

RESOLUTION NO. 2026-____

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

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

WHEREAS, the City Council of the City of Tontitown has previously adopted an Employee Personnel Handbook for the purpose of establishing personnel policies, procedures, and guidelines for City employees; and

WHEREAS, the City Council has determined that it is necessary to update and revise the Employee Personnel Handbook to ensure that it remains current, accurate, and reflective of applicable laws, policies, and City practices; and

WHEREAS, the updated Employee Personnel Handbook has been reviewed and recommended for adoption; and

WHEREAS, the City Council finds that adoption of the updated Employee Personnel Handbook is in the best interest of the City and its employees.

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

Section 1. Adoption.

The updated City of Tontitown Employee Personnel Handbook is hereby approved and adopted by reference. This updated handbook shall replace and supersede all prior versions of the Employee Personnel Handbook previously adopted by the City.

Section 2. Availability and Distribution.

The updated Employee Personnel Handbook shall be made available to all current employees and provided to all future employees of the City of Tontitown, including by electronic means.

Section 3. Employee Acknowledgment.

Each employee shall acknowledge receipt of the Employee Personnel Handbook by executing a Handbook Receipt and Acknowledgment form, which shall be maintained in the employee's personnel file.

Section 4. Administration and Interpretation.

The Mayor or their designee is authorized to administer and interpret the provisions of the Employee Personnel Handbook.

Section 5. Effective Date.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED on this _____ day of May 2026.

APPROVED:

Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): _____

Motion to Introduce Made By: _____

Seconded By: _____

Adopted / Passed: _____

Vote: Ayes ____ Nays ____ Abstain ____ Absent ____

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.