

RESOLUTION NO. 2015-08-__R

**A RESOLUTION AMENDING SECTION 5.1.3 OF THE
PERSONNEL HANDBOOK FOR THE CITY OF
TONTITOWN, ARKANSAS.**

WHEREAS, the City Council of the city of Tontitown, Arkansas (the "City"), has determined that the Personnel Handbook for the City (the "Handbook") needs revision from time to time; and

WHEREAS, the City Council has determined that Handbook Section 5.1.3 is in need of certain revisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Tontitown, Arkansas:

Section 1: That Section 5.1.3 of the Handbook is amended to read as follows:

"5.1.3 SCHEDULING VACATIONS

Each full-time employee may take accrued vacation with full pay at such a time as is mutually agreed upon between the employee and their supervisor. All vacation leave must be approved in advance by the employee's supervisor so that the leave can be coordinated with the overall scheduling of the department. When scheduling vacation leave, priority will be given to those with seniority. Employees should notify their department heads at least seven (7) days before the date that the vacation leave is requested to begin. The permissible number of employees taking vacation any one time will be determined by the department head based upon departmental workloads. The City reserves the right to alter vacation schedules. The maximum amount of vacation leave that may be taken at any one time is fifteen (15) days, unless approval of a greater amount is granted before the leave is taken. If a City-observed holiday occurs within an employee's vacation period, equivalent time off with pay will be provided, or at the employee's request, the employee's vacation may be extended for one (1) additional working day."

PASSED AND APPROVED this 11th day of August, 2015.

PAUL COLVIN, JR., Mayor

ATTEST:

ALICIA COLLINS, Recorder-Treasurer

5.1.2 VACATION TIME FOR NON-UNIFORMED EMPLOYEES

Full-time employees **working at least 40 hours per week and** with less than 7 years of service shall accrue vacation leave at the rate of 6.664 hours/month (80 hours/year) of working service. **Full-time employees scheduled to work less than 40 hours per week will accrue vacation leave at the rate of 6.664 multiplied by regularly scheduled weekly hours, divided by 40 hours, for the same pay period.** Full-time employees with over 7 years of service shall accrue vacation leave at the rate of 10hours/month (120 hours/year) of working service. **Full-time employees with over 7 years of service working less than 40 hours per week shall accrue vacation at the rate of 10 hours per month multiplied by their regularly scheduled weekly hours, divided by 40 for the same pay period.** Neither part-time nor temporary employees shall accrue vacation time.

Accrued vacation time will be paid if the employee leaves the employment of the city. No more than forty (40) vacation hours may be carried over **as of December 31st of each year. ~~over six (6) months past the anniversary date without prior written approval of the department head.~~** Accrued vacation days not taken within this time period will be deemed ~~used~~ **forfeited.**

To the extent it differs from the procedure set forth herein, the uniformed employees of the Police Department shall accrue vacation hours in accordance with the provisions set forth in the relevant Arkansas statutes, if any.

Policies concerning vacation time for non-uniformed employees in no way alter the City of Tontitown's at-will employment policy as described in this Personnel Handbook.

5.1.3 SCHEDULING VACATIONS

Each full-time employee may take accrued vacation with full pay at such a time as is mutually agreed upon between the employee and their supervisor. All vacation leave must have the advance approval of the employee's supervisor so that the leave fits in to the overall scheduling of the department **with priority given to those with seniority.** Employees should notify their department heads at least 7 days in advance of being absent for vacation time. The permissible number of employees taking vacation any one time will be governed **determined by the department head** based upon departmental workloads. The City reserves the right to alter vacation schedules.

Maximum vacation leave to be taken at any one time is (15) days, unless advance approval is granted.

If a City-observed holiday occurs within an employee's vacation period, equivalent time off with pay will be provided or at the employee's request the employee's vacation may be extended for one (1) additional working day.

5.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made by the City Council for salaries shall include additional pay for holidays for all agents, servants and employees of the city, including but not limited to, uniformed employees, as provided by the laws of the State of Arkansas.