FISCAL COURT ORDERS

COURT MET IN REGULAR SESSION, PRESENT COUNTY JUDGE-EXECUTIVE DEAN WATTS AND THE FOLLOWING NAMED MAGISTRATES: KEITH METCALFE, BERNARD ICE, JEFF LEAR AND ERIC SHELBURNE. MAGISTRATE GARY COULTER WAS ABSENT.

***

MINUTES APPROVED – September 17, 2019 regular session

On motion of Keith Metcalfe, second of Eric Shelburne, by unanimous vote of the court, IT IS HEREBY ORDERED to approve the minutes of the September 17, 2019 regular session of Nelson Fiscal Court.

***

BILLS AND TRANSFERS

On motion of Bernard Ice, second of Jeff Lear, by unanimous vote of the court, IT IS HEREBY ORDERED to authorize the County treasurer to pay the following bills, additional bills and to make the following transfers as presented on pages 122-127.

.

***

FISCAL COURT ORDERS

October 1, 2019 BOOK 41

REGULAR SESSION OF NELSON FISCAL COURT PAGE 118

PERSONNEL POLICY ORDINANCE SECOND READING

County Judge-Executive Dean Watts presented to the court for second reading, the following Personnel Policy ordinance. On motion of Eric Shelburne, second of Jeff Lear, by unanimous vote of the court, IT IS HEREBY ORDERED to adopt the second reading of the Personnel Policy Ordinance. See pages 128-167.

***

PROCLAMATION-KENTUCKY EXTENSION HOMEMAKERS

Judge Watts announced to the court that October 13th, 2019 thru October 19th, 2019 will be proclaimed as KENTUCKY EXTENSION HOMEMAKERS WEEK. See page 168.

***

EMS

The EMS training for the new cardiac monitors and other equipment will begin October 14, 2019 and they will be placed in service once the training has been completed. Mr. Prewitt and the Nelson County Emergency Management have applied for a $15,700.00 grant to pay for the replacement of weather sirens at Samuels Field. The department will be doing maintance checks on all of the sirens throughout the County. Mr. Prewitt told the court a Nelson County resident, Alex Guinn, was honored at the recent statewide EMS conference, he received the Above and Beyond Award for his actions that saved the life of an individual involved in an auto accident. See the regular EMS report on page 169.

***

FISCAL COURT ORDERS

RECREATION DEPARTMENT REPORT

Recreation director Bryce Greer announced that the pre-season little league girls basketball tournament has been held. The regular season games start Saturday October 5, 2019 with forty one teams participating. Work on the brick wall at Dean Watts Park will be completed in the next couple of weeks.

***

JAIL REPORT

Jailer, John Snellen, presented to the court the regular Jail report as listed on page 170.

***

ROAD DEPARTMENT

Six culverts have been replaced and three culverts have been repaired on Mobley Mill Road, the road is now ready for asphalt overlay. A 48 inch by 80 foot pipe has been replaced on Stringtown Road; pipes have also been replaced on Surge Lane and Meadow Brook Lane. Asphalting has been completed on Anthony Greenwell Lane. Patch work has been completed in District #1 on the following roads; Haven Ridge Road, Price Creek Lane, Stringtown Road, Gilkey Run Road and Gonza Clark Road. Patch work has been completed on Glenwood Avenue in District #2 and on Harrison Fork Road in district #4. Patch work in District #5 have included a bridge approach on Plum Run Road, Holt Ridge Road, three areas on Prather Ridge Road and an area on Wilkerson Road. Chip sealing is ongoing on the back section of Sweeney Ridge Road and will be doing ditch work on Hagan Road in the future.

***

FISCAL COURT ORDERS

LANDFILL/SOLID WASTE

Landfill engineer John Greenwell informed the court the department has two more pickup trucks and a short truck bed to be added to the surplus list to be auctioned at a later date. On motion of Bernard Ice, second of Eric Shelburne, by unanimous vote of the court, IT IS HEREBY ORDERED to approve these vehicles as surplus and advertise accordingly. See page 171.

***

OLD/NEW BUSINESS

Judge Watts informed the court a Burn Ban for Nelson County was issued on September 30, 2019. See page 172.

A letter from Bethany Haven requesting a donation was presented to the court. Nelson Fiscal court provides $3,600.00 a year to cover the cost of rent for the Bethany Haven building complex. Judge Watts asked the court to consider approving a commitment of an additional $10,000.00. This funding will come from the general welfare fund and will not affect the overall budget. This request will be brought up at the next Fiscal court meeting on October 15, 2019. See page 173.

A Request for an off premise sign on 31E north for the business, Useful Things Antiques and used furniture in High Grove was presented. Judge Watts will get more details and present the request again at the next Fiscal court meeting on October 15, 2019. See pages 174-177.

Vehicle Identification numbers has been assigned for the new vehicles for the Nelson County Sheriff and will be delivered by the end of October.

FISCAL COURT ORDERS

Sheriff's Official Receipt for Property Tax Bills for 2019. See page 178. (Matter of public record only)

Fall Roadside Cleanup will start signups October 7, 2019 (Matter of public record only)

***

On motion of Bernard Ice, second of Jeff Lear, by unanimous vote of the court, IT IS HEREBY ORDERED to adjourn the October 1, 2019 regular session of Nelson Fiscal Court.

_____

DEAN WATTS, NELSON COUNTY JUDGE/EXECUTIVE

_____

JEANETTE HALL SIDEBOTTOM, NELSON COUNTY CLERK

FISCAL COURT ORDERS

October 1, 2019 BOOK 41

REGULAR SESSION OF NELSON FISCAL COURT PAGE 122

Nelson County Fiscal Court
Bills for Court Approval
October 1, 2019

Name	Memo	Account	Amount
01 General Fund			
ADP	PR charges 091219	9100301 · Payroll Processing	$ 531.60
Bardstown Mills	Trimmer supplies	5401427 · Recreation Maint Supplies	51.28
Bluegrass Seed	Weed killer	5340427 · Comm Svc Supplies	199.50
Brite Wholesale	Ballasts	5081334 · Justice Center Maint Supplies	205.98
Bumper to Bumper	Vehicle repair and maint	5030340 · PVA Vehicle Expense	126.39
Bumper to Bumper	Brake hose	5205340 · Animal Control Vehicle Expense	19.95
Buzick	Fence paint	5086334 · Wickland Building Maint	64.27
Central Ky Comm Action	Staffing for Voluntary Action	5301315 · Community Action Services	1,014.00
Chase Card Services	iCloud backup, postage	5001445 · CJE Office Expense	401.98
Chase Card Services	Radio battery	5105339 · Law Enforc Radios/Tower Comm	26.99
Chase Card Services	Mag lites	5105441 · Law Enforcement Equipment	224.97
Chase Card Services	Postage	5115563 · Codes - Postage	161.80
Chase Card Services	EM Conference	5135577 · EMA Travel Expense	404.57
Communicare, Inc.	IDT Evaluation	5301357 · Indigent Person Services	285.00
Cross Tech	Toolbox repairs	5090427 · Maintenance - Supplies	17.81
Danville Office	Monthly copier agreement	5001445 · CJE Office Expense	117.75
Galls	Dean, Justice	5105481 · Law Enforc Uniforms	2,055.17
GBA	Printer ink	5090445 · Maintenance - Office Expense	40.99
Hillyard	Trash bags, deodorizer, bleach, towels	5205411 · Animal Control Custodial Supply	808.79
Interstate Security	Quarterly monitor agreement	5105329 · Law Enforc Bldg Maint Contracts	99.00
Interstate Security	Quarterly monitor agreement	5415329 · Civic Center Maint Contracts	90.00
Intertech Mechanical	Semi-annual maint agreement	5081329 · Justice Center Maint Contracts	3,992.50
KACO	KACO conference- Gary Coulter	5025569 · Magistrates Training	200.00
Ky Home Electronics	USB charger	5090427 · Maintenance - Supplies	5.99
Landmark Sprinkler	Annual sprinkler inspection	5415329 · Civic Center Maint Contracts	395.00
Masters Supply Inc	Bathroom repairs - bailiff station	5081334 · Justice Center Maint Supplies	115.29
Nelson Co Implement	Install tires - side by side	5401427 · Recreation Maint Supplies	25.50
Nu Life Cartridge	Paper	5001445 · CJE Office Expense	35.99
Pat's Appliance	Trimmer line	5401427 · Recreation Maint Supplies	17.99
Ronnie's Custom Care	Monthly cleaning	5081329 · Justice Center Maint Contracts	4,000.00
S & P Cleaning Svc	Cleaning service 0919	5080329 · Old Courthouse Maint Contracts	1,220.00
S & P Cleaning Svc	Cleaning service 0919	5085329 · Sutherland Bldg Main Contracts	1,250.00
Straeffer Pump	Sewer pump replacement (2nd of 2)	5205334 · Animal Control Building Main	1,779.00
Tatum Auto Supply	Vehicle repair supplies	5135443 · EMA Vehicle Parts	86.95
Wimsett, Keith	Mower blades	5340427 · Comm Svc Supplies	138.00
Total 01 General Fund			20,210.00
02 Road Fund			
Bluegrass Seed	KY 31	6105457 · Bridge & Culvert Materials	69.50
Bumper to Bumper	Gaskets	6105427 · Garage supplies	5.95
Bumper to Bumper	2012 F250, boom mower, dually	6105443 · Parts	751.91
Bumper to Bumper	Wrench	6105475 · Tools	3.99
Bumper to Bumper	New utility bed - parts	6105723 · Road Vehicles	167.43
Buzick	Saw blade, shovel, spray marker	6105427 · Garage supplies	82.37
Buzick	Wire mesh	6105457 · Bridge & Culvert Materials	117.59
Chase Card Services	Toner	6103445 · Office Supplies	119.85
Chase Card Services	2005 Dually	6105443 · Parts	508.99
Fastenal	Safety vests, gloves	6105504 · Crew Safety Equipment	147.00
Guys Building Supplies	Shovels	6105475 · Tools	30.00
Hendricks Forklift	Fork lift repairs	6105443 · Parts	37.00

