



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 up to a 40 percent discount on KLC Personnel Policy Services. Our goal is to help your city reduce claims and lower liability. Participation in this program also impacts the KLCIS loss control safety and liability review.

[klc.org](http://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
- ◆ \$500 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** - Review current policy and provide updates including legal HR updates.

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.

Training on the personnel policy is available to supervisors, employees and others within city government for an additional cost.



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



**Training Programs** - Pricing per hour plus mileage and any overnight travel expenses, if necessary.

KLCIS members receive a discount. Training Topics:

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

For information or quotes, contact: Andrea Shindlebower Main at [ashindlebower@klc.org](mailto:ashindlebower@klc.org) or 800.876.4552.



**Andrea Shindlebower Main**  
Personnel Services Manager  
[ashindlebower@klc.org](mailto:ashindlebower@klc.org)