



PERSONNEL HANDBOOK

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BY ORDINANCE NO. 756

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PREFACE

The City of Lonoke has established a vision of being a hometown that creates love for its community, encourages aspects of life and vibrance and offers wide-ranging opportunities to citizens of all ages. In order to implement this vision, and to ensure a prosperous future, we must accept fundamental responsibilities such as keeping our community safe; enforcing our laws, ordinances and planning codes; managing our road systems; providing clean drinking water and safe sewage disposal; keeping our natural watershed systems unobstructed; and providing recreational spaces that promote healthy living and personal connection. Our City slogan is “Cultivating Community,” and serves as a reminder that successful communities are built through a spirit of collaboration and hard work. It’s important that employees embody this slogan as they seek to understand their daily role in the City’s mission and how their efforts ultimately contribute to a greater vision; a town full of Love, Life, & Opportunity.

This handbook is presented to establish internal consistency and to make clear the City’s posture on the governance of issues related to managing a city of the first class, it’s personnel, and all resources. The content is intended to be concise, simple, and easy to interpret. *All employees are required to read it and to certify their acknowledgment through signature (see Appendix A).*

Because this handbook addresses general employment and personnel issues, strict reliance on it alone is neither encouraged, nor advised. It is not intended to replace consultation with an immediate supervisor, the Human Relations director, or the city attorney.

The City of Lonoke should review the policies within this handbook every three (3) years enabling it to better serve the needs of our community. City employees are encouraged be part of that process by providing insight and suggestions that will make our processes more efficient and our practices fairer.

CHAPTER 1

GENERAL POLICIES

1.1 PURPOSE

This handbook contains policies that are necessary to implement and administer the City's personnel system. By adopting this handbook, the City endeavors to achieve consistent treatment for all employees through the establishment of uniform guidelines and systematic procedures.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Director.

This handbook does not represent an employment contract or any aspect of an employment contract and should not be construed as such. *The City is an at-will employer* under law, and nothing in this handbook will waive the city's at-will status.

1.2 SCOPE

All employees of the city are subject to the policies and applications thereof as described in this handbook.

1.3 DEFINITIONS

ANNIVERSARY — For the purpose of this handbook, the term anniversary is used to describe the completion of a 12-month employment cycle.

DESIGNATED CAREGIVER — An employee who has agreed to assist a physically disabled qualifying patient with the medical use of marijuana, and who has registered with the Department of Health under the Arkansas Medical Marijuana Amendment.

DIRECTOR — A person who has been designated to oversee an entire department.

EMPLOYEE — An individual who is compensated by and provides a service to the city regardless of the number of hours of work performed during any given time period or the length of the term of employment. The term "employee" will not include any elected official; any voluntary or appointed member of any board, commission or authority; or any person performing services for the city based on a service contract, retainer, or prescribed fee.

EMPLOYMENT DATE — The date determined by the City to be considered an employee's first official day of employment.

ESSENTIAL PERSONNEL (∞) — Employees whose job is designated critical to the continuation of key operations and services required to keep the city safe and functional during an emergency, time of inclement weather, or an abnormal suspension of operations.

EXEMPT EMPLOYEE — An employee who is not eligible for overtime or compensatory time as defined by the Fair Labor Standards Act.

FAIR STANDARDS LABOR ACT (FSLA) — The Fair Labor Standards Act is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

FULL-TIME EMPLOYEE — An employee who is regularly scheduled to work in a position that has daily, weekly, and monthly hours as established by the city council for full-time work.

IMMEDIATE FAMILY MEMBER — For purposes of this handbook, this will mean mother, father, brother, sister, son, daughter, grandparents, son-in-law, daughter-in-law, spouse, spouse's parents, or those relatives who live in the employee's household, including "step" relatives. However, with respect to FMLA leave, "immediate family" means spouse, child, or parent—but not a parent-in-law with a serious health condition.

NON-EXEMPT EMPLOYEE — An employee who is eligible for overtime compensation or compensatory time off as defined by the FLSA.

OVERTIME — Hours worked in excess of 40 hours during a regular work week. For law enforcement officers, hours worked in excess of 86 hours during a 14-day work period.

PART-TIME EMPLOYEE — An employee who is regularly scheduled to work in a position, and whose daily, weekly, or monthly hours are less than the hours established for full-time employees.

PROPER NOTICE — This is defined by the City as notice in advance of the time an employee should report for work or no later than one (1) hour thereafter when advance notice is not possible.

QUALIFYING PATIENT — An employee who has been diagnosed by a physician as having a qualifying medical condition and who has registered with the Department of Health under the Arkansas Medical Marijuana Amendment.

SAFETY SENSITIVE ()* — Any position designated in writing by the City in which a person performing duties of the position while under the influence of alcohol or drugs may constitute a threat to health or safety, including positions in which a lapse of attention could result in injury, illness, or death. Examples of such duties include, but are not limited to, operating, repairing, maintaining, or monitoring heavy equipment, machinery, or motor vehicles; carrying a firearm; performing life-threatening procedures; working with confidential information or documents pertaining to criminal investigations; managing fiduciary responsibilities in excess of \$10,000; working with hazardous or flammable materials, controlled substances, foods, or medicine.

SUPERVISOR — The person who has been designated to oversee other employees within a department.

TEMPORARY EMPLOYEE — An employee hired for an intermittent or specified period, for a season, for a job of limited duration, or for a non-recurring work project.

WORKWEEK — A seven (7) day period beginning at 4:30 p.m. on Thursday, except for police officers and any other employees specifically excluded from this provision by the terms of this handbook.

1.4 AMENDMENTS AND REVISIONS

Since personnel practices and procedures are in a constant flux, the City should review this handbook every three years, or as determined by the direction of the City Council to ensure it most accurately reflects recent practices and/or standards of employment law. The City will have the exclusive right to change, alter, delete, add, or modify any provision of these personnel policies at any time, with or without notice. Final approval of all changes to the personnel policies will be approved by the city council. Changes made to these policies will be communicated through standard communication channels and/or through revisions to this manual; however, advance notice may not always be possible.

This policy manual supersedes all previous manuals, letters, memoranda, resolutions, and understandings unless otherwise noted.

1.5 DISTRIBUTION LIST

A copy of this manual and all subsequent revisions or amendments will be distributed to all employees and elected or appointed city officials.

CHAPTER 2

EQUAL EMPLOYMENT OPPORTUNITY

2.1 EQUAL OPPORTUNITY EMPLOYER

The City provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race; color; religion; sex; national origin; age; disability unrelated to job requirements; genetic information; political status; marital status; status as a veteran or member of the military or national guard; status as a qualifying patient or designated caregiver; or any classification or activity protected by the equal protection clause or other provision of the United States or Arkansas Constitutions, in accordance with applicable federal, state, and local laws. The City's commitment in this regard extends to all employment-related decisions, terms, and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, discipline, and training.

2.2 AMERICANS WITH DISABILITIES ACT

The City abides by the requirements of the Americans with Disabilities Act, the ADA Amendments Act, and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace will notify the Human Resources Director.

2.3 UNLAWFUL DISCRIMINATION AND HARASSMENT

2.3.1 The City expressly prohibits its officials or employees from engaging in any form of unlawful harassment or discrimination on grounds such as those listed in section 2.1 of this policy or any other ground protected by state and federal constitutions or laws. Harassment or discrimination of any employee or workplace retaliation against someone who has filed a complaint is a serious violation of city policy and will not be tolerated.

2.3.2 For the purposes of this policy, physical or mental harassment refers to any annoying, persistent act or actions that single out an employee to that employee's detriment, because of the employee's membership in any legally protected classes or for some other trait of the employee as specified in section 2.1. Harassment may be considered a violation of federal and/or state law.

Employees should not participate in and do not have to tolerate the following types of protected harassment regardless of whether the harasser is a co-worker, supervisor, citizen, or any other person with whom the employee's job brings him/her into contact:

- Racial harassment
- Harassment due to religion or views concerning religion
- Harassment due to national origin
- Sexual harassment (gender neutral)
- Harassment of employees due to age
- Harassment because of disability or perceived disability
- Harassment based on color and/or ethnicity
- Harassment based on other protected categories in section 2.1 of this policy

2.3.3 Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons, pranks, or other verbal or physical conduct, including but not limited to the following actions:

- Verbal abuse or ridicule. This includes epithets, derogatory comments, slurs or unwanted sexual advances,
- unwanted sexual invitations, or negative comments because of the employee's protected class membership

- Interference with an employee’s work. This includes physical contact such as assault, blocking normal movement, or interferences with the work directed at an individual because of the employee’s protected status
- Displaying or distributing offensive materials. This includes derogatory or sexual posters, cartoons, emails, calendars, magazines, drawings, or gestures
- Discriminating against any employee in work assignments or job-related training because of one of the above-referenced bases
- Unwanted, intentional physical contact, whether it be of a sexual or other nature
- Making protected status innuendos
- Requesting favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment
- Gender-based harassment, including sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions

Retaliation for having reported harassment. Discrimination or harassment based upon a person’s protected status is prohibited by federal and state anti-discrimination laws and violates city policy where it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
- Has the purpose or effect of unreasonably interfering with an individual’s work performance
- Otherwise unreasonably and adversely affects an individual employment opportunity

2.3.4 Sexual harassment is illegal and is a serious form of misconduct. Sexual harassment of employees, non-employees, and/or citizens with whom the City has business, service, or a professional relationship, including vendors and clients, is prohibited and will not be tolerated. The City is committed to establishing a culture free from all forms of sexual harassment.

Sexual harassment occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of his/her gender. Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment violates federal and state law and is prohibited under the City’s harassment policy when submission to the conduct is either explicitly or implicitly a term or condition of employment; submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual; and/or the conduct unreasonably interferes with the individual’s job performance or creates an intimidating, hostile, or otherwise offensive work environment. Sexual harassment includes, but is not limited to the following:

- *Inappropriate physical contact*, including blocking of movement, brushing against the body, coercive sexual involvement, cornering, grabbing, hugging, kissing, patting, pinching, poking, stalking, any form of sexual assault, and touching.
- *Inappropriate visual contact* including leering, obscene gestures, and staring; posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one’s individual work station;
- *Unwelcome verbal behavior*, such as comments, suggestions, jokes, demeaning remarks, insults, requests, sexual innuendo, suggestive statements, slurs, or other derogatory remarks based on sex; Unwelcome or invasive flirting; continued requests for dates and propositioning an individual.
- *Unwanted sexual advances*, requests or pressure for sexual favors and/or basing employment decisions such as an employee’s performance evaluation, work assignments or advancement upon the employee’s acquiescence to sexually harassing behavior in the workplace.

2.3.5 Bullying is defined as behavior that involves repeated, abusive, health-harming mistreatment of one or more people by one or more perpetrators. Bullying of employees, non-employees, and/or citizens with whom the City has a business, service, or a professional relationship, including vendors and clients, is prohibited and will not be tolerated. Bullying conduct includes threatening, humiliating or intimidating behaviors; work interference/sabotage that prevents work from getting done; and/or verbal abuse. Such behavior violates the City’s standards of conduct/employment policies, which state that all employees will be treated with dignity and

respect. Additionally, the City considers the following types of behavior examples of bullying:

- *Verbal bullying*: Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the focus of jokes; abusive and offensive remarks
- *Physical bullying*: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- *Gesture bullying*: Nonverbal gestures that can convey threatening messages
- *Exclusion*: Socially or physically excluding or disregarding a person in work-related activities

The following examples may constitute or contribute to evidence of bullying in the workplace:

- *Persistent isolation* of any one individual
- *Shouting or raising one's voice towards an individual* in public or in private
- *Using obscene or intimidating gestures*
- *Not allowing the person to speak or express himself or herself* (i.e., ignoring or interrupting)
- *Personal insults and use of offensive nicknames*
- *Public humiliation* in any form
- *Constant criticism* on matters unrelated or minimally related to the person's job performance or description
- *Public reprimands*
- *Repeatedly accusing someone of errors that cannot be documented*
- *Deliberately interfering with mail and other communications*
- *Spreading rumors and gossip* regarding individuals
- *Encouraging others to disregard a supervisor's instructions*
- *Manipulating the ability of someone to do his/her work* (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- *Assigning menial tasks* not in keeping with the normal responsibilities of the job
- *Taking credit for another person's ideas*
- *Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.*
- *Deliberately excluding an individual* or isolating him or her from work-related activities such as meetings
- *Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property* (defacing or marking up property)

2.4 COMPLAINT REPORTING AND INVESTIGATION

The City is committed to diligently enforcing its harassment policy by promptly and impartially investigating all complaints. When harassment is discovered, the city will take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to deal with complaints in a fair, discreet, and timely manner and to effectively:

- Stop the offending behavior
- Determine if the conduct alleged in the complaint took place and constitutes harassment that violates federal and/or state law and city policy or constitutes harassment in the form of inappropriate or offensive behavior which violates city policy
- Take steps to prevent retaliation and repetition of the harassment
- Restore the complainant's working environment
- Educate, sanction, or discipline the offender with disciplinary actions proportional to the offense

Everyone who represents the City has a responsibility to ensure his/her conduct does not constitute harassment in any form. If, however, harassment or suspected harassment has or is taking place, employees must immediately report the harassment or suspected harassment, in writing, to their Director. If the Director is the source of the alleged harassment or is so closely associated with the source of the harassment that the employee does not feel comfortable reporting to that person, the employee may report the complaint to the Human Resources Director. Employees have a responsibility to report harassment. Employees should not wait to report the harassment or discrimination until the acts become so pervasive or offensive that they create a hostile working environment. Employees should note that failure to report

harassment creates a situation where a harassed employee's situation is much more likely to remain unresolved. The worst thing for an employee to do in any situation is to choose not to report the situation. If the complaint involves sexual harassment and the complaining employee prefers to speak with a person of the employee's same gender, the city will make every effort to accommodate that request.

2.4.1 Any supervisor or director who learns of a harassment complaint through any means including witnessing, overhearing, learning of a rumor, or otherwise becoming aware of alleged harassment in the workplace is obligated to report it to the Human Resources Director. Each complaint will be treated confidentially and will be fully investigated internally. A determination of the facts and an appropriate response will be made on a case-by-case basis. If it is determined that harassment has occurred, the city will take appropriate corrective disciplinary action which may include, but is not limited to, verbal and/or written warnings, probation, suspension, demotion, and/or termination.

If the investigation does not find that harassment occurred or that the alleged incident(s) did not constitute harassment, the matter will be referred back to the Director for further appropriate action. For example, if workplace misconduct may have occurred but not harassment, the Director will determine the way to act upon the findings set forth in the investigative report.

2.4.2 No employee will be subject to any form of retaliation or discipline for pursuing a harassment complaint, and no witnesses will suffer retaliation as a result of their involvement in the investigation. The City will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against those who are found to have violated the City's policy against such retaliation.

2.4.3 Employees who have genuinely been subjected to harassment are encouraged to come forward and report it, so the City can act against the problematic behavior since harassment is harmful to others and cannot be tolerated. Conversely, if false accusations are proven to have been intentionally made against others by an employee who knows or has reason to know that the allegations are false, it will be considered equally harmful by the City, and—as is the case of someone proven to be harassing others—will result in appropriate disciplinary action.

CHAPTER 3

FULL-TIME JOB TITLES

See Section 1.3 – Definitions for Safety/Security Sensitive (*) and Essential Personnel (∞) descriptions

3.1 JOB DESCRIPTIONS

It will be the responsibility of the Director to maintain a job description on file for each departmental position. The job description should include, to the extent possible, the position's scope of responsibility, essential job functions, desired qualifications, working conditions, physical requirements, and any necessary details required to fully articulate the expectations of the position.

