

# 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 members receive up to a 40% 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 KLC Insurance Services loss control safety and liability review.

### ◆ **Sample Policies**

Continuously updated sample policies are available through KLC Legal and KLC Insurance Services Loss Control.

- ◆ Free for KLC Insurance Services customers that have more than one line of insurance
- ◆ \$500 for all other KLC members
- ◆ \$1,000 for nonmembers

### ◆ **One-time Personnel Policy Review**

KLC will provide one review of the current policy and suggest changes.

The review is free for all KLC and KLC Insurance Services members, and \$1,000 for nonmembers.

### ◆ **Complete Policy Review**

KLC will review your current policy and provide updates, including legal HR updates.

Cost is based on several factors, including lines of insurance with KLC Insurance Services, city size, number of employees, the last update of the current policy, issues to be addressed and research required, and the 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 is based on the number ordered as well as the size of the manual.

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

KLC Insurance Services members receive a discount. Training topics include:

- ◆ Certified Drug-Free Workplace Training
- ◆ Maintenance of Personnel Files

## PERSONNEL POLICY SERVICES

- ◆ FMLA/ADA/Workers' Compensation
- ◆ Job Descriptions
- ◆ Performance Management
- ◆ Hiring
- ◆ Discipline and Termination
- ◆ Wage and Hour
- ◆ Basic Supervisory Skills
- ◆ Sensitivity, Diversity and Harassment for Elected Officials, Supervisors, and Employees

### For more information contact:



**Chris Johnson**  
Municipal Law Attorney  
cjohnson@klc.org



**Michael Simon**  
Personnel Services Consultant  
msimon@klc.org