

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-072**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 2: EMPLOYMENT, Section III: Categories of Employment.

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 5: BENEFITS, Section IX: Medical Insurance

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 5: BENEFITS, Section X: Vision Insurance

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 5: BENEFITS, Section XI: Dental Insurance

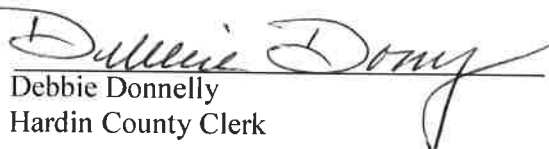
BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 5: BENEFITS, Section XVI: Jury Duty

ADOPTED, by the Hardin County Fiscal Court in its regular meeting on 27 April 2021.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Section III: Categories of Employment

The Judge/Executive is the appointing authority for all County positions of employment. On most occasions the Fiscal Court must ratify the Judge/Executive's appointment. Employees are appointed to one of the categories presented below:

A. Full-Time Position

A full-time position is one in which an employee successfully completes his/her six (6) month initial introductory period and maintains an average of at least thirty-seven and one-half (37.5) hours per week. If an employee has been working at least thirty- seven and one-half (37.5) hours per week in a position other than a full-time position and is placed in a full-time position, he/she may be granted, at the discretion of the Judge/Executive, credit for the time employed immediately prior to his/her new placement as a part or all of his/her introductory period. Full-time positions are eligible for all benefits. Note: Employees must successfully complete their introductory period to be eligible for participation in the County Employee Retirement System (CERS).

B. Part-Time Position

A part time position is one in which an employee works less than an average of thirty- seven and one-half (37.5) hours per week. An employee who works fewer than one hundred (100) hours per month shall not be eligible for the County benefits package other than those mandated by law. Employees working in this category shall not participate in vacation time, sick leave, and life insurance. There are two types of part-time positions:

1. A defined work schedule is planned hours of work over a fixed period of time.
 - a) An employee who works more than one hundred (100) hours per month must participate in the County Employee Retirement Systems (CERS). Employees must successfully complete their introductory period to be eligible for participation in the County Employee Retirement System (CERS).

2. An undefined work schedule is not a fixed work schedule; the purpose of an undefined work schedule is to fill in as the need arises.
 - a) An employee who works more than one hundred (100) hours per month must participate in the County Employee Retirement Systems (CERS). Employees must successfully complete their introductory period to be eligible for participation in the County Employee Retirement System (CERS).

C. Temporary Position

A temporary position is one designed to last no more than twelve (12) months. To qualify, an employee shall complete a three (3) months initial introductory period. Temporary positions are not eligible for the County benefit package other than those mandated by law.

D. Seasonal Position

A seasonal position is a temporary position and is designed for a particular time of the year. Seasonal positions are not eligible for the County benefit package other than those mandated by law.

Section IX: Medical Insurance

- A. Each full-time employee and each part-time employee working 30 hours or more per week shall be entitled to participate in the County medical insurance program. Employees will be required to pay their designated premium amount and the County will pay the employer's designated premium amount billed by the insurance vendor for the level of enrollment selected. Premium for the health insurance will be deducted from the employee's pay in advance.
- B. Any employee must reimburse the County in advance for his/her health insurance premium during the months he/she is on leave without pay from the County.
- C. An eligible employee who wishes to participate in the medical insurance program may enroll immediately. Medical insurance coverage is to be effective the first of the month following 30 days of employment.
- D. If enrollment is made other than as detailed above in this section, proof of insurability may be required with the employee being responsible for any cost incurred.
- E. Each Kentucky Retirement System retiree hired in a qualifying position by the County may participate in either the County's health insurance program or the Kentucky Retirement System's health insurance program.

Section X: Vision Insurance

- A. Each full-time employee shall be entitled to participate in the County vision insurance program. The Vision insurance is to be effective first of the month following 30 days of employment. Employees are responsible for the full amount of the vision insurance premium. The premium shall be deducted from the employee's payroll check in advance.

Section XI: Dental Insurance

- B. Each full-time employee shall be entitled to participate in the Dental Insurance Program. Dental insurance coverage is to be effective first of the month following 30 days of employment. The employee is responsible for the full amount of the dental insurance premium. The premium shall be deducted from the employee's payroll check in advance.

Section XVI: Jury Duty

- A. Any full-time employee or part-time employee as described in Chapter 2: EMPLOYMENT, Section III: Categories of Employment, Subsection B.1 of these personnel policies, who is absent from a scheduled period of work to serve on a jury or to make a court appearance in the course of his/her employment shall receive the normal pay he/she would otherwise have received. Any pay received from the Administrative Office of the Courts by the employee (excluding expenses) shall be turned over to the County Treasurer and deposited into the County General Fund.

- B. Any employee absent from a scheduled period of work for a personal court appearance shall not be paid for the time he/she was absent from work unless he/she uses accrued vacation time.