FISCAL COURT ORDERS

Nelson County Fiscal Court
Bills for Court Approval
October 1, 2019

Name	Memo	Account	Amount
02 Road Fund (continued)			
Hillyard	Towels, tissue	6103411 · Cleaning and custodial supplies	206.63
Irving Materials Inc.	Mobley Mill	6105457 · Bridge & Culvert Materials	2,803.76
Mago Construction	Hardin Leslie	6105311 03 · District 3 Paving	76,018.25
Saf-ti-Co	Rental fee - windmasters	6105469 · Signs & Posts	95.00
Tatum Auto Supply	Mini air regulator, glass cleaner	6105427 · Garage supplies	81.97
Tatum Auto Supply	CB224E, 924K, 2012 F240	6105443 · Parts	460.15
Tatum Auto Supply	Wrench, extension bar	6105475 · Tools	27.98
University of Ky Transp	Training - Mattingly, Martin	6105569 · Staff Training	690.00
Total 02 Road Fund			82,425.32
03 Jail Fund			
Advanced Systems Tech	Service call - lighting issues, circuit board	5101336 · Equipment Repairs	1,559.00
Care A Cell	Lobby kiosk 0819	5101428 · Canteen Inventory	568.80
CDA Inc.	Electronic Monitors 0819 GPS	5101314 · Contracts with Other Counties	189.75
Chase Card Services	Fuel	5101340 · Vehicle maintenance	30.17
Chase Card Services	Battery backup system	5101445 · Office Supplies	90.29
Clems	Food	5101425 · Food	967.83
Danville Office	Tape, staples, highlighters	5101445 · Office Supplies	56.80
Flowers Baking Co	Credit on account	5101425 · Food	(322.19)
Flowers Baking Co	Bread	5101425 · Food	479.19
Hardin Memorial Hospital	Inmate medical	5101549 · Routine Medical	199.00
ICS Jail Supplies	Cleaning supplies	5101411 · Custodial Supplies	310.00
ICS Jail Supplies	Kitchen supplies	5101423 · Food Prep & Serving Supplies	348.30
ICS Jail Supplies	Hygiene supplies	5101453 · Prisoner Hygiene	1,064.00
ICS Jail Supplies	Prisoner clothing	5101465 · Prisoner Clothing	1,116.70
Interstate Security	Quarterly monitor agreement	5101329 · Building Maint Contracts	248.00
Kentucky One	Pre employment testing	9400547 · Employee Medical/WC Claims	65.00
Maxima Supply	Inventory supplies	5101428 · Canteen Inventory	1,775.96
MTJ American	Mattresses	5101437 · Linens	2,693.47
Reiter Dairy	Milk	5101425 · Food	735.45
Total 03 Jail Fund			12,175.52
04 LGEA Fund			
Mago Construction	Various county roads	6105405 · Hot and cold mix	11,461.27
Total 04 LGEA Fund			11,461.27
09 Ambulance Fund			
Bound Tree Medical	Medical supplies	5140550 · Medical supplies & Materials	397.98
Brite Wholesale	Bulbs	5140334 · Building maintenance	12.50
Chase Card Services	Laptop, software, surface pro supplies	5140445 · Office Expense	634.65
Chase Card Services	Mag lites	5140550 · Medical supplies & Materials	149.98
CMS Uniforms	Polo shirts	5140481 · Staff Uniforms	150.00
Fadely, Lindsey	EMS Conference fee	5140569 · Training	120.00
Financial Forms & Supplies	Laser invoices	5140445 · Office Expense	314.39
Holt Computers	Connection service issues	5140336 · Equipment Maintenance & Repairs	60.00
Kentucky One	Pre employment testing	9400547 · Employee Medical/WC Claims	100.00
LifeGas	Oxygen	5140550 · Medical supplies & Materials	34.10
Pat's Alterations	Uniform alterations	5140481 · Staff Uniforms	5.00
QuadMed Inc	Medical supplies	5140550 · Medical supplies & Materials	934.29
Quality Auto Glass	Sq 35	5140340 · Vehicle Maintenance & Repairs	95.00
Quality Auto Glass	Sq 35	5140443 · Vehicle Parts	178.00

FISCAL COURT ORDERS

Nelson County Fiscal Court
Bills for Court Approval
October 1, 2019

Name	Memo	Account	Amount
09 Ambulance Fund (continued)			
Shred-It USA	File destruction service	5140445 · Office Expense	101.22
Spalding, Alysia	EMS Conference fee	5140569 · Training	50.00
Stericycle	Steri safe	5140550 · Medical supplies & Materials	100.04
Stryker Medical	Battery packs	5140336 · Equipment Maintenance & Repairs	1,510.44
Teleflex	Medical supplies	5140550 · Medical supplies & Materials	861.50
Total 09 Ambulance Fund			5,809.09
Subtotal - General Fund Bills			**$ 132,081.20**
13 Solid Waste Fund			
Chase Card Services	Postage for delinquent accts	5215445 · Office Supplies	$ 200.00
Cummins Crosspoint	Vehicle - Nitrogen oxide sensors	5215548 · Deceased Animal Program	595.47
Ky Truck Sales, Inc.	Truck 410	5215443 · Parts	51.90
Lasco	Trucks 410, 414	5215443 · Parts	208.40
Lasco	Governor, filters	5215443 · Parts	47.41
Lasco	Vehicle repairs	5215548 · Deceased Animal Program	121.01
Municipal Equip	Packer repairs	5215336 · Equipment Repair	157.32
Municipal Equip	Truck 419	5215443 · Parts	846.00
Tatum Auto Supply	Truck 414	5215443 · Parts	23.99
Tatum Auto Supply	Halogens	5215443 · Parts	43.97
Tatum Auto Supply	Truck 410 tipper install	5215739 · SW Equipment	646.69
TLC Graphics & Signs	Solid Waste decals	5215427 · Garage supplies	415.50
Total 13 Solid Waste Fund			3,357.66
15 Landfill Fund			
Big Three Tractor	Bush hog repairs	5210443 · Parts	644.78
Bumper to Bumper	Truck 415	5210443 · Parts	26.70
Buzick	Stakes, flagging tape, sharpie markers	5210427 · Main supplies	23.57
Chase Card Services	Drone case, software, postage	5210445 · Office Expense	256.33
Fastenal	Safety supplies	5210594 · Crew Safety Equipment	292.57
Interstate Security	Quarterly monitor agreement	5210329 · Maintenance Contracts	99.00
Lasco	Trucks 417, 418	5210443 · Parts	2,149.45
Lasco	Steel wheel	5210443 · Parts	88.00
Quill Corporation	Deodorizer	5210411 · Custodial supplies	32.99
Quill Corporation	Pens, staples, toner	5210445 · Office Expense	222.91
Tatum Auto Supply	Transmission fluid, weatherstripping, couple	5210427 · Main supplies	214.46
Tatum Auto Supply	Filters, gloves, misc parts	5210443 · Parts	75.27
Tatum Auto Supply	Backhoe	5210443 · Parts	200.46
Tatum Auto Supply	Battery	5217340 · Recycling vehicle expense	139.99
Whayne Supply	Highlift, Compactor	5210443 · Parts	1,252.49
Total 15 Landfill Fund			5,718.97
23 Occupational Tax Fund			
Chase Card Services	Postage	5047445 · OLF Office supplies	300.00
Shred-It USA	File destruction service	5047445 · OLF Office supplies	87.59
Total 23 Occupational Tax Fund			387.59
Subtotal - PIC Fund Bills			**$ 9,464.22**
Total Bills			**$ 141,545.42**

FISCAL COURT ORDERS

October 1, 2019 BOOK 41

REGULAR SESSION OF NELSON FISCAL COURT PAGE 125

Nelson County Fiscal Court
Additional Bills for Court Approval
October 1, 2019

Name	Memo	Account	Amount
01 General Fund			
Bardstown Housing Auth	Bethany Haven - Oct 2019	5315399 · Emergency Shelter for Children	$ 300.00
County Clerk	2019 Property tax bills (1/2 printing costs)	5010199 · Co Clerk Fees Payable	2,970.88
Cunditf, Leo	Sweep parking lot	5415329 · Civic Center Maint Contracts	100.00
Duncan Septic Service	Pump grease tanks	5305329 · Sr Citizen Bldg Maint Contracts	300.00
GBA	Dry erase markers	5205445 · Animal Control Office supplies	59.96
KACO	KACO Conference - Metcalfe	5025569 · Magistrates Training	200.00
Quill Corporation	Calculator ribbon	5040445 · Treasurer Office Supplies	17.96
Quill Corporation	Air freshener	5080411 · Old Courthouse Custodial Supply	27.96
TES Controls	Service call - JACE system	5081329 · Justice Center Maint Contracts	1,140.00
Total 01 General Fund			5,116.76
02 Road Fund			
Contech	Courrugated steel pipe	6105457 · Bridge & Culvert Materials	13,555.62
Total 02 Road Fund			13,555.62
03 Jail Fund			
Chase Card Services	TV set	5101428 · Canteen Inventory	88.00
Chase Card Services	Printer ink - maint computer	5101406 · Tools and maint supplies	52.97
Cleveland Welding	Mirror plates	5101571 · Building Repair and Renewals	328.50
Complete Primary Care	69 Inmate visits Sep 2019	5101549 · Routine Medical	2,760.00
Complete Primary Care	Medical Contract Sep 2019	5101549 · Routine Medical	2,000.00
Duncan Septic Service	Pump grease tanks	5101329 · Building Maint Contracts	300.00
Kentucky One	Pre employment testing, employee medical	9400547 · Employee Medical/WC Claims	230.00
Sherwin Williams	Ladder	5101406 · Tools and maint supplies	211.65
Total 03 Jail Fund			5,971.12
09 Ambulance Fund			
LifeGas	Oxygen	5140550 · Medical supplies & Materials	33.12
Total 09 Ambulance Fund			33.12
15 Landfill Fund			
Bumper to Bumper	Service truck	5210443 · Parts	38.90
Chase Card Services	Water sampling supplies	5210468 · Testing supplies	29.82
Chase Card Services	Fly swatters	5210445 · Office Expense	1.48
Gregory Container Co	Roll off containers (5)	5210717 · Landfill Equipment	21,132.00
Kimberland, David	Office cleaning 0919	5210329 · Maintenance Contracts	420.00
Lasco	Truck 303	5210443 · Parts	10.07
Lawson Products	Shop supplies	5210427 · Main supplies	202.68
Quill Corporation	Backup hard drive, batteries	5210445 · Office Expense	98.48
Total Truck Parts	Truck 303	5210443 · Parts	127.02
Total 15 Landfill Fund			22,060.45
			$46,737.07

FISCAL COURT ORDERS

October 1, 2019 BOOK 41

REGULAR SESSION OF NELSON FISCAL COURT PAGE 126

NELSON COUNTY FISCAL COURT
FY 2020 Paid Bills/Upcoming Transfers for Court Approval
October 1, 2019

Fund/Vendor	Description	Account		Amount
General Fund				
Lawson Products	Gloves, loctite	5090427 · Maintenance - Supplies	$	64.61
Less Discount				(0.65)
Road Fund				
Lawson Products	Garage supplies	6105427 · Garage supplies		138.32
Less Discount				(1.38)
Landfill Fund				
Ky Division of Compliance	Landfill Operator Certification Class- Donahue	5210569 · Staff Training		125.00
Ky Division of Compliance	Landfill Operator Certification Class - Farnsworth	5210569 · Staff Training		125.00
TOTAL PAID BILLS AND TRANSFERS			**$**	**450.90**

FISCAL COURT ORDERS

October 1, 2019 BOOK 41

REGULAR SESSION OF NELSON FISCAL COURT PAGE 127

NELSON COUNTY FISCAL COURT
FY 20 BUDGET LINE-ITEM TRANSFERS AND EXPENSE RECLASSIFICATION
QUARTER ENDED SEPTEMBER 30, 2019

Account Name	Transfer From	Transfer to	Amount
01 GENERAL FUND			
Reserve for emergencies/transfer	9200-999		(107,800.00)
Assessment Appeals Board Fee		5035-191	500.00
Justice Center Repairs		5081-570	2,400.00
Law Enf - Sick/Vacation payout		5105-185	33,200.00
Law Enf - Property Damage Claims		5105-537	1,300.00
Law Enf - Vehicle signage/decals		5105-565	4,500.00
Law Enf - Heating and Air		5105-711	3,600.00
Law Enf - Vehicle damage claims		5105-592	3,600.00
EMA - Vehicle Parts		5135-443	1,800.00
Animal Control - Custodial Supply		5205-411	200.00
Animal Control - Vaccinations/Medicines		5205-549	1,200.00
Humane Society Reimbursements		5205-566	500.00
Civic Center Building Repair		5415-571	3,100.00
Stephen Foster Amphitheatre - reimbursable		5420-507	1,000.00
Fairgrounds Support		5425-334	1,100.00
County Insurance		9100-521	49,000.00
COBRA Administration Fee		9400-299	1,000.00
02 ROAD FUND			
Reserve for emergencies/transfer	9200-999		(10,500.00)
911 Road Signage	6105-420		(100.00)
Signs and Posts		6105-469	100.00
Lubricants	6105-439		(7,000.00)
Fuel and Lubricants		6105-429	7,000.00
District 5 Paving		6105-311-05	10,000.00
Road Vehicles		6105-723	500.00
03 JAIL			
Reserve for emergencies/transfer	9200-999		(7,200.00)
Radio Equipment		5101-441	4,000.00
Jail Supply and Provisions		5101-446	2,500.00
Staff Uniforms		5101-481	700.00
13 SOLID WASTE FUND			
Reserve for emergencies/transfer	9200-999		(1,200.00)
SW Equipment		5215-739	1,200.00
15 LANDFILL FUND			
Reserve for emergencies/transfer	9200-999		(10,000.00)
Equipment repairs		5210-336	10,000.00
23 OLF			
Reserve for emergencies/transfer	9200-999		(200.00)
Workers Comp Insurance		9400-209	200.00
97 PIC			
Reserve for emergencies/transfer	9200-999		(7,600.00)
Industrial Park Road		8011-705	7,600.00
RECLASS EXPENSE:			
LANDFILL PARTS	5210-443		(27,556.13)
LANDFILL EQUIPMENT REPAIRS		5210-336	27,556.13

INVOICE FROM WHAYNE SUPPLY FOR DOZER UNDERCARRIAGE REPAIRS, RECLASS FROM PARTS TO EQUIPMENT REPAIRS

FISCAL COURT ORDERS

NELSON COUNTY FISCAL COURT

PERSONNEL ORDINANCE

CLASSIFICATION AND COMPENSATION PLANS

PERSONNEL POLICIES AND PROCEDURES

DEPARTMENT FOR LOCAL GOVERNMENT

FRANKFORT, KENTUCKY 40601

FISCAL COURT ORDERS

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FISCAL COURT ORDERS

ORDINANCE NO. 210.2-2
ORDINANCE FOR IMPLEMENTING CLASSIFICATION PLANS, COMPENSATION PLAN, AND POLICIES AND PROCEDURES

WHEREAS, the Nelson County Fiscal Court recognizes that a personnel system which recruits and retains a qualified motivated work force is indispensable to effective and efficient County government; and

WHEREAS, it is essential to have a classification plan, compensation plan, and policies and procedures in writing delineating all aspects of employment affected by said classification plan, compensation plan, and policies and procedures.

