

City of Conway

001001

ORDINANCE NO. 0-04-~~144~~

AN ORDINANCE AMENDING ORDINANCE NO. 0-00-55, WHICH ADOPTED AN AMENDED EMPLOYEE HANDBOOK AND PERSONNEL POLICY FOR THE CITY OF CONWAY; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

WHEREAS, the City Council has adopted, pursuant to Ordinance No. 0-00-73, an amended handbook to be used for personnel matters for the City; and

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

SECTION 1: Section II, Page 16, Employee Benefits, Sick Leave Policy shall be amended as follows:

The City of Conway recognizes the need to allow employees to donate their Sick and/or Administrative/Holiday hours to other eligible employees under certain circumstances.

Employees who have exhausted all available leave time and who present documentation of an ongoing personal illness/injury from a physician may be eligible to receive donated sick and administrative/holiday hours.

**Components**

The employee must have exhausted all available leave hours, including vacation hours.

The employee must present the HR department with documentation of an ongoing personal illness/injury from a physician.

The employee who wishes to donate hours must obtain a form from human resources and complete the same in the HR office. HR will verify hours and submit the form to payroll.

The employee who wishes to donate hours must maintain a minimum balance of 40 hours of Sick leave in their respective Sick leave account in order to be eligible to donate Sick and/or Administrative/Holiday hours.

A minimum of four (4.0) Sick and/or Administrative/Holiday hours may be donated per pay period. After the minimum of four (4.0) hours are donated, additional hours may be donated in one (1.0) hour increments.

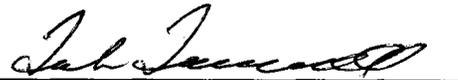
SECTION 2: Three (3) copies of the revised section of the Amended Employee Handbook, City of Conway, Personnel Policy shall be and are hereafter kept on file in the Office of the Clerk/Treasurer.

SECTION 3: That all ordinances in conflict herewith are repealed to the extent of the conflict, specifically, Ordinance No. 0-00-55 and Ordinance No. 0-00-73.

SECTION 4: That this ordinance is necessary for the protection of the peace, health and safety of the citizens of Conway, and therefore, an emergency is declared to exist, and this ordinance shall go into effect from and after its passage and approval.

PASSED this 14th day December, 2004.

APPROVED:



ATTEST:



MICHAEL O. GARRETT, CITY CLERK

MAYOR TAB TOWNSELL

Doc#2005- 989

Date 01/14/2005

10:22:26 AM

Filed & Recorded in

Official Records of

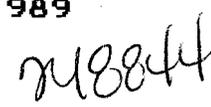
Faulkner County

SHARON RIMMER

FAULKNER COUNTY CIRCUIT CLERK

Fees \$11.00

by \_\_\_\_\_





D.C.