A copy of every job description will be kept on file in the Human Resources Office. These will be attached to job postings when advertising a position.

3.2 ADMINISTRATIVE DEPARTMENT

3.2.1 Deputy Clerk, Administration

- Reports to the Mayor
- Responsible for establishing and maintaining internal controls that provide oversight to the daily processes carried out by City Hall
- Assigned clerical duties and other managerial tasks as delegated by either the Mayor
- Ensures that the City is compliant with laws and regulations, that management is held accountable, and that financial information is properly reported
- Manages various accounting records and is expected to work directly with citizens, elected officials, and other city personnel in a helpful and courteous manner by answering questions and resolving conflict, attending council meetings, and providing information materials for the city council meetings
- Responsible for the design and implementation of programs and controls that prevent and detect fraud, and for identifying all known or suspected fraudulent activities affecting City government.
- Responsible for the selection and application of accounting principles for the preparation of the financial statements in conformity with regulatory basis of accounting and for compliance with applicable laws and regulations to include contracts and grant agreements
- Responsible for implementing systems designed to achieve compliance regarding state laws, regulations, contracts, and grant agreements
- Desired qualifications include the completion of high school diploma or vocational technical school, or three (3) years of experience in office administration or in a legal environment, three (3) years of bookkeeping experience; three (3) years of general clerical experience; or three (3) years of experience in computer use

3.2.2 Human Resources (HR)/Personnel Director, Administration (*)

- Reports to the Mayor
- Responsible for planning, organizing, and executing a variety of administrative duties for the human resources function of the City
- Manages sensitive personnel information and offers both leadership and advice as it pertains to HR functions within the City
- Attends council meetings when necessary
- Desired qualifications include the completion of high school diploma or vocational technical school, or five (5) year of experience in office administration or in a legal environment; three (3) years of bookkeeping experience; two (2) years of general clerical experience; or three (3) years of experience in computer use.
- Five (5) years of supervisory/managerial experience is suggested

3.2.3 Accounts Administrator, Administration (*)

- Reports to the Mayor
- Oversees accounts payable and accounts receivable functions by ensuring expenses are paid and that revenues are collected
- Responsible for preparing and managing various accounting records, for managing a daily fiduciary responsibility more than \$10,000, and ensuring employees receive on-time compensation
- Desired qualifications include the completion of a high school diploma; three (3) years of general clerical experience; three (3) years of bookkeeping/accounting experience; two (2) years of general clerical experience.

3.2.4 Administrative Assistant, Administration

- Reports to the Mayor
- Responsible for supporting the City with both general and specialized administrative tasks. This includes executing front office practices, utilizing administrative resources, learning new systems, supporting payroll functions and other duties as necessary

3.2.5 Receptionist, Administration

- Reports to the Mayor
- Advocates for the City and welcomes patrons by greeting them, in person or on the telephone
- Maintains employee and departmental directories
- Ensures the City reception area is kept orderly and clean
- Maintains continuity and facilitates information between departments by documenting and communicating irregularities, actions, and future needs
- Desired qualifications include conflict resolution skills and previous working experience with office software products and a background in office administration

3.3 COMMUNITY DEVELOPMENT DEPARTMENT

3.3.1 Director, Community Development (*)

- Reports to the Mayor
- Responsible for the administration and enforcement of all municipal codes
- Exercises supervision over community development personnel
- Responsible for reviewing and passing plans and specifications of significant structures/projects
- Responds to violations, dangerous structures, complaints and the general public concerning municipal codes
- Reviews materials and applications for all building permits and licenses
- Reviews violation findings and prepares legal documents for court supporting the issuance of tickets
- Maintains records of acts and decisions
- Prepares periodic reports detailing complaints, outstanding violations, and activities of the community development department
- Prepares annual community development budget
- Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments
- Reports to the City Council

3.3.2 Supervisor, Community Development

- Reports to the Community Development Director
- Determines the nature of environmental or health hazards, nuisance violations and unsafe building conditions oversees municipal code compliance programs and ensures permits or citations are issued in accordance with local and state regulations
- Ensures the City is operating in compliance to state and federal regulations concerning land usage, zoning, permits and building access

3.3.3 Officer, Community Development

- Reports to the Community Development Supervisor
- Ensures dwellings, premises, and vacant lots found in violation of city code to be identified, repaired, condemned, razed, and/or cleared through means of public notification and ticket citation
- Identifies, surveys, tracks, maintains records for and photographs properties in violation of City Code
- Issues notes, warnings, and/or advisories to property owners
- Follows up with property owners to ensure compliance
- Educates the public on compliance to City Code
- Serves as witness for the City at District Court when required
- Desired qualifications include conflict resolution skills, a high school diploma or GED equivalent; one (1) year of experience in housing and premise inspection or a related area. May be required to obtain, and keep current, various certificates for the duration of employment in this position

3.3.4 Animal Control Officer, Community Development (*)

- Reports to the Community Development Director
- Executes animal control practices as required to maintain good order within the City
- Enforces city code particular to the keeping of live animals within the city limits
- Patrols for animals at large and responds to public complaints concerning both wild and domesticated animals
Educates the public and oversee the City's pet adoption program
- Protects the welfare and safety of citizens against rabid, diseased or nuisance animals
- Protects animals from abuse or neglect from negligent owners
- Ensures the animal shelter remains clean and stocks animal supplies as needed
- Enforces state and local animal control ordinances, codes and laws
- Educates the public on animal control practices and the responsibility of pet ownership
- Operates and maintains animal control equipment, vehicles and devices

3.3.5 Commercial Building Inspector, Community Development (*)

- Reports to the Community Development Director
- Enforces provisions of the International Building Code (IBC) as set forth by the International Code Council (ICC) and executes policies and procedures in order to clarify the application of its provisions
- Receives applications, reviews construction documents and issues permits for the erection and alteration of buildings and structures
- Inspects the premises for which such permits have been issued and enforces compliance with the provisions of the ICC code
- Issues notice or orders as required to ensure compliance to the ICC code
- Desired qualifications include the completion of a high school diploma with coursework in the Building Trades, or two (2) years of vocational-technical school training in Buildings Trades; two (2) years of experience in building construction; must possess certification per Standard Building Codes as a Building Inspector within one (1) year of employment and maintain certification for the duration of employment while occupying this position

3.3.6 Residential Building Inspector, Community Development (*)

- Reports to the Community Development Director
- Inspects the premises for which such permits have been issued and enforces compliance with the provisions of the ICC code
- Maintains ICC Residential Inspector and HVAC certifications
- Must possess certification per Standard Building Codes as a Building Inspector within one (1) year of employment and maintain certification for the duration of employment in this position; must possess certification per Standard Building Codes as a Building Inspector within one (1) year of employment and maintain certification for the duration of employment while occupying this position

- Desired qualifications include the completion of a high school diploma or course with coursework in the Building Trades, or two (2) years of vocational-technical school training in Buildings Trades; two (2) years of experience in building construction

3.4 PUBLIC WORKS DEPARTMENT

3.4.1 Director, Public Works (∞*)

- Reports to the Mayor
- Manages all operations pertaining to the City's water supply, wastewater distribution, street and drainage systems and all respective infrastructure in compliance to state and local codes
- Works closely with State and Federal agencies as required and is responsible for implementing policies pertaining to the City's water and wastewater filtration systems
- Oversees all operations with respect to roads, right of ways, sidewalks, curbs, and drainage
- Programs and executes the annual Public Works Budget
- Oversees the day-to-day operation of the water and wastewater filtration facilities
- Guides the installment of water and wastewater infrastructure as required to meet future needs of the community
- Educates the public on the City's water and wastewater filtration systems
- Reports to the City Council
- Must have the following licenses issued by the State of Arkansas:
 - Treatment III operator's license
 - Distribution II operator's license
 - Wastewater II operator's license
- Desired qualifications include a bachelor's degree in engineering, preferably civil and a professional engineer designation; minimum of a ten (10) years of general experience in public works or related area and eight (8) years of supervisory/managerial experience

3.4.2 Office Manager, Public Works

- Reports to the Public Works Director
- Responsible for managing front office activities, this includes overseeing, directing, and supervising administrative practices and utilizing all available resources
- Manages employee time sheets and tracks both vacation time and sick time accrued
- Completes purchase orders, oversees purchases and maintains inventory of supplies and materials
- Assists in researching, compiling, and analyzing information and prepares reports as required
- Maintains a database of departmental information and oversees an efficient filing system
- Responds to customer inquiries and complaints
- Desired qualifications include the completion of a high school diploma, vocational technical school, or three (3) years of experience in office administration, conflict resolution skills as this position works directly with the public, and previous working experience with office software products

3.4.3 Billing & Receivables Clerk, Public Works

- Reports to the Public Works Director
- Responsible for compiling billing data and managing residential payments
- Processes accounts receivable and maintains a records system for the City Water Department
- Satisfies customer inquiries and provides the Public Works Director with research as required
- Issues invoices, collects payments, and manages business license records.
- Assists customers with billing inquiries, requests for services, utility disconnects, and other service-related issues
- Processes bank drafts and deposits; processes customer payments and collects deposits for new accounts
- Enters meter readings, identifies anomalies, and manages water meter checks when necessary
- Processes leak adjustments and records amended payments

- Maintains Water User Data Base (WUDB) and coordinates with utility providers to remediate delinquent accounts
- Prepares reports, reconciles records and registers payments
- Manages additional accounts for services provided by the city i.e. garbage, fire, leaf and limb, mosquito and animal control
- Issues, renews and records notices for city privilege licenses
- Desired qualifications include the completion of a high school diploma or general education degree (GED) equivalent, accounting courses from secondary education and/or equivalent work experience

3.4.4 Street Supervisor, Public Works (∞*)

- Reports to the Public Works Director
- Surveys city street systems to determine how best to meet future requirements for the community
- Manages daily work schedules and delegates crew duties
- Oversees the court directed Community Service program to include ADC parole violators
- Trains and equips employees to operate heavy equipment
- Oversees the performance of advanced street work when required
- Desired qualifications include the completion of a high school diploma or course with coursework in the Building Trades, or two (2) years of vocational technical school training in Buildings Trades; three (3) years of experience in building construction and two (2) years of experience as a supervisor

3.4.5 Street Utility Operator, Public Works (∞*)

- Reports to the Street Supervisor
- Performs all necessary maintenance and construction operations with respect to roads, right of ways, sidewalks, curbs, and drainage
- Conducts both minor and major maintenance repairs to include preventative maintenance on departmental equipment and systems
- Works within established safety guidelines fostering and maintaining a safe working environment
- supervise assigned crew members and when necessary participate in the technical construction, installation, repair and maintenance of city infrastructure
- Conducts pump inspections, loads chemicals, lubricates equipment, and adjusts equipment controls
- Performs manual labor
- Acquires necessary supplies and tools from warehouse or vendors as required
- Executes a flexible schedule to include non-traditional work hours; subject to work on-call and emergency calls
- Fosters a culture of safety and ensures safe practices are implemented
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise

3.4.6 Street Laborer, Public Works (∞*)

- Reports to the Street Supervisor
- Performs all necessary tasks in support of routine maintenance and construction of roads, right of ways, sidewalks, curbs, and drainage
- Performs minor maintenance repairs and conducts preventative maintenance on equipment and systems
Required to operate within established safety guidelines to maintain a safe working environment
- Enables the technical construction, installation, repair and maintenance of city infrastructure

- Cleans and maintains tools and performs daily equipment checks
- Ensures City Shop and work sites remain clean and in functional working order
- Acquires necessary supplies and tools from warehouse or vendors when needed
- Executes a flexible schedule that includes non-traditional work hours; subject to on-call status and emergency calls
- Works within established guidelines to maintain a safe working environment
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise

3.4.7 Water/Wastewater Supervisor, Public Works (∞*)

- Reports to the Public Works Director
- Oversees and assists crew members in their performance of technical construction, installation, repair and maintenance of the City's water supply and wastewater distribution systems
- Must perform major and minor equipment repairs and oversee preventative maintenance actions on equipment and their associated systems
- Must embody the standards of safety while operating within established guidelines that foster a safe working environment
- May be expected to fulfill the role of Interim Director in absence of the Public Works Director
- Issues orders and assigns necessary equipment as required to complete work projects
- Oversees repair work and routine maintenance of vehicles, equipment, and all associated resources
- Provides training, instruction, and recommendations for new crewmembers
- Ensures work sites are kept clean and restored to their original condition upon completion of projects
- Oversees the detection of buried utility lines when equipment operators are digging
- Monitors the shoring of trenches and confined workspaces
- Provides contingent support and on-call coverage to other city departments when necessary
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise
- Must have the following licenses issued by the State of Arkansas:
 - Treatment I Operator's License
 - Distribution I Operator's License
 - Wastewater I Operator's License

3.4.8 Water/Wastewater Utility Operator, Public Works (∞*)

- Reports to the Water/Wastewater Supervisor
- Constructs, installs, repairs and maintains the City's water and wastewater distribution systems
- Performs minor equipment repairs and preventative maintenance on equipment and their associated systems. Operators work within established guidelines to maintain a safe working environment
- Issues orders and assigns necessary equipment as required to complete work projects
- Oversees repair work and routine maintenance of vehicles, equipment, and all associated resources

- Provides training, instruction, and recommendations for new crewmembers
- Ensures work sites are kept clean and restored to their original condition upon completion of projects
- Oversees the detection of buried utility lines when equipment operators are digging
- Monitors the shoring of trenches and confined workspaces
- Provides contingent support and on-call coverage to other city departments when necessary
- Must have the following licenses issued by the State of Arkansas:
 - Treatment I Operator's License
 - Distribution I Operator's License
 - Wastewater I Operator's License
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise

3.4.9 Water/Wastewater Laborer, Public Works (∞*)

- Reports to the Water/Wastewater Supervisor
- Performs all work necessary to operate water and wastewater systems, lift stations and water wells.
- performs minor and preventative maintenance on equipment as required and they work within established guidelines to maintain a safe working environment
- perform and enable the technical construction, installation, repair and maintenance of the city's water and wastewater distribution system
- Installs, repairs and maintains water lines, valves, meters, pumps, water taps, sewer lines, force mains, lift stations and manholes
- Cleans and maintains tools, sampling equipment and lab equipment
- Performs daily equipment checks
- Responsible for keeping work sites clean, functional and in good working order
- Acquires necessary supplies and tools from warehouse or vendors as required
- Executes a flexible schedule to include non-traditional work hours; subject to on-call duties and emergency calls
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise

3.5 PARKS AND RECREATION DEPARTMENT

3.5.1 Director, Parks & Recreation (*)

- Reports to the Mayor
- Responsible for programming activities designed to meet the community's recreational and fitness needs
- Provide year-round opportunities through leisure sports by managing all associated city park systems
- Influences policy and promotes healthy activities for all ages throughout the community
- Programs and executes the annual Parks and Recreation's Budget
- Oversees day-to-day operations of the City's park system

- Manages the City's vector-control programming
- Reports to the City Council
- Desired qualifications include the completion of a college degree in recreational management, and/or related fields with a minimum of five (5) years of parks experience and three (3) years of supervisory/managerial experience

3.5.2 Supervisor, Parks and Recreation (*)

- Reports to the Parks and Recreation Director
- Supervises personnel to ensure the proper maintenance of parks, medians, athletic fields and all public grounds
- Assigns tasks, oversees minor projects and labors as required
- Desired qualifications include the completion of a high school diploma with four (4) years of parks maintenance experience and vector control

