

**COUNTY OF  
MADISON  
FISCAL COURT**

**PERSONNEL  
AND  
ADMINISTRATIVE CODE**

01-07



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## INDEX

### MADISON COUNTY LEAVE AND ATTENDANCE POLICIES

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# WELCOME

Welcome to Madison County. You have been chosen to work with us because your background indicates that you have the qualifications which characterize successful county employees. First rate employees are our most valuable resource. The County recognizes the commitment required of its employees.

These policies have been developed to provide you with information concerning the policies and philosophies of the County in personnel matters. Please read through the Personnel Administrative Code and discuss any questions you may have with your Supervisor.

The effort of our past and present employees have made the County's record one of pride and accomplishment. We are happy to have you on our staff and look forward to your contributions to the County.

Magistrate Larry Combs  
Magistrate Forniss Park  
Magistrate William Tudor  
Magistrate Billy Ray Hughes



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Kent Clark  
County Judge/Executive

## ORDINANCE 01-07

WHEREAS, the Madison County Judge/Executive and the Fiscal Court of the County of Madison recognize that a personnel system which recruits and retains a qualified motivated work force is indispensable to the effective and efficient operation of the County Government; and


WHEREAS, it is essential to have policies and procedures in writing delineating all aspects of employment affected by said policies and procedures:

NOW THEREFORE BE ORDAINED by the Madison County Judge Executive and the Fiscal Court of the County of Madison of the Commonwealth of Kentucky:

1. That the policies and procedures attached hereto shall be the system of personnel administration for the County, and

2. That the policies and procedures may be waived, altered, or suspended only by a change of ordinance.

Adopted and Effective: March 13, 2001

  
\_\_\_\_\_  
Kent Clark  
Madison County Judge/Executive

ATTESTED:   
\_\_\_\_\_

## **MADISON COUNTY PERSONNEL POLICY**

### **STATEMENT OF PURPOSE:**

To provide equal opportunity to all employee and applicants of positions available without discrimination of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, or martial status.

Equal opportunity shall exist in matters of hiring, promotions, transfers, compensation, benefits, and all other terms of employment.

### **ADMINISTRATION OF PLAN:**

The county Judge/Executive is hereby designated as the Personnel Administrator and may delegate any and all hereby duties and functions as deemed appropriate.

The Judge/Executive may identify a need for amendment or clarification of the policy and all amendments or clarifications are to be issued in writing and approved by the Fiscal Court.

**SECTION 1  
AMENDMENTS TO PREVIOUS/OR  
EXISTING ORDINANCES**

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The Madison County Personnel and Administrative Code effective March 13, 2001, and all previous ordinances (Ord. 98-01A), and amendments thereto are hereby amended and shall have no further applicability subsequent to the date of the enactment of this ordinance.

**SECTION 2  
DEFINITIONS**

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1. **Court:** The Madison County Fiscal Court, which is the duly constituted, controlling body that governs the affairs of Madison County.
2. **Judge/Executive:** The duly elected constitutional officer who carries out the executive and administrative functions of Madison County Government.
3. **Supervisor:** The head of one of the departments of County Government as established by the administrative code or the Judge/Executive.
4. **Emergency Services Personnel:** The departments that are responsible for the Emergency Services implement by the County. (Fire, E-911, Sheriff and Jail Personnel).
5. **Gross salary** will include the number of hours worked during a regular scheduled work week.

**SECTION 3  
GENDER**

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Any reference to gender in this administration code shall be interpreted to mean both male and female.

**SECTION 4  
FISCAL COURT**

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The Madison County Fiscal Court is the chief governing body of Madison County and shall exercise all powers of government delegated to it by the state of Kentucky. The court consists of elected magistrates and the Judge/Executive. All members of the Court are equal and may speak, vote, make motions, second motions, and otherwise exert the powers granted to a member of the Court by the state of Kentucky.

**SECTION 5  
ANNOUNCEMENT/ADVERTISING**

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When a vacancy occurs within the county government, current employees may apply for the vacancies by written notices submitted to the department heads. Upon request, information provided shall include position, salaried/hourly, summary of duties, qualifications for position and time limit for applying. Present employees wishing to apply must complete the employment application form. The County Judge/Executive and Fiscal Court may fill the vacancy by either a transfer of the current employee or employing a person from outside.

**SECTION 6:  
CLASSIFICATION OF EMPLOYEES:**

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All positions shall be identified with a written job description that outlines the duties and responsibilities of their positions. These descriptions will be updated periodically by the County Judge/Executive or their designee with the approval of Fiscal Court.

