

**ORDINANCE 15-12
(INCLUDING ATTACHMENT 1)**

**ORDINANCE 15-12 AMENDS ORDINANCE
15-08 MADISON COUNTY ADMINISTRATIVE CODE
BY ESTABLISHING EMPLOYEE CLASSIFICATIONS**

CHAPTER 7 JOB CLASSIFICATION

7.1 CLASSIFICATION SCHEDULE

The Classification Schedule (Attachment 1) shall be prepared annually in conjunction with the Administrative Code, prescribing for each class a minimum and maximum rate of pay and whatever intermediate steps, if any, the Fiscal Court, or the relevant Constitutional Officer, deem equitable.

Upon the adoption of a pay plan, in accordance with the Administrative Code, the Fiscal Court, or the appropriate Constitutional Officer, shall assign each employee to one of the pay grades the plan provides.

Salary grades are determined by the relative difficulty and responsibility of the position of the class, minimum qualification, prevailing rates of pay, cost of living factors, the financial policy of the County and other related considerations.

At least once every five years, the Judge Executive or his/her designee shall:

- a. Compare the County's salary rates, compensation policies and personnel developments of the County with those of other employees, public and private, in the area.
- b. Analyze fluctuations in the cost of living
- c. Make recommendations to the Fiscal Court for amendment of the pay plan based upon comparison, analysis, and examination.

7.2 EMPLOYEE EVALUATIONS

The County will utilize three opportunities for review and encouraging continual feedback and coaching by all supervisors. Feedback is given in the following opportunities:

Coaching Session

Coaching is a process of continual communication between the supervisor and employee. These are casual interactions, informally documented, where the

supervisor and employee can communicate on issues and necessary corrective actions. These sessions should occur throughout the year.

Performance Review

Performance reviews are a formal sit down between the supervisor and the employee. They will be held in the month of October.

Performance Evaluation

Performance evaluations are a formal sit down, held during March, between the supervisor and the employee. This is the last formal communication between the employee and supervisor prior to the recommendation by the Department Head of annual pay increases.

A successful performance evaluation will allow consideration of an increase in the position grades. The pay and upgrade, if granted, would become effective the first paycheck of the new fiscal year after the adoption of the Classification Schedule.

If employee's performance evaluation is unsatisfactory in any one category of the performance evaluation, the employee will not be considered for the increase. Corrective measures shall be listed by the supervisor to improve job performance. Performance will then be rated and observed on a continuous basis. If improvement does not occur, disciplinary action will be administered, up to and including termination.

Employees shall be given consideration for an increase, pending satisfactory service, based upon the employee's performance evaluation and the availability of County funds.

If an employee is hired from April 1 through June 30 of a given calendar year, that employee would not be considered for an increase at the next Fiscal Year.

7.3 CONSUMER PRICE INDEX (CPI)

The Fiscal Court shall adopt the Consumer Price Index (CPI) set by the Commonwealth of Kentucky. Employees who have reached their maximum rate of pay but has not qualified for the next Classification Level shall receive the CPI adjustment. Employees with unsatisfactory performance evaluations will not be eligible for the CPI.

7.4 LIMITATION OF PAY INCREASE DUE TO SPIKING

An employee who is eligible for a pay adjustment without having a title change or promotion may not be eligible for an increase in the event said increase activates the "spiking" category as defined by Kentucky Retirement Systems. The Kentucky Retirement System shall have final say in determining if spiking would occur.

7.5 TRAINING

Education is a critical component of a strong workforce. The county encourages two types of education.

Continuing Education

Continuing education is training the County will pay for that maintains a level of education for an employee that is necessary for them in their current position. There is no additional incentive pay for continuing education.

Incentive Education

Incentive education is education an employee gains above and beyond the requirements of their job duties. The training shall be preauthorized by the department head and approved by the Fiscal Court at the beginning of the Fiscal Year. Fiscal Court shall review and approve any authorized incentive education courses prior to an employee taking the course. The incentive pay will be issued upon proof of successful completion of the incentive education. All documentation should be sent to Human Resources Department. Employees shall receive incentive pay for no more than one approved training course each fiscal year.

The County Clerk shall cause this ordinance to be published in accordance with the appropriate Kentucky Revised Statutes.

Date of First Reading: November 10, 2015

Motion By: Tom Botkin

Second By: John Tudor

VOTE: YES NO

Judge, Reagan Taylor

Magistrate Larry Combs

Magistrate Roger Barger

Magistrate Tom Botkin

Magistrate John Tudor

✓
✓
✓
✓
✓

Date of Second Reading: November 24, 2015

Motion By: John Tudor

Second By: Larry Combs

Vote: YES NO

Judge, Reagan Taylor ✓

Magistrate Larry Combs ✓

Magistrate Roger Barger ✓

Magistrate Tom Botkin ✓

Magistrate John Tudor ✓

R-37 -
Madison County Judge Executive

Attest:
[Signature]
Madison County Clerk