

City of Conway

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by AM D.C.

ORDINANCE NO. 0-04-57

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, Employee Benefits, Bereavement Leave policy shall be added as follows:

Purpose

The City of Conway recognizes the need for employees to have time off to handle the details and emotions that are a direct result of a **loss** of a member of his/her immediate family.

Policy

Employees who suffer a death in their immediate family will be granted up to three (3) days of paid leave of absence.

One day off with pay will be granted to an employee for the death of their spouse's grandparents, grandchild, sister or brother.

Components

Immediate family **is** defined as spouse, child, parent, sister, brother, grandparent, grandchild, mother-in-law, father-in-law or a person acting as parent or guardian of the employee.

Employees who are notified of a death in their immediate family while at work, and leave early, shall be paid for the hours not worked. These hours will not count toward the three (3) days paid leave of absence.

Pay in lieu of taking bereavement time off is not permitted.

Bereavement leave must occur at the time of the family member's (death). These days must be consecutive and are allowed only immediately adjacent to the funeral, one of which must be the day of the funeral. Any unusual circumstances and requests for time off paid or not paid should be approved by the Department Head and reviewed by Human Resources prior to authorization.

Documentation may be required prior to receiving Bereavement pay. This requirement will be at the Department Head's discretion.

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SECTION 3: That all ordinances in conflict herewith are repealed to the extent of the conflict, specifically, Ordinance No. 0-00-55 and Ordinance No. 0-00-73.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

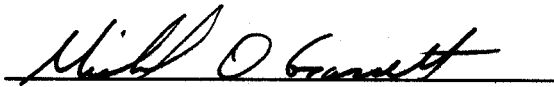
PASSED this 8th day of June, 2004.

APPROVED:



MAYOR TAB TOWNSELL

ATTEST:



MICHAEL O. GARRETT, CITY CLERK