NOW THEREFORE BE IT ORDAINED by Nelson County of the Commonwealth of Kentucky:

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

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

Adopted this 1st day of October, 2019.

Official: Dean Watts

Attested: Jeanette Hall Sidebottom

FISCAL COURT ORDERS

WELCOME

Welcome to the Nelson County. You have been chosen to work with us, because your background indicates that you have the qualifications which characterize successful County employees.

The County recognizes the commitment required of our employees, and understands that quality employees are the County's most valuable resource.

These policies have been developed to provide you with information concerning the philosophies of our County in personnel matters. These policies will be effective as of October 1, 2019. There will be no retroactive clauses on any of these policies except as expressly stated, and it is expected that all employees will be affected equally in relation to their purpose and implementation. Please read through the personnel policies, and discuss any questions you may have with your supervisor.

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

JUDGE/EXECUTIVE

10-1-19

DATE

STATEMENT OF PURPOSE

The Nelson County Fiscal Court recognizes that a personnel system which recruits and retains competent, dependable employees is indispensable to effective and efficient County government. These policies and procedures, classification and pay plans and job descriptions have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the County's goals and the utilization of its human resources.

The policies and procedures set forth hereinafter are intended to implement the personnel ordinance by providing procedures for:

1. Classifying positions in the County service;
2. Recruiting persons for that service;
3. Compensating employees equitably for their service to the County, and;
4. Providing for their welfare.

SCOPE OF COVERAGE

The following Personnel Policies and Procedures have been adopted by the Nelson County Fiscal Court and are applicable to all persons employed or appointed to positions at all levels in the County government, with the exception of the following:

A. All elected officials;
B. Employees of the Sheriff, County Clerk, County Attorney and Jailer, unless expressly requested by the elected official in writing;
C. All members of boards and commissions;
D. Consultants, advisors, and counsel rendering temporary professional services;
E. Independent contractors; and
F. Temporary or seasonal employees.

EQUAL EMPLOYMENT OPPORTUNITY

The Nelson 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, or because the individual is a smoker or nonsmoker. The County promotes equal opportunity in matters of hiring, training, promotion, pay, employee benefits and other conditions of employment.

AMERICANS WITH DISABILITIES ACT OF 1990

Nelson County complies with the Americans with Disabilities Act of 1990, as amended by the Civil Rights Act of 1991, which prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.

The County will provide reasonable accommodation to qualified individuals with a disability who, with an accommodation, can perform the essential functions of the job, unless the accommodation will impose an undue hardship for the County.

A. Any person (employee or citizen) who believes that he or she has been subjected to prohibited discrimination may personally, or by a representative, file a complaint with the office of the County Judge/Executive or Constitutional Officer. A person who has not personally been subjected to discrimination may also file a complaint.

B. When a person (citizen, applicant, or employee) 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, that 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/Executive or Constitutional Officer setting forth the nature of the discrimination alleged and facts upon which the allegation is based.
2. Step Two: The Judge/Executive or Constitutional Officer shall contact the complainant no later than fifteen (15) 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. There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the records of the Nelson County.
3. Step Three: Within fifteen (15) days of the informal meeting, the County Judge/Executive or Constitutional Officer shall issue a written decision on the matter, and the decision shall be the final procedure for the complainant at the local level.

C. There shall be prepared a written documentary of the discussion at the meeting, which shall be preserved in the records of the County.

DRUG-FREE WORKPLACE ACT OF 1988 - Policy Statement

It shall be the policy of the Nelson County that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of Nelson County that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. A controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments.

The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication. Another purpose is to advise employees of available sources of counseling, rehabilitation, and employee assistance.

Each employee is notified hereby that they shall notify the County Judge/Executive or Constitutional Officer within five (5) days of any criminal drug statute conviction for a violation in the workplace. Within thirty (30) days, the county shall take appropriate action.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action up to and including termination, or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation.

Any employee violating the terms of this policy is subject to immediate dismissal.

SEXUAL HARASSMENT POLICY

Nelson County is aware of, and complies with, all federal and state equal opportunity laws which make it illegal for sexual harassment to occur within the work place. EEOC defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" which constitute unlawful sex discrimination when:

1. Submission to such conduct is either explicit or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;

If you feel you have been sexually harassed by anyone within the County government, please report the situation to your supervisor immediately. If the person harassing you is your supervisor, report the situation to the County Judge/Executive or Constitutional Officer. An investigation will be initiated immediately, with corrective actions taken as appropriate. To the extent possible, confidentiality will be maintained in the investigation.

ADMINISTRATION OF THE PLAN

Pursuant to KRS 67.710 the County Judge/Executive is the chief executive of the County and is given all powers and required to perform all duties of an executive and administrative nature vested in, or imposed upon the County or its Fiscal Court. The Judge/Executive is responsible for the proper administration of the affairs of the County placed in his charge. Pursuant to KRS 67.710(7), the County Judge/Executive, with the approval of the Fiscal Court, has the authority to appoint, supervise, suspend, and remove County personnel, unless otherwise provided for by state statute. Notwithstanding the provisions of KRS 67.710(7), KRS 67.711(1) gives the County Judge/Executive express authority to hire a Deputy County Judge/Executive, and a reasonable number of other assistants, secretaries, and clerical workers to work within the

Judge/Executive's office, who shall serve at his/her pleasure. The Fiscal Court, pursuant to KRS 64.530(4), is required to fix reasonable compensation for these positions.

The County Judge/Executive is hereby designated as the County personnel administrator. In this capacity the Judge/Executive may delegate such duties and functions as he/she deems appropriate.

EMPLOYMENT PROCESS

Announcement of Positions

1. Announcement of a position shall include such information as to where to apply, deadlines for application, the title and pay ranges for the position, summary of duties of the position, and the position qualifications required. All written announcements of a position shall contain the following statement: "An Equal Opportunity Employer M\F\D."

2. Announcements for newly established or existing positions shall be made public in a newspaper of general circulation in the area. Existing positions may be filled from current applications on file or internal transfers when the County Judge/Executive or Constitutional Officer deems it in the County's best interest. The County's work force will be notified by posting of job vacancies or newly established positions in a conspicuous place to which all employees have access. Employees' requests for consideration for the positions shall be made to the County Judge/Executive or Constitutional Officer in writing. Pay range for internal transfers shall be listed on announcements of vacancy.

Applications for Positions

1. The application form by which a person applies for a position shall require:
   A. Information about the applicant's training and experience;
   B. References and signed release form; and
   C. Whatever additional information is required for an evaluation of the applicant's fitness for the position for which he/she applies.

2. Each application shall be reviewed by the County Judge/Executive or Constitutional Officer and such other persons as the Judge/Executive deems appropriate.

3. No person may be appointed to a position unless verified information on an official application form indicates that the person meets the required qualifications set forth in the position description for the position.

4. All application forms filed with the County shall be kept by the Judge/Executive or Constitutional Officer, or his/her designee, for the time required by law. All applications shall be acknowledged in writing.

5. All applicants shall be given a copy of the position description and appropriate forms to comply with Americans with Disabilities Act (ADA) and other requirements.

Appointment to Positions

1. There are four types of appointments:
   A. Introductory: The first ninety (90) days of service in a position to which an employee has been appointed, promoted, re-employed, or reinstated shall constitute an introductory period. Upon successful completion of the introductory period, the employee shall receive regular status. If at any time during the introductory period the appointing authority determines that the services of the employee have been unsatisfactory or are no longer needed, an employee may be separated from his/her position without the right of appeal or a hearing.
   B. Full-Time: After successful completion of an introductory period, full-time appointments are made on a full-time basis, to full-time established positions, for an indefinite period.
   C. Part-Time: Appointments may be made on a part-time basis, to part-time positions, for an indefinite period.
   D. Temporary: Temporary appointments are made on a full-time or part-time basis, to a temporary or regularly established position, for a specified period of time not to exceed nine (9) months, unless otherwise approved by the Fiscal Court.

2. Full-time employees shall be entitled to all benefits as provided in these policies. Part-time or temporary employees shall not be entitled to any benefits unless otherwise stated in these policies.

3. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
   A. Information the applicant supplies on an application form prescribed and supplied by the County;
   B. Written, performance, or physical examinations;
   C. Interviews;
   D. Information and evaluations supplied by the references whom the applicant identifies on the application form; and
   E. Other appropriate means.

4. All persons who qualify for an appointment to a position of a particular classification shall be considered by the County Judge/Executive or Constitutional Officer for appointment. No person may be appointed to a position unless verified information on an official application form indicates that the person has the desired qualifications set forth in the position description.

5. All County employees shall be appointed and removed by the County Judge/Executive or Constitutional Officer, with approval of the Fiscal Court, unless they are employees appointed pursuant to the authorities granted to the Judge/Executive or Constitutional Officer by KRS 67.711(1).

ORIENTATION OF NEWLY EMPLOYED PERSONNEL

1. An orientation shall be made available to all new employees by their supervisor as soon as possible after their first day of employment.

2. The orientation shall consist of the following elements:
   A. Explanation of the purpose and goals of the County;
   B. Overview of the County's history, structure and operations;
   C. Overview of management policies and procedures; and
   D. Other elements deemed appropriate.

PERSONNEL RECORDS

1. A personnel file shall be maintained for each County employee by the Personnel Officer or person supervised by the Personnel Officer. All changes in the status of employees shall be recorded in these files, which shall be retained and maintained in accordance with applicable state and federal laws.

2. The file shall show:
   A. The employee's name, address and phone number or phone where employee may be reached;
   B. Position title;
   C. Hiring date;
   D. Departmental assignment;
   E. Salary;
   F. All changes in status as a County employee;
   G. Labor standards, EEO-4, immigration requirements;
   H. Whatever additional information this ordinance, other governing laws, or the County requires.

3. Personnel records of the County shall be public records as defined and controlled by the appropriate Kentucky Revised Statutes. They will be retained in accordance with the retention schedules adopted by the State Archives and Records Commission.

CLASSIFICATION OF EMPLOYEES

1. All employees of Nelson County shall be classified as full-time, part-time, or temporary/seasonal.
   A. Regular Full-Time Employee: An employee who works at least 35 hours per week on a regularly scheduled basis;
   B. Regular Part-Time Employee: An employee who works less than 35 hours per week, but on a regularly scheduled basis;
   C. Temporary or Seasonal Employee: An employee who works in a position which is of a temporary nature, either full-time or part-time. The position may be needed to meet a peak work load or for a seasonal type program such as summer

recreation. The maximum time limit for temporary or seasonal employees is (9) months.

