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 Washington County, AR
 Kyle Sylvester Circuit Clerk

File **2022-00038445** RESOLUTION NO. 2022-11-1018R

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

A RESOLUTION AMENDING SECTION 4.2: WORK HOURS, 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 4.2: Work Hours, of the handbook in order to revise the limitation of hours required before accruing overtime for the Tontitown Fire Department; 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.

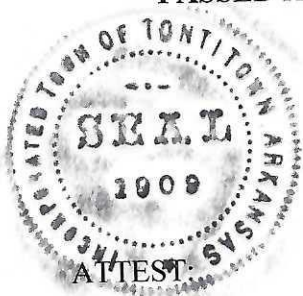
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tontitown as follows:

Section 1: Section 4.2: Work Hours, of the Tontitown Personnel Handbook is amended in its entirety as set forth in the attached Exhibit "A".

PASSED AND APPROVED on this 1 day of NOV, 2022.

APPROVED:

Angela Russell
 Angela Russell, Mayor



Rhonda Ardemagni
 Rhonda Ardemagni, City Clerk-Treasurer
 (SEAL)



4.2 WORK HOURS

Overtime as set forth in Policy 4.6 shall be calculated based upon the following applicable established work periods in accordance with the FLSA and the Arkansas Minimum Wage Act (AMWA):

- 1) Non-Exempt employees - The established work period for non-exempt employees shall be a seven-day period starting at 12:00 a.m. Monday and ending at 11:59 p.m. the following Sunday. Non-exempt employees will be paid overtime for all hours worked over 40 in the standard work period. The standard work day will begin at 8:00 a.m. and end at 4:30 p.m. Monday through Friday.
- 2) Non-Exempt Police Officers - The established work period for non-exempt police officers shall be a 14-day period starting at 12:00 a.m. Sunday and ending at 11:59 p.m. the second Saturday. Non-exempt police officers shall be paid overtime for all hours over 84 that are worked in the established work period.
- 3) Non-Exempt 24-Hour Shift Firefighters – The established work period for non-exempt firefighters who work 24 or more hours in a shift shall be a 14-day work period starting at 7:00 a.m. Sunday and ending at 6:59 a.m. the second Saturday. Non-exempt firefighters who work 24 or more hours in a shift shall be paid overtime for all hours worked over 106 in the established work period.
- 4) Non-Exempt 12-Hour Shift Firefighters – The established work period for non-exempt firefighters who work 12-hour shifts shall be a 14-day work period starting at 7:00 a.m. Sunday and ending at 6:59 a.m. the second Saturday. Non-exempt firefighters who work 12-hour shifts shall be paid overtime for all hours worked over 84 in the established work period.

THOSE NON-EXEMPT EMPLOYEES UNDER CATEGORIES NOS. 2, 3 AND 4 ABOVE ARE COMPENSATED PURSUANT TO THE 207-K EXEMPTION OF THE FAIR LABOR STANDARDS ACT AND THE ARKANSAS MINIMUM WAGE ACT APPLICABLE TO LAW ENFORCEMENT AND FIRE FIGHTING PERSONNEL.

Department heads may vary an employee's schedules based upon departmental necessity.-Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the employee's supervisor or department head.

The city reserves the right to adjust and change hours of work, days of work, and schedules to fulfill its responsibility to the citizens of the City of Tontitown. In an emergency, previously scheduled hours of work, days of work, and work arrangements may be altered at the discretion of the Mayor or the employee's department head. Changes in work schedules will be announced as far in advance as practicable, but work schedules can be changed with little or no notice.

Whenever possible, full-time employee work schedules shall provide a rest period (break) during each four-hour work shift. Time off for a meal will be provided.