**CATEGORIES OF EMPLOYMENT**

1. Full-time employees are those who work between 20-40 hours per week on regularly scheduled basis, receive benefits such as accumulated time and/or insurance benefits, and are classified as such upon hire by the fiscal court.
  
2. Part-time employees are those who work no more than 40 hours per week on a regularly scheduled basis and are classified part-time upon hire by the fiscal court. Part-time receive no benefits such as accumulated time and/or insurance benefits.

**SECTION 7  
HOURS OF WORK AND BENEFITS**

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All employees shall work according to a schedule of hours recommended by the Supervisor, County Judge/Executive and Fiscal Court.

Overtime work is any hours of work in excess of 40 hours per week. Overtime pay is to be compensated at a rate of 1.5 times the amount of the current regular salary for any overtime hours. There will be no compensatory time allowed or accumulated for any County employees.

Time off with pay (such as vacation or sick leave) may not be considered as hours worked for overtime pay purposes.

Overtime pay shall be approved in advance by the employee's immediate Supervisor and/or the County Judge/Executive. Department heads are considered salary executives and are therefore not eligible for overtime.

All full-time employees are entitled to health insurance, life insurance, deferred compensation, and the usual benefits from Social Security, Worker's Compensation and Unemployment Insurance. Health insurance will be active on new employees as instructed by the fiscal court upon hire.

## SECTION 8 SAFETY

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The health and safety of all county employees is of major importance. The county shall strive to make working conditions safe. All employees shall report any hazardous or unsafe conditions in their work site's to their immediate supervisor.

## SECTION 9 GRIEVANCE PROCEDURE

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A grievance is an employee's expressed dissatisfaction with something related to his/her job. Employees and supervisors shall work together to resolve any grievances or disputes which may arise. Every attempt shall be made to resolve the grievance informally. When the grievance can not be resolved informally, the supervisor must then make written notice of the grievance and follow procedures within the guidelines of the Disciplinary Actions.

## SECTION 10 EXPENSE REIMBURSEMENT

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Employees will be reimbursed for pre-authorized travel expenses incurred in the performance of their work, but not for commuting to and from work. Authorized expenses include transportation, mileage, lodging, and meals for out-of-town travel.

Economy is required. Cost should be the most economical consistent with the county's best interest.

1. Any county employee incurring expenses for prior-approved county-related business or travel outside the county shall be reimbursed at the actual rate of expenditures within the guidelines established and periodically updated by the county. The current allowable rate for meals is \$30.00 per day.
2. Receipts for all expenditures are to be obtained and attached to the request for reimbursement which must

be completed as soon as possible upon completion of travel. The current rate for mileage reimbursement is .32 cents per mile.

An employee may use their personal vehicle for business related travel outside the county with the understanding of mileage reimbursement. An employee may receive reimbursement of mileage within the county with the supervisors prior knowledge and approval on a per incident basis. If a department has access to a county owned vehicle, the county owned vehicle shall be used whenever possible. The use of a personal vehicle must be substantiated by written records, beginning and ending mileage, and other information to corroborate the claimed business usage of the vehicle. At no time shall an employee receive reimbursement without proper approval and documentation. Nor shall an employee be compensated with gasoline or other automobile fuels in lieu of reimbursements.

## SECTION 11 SEVERABILITY

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If any provision of these policies and procedures or any provisions of their subsequent application is held invalid, such invalidation does not affect the remainder of this ordinance or its application.

## SECTION 12 CONFIDENTIALITY

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Confidentiality should be observed by all county employees. Confidential information, materials, county activities, operations, personnel matters, and business affairs may not be disclosed to anyone outside of the county except when required in the normal course of business. Any questions regarding the maintenance of confidentiality should be discussed with your immediate supervisor.

## SECTION 13 COMPUTER USAGE

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Personal computers have been provided by the county to accomplish specific business functions. These computers and all software are owned by the county. Personal use is not permissible and employees are cautioned that the county retains the right, without prior notice, to monitor all usage.

In regard to any computers with E-mail and Internet access, if you would not consider putting the information in a memo or business letter, then the information should not be put in an E-mail message.

Any material entered into computers owned by the county or sent through E-mail or Internet access is the property of the county and is subject to review at the discretion of the county in the same manner as internal memos and business correspondence. Employees are required to use good judgement and discretion when using computers. The county reserves the right to monitor all messages without prior notice.

