

RESOLUTION NO. 2022-04-982R

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION AMENDING SECTION 3.9, NEPOTISM, OF THE CITY OF TONTITOWN PERSONNEL HANDBOOK FOR THE CITY OF TONTITOWN, ARKANSAS

WHEREAS, the City Council for the City of Tontitown has previously adopted an updated Personnel Handbook on July 7, 2020 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 come to the attention of the City Council that it is necessary to make an amendment to Section 3.9, Nepotism, of the handbook in order to better clarify the city's policy concerning the supervision of employees who are in close relation; and


WHEREAS, after review and consideration of the amendment, the City Council for the City of Tontitown has determined that it is in the best interest of the City of Tontitown to approve this change.

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

Section 1: Section 3.9, Nepotism, of the Tontitown Personnel Handbook is amended in its entirety as set forth in the attached Exhibit "A".

PASSED AND APPROVED on this 5 day of April, 2022.

APPROVED:


Gene McCartney, Acting Mayor

ATTEST:

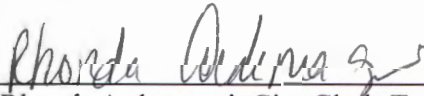

Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

Exhibit "A"

3.9 NEPOTISM

An employee may not work in the same line of supervision of an immediate family member or where there is a dating or romantic relationship (which would include co-habitation) whereby one supervises the other or has authority to hire, transfer, suspend, lay-off, recall, promote, supervise, discharge, or assign the other. Immediate family shall be the spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins. First cousin means the child of a parent's sibling, i.e., the child of an aunt or uncle. Such relationships shall constitute neither an advantage nor disadvantage to the appointment, hiring, or termination of employment.

In the event a person becomes an immediate family member, or becomes involved in a romantic relationship or co-habitates as described above, of an employee who has supervisory responsibility over such person, the following steps shall occur:

1. The persons in such a relationship must report it to a supervisor, who shall then report it to the Mayor or the appropriate city official and for consultation and determination of the best approach to resolving any potential conflicts. The resolution may involve any action which will further the intent of this policy. Failure to report a relationship as required may result in disciplinary action.
2. All cases in which relatives of present employees, or persons in a dating or romantic relationship, are considered for placement shall be reviewed prior to such placement to ensure that the intent of this policy is being met.
3. The supervisor shall prepare and retain a report that specifies the appropriate action taken pursuant to this policy, which shall note any specific action taken to eliminate any potential conflict of interest.

All reports generated pursuant to this policy shall remain confidential, to the extent permitted by Arkansas and federal law, but may be disclosed as evidence in the process of investigating sexual harassment, sexual discrimination or hostile work environment complaints.

All employees should note that relationships must not affect their work; a professional image and behavior must be maintained at all times.