2. Only full-time or part-time employees may occupy regular positions.

3. Full-time employees in regular positions shall be entitled to all benefits provided by the County. Part-time and temporary employees shall not be entitled to any benefits, unless specified otherwise by the Fiscal Court.

EMPLOYMENT OF RELATIVES

The employment of relatives is addressed in the Nelson County Ethics Ordinance, No. 150.102. The hiring practices of the County shall reflect the standards set forth in this ordinance.

CONDITIONS OF EMPLOYMENT

INTRODUCTORY PERIOD

Initial:

All persons initially appointed to regular positions shall be on an initial introductory period of ninety (90) days. For part-time positions, the introductory period shall be equal to 500 hours of employment.

Promotional:

Any employee who has served an initial introductory period and is promoted from within the County service to a new position shall be on an introductory period (referred to as a promotional introductory period) in the new position for a period of ninety (90) days, except for a part-time employee, who has worked for 500 hours and is awarded a full-time position in the same job as he or she worked part-time.

1. a. While on an initial introductory period, an employee may be dismissed at any time without right of appeal.
   b. An employee serving a promotional introductory period may be reinstated, without right of appeal, to the position from which he/she was promoted or to a position comparable to the one from which he/she was promoted.
2. a. The introductory period may be extended for a class of positions if it is deemed that a longer period is needed to learn the work and evaluate that effectiveness of the work performed.

3. Prior to the completion of the initial ninety (90) day introductory period, the employee's performance shall be evaluated on a preliminary basis by the supervisor or department head. A determination shall be made at that time relevant to continuation of the introductory period.

4. During the initial introductory period, a new employee shall not take vacation or sick time which has been earned or accrued. If an employee terminates before the end of the introductory period, no payment will be made for any benefits earned or accrued.

TRANSFER

Any employee occupying a regular position may request a transfer from one position to another comparable position, provided the position to which the employee is transferred is one for which he/she possess the appropriate minimum qualifications, and provided that the position applied for is vacant. The request must be in writing.

A full-time employee occupying a regular position shall be given consideration for the transfer; however, if the County Judge/Executive or Constitutional Officer deems that the best interests of the County necessitate the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.

PROMOTION

1. When a vacancy occurs in a position above the entrance level, consideration shall be given to promotion of present employees. However, if the County Judge/Executive or Constitutional Officer deems that the best interest of the County necessitate the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.

   3. An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant.

DEMOTION

In the event an employee becomes unable to perform the duties as stated in the position description, he/she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the demoted position, and the position is vacant. The employee's salary in the position to which he/she is demoted shall not exceed the maximum salary for the position, as established in the County's compensation plan.

RESIGNATION

1. An employee wishing to resign should inform his/her supervisor or department head of the intended resignation as soon as possible after the decision is made. The notice shall be in writing, and shall include the effective date of the resignation.

2. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel file.

3. The employment date of an employee who resigns and is reinstated will be the latest date of employment.

4. Any employee who is absent from work for three (3) consecutive work days without notifying his/her department head of the reason(s) for the absence will be considered to have abandoned the job and may be terminated from employment unless extraordinary justification is given which justifies the employee's failure to provide notification.

EXIT INTERVIEW

Employees departing employment with the County are encouraged to participate in an exit interview. Such an interview enables the Personnel Officer to obtain information to reduce employee turnover, provide better employee selection, improve working conditions, and obtain information that could lead to improved employee morale.

LAYOFF (REDUCTION IN FORCE - RIF)

1. The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may lay off an employee or employees because of lack of work or funds. The order of layoff shall be determined by the needs of the County.

2. Consideration shall be given to the seniority and merit of persons being considered for layoff.

3. Temporary, seasonal and initial introductory employees shall be laid off before employees occupying regular positions affected by layoff.

4. Two (2) weeks before the effective date of the layoff of an employee occupying a regular position, the County Judge/Executive or Constitutional Officer shall notify the employee of the layoff in writing. The notice shall explain the reason(s) for a duration of the layoff (if known); a copy of the notice shall be placed in the employee's personnel file.

5. An employee who has given satisfactory service and is laid off shall be eligible for reemployment in other positions, provided that he/she meets the qualifications for the position and provided that the other position is vacant.

REEMPLOYMENT/REINSTATEMENT

The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may reemploy any former employee who has resigned from the County with a satisfactory employment record or who has been laid off because of lack work or funds.

RETIREMENT

The County does not have a mandatory retirement age for its employees. It does participate in the County Employees Retirement System (CERS). All eligible employees must

follow current CERS requirements. All full-time employees, non-temporary working over 100 hours per month are required to contribute a percentage of their gross salaries to the system. All new employees must work for six (6) months before participation begins. Any employee coming to work for the County that is currently enrolled in the State or County Retirement shall be eligible for retirement benefits on the first day of employment with the County.

DEFERRED COMPENSATION PROGRAM

Each full-time employee and each part-time employee may participate in the Kentucky Deferred Compensation Program. This program usually considered as a supplement to the County retirement program, allows the employee to invest in a 401K, 457 or Roth IRA program within the state program. The employee makes all contributions to this program. The County does not make contributions on behalf of the employee.

PROGRESSIVE DISCIPLINE

1. The policy of the County is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and/or correction rather than punishment. However, willful, continued, or inexcusable breaches of County employment rules must be dealt with firmly under a uniform disciplinary policy which applies to all employees with the exception of the Sheriff's Department.

2. When an employee fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply, depending upon the circumstances involved and the severity of the offense:
   a. Verbal Warning
      (1) In the case of a minor infraction, the immediate supervisor or department head shall administer the verbal reprimand without rancor as soon as possible after the offense
      (2) The date of the verbal reprimand, along with a description of the occurrence which prompted the reprimand and any comments the employee may have made, shall be noted by the person giving the reprimand in his/her own supervisory file.

   b. Written Warning
      (1) In the case of either a second minor infraction or a more serious first infraction, the immediate supervisor or department head shall give the employee written warning specifying the reason(s) for such warning and noting any previous verbal and/or written warnings.
      (2) Written warnings shall state that the employee's performance will now be reviewed on a daily basis for improvement and shall explain the consequences of continued infractions.
      (3) The employee shall sign the written warning or the warning shall be signed by a witness; a copy of the written warning shall be forwarded to the Personnel Clerk to be placed in the employee's personnel file.

c. Suspension

(1) After either a serious violation or repeated minor violations, the supervisor or department head shall request, in writing, that the County Judge/Executive or Constitutional Officer suspend the employee with or without pay. The request shall include the reason(s) for the suspension, along with details of previous disciplinary action/s taken against the employee.

(2) The County Judge/Executive or Constitutional Officer, with the approval of the Fiscal Court, may suspend an employee for any period up to and including four (4) calendar weeks, depending upon the offense's severity.

(3) When a decision to suspend an employee is made, the County Judge/Executive or Constitutional Officer shall provide written notification to the employee within three (3) working days. The notice shall include the reason(s) for and duration of the suspension. Any Solid Waste/Road employee not wearing a safety vest will be given a verbal warning for the first occurrence and then suspended without pay for one (1) day for the second occurrence. Any further violation will be considered a serious violation and become subject to other disciplinary action.

(4) Employees suspended without pay for a period of four (4) calendar weeks shall forfeit all fringe benefits, with the exception of medical coverage.

Suspension With Pay

In situations where the County has become aware of alleged misconduct by an employee which, if substantiated, could result in disciplinary action, the appointing authority may suspend the employee with pay if it is determined the action is necessary to assure public confidence in governmental oversight of its employees, or to assure the integrity of County's inquiry into the allegations.

In the event it is necessary to suspend an employee with pay, the following procedures shall be observed:

(1) The County shall, if possible, immediately provide verbal notification to the employee, followed by written notification, within three (3) working days, informing him/her of the suspension and the nature of the allegations being investigated.

(2) Consistent with existing personnel procedures, the County shall immediately begin an investigation into the allegations against the employee. This investigation shall be carried out expeditiously, and in no instances shall it be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.

(3) Upon reaching a determination as to the culpability of the employee, the appointing authority shall take action, as follows:

i. In the event the allegations against the employee are valid, the appointing authority shall invoke disciplinary action as deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigative period; or

ii. In the event the allegations against the employee are proven to be false, the employee shall immediately be reinstated to his/her position.

(4) During the time an employee is on suspension with pay he/she is considered to be performing services for the County. Therefore, the employee must remain available to return to work within 24 hours of receiving written or verbal confirmation of his/her reinstatement from the appointing authority. In the event the employee is notified of this reinstatement verbally, the County shall provide written verification within one (1) working day.

(5) Nothing in this policy or procedure should be construed as limiting the authority of the local government to suspend an employee without pay in those instances where such action is deemed appropriate.

d. Dismissal

(1) When an offense is continually repeated, or misconduct is serious enough for discharge on the first offense, a supervisor or department head may recommend dismissal of an employee. The recommendation shall include the reason(s) for dismissal, details of previous disciplinary action taken against the employee, and the recommended effective date and time of discharge.

(2) Upon review of the supervisor or department head recommendation to dismiss, the County Judge/Executive or Constitutional Officer shall provide the employee with a letter of intent to dismiss containing: (a) the reason(s) for dismissal; (b) the details of previous disciplinary action(s) taken against the employee; and (c) the recommended effective date and time of the intended discharge.

Dismissal – Pretermination Hearing

(a) An employee who has been notified of an intent to dismiss him/her has the right to appear personally or with counsel at a pretermination hearing held before the Fiscal Court.

(b) The request for a pretermination hearing must be made within five (5) working days of the employee's receipt of the letter of intent-to-dismiss, excluding the day it was received. If the employee does not submit a request for a pretermination hearing within five (5) working days, it will be deemed that the employee has waived his/her right to a pretermination hearing.

(c) The pretermination hearing shall be held within five (5) working days after receipt of the employee's request, excluding the day it was received.

(d) The pretermination hearing is informal. It gives the employee the opportunity to respond to charges contained in the letter of notice of intent to dismiss.

(e) Within five (5) working days, excluding the day of the pretermination hearing, the Fiscal Court shall make a final determination on the termination. The employee will be notified, in writing, of the Fiscal

Court's decision by the County Judge/Executive or Constitutional Officer. The decision of the Fiscal Court shall be final.

(f) Such action shall be recorded in the employee's personnel file.

Common Infractions

The following is a list of common infractions. While this list does not include all actions that call for disciplinary action, it is intended as a guide to assist in avoiding activities that are in conflict with the principles and goals of an efficient work force.

A. Excessive absenteeism, lateness, extended meal times;
B. Gambling while on duty;
C. Abuse of sick leave;
D. Insubordination;
E. Proven theft of County property;
F. Leaving work without authorization;
G. Intoxication or use of intoxicants while on duty;
H. Reporting to work under the influence of drugs or alcohol;
I. Unauthorized use of County vehicles;
J. Provoking or inciting a fight, or fighting during work hours;
K. Mistreatment (physical or verbal) of citizens;
L. Willful neglect or abuse of County property; or
M. Deliberate falsification of time records.

POLITICAL ACTIVITY

1. No employee, as a condition of employment or continued employment, shall be required to contribute to a campaign or campaign for any candidate for political office.

2. No employee of the County shall engage in political activity during his/her assigned duty hours, while in uniform or while on County premises.

EMPLOYEE BONDING

All applicants seeking County employment which involves the handling of County funds or writing County checks shall be bondable. All employees involved in handling County funds shall be bonded at the expense of the County.