Internet access through the county's computers should be limited to business purposes. If you are not clear whether a particular use constitutes a business purpose, please consult with your supervisor. Any unauthorized use of computers, E-mail, or Internet access is the responsibility of the employee and may be subject to disciplinary actions.

## SECTION 14 PURCHASING AND CONTRACTS

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The County Judge/Executive of his/her designee shall be responsible for the performance and administration or procurement function for the county government, as set forth in this Ordinance and the requirements established by the State Local Finance Officer.

- A. For all purchases, the Treasurer or his designee will prepare a three part pre-numbered purchase order. Copies of the purchase order will be distributed as follows: one for the vendor, one for the agency requesting the items, and one for the Judge/Executive to be maintained by the Treasurer's Office.
- B. Purchases shall be made in the open market. Every effort shall be made to get the lowest and best price and to share the business among responsible vendors. Purchases over \$20,000.00 must be processed through the bid procedures.
- C. All purchases must be approved by Fiscal Court.

**SECTION 15**  
**SEALED BIDDING PROCEDURES**

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Sealed bidding procedures shall be followed under the circumstances, conditions, and in the manner set forth in this Ordinance and the requirements established by the State Local Finance Officer.

The agency, department, official, or person requiring a contract or purchase from the county funds not covered by small purchase procedures shall submit to the Judge/Executive a written request containing specifications, quantities and delivery desired.

The Judge/Executive shall report the request to the Fiscal Court with a statement of need, the approximate costs when available, and whether or not the expenditure is provided for in the budget.

The Fiscal Court shall examine the request and approve or reject it. If the request is approved, the Fiscal Court shall set any evaluation factors to be considered in the bid selection. If any item's to be purchased are on State Price Contract the bid selection process is not necessary.

The Judge/Executive shall place an appropriate advertisement in the newspaper and shall open bids publicly at the time and place stated in the advertisement.

The Judge/Executive shall submit all responsive bids to the Fiscal Court which may select the lowest or the lowest evaluated bid by a qualified bidder. The Judge/Executive shall notify all the bidders of the award.

The Judge/Executive shall sign a contract or issue a purchase order with the one receiving the award.

The Judge/Executive and/or the Fiscal Court may cancel any invitation to bid upon written determination that such action is in the best interest of the county.

The Judge/Executive and/or the Fiscal Court shall be allowed to inspect the place of business of any operation and examine of any financial information of any bidder engaged in the negotiated process with the county; and upon the completion, an audit may be made of any contractor under a negotiated contract.

**SECTION 16  
PROCEDURES FOR THE PREREQUISITE USE OF NEGOTIATED  
PROCUREMENT**

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Negotiated procedures may be used under the following circumstances:

**A:** An emergency exists, and has been so declared by the County Judge/Executive and /or Fiscal Court.

**B:** There is a single source within a reasonable geographical area of the product or service to be procured.

**C.** The contract is for licensed professional services such as those listed in K.R.S. 45A.380 (3).

- D. All bids received exceed the amount budgeted.
- E. The contract is for purchase of perishable items and purchased on a frequent basis.
- F. The purchase is for replacement parts where the need cannot be anticipated and stockpiling is not feasible.
- G. The purchase is for proprietary items for resale.
- H. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the local public agency.
- I. The purchase of supplies which are sold at public auction.
- J. The contract is for group life insurance, group health insurance, and accident insurance, group professional liability insurance, workers compensation, and unemployment insurance.
- K. The contract is for a sale of supplies at reduced prices that will afford a savings to the local public agency

## SECTION 17 DISCLAIMER

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Information included in these personnel policies and administrative code, classification, and compensation plans are not intended to represent a contract, and may be changed by the County Judge/Executive and the Fiscal Court without notice.

Classification and number of positions created in this ordinance may be changed without notice by the County Judge/Executive and Fiscal Court and the employee(s) occupying the position(s) may be affected by such changes.

# MADISON COUNTY FISCAL COURT

## LEAVE AND ATTENDANCE POLICIES



## SECTION 18 ATTENDANCE AND LEAVE POLICY

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This section provides a uniform policy and standards relating to the use of any leaves and the employee's attendance records. If at any time an employee is believed to be abusing any leaves of absences, with or without pay, and attendance becomes a concern, the supervisor may make written notification to the Madison County Judge/Executive and disciplinary actions may be taken.

