

DIAMOND CITY, BOONE COUNTY, ARKANSAS

ORDINANCE 02-2024

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 to amend certain sections 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: Handbook**

- A. Amending 4.4.2 Payroll Records:** Employees paid every two weeks. Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes that the employee's paycheck does not properly compensate him/ her for all the hours worked in each payroll period should immediately report those concerns to the Treasurer.
- B. Amending 5.01** Employees shall be in attendance at their workstations in accordance with the rules and regulations established for each department. All departments shall keep daily attendance records of all employees, which shall be reported to the Treasurer on a form and on the date as specified by the Mayor.
  - 1. Except for non-exempt employees, any employee who is late for work may not be paid for the time absent from work, at the discretion of the department head.
  - 2. Persistent violators shall be subject to further disciplinary actions to include dismissal.
- C. Amending 5.3 Personal Leave:** A full-time employee will get 6 personal days per year. No days may be carried over to the next year. Personal days may be taken in 1-hour increments. Personal leave can be used for any reason with a notice and approval by the department head. Personal leave is a privilege and can be taken away from employees by the department head for any disciplinary reason. Absence for a partial day that is chargeable to PTO/ personal leave in accordance with these provisions shall be deducted from accrued leave in amounts of 1-hour increments. An employee not reporting to work and who uses all his or her accrued personal leave shall therefore be inactive, without pay.
- D. Each employee shall have a written form signed by them and the department head for any time that was taken off whether for vacation, personal leave or leave without pay turned in with each payroll timesheet.** If the employee or the department head does not sign off it will be understood that it is leave without pay. After payroll has been turned in this may not be changed.

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 against them. PTO starts immediately upon hire with the possibility of accruing 4 hours a month if there are no disciplinary reasons or time delinquencies from the previous month. These are at the discretion of the Department Head or the Mayor. No PTO hours can be carried over to the next year and must be taken in 1-hour increments. You cannot take any PTO time off till until PTO time is accrued. Ask the Treasurer if you have any questions.

**Section 3:** The provisions of the ordinance are hereby declared to be severable and if any provision shall for any reason be 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 so if an emergency is hereby declared to be in full force and effect from and after passage.

Passed this 23<sup>rd</sup> day of January 2024

A handwritten signature in cursive script that reads "Kathy Pate". The signature is written in black ink and is positioned above a horizontal line.

Recorder/ Kathy Pate

A handwritten signature in cursive script that reads "Jaime Nuessner". The signature is written in black ink and is positioned above a horizontal line.

Mayor/ Jaime Nuessner