3.5.3 Equipment Operator, Parks and Recreation (*)

- Reports to the Director
- Constructs, installs, repairs and maintains the city parks and all associated systems
- Executes mowing, weed eating, earth moving, and general ground-keeping duties
- Performs maintenance on equipment, mowers, tractors, buildings, fences, and other implements of construction
- Oversees cleanliness of City shops, city vehicles, work sites, all storage areas and vector control equipment
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise
- Desired qualifications include two (2) years as a general equipment operator and (3) years of maintenance work experience

3.5.4 Laborer, Parks and Recreation (*)

- Reports to the Parks and Recreation Supervisor
- Performs general duties throughout the parks system as tasked to ensure city grounds are well-maintained and in good order
- Conducts manual labor such as lawn maintenance, watering plants, tree trimming, and other miscellaneous tasks
- Positions in this class typically require the following: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in adverse weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. Incumbents may be subjected to moving mechanical parts, electric current, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise
- Desired qualifications include previous experience working with various types of maintenance equipment. Experience with small engines and various machinery is desired

3.6 LONOKE COMMUNITY CENTER (LCC)

3.6.1 Director, Lonoke Community Center

- Reports to the Mayor
- Oversees all recreational and fitness opportunities for the community through use of LCC facilities and its associated resources. The LCC Director influences policy and promotes healthy living for all ages throughout the community.
- Programs and executes the annual Lonoke Community Center Budget
- Oversees general maintenance of the LCC building, its aquatics facility, exercise equipment, and exterior grounds
- Manages staff in accordance with state and local regulations
- Ensures all facilities and associated systems are compliant with local and state regulations
- Develops sports and fitness programs that encourage healthy activity for all ages
- Cultivates marketing strategies as needed to recruit and encourage participation
- Reports to the City Council
- Desired qualifications include the completion of an Associate's degree or two (2) years of college coursework in Parks and Recreation Management, Recreation Administration, Parks Administration, Leisure Sciences and Physical Conditioning; must possess Standard First Aid and Community CPR certifications, or other certifications which incorporate Standard First Aid and Infant, Child and Adult CPR, within six (6) months of employment, and maintain certifications for the duration of employment in this position

3.6.2 Assistant Director, Lonoke Community Center

- Reports to the LCC Director
- Responsible for executing recreational and gym opportunities as designed by the director that meet the needs of the community
- Oversees the maintenance of the LCC basketball court, weight room, cardio room, gym equipment, and their associated systems
- Must possess Standard First Aid and Community CPR certifications, or other certifications which incorporate Standard First Aid and Infant, Child and Adult CPR, within six (6) months of employment, and maintain certifications for the duration of employment in this position
- Desired qualifications include the completion of an associate degree or two (2) years of college coursework in Parks and Recreation Management, Recreation Administration, Parks Administration, Leisure Sciences, Physical Education, or a related area; two (2) years of experience in directing athletic or recreational programs; one (1) year of supervisory experience

3.6.3 Aquatics Facility Supervisor, Lonoke Community Center (*)

- Reports to the LCC Director
- Provides aquatic and recreational opportunities designed to meet the needs of the community
- Oversees the maintenance of the LCC pool, its equipment, and all associated systems
- A Red Cross Swim Instructor certification is required, and applicant must be able to obtain and manage a Certified Pool Operator (CPO) certification
- must possess Standard First Aid and Community CPR certifications, or other certifications which incorporate Standard First Aid and Infant, Child and Adult CPR, within six (6) months of employment, and maintain certifications for the duration of employment in this position
- Desired qualifications include the completion of an associate degree or two (2) years of college coursework in Parks and Recreation Management, Recreation Administration, Parks Administration, Leisure Sciences, Physical Education, or a related area; two (2) years of experience in directing athletic or recreational programs; one (1) year of supervisory experience

3.6.4 Office Manager, Lonoke Community Center

- Reports to the LCC Director

- Provides administrative support enabling the implementation of fitness programs and recreational opportunities
- Responsible for supporting the LCC with both general and specialized administrative tasks such as executing front office practices, utilizing administrative resources, learning new systems, supporting payroll functions and other duties as necessary
- Desired qualifications include the completion of two (2) years of college coursework in Business Administration, Public Administration, or a related area; two (2) years of administrative experience; one (1) year of supervisory experience

3.7 POLICE DEPARTMENT

3.7.1 Chief, Police (∞*)

- Reports to the Mayor
- Oversees all crime prevention, criminal apprehensions, and law enforcement actions necessary to ensure the protection of life, property and welfare for the community
- Responsible for leading the police department, outlining its mission, managing the officer corps, and establishing departmental policy
- Responsible for assisting emergency management operations and responding to public discourse such as large-scale threats
- Programs and executes annual Police Department Budget
- Oversees recruitment, hiring, assessment, training, and disciplinary practices
- Interprets and enforces federal, state, & local codes, laws, and ordinances
- Establishes a culture of safety and maintains a healthy working environment for all personnel
- Develops policies, procedures and sets a posture that compliments guidelines set forth by the City Council
- Represents the City as a public affairs officer when required and provides official statements upon request
- Manages inventory such as equipment, food supplies, uniforms, weapons, and vehicles
- Develops preventative programs designed to mitigate criminal activities and establish rapport with the community
- Reports to the City Council
- Desired qualifications include the completion of a bachelor's degree from a four-year college or university and twelve (12) to fifteen (15) years of related experience and/or training to include a minimum of six (6) years of supervisory/managerial experience

3.7.2 Captain, Police (∞*)

- Reports to the Chief
- Manages the daily operational and administrative workflow for the Police Department
- Enforces federal, state, and local laws within the city and executes departmental policy safeguarding ethical law-enforcement practices
- Supervises subordinate officers and acts as Interim Chief in absence of the Police Chief
- Builds the weekly schedule, assigns training and additional programs for all personnel requirements
- Manages personnel files and training records
- Oversees the execution of Internal Affairs
- Ensures all vehicles are routinely maintained, adequately equipped, kept in good working order, and that they operate at their maximum capacity
- Ensures the police department is properly equipped to protect its officers and to safely execute their duties
- Executes patrol duties when necessary and provides a senior level perspective to junior officers
- Advocates law enforcement practices and reinforces the culture of compliance as set-forth by the Police Chief
- Desired qualifications include the completion of an associate degree from a two-year college; at least two (2) years of service as a Lieutenant; seven (7) years related experience and five (5) years of supervisory/managerial experience

3.7.3 Lieutenant, Police (∞*)

- Reports to the Captain
- Provides supervision, operational oversight and senior level perspective within the police department
- Responsible for mentoring subordinate officers, conducting investigations as needed, and acquiring new equipment
- Supports scheduling of personnel as required
- Supervises the School Resource Officer Program
- Manages the Internal Affairs program
- Oversees juvenile case management
- Desired qualifications include the completion of a high school diploma in addition to specialized training and/or additional college courses; seven (7) years of related experience and/or training and a minimum of two (2) years of supervisory/managerial experience

3.7.4 Sergeant, Police (∞*)

- Reports to the Lieutenant
- Supervises patrol shifts and coordinates responses to law enforcement issues within the city
- Responsible for executing duties accurately and required to operate through a sense of urgency as to better protect the health, safety and welfare of the community
- Oversees criminal investigations
- Manages criminal case files
- Mentors junior officers and executes patrol duties as necessary
- Desired qualifications include the completion of a high school diploma in addition to specialized training and/or additional college courses with five (5) years of related experience and/or training and a minimum of one (1) year of supervisory/managerial experience

3.7.5 Criminal Investigator, Police (*)

- Reports to the Chief
- Conducts criminal investigations of persons suspected of violating criminal laws
- Processes crime scenes and collects evidence using photography, latent prints, and other investigative techniques
- Interviews suspects, witnesses and victims
- Writes reports and affidavits for arrest and search warrants
- Serves arrest and search warrants
- Prepares and updates case files, presents investigative reports and evidence to prosecutors for prosecution
- Desired qualifications include the completion of a high school diploma or GED plus specialized training and/or additional college courses and seven (7) years of related experience and/or training with a minimum of two (2) years of supervisory/managerial experience

3.7.6 Drug Recognition Officer, Police (*)

- Reports to the Chief
- Responsible for identifying physical impairments in persons under the influence of drugs other than, or in addition to, alcohol
- Desired qualifications include the completion of a high school diploma or GED in addition to the completion of Specialized Drug Recognition training

3.7.7 School Resource Officer (SRO), Police (*)

- Reports to the Lieutenant
- Executes various tasks within the police department to include vehicular patrol, investigations, traffic management, speed limit enforcement and other law enforcement related activities as they pertain to the safety of the school system
- Enforces federal, state, and local laws

- Sets a posture of security for the community's public-school system
- Manages juvenile cases occurring on school grounds and adjacent properties
- Programs and suggests school drills as necessary for the safe and effective response of the community
- Advocates and establishes rapport between the police department and community youth
- Desired qualifications include the completion of a high school diploma in addition to specialized training and no less than twelve (12) of previous work-related experience

3.7.8 Dispatcher/Jailer, Police (∞*)

- Reports to the Captain
- Responsible for managing coordinated responses to health, safety, and law enforcement issues within the city
- Works with various elements of communications equipment including radios and computer systems to ensure all calls for services are responded to by the appropriate personnel in a safe, prompt, and efficient manner
- Maintains communication records
- Responds to both emergency and non-emergency calls and dispatches officers in response
- Responsible for the daily operations of the jail
- Supports state audits and necessary inspections
- Inventories, orders, and stocks office supplies, food, and equipment for the jail system
- Desired qualifications include a calm and direct demeanor is a desired quality as this position deals directly with the public and must constantly implement a working knowledge of conflict resolution and the completion of a high school diploma or GED and six (6) months of previous related experience; or equivalent combination of education and experience

3.7.9 Officer, Police (∞*)

- Reports to assigned supervisor
- Executes general police duties such as community patrol, code enforcement, public relations, and traffic management
- Enforces federal, state, and local laws
- Desired qualifications include a calm and direct demeanor as this position deals directly with the public and must constantly implement a working knowledge of conflict resolution techniques
- Desired qualifications include the completion of a high school diploma or GED

3.8 LONOKE VOLUNTEER FIRE DEPARTMENT (LVFD)

Volunteer fireman are provided with supplemental income options as coordinated through the Human Resources office. They do not carry employment status and are not considered "employees" of the City. Fireman are considered "personnel" and thereby subject to the following sections of this handbook: Chapter 1; Chapter 2; Chapter 3; Sections 4.6 - 4.7, and 4.9; Section 5.15; Section 6.13; Sections 7.1 - 7.4, 7.9, 7.10 - 7.13 ; Chapter 8

3.8.1 Chief, Fire (∞*) See Section 3.10.10

3.8.2 Assistant Chief of Administration, Fire (∞*)

- Reports to the Fire Chief
- Supervises all secretaries, captains, and firefighters and either performs or assigns duties relating to the administration of the fire department such as making sure that all fire reports are properly submitted all personal files are kept current and paperwork completed in a timely manner
- Assumes the administrative duties of the Fire Chief in his/her absence and performs other duties as may be assigned
- Helps coordinate response actions to fire control, rescue, hazardous incidents, and medical treatment efforts. They also assist with public outreach and fire prevention programs
- Assists with regular fire inspections
- Must attend, at a minimum, 2 hours of in-house training a month and 16 hours of certifiable training each year

- This is an elected position for members having served at least 2 years at the Lonoke Volunteer Fire Department

3.8.3 Assistant Chief of Operations, Fire (∞*)

- Reports to the Fire Chief
- Supervises the Training Captains and the firefighters ensuring that all duties at the station relating to the operation of the fire department are adequately performed
- Assumes the operational duties of the Fire Chief in his/her absence and performs all other duties as may be assigned by the Chief
- Recommends equipment for repair or purchase
- Plans and assists all training classes and activities
- Responds to all types of fires, rescues, hazardous incidents, clean-up, and medical treatment efforts. They also assist with public outreach and fire prevention programs.
- Assists with regular fire inspections
- Must attend, at a minimum, 2 hours of in-house training a month and 16 hours of certifiable training each year
- This is an elected position for members having served at least 2 years at the Lonoke Volunteer Fire Department

3.8.4 Secretary/Captain, Fire (∞*)

- Reports to the Assistant Chief of Administration
- Records and tracks minutes at every meeting and perform other duties as delegated by the Fire Chief
- Determines the form and the manner with which all reports are completed and finalizes all incomplete or inadequate reports for proper completion; Maintains all NFIRS records/ incident reports and is responsible for ensuring that requests for reports are provided in a timely manner
- Conducts elections by secret ballot
- Responds to all types of fires, rescues, hazardous incidents, clean-up, and medical treatment efforts
- Assists with public outreach and fire prevention programs to include regular fire inspections
- Must attend, at a minimum, 2 hours of in-house training a month and 16 hours of certifiable training each year
- This is an elected position by LVFD members

3.8.5 Assistant Secretary/Captain, Fire (∞*)

- Reports to the Assistant Chief of Administration
- Assists the Secretary in keeping records of all meetings and other duties as delegated by the Fire Chief, to include keeping all incident reports and assisting with the elections
- This is an elected position for LVFD members

3.8.6 Training Officer/Captain, Fire (∞*)

- Appointed by the Fire Chief to assist the department with include keeping current training records and all other duties as may be assigned by the Chief
- Training officers must obtain, at a minimum, his/her Certified Training Officer (CTO) status and work toward their instructor 1 certification
- Assumes the operational duties of the Fire Chief in his/her absence and performs all other duties as may be assigned by the Chief
- Responds to all types of fires, rescues, hazardous incidents, clean-up, and medical treatment efforts
- Assists with public outreach and fire prevention programs and conducts regular fire inspections
- Must attend, at a minimum, 2 hours of in-house training a month and 16 hours of certifiable training each year

3.8.7 Firefighter, Fire (∞*)

- Responsible for maintaining the fire department grounds, equipment, vehicles and ensuring that department standards are maintained

- Must meet training specifications outlined in the Lonoke Volunteer Fire Department handbook
- Responsible to all officers for the proper, and efficient performance of their duties
- Responds to all types of fires, rescues, hazardous incidents, clean-up, and medical treatment efforts
- Assists with public outreach and fire prevention programs to include regular fire inspections
- Must attend, at a minimum, 2 hours of in-house training a month and 16 hours of certifiable training each year

3.9 DISTRICT COURT

The District Court Judge may appoint a clerk for the court to be designated as the District Court Clerk. With approval of the city's governing body, the Judge may also appoint one (1) or more Deputy Court Clerks to serve under the Judge's supervision. District Court Clerks and Deputy Court Clerks are employed by the City and governed by the city employee handbook and all policies of the city in accordance with Arkansas Code sections § 16-17-106 & 16-17-211.

