

MUNICIPAL ORDER NO.____:2017

WHEREAS, the Board of City Council of the City of Morehead, Kentucky adopted the Employee Handbook by Municipal Order;

WHEREAS, after adoptions errors were found that need to be corrected;

NOW THEREFORE BE IT ORDERED by the City of Morehead, Board of City Council that the following revisions shall be made to the Employee Handbook/Personnel Policies of the City of Morehead, Kentucky:

1. Page 13 – Employee Handbook shall be amended to read as follows:

The city clerk shall ensure that a current copy of the employee Handbook is prepared and distributed to all new and current employees. All employees are expected to read and sign the [~~Certificate of Receipt~~] Handbook Acknowledgement Form within 30 days of employment or within 30 days of any amendment to the Handbook. The city clerk shall maintain a copy of the [~~Certificate of Receipt~~] Handbook Acknowledgment Form in the employee's personnel file and maintain pursuant to the Department of Libraries and Archives Record Retention Schedule.

2. Page 22 – Introductory Period, Paragraph (1) shall be amended to read as follows:

(1) New employees, other than police and communication personnel, shall serve an introductory period of six (6) months. The introductory period may be extended for a period not to exceed an additional six (6) months upon recommendation of the department director and approval of the mayor. In the event that the introductory employee is absent from work for any excused cause for more than two (2) consecutive weeks, the introductory period will be automatically extended for the time absent.

3. Page 36 – Workplace Bullying – add Section (4):

(4) Any act of workplace bullying shall be reported as directed in paragraph(4) of the Sexual and Nonsexual Harassment Section.

4. Page 39 – Drug – and Alcohol- Free Workplace – add a new Paragraph #2 and renumber all paragraphs that follow. The new paragraph # 2 shall read as follows:

(2) All employees are expected to read and sign the Drug Free Workplace Policy Acknowledgement form (HR Form 06) within 30 days of employment or within 30 days of any amendment to the policy.

5. Page 92 – Worker's Compensation, paragraph (3) shall be amended to read as follows:

3. [~~Vacation and sick leave benefits will continue to accrue while on worker's compensation leave; however, if the employee does not return to employment with the city they will not be paid for that time.~~] Vacation and sick leave benefits will be given as stated in the Reporting Work-Related Accidents policy in Section 3 of this Handbook.

6. Page 110 – Jury Duty and Court-Ordered Appearances, paragraph (2) shall be amended to read as follows:

2. An employee involved in litigation or court proceedings as a plaintiff or petition shall not be eligible for paid leave provided under the provisions of this policy, but may be permitted to use [~~annual~~] vacation or compensatory leave time for such absences as provided in Section 6 of this Handbook.

7. HR Form 05 shall be amended to change “Registration” under Separation to “Resignation”

Adopted this _____ day of _____ 2017.

CITY OF MOREHEAD

James Thomas Trent, Mayor

ATTESTED: _____

Crissy Cunningham, City Clerk