### VACATION LEAVE

All full-time employees shall be entitled to one (1) vacation day per month (8 hours). These days can be accumulated, and the employee will be eligible to apply for vacation leave upon completion of a six month probationary period. The employee may accumulate an unlimited amount of vacation hours, but will be compensated for up to a maximum of 30 accumulated vacation days (240 hours) upon termination/resignation of employment. The employee must submit a request for vacation leave to the department head one week in advance for all administrative and hourly employees, with the exception of all Emergency Services Personnel. Emergency Services Personnel must give at least two weeks notice prior to approval of vacation leave. All vacation requests must be submitted in writing on a Status Change Request and sent to the office of the County Judge/Executive.

In the event of an emergency, the Department Head, upon the approval of the Madison County Judge Executive, may revoke the

approved vacation in order to better serve the needs of the County.

## HOLIDAY LEAVE

All counties employees receive approximately 10 Holidays per year. (The exact dates are consistent with those set by State Government and may be subject to change according to the day of the week the Holidays may fall.). Due to the necessity of their work, all Emergency Services Personnel will accumulate their Holidays and receive payment for their Holidays twice a year. Payment will be made the last pay periods in June and December. \*The exception being the Detention Center, those employees will receive 10 holidays per year and will be paid as those days fall. \*\* Due to budgetary constraints, the Sheriff may dictate specific time management procedures and disperse Holiday Pay when necessary to efficiently manage his department.

## BEREAVEMENT LEAVE

Any employee may be absent up to three regularly scheduled work days without loss of pay in the case of death in their immediate family. If they are serving as a pallbearer or attending a funeral of a close friend or relative, they will be given off up to 4 hours for the funeral.

The leave may start upon knowledge by the employee that the death has occurred and may extend through the day of the funeral. Additional leave may be requested and approved upon the discretion of the County Judge/Executive.

Immediate Family will include Mother, Father, Step-Mother, Step-Father, Brother, Sister, Child, Step-Child, Spouse, Grandparent, Grandchild, Mother/Father-in-law, Legal Guardian, or other person who stands in place of a parent.

## **SICK LEAVE**

All full-time employees shall be granted one (1) sick day leave (8 hours) with pay for each calendar month of continuous service at the end of that month. Sick leave will be accumulated and the employee may apply for sick leave after the completion of the employee's six months probationary period. Supervisors should be notified as soon as possible as to the employee's need for sick leave. If unable to contact the Supervisor the day before, Supervisors must be contacted at least 30 minutes before scheduled for work. The employee may accumulate an unlimited number of sick hours but only a maximum of 120 working days or 960 hours are considered for early retirement as set for state retirement program.

Emergency Services Personnel Supervisors must be contacted at least 2 hours before their tour of duty. E-911 Personnel may take their sick leave in no less than 4 hours increments due to the nature of replacement personnel. Jail Personnel must submit a request for approval of sick leave at least 8 hours prior to the scheduled time for work.

Anyone taking more than two consecutive days of sick leave must provide a physicians' excuse for their absence. Employees returning to work without a physicians' excuse may be subject to loss of pay. The physicians excuse must be attached to the Status Change Sheet and submitted to the Madison County Fiscal Court. Anyone leaving during a regular work day should complete the Status Change Form prior to leaving and submit to the Supervisor.

Employees will be compensated for sick leave up to the maximum amount of sick leave earned, vacation leave may then be used if more time and compensation is required.

Employees absent for more than two (2) day without making proper notification will be considered to have voluntarily resigned their position.

## **FAMILY AND MEDICAL LEAVE**

An employee may take up to 12 weeks of unpaid Family and Medical Leave for employees who have worked for the County for at least six months for any of the following reasons:

a.) To care for the employee's child after birth, or placement for adoption or foster care;

b.) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;

c.) For a serious health condition that makes the employee unable to perform the employee's job;

d.) Employees may apply for and be granted any accumulated sick leave for compensation during the leave. Any sick leave so granted shall be included in the calculation of 12 weeks maximum Family and Medical Leave.

e.) The employee will only be compensated for sick leave up to the maximum sick earned, but may take any vacation pay previously accumulated.

f.) Any employee who does not work return to work after the maximum 12 week unpaid Family and Medical Leave and does not meet the criteria for sick leave shall be terminated.

g.) The employee must provide 30 days advance notice when the Family and Medical Leave is foreseeable, or as soon as possible when known to the employee. The Court may require medical certification to support the request for leave because of a serious health condition, and may require a second or third opinion, and a fitness for duty report to return to work.

h.) During Family and Medical Leave, the Court will maintain the employee's health insurance coverage, but no vacation, sick or holiday leave days will be earned.

i.) Upon return from Family and Medical Leave, the employee will be restored to their original or an equivalent position with equivalent pay, benefits and other employment terms.