3.9.1 District Court Clerk, District Court (*)

- Expectations of the district court clerk are outlined in AR Code § 16-17-211 (2017)
- Responsible for ensuring the collection and retention of court records of civil and small claims for the Court
- Desired qualifications include the completion of high school diploma, GED, or a vocational technical school, and two (2) years of experience in office administration or in a legal environment, and one (1) year of experience in computer use

3.9.2 Deputy Court Clerk, District Court (*)

- Expectations of the deputy court clerk are outlined in AR Code § 16-17-106 (2017)
- Responsible for administratively supporting the collection and retention of court records of civil and small claims for the Court
- Desired qualifications include the completion of a high school diploma, GED, or a vocational technical school, and one (1) year of experience in office administration or in a legal environment, and extensive computer use

3.10 PART-TIME JOB TITLES

3.10.1 Spray-Truck Driver, Parks and Recreation (*)

- Reports to the Director
- Responsible for spraying insecticides throughout pre-determined tracks in and throughout the city limits
- Must be dependable, have a good driving record, and avail to work a non-standard schedule

3.10.2 Ballpark Assistant, Parks and Recreation

- Reports to the Supervisor
- Responsible for assisting with managing concessions, collecting gate fees, and general duties as required to manage the Lonoke Ballpark

3.10.3 Deputy Clerk, District Court

- Reports to the Court Clerk
- Ensures the maintenance and retention of court records of civil and small claims for the Court

3.10.4 Lifeguard, Lonoke Community Center (*)

- Reports to the Aquatics Facility Supervisor
- Protects the health, safety and welfare of swimmers at the Lonoke Community Center aquatic facility

3.10.5 Administrative Assistant, Lonoke Community Center

- Reports to the Lonoke Community Center Director
- Responsible for completing tasks such as recording, filing, and general office duties as required

3.10.6 Monitor, Lonoke Community Center

- Reports to the Recreations Facility Supervisor
- Performs tasks assisting with general errands as required to manage all recreational and fitness programs

3.10.7 Maintenance Custodian, Lonoke Community Center

- Reports to the Lonoke Community Center Director
- Responsible for keeping the buildings and grounds clean and safe
- Works directly with cleaning supplies utilizing soaps, chemicals, waxes and various cleaning machines

3.10.8 Officer, Police Department (∞*)

- Reports to the Police Sergeant; provides various police department
- Duties including vehicle police patrol, traffic control and speed limit enforcement and other related law enforcement activities

3.10.9 Dispatcher/Jailer, Police Department (∞*)

- Reports to the Captain
- Responsible for facilitating emergency, and non-emergency, call-in requests and coordinating response actions as required
- Works with various elements of communications equipment including radios and computer systems to ensure all calls are responded to by the appropriate personnel in a safe, prompt, and efficient manner

3.10.10 Chief, Fire (∞*)

- Reports to the Mayor
- Responsible for leading the fire department, outlining its mission, managing the volunteer corps, and establishing goals
- Manages all personnel and equipment necessary to execute a comprehensive, city-wide, fire protection program
- Responsible for monitoring internal operations and procedures to ensure compliance with the collective bargaining agreement, rules, regulations, policies, and procedures
- Responsible for optimizing fire safety, assisting emergency management situations, and coordinating responses to non-traditional threats against the community
- Must ensure adherence to all laws, regulations, and established procedures pertaining to fire prevention.
- Coordinates actions in response to fire control, rescue, hazardous incidents, and medical treatment efforts
- Works with the Arkansas State Fire Marshall to enforce municipal fire codes and ensure public safety by inspecting fire alarm and protection systems in existing and new construction
- Responsible for fire prevention education programs, coordinates fire prevention and outreach programs and works with the Mayor on media releases
- Manages inclement weather notification system
- Programs and executes annual Fire Department Budget
- Assists and completes regular fire inspections throughout the district
- Ensures new and old structures comply with local, state, and federal fire codes
- Assists investigations in determining fire causes
- Maintains currency on fire prevention techniques and new technology
- Reports to the City Council
- Must attend at a minimum 2 hours of in-house training a month and 16 hours of certifiable training each year
- Desired qualifications include a minimum of three (3) years of service as a firefighter, with the Lonoke Volunteer Fire Department, current and continuous training, and a proven demonstration of leadership qualities

CHAPTER 4

GENERAL EMPLOYMENT POLICIES

4.1 AT-WILL EMPLOYER

The City is an at-will employer. This means that the City or any of its employees may terminate the employment relationship at any time for any reason. Neither has an obligation to base that decision on anything but their intent to discontinue the employment relationship. No policies, comments, or writings made herein or during the employment process will be construed in any way to waive this provision.

This handbook is not intended to create any contractual legal rights. It does not alter the City's at-will employment policy, nor does it create an employment contract for any period.

4.2 EMPLOYMENT AUTHORITY

The authority to hire and/or discharge employees is given to the Directors in conjunction with the Mayor. All terminations, demotions, promotions, and transfers will be approved by the Human Resources Director, City Attorney, and Mayor. Interim Directors do not have employment authority and are considered an exception to this policy.

Directors are given notice upon employment that they are appointed by the Mayor and serve at his/her discretion. Therefore, the Mayor may terminate their employment for any reason.

4.3 DIRECTORS AND SUPERVISORS

Directors are responsible for the management all employees within their department (for the purpose of this handbook the term Director is synonymous with Director). Supervisors are appointed by Directors and assume a secondary role in support of personnel management. The Mayor is responsible for the management of all city employees.

4.4 JOB POSTING AND ADVERTISING

Applications for employment will be accepted from anyone who wishes to apply for employment on forms provided by the City. Application forms are available in the office of the Human Resources Director. It is a requirement that all information provided on the application be true and correct with the provision that false information may be grounds for elimination of consideration for hiring and/or dismissal from city employment.

In the event of a job opening, the position or positions open will be announced and posted in the local newspaper and on Social Media Channels at least ten (10) days prior to the deadline for receiving applications.

Applications for full-time city employment will not be accepted from anyone under eighteen (18) years of age except as otherwise provided by Arkansas law. The Mayor is authorized to make the final decision with respect to hiring new employees and promoting existing employees.

4.5 EMPLOYMENT APPLICATIONS AND RESUMES

The City fully relies upon the accuracy of information contained in the employment applications and resumes submitted as well as other information provided throughout the hiring process and the beginning stages of employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

4.6 POST-OFFER PRE-EMPLOYMENT PHYSICALS

Post-offer pre-employment physicals are considered a part of the application process for the following positions: certified law enforcement officer, dispatcher, volunteer firefighter, or any other safety-sensitive position which the City determines necessary for the protection of public or personal health and safety. Examinations will be paid for by the city and will be performed by licensed physicians selected by the Human Resources Director. A summary report from the examining physician will be provided to the Human Resources Director recommending whether the applicant can perform the duties of the job sought and what, if any, restrictions or amendments would be necessary to accommodate employment. While physicians may provide medical determinations relative to the physical/mental requirements of the job and any direct safety and/or threat determinations, their determinations are merely recommendations; final authority to hire rests solely with the City. Only in rare circumstances, such as an emergency, may an applicant begin work prior to the post-employment job offer medical examination. However, once the situation/emergency is deemed conclusive final employment determination is subject to the applicant's passing the exam.

Reports and records of all physical, psychological and mental exams will be kept in the offices of the physicians or mental health practitioners with only a summary report provided to the Human Resources Director. The summary will be kept in a confidential file apart from the individual's personnel file. The city may share such information only in limited circumstances with supervisors, managers, first aid and safety personnel, government officials investigating compliance with the ADA, state workers' compensation offices, state second injury funds, workers' compensation insurance carriers, insurance providers, and health care professionals when seeking advice in making reasonable accommodation determinations. Should there be a dispute concerning the exam or should a supervisor be informed as to the need of reasonable accommodations, including amendments to the essential requirements for duty, the report will be made available to the necessary legal and supervisory or administrative personnel within the city government.

4.7 FITNESS FOR DUTY EXAM

Employees who, due to mental or physical disabilities, are rendered unable to perform their essential job functions with or without reasonable accommodations or who pose a direct safety threat to themselves or others will be subject to a fitness for duty examination. Based on the findings of the exam and other job restructuring factors, the Human Resources Director will take such action as is necessary to ensure the requirements of the individual's position are satisfied.

4.8 THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

It is the City's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991. City employees required to have a Commercial Driver's License (CDL) must comply with all regulations in the 1991 Omnibus Transportation Act. The Act requires alcohol and drug testing for all city employees whose jobs require a CDL. These tests include pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing. The City will not permit an employee who refuses to submit to requisite testing to perform or continue to perform any activity that requires a CDL. All CDL drivers must obtain from the City the City's written substance abuse policy. CDL drivers are required to read this material and sign a statement acknowledging that they have received a copy of the City's Substance Abuse Policy.

4.9 DRUG AND ALCOHOL TESTING

The City is responsible for ensuring safe working conditions for its employees and to manage a productive city workforce unimpaired by chemical substance abuse. To satisfy this obligation, the city is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. The city prohibits the possession, unlawful manufacturing, distribution of illegal drugs or the abuse of alcohol or prescription drugs while on city premises during work hours.

Any city employee who violates this substance abuse policy or who is convicted of an alcohol or drug violation will be subject to disciplinary action, up to and including termination, as allowed by federal, state, and local laws.

4.9.1 Current abuse of drugs is not a protected disability under the Americans with Disabilities Act (ADA). The city

will not hire anyone who is known to currently abuse drugs. Furthermore, all employees are expected to report to work in a condition fit to perform their duties. Employees on official business or representing the city, whether on or off the work place, are prohibited from purchasing, transferring, using or possessing illegal drugs or from abusing alcohol or prescription drugs.

An employee reporting or returning to work whose behavior reflects the abuse of alcohol or drugs may be referred for a medical evaluation to determine his/her fitness for work. Failure to report for an evaluation or to follow the recommendations of the City will result in appropriate disciplinary action, up to and including termination as allowed by federal, state, and local law.

4.9.2 As a condition of employment with the City, employees must abide by the terms of this drug and alcohol policy and report any convictions under a criminal drug or alcohol statute including DWI convictions for violations occurring on or off city premises while conducting city business. A report of a conviction will be made within five (5) days after the conviction. Failure to report a conviction within the five (5) day period may result in disciplinary action, up to and including termination as allowed by federal, state, and local law.

4.9.3 The city may not request or require genetic information from an individual or family member except as specifically allowed by the Genetic Information Nondiscrimination Act of 2008 (GINA). In making any request for medical information, the city will include the following language to the medical provider:

“The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information,’ as defined by GINA, means, with respect to any individual, information about an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

4.10 NEPOTISM

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative. City employees cannot be transferred into such a working relationship. If such a relationship is established after employment, the individuals concerned may decide who is to transfer or submit their resignation. If that decision is not made within 30 calendar days, management will then decide. In other cases where a conflict or the potential for conflict arises, even if there is not a supervisory relationship involved, the parties may be separated by reassignment or terminated from employment. In all cases, the Mayor must approve all hiring of relatives.

CHAPTER 5

COMPENSATION AND MATTERS AFFECTING EMPLOYMENT STATUS

5.1 ATTENDANCE

Employees report to their work stations in accordance with the rules and regulations established by their respective Director. Regular and punctual attendance is an expectation and an essential job duty for every employee of the city.

5.2 WORK HOURS

Except for police officers, the standard workweek will consist of forty (40) hours per week within a seven-day period unless otherwise arranged by the Director to meet specific departmental needs. For all employees, work hours will be managed and/or scheduled in accordance with state statutes and departmental regulations.

Departments Heads may vary employees' schedules based upon departmental requirements. The standard workweek is Friday through Thursday. Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the Director.

The city reserves the right to adjust and change hours of work, days of work and schedules to fulfill its responsibility to its citizens. In an emergency, previously scheduled hours of work, days of work, and work arrangements may be altered at the discretion of the Director. Changes in work schedules will be announced as far in advance as possible but can be changed with little or no notice. Work schedules for full-time employees may provide a rest period (break) during each four-hour work shift. Reasonable time off for a meal will be provided.

5.3 UNAUTHORIZED WORK TIME

Because of FLSA regulations, non-exempt employees are not to commence work prior to the scheduled starting time, work during their meal break, or work past the scheduled end of their shift without prior approval of their immediate supervisor.

FLSA non-exempt employees who work unauthorized overtime hours will be subject to disciplinary action including, but not limited to suspension without pay.

5.4 COMPENSATION REPORTING AND VERIFYING HOURS WORKED

It is each employee's responsibility to monitor and accurately record the hours worked per payroll period in order to ensure that the employee is properly paid for the time worked.

All employees will report their hours worked on the forms provided by the Human Resources Director. It is the responsibility of each employee to properly complete a timesheet documenting the time worked during every payroll period and to sign each time sheet. By signing the timesheet, each employee is verifying its accuracy. Signed and completed timesheets must be turned in on a bi-weekly basis to their supervisors for signatures. The supervisors will forward the same to the Human Resources Director and by 9 a.m. on Thursday to ensure that the records accurately reflect vacation time and/or sick leave taken, hours worked, overtime accrued.

5.4.1 The Human Resources Director will keep and maintain a record for every employee work attendance; vacation; and sick leave earned, used, and accrued; and any other leave whether with or without pay. These records will be available to the director, and individual employees will be able to inspect their own records during normal business hours as the requirements of the employee's work duties permit.

5.4.2 Employees are paid every two weeks by noon on Friday. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday.

Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes that the employee's paycheck does not properly compensate him/her for all hours worked in a given payroll period should immediately report those concerns to the Human Resources Director.

5.4.3 Upon receipt of a written request signed by a full-time employee to join the Lonoke Community Center as a benefit of their employment, the city will withhold the taxes required on the membership dues from the salary of the employee. The withholding request will be on a form provided to the employee by the city. The city will transmit all taxes that are due per IRS withholding regulations.

All withholdings initiated under this section will be discontinued only upon receipt of a written notice of cancellation signed by the employee.

5.5 SALARY BASIS POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees hired as a bona fide executive; administrative, professional, or outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. For an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

5.5.1 To qualify for exemption, employees generally must be paid a federally-mandated minimum salary and meet additional requirements imposed by the Fair Labor Standards Act.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

5.5.2 Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the City is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance; or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made to the extent allowed by law.

5.5.3 It is City policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all Directors from making any improper deductions from the salaries of exempt employees.

5.5.4 If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Director. Reports of improper deductions will be promptly investigated. If it

is determined that an improper deduction has occurred, you will be reimbursed for that deduction.

5.6 OVERTIME AND COMPENSATORY TIME

OVERTIME: The city will pay overtime in accordance with the Fair Labor Standards Act (FLSA) at one and one-half times the base rate or hourly rate for all hours worked in excess of the hours per week or work period set forth in the WORK HOURS section of this handbook. Overtime will be permitted only with prior approval of the Director and before the commencement of such work or when necessary due to emergency conditions. Failure to obtain prior approval before working overtime will result in disciplinary action including, but not limited to, suspension without pay.

COMPENSATORY TIME: Employees may elect to receive compensation for overtime worked in the form of compensatory leave time ("comp time"). Comp time is measured in unpaid hours and accrues at a rate of one and one-half times the hours worked in excess of 40 hours per workweek unless the employee is working in a classification with special overtime rules under FLSA (i.e., police officers). No employee, whether uniformed or non-uniformed, may accumulate more than 40 hours of compensatory during any one year. Employees with unused comp time will be compensated on the payday following his/her annual anniversary date.

Each employee will be responsible for maintaining accurate records of overtime hours worked. However, the overtime and compensatory records of the Human Resources Director are the authoritative record with respect to the number of compensatory leave days earned by an employee. Compensatory leave should be scheduled in the same manner required for vacation days. By signing the acknowledgement enclosed in this handbook, the employee and City agree that compensatory time may be given in lieu of overtime payments. In addition, it is understood that the City may substitute monetary payment at the rate of time and one-half for any outstanding compensatory leave time.

