

HENDERSON COUNTY FISCAL COURT—MINUTE & ORDER BOOK*Special Called*

07/14

22

*Records of Minutes of**Meeting**20*

Court convened for a Special Called Meeting at the Courthouse, Henderson, KY, on Thursday July 14, 2022 at 3:00 p.m., County Judge/Executive Brad Schneider presiding.

Call To Order

County Judge/Executive Brad Schneider called the meeting to order.

Roll Call

Magistrate Berry	Present	Magistrate McCollom	Present
Magistrate Moran	Present	Magistrate Puttman	Absent
Magistrate Southard	Present		

Discussion of Henderson County Administrative Code Personnel Policy

After review of the policy that was put in place on June 28, 2022, Sheriff Crafton has found a number of circumstances that contradict KRS or other state regulations his office is required to follow. Jailer Brady also had found a number of sections that need to be supplemented.

Sheriff Crafton started by explaining the Sheriff's Office does contract with individual deputies because of the cost of the training they receive. Their contract must be bought out if they decide to go elsewhere before the contract has expired. This is in contradiction to a statement on the first page of the manual that only the Fiscal Court or the Judge/Executive may execute a contract with an employee. The Sheriff also questioned if a Job Classification for retired law enforcement personnel coming back to work PT needs to be developed. After going through a number of sections with changes that needed to be made to better serve the Sheriff's Office it was suggested by Judge Schneider that Sheriff Crafton come up with a personnel policy manual that meets their needs and requirements, cross reference it to the county's manual and present it to the court for review. Since it may be several weeks before this is able to be completed Judge Schneider asked how the contract situation should be handled since the new manual has been accepted. County Attorney Steve Gold suggested that at the next Fiscal Court meeting to have a voice vote ratifying any personnel contracts that are currently in place.

Jailer Brady said that many of their requirements come from the Jail Standards in the KAR (Kentucky Administrative Regulations). Some of the KAR requirements will supplement the current manual but others may contradict. One area Jailer Brady said they do not currently follow is requiring a written request for an employee to review their personnel file. They usually will allow it with only a verbal request from the employee. County Attorney Steve Gold said that it would be a good idea to get something in writing to protect the jail in case something from the file got leaked. Other areas that were noted by Jailer Brady mainly need to supplement the current policy. Disciplinary actions may fall under KRS 71.060. Jailer Brady brought up the issue of comp time (KRS 337.285) which currently only the personnel assigned to the Community Service Program receive. Mr. Gold said to make sure each employee affected has a written request on file stating whether they wanted the comp time or the overtime. This is up to the employee and not the employer. After discussion it was decided that a better written policy needed to be in place to make sure that all parts of KRS 337.285 are being identified and followed.

Judge Schneider asked Jailer Brady to prepare a policy manual that will meet the Jail's requirement and shows the court where it will deviate from the current policy.


Once the Sheriff's and the Jailer's manuals are complete and able to be reviewed by the court a date will be determined to either hold another workshop, if more discussion is needed or present the manual in a regular fiscal court meeting

There were a couple of general changes that need to be made after reviewing the personnel policy page by page. Section VII – Separation paragraph D: needs to be changed since withholding of wages is not allowed by law.

Magistrate Southard made a motion to adjourn. Seconded by Magistrate Berry


Brad Schneider
County Judge Executive

ATTEST:


Kurt Wiesen
Fiscal Court Clerk