

ORDINANCE NO. 326

AN ORDINANCE UPDATING AND REVISING PORTIONS OF THE PERSONNEL POLICY HANDBOOK FOR EMPLOYEES OF THE CITY OF BETHEL HEIGHTS, ARKANSAS, AND DECLARING AN EMERGENCY

WHEREAS, in reviewing the Personnel Policy handbook for employees of the City it was determined that certain portions required updating and revising in order to better serve the City and the employees and to be in compliance with the laws and regulations under which the City operates.

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF BETHEL HEIGHTS, ARKANSAS:

Section 1. The following changes are made to the Personnel Policy Handbook and implemented in the conduct of the business of the City:

2.44.01 Personnel Policy Handbook

Section C. Job Posting and Advertising.

2. In the event of a job opening, the particular position(s) available will be announced and posted in a newspaper of general circulation at least ten (10) days prior to the deadline for receiving applications

2.44.02 General Employee Benefits

Section B. Vacation Accrual Rate

**Include:**

1. Years of Service  
15 years and above

Vacation  
20 Working Days

**Revise:**

5. Accrued time will be paid if the employee leaves the employment of the City. If employment is terminated, the accrued time will be paid up to a maximum of 40 hours. No more than 40 hours may be carried over 6 months into the following calendar year without the written approval of the Mayor.

Section D. Sick Leave

2. Non-Uniformed Employees

d. An employee who is unable to report for work due to one of the previously set out sick leave events, shall give notice of and report the reason for his/her absence to the employee's supervisor or acting supervisor before the time the employee is scheduled to report to work. Sick leave with pay may be disallowed unless the required timely notice is received and recorded,.

**Delete:**

Section D. Sick Leave  
2. Non-Uniformed Employees  
Subheading "f"

**Revise:**

Section D. Sick Leave  
2. Non-Uniformed Employees

g. Employees will not be paid for accrued sick days if terminated from employment with the City. Employees with a minimum of fifteen (15) years of employment may receive payment for up to eighty (80) hours of accrued sick time upon their retirement or resignation.

2.48.03 Matters Affecting the Status of Employees

Section C. Overtime Pay

6. Upon the direction or approval of the Mayor, compensation to an employee may be made in the form of compensatory leave to the employee. The overtime record of the Mayor shall be final with respect to the number of compensatory leave days earned by an employee. Compensatory leave must be taken within the calendar year earned and must be scheduled in the same manner required for scheduling vacation days. Unused compensatory leave shall not be allowed to accumulate in excess of forty (40) hours.

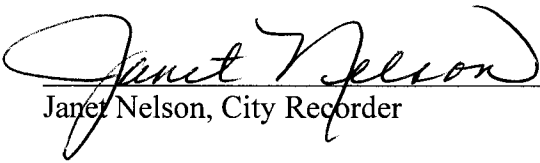
EMERGENCY CLAUSE: As Personnel Policy updates and revisions are necessary and required for the efficient and safe operation of the City for the benefit of the citizens of the City, it is hereby declared that an emergency exists and that this Ordinance being necessary for the preservation of the health and safety of the citizens and the development and preservation of the City of Bethel Heights, Arkansas shall become effective immediately upon its passage, approval and publication.

PASSED AND APPROVED this 22 day of May, 2014



  
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Jeff Hutcherson, Mayor

**ATTEST:**

  
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Janet Nelson, City Recorder