

CHAPTER 1

GENERAL POLICIES

1.1 PURPOSE

This Personnel Handbook contains policies, practices and procedures which are necessary to implement and administer the City's personnel system. By adopting this Handbook, the City endeavors to achieve consistent treatment for all employees through the establishment of uniform guidelines and systematic procedures.

This Handbook does not represent an employment contract or any aspect of an employment contract and should not be construed as such.

1.2 SCOPE

All employees of the City of Tontitown are subject to the application of the personnel policies and procedures described in this Handbook.

1.3 DEFINITIONS

EMPLOYEE-An individual who is compensated by and provides a service to the City regardless of the number of hours of work performed during a given time period or the length of the term of employment. The term "employee" shall not include any elected official, any voluntary, appointed member of any board, commission or authority, or any person performing services for the City on the basis of a service contract, retainer, or prescribed fee.

EXEMPT EMPLOYEE-Employee who is not eligible for overtime as defined by the Fair Labor Standards Act.

FULL-TIME EMPLOYEE-Employee who is regularly scheduled to work in a position which has daily, weekly and monthly hours as established by the City Council for full-time work of at least 30 hours per week will be considered by the City Council to be a full-time employee.

NON-EXEMPT EMPLOYEE-Employee who is eligible for overtime compensation as defined by the Fair Labor Standards Act.

OVERTIME-Hours worked in excess of 40 hours during a regular work week.

DEPARTMENT HEAD-Person so designated as the head of any city department.

PART-TIME EMPLOYEE-Employee who is regularly scheduled to work in a position whose daily, weekly, or monthly hours are less than the hours established for full-time employees.

SUPERVISOR-Person who has been designated to oversee other employees in a department.

TEMPORARY EMPLOYEE-an employee hired for an intermittent or specified period of time, for a season, for a job of limited duration or for a non-recurring work project.

WORK WEEK-Seven (7) day period beginning at 12:00 a.m. on Sunday, except for police officers and any other employees specifically excluded from this provision by the terms of this Handbook.

1.4 AMENDMENTS AND REVISIONS

This manual may be amended and revised periodically as necessary at the direction of the City Council.

Since personnel practices and procedures are in a constant state of change, the City will continuously review this Handbook for amendments or revisions which might better serve the needs of the City and its employees. As such, this Handbook has been designed to be routinely updated and amended as the need arises.