22348

City of Conway, Arkansas
Ordinance No. O-10-125

AN ORDINANCE ADOPTING AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

WHEREAS, the Mayor of the City of Conway, Arkansas, has submitted to the City Council a handbook to be used for personnel matters for the City.

WHEREAS, a revision of Section I, Employment Polices and Section II, Employee Benefits, is needed for the fair and impartial implementation of personnel policies.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

SECTION 1. A handbook entitled, "Employee Handbook, City of Conway, Personnel Policy," has been examined by the City Council and found to be needed for the fair and impartial implementation of personnel policies. Section I, Employment Benefits, General Purchasing Policies and Procedures is deleted and replaced with City of Conway Purchasing Policies and Procedure; Section II: Employment Benefits, Bereavement Leave policy is revised to clarify bereavement leave as three days, 24 hours or 1 day, 8 hours; and Retirement and Pension Plans is revised to include the percentage police officers and firefighters contribute to LOPFI and the sections that do not apply to unformed employees, Departing Employees, are omitted.

SECTION 2. This policy shall be adopted as set forth in the document entitled "Employee Handbook, City of Conway, Personnel Policy."

SECTION 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

SECTION 4. This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 9th day of November, 2010.

Approved:

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Mayor Tab Townsell

Attest:

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Michael O. Garrett
City Clerk/Treasurer