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

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 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 II: Employment Benefits, Vacation Benefits, Cash Out Options, page 37, is revised as follows:


Cash Out Options: The City may choose to offer a vacation cash out option to employees. If offered, eligible employees may cash out accrued vacation leave. (Minimum of 8 hours and a maximum of 80 hours) At no time can employees reduce their vacation leave account below 80 hours through a cash out. In addition, employees must have a minimum of 80 hours in their sick leave account to be eligible to participate in the cash out option. There will be no exceptions to this, even for emergencies. Requests for Cash Outs must be made on designated forms and reach the Finance Office by the September or April deadline listed on the forms. Payments will be made by way of payroll checks on or after the 14th of those months. The rate of pay for the cash outs is the rate of pay as of the deadline listed on the Cash Out form for the respective month.

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

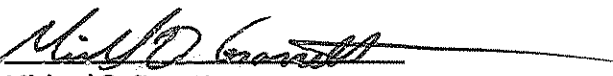
SECTION 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

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 26th day of January, 2010.

APPROVED:


Mayor Tab Townsell

ATTEST:


Michael O. Garrett
City Clerk/Treasurer