

DIAMOND CITY, BOONE COUNTY, ARKANSAS

ORDINANCE 03-2022

AN ORDINANCE ADOPTING AND AMENDING ORDINANCE 08-2021, A PERSONNEL HANDBOOK OF THE CITY OF DIAMOND CITY, BOONE COUNTY, ARKANSAS; DECLARING AN EMERGENCY. AND FOR OTHER PURPOSE

WHEREAS; the City Council of the City of Diamond City, Arkansas deems it advisable and necessary amended certain section of the Personnel Policy Handbook.

WHEREAS; The City Council of the City of Diamond City feels there is a need to have some clarification of the Personnel Handbook

Section 1: Chapter 4

A 4.4.2 Payroll Record; The City Operations Manager and the Treasurer shall keep and maintain record of work attendance, vacation and personal leave, used and accrued; and any other leave, whether with or without pay. These records shall be available to individual employees and they will be able to view their own records on the bi- weekly paystub and during normal business hours from the Operations Manager or Treasurer.

B. 4.10 Performance Evaluation; All employees will participate in a performance review every six months, with the City Operations Manager or Department Head.

1) A monthly evaluation will be conducted on each hourly employee by the Department manager.

Section 2: Chapter 5 Benefits

A. 5.1 Vacation

- 1 year up to 4 year Anniversary = 80 hours (10 working days)
- 5 years to 9 year Anniversary = 120 hours (15 working days)
- 10 years -14 years Anniversary= 160 hours (20 working days)
- 15 years – 19 years Anniversary = 200 (25 working days)
- 20 plus Anniversary = 240 hours (30 working days)

B. You may roll over 40 hours of vacation but you may not roll over any PTO time per year.

C. 5.3 Personal Leave

- All full time employees will get 6 Personal Days per year. PTO starts immediately upon hire accruing 4 hours a month and will not be given if they have disciplinary reasons on their monthly review or at the discretion of the Operations Manager or Department Head. No PTO hours can be carried over to the next year, and must be taken in half or full days. You cannot take any PTO time off till the PTO hours have been accrued. Ask the City Operations Manager or the Treasurer if you have any questions.

D. Inclement Weather

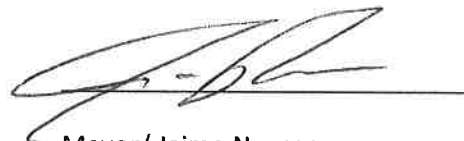
*In the event the City of Diamond City offices are open but an employee is unable to report to work due to inclement weather conditions, the employee may elect to use either vacation time off or PTO or leave without pay.

Section 3: The provisions of the ordinance are hereby declared to be severable and if any provision shall for any reason held illegal, such holding shall not affect the validity of the remainder of the ordinance.

Section 4: EMERGENCY CLAUSE; It is deemed by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to the employees of the City of Diamond City, Arkansas and to protect the interest of the City the so an emergency is hereby declared to be in full force and effect from and after passage.

Passed this 25th day of January, 2022


Recorder/ Kathy Pate


Mayor/ Jaime Nuessner