

RESOLUTION NO. 2018-_____

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION APPROVING AND ADOPTING AN UPDATED PERSONNEL HANDBOOK FOR THE CITY OF TONTITOWN, ARKANSAS

WHEREAS, the City Council for the City of Tontitown has previously adopted a Personnel Handbook for use by the City of Tontitown, for the purpose of establishing a guide to administrative action concerning personnel activities and in order to define the personnel policies and procedures of the City; and

WHEREAS, it has become apparent to the City Council for the City of Tontitown, that a need exists to update the Personnel Handbook for use by the City, to include vacation time and sick leave policies for the employees of the Fire Department; and

WHEREAS, after review and consideration of the updated Personnel Handbook, the City Council for the City of Tontitown has determined that it is in the best interest of the City of Tontitown to adopt it.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tontitown as follows:

Section 1: Vacation time and sick leave policies for the employees of the Fire Department have been added to Chapter 5: Benefits of the Tontitown Personnel Handbook as indicated in the attached Exhibit "A". This amended Chapter 5: Benefits, of the Tontitown Personnel Handbook is hereby approved and adopted for use by the City of Tontitown to replace any and all previous versions of the Personnel Handbook previously adopted.

Section 2: The City Recorder-Treasurer is hereby directed to place one copy of the updated and revised Personnel Handbook on file in the City's records.

Section 3: One copy of the updated and revised Personnel Handbook shall be provided to each person currently employed, in any capacity, by the City of Tontitown to replace in its entirety the version of the Personnel Handbook previously adopted, and one copy shall be provided to any and all future employees of the City.

Section 4: Upon receipt of the updated Personnel Handbook, each employee shall be directed to execute a Receipt, in the form stated in Appendix A to the updated Personnel Handbook, and each such executed Receipt shall be placed in the respective employee's personnel file; and

Section 5: Any copies of the previous versions of the Personnel Handbook previously adopted that are currently in the possession of any employee shall be returned to the Mayor of the Mayor's designee.

Section 6: Upon the termination of any employee, his or her personal copy of the Personnel Handbook should be returned to the City, and the return thereof shall be duly noted in the employee's personnel file.

PASSED on this _____ day of _____, 2018.

APPROVED:

Paul Colvin, Jr., Mayor

ATTEST:

Rhonda Ardemagni, City Recorder-Treasurer
(SEAL)