

**CITY OF LA GRANGE, KENTUCKY
ORDINANCE NO. 6, SERIES 2023**

**AN ORDINANCE ESTABLISHING THE NONELECTIVE OFFICE
OF HUMAN RESOURCES DIRECTOR**

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WHEREAS, in accordance with KRS 83A.080 and La Grange Code §31.35(A) concerning the establishment and organization of nonelected city officials, the City Council desires to create the office of Human Resources Director to be responsible for personnel and payroll matters for all city employees.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF LA GRANGE, KENTUCKY**

A new section is hereby added to Chapter 31 of the La Grange Ordinance Code relating to nonelected city officials, as follows:

§ 31.45 HUMAN RESOURCES DIRECTOR.

- (A) The city hereby establishes the office of Human Resources Director.
- (B) The duties and responsibilities of the Human Resources Director shall include, but are not limited to, the following:
 - (1) Maintenance and safekeeping of all payroll and personnel records of city employees; process payroll on a bi-weekly or monthly basis as the case may be for all city employees, keeping of time records for hourly workers and reports of salaried employees; monitor vacation and sick leave; set up banking direct deposits, authorize Treasurer for processing of pay checks or direct deposits; reconcile payroll accounts each month.
 - (2) Withhold all federal, state and local taxes from wages of city employees, withdraw all premiums for health insurance and retirement benefits directed by employees, and forward same to the appropriate division of government and provider of benefits, oversight of payroll processing, monthly and annual reporting of income for employees.
 - (3) Preparation and updating of employee handbook, distribution to employees and explanation of benefits; establish job classifications, job descriptions, competitive pay scales; spokesperson/ombudsman for employee complaints and suggestions; handling of grievances and disciplinary matters at the direction of the executive authority.
 - (4) Assist in preparation and keeping of annual or periodic reviews of employees; keeping of confidential personal records, job performance, goals and objectives, continuing education; primary point of contact for all employment benefits, secondary point of contact for supervisor or managers concerning personnel matters,
- (C) The Human Resources Director shall be appointed by the Mayor with the approval of the City Council and shall take the oath set out in §228 of the Kentucky Constitution.
- (D) No bond shall be required of the Human Resources Director.
- (E) The Human Resources Director shall be paid an annual salary as passed in the annual budget ordinance for the city.

This Ordinance shall be in full force and enforced 30 days following enactment and publication as prescribed by KRS 424.

First Reading April 3, 2023

Second Reading May 1, 2023

Vote: For 7 Against 0 Abstain 0 Present 7

Approved and adopted this 1st day of May 2023

Original signature on file
JOHN W. BLACK, Mayor

Attest:

Original signature on file
Stephanie Cooper, City Clerk

2023-6 HUMAN RESOURCES DIRECTOR 1R.wpd