5.7 NON-EXEMPT AND EXEMPT EMPLOYEES

Non-exempt employees are subject to the Fair Labor Standards Act (FLSA) overtime requirements and, therefore, are subject to the overtime policies set forth in this handbook.

Exempt employees are not subject to the FLSA overtime requirements. Certain employees are classified as exempt based upon the nature of the work, conditions of employment, and by the criteria set forth in the rules and regulations of the FLSA. Exempt employees will not be eligible for overtime or comp time for hours worked in excess of the regular workweek.

5.8 LONGEVITY PAY

The City rewards its full-time employees' years of service annually by distributing Longevity Pay in the month of December each year. Full-time employees are eligible for this benefit if they are still employed on the day the benefit is paid. This benefit will be paid according to the chart below. Calculation of months employed will be based on the employee's full-time hire date.

Months Employed	Longevity Benefit
< 12 months	\$50
12 months – 149 months	\$5 per month for each full month of service
150 months – 186 months	\$750
187 months – 247 months	\$1000
248 months & up	\$1250*

*Longevity Pay will max out at \$1,250.00.

5.9 EMERGENCY SITUATIONS

It is City policy to operate during hours which make the best use of employees and resources. Emergency situations may arise that necessitate the closure of City offices. Such situations will be determined by the Mayor after careful consideration of all facts. Essential personnel required to be at work under emergency situations will receive their normal rate of pay.

It may be necessary to close individual offices due to limited staffing levels, special departmental meetings, etc. Department closures will be approved by the Mayor. Arrangements will be made with other departments to handle any emergency situations during the department's closure. A skeleton crew will remain in each department to cover phones and assist the public when at all possible.

5.10 PERSONAL DAYS

All full-time employees with less than one (1) year but more than ninety (90) days of employment will be granted four (4) personal days (or eight (8) half-days) during which time one may be absent without loss of pay in order to deal with personal matters. A personal day consists of eight (8) hours of straight time pay and must be used in at least 4-hour increments. Personal days do not carry over and must be used before the end of the first year of employment. Personal days are paid days off to be used at the discretion of the employee and are subject to supervisory approval. Personal days may not be taken on the day immediately preceding or following a paid holiday. An employee who is terminated or resigns will not be compensated for unused personal days.

5.11 TEMPORARY AND SEASONAL EMPLOYEES

On occasion, the city may hire temporary or seasonal employees for a pre-determined duration (i.e., in the form of a seasonal employee, such as a concession stand worker at the ballpark) or for a specific project. These employees are not intended to be employed on a regular basis and are employed at-will. Temporary employees may be hired part-time and are paid for actual hours worked at a rate determined by the Director. Temporary and seasonal, non-exempt employees are only allowed to work 28 hours per workweek. A temporary or seasonal employee may be employed for up to six (6) months at which time the temporary status will be reviewed before employment is continued. Unless otherwise authorized by the City Council, temporary and seasonal employees do not qualify for annual leave, sick leave, or other city benefits.

5.12 VACANCIES AND PROMOTIONS

It is city policy to hire and promote the most qualified applicant for all vacant positions. To give employees an opportunity to apply for job vacancies, announcements of job openings will be posted on employee bulletin boards.

In accordance with equal employment opportunity guidelines and this manual, notice of job vacancies will be sent to nearest, most applicable newspaper, and on the City's social media outlets. A job description of each vacant position will be provided upon request. The final decision regarding promotions will be made by the Mayor upon the recommendation of the Director.

5.13 TRAINING AND TRAVEL

The City is dedicated to furthering educational enrichment and offering training opportunities for every employee. The Mayor or Director may task City personnel to attend various training courses, seminars and workshops. If an employee feels that additional training is warranted, it is the employees' responsibility to request such training with his/her respective Director. The training must be necessary, specific to the job, and fit within budget constraints. If approved, expenses incurred for on-the-job training will be assumed by the City.

The City will reimburse the employee per diem and mileage allowances up to the allowable IRS reimbursement rate in effect at the time of travel. In following this method of an accountable plan, reimbursements are excluded from the

employee's gross income and are not reported on Form W-2.

Prior to any travel by a City employee, the Director must turn in a *Request for Travel* form with the Mayor's signature of approval to the Accounts Administrator at least 10 workdays prior to the departure date for in-state travel. Requests for out-of-state travel must be submitted at least 30 days prior to the departure date. All known and/or estimated costs associated with the travel will be annotated on the *Request for Travel* form. If approved, this form will be used to pay advanced registration fees and commercial air and lodging if applicable. The Mayor or his designated representative must verify and authorize all travel. The Director will verify routine expenditures for travel reimbursements in support of an employee's normal duty day, with final approval by the Mayor or his designated representative. Employees who are required to travel in the fulfillment of their job are required to submit a *Travel Expense Report* for reimbursement. Receipts for lodging, travel tickets/receipts, and receipts for other authorized travel related expenditures must be attached. The *Travel Expense Report* and associated attachments will then be turned in to the Accounts Administrator for verification within five (5) working days after the last day of official travel, certified by the employee's Director, prior to the Mayor's approval.

Mileage Allowance – Employees approved to utilize their personal vehicles on official City business/travel during the month will be reimbursed for actual miles as well as tolls and parking fees. Under no circumstances will fees for any kind of traffic/parking violation be reimbursed. Mileage, tolls, and parking fees incurred in connection with an overnight trip will be reported on the Travel Expense Report.

Lodging – Receipts for all lodging costs must be turned in with the Travel Expense Report. Whenever possible, all lodging arrangements should be made and paid for in advance by the City. Additional allowable charges paid for by the employee will be reimbursed after submission and approval of the request.

Meals – Travel requiring an overnight stay (as authorized by the employee's Dept Head) will be authorized per diem up to the current Federal rate. (See Accounts Administrator for most current rates)

Transportation – Any required air travel must be arranged and paid by the City prior to departure. Exceptions must be approved in advance by the Mayor or designated representative. The Director must obtain prior approval for car rental from the Mayor. At all times, individuals should rent the most economical class size of car for the number of people traveling. Should a rental car accident occur, immediately contact the rental company, local authorities, your insurance company, and your immediate supervisor. Utilizing cabs and shuttles is authorized; however, receipts must be turned in. Prior approval must be obtained by the Director from the Mayor if requesting the use of a personal vehicle for travel in lieu of public, commercial, or City transportation.

Travel for Days of Departure and Return – On the first and last day of travel, the per diem meal allowance is to be prorated by claiming $\frac{3}{4}$ of the per diem meal allowance. If traveling to more than one location in one day, the per diem rate for the area where stopping for rest or sleep will be used.

Travel Advance – The City is not authorized to pay travel advances.

Credit Card Usage – An employee's use of credit cards while on City business is considered a matter of personal convenience. Employees using such cards will be reimbursed for expenses in the normal manner, and no obligation by the City to the credit card company is recognized.

No Show Charges - No show charges billed to the City are considered an expense of the employee unless provisions are made for a credit at a later date. A full explanation for the cancellation should be attached to the expense report.

Non-employee expenses - The Mayor may approve in advance the reimbursement of appropriate, reasonable expenses by candidates during interviews or pre-placement activities. Employee reimbursement rules will apply.

Elected Officials - The Mayor is the final authority for all budgeted travel by elected officials. The *Request for Travel*, *Travel Expense Report*, and *Automobile Expense Report* forms will be used. Only those expenditures relating to budgeted travel, as outlined above, are authorized and all employee reimbursement rules apply.

Travel During National Unrest - Special rules for times of international and national crisis including threats of terrorism, local unrest or war are provided below:

Domestic travel should proceed as planned, following current guidance issued by the FAA regarding safety and security. All employees traveling during such periods should leave their supervisors with a detailed itinerary including flight information, destination contact information, cell phone number and updated emergency contact information prior to departure.

Employee safety is of primary concern and will always be carefully balanced with business and job-related requirements.

Employees who have concerns about traveling at a specific time or to a specific location should address their concerns with their immediate supervisor prior to the expected date of departure.

5.14 PERFORMANCE EVALUATIONS

All employees will participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of personal objectives, professional goals and job responsibilities.

Formal and documented reviews, as well as casual and undocumented discussions with your supervisor, will be a part of your performance evaluation. Whenever possible, evaluations will be based directly on the Director or Supervisor's personal observation of each employee's performance, the quality and quantity of each employee's performance, and any additional efforts undertaken by the employee.

Signatures on formal review forms strictly serve as notice that the review took place, not whether the employee agrees or disagrees with the evaluation. Completed formal evaluation forms will be placed in the employee's personnel file. Employees should understand that performance reviews are not required to correlate with wage adjustments.

5.15 JOB SAFETY

The City strives to provide a healthy and safety-conscious work environment. This, in turn, is the product of implementing good judgment and careful work habits. If an employee is unsure of how to perform a task safely, he should ask his immediate supervisor or director for further instruction. Unsafe behavior on the work site constitutes misconduct. To avoid such behavior, the following safety rules should always be observed:

- Use all mechanical safeguards applicable to the equipment being utilized.
- Immediately cease using and report faulty, or potentially faulty, equipment to the supervisor or director.
- Immediately report any unsafe or potentially unsafe working condition or equipment.
- Report all work related accidents to the immediate supervisor or director.
- Violence, or threats of violence, are strictly prohibited and, if verified, may be grounds for immediate termination. Examples of violence include: harassing or threatening phone calls, email or written communication directed towards an employee or their friends/family members; stalking; the destruction of personal and/or city property.
- Dangerous items of any nature such as weapons, explosives, or firearms will not be permitted in buildings owned and maintained by the city, or on an employee's person while conducting offsite city business unless the employee is a law enforcement officer or a security guard employed by a state agency, a city or county, or any state or federal military personnel. Further, no dangerous items are allowed on any part of a detention facility, prison, or jail including parking lots. If an employee is undergoing disciplinary proceedings or is terminated and must return to work for any reason, the employee will neither possess nor store the dangerous items on the employee's person or in the employee's vehicle.
- Theft, in any form, will not be tolerated and may be grounds for immediate termination.

5.16 REFUSAL TO WORK

City employees must be committed to public service. Any work stoppage, slowdown, strike, or otherwise disruptive actions against the City's operational workflow will be construed as a forfeiture of employment and may result in immediate termination to the extent allowed by federal, state, and local law.

5.17 RESIGNATION AND/OR TERMINATION

Though not required, employees desiring to terminate their employment relationship with the City are encouraged to notify the City at least two (2) weeks in advance of their intended termination. Such notice should preferably be given in writing to the employee's Director or immediate supervisor. Providing such notice will allow the City enough time to

calculate all final accrued monies due to the employee for their final paycheck.

Upon termination, employees will be compensated for any vacation and/or compensatory time earned as of the last day of their employment. Unused sick leave will be paid upon retirement as approved by their respective retirement system at the conclusion of employment with the City. Unless otherwise required by law, employees will not be compensated for unused sick leave upon termination of employment. Human Resources will adhere to the leave balance on the books as of the employee's last day of employment. Also, the employee's payout for vacation leave may be held until all city-owned property has been returned. Failure to return said property will be considered theft and may be referred to the appropriate law enforcement agency.

Personnel dismissed for flagrant offenses such as theft, aggression, violence, misappropriation of funds, etc., may not receive their vacation payout. All non-exempt employees will receive accrued compensatory time regardless of the reason for their termination. Employees who have been terminated by the City are not eligible for rehire,

Employees who fail to report to work for three (3) consecutive workdays without approval from a supervisor will be considered to have abandoned their job effective at the end of their normal shift on the third day. The supervisor will notify the Human Resources Director at the expiration of the third workday and initiate the paperwork to terminate the employee. Extenuating circumstances may be considered at the discretion of the employee's supervisor. Employees who are terminated due to job abandonment may not receive accrued benefits and are not eligible for rehire except in rare circumstances approved by the Mayor. Accrued compensatory time will be paid regardless.

Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at-will, with or without cause, at any time.

Employees who have plans to retire are encouraged to provide the City with a minimum of two (2) months' advance notice. This will allow enough time for the processing of appropriate pension forms ensuring that the retirement benefits to which an employee may be entitled are processed correctly.

5.18 EXIT INTERVIEWS

Employees whose employment has terminated may be requested to participate in an exit interview and sign an exit interview form at the time of termination. During the interview, matters of final pay and benefits will be discussed, and the employee will be required to return any city property in the employee's possession or city property which was entrusted to him/her.

CHAPTER 6

BENEFITS

6.1 VACATIONS

After one year of employment, all regular, full-time employees will be eligible to accrue paid vacation leave. Vacation leave must be earned before it is used and may not be taken unless approved in advance by the employee's supervisor. Non-work days, such as holidays and regularly scheduled days off, are not charged to vacation leave.

When requesting vacation leave, employees should provide advanced notice to their supervisor. Requests will be reviewed based on several factors such as deadlines, priority of submission, and other staffing requirements. Vacation leave is generally approved when it least interferes with departmental operations. The City reserves the right to reschedule or deny vacation. Vacation will be paid at the employee's base rate for the time in which said vacation is taken. Vacation leave does not count as hours worked for the purposes of calculating overtime.

If approved, vacation leave may be used in quarter hour increments. Employees may not borrow from future earnings and may not use vacation leave earned by other employees. Unused vacation days may be accumulated up to a maximum of ten (10) days. Any days over the maximum will be forfeited unless a vacation purchase is requested per 6.1.3.

When an employee no longer works for the City, he/she will be reimbursed for unused vacation time that has accrued through the last day of employment as subject to section 5.17 *Resignation/Termination*.

6.1.1 The annual vacation rate earned for non-uniformed employees is based on the Vacation Leave Table below. Employees do not earn vacation leave when on leave without pay for 10 or more cumulatively scheduled calendar days within a calendar month.

Non-Uniformed Vacation Leave Accrual Table	
Years of Continuous Employment	Hours per Year
Less Than 1 year	0
1 through 2 years	40
2 through 5 years	80
5 through 20 years	120
20 + years	160

Although all vacation leave is cumulative, non-uniformed employees cannot have more than 80 hours (10 days) accumulated by their anniversary of full-time employment date each year. Accrued vacation leave may exceed 80 hours (10 days) during the calendar year, but all hours in excess of 80 will be forfeited if not used by the anniversary of full-time employment date each year.

6.1.2 Pursuant to Ark. Code Ann. § 14-52-106, employees of the police department will be granted a minimum accrual of an annual vacation of not less than fifteen (15) working days with full pay. Police uniformed employees will be granted an annual vacation according to the chart below:

Leave Accrual Police Uniformed Vacation Table	
Years of Continuous Employment	Hours per Year
Less than 1 year	0
1 through 25 years	120
25 + years	160

Although vacation leave is cumulative, police/uniformed employees cannot have more than 80 hours (10 days) accumulated on the anniversary of their employment date each year. Accrued vacation leave may exceed 80 hours (10 days) during the calendar year, but those hours in excess of 80 will be forfeited if not used by the anniversary of their employment date each year.

6.1.3 Non-uniformed employees are encouraged to use their vacation as a personal time benefit. Therefore, vacation days earned but not used, in excess of the ten (10) carry-over days will be forfeited, unless the following purchase request occurs:

If a non-uniformed employee has earned but not used all vacation prior to the annual anniversary of their employment date, the employee may be allowed to purchase up to five (5) days of vacation time. An employee may receive pay for five (5) days of earned but not used vacation at the regular rate of pay provided that: (a) the employee has already taken a minimum of five (5) vacation days of the annual vacation benefit: (b) the employee's department director has budgeted for this request: and, (c) the employee has made a written request to the Accounts Administrator no later than ten (10) working days before the annual anniversary of their employment date. An employee will become eligible to receive payment for earned, but not used, vacation only ten (10) days before the annual anniversary of their employment date.

