LEAVE SHARING

Name of Recipient: _____

Department: _____

Social Security Number: _____

Amount of Sick Leave Needed: _____

Please provide a reason transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical issue. (If this is an amended request, provide reason for extension.)

Please attach certification by one or more physicians of the medical reason that employee will be unable to perform the duties and responsibilities of his/her position for ten (10) or more consecutive working days or the reason for extension, if an amended request.

Recipient or Representative

Date

Department Head/Supervisor

Date

The above-named employee has been approved to receive donated sick leave in accordance with the provisions of the sick leave sharing policy.

Payroll Clerk

Date

SICK LEAVE DONATION FORM

Name of Donor: _____

Department: _____

Soc. Sec. #: _____

Amount of Donation to be credited to Recipient: _____

(Employee must have 40 hours remaining after donation. Minimum amount employee may donate is 8.0 hours.)

Recipient: _____

Department: _____

I hereby certify that this donation is given without expectation or promise for any purpose other than that authorized by the sick leave sharing policy.

Donor

Date

Payroll Clerk

Date

RETURN OF UNUSED DONATED SICK LEAVE

This is to certify that _____ hours of sick leave donated by:

Donor

Social Security #

Department

were unused by:

Recipient

Social Security #

Department

Credit the Donor's sick leave balance accordingly.

Payroll Clerk

Date