DRUG AND/OR ALCOHOL TESTING—SUBSTANCE ABUSE POLICY (Amended 6/5/07)

Section 1: Statement of Policy

Nelson County Fiscal Court is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any

Nelson County government employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes, or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Nelson County Fiscal Court has established the following policy:

A. It is a violation of County policy for any employee to use, possess, sell, trade, offer to sell, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.

B. It is a violation of County policy for any employee to report to work under the influence of or while possessing in his/her body, blood or urine, illegal drugs in any detectable amount.

C. It is a violation of County policy for any employee to report under the influence of or impaired by alcohol.

D. It is a violation of County policy for any employee to use prescription drugs illegally, i.e., to use prescriptions that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

E. Violations of this policy are subject to disciplinary action up to and including termination.

Section 2: Definitions

A. "Legal Drug" - A prescribed or over-the-counter drug, which has been legally obtained and is being used solely for the purpose for which it was prescribed.

B. "Illegal Drug" - Any drug, which a) is not legally obtainable; b) may be legally obtained but has not been legally obtained; and/or c) is being used in a manner or for a purpose other than as prescribed or for which manufactured.

C. "Abuse" - Misuse and/or inappropriate use.

D. "Reasonable Suspicion" - A conclusion which is based on an objective and justifiable belief.

Section 3: Types of Testing and Procedure

A. Pre-Employment Testing - No applicant will be considered for employment with Nelson County Fiscal Court unless he/she is drug-free. All applicants who meet requirements for employment shall submit to a urine drug test. Those who test positive for any illegal substances, or who refuse to submit to a urine drug test, will not be hired.

B. Random Drug Testing - All Nelson County Government employees identified as Safety Sensitive (see Section 4 Part B) will be subject to a random drug test. It shall be a condition of continued employment for all employees identified as Safety Sensitive to submit to routine random testing when selected.

C. Reasonable Suspicion Testing - When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulate facts and reasonable inferences may be based upon, but not limited to, the following:

1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. A report of substance abuse provide by a reliable and credible source;
4. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

D. Accident/Workers' Compensation Injury – Any Nelson County Government employee that is involved in an accident or workers' compensation injury shall be subject required to a urine drug test and breath alcohol and/or blood alcohol test.

E. Disciplinary Action – Disciplinary action up to and including termination may result from: a) an employee's refusal to submit to a breath alcohol and/or blood alcohol and urine drug test; b) a positive drug test result.

Section 4: Applicability

A. This policy is intended to apply whenever anyone is representing or conducting business for the County and applies to all employees for whom the Fiscal Court pays Workers' Compensation Insurance Premiums including all employees of all duly elected Officers of the County. This policy applies during all working hours, while on call or paid standby and while performing work on behalf of the County while on or off County property. The policy applies to all County employees with special provisions designated to those employees identified as holding Safety Sensitive positions. These positions are ones in which their performance requires an extra degree of care and diligence in the area of Safety to the community.

B. Those positions identified as Safety Sensitive include, but may not be limited to:

1. Employees who drive county-owned vehicles
2. Employees of the County Jailer
3. Animal Control Officers

4. Code Enforcement Officers
5. Paramedics
6. Emergency Medical Technicians (EMT)
7. Heavy Equipment Operators
8. Personnel driving CDL regulated vehicles
9. Mechanics who work on these regulated vehicles
10. Sheriff Deputies

Section 5: Procedures for Drug/Alcohol Testing

1. New Employees

Note: All CDL employees will have a NIDA/DOT Drug Test. All other Nelson County Employees will have a 10 Panel Drug Test.

1. The prospective employee will be sent to the health care provider.
2. A signed consent form is obtained from the prospective employee prior to the testing.
3. All medications taken by the prospective employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow DOT rules.)
4. The medical director for the health care provider reviews all prospective employees test results. The medical director will contact the prospective employee regarding any positive drug screen that may be the result of a listed medication.
5. All employee results are stored in confidential medical files.

2. Random Drug Testing

1. The health care provider will maintain two random pools.
(Note: One will be for all CDL employees and meet DOT requirements. The second will include all Safety Sensitive employees.)
2. Each month, the health care provider will communicate with Nelson County Government and update the employee pools.
3. The health care provider will send the lists to the County Judge or his designee, and the names will be drawn.
4. The random testing, once begun, will provide for alcohol and drug testing of at least 50% of all employees identified as Safety Sensitive employees.
5. The random testing will be reasonably spaced over any twelve (12) month period.
6. The health care provider will notify the specified County representative each month of the names selected, both CDL employees and Safety Sensitive employees. The date will vary each month.
7. Upon notification the employee has been selected for a random drug screen, he/she will report to the health care provider. Failure to report may lead to

disciplinary action or termination. All employees must be on the clock during the test.

8. A signed consent form is obtained from the employee prior to the testing.
9. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow DOT rules.)
10. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.
11. All employee results are stored in confidential medical files.

3. Reasonable Suspicion

1. Nelson County Government will call and advise the health care provider that they need to send an employee for this type of testing.
2. A breath alcohol test and/or blood alcohol test and urine drug screen will be performed for all reasonable suspicion. If after hours, test will be performed the next business morning.
3. A signed consent form is obtained from the employee prior to the testing.
4. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow DOT rules.)
5. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.
6. All employee results are stored in confidential medical files.

4. Accident/Workers' Compensation Injuries

1. Nelson County Government will call and advise the health care provider that they need to send an employee for this type of testing.
2. A breath alcohol test and/or blood alcohol test and urine drug screen will be performed for all post-accident testing. If after hours, test will be performed the next business morning.
3. A signed consent form is obtained from the employee prior to the testing.
4. All medications taken by the employee within the last 14 days are documented, and the employee is required to sign the form. (Note: Road Department employees will not complete this form but follow DOT rules.)
5. The medical director for the health care provider reviews all employees test results. The medical director will contact the employee regarding any positive drug screen that may be the result of a listed medication.
6. All employee results are stored in confidential medical files.

5. Reporting of Results

All test reports will be sent to the County Judge's office of Nelson County Fiscal Court. County Judge's results will be mailed to County Attorney's office.

NELSON COUNTY, KENTUCKY DRUG-FREE WORKPLACE CERTIFICATION

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. A controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments. As a condition of employment, employees will:

-Abide by the terms of the County's drug-free workplace policies
-Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction

PENALTIES for drug abuse violations occurring in the workplace will include:
-Requiring the employee to participate satisfactorily in an appropriate drug abuse assistance or rehabilitation program; or
-Taking appropriate personnel action, up to and including termination.

If a supervisor has reasonable cause to suspect an employee of illegal drug use on the job or reporting to work under the influence of the same, he/she is to refer the employee to the Personnel Officer (County Judge) for appropriate action.

An employee reporting to work on medication prescribed by a personal physician, which impairs job performance, is to immediately notify his/her supervisor. The employee must submit a doctor's note indicating how the medication would affect his/her job performance and/or health and safety of others, so appropriate steps may be taken by supervisors to alleviate any hazards.

THE DRUG-FREE AWARENESS PROGRAM is intended to inform employees about:

-The dangers of drug abuse in the workplace
-The employer's intent of maintaining a drug-free workplace
-Any available drug counseling, rehabilitation, and employee assistance programs
-The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

PLACE OF PERFORMANCE: All Nelson County work stations

I certify that I have read and will abide by Nelson County's Drug-Free Workplace Policy

_____ _____
Employee Signature Date

COMPENSATION PLAN

Pay Plan

1. A pay plan prepared pursuant to the personnel ordinance shall prescribe for each class a minimum and a maximum rate of pay and whatever intermediate steps, if any, the County Judge/Executive and Fiscal Court deem equitable.

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

3. At least once each year, the County Judge/Executive or his/her designee may:
   a. Compare the County's salary rates, compensation policies and personnel developments of the County with those of other employers, public and private, in the area;
   b. Analyze fluctuations in the cost of living;
   c. Make recommendations for amendment of the pay plan based upon comparison, analysis and examination.

4. Employees shall be given consideration prior to the beginning of the fiscal year for increase to the next step of the grade assigned to their position, pending satisfactory service and availability of County funds.

5. An appointee to a new position shall receive the minimum salary for the class to which the position is allocated, except that the County Judge/Executive and Fiscal Court may cause the appointment to be made at a salary above the minimum:
   a. In cases of unusual difficulty in filling the position; or
   b. In hiring exceptionally qualified personnel.
6. In cases where appointments have been made above the minimum, justification for these appointments shall be made by the County Judge/Executive in writing.

Hours of Work

1. Each employee shall work according to a schedule of hours determined by his/her supervisor. Non supervisory full-time employees shall work at least 35 hours per week.

2. Flexible work schedules may be utilized as agreed to in writing between each employee and his/her department head with the County Judge/Executive's or Constitutional Officer approval.

3. Mandatory Required Work. The nature of services provided by County government may require additional work beyond regular work hours. Department heads may require work beyond regular scheduled hours.

Overtime

1. In order to determine whether an employee will receive overtime pay for hours worked in excess of forty (40) hours per week, each class shall be declared "exempt" or "non-exempt" in accordance with provisions of existing labor laws. Exempt employees shall not be compensated in cash for overtime worked. Non-exempt employees shall receive overtime pay at the rate of one and one-half (1.5) times the hourly wages for actual hours worked in excess of forty (40) hours in any work week. Non-exempt employees who are required to work all seven (7) days in a workweek shall receive overtime pay at the rate of one and one-half times the hourly wage for all hours worked on the seventh day of the work week if the cumulative weekly total exceeds 40 hours.

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

3. Holidays for which employees are paid, but which are not worked, cannot be used for computing overtime.

4. Overtime work shall be approved in advance by the employee's immediate supervisor whenever possible, and shall be kept at the minimum consistent with maintenance of essential services and the County's financial resources.

Call-Out Pay

The nature of services provided by County government sometimes requires that employees may be called out to perform certain types of work. It is the policy of the County that any employee who is called out to perform work on an "call-out" basis shall be paid a minimum of four (4) hours pay at the employee's regular rate of pay.

Workweek

1. The official workweek begins on Saturday at 12:01 a.m. and ends on Friday at midnight, which the exception of EMS department, whose workweek begins at 7:01 a.m. on Friday and ends on the next Friday at 7:00 a.m.

2. The County may change the official workweek at any time, but not to avoid overtime provisions.

Outside Employment

County employees owe their primary work allegiance and energies to their County job. Any outside employment which interferes with or creates a conflict of interest with the employee's County employment is prohibited.

EMPLOYEE BENEFITS

Employee benefits constitute a basic ingredient in personnel administration. Benefits provided by Nelson County include the following:

Holidays

1. Any full-time employees occupying regular position/s shall receive time off or equivalent compensation at the regular rate of pay for each holiday. Holidays include:
   a. The first day of January (New Year's Day)
   b. Good Friday (half day);
   c. The last Monday in May (Memorial Day)
   d. The Fourth of July (Independence Day);
   e. The first Monday in September (Labor Day);
   f. The fourth Thursday in November (Thanksgiving Day) and the following Friday;
   g. The twenty-fourth day of December (Christmas Eve); and
   h. The twenty-fifth day of December (Christmas Day).

2. When any holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When any holiday listed above falls on a Sunday, it will be observed on the following Monday.

3. In addition to the above, any day may be designated as a holiday by proclamation of the County Judge/Executive, with the approval of the Fiscal Court.

4. Holiday pay is pay at the regular rate.

5. Employees who are on unpaid leave the scheduled work day before and the scheduled work day after a holiday will not receive holiday pay.

Vacation Leave

1. All employees occupying regular full-time positions shall be entitled to vacation leave on the following schedule and said schedule shall be retroactive for all employees who were hired on or after September 1, 2018:

Anniversary Date	Earned Vacation	Total Accumulated
90 days	40 hours	
1 year	40 hours	80
2 years, 3 years and 4 years	80 hours	80
5 or more years	120 hours	120

2. All employees will receive his/her earned vacation balance on the pay date that includes their employment anniversary date. Any employee who takes unpaid time off during their twelve (12) month time period preceding their anniversary date will be awarded a prorated amount of vacation time. The prorated amount will be calculated based on actual paid hours in the prior twelve (12) months. You must have 1,820 paid hours to receive the full earned vacation. (Exception: Employees receiving Worker's Compensation Benefits will be counted as paid hours).

