

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** repealing section 570., Jackson County Code, 1984, relating to the County's personal services policy and enacting, in lieu thereof, one new section relating to the same subject.

**ORDINANCE NO. 5460**, November 23, 2020

**INTRODUCED BY** Crystal Williams, County Legislator

WHEREAS, the County Administrator has recommended that the County dispense with the salary annualization requirement of section 570., Jackson County Code, 1984, as inconsistent with current best public finance practices; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri as follows:

Section A. Enacting Clause. Section 570., Jackson County Code, 1984, is hereby repealed and one new section enacted in lieu thereof, to be known as section 570., to read as follows:

**570. Personal Services Policy.**

Sections 570.1 through 570.[9] 8 set out the personal services policy of Jackson County. These sections cover both merit and non-merit employees.

**570.1 Regular Salaries, Budget Line Item No. 5010.**

Regular salaries, budget line item No. 5010, shall be used for the base compensation of full-time employees as defined in the Personnel Rules. Account No. 5010 shall also be used for Exceptions to Beginning Salaries, Six Month Review, Out of Class Pay and Promotions as defined in Sections 5.6, 5.7, 6.1 and 13.1 of the Personnel Rules as well as for new positions approved by the County Executive under Section 4.4 of the Personnel Rules.

**570.2 [Account No. 5010, How Annualized.**

Account No. 5010 will be annualized as follows: The amount adopted in the annual budget as of January first plus transfers from Account No. 5090 as if done January first except transfers in accordance with Personnel Rule 14.2 (Annual Review) which are treated as if given July first. No payroll increases will be allowed to

exceed the annualized amount divided by the number of regularly scheduled payrolls in the budget year.

570.[3] Temporary Salaries, Budget Line Item No. 5020.

Temporary Salaries, budget line item No. 5020, shall be used for temporary and part time employees.

570.[4] 3 Overtime Salaries, Budget Line Item No. 5030.

Overtime salaries, budget line item No. 5030, shall be used exclusively for the payment of overtime as defined in Rule 7 of the Personnel Rules.

570.[5] 4 Salary Adjustment, Budget Line Item No. 5090.

Salary Adjustment, budget line item No. 5090, shall be used for cost of living, merit increases, performance increases and salary advancements as outlined in Section 5.8, 5.9 and 14.2 of the Personnel Rules. Reclassification as defined in Personnel Rules Section 4.5 shall also be funded from Account No. 5090. When salary adjustments are made the money shall be transferred from Account 5090 to 5010.

570.[6] 5 Employee, Starting Date.

The starting date of a new employee shall be determined after consideration of the employment wages due plus sick and vacation pay out.

570.[7] 6 Personal Services Budget, Transfers.

Funds from other parts of the budget cannot be transferred into the Personal Services portion of the budget and funds cannot be transferred between Personal Services accounts, except as noted.

570.[8] 7 Salary Savings, Effect.

If sufficient salary savings exist during the budget year the County Executive may allocate an amount from Account No. 5010 to be used for Account No. 5090 purposes, done on a countywide basis.

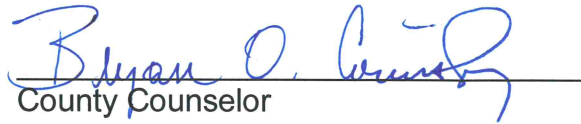
570.[9] 8 Personal Services Policy, Exceptions.

Requests for exceptions to any of the above rules must be in writing and approved by the County Executive and Manager of the Division of Finance. Alternatively, a request for an exception to any provision of the Personal Services Policy may be approved by a resolution that receives the affirmative vote of six members of the County Legislature.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

  
\_\_\_\_\_  
County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5460 introduced on November 23, 2020, was duly passed on December 7, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

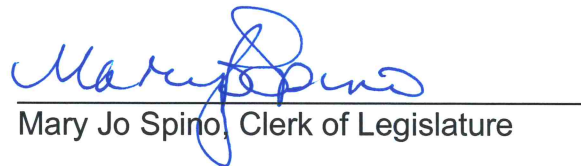
Nays 0

Abstaining 0

Absent 0

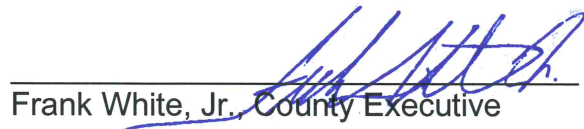
This Ordinance is hereby transmitted to the County Executive for his signature.

12.7.2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5460.

12/7/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Frank White, Jr., County Executive