

Court convened for a Special Called Meeting at the Courthouse, Henderson, KY, on Thursday February 24, 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.

Pledge of Allegiance

Judge/Executive Schneider led the Pledge of Allegiance.

Roll Call

Magistrate Berry	Present**
Magistrate McCollom	Present
Magistrate Moran	Present
Magistrate Puttman	Present
Magistrate Southard	Present


**** Magistrate Berry was in attendance by video**

Discussion of Henderson County Administrative Code Personnel Policy

The last time this policy was discussed was 2017. Several changes were suggested at the time and have been incorporated into working copies the magistrates and department heads had been given for review.


- I. Introduction: - One of the issues discussed was giving each elected official the opportunity to make changes to the policy to reflect their own departments rather than having one policy that covers all county employees. This will be left as is for now.
- II. Personnel - A: Orientation: - County Attorney Steve Gold said that it was his and KACo's opinion that an orientation period could lead an employee to the understanding that they would not be an "at will" employee. The language of this section will be rewritten to give better understanding.
B: Performance Evaluations – discussion ensued on when evaluations should be done and how often. No changes will be made at this time.
- III. Compliance - C: Drug Free Workplace, 3: Testing, A: Pre-employment testing – After discussion it was decided to make pre-employment drug testing mandatory for all new hires and also drug testing for reasonable suspicion.
H: Disciplinary Process: Employees serve at the will of the Fiscal Court, not the Judge Executive. Make sure all issues are documented and HR will get copies of all terminations.
- IV. Compensation – B. Pay period – Change to direct deposit required.
- V. E: EAP – Change to new EAP company
H: Paid Vacation – Some departments use anniversary date some use the beginning of the calendar year. This will be left as is. All departments will allow to carry over 40 hours of unused vacation time. It was discussed to add a policy: "Due to unusual circumstances an employee may be paid for up to 5 days of unused vacation days over 5 days allowed to carry over", nothing was finalized on this action.
I: Paid holidays – updated
J: Sick Leave – Jail and County Attorney employees earn .5 day a month, all other departments earn 1 day a month. After discussion, county employees will be give 9 sick days a year and 3 days a year for paid personnel time off.
- VI. C: Travel – Add in the county's per diem rate and the current state rate will be paid for mileage.

Angela and Steve will work together to make the changes and will notify the Judge once ready for review. Magistrate Puttman made a motion to adjourn. Seconded by Magistrate McCollom



Brad Schneider
County Judge Executive

ATTEST:



Kurt Wiesen
Fiscal Court Clerk