



Kentucky League of Cities

PERSONNEL POLICY SERVICES



It's Our Policy to make it Personal.

Complicated personnel issues can stump even the most seasoned city officials.

Remember:

You're only **HUMAN**.

You need **RESOURCES**.

Cities are unique. When it comes to personnel issues, you need someone who not only has expertise in personnel law and human resource matters, but someone who knows municipal law as well. KLC can offer this expertise in a way that is specific to your city needs. Whether it is creating or reviewing city personnel policies, or providing training on your city policies or on a variety of specialized HR topics, we have you covered.

Kentucky League of Cities Insurance Services (KLCIS) members receive a 20 percent discount on KLC Personnel Policy and Certified City of Ethics Services. Our goal is to help your city reduce claims and lower liability. Participation in these programs also impacts the KLCIS loss control safety and liability review.

klc.org





Sample Policies - Continuously updated sample policies available through KLC Legal and KLC Insurance Services (KLCIS) Loss Control.

- ◆ Free for KLC insurance customers that have more than one line of insurance
- ◆ \$250 for all other KLC members
- ◆ \$1,000 for nonmembers



One-time Personnel Policy Review – One review of the current policy and suggest changes

Free for all KLC and KLCIS members; \$1,000 for nonmembers.



Complete Policy Review Without Training - Review current policy and provide updates including legal HR updates. No policy training.

Cost based on several factors including: Lines of insurance with KLCIS; size of city; number of employees; last update of the current policy; issues to be addressed and research required; and time frame required to complete the policy.



Complete Policy Review With Training - Review current city policy and provide updates including legal HR updates. Includes training for employees and supervisors.

Cost based on several factors including: Lines of insurance with KLCIS; size of city; number of employees; last update of the current policy; issues to be addressed and research required; and time frame required to complete the policy.

Additional training for employees, boards and commissions is available at the rate of \$150 per hour.



Copies of Finished Personnel Manual - Cost based on the number ordered as well as the size of the manual.



Training Programs - Cost is \$100 per hour plus mileage and any overnight travel expenses, if necessary. KLCIS members receive a 20 percent discount. Training Topics:

- ◆ Customer Service
- ◆ FMLA/ADA/Workers' Compensation
- ◆ Performance Management
- ◆ Discipline and Termination
- ◆ Basic Supervisory Skills
- ◆ Sensitivity, Diversity and Harassment for Elected Officials, Supervisors and Employees
- ◆ Certified Drug-Free Workplace Training
- ◆ Job Descriptions
- ◆ Hiring
- ◆ Wage and Hour
- ◆ Maintenance of Personnel Files

For information or quotes, contact: Andrea Shindlebower Main at ashindlebower@klc.org or 800.876.4552 or Courtney Risk Straw at cstraw@klc.org or 800.876.4552.



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