## VOTING LEAVE

Voting Leave will be granted to each employee according the K.R.S. 118.035. Each employee is entitled to, at any election in the state, request up to 4 hours to apply for absentee ballot

before or to cast his ballot the day of the election between the time of opening and closing of the polls. No Employee shall be penalized for taking a reasonable amount of time off to vote. Any qualified voter that takes the voting leave but fails to vote will be subject to disciplinary action and loss of pay for the hours taken. The Supervisor may specify the hours that the employee may be absent.

### **JURY DUTY LEAVE**

Any full-time employee who is selected for jury duty or is called as a government witness shall receive his regular pay compensation for the day of service. However, if the employee is dismissed from jury duty or as a witness during the employee's regularly scheduled working hours he/she will be required to report for work as soon as possible. Any employee that fails to report back to work after dismissal from witness or jury duty may be subject to disciplinary action and loss of compensation for the time.

### **MILITARY LEAVE**

Any full-time employee who is a member of the Active Reserve or National Guard, or the Armed Forces of the United States shall be entitled to military leave for periods not exceeding 15 calendar days, provided a request in writing for military leave accompanied by a copy of the military order is presented to the Supervisor not less than two weeks before the beginning of any leave period. The employee will be entitled to the leave with full pay for 10 working days.

All employees who are called to "Active Duty" shall be granted leave upon "competent orders" for the duration of the employee's active status. All benefits shall cease upon leave and the employee shall be reinstated to his/her employment position, at

the current hourly rate, upon return and the military obligation fulfilled.

## **MATERNITY LEAVE**

An employee may request time off from work without pay in connection with pregnancy, or the birth or adoption of a child. Requests shall be submitted at least 30 days in advance of the anticipated date of commencing leave. An employee who has taken maternity leave shall return to work as soon as she is physically able and released by a physician to return. The employee shall be reinstated to her previous position or a comparable job provided she returns within a reasonable period of time and presents a statement certifying her ability to work.

An employee may use accumulated sick and vacation time in conjunction with maternity leave. After exhausting sick and vacation leave the employee will be on leave without pay.

## **PATERNITY LEAVE**

An employee may be granted paternity leave in connection with the birth or adoption of a child. Requests will be permitted for up to two (2) weeks to help care for the spouse and child. The employee may use sick or vacation leave in conjunction with paternity leave. After exhausting sick or vacation leave the employee will be on leave without pay.

## **WORKER'S COMPENSATION LEAVE**

1. An employee who suffers injury or illness as a result of a service related disability, shall be compensated at the current hourly rate for 4 calendar weeks with the Workers Compensation Insurance Company.

2. The Fiscal Court shall provide the difference of the worker's compensation insurance payment at the current gross pay, subject to all payroll withholdings applicable, for the disabled employee for a maximum of 4 weeks.

3. At the end of 4 weeks, accrual of sick and vacation leave ceases, the employee shall receive compensation at 80 % of their current gross pay.

## SECTION 19 TARDINESS AND SCHEDULED LEAVE

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1. All employees will call in at least 30 minutes before your scheduled work time in all of the following situations:

- A. If you are going to be late for work,
- B. If you are not going to be able to work that day,
- C. If you want take a sick day.

2. All employees will give their supervisor at least one week notice if they wish to take 3 or more vacation days. This also must be approved by the supervisor. Two weeks notice is mandatory for all Emergency Services Personnel.

3. All employees will be required to submit a doctors excuse for any time taken after two day consecutively. Sick days are to be used only when you and/or your family members are sick and/or for medical appointments. Anyone caught abusing their sick days will be warned the first time and will lose their days for one year if caught a second time.

4. All employees will receive one half day off work to attend the funeral of a family member or if you are a pallbearer. All employees will receive 3 days off work in the event of an immediate family members' death.

5. A. No employee will leave work at anytime during working hours without the Supervisors approval.

B. No employee will leave work before he or she has personally clocked out or signed out.

C. No employee will leave their working area or drive unnecessary miles to eat lunch or for personal reasons without the supervisors approval.

D. All Road Department and Emergency Services Personnel are required to be on call for work 24 hours a day, seven days a week, in case of any type of an emergency. If an employee is not where the supervisor can reach you, you will be responsible to check in with the road department office and or the Emergency Services Departments to see if you are needed. There are no set working hours for the road department. All employees will work as directed by the supervisor.

