

An Ordinance Amending the Comprehensive Personal System for all Departments of the City of Mt. Vernon, as Adopted by Ordinance Number 2-97 Ordinance #2-2000

Whereas, it is the intent of the City of Mt. Vernon to maintain a current and up to date personnel policy manual; and

Whereas, from time-to-time circumstances and issues coming before the City warrant a review of current policies, procedures and past decisions; and,

Whereas, it is the desire of the City of Mt. Vernon to provide for the health, safety and welfare of its employees through the practice of equitable and reasonable policies;

Now, Therefore, Be It Ordained By the City of Mt. Vernon as follows: Section One: The comprehensive personnel manual of Mt. Vernon is hereby amended to reflect the changes herein. The changes shall be incorporated into the manual and styled in the format therein.

Part I: Part I of the Personnel Policy Manual, the "Personnel Policies and Procedures" amended as follows:

Section 3.7 Compensation Time City of Mt. Vernon employees are hourly non-exempt employees.

However, Kentucky law does not consider time worked between 37.5 and 40.0.

Also, Kentucky law permits employees to take time off during the work week in order to avoid working over 40.0 hours in a week. If an employer permits an employee to work over 40.0 hours in a week, the employer must pay the non-exempt employee for overtime.

Section 5.16 Life Insurance Policy The City of Mt. Vernon provides a \$5,000 term life insurance policy and this will be amended to \$25,000 term life insurance policy.

Administrative Department Class Title: Occupational/Net Profit Tax Administrator

Characteristics of the Class: Performs clerical and administrative tasks relative to the responsibilities of the Office of Occupational/Net Profit Tax Administration as set forth in Ordinance #1-2000. Under minimum administrative direction, prepares, maintains and attests to official records of action taken by the City Council regarding Occupational/Net Profit Tax.

Essential Job Functions: Responsible for all required reports, documents and official records of the Oc-

cupational/Net Profit Tax Office. Responsible for reconciling the bank account; preparing bank deposit; opening and distributing mail; maintaining all official records; preparation of financial reports; maintenance of accounts receivable; supervise subordinate staff. Preparation of mailing all quarterly and yearly reports to businesses. Preparation of reconciling all accounts.

Job Related Physical Activity Requirements: This position is sedentary work which requires the employee to exert up to 10 pounds of force from time to time. Physical activity involved with this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Visual acuity is required to prepare and analyze data figures, perform accounting functions, use a computer terminal and read. This position will subject the employee to indoor environmental conditions more than 98% of the time.

Special Knowledge, Skills and Abilities: Extensive knowledge of office terminology and operating procedures; ability to prepare financial reports, clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Previous responsible experience in clerical work involving contact with the general public. Completion of high school; college degree preferred with emphasis in business administration.

Class Title: Occupational Tax Clerk/Grant Writer Characteristics of the Class: Under general supervision, performs routine office tasks, including, but not limited to, answering phone and collecting receipts from the general public. Responsible for working with Occupation Tax Administrator in Assisting with all work related to Occupational/Net Profits Tax.

Essential Job Functions: Responsible for answering phone and greeting the public; minor file maintenance; bill collection that includes collection of any bills within the office involving the handling of cash and checks; may be required to assist with reports. Responsible for assisting with daily balancing of cash drawer, entering of tax data into computer. Responsible for mail receipts and distribution, goes to post office and bank. Also, is required to assist with the preparation of delinquent notices. Performs typing tasks as needed. Responsible for grant writing.

Job Related Physical Activity Requirements: This position involves sedentary work requiring the em-

ployee to occasionally exert up to 10 pounds of force and has to move objects. Physical activity related to this position may include reaching, standing, walking, fingering, talking, hearing, carrying, stooping, kneeling and repetitive motions. Sufficient visual acuity is required to receive payments, make change and properly mark receipt of payment cancellation on customer stub and to read. An employee in this position will be subject to indoor environmental conditions more than 98% of the time.

Required Knowledge, Skill and Abilities: General knowledge of office terminology and operating procedures; ability to understand and follow oral and written directions; ability to maintain simple records; ability to communicate clearly and effectively over the telephone with the general public; clerical aptitude; tact and courtesy; good physical condition.

Acceptable Experience and Training: Some experience in clerical work including filing, typing and record keeping and completion of a standard high school curriculum; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Introduced for the first reading on motion made by Jackie Renner and seconded by Wayne Bullock and passes by majority of the votes by the Mt. Vernon City Council in duly session assembled on the 6th day of March, 2000.

Introduced for the second reading on motion made by Jackie Renner and seconded by Lou VanHoose and passes by majority of the votes by the Mt. Vernon City Council in duly session assembled on the 3rd day of April 2000.



Anna Guilfoil, Mt. Vernon, recently competed in the Kentucky Derby Festival Spelling Bee, held April 1 in Louisville. Pictured left to right are Terry Gilbert of Kentucky Farm Bureau Federation, Anna Guilfoil, Milton Metz of 84WHAS Radio, and Joe McGhee of Kentucky Farm Bureau Insurance. A total of 50 youngsters from Kentucky and Southern Indiana competed in the annual event sponsored by Kentucky Farm Bureau, 84WHAS Radio and Business First. Seth Stogsdill, 14, of Stanford, won the Spelling Bee and will represent Kentucky in the Scripps Howard National Spelling Bee, to be held next month in Washington, D.C. The Kentucky Spelling Bee will be rebroadcast on Kentucky Educational Television's statewide network at 8 p.m. on Tuesday, May 2. A second broadcast is set for May 4 on KET2.



State Representative Danny Ford (top left) and Governor Paul Patton (center) joined students from Mt. Vernon Elementary School during the group's March 30 visit to Frankfort. The group stands at the base of a statue of native Kentuckian Abraham Lincoln in the Capitol Rotunda and is surrounded by the likeness of other great Kentuckians including Henry Clay, Abraham Lincoln, Jefferson Davis, Henry Clay, Dr. Ephraim McDowell, and Alben Barkley. Begun in 1904 and dedicated in 1910 the historic building houses the Legislative, Judicial and Executive branches of state government, including the General Assembly. While in Frankfort students enjoyed a tour of the historic building organized by Representative Ford. The 5th graders also had the opportunity to tour the Old Capitol Building and the Kentucky History Center. Ford has served the people of Rockcastle County since 1982, and currently serves in House Leadership as Minority Floor Leader.

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