6.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made by the City Council for salaries includes additional pay for holidays for all full-time employees of the city. Uniformed employees will receive holiday pay as provided by the laws of the State of Arkansas.

HOLIDAY	DAY/DATE
New Year's Day	January 1st
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans' Day	November 11th
Thanksgiving Day	Fourth Thursday in November
The Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th
Birthday	Employee specific

The Mayor or City Council may issue an order granting additional days as holidays in observance of special events or for other reasons.

The City will post a holiday schedule for the subsequent year no later than January 10th of each year and reserves the right to change observance of any published holiday without prior notice. In addition to their regular rates of pay, police officers and dispatchers will be paid for each holiday established by the City. This additional pay will be paid annually, as one lump sum, no later than the second Monday in December. Holiday pay is defined for purposes of this section as pay for an eight (8) hour day, regardless of the length of a shift typically worked by the employee.

To be eligible for holiday pay, non-uniformed employees are required to work all regularly scheduled workdays preceding and following the holiday. Approved vacation leave and/or an otherwise excused paid day off is considered a day worked for purposes of holiday pay eligibility.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a holiday that falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Employees working on a holiday, except uniformed police will receive pay for the number of hours worked at the appropriate rate in addition to the eight (8) hours of holiday pay. Except for the birthdays, paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed. If an employee works on his/her birthday or if the employee's birthday falls on a weekend, the birthday hours may be used at any time during the year prior to their next birthday. If you are called in while taking your birthday holiday, another day may be taken later. Employees may not accumulate more than eight (8) hours of birthday leave.

6.3 INCLEMENT WEATHER

The City is responsible for maintaining critical services during inclement weather scenarios. While some services of the City may not be provided on account of specific conditions, all employees designated as essential personnel are required to report for work. These include but are not limited to Police, Fire, Animal Control, Public Works and the Street Department. Additional departments may be tasked to work during inclement weather situations as determined necessary by the Mayor.

If inclement weather conditions interrupt a workday, the Mayor or his designee will determine whether the City, or parts thereof, will close early. If an employee wishes to leave during inclement weather, the Director may allow the employee to utilize accrued vacation time or personal leave in order to be excused from duty. During these situations, the Mayor or his designee will make the final determination as to whether the City is officially open or closed for business. The Mayor will communicate this decision to all Directors. Directors are then responsible for contacting their employees. The decision to close the City, or parts thereof, should be communicated on the City's social media outlets and other avenues of communication, as needed. If any employee has questions as to whether he/she is required to report for work, the employee should contact the Director.

If a non-essential designated employee is expected at work but is unable to report due to inclement weather conditions, the employee may elect to use vacation or accrued comp time. The employee must communicate a delayed report/absence to their immediate supervisor in order to remain in a pay status. In this situation, employees may not use sick time. Within reason, failure to communicate any delayed report/absence may result in disciplinary action, up to and including termination.

Essential personnel are those employees who are required to provide mandatory services and who must be on the job regardless of weather conditions. Directors must ensure that employees designated as essential are aware of their designation and that they understand they are required to report to and/or remain at work during inclement weather conditions. If a designated employee is having difficulty making it to work, the employee must notify the Director immediately. Designated employees who fail to show up during inclement weather without reasonable cause or prior notification may be subject to disciplinary action up to termination.

6.4 SICK LEAVE

The City provides paid sick leave for periods of illnesses or injury after one full year of full-time employment status. Sick leave will be accrued on an annual basis. Sick leave may not be used prior to the employee's first annual anniversary of their employment date. Paid sick leave can be used in minimum increments of one-quarter hour (15 minutes).

Sick leave may be used for the employee's own illness/injury or that of an immediate family member as defined in the definitions section of this policy. Using sick leave for any immediate family member may require a validating statement from a health care provider.

Employees who are unable to report to work due to illness or injury will notify their direct supervisor not less than one (1) hour before the scheduled start of their workday unless they are incapacitated by a FMLA qualifying event. Directors may implement a "not less than two (2) hour notification policy" if required to ensure adequate staffing. If implemented,

Directors must provide written notice to employees prior to implementing the policy.

Employees who are absent for three (3) or more consecutive days due to an illness are required to furnish a "Certificate of Return to Work" from the attending physician to their Director and the City Administration office. If a "Certificate of Return to Work" is not provided by the employee, pay for time in which the employee was absent will not be granted. Employees using sick leave are not permitted to engage in outside employment, unless otherwise approved by their Director.

Employees who need time off work for a scheduled medical procedure, whether in-patient or out-patient, must make arrangements with their Director and notify the City Administration office prior to the scheduling the procedure. A "Certificate of Return to Work" without any restrictions should be provided to the Director and the City Administration office before the employee will be allowed to return to work.

An employee will use vacation leave when sick leave has been exhausted. Earned sick and vacation leave accruals must be exhausted prior to going on leave without pay.

Any action or inaction contradictory to this policy, in part or in its entirety, may lead to disciplinary action up to and including termination.

6.4.1 All non-uniformed, regular, full-time employees will accumulate sick leave at a rate of twelve (12) working days per year commencing on the completion of their first full year of employment as determined by their employment date. If unused, sick leave for non-uniformed employees may accumulate to a maximum of twenty (20) days or 160 hours. All days in excess of 20 will be forfeited if not used or donated to the Emergency Sick Leave Program by the anniversary of their employment date each year.

Unused sick leave benefits will not be paid to employees while they are employed or upon separation of employment, except upon retirement. Upon retirement or death, after twenty or more years of service, an employee will be paid up to twenty (20) days or one hundred sixty (160) hours of accumulated sick leave. If any non-uniformed employee has unused accumulated sick leave, he/she will be compensated for the sick leave at the regular rate of pay in effect at the time of their retirement or death. Payment for unused sick leave upon retirement or death will not exceed twenty (20) days.

Sick leave benefits will not be paid to employees during a period of scheduled vacation.

6.4.2 Pursuant to Ark. Code Ann. § 14-52-107, law enforcement officers, regardless of their titles, will accumulate sick leave at the rate of twenty (20) working days per year commencing upon the completion of their first full year of employment as determined by their employment date. Sick leave may be allowed to accumulate to a maximum of sixty (60) days. For purposes of this section, a working day is defined as eight (8) hours, regardless of the length of a shift typically worked by the employee. Time off may be charged against accumulated sick leave only for such days that an officer is scheduled to work. No sick leave, as provided in this section, will be charged against any officer during any period of sickness, illness, or injury for any days which the officer is not scheduled to work.

If at the end of their service, retirement, or death, whichever occurs first, any police officer who has unused accumulated sick leave, may be compensated for his/her accrual at the regular rate of pay in effect at the time of retirement or death. Payment for unused sick leave will not be made when the officer's employment terminates for any reason other than death or retirement. Payment for unused sick leave in the case of a police officer will not exceed sixty (60) days' salary (Ark. Code Ann. § 14-52-107).

6.4.3 Employees should also understand that abusing leave rules not only interferes with the City's ability to operate effectively, but it can put an undue burden or hardship on fellow employees. Consideration can be given to an employee who has a major disability, surgery, or medical emergency that depletes the leave balance. If the leave was covered under the FMLA, the supervisor will count that leave against the employee. Supervisors should carefully review the entire situation around absentee problems before making a final decision. Supervisors should

also be cautious if the leave falls under ADA and FMLA regulations. Supervisors are encouraged to consult the Human Resources Department or the City Attorney for questions regarding sick leave abuse.

While the City provides employees with a variety of paid-time off options, employees need to be cognizant of leave abuse. Listed below are some examples supervisors may consider when dealing with absentee problems:

- Type and length of absence
- The effect the absence has on the operation of the work unit or location
- Excessive use no matter how much time the employee has
- The frequency of absences
- The duration of absences
- Consistently missing on Friday or Monday or before or after holidays
- Absences in the first 90 days
- Patterns of absences
- Proof employees offer to show their absence was valid
- Absences due to an illness or disability that might fall under FMLA or ADA regulations

Reviewing previous patterns of sick leave may help a supervisor to better decide whether an employee's absentee record has become problematic. Although this list does not try to include every situation, it does provide examples of common patterns:

- Sick leave used on Fridays and Mondays or the day before and/or after regularly scheduled off days (i.e. vacation or birthday)
- Sick leave used before and after holidays
- Sick leave used following pay days
- Repeated charges of vacation leave for tardiness
- Use of leave without pay because all vacation or sick leave has been exhausted
- Use of leave at or about the same rate as it is earned
- Using vacation and sick leave in combination
- A high 'absentee percentage', i.e., days absent divided by days scheduled; excessive absences in a certain time frame

6.5 FUNERAL OR BEREAVEMENT LEAVE

Funeral leave with pay up to a maximum of three (3) calendar days will be granted to full-time city employees in cases of death or in the circumstances of death within the Immediate Family as defined in the definitions section of this policy. If authorized, proof of kinship will be submitted along with the employee's following timesheet. As a safety precaution, travel time may be granted upon prior approval from the Director in addition to the three (3) days in situations where travel time of more than eight (8) hours is required. All funeral leave authorized in excess of three (3) calendar days must be charged to accrued vacation or sick leave, otherwise the absence will be unpaid if granted.

The Director may grant funeral leave of not more than one (1) day for an employee to be a pallbearer or attend a funeral of someone not within the immediate family. Accrued vacation or sick time must be used if available, otherwise the absence will be unpaid if granted.

6.6 MILITARY LEAVE

Military leave or re-employment of returning veterans from active service in branches of US Armed Forces will be managed in accordance with Arkansas Code Annotated §§21-4-102, 21-4-212 and 21-4-301 et seq. (as amended by Act 653 of 2003), and the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. §§4301-4333).

City employees who are members of the U. S. Armed Forces are entitled to a leave of absence with pay for a period of fifteen (15) days plus necessary travel time for annual training requirements or other duties performed in an official duty status in any one calendar year. This equates to 127.5 hours per year for police department employees, and 120 hours per year for non-uniformed employees. If unused, paid military leave may accumulate up to the maximum of thirty (30) working days in any one (1) calendar year.

Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to

exceed thirty (30) working days after which leave without pay will be granted. Paid military leave will be granted in addition to all vacation leave for which the employee is entitled. The maximum paid military leave an employee may use (including active duty and annual training) equates to 255 hours for Police and 240 hours for non-uniformed employees. The employee may use the thirty (30) days of paid military leave in the same manner as other leave is used, i.e., equal to the number of their scheduled hours each pay period. The City will not payout the 30 days in one lump-sum payment.

The employee is not required to exhaust accrued vacation and compensatory leave prior to the onset of military leave but may use accrued vacation and compensatory leave at his/her discretion. All unused vacation and sick leave at the time of military leave will be reinstated at the time the employee returns unless the employee elects to use accrued vacation leave. Upon return, the employee's vacation leave accrual rate, if based on years of service, will be calculated as though there has been no period of absence. The employee is responsible for ensuring a copy of military orders is attached to the request for military leave.

Employees may choose to continue the city group health plan coverage during military leave or discontinue by opting to have COBRA coverage. As with all active full-time employees, the employee will pay the family monthly premium while the City pays the employee. Human Resources will prepare a payment schedule for health plan premiums which will be sent by certified mail to the address listed in the employee's personnel file. The employee and/or his/her dependents will be eligible for 18 months of coverage. However, the employee will not be covered for claims related to military duty. Prior to the commencement of military leave, the employee must inform Human Resources of his/her choice to continue or discontinue. If coverage was discontinued, the employee returning from military leave is eligible for reinstatement of the health plan coverage effective the first day of the month following the application.

Per Arkansas Code Ann. §21-4-105, employees who have been rated by the U. S. Department of Veterans Affairs or its predecessor to have incurred a military service-connected disability and have been scheduled by the U.S. Department of Veteran Affairs to be reexamined or treated for the disability will be entitled to a leave of absence with pay for a period not to exceed six (6) days for that purpose during any one (1) calendar year. The leave of absence will be in addition to regular vacation and sick leave allowed to the employee.

The City will not discriminate against or take any adverse employment actions against any employees that (1) takes an action to protect the rights afforded to them under this policy, (2) has testified or otherwise made a statement in connection with any proceeding under this policy, (3) has assisted or otherwise participated in an investigation under this policy, or (4) has exercised a right provided for in this policy. The prohibition in this subsection will apply with respect to any persons regardless of whether that person has serviced in the uniformed services.

6.7 FAMILY MEDICAL LEAVE

The Family Medical Leave Act (FMLA) of 1993 requires cities with fifty (50) or more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The FMLA also allows an employee who is the spouse, son, daughter, parent, or nearest blood relative of an injured Armed Services member to take the 12 weeks of unpaid leave plus an additional 14 weeks for a total of 26 weeks. Employees are eligible to take unpaid leave for the following reasons:

- the birth and/or special care of a child.
- the placement of a child into an employee's immediate family by adoption or by foster-care arrangement and to care for the newly placed child.
- to care for a spouse, son, daughter, or next of kin of an injured service member that is seriously injured or ill in the line of active duty, up to 26 weeks during a "single 12-month period.
- to care for an immediate family member who has a serious and/or critical health condition
- the inability of a city employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his/her job.
- for any qualifying hardship when the employee's spouse, son, daughter, or parent is a military member on active duty or is notified of an impending call to active duty in support of a contingency operation.

Leave for the birth of a child or for adoption or foster care must be concluded within twelve (12) months after the event

as outlined in section 6.7.2. However, leave may begin prior to birth or placement as circumstances dictate.

Leave entitlements for medical reasons are based upon the existence of a serious health condition suffered by you or an immediate family member as defined by the FMLA. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice, or residential medical care facility
- continuing treatment by a health care provider for a chronic or long-term health condition so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care
- generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days

The Family Medical Leave Act (FMLA) requires that the city maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA leave.

6.7.1 To be eligible for FMLA benefits employees must be employed by the city for at least one year and have worked 1,250 hours over the previous twelve (12) months preceding the date of the leave is requested to begin. In addition, the employee must work at a location where at least 50 employees work for the employer within 75 miles. An employee returning from fulfilling his/her National Guard or Reserve military obligations will be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Employees are required to use all sick and vacation leave which they have accrued prior to going on leave without pay. Use of paid leave will run concurrent with the 12 work weeks allowed for Family Medical Leave.

6.7.2 Employees eligible for FMLA may use up to 12 weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

6.7.3 When leave is taken under the Family Medical Leave Act, you will be required to first use your available annual and accrued sick and vacation leave concurrently with FMLA leave during the twelve (12) week family leave before becoming eligible for unpaid leave. That portion of family leave of absence which is taken using annual and accrued leave days will be with pay, according to the city's annual leave policy. Employees on Family Medical Leave may not be engaged in outside employment without the written approval of the Human Resources Department. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted.

For example, an employee has two (2) weeks of accrued vacation leave and two (2) weeks of accrued sick leave. The employee requests 4 weeks of FMLA leave. If granted, this leaves the employee with eight (8) remaining weeks of available FMLA leave.

6.7.4 In circumstances where FMLA leave is sought for an employee's personal health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of the Director and Human Resources Office. If you request intermittent or reduced leave status, the city may, in its sole discretion, temporarily transfer you to another job with equivalent pay and benefits. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the city's operations.

