



**L201815108**  
 CERTIFICATE OF RECORD  
 FAULKNER CO, AR FEE \$20.00  
 RECORDED: 09-24-2018 02:28:01 PM  
 CRYSTAL TAYLOR  
 CIRCUIT CLERK  
 BY: LIZ BAUMGARTNER, D.C.  
**ORDINANCE**  
 2 Pages

**City of Conway, Arkansas**  
**Ordinance No. O-18-88**

**AN ORDINANCE AMENDING ORDINANCE O-17-75, 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-17-75, 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.** Notice of Nondiscrimination shall be added; Job Posting and Advertising, Personnel Files and Purchasing Policies and Procedures shall be amended in Section I: Employment Policies. Vacation Benefits and Retirement and Pension Plans shall be amended in Section II: Employment Benefits.

**Section 2.** Three (3) copies of Section I: Employment Policies, Notice of Nondiscrimination, Job Posting and Advertising, Personnel Files and Purchasing Policies and Procedures; and Section II: Employment Benefits, Vacation Benefits and Retirement and Pension Plans 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**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.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 28<sup>th</sup> day of August, 2018.

**Approved:**

**Mayor Bart Castleberry**

**Attest:**

**Michael O. Garrett**  
 City Clerk/Treasurer



**CERTIFICATE**

**STATE OF ARKANSAS  
COUNTY OF FAULKNER  
CITY OF CONWAY**

I, Michael Garrett, the duly elected, qualified, and acting: Clerk-Treasurer of the City of Conway, Arkansas, do hereby certify that the attached and foregoing is a true and correct copy of an ordinance presented to the City Council of the City of Conway, Arkansas, at a meeting of that body held on the 28th day of August, 2018 same is duly recorded in the minutes of meeting of said Council.

Witness, my hand, and seal of the City of Conway, Arkansas this 14<sup>th</sup> day of September, 2018.

  
**CITY CLERK-TREASURER**