E. No employee shall falsify time cards and/or time records for themselves or any other employees. Any employee that falsifies time records will be subject to discipline and/or dismissal.

## SECTION 20 TITLE: RETIREMENT

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All full-time employees of Madison County are entitled to retirement benefits as set forth by the Madison County Fiscal Court and C.E.R.S. (County Retirement Employee System) through the Kentucky Retirement System.

Part-time employees who work for an agency or agencies enrolled in the C.E.R.S. 100 hours or more per month, consistently 12 months per year are also subject to the Ky Retirement System and will have the employee portion deducted from their wages.

The County offers two plans of C.E.R.S.; Hazardous and Non-hazardous. All departments are non-hazardous except for Fire and Sheriff's Departments which are hazardous duty.

Hazardous Duty CERS may retire after 20 years of service with the Kentucky Retirement System or at 55 years of age. Retirement at age 55 or earlier without 20 years of service will be based on past salaries and percentages on the number of years actually worked. Any employee that is considering retirement should contact the Kentucky Retirement System for exact requirements and benefits.

Non-Hazardous Duty CERS may retire after 27 years of service with the Kentucky Retirement System or at 55 years of age. Retirement at age 55 or earlier without 27 years of service will be based on past salaries and percentages on the number of years actually worked. Any employee that is considering

retirement should contact the Kentucky Retirement System for exact requirements and benefits.

All full-time employees will be allowed to use up to 120 working days or 960 hours (approximately 6 calendar months) of their accumulated sick time (approximately 6 months) toward early retirement. This policy becomes effective upon the date of adoption by the Madison County Fiscal Court and will not be retroactive for previously retired employees.

## SECTION 21 DISCIPLINARY ACTION

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The purpose of this section is to provide for consistent and equitable treatment of disciplinary matters, with the goal of assisting the employee in developing a position plan of action to correct the deficiency in the job performance or behavior standard in question.

### PROCEDURES

#### LEVEL ONE – VERBAL REMINDER

A verbal reminder will be given to an employee for a first time performance or behavior deficiency by their Supervisors. The purpose of the verbal reminder will be to insure the employee is fully aware of the nature of the discrepancy and to discuss how the problem can be corrected and prevented from occurring again.

#### LEVEL TWO – WRITTEN REMINDER

If the Supervisor determined that an employee is incapable or unwilling to perform a task to which he is assigned in a reasonable efficient manner or that the employee's behavior is deficient or detrimental to others, the Supervisor may make written notice of the behavior deficiency. The purpose of this written reminder will be to insure the employee is fully aware of the nature of the discrepancy and to discuss how the problem can be corrected and prevented from occurring again. This written notice will be placed in the personnel file.

### **LEVEL THREE – DECISIONS MAKING LEAVE**

When an employee's counseling session fails to produce the desired changes in performance and/or behavior, the Supervisor will conduct another counseling session and place the employee on a paid one day decision making leave. The employee will be instructed to use this day to decide whether or not he/she wishes to correct the ongoing problem and stay, or to resign and seek employment elsewhere.

Before returning to work, the employee will be required to provide the Supervisor with a written statement that includes:

A decision to stay or leave.

If desiring to stay, employee's plan to correct the ongoing discrepancy.

The results of the meeting will be documented and a copy will be placed in the employee's personnel file.

### **LEVEL FOUR- SUSPENSION WITHOUT PAY**

Continued failure of an employee to meet the Department's requirements and expectations outlined in LEVEL THREE – DECISION MAKING LEAVE will require the Supervisor to forward a recommendation to the Madison County Judge/Executive that the employee receive five days suspension without pay. The request will be reviewed by the Madison County Judge/Executive for action.

### **LEVEL FIVE – TERMINATION**

Continued failure of an employee to meet Department's requirements and expectations following an issuance of a suspension without pay will require the Madison County Judge/Executive to consider the employee's continued

employment. The Madison County Judge/Executive will review the employee's record for termination.

**VARIANCE TO THE POLICY:**

In the event of significantly serious or operationally disruptive incident/actions or those of a criminal nature or otherwise violating local, state, or federal statutes or ordinances, the Madison County Judge/Executive reserves the right to skip LEVELS ONE, TWO, and THREE disciplinary steps and initiate suspension without pay and/or termination of employment, and whatever additional actions deemed necessary that are not covered under the scope of this policy.

