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City-env.

ORDINANCE NO. O-07-23

AN ORDINANCE AMENDING ORDINANCE NO. O-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. O-00-73, an amended handbook to be used for personnel matters for the City; and

WHEREAS, a revision of Section IV, Standards of Conduct, 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:

SECTION 1: Section IV, Standards of Conduct, Inclement Weather policy shall be amended as follows:

Policy

Essential employees are required to report for duty. These employees include fire fighters, police officers and CEOC employees. Other employees in safety sensitive positions or otherwise deemed essential may be designated as essential personnel by their department head and/or the Mayor, depending on the specific situation and needs of the City. Essential employees are **NEVER** included in closings of city departments, buildings or services.

In instances of weather causing hazardous conditions, non-essential employees are required to contact their supervisor for instructions regarding job assignments for that particular workday. The Mayor or his designee shall make the decision if city offices are to close due to inclement weather. If an employee's department is open for business, the employee is expected to report for work. However, if in the employee's opinion, the conditions are too hazardous to get to work safely, the employee will be required to use vacation or comp time or take time off without pay. Regardless of the situation, employees are required to provide their supervisor with proper notification if they are unable to report to work.

If the Mayor or his designee announces certain non-essential city departments are closed due to inclement weather, those employees in those departments that were scheduled to work will be paid. This will affect full time employees working Monday through Friday only.

Essential employees that are scheduled to work and physically work on a day that the Mayor declares non-essential city departments are closed, will receive 8.0 hours of comp time in addition to their regular rate of pay for that day.

The Mayor or his designee may announce that the start time for city offices will be delayed until 10:00 a.m. Employees that report to work at the delayed start time will be paid for 8.0 hours. This will affect full time employees working the 8:00 a.m. to 4:30 p.m. shift on Monday through Friday only.

Under the Inclement Weather policy three (3) days of pay are allowed per calendar year.

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. O-00-55 and Ordinance No. O-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 6th day of March, 2007.

Approved:


Mayor Tab Townsell

Attest:


Michael O. Garrett
City Clerk/Treasurer