6.7.5 You must provide the Director and Human Resources Office with thirty (30) days' written notice of your need

to be absent for FMLA purposes when the need is foreseeable or predictable. The city will provide employees with the necessary FMLA requests forms. However, where an emergency circumstance prevents 30 days' written notification, employees must notify their Director and/or Human Resources Office as soon as possible.

6.7.6 In the event a husband and wife both work for the city, the maximum combined leave for both spouses is 12 weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent. If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

6.7.7 Employees granted FMLA leave are entitled to the same position held prior to the leave or one that is equivalent in pay, benefits, and other terms and conditions of employment. However, certain highly-compensated, "key," salaried employees, although eligible for FMLA leave, are not guaranteed restoration to their positions if they choose to take leave. Such employees will be informed of this status when they request leave. If the city deems it necessary to deny job restoration for such employees while they are on FMLA leave, the city will inform the employee of its intent and offer the employee an opportunity to return to work immediately.

6.7.8 During an employee's FMLA leave of absence, the employee's health care benefits will continue. Both the city and the employee will be required to pay the customary portions of the monthly health premium. The employee's failure to pay his/her share of the premium may result in loss of coverage. Human Resources will advise the employee of the payment due dates. If the employee's payment is more than 30 days overdue, the health care coverage will be dropped by the city. Prior to dropping an employee from coverage for non-payment, Human Resources will provide the employee with at least 15 days' written notice before the date coverage is to cease.

If the employee unequivocally informs the city that he/she does not intend to work at the end of the leave period, the city's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances beyond the employee's control, he/she is required to reimburse the City the amount which it contributed toward his/her health coverage during the leave period.

For purposes of this section, an employee who returns to work from FMLA leave for at least 30 calendar days is deemed to have returned to work. In addition, an employee who transfers directly from FMLA leave to retirement, or who retires within the first 30 days after returning from FMLA leave is deemed to have returned to work status.

An employee on unpaid FMLA leave will not be allowed to accrue employment benefits such as vacation pay, sick leave, pension, etc. However, employment benefits which accrued up to the day on which the FMLA leave began will not be lost. The use of FMLA leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

Employees who fail to return to work on the first working day following the end of their FMLA leave will be deemed to have terminated their employment with the city unless the employee otherwise notifies Human Resources prior to the end of the FMLA leave.

6.7.9 A medical certificate by a qualified health care provider validating the need for FMLA leave for medical reasons is required. A certification form may be obtained from the Human Resources Office and should be completed and submitted as soon as possible. When the leave is foreseeable and at least 30-days' notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within 15 calendar days of the employee's departure, unless it is not practicable under the circumstances to do so despite the employee's diligent good faith efforts. Employees who do not provide certification within these 15 calendar days must provide a reasonable explanation for the delay along with the certification. Qualified health care providers include doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-

midwives, clinical social workers, and physician assistants authorized to practice under State law and performing within the practice under State law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

6.7.10 A medical doctor's release is required for all city employees who return to work from a medical leave of five (5) working days or longer. Such release will be provided to the Human Resources Office prior to returning to work. Upon return to work, as requested in the original paperwork, the employee must be able to provide a fitness for duty certificate from their health care provider verifying he/she is able to resume work.

6.7.11 If a disagreement occurs over the medical opinion provided by your physician, the city may require a second medical opinion from a qualified health care provider chosen by the City. The City will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the city and the employee will jointly select the third qualified health care provider. If a third opinion is acquired, it will be considered final. Additional information and forms may be obtained from Human Resources.

6.8 LEAVE FOR WITNESS OR JURY DUTY

Full-time employees will be granted paid leave for witness or jury duty. Employees are also permitted to retain the allowance rendered for services to the court. To qualify for jury or witness duty leave, employees must submit to the Director and Human Resources Office a copy of the summons or other relevant court related paperwork as early as possible or upon receipt. In addition, proof of service must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed. If an employee is released from jury duty early or not required to be in court, he/she will report back to work. Failure to comply with this policy may result in disciplinary action. Employees must record hours of jury service on their time card.

6.9 MISCELLANEOUS LEAVE/TRAVEL

The City will reimburse employee per diem and mileage allowance up to the IRS allowable reimbursement rate in effect at the time of travel. In following this method of an accountable plan, reimbursements are excluded from the employee's gross income and are not reported on Form W-2.

Prior to any travel by a City employee, the Director must turn in a Request for Travel form, including the Mayor's signature of authorization, to the Accounts Administrator at least 10 workdays prior to the departure date for in-state travel. The Request for Travel for out-of-state travel must be submitted at least 30 days prior to departure. All known and estimated costs associated with the travel will be annotated on the Request for Travel form. If approved, this form will be used to pay advanced registration fees, commercial air, and lodging, if applicable. The Mayor or his designated representative will verify and authorize all travel. The Director must verify routine expenditures for travel reimbursements in support of an employee's normal duty day, with final approval by the Mayor or his designated representative. Employees who are required to travel in the fulfillment of their job are required to submit a Travel Expense Report for reimbursement. Receipts for lodging, travel tickets/receipts, and receipts for other travel related expenditures, which were authorized on the Request for Travel form, must be attached. The Travel Expense Report with attachments must be turned in to the Accounts Administrator Department for verification within five (5) working days following travel. It must be certified by the employee's Director prior to the Mayor's approval. Reference 5.13 for travel definitions.

6.10 CATASTROPHIC LEAVE BANK / EMERGENCY SICK LEAVE PROGRAM

The Emergency Sick Leave Program is an employee benefit for all full-time employees of the City established by City Ordinance #517. The purpose of the program is to provide paid leave for employees with a catastrophic, long-term illness who have exhausted all other paid leave. Catastrophic illness means a personal emergency limited to debilitating medical situations; severely complicated disabilities; and severe accidental injuries which cause the employee to be unable to perform the assigned job duties. They require a prolonged period of recuperation and the employee's absence from duty as documented by a physician. Long-term illness is defined as one that lasts at least one month or 20 working days. The working days do not have to be in immediate succession. The Program Bank is a pool of accrued leave donated by eligible

employees that may be transferred to qualified recipients. Only the hours are transferred; the employee continues to be paid by the employing department while on leave.

6.10.1 FMLA IMPLICATIONS: The Family and Medical Leave Act of 1993 requires covered employers to provide up to (12) weeks of unpaid leave, job protected leave to “eligible” employees for certain family and medical reasons. Consequently, an employee with a medical condition that meets the definition of catastrophic illness under the Emergency Sick Leave Program, and meets the eligibility requirements of the Sick Leave Program may also meet the FMLA eligibility requirements. In addition to any other FMLA leave you have used (or any unused portion of your entitlement), all Leave time taken will reduce your twelve (12) week FMLA entitlement for the calendar year in which it occurs.

Upon notification of a “FMLA eligible” situation, the FMLA requires employers to give employees written notice that their leave time in regard to the situation will be deducted from their twelve-week FMLA entitlement. The information provided above serves as notice that your twelve-week FMLA entitlement will be reduced by the amount of any Program Leave time used by you [Note—Employee should be told when they go on leave.

6.10.2 EMERGENCY SICK LEAVE PROGRAM ELIGIBILITY REQUIREMENTS:

The recipient must be a full-time employee. The employee must have exhausted ALL accrued leave time (sick, vacation, holiday and compensatory) or have been employed full time for less than one year. The employee must not be receiving any other form of disability payments or must not be eligible for Worker’s Compensation. This policy is ONLY for the illness or accident of the employee.

It is the employees’ responsibility to file and follow up on the process of the application. Employees on leave continue to accrue leave and receive other benefits; however, any leave earned while on the Leave Program must, as a condition of voluntary participation in the program, be assigned to the Leave Program Bank, and any restrictions concerning the maintenance of a minimum leave balance do not apply to such assignment.

6.10.3 APPLICATION PROCEDURE:

1. Applicants should obtain and read the Emergency Sick Leave Transfer Policy. This document has been sent to each Director and should be made available to applicants.
2. Obtain a current set of Emergency Sick Leave forms from the Accounts Administrator
 - a) Sick Leave Request Form
 - b) Liability Agreement
 - c) Physician’s Certification
3. Sign the Authorization to Release Information section of the Physician’s Certification form, and have your physician complete the rest of the form explaining your medical condition.
4. Complete the employee portion of Part 1 of Sick Leave Request form. Read and sign the Liability Agreement form.
5. The complete forms should be turned in to the Accounts Administrator who will complete Part 2 of the Sick Leave Request form and submit all forms to the Review Committee. After the Committee has investigated and verified the eligibility requirements, they will approve or deny the application and submit it to the Mayor for final approval or denial.

The Emergency Sick Leave Transfer Policy is designed to assist full time employees with loss of income during a catastrophic illness. This policy is only allowed in the event of an employee illness. It cannot be used for immediate family illnesses. Participation is optional and will be administered by the Sick Leave Transfer Review Committee under the direction and approval of the Mayor and City Council. The creation of this policy does not guarantee that funds will be available. Availability of funds will depend upon the participation of the number of employees and the amount accumulated in the fund at the time of the request.

6.10.4 ADMINISTRATION: Once the Sick Leave Transfer Review Committee has approved a request, it will be forwarded to the Mayor for final approval. Employees who wish to participate in the donation of sick leave hours must submit the prescribed form to the Personnel Department. The Personnel Department should then verify that

the time donated will not deplete the employee's own sick time below a minimum of 100 hours.

Days donated to the pool will be randomly selected by the Accounts Administrator and will be kept confidential. Days off donated into the pool cannot be returned to the contributor. They will remain in the pool even if not used by the original recipient. Employees will be notified of days used. All records will be administered in the Mayor's Office by the Accounts Administrator and will be kept confidential.

The maximum number of days for initial approval may not exceed 30 days (or 240 hours). A recipient may re-apply for leave, which would extend the approved hours beyond 30 days. In no event will a recipient be approved for more than 90 days (720 hours) under this program.

6.10.5 REVIEW COMMITTEE: The purpose of this committee is to review all leave requests, ensure that all eligibility requirements are met, and make recommendations to the Mayor. The Review Committee will be made up of directors from each of the following departments: Police, Administration, Courts, Water, Street, Parks, and Community Center. A formal application on the approved forms must be submitted to the Accounts Administrator for consideration by the Review Committee for leave request. Applications will be reviewed on a first filed basis.

Approval of the application does not guarantee that leave will be received should there be a zero balance in the leave bank. The review Committee will receive, review, and make recommendations for final disposition to the Mayor for approval. The Mayor may accept or deny the recommendations of the committee. Leave which would result in a negative balance to the leave bank may not be recommended for approval by the committee nor approved by the Mayor.

Leave will be transferred in four (4) hour increments only. Leave may only be granted in four (4) hour increments only (no fractions).

If the recipient is terminated, retires, dies, or returns to duty prior to exhausting the previously approved leave, all unused leave will be returned to the leave bank (pool). All leave earned while the employee is on leave will be automatically assigned to the leave bank. Alleged abuse or suspected abuse of the leave policy will be investigated. If a finding of wrongdoing occurs, the employee must repay all leave hours drawn from the leave bank.

All forms must be submitted to the Accounts Administrator at least one week in advance of the regular submission of payroll.

6.10.6 RECORD KEEPING: Records will be kept in the following categories:

- the amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation
- the amount of leave awarded, including the name of the recipient, position, rate of pay and SSN
- any other data required by the Accounts Administrator as directed by the Arkansas Legislative Audit Division.

6.10.7 PROHIBITION OF COERCION: An employee may not directly or indirectly intimidate, threaten or coerce any other employee for the purpose of influencing the employee with respect to donating, receiving, or using annual or sick leave. Any report of such described instances will be reported in writing to the employee's Director. All written reports of such described instances will be investigated thoroughly, and appropriate disciplinary action may be taken for any substantiated violation.

6.11 RETIREMENT – DEFERRED COMPENSATION PLAN

All eligible full-time employees may choose to participate in the Nationwide Retirement Program which is a Section 457b deferred compensation plan. On February 14, 2001, the Nationwide Retirement matching portion provided by the city was increased from 2.5% to 5%. Effective July 1, 2008 the Lonoke City Council voted to increase the city's matching portion by another 2% to bring it to a max of 7%. The City will contribute 2% more to the plan than the employee contributes with

a cap of 7%. Therefore, the City will match a maximum of 5% of an employee's salary per pay period. (Example: If an employee puts 3% of each payroll check into the retirement fund, the City will contribute 5% which is 2% more than the employee contributed. This would give a total contribution of 8% per pay period.)

Full-time employees, except for police officers (who are covered under LOPFI), the District Court Clerk and Judge (who are covered by APERS), are eligible to enroll in the retirement plan.

The City will be responsible for paying the entire amount of Social Security owed on the matching portion that is contributed to each employee.

6.12 EMPLOYEE HEALTH BENEFITS

All full-time employees may participate in the City's group health plan. The employee is eligible for health insurance the 1st day of the month following two complete full months of employment.

For example, if an employee started work on January 1st, he/she would work the complete month of January and February and be eligible on March 1st. If an employee started on January 15th, the month of January would not count towards eligibility as the employee would not have worked the full month. Therefore, the employee would be eligible for health insurance on April 1st.

The City pays 100% of the premium for the employee, as approved by the Mayor and City Council on an annual basis. Family coverage will be at the employee's expense. It must be recognized that rates change from time to time, and employees will be apprised of any changes upon receipt of information from the City's health plan carrier.

An employee has thirty (30) days after his start date to apply for the health plan coverage or has the option to do so annually at open enrollment time. Additional information may be obtained from the Human Resources Office.

All full-time employees receive a free membership to the Lonoke Community Center and are encouraged to utilize its facilities as means to live a healthy lifestyle. The employee is required to pay the taxes owed on the membership dues and may have it voluntarily withheld from the employee's salary as referenced in 5.4.3.

6.13 OCCUPATIONAL INJURIES/WORKERS' COMPENSATION

All City employees are covered under the Arkansas State Workers' Compensation laws. Any employee incurring an on-the-job injury should immediately notify the employee's supervisor who will arrange for appropriate medical treatment and prepare the necessary reports required for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted on bulletin boards located at City Hall, Fire Department, Police Department, City Shop, Community Center and Ballpark Concession Stand.

The City provides Workers' Compensation coverage including medical and salary continuation benefits to employees who are injured on the job. Injuries occurring while traveling to or from work or occurring away from the place of work during unpaid lunch or break time are not covered. All compensation under this plan will be in accordance with applicable laws and policies.

Any employee injured on the job must contact his/her supervisor immediately regardless of the severity of the accident or whether medical attention is required. It is the supervisor's responsibility to ensure all incident/accident reports are filed within 24 hours of the incident/accident unless the employee is incapacitated. Directors are to be verbally notified immediately of any such incident/accident. The City Administration office must also be notified immediately so that arrangements can be made to see a doctor if needed. The City will choose the doctor/medical clinic that will handle all worker's compensation cases. This action will help to simplify the claims process. If the administration office is closed when an incident occurs, contact the Mayor's Assistant at (870) 255-5157.

All appropriate claims for benefits must be processed and filed by the City Administration Office. It is very important that

the original Workers' Compensation claim form (Form AR-N) and the Worker's Compensation First Report of Injury or Illness information be completed in the City Administration office. This will ensure that all information is completed correctly. Employees must have a written return-to-duty form from the physician specifying any work-related restrictions to return to work.

