

**RESOLUTION NO. 2023-\_\_\_\_\_**

**CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS**

**A RESOLUTION AMENDING SECTION 5.1.3: VACATION TIME FOR CIVILIAN EMPLOYEES, 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 5.1.3: Vacation Time for Civilian Employees, of the handbook in order to revise the limitation of vacation hours that may be carried over from one year to the next without prior written approval of the employee’s department head; 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 and benefit of the community to amend Section 5.1.3: Vacation Time for Civilian Employees of the Tontitown Personnel Handbook, as set forth in the attached Exhibit “A”.

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

**Section 1.** Section 5.1.3: Vacation Time for Civilian Employees, of the Tontitown Personnel Handbook is hereby amended, as set forth in the attached Exhibit “A”.

**Section 2.** The rest and remainder of the Tontitown Personnel Handbook not specifically amended herein shall remain in full force and effect.

**PASSED AND APPROVED** on this \_\_\_\_\_ day of May 2023.

APPROVED:

\_\_\_\_\_  
Angela Russell, Mayor

ATTEST:

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