3. Vacation leave may not be taken by employees serving an initial introductory period; employees on promotional introductory period may take accrued vacation leave.

4. Vacation leave should be requested two (2) weeks in advance. Vacation leave may be disapproved if the employee's services are required at the requested time.

5. An employee may accrue vacation leave up to 240 hours. All vacation leave accrued over 240 hours will be credited to sick leave.

6. If you resign or are dismissed from County government, you will be paid for all accumulated vacation leave up to the legal maximum hours (240) that you are permitted to carryover from year to year and/or unused bank time, provided that you give Nelson County at least 14 calendar days written notice of your final work day. If you do not give 14 days notice, the County can refuse to pay you for any vacation time that you have accumulated.

7. When a former employee is reinstated, the person shall be considered a new employee for vacation leave purposes.

8. Employees absent because of sickness, injury or disability may use accrued vacation leave instead of accrued sick leave.

9. Compensation in cash for vacation leave in lieu of time off may be given up to 40 hours every six (6) months but you shall not go below a 40 hour balance.

10. The Personnel Clerk shall ensure that accurate records are kept for vacation leave allowance, vacation leave taken, and the current accrued leave for each employee. Vacation leave must be taken in increments of not less than one (1) hour, with the exception of EMS department, which shall be four (4) hour increments.

Sick Leave

Sick leave is provided so that an employee will not be seriously handicapped financially if he/she is unable to work because of illness. Sick leave abuse may be cause for personnel action, up to and including dismissal.

All employees occupying regular full-time positions shall be entitled to sick leave on the following schedule and said schedule shall be retroactive for all employees who were hired on or after September 1, 2018:

Time of Continuous Service	Earned Sick
90 days	12 hours
6 months	12 hours
9 months	12 hours
1 year	12 hours
Anniversary Date Thereafter	48 hours

1. All employees occupying full-time regular positions shall receive four (4) hours of sick leave credit for each month of service.

   a. All employees will receive his/her earned sick balance on the pay date that includes their employment anniversary date.
   b. Sick leave credit may be utilized by employees when they are unable to perform their duties because of sickness, injury, childbirth, or when they are quarantined, or when their absence from work is required due to sickness in the immediate family.
   c. All foreseeable leave for such purposes shall require specific prior written approval of the department head.
   d. In the event of sick leave is taken for three (3) consecutive days for any purpose, the department head or Personnel Officer shall require a certificate from a medical doctor giving information as to the circumstances involved.
   e. Consistent with the Pregnancy Discrimination Act of 1978, pregnancy/childbirth shall be treated as a temporary disability, and is eligible for use of sick leave. The ability of the employee to return to work shall be determined by the employee's physician, consistent with the individual medical needs of the employee. Before returning to work the employee must provide documentation from their physician indicating the employee may return to their job.

3. All employees will receive his/her earned sick balance on the pay date that includes their employment anniversary date. Any employee who takes unpaid time off during their twelve (12) month time period preceding their anniversary date will be awarded a prorated amount of sick time. The prorated amount will be calculated based on actual paid hours in the prior twelve (12) months. You must have 1,820 paid hours to receive the full earned sick. (Exception: Employees receiving Worker's Compensation Benefits will be counted as paid hours).

4. When an employee takes sick leave, his/her immediate supervisor shall be informed of the fact and the reason(s) thereof no later than one hour before the time the employee was scheduled to report to work. Failure to notify the supervisor may be cause for disallowing the use of sick leave during the period of absence.

5. Absence for a part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one hour.

6. The County Judge/Executive or his/her designee shall keep records of sick leave allowance, sick leave taken and balance of sick leave allowance for individual employees. An employee fraudulently obtaining sick leave, or a department head falsely certifying sick leave allowance for absence from work, may be suspended or dismissed. Abuse of sick leave shall be cause for disciplinary action, up to and including dismissal.

7. Absences on account of sickness, injury or disability in excess of that authorization for such purposes may, at the request of the employee, and with the approval of the department head, be charged to vacation leave credit.

8. The number of sick hours that employees may accrue shall be unlimited. Upon termination of employment with the County, unused sick leave shall be paid.

9. Upon retirement employees shall be allowed to apply up to six (6) months unused sick leave towards retirement, consistent with regulations governing such use by the County Employees Retirement System.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 requires "covered" employers with at least 50 employees to provide "eligible" employees with up to 12 workweeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons.

EMPLOYEE COVERAGE

The FMLA applies to all public agencies, including state, local, and federal employers. Thus, Nelson County is a "covered" employer as defined in the legislation.

Nelson County hereby adopts the most current version of the United States Department of Labor, Wage and Hour Division Publication on Employee Rights and Responsibilities Under the Family and Medical Leave Act, the most current version of which is attached hereto incorporated by this reference and which shall be updated with any revisions of said publication.

LEAVE ENTITLEMENT

Nelson County will grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12 month period, beginning from the date an employee's first FMLA leave begins, for reasons set forth in the above referenced publication.

SUBSTITUTION OF PAID LEAVE

It is the policy of Nelson County that employees will be required to substitute accumulated paid leave for FMLA leave. Respectively, the employee shall utilize sick leave and vacation leave in place of unpaid leave. To the extent the employee does not have 12 weeks of accumulated leave, the remainder shall be unpaid leave.

The County expressly reserves the right to deny the previous job to "key employees" in instances where such restoration would result in substantial and grievous economic injury to the County. "Key employee" is defined as a salaried FMLA-eligible employee who is among the highest 10 percent of all County employees.

FISCAL COURT ORDERS

Insert WHD Publication 1420 Revised February 2013

Funeral Leave

1. Employees occupying regular full-time positions shall be granted three (3) consecutive paid working days off in case of death in the immediate family.

2. Immediate family shall include parents, grandparents, spouse, brothers, sisters, children, ~~and~~ grandchildren, current mother-in-law and current father-in-law.

3. Employees occupying regular full-time positions shall be granted one (1) working day off in case of death of grandparents-in-law, sister-in-law, brother-in-law of current marriage, any related step-family, nieces and nephews (on both sides of family), aunt and uncle on both sides of the family, and current son-in-law and current daughter-in-law.

4. In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee may use sick leave, vacation leave, or time without pay upon receiving approval from the County Judge/Executive.

Special Leave

1. The County Judge/Executive may authorize special leaves of absence with or without pay for employees occupying regular positions for any period or periods not to exceed two (2) weeks in any calendar year for purposes deemed beneficial to the County.

2. The County has created a sick/vacation leave sharing program. An employee who has accrued a sick/vacation leave balance of more than seventy five (75) hours may request in writing that the appointing authority of the County for which the employee works makes available for transfer a specified amount of his or her sick/vacation leave balance to another named employee authorized to receive sick/vacation leave. The employee may not request a transfer of an amount of sick/vacation leave that would result in reducing his or her sick/vacation leave balance to less than seventy-five (75) hours.

3. Upon recommendation of the Fiscal Court, the County Judge/Executive may authorize special leaves with or without pay for employees in regular positions for any period or periods for purposes that are deemed beneficial to the County.

Military Leave (KRS 61.396)

Any employee occupying a full-time regular position with the County who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Service, shall be entitled to paid military leave for intervals not exceeding fifteen (15) calendar days in any one calendar year for the purpose of attending annual mandatory training. A request in writing for military leave must be presented to the Personnel Officer not less than two (2) weeks prior to the beginning of the leave period. Failure to give such notice shall be cause for refusal to pay for such leave.

Voting Leave (KRS 118.035)

Any County employee entitled to vote at any election in this state shall, if he/she has made application for leave prior to the day of election, be entitled to absent him/herself from any services or employment of the County for a period of four (4) hours on the day of the election, between the time of opening and closing the polls. The County maintains the authority to specify the hours during which the employee may take voting leave. Voting leave shall be unpaid leave.

Jury Duty/Court Leave

1. In the event an employee is requested to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. All employees serving on jury duty shall be absent from work only during the times required by the courts.

2. County employees required to appear in court in a case related to their employment shall be paid at the same rate of pay they normally receive. When court time and normal work hours exceed forty (40) hours in a specific work week, the overtime rate shall be paid.

3. An employee involved in a personal case, either as a plaintiff or defendant, in a suit not resulting from duties performed on behalf of the county, may be granted leave, provided such leave is deducted from the employee's accrued vacation *or sick* time or classified as leave without pay.

INSURANCE

A. Hospitalization

1. A hospitalization and surgical plan is available to all full-time County employees. Single policy holders shall pay an amount, set annually by Nelson Fiscal Court, per month towards their health insurance policy, with County government paying the remaining cost. Family policy holders shall pay an amount, set annually by Nelson Fiscal Court, per month towards the cost of their health insurance policy, with County government paying the remaining cost.

2. All participating employees are subject to the terms and conditions of the group insurance plans provided by the County.

3. This policy is subject to change due to adjustments in the insurance carriers' rates.

Consolidated Omnibus Budget Reconciliation Act - (COBRA)

The Consolidated Omnibus Budget Reconciliation Act requires employers sponsoring group health plans to offer employees and certain eligible dependents the opportunity to purchase a temporary extension of health coverage, at group rates, in certain instances when coverage under the plan would otherwise end. The following information is intended to give employees of Nelson County information regarding your rights and obligations under this federal legislation.

Qualifying Events

Employees and eligible dependents provided health insurance by the county are entitled to purchase continuation coverage if a "qualifying event", as described below, occurs:

a. Termination of Employment/Reduction of Hours - An employee and his eligible dependents can purchase up to 18 months of COBRA coverage if the employee (and his/her dependents) lose health coverage as a result of the employee terminating employment (other than as a result of gross misconduct) or reducing the employee's hours of employment.

b. Death, Divorce, Entitlement to Medicare, or Loss of Dependent Status - An employee's eligible dependents can purchase up to 36 months of COBRA coverage if the dependents lose health coverage because of the employee's death, divorce/legal separation, or entitlement to Medicare, or because the dependent ceases to be an eligible dependent under the plan.

Eligible Dependent

A dependent is eligible to purchase COBRA coverage if the dependent was covered under the group plan on the day before a COBRA event and will lose coverage as a result of the COBRA event. Each affected employee and dependent can make a separate election whether or not to purchase COBRA coverage. An employee or dependent cannot, however, elect COBRA if he/she was entitled to receive Medicare on the day before the COBRA event.

Employer Notification of Employee/Dependent Eligibility

Upon an employee being hired into a position that is provided health insurance by the county, the employee shall be provided notification of the COBRA program and its applicability to the employee. Additionally, within 14 days of a qualifying event, the county will provide the employee and eligible dependents with notification of the opportunity to purchase COBRA coverage.

Timeframe for Selecting Coverage

The deadline for making a COBRA election is 60 days after the later of the date the required COBRA notice is sent or the date coverage would otherwise end if COBRA coverage is not elected.

Premium for COBRA Coverage

Employees or eligible dependents who elect to purchase COBRA coverage will be charged 102% of the cost of providing the coverage. Under certain circumstances, employees who are determined by the Social Security Administration to be disabled when their employment is terminated are entitled to extend their coverage from 18 months to 29 months. In such cases the premium for the additional 9 months of coverage may be as much as 150% of the cost of providing coverage.

Payment of Premium

The first premium payment must be made within 45 days after the date the employee or dependent elects to purchase COBRA coverage. Beginning with the second month after the

election date, all premiums must be paid on a monthly basis and each monthly premium is due on the first day of the month. Payments can be paid no later than the 30th day of the month.

