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CERTIFICATE of RECORD



City of Conway, Arkansas
Ordinance No. O-16-105

Instrument #201614600

Real Estate Book

Ordinance

Filed: 09/21/2016 03:26 pm

Faulkner County, Arkansas

Rhonda Wharton, Circuit Clerk

By: Charlotte Marlin, D.C.

3 Pages

\$25.00

AN ORDINANCE AMENDING ORDINANCE O-10-125, WHICH ADOPTED AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

Whereas, the City Council has adopted, pursuant to Ordinance O-10-125, an Employee Handbook to be used for personnel matters for the City.

Whereas, a revision of the Employee Handbook 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. The Teleworking Policy shall be added to Section I, Employment Policies. The Form of Government policy; Section II: Employment Benefits, Family Medical Leave policy and Leave of Absence without pay policy; and Section IV, Standards of Conduct, Attendance policy shall be revised as follows:

TELEWORKING

As a governmental employer providing services to the residents of Conway, the City of Conway has a special obligation to ensure employees and work resources are used efficiently and productively. Teleworking, or telecommuting, is the concept of working from home or other alternative location away from City offices or property. It is not a formal, universal employee benefit and will only be considered in limited, extenuating circumstances and for a specific temporary time period.

The decision to allow an employee to temporarily telework is wholly within the discretion of the department director and must be approved by the Mayor.

FORM OF GOVERNMENT

A Mayor-Council form of government serves the City of Conway. The Council is composed of eight council members, serving four-year terms, who comprise the legislative body of government. The Mayor is the chief executive officer of the community, serving a four-year term. Other four-year term elected officials are the City Clerk-Treasurer, the keeper of the official records of the City; the City Attorney, advisor to the City in all legal matters; and the District Court Judges, presiding over all district court matters.

FAMILY MEDICAL LEAVE

The Family Medical Leave Act of 1993 requires covered employers to offer up to twelve (12) weeks of **unpaid**, job-protected leave in a twelve (12) month period to eligible employees for certain family and medical reasons. The City has defined the 12-month period as the calendar year. An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to twenty-six (26) weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

LEAVE OF ABSENCE WITHOUT PAY

In special circumstances, the City may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. All paid leave must be used before a leave of absence without pay is granted. Persons on Military leave are exempt from this requirement. You must be in a regular employment status and past the Probationary Period. You should request (in writing) an

unpaid personal leave of absence from your Department Head. A personal leave of absence must not interfere with the operations of your department. Your Department Head will submit your request along with his or her recommendation to the Mayor for consideration and approval.

A personal unpaid leave of absence may be granted for up to thirty (30) days. If you fail to return from a leave at the time agreed to, the City will conclude that you have abandoned your job.

ATTENDANCE

A Physical regular attendance is essential to the effective business operations, and the City of Conway expects all of its employees to report to work on time and on a regular basis. Lack of physical attendance not attributable to appropriate leave, vacation, travel on official city business or approved teleworking shall be considered an absence. Unnecessary absences and tardiness are expensive, disruptive and place an unnecessary burden on fellow employees, supervisors, City government as a whole and the taxpayers who receive City services. Should an employee be unable to report to work on time because of an illness or personal emergency, he/she should give proper notice to his or her supervisor.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns, (i.e., regularly reporting late on Monday mornings or call in absent on Fridays), or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action.

“Proper notice” is defined by the City as notice in advance of the time an employee should report for work or no later than one (1) hour thereafter if advance notice is impossible.

An absence of an employee from duty, including any absence of (1) day or part thereof, (other than an absence authorized by this personnel handbook or law) that is not authorized in advance by the Department Head or the employee’s supervisor will be deemed absence without leave. Such absence shall be without pay.

Section 2. Three (3) copies of the Section I, Employment Polices, Teleworking policy; Form of Government policy; Section II: Employment Benefits; Family Medical Leave policy and Leave of Absence without pay policy; and Section IV, Standards of Conduct, Attendance policy shall be and hereafter kept on file in the Office of the City Clerk/Treasurer.

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 13th day of September, 2016.

Approved:



Mayor Tab Townsell

Attest:



Michael O. Garrett
City Clerk/Treasurer