The City will make every effort to allow employees to return to work on light duty. Such light-duty assignments are temporary assignments only and are not available to employees on a regular basis under any circumstance. Depending on the employee's job description, needs of the City and physician's restrictions, there may not be a position available to return to until the employee is released to full-duty. If an employee is offered a light-duty assignment that has been approved by the worker's compensation physician and the employee refuses to accept the position, this may affect the employee's right to worker's compensation benefits under the law. If an employee can work light duty, the City will evaluate the light-duty status bi-weekly.

It is the employee's responsibility to ensure that the City Administration Office has the original copies of all correspondence between the employee and the physician(s). This may include, but is not limited to, any notifications, doctor evaluations, excuses from duty, prescriptions, follow-up appointment times, and/or written return(s) to duty. The City will supplement workers' compensation benefits by providing employees required by a physician to be off work due to an occupational injury with a maximum of sixty (60) paid calendar days beginning from the date of the injury.

The City will disperse this supplement by paying 1/3 of the employee's normally scheduled hours for sixty (60) calendar days. This amount should approximately equal the difference between the percentage paid by workers' compensation and the employee's regular salary based on scheduled hours. This should place the employee in a full pay status for a limited period. The City maintains discretion to terminate this supplemental payment as the circumstances warrant. Employees injured on the job and entitled to Workers' Compensation benefits may utilize their accrued leave (annual, sick, comp) as a supplement to such benefits. Employees must complete an authorization form and submit it to the Human Resources Department. The City will, upon request by the employee, furnish records reflecting the amount of leave use and the amount accumulated. Vacation and sick hours will not be accrued once the employee is on leave without pay status unless covered by FMLA. The combination of Workers' Compensation benefits and accrued leave will not exceed the employee's normal earnings. If the employee chooses not to use accrued leave or has exhausted all leave, the payment will be reduced to the Workers' Compensation benefit after the sixty (60) calendar days.

Employees not admitted to the hospital the day of an injury but held after the end of their workday due to an examination by a doctor or evaluation at the emergency room may include up to six (6) hours to their timecard from the end of their shift. In all other situations where an employee is restricted from work following a work-related injury, the employee will list his/her scheduled work hours on the timecard in accordance with this policy.

CHAPTER 7

STANDARDS OF CONDUCT

7.1 COMMUNICATING WITH THE PUBLIC

City employees are expected to be civil, orderly, and courteous in their conduct and demeanor towards the public. Each employee should treat members of the public with respect and provide an appropriate response to their inquiries or requests. A professional and courteous approach to public service cannot be overemphasized.

When an employee is uncertain of the correct response to an inquiry or request from the public, the employee should refer the inquiry to the individual or the department which can provide the most satisfactory response to the request. It is better to admit a lack of understanding than to provide wrong information.

7.1.1 COMMUNICATING ON BEHALF OF THE PUBLIC

The Mayor is authorized to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications. If approved by the Mayor, and when in the City's best interest, select employees may represent the city to communicate on a specific topic. When speaking on behalf of the city or while carrying out your official duties,

- employees must self-identify as a representative of the city.
- account names on social media sites must clearly be connected to the city and approved by the Mayor.
- all information must be respectful, professional, and truthful and corrections issued to correct mis-information.
- employees need to notify their Director and the Mayor if they will be using personal technology (cell phones, home computers, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Freedom of Information Act (FOIA).

7.1.2 HANDLING REQUESTS FOR INFORMATION PURSUANT TO FOIA

Any citizen of the State of Arkansas may request to inspect, copy, or receive copies of public records pursuant to the Freedom of Information Act. Any requests should be sent to the Deputy City Clerk. If an employee aside from the Deputy City Clerk fields a request for information, the employee should identify the Deputy City Clerk as the appropriate authority and provide a reference for contact.

7.1.3 HANDLING MEDIA REQUESTS

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Administration office or the Custodian of the Records in the case of a records request. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, websites and/or social media outlets. When responding to media requests, employees should follow these steps:

- If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administration office of the request.
- If the request is regarding information about city personnel, potential litigation, controversial issues, and opinions of a city matter, or if you are unsure if it is a "routine" question, immediately notify the Human Resources Director or, in the case of a records request, the Deputy City Clerk. An appropriate response may be to offer the following statement: "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as she/he can."
- Always ask the media representative's name, questions, deadline, and contact information.

7.2 PERSONAL COMMUNICATIONS

It is important that employees understand their personal communications may reflect upon the City, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of a newspaper, and personal endorsements.

Remember that what you write is public and will be for a long time. It may also be spread to large audiences very quickly. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see printed in the newspaper. If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the City of Lonoke. However, these are my personal opinions, and they do not represent those of the City of Lonoke."

City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber.

7.3 UNIFORMS AND PERSONAL APPEARANCE

Uniforms or a uniform allowance will be provided to personnel of certain departments as authorized by the City Council. Personnel who are provided uniforms or a uniform allowance will always wear the uniform while on duty. Uniforms will be kept as neat and presentable as their working conditions permit. Employees must not wear uniforms while off duty except to and from the scheduled shift or work assignment. It is essential that an employee not be viewed by the public as a representative of the City in any official capacity unless authorized to do so.

Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, he/she should check with the immediate supervisor or director.

7.4 GUIDELINES FOR APPROPRIATE CONDUCT

Employees will always observe the highest standards of professionalism. There is an expectation that city employees will accept personal responsibility, adhere to acceptable principles in matters of personal conduct, and always exhibit a high degree of personal integrity. This not only involves a sincere respect for the rights and feelings of others but also demands that, while at work and in their personal lives, employees refrain from behaviors that might be harmful to the employees, their co-workers, the citizens, and/or the City. Whether an employee is on-duty or off-duty, the employee's conduct reflects upon the city.

Examples of behavior and conduct that the City considers inappropriate include, but are not limited to, the following:

- falsification of employment or other city records.
- soliciting or accepting gratuities in the course of work.
- excessive absenteeism, tardiness, or any absence without approval.
- unauthorized absence from the work station during the workday or job abandonment.
- unauthorized disclosure of confidential information.
- unauthorized or inappropriate use of city property.
- violation of personnel or departmental policies.
- unsatisfactory performance or conduct.
- possession, distribution, purchase, sale, transfer or use of alcohol or controlled substances in the workplace, while on duty, or while operating city owned vehicles or equipment.
- violent acts in the workplace such as fighting or using obscene, abusive or threatening language or gestures in the workplace or violent acts.
- boisterous or disruptive activity in the workplace or creating conflicts among employees.
- theft or inappropriate removal or possession of co-workers' or city property.

- unauthorized or illegal possession of firearms or otherwise dangerous materials on city premises or while on city business.
- disregarding safety, health, or security rules.
- insubordination or other disrespectful conduct.
- negligence or other improper conduct leading to damage of city property.
- untruthfulness of verbal or written communications either with fellow employees or members of the public.
- conviction of a felony, or the entry of a plea of nolo contendere to such crime.
- sleeping during work hours (except as authorized by the volunteer fire department).
- misuse of City funds.
- any form of inappropriate or sexual activity in a City facility or City vehicle.
- should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory and in violation of any of the above-referenced items or any other city policies, rules, or regulations, an employee will be subject to disciplinary action up to and including termination.

7.5 ABSENTEEISM AND TARDINESS

Regular attendance is essential to managing an effective operational workflow. Therefore, the City expects all employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive, and place an unnecessary burden on fellow employees, supervisors, city government, and the taxpayers who receive city services. Should an employee be unable to report to work on time because of illness or personal emergency, the employee should give proper notice to his/her supervisor.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences or tardiness which form unacceptable patterns (i.e., regularly reporting late on Monday mornings or calling in absent on Fridays), or failing to provide proper medical documentation to support absences or tardiness may result in disciplinary action.

An absence of an employee from duty including any absence of one (1) day or part thereof, (other than an absence authorized by this personnel handbook or by law) that is not authorized in advance by the director or the employee's supervisor, will be deemed absence without leave. Such absence will be without pay.

7.6 OUTSIDE EMPLOYMENT OR MOONLIGHTING

If an employee is considering additional employment, he/she should discuss the additional employment with his/her director or supervisor for approval.

If, as an employee of the city, you should participate in additional employment, the additional employment must not interfere with the proper and effective performance of the job with the City. The work of a full-time employee of the City will have precedence over any other occupational interest or pursuit. A full-time employee is expected to be available for work during all regular working hours and for overtime as required. An employee's outside employment must not adversely affect the image of the City, a type that may be construed by the public to be an official act of the City, or which in any way violates these policies. City uniforms cannot be worn during outside employment unless approved in advance by the Director and the Mayor. Employees on FMLA or sick leave will not be eligible to participate in outside employment without the prior approval of the Human Resources Department or the Mayor.

7.7 VOTING

City employees are encouraged to exercise their legal right to vote. When requested in advance, a reasonable amount of time will be granted by the City for this purpose. No employee will be made to feel inferior due to their local or national voting preference.

7.8 OUTSIDE COMPENSATION

No reward, gift, or other form of benefit above regular compensation can be received from any source by employees of the city for the performance of their duties as employees of the city unless approved by the Mayor.

7.9 USE OF NARCOTICS, ALCOHOL, AND TOBACCO PRODUCTS

The City has a responsibility to ensure safe-working conditions for all employees and a productive City workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, the City is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. The City prohibits the possession, unlawful manufacturing, distribution of illegal drugs, the consumption of alcohol, or the abuse of prescription drugs while on City premises during work hours. City employees should not use habit-forming drugs, narcotics, or controlled substances unless such drugs are properly prescribed by a physician.

The consumption of intoxicants, in any form, is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to the degree that it interferes with or impairs the performance of their duties at work. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase, or presence of drugs, alcohol, or drug paraphernalia on city property or reporting to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination, as allowed by federal, state, and local laws.

Smoking or the use of any tobacco product is not allowed inside any City-owned facility or vehicle. This includes, but is not limited to, electronic nicotine delivery systems, lighting, emitting, or exhaling smoke of a pipe, cigar, cigarette, spitting smokeless tobacco, or any other nicotine delivery system of any kind.

The City complies will all aspects of the Arkansas Clean Indoor Act of 2006. Any employee violating this policy is subject to disciplinary action up to and including termination and may be required to pay a fine if levied by the Arkansas Department of Health.

7.10 DRUG-FREE WORKPLACE

It is the policy of the City to create a drug-free workplace by honoring the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the conduct expected of employees, subjects all employees and visitors to City facilities to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, while engaged in city business for the City or on the City's premises, is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the City, it impairs an employee's ability to perform on the job or threatens the reputation, character, and integrity of the City.

Employees convicted of a controlled substance related violation in the workplace must inform the city within five (5) days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary actions up to and including termination, as allowed by federal, state, and local law. At its discretion, the city may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

If an employee is in a safety sensitive position and has a prescription for any medicinal drug or controlled substance that could cause the employee to be impaired or to prevent the employee from successfully doing the essential functions of his/her job, the employee is to report this information to his/her supervisor/Director and the Human Resources Department. Failure to disclose this information could result in disciplinary actions up to termination. Each employee's job description designates whether the employee's position is defined as safety sensitive.

Any employee who needs assistance with controlled substance abuse or rehabilitation may reach out to the City's Employee Assistance Program which is provided to every employee. For more information please read the section titled

Employee Assistance Program under the Benefits section or contact the Human Resources Department.

If an employee tests positive for drugs and/or metabolites during any authorized drug test, the results will most likely lead towards termination; there will be an exception for non-safety sensitive employees authorized to use medical marijuana under the Arkansas Medical Marijuana Amendment. These employees are not subject to discipline solely because of a positive test for marijuana. The Amendment does not permit an employee to work under the influence of marijuana on employer premises or during employment hours.

This City policy authorizes testing for drug and alcohol abuse by employees who hold safety and/or security sensitive positions which otherwise are not covered by the controlled substance screen requirements of the Federal Motor Carrier Safety Regulation. Also, this City policy provides for testing for drug and alcohol abuse by any employee who has a Workers' Compensation injury, vehicle accident, or incident that causes damage to another employee, citizen, their property, or any City property. Finally, this City policy provides for testing for drug and alcohol abuse by any employee under reasonable suspicion. Reasonable suspicion drug training will be provided to supervisors by a third-party service certified to provide this training.

Any City employee who violates this substance abuse policy or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to and including termination, as allowed by federal, state, and local laws. This also applies to any employee who refuses to take a drug or alcohol test listed under one of these types of tests.

7.11 USE OF CITY ASSETS AND RESOURCES

7.11.1 TELEPHONES: Telephones are to be used to conduct city business. Calls of a personal nature are prohibited unless prior approval is received from the Director. Although occasional, limited personal telephone calls are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee or the employee's colleagues. Discretion should be used in discussing confidential information using cellular communication. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment.

City-issued cellular or mobile telephones should be used for city business-related purposes. The city reserves the right to monitor the billing and use of all city-issued cellular/mobile telephones and has the authority to require any employee who loses or damages a cellular phone to pay back the cost replacing the telephone and/or its accessories.

By accepting the use of city-issued cellular telephones, employees agree to promptly reimburse the city for all personal calls made which are deemed by the city to be excessive in frequency and/or duration. Employees are responsible for maintaining a record of the phone numbers and names of persons or businesses who have been called or who call for personal reasons and for providing a copy of the records to Administration, if requested. Any employee who violates the conditions of these policies relating to cellular/mobile phone usage is subject to having their city-issued cellular/mobile phone and associated rights removed.

7.11.2 COMPUTERS AND OTHER TECHNOLOGICAL RESOURCES: To help maximize its employees' efficiency in carrying out their respective job duties, the City provides various information and technological resources such as email, computers, software/computer applications, networks, Internet, Intranet, facsimile machines, cell phones, pagers, and other wireless communication devices and voicemail systems. These tools are property of the City and must be used in a manner that reflects honor upon the city and all who work here. Occasional, limited personal use of these resources is permitted but should not interfere with your work performance or the work performance of your colleagues. Employees, however, should have no expectation of privacy as to their use of city property. The City has the right to access and monitor any and all messages and files on electronic equipment owned by it and will do so as deemed necessary and appropriate. Employees will be held accountable for all usage of their systems and should keep their keywords and passwords confidential to protect their assigned equipment and files from misuse. Employees cannot access or copy software or data belonging to others or to the city. Reading another employee's files is prohibited unless authorized by the director. Employees will not transport software or

data provided by the city to another computer site without prior authorization from the department responsible for the data.

The city will not tolerate inappropriate or illegal use of these assets and reserves the right to take appropriate disciplinary actions up to and including termination of employment. Such inappropriate use of these resources can include but is not limited to the following: hacking; pirating software or audio/video files; soliciting; distributing literature for outside entities; sending inappropriate emails; accessing, viewing, or downloading inappropriate websites, (i.e., sites advocating hate, violence, sexually explicit material, or promoting illegal activities); distributing confidential information to persons/entities who are not entitled to such information; storing or placing unlawful information on a computer or the network; copying system files without proper authorization; copying copyrighted materials without proper authorization; use of abusive or otherwise objectionable language in either public or private messages; sending messages that are likely to result in the loss of the recipient's work or systems use; sending chain-letters, jokes, lists, or any other types of use that would cause congestion, disrupt the operation of the networks, or interfere with the work of others; decryption of systems and/or user passwords.

Only software which has been purchased or approved by the City may be loaded or used on any of its computers. All software, programs, applications, templates, data, and data files stored in, residing on, or developed with city computers, networks, or storage media are property of the City and cannot be removed from the workplace without proper authorization. The city's software and software manuals should not be duplicated or reproduced in any manner which would violate the license agreements which pertain to usage of the software. Computer equipment including software should not be removed from city premises without prior written approval from the Mayor