Termination of Coverage

The COBRA coverage period will end on the first to occur of the following dates:

-the date the 18, 29 or 36 month maximum coverage period ends;

-the date the employer terminates all group health plans;

-the first day an employee or dependent fails to timely pay the COBRA premiums;

-the date the employee or dependent is covered under another group health plan, unless the other group plan excludes or limits coverage for a preexisting condition affecting the employee or dependent; or

-the first date the employee or dependent is entitled to Medicare benefits.

B. Workers' Compensation Insurance

Workers' Compensation Insurance provides medical and hospitalization expense benefits as well as partial payment in lieu of salary for workers injured on the job. The County pays 100% of this form of insurance.

C. Unemployment Insurance

All employees are covered under this program. Nelson County pays 100% of the cost for this coverage. An individual who terminates his/her employment with the County may or may not be eligible to receive payments under this program, depending upon the circumstances involved in the termination.

D. Social Security

The County and the employee both contribute to the Social Security program at rates specified by the U. S. Congress.

Section 125 Cafeteria Plan

Each full-time employee may participate in the Section 125 Cafeteria Plan. This is a pretax plan for health, dental, vision, short term disability insurance premiums. Once enrolled, an employee must remain a participant until the next open enrollment period, (which is June of each year). The plan is legally binding and irrevocable, except when a change of status has occurred. (Marriage, Divorce, Death of Spouse or Child, Birth or Adoption of Child, Termination of Spouse's Employment, Child Coming of Age are considered changes of status). The employee will continue to participate in the Section 125 Cafeteria Plan from year to year unless the employee cancels during the enrollment period. The County pays the cost of participating in this plan for each employee, but not necessarily the cost of the insurance premiums.

INCLEMENT WEATHER

In the event of occurrence of weather conditions in which travel to and from work may jeopardize the safety of employees, County offices may be closed at the direction of the County Judge/Executive. Employees will be notified of this action in a timely and appropriate manner.

Where individual circumstances exist, such as longer than average distance of travel to and from the work place, the employee must notify his/her supervisor, and may exercise his/her own judgment in not reporting to work. If County offices are not subsequently closed, this time off will be charged at the discretion of the employee to vacation leave or leave without pay.

EXPENSE REIMBURSEMENT

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

1. Any employee of the County incurring expenses for prior approved County related business or travel, meals, and expenses outside the County shall be reimbursed as follows:
   a. Official travel in privately owned vehicles shall be reimbursed at the rate schedule paid by the Commonwealth of Kentucky.
   b. Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the County Judge/Executive may authorize other travel means.
   c. Other necessary expenses may be authorized and approved for reimbursement at the actual rate of expenditure, as deemed appropriate. This shall include expenses for meals and lodging.
   d. Conference and registration fees shall be approved in advance by the County Judge/Executive, and may be prepaid when necessary and appropriate.
   e. Use of rental vehicles must be approved in advance, or justification provided that shows the use of such vehicle was more feasible than other types of available transportation.
   f. Tips for meals are reimbursable at a rate of fifteen percent of the price of the meal.
   g. Telephone calls for the purpose of County business are reimbursable at the actual rate.
   h. Other necessary expenses which were unforeseeable prior to travel may be approved by the County Judge/Executive, with the approval of the Fiscal Court, upon presentation of documentation of the need for such expense.

2. a. Receipts for all expenditures shall be obtained and attached to the request for reimbursement, which must be completed as soon as possible upon completion of travel.
   b. All requests for reimbursements shall be signed by the supervisor.

3. Employees violating this section will be subject to appropriate disciplinary action.

CELL PHONE USE

All County employees who are provided with a County cell phone are permitted to use the County phone for normal personal use so long as the minutes do not exceed the plan allotment. Any minutes over the planned allotment must be reimbursed to the County.

Employees assigned cell phones should make themselves available to take calls after hours for the personnel use.

(Adopted February 1, 2011)

Cell phone use (texting included) shall be prohibited during working hours for employees while operating vehicles requiring Commercial Drivers License (CDL) or conducting flagging operations. This policy shall be applicable to drivers and work being conducted at the rear of the trucks (for example: garbage tippers, road department operators). If cell phone use is necessary or for an emergency, the employee shall park the CDL vehicle in a safe and appropriate location prior to the cell phone use. Bluetooth, ear pieces or other wireless devices shall not be allowed under this policy.

Each department may implement a more strict cell phone policy to fit individual departments' needs provided the more strict policy has been approved by the Fiscal Court. Disciplinary actions for a violation of such shall not exceed ordinance standards.

Violations of this policy shall be suspended without pay for one (1) day. Any further violation will be considered a serious violation and become subject to other disciplinary action.

COUNTY VEHICLE USE

All County employees who are provided with a County vehicle are not permitted to use the vehicle for personal purposes, other than for commuting to and from work or de minimis[1] personal use. Tobacco and vaping use is not permitted in a county vehicle.

[1]De minimis personal use is minimal use such as a stop for personal errand on the way between a business delivery and/or the employee's home or work place. Delivering and picking up children to school is also considered de minimis personal use.

GRIEVANCE PROCEDURE

From time to time, differences may arise between employees and employers. Every attempt should be made by both to resolve these differences on an informal basis.

Pending failure of resolution on an informal basis, any grievance or dispute which may arise from employment with the County shall be resolved in the following manner:

Step One:

1. a. The aggrieved 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 its occurrence.

   b. The grievance (and all subsequent appeals) shall be in writing, and shall set forth the reasons and grounds for the grievance along with statement of the relief

sought. The supervisor shall attempt to adjust the matter and shall respond to the employee in writing within three (3) working days.

c. If the grievance is with the supervisor, the aggrieving employee will begin the grievance procedure at Step Two.

Step Two:

1. a. If the grievance remains unresolved, it may then be presented by the aggrieved employee to the County Judge/Executive or Constitutional Officer within three (3) working days after receiving the department head's written response.

b. The County Judge/Executive or Constitutional Officer shall hear both parties and shall resolve the grievance/s within ten (10) working days. The decision of the County Judge/Executive or Constitutional Officer is final.

EMPLOYER PROVIDED ITEMS

All employees who are provided county owned property including but not limited to uniforms, clothing, tools or other work related items; will be required to sign an agreement with Nelson County Fiscal Court. if there is a change in employment status (i.e. the employee quits, is terminated or changes job positions), employee shall return any and all items provided to him by Nelson County to employee's immediate supervisor within two (2) days of the change of employment status. If the employee does not return the items within two (2) days, the employee specifically permits Nelson County to withhold from any part of the employee's wages an amount sufficient to compensate Nelson County for its expenditures or for the value of the items that the employee has retained.

BOOT ALLOWANCE

Employees who are required to wear steel-toed and Ansi approved safety shoes will receive reimbursement of $100.00 annually or at the discretion of the supervisor.

It is the supervisor's responsibility to make sure that all safety shoes purchased meet all safety requirements and standards.

SEVERABILITY

If any provision/s of these policies and procedures, classification plan, or compensation plan, or any provision/s of their subsequent application/s are held invalid, such invalidation does not affect the remainder of this ordinance or its application/s.

DISCLAIMER

Information included in these personnel policies and procedures, classification and compensation plans is not intended to represent a contract, and may be changed by the County without notice.

The term "regular position" indicates the position(s) in each class created by ordinance. The class(es) and/or number of positions in each may be changed by the County without notice, and the employee(s) occupying the position(s) may be affected by such changes.

REPEALER

Any prior ordinances that apply to the County's personnel program shall be explicitly repealed.

CERTIFICATE OF RECEIPT

During your first ninety (90) days of employment, you will be an introductory employee. This is expected to be a period of adjustment and learning. This period should also be considered an employment test. You are not guaranteed employment during the initial introductory period nor are you guaranteed employment upon the completion of your initial introductory period.

These personnel policies are not a contract of employment. Any individual may voluntarily leave employment and may be terminated by the employer at any time and for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of these policies are subject to change at any time at the discretion of the employer.

It is your responsibility to be familiar with the contents of this manual. Its contents will help guide you toward job behavior which reflects credit upon you and Nelson County.

I certify that I have received and read a copy of the Personnel Policies and Procedures of Nelson County.

_____ _____

SIGNATURE DATE

FISCAL COURT ORDERS

NELSON COUNTY - KENTUCKY

DEAN WATTS, County Judge Executive
P.O. BOX 578 • One Court Square, 2nd Floor
BARDSTOWN, KENTUCKY 40004-0578

Phone: (502) 348-1800
Fax: (502) 348-1873

Proclamation

To all to whom these presents shall come:

WHEREAS, The Kentucky Extension Homemakers Association, Inc. has more than 13,900 members in more than 800 clubs throughout the Commonwealth; and

WHEREAS, This organization is dedicated to improving the quality of life for families and communities through leadership development, volunteer service and education; and

WHEREAS, The organization has worked to achieve this mission for 87 years, providing service in communities across Kentucky; and

WHEREAS, This organization continues to endeavor to strengthen, develop, coordinate and extend adult education in Family & Consumer Sciences in cooperation with the University of Kentucky Cooperative Extension Service; and

NOW, THEREFORE, I, DEAN WATTS, Judge Executive of Nelson County Kentucky, do hereby proclaim **October 13th to 19th, 2019** as

KENTUCKY EXTENSION HOMEMAKERS WEEK

and urge all citizens to participate in Extension Homemakers activities in their communities.

Done in the County of Nelson, Commonwealth of Kentucky, this **1st day of October**, in the year of our Lord **Two Thousand Nineteen.**

Dean Watts

Dean Watts, Nelson County Judge Executive

Kentucky UNBRIDLED SPIRIT

Working For Progress In Unity With
Bardstown • Bloomfield • Fairfield • New Haven

FISCAL COURT ORDERS

October 1st, 2019

Fiscal Court Notes:

Emergency Services Activity for the period September 18th to September 30, 2019:

EMS Department:

1) **Some of our staff members attended the State EMS Conference in Lexington.**
2) **Eva was in charge of all the Education and Keynote speakers for this year's conference and did a yeoman's job.**
   One of Nelson County's citizens, Alex Guinn, was nominated and received the "Above and Beyond Award" at the EMS Conference awards Banquet held on Thursday night. Alex received the award for removing a person from a burning vehicle in January 2017.
3) **Multiple crews covered the Bourbon Festival Events as well as three local football games. EMS staff along with the help of Bardstown Fire Dept staffed a "Medical Triage Tent" on the great lawn with only a few minor injuries reported.**
4) **We have taken delivery of the new Zoll Cardiac monitors, Video Laryngoscopes and the Lucas CPR Devices. We will begin training staff the Week of October 14th and will place the equipment in service once all staff have been trained.**
5) **Applied to Heartland Trail Coalition for a $3000.00 grant to be used for the purchase of naloxone, (NARCAN) for our agency.**

EM Department:

1) **Provided and staged the Mobile Command and Mass Triage trailers in the area of Bardstown Fire use during the activities on the Great Lawn.**
2) **Applied to KY Emergency Management for a "Special Project" grant to replace the siren at the Airport. Total cost is $15,700.00**
3) **Will be performing semiannual weather siren maintenance over the next few weeks.**
4) **Working to secure radio equipment needed to update the Command Trailer in order to address the digital applications.**

Both Departments will be participating in the "Truck or Treat" October 27th, 5pm to 7pm at the Justice Center

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FISCAL COURT ORDERS

Population Reporting Form 10/1/2019

Main Jail

Secure Male		Secure Female	
Class D	10	Class D	2
Alt. Sentence	0	Alt. Sentence	0
Controlled Intake	10	Controlled Intake	1
Parole Violators	5	Parole Violators	1
Federal Inmates	0	Federal Inmates	0
County Inmates	82	County Inmates	16
Total	107	Total	20

Non Secure Male		Non Secure Female	
Class D	10	Class D	5
Class C	0	Class C	1
Alt. Sentence	4	Alt. Sentence	0
Total	14	Total	6

Restricted Custody Center (RCC)

Non Secure Male		Non Secure Female	
Class D		Class D	
Class C		Class C	
Alt. Sentence		Alt. Sentence	
Federal Inmates		Federal Inmates	
County Inmates		County Inmates	
Total	0	Total	0

Jail Restricted Custody (JRC)

Non Secure Male		Non Secure Female	
Class D		Class D	
Class C		Class C	
Alt. Sentence		Alt. Sentence	
Federal Inmates		Federal Inmates	
County Inmates		County Inmates	
Total	0	Total	0

Secure is CI, PV, Level 2A, 3, 4, 5
Non Secure is Level 1 or 2

Revised 07/27/2018(2)

FISCAL COURT ORDERS

		Surplus	Miles	Notes
Chevy Silverado 1500	2005	1GCEC19V952193091	191,879	Extended Cab
Chevy Silverado 1500	1989	2GCDC14Z0L1140212		Regular Cab
Truck Short bed off F250	2012			

FISCAL COURT ORDERS

NELSON COUNTY - KENTUCKY

DEAN WATTS, County Judge Executive
P.O. BOX 578 • One Court Square, 2nd Floor
BARDSTOWN, KENTUCKY 40004-0578

Phone: (502) 348-1800
Fax: (502) 348-1873

NELSON COUNTY JUDGE EXECUTIVE ORDER
OPEN BURNING BAN
September 30, 2019

IT IS HEREBY ORDERED that due to excessive dryness and fire hazard conditions, pursuant to Kentucky Statute, I do hereby issue a **NO OUTSIDE BURN ORDER** county wide, effective immediately, banning all open burning in all areas of Nelson County, Kentucky.

This Order includes the lighting of fireworks and burning of any material outdoors.

A lack of rain in recent weeks has produced dry conditions in area grasslands and woodlands, lawns and shrubbery, which poses an increased risk of damage from wildfires caused by open burning and fireworks.

Exceptions for the use of fireworks during this emergency ban will be permitted for fireworks presentations supervised by pyrotechnics professionals, or may otherwise be permitted by Bardstown City government within the City Limits of Bardstown.

IT IS HEREBY ORDERED that this ban be effective immediately and will be lifted by order, after sufficient rainfall to abate the hazardous conditions.

Kentucky Revised Statutes provides for penalties for violations of not less than $50.00 or no more than $500.00.

This 30th day of September 2019.

Dean Watts

DEAN WATTS
NELSON COUNTY JUDGE EXECUTIVE

Kentucky UNBRIDLED SPIRIT

Working For Progress In Unity With
Bardstown • Bloomfield • Fairfield • New Haven

FISCAL COURT ORDERS

Bethany Haven, Inc.
of Bardstown and Nelson County

PO Box 601
Bardstown, KY 40004
Office: 502-349-7239

Honorable Dean Watts
County Judge Executive
1 Court Square
Bardstown, KY 40004

RE: Request for Funding – Bethany Haven Shelter

Dear Judge Watts:

Thank you for taking the time to meet with us concerning the operations of Bethany Haven Shelter and its Room in the Inn (RITI) program. Bethany Haven's shelter provides transitional housing and food to women, children, and married couples and assists them in obtaining permanent housing. The average stay for a resident is 4 months. Our shelter has seven bedrooms and we average 10-15 residents at a time. We always have a waiting list. With the participation of over 20 churches and religious organizations in Nelson County, the Room in the Inn program provides emergency shelter to homeless men, women, and children. Over the last year, we had over 150 separate guests and provided over 1100 bed nights in the RITI program. They ranged in age from infants to senior citizens. *Over 75% of our residents and guests are from Bardstown or Nelson County.*

Bethany Haven is an independent, non-affiliated, non-profit governed by a Board of community members from a wide variety of faiths. It is the only organization in Nelson County that provides or coordinates the care for the homeless in our community. Our budget for the fiscal year 2019-2020 is $103,000.

As you know, historically, local government was responsible for the care of its most indigent community members. Over the years, charitable organizations like Bethany Haven have helped provide such care with philanthropic and government support. As we discussed, many local governments provide a level of funding for the care of its homeless population.[1] We have just completed a much-needed interior renovation of the shelter as well as purchased fire escape ladders for each upstairs bedroom. Additionally, we recently borrowed funds to purchase property within sight of our current shelter to eventually expand our capacity to shelter families. While these costs will help us better serve the homeless with compassion, they are substantial for our limited resources. To assist us in our ongoing care, we respectfully request a total allocation of $15,000 from Fiscal Court for our current fiscal year. As we seek to expand services to enable our homeless to regain permanent and affordable housing, this support from the Fiscal Court will help in that effort to care for the most vulnerable in our community.

We welcome the opportunity to present our request or answer any questions about our operations at the convenience of the Fiscal Court.

Sincerely,

Celeste Dawson, Board Member

Matthew Bowman, Chairperson

[1] Nelson Co. Fiscal Court has done this for many years by paying for the shelter's rent ($3600/yr) and some supplies (approx. $2000/yr). The City of Bardstown allocated $10,000 for our current fiscal year to assist Bethany Haven. Bullitt Co. Fiscal Court provide $20,000 per year to its local RITI program.

We gratefully acknowledge our major donors:

Sisters of Mercy / Hermanas de la Misericordia — LIVE UNITED United Way — Sisters of Charity of Nazareth

e. Building-mounted signs shall not extend above the peak, or highest point of the roof.

3. Incidental Signs

A sign, generally informational, that has a purpose secondary to the use of the lot on which it is located, such as "no parking," "entrance," "loading only," "telephone," and other similar directives. No sign with a commercial message legible from a position off the lot on which the sign is located shall be considered incidental. Not to exceed the area and the number necessary to convey the intended message. Incidental signs do not require a permit.

4. Projecting Signs

a. May be counted as either free—standing or wall— mounted sign.

b. Must have nine (9) feet of clearance above sidewalk.

c. May not project more than ten (10) feet from building nor be any closer than eighteen (18) inches from curb or driving lane.

d. May not extend above the peak of the roof.

e. A two or more story building may not have projecting signs above twenty (20) feet high.

5. Off-Site Advertising Signs: allowed in all Zoning Districts, except single family residential districts, subject to the following restrictions and guidelines:

a. A conditional sign permit is granted by Nelson Fiscal Court after a public hearing for which all adjoining property owners were notified fourteen (14) days in advance. The permit is good for up to two years and is renewable. If more than one business is requesting a sign and they are located back same road then said sign must be shared equally by each business. Only one is allowed at any intersection.

b. The sign can be no larger than 32 square feet in size, with a maximum of two sign faces, facing opposite directions, back to back.

c. Any off-site advertising sign is allowed in lieu of an otherwise permitted sign not in addition to other signs, and shall meet all other requirements for free—standing signs on the lot on which is located.

d. A conditional sign permit should be granted in extraordinary circumstances where the ordinary application of the sign regulations creates a hardship on the applicant, i.e., where the property is not visible from a major highway, or where there is not sufficient room on the property to have an effective on—premises sign. Off—premises signs that are proposed primarily for the purpose of increasing an already conforming amount of advertising space should not be allowed. The sign should be primarily for directional purposes only.

6. Visual Elements Not Allowed

FISCAL COURT ORDERS

FISCAL COURT ORDERS

Useful Things Antiques & Collectibles Store

11 Crenshaw Ln, Cox's Creek, KY 40013

(502) 541-9546

To whom it may concern: This is a waiver attached to the sign in which MS. Colleen Cusick is giving permission to Useful Things Antique & Collectables store to place on her property located at the corner of Hwy 523 and Hwy 31E, on the Colonel Cox's Road side of Hwy 31E, located in Cox's Creek Kentucky. In the event that the sign is damaged, stolen or vandalized, by any means, MS. Cusick will not be held responsible.

Signature: Colleen Cusick Date: 9-12-19

James Cusick

Signature: Barbara Thornberry Date: 9-12-19

Notary Republic:

Signature: _____ Date: _____

FISCAL COURT ORDERS

Useful Things Antiques and Collectibles Store

11 Crenshaw Ln, Cox's Creek, KY 40013

(502)541-9546

To whom it may concern: I Jeanie Smith give Barbara Thornsberry, owner of Useful Things Antiques and Collectibles, permission to place a 4' x 8' sign on Ms. Jeanie Smith's property, located at the corner of Hwy 480 and Hwy 31E, on the Colonel Cox's Road side of Hwy 31E, located in Cox's Creek Kentucky.

Sign description - Directional sign, approved by Jeanie Smith

Signature: Jeannie Smith Date: 9-21-19

Signature: Barbara Thornsberry Date: 9-12-19

Notary Republic:

Signature: _____ Date: _____

FISCAL COURT ORDERS

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62A385(1-01)

SHERIFF'S OFFICIAL RECEIPT
FOR PROPERTY TAX BILLS FOR 2019

Nelson County
9/20/2019

Totals of Tax Bills Received for Taxes Due Each Taxing District

1 State Taxes				
Real Estate	2,982,054,501	@ 12.20	$	3,638,106.49
Real Estate	51,056,665	@ 1.50	$	7,658.50
Unmined Coal		@	$	-
Tangible .45	108,848,023	@ 45.00	$	489,816.10
Tangible .05	160,701,228	@ 5.00	$	80,350.61
Tangible .15	389,741,644	@ 15.00	$	584,612.47
Tangible .015	5,881,115	@ 1.50	$	882.17
Tangible .001	1,308,985	@ 0.10	$	13.09
Total			$	4,801,439.43
2 County Taxes				
Real Estate	2,982,054,501	@ 14.20	$	4,234,517.39
Tangible(Full)	185,301,203	@ 14.20	$	263,127.71
Boats/Air	1,490,400	@ 14.20	$	2,116.37
		@	$	-
Total			$	4,499,761.47
2 Common School Taxes				
Real Estate	2,077,685,423	@ 75.30	$	15,644,971.24
Tangible	68,562,027	@ 75.30	$	516,272.06
		@	$	-
Total			$	16,161,243.30
3 Special Levies				
Library				
Real Estate	2,982,054,501	@ 7.40	$	2,206,720.33
Tangible	213,719,099	@ 7.40	$	158,152.13
Total			$	2,364,872.46

Extention				
Real Estate	2,982,054,501	@ 1.04	$	310,133.67
Tangible	185,301,203	@ 1.04	$	19,271.33
Total			$	329,404.99
Soil Conservation				
Real Estate	2,982,054,501	@ 0.52	$	155,066.83
Fire Protection				
Acres	28,264	@ 2.00	$	565.28
Fire Districts				
Real Estate	236,274,813	@ 10.00	$	236,274.81
BNC FIRE	551,122	@ FEE	$	551,122.00
BOST FIRE	34,110	@ FEE	$	34,110.00
RF FIRE	46,950	@ FEE	$	46,950.00
NHP FIRE	42,410	@ FEE	$	42,410.00
E911	498,480	@ FEE	$	498,480.00
Bloomfield				
Real Estate	42,338,719	@ 32.10	$	135,907.29
Tangible	5,272,127	@ 32.10	$	16,923.53
Total			$	152,830.82
Total (Special Levies)			$	4,412,087.20
GRAND TOTAL ALL DISTRICTS			$	29,874,531.40

I, Ramon Pineiroa, Sheriff of Nelson County, hereby acknowledge receipt of 23,767 tax bills for the above amounts for 2019 state and local taxes from Jenette Hall Sidebottom, Clerk of Nelson County.

Signed Ramon Pineiroa
Sheriff Ramon Pineiroa, Nelson County

Signed and acknowledged before me this 24 day of September ,2019
Jenette Hall Sidebottom
Clerk Nelson County

CLERK'S CERTIFICATION

I, Jenette Hall Sidebottom, Clerk of Nelson County, do hereby certify that tax bills have been prepared for all property on the tax roll as finally certified by the revenue cabinet for the 2019 tax year. I further certify that the total amount of taxes due each taxing district represented by all bills prepared is as indicated above, and that this receipt is recorded in County Order Book 41 Page 178.

Clerk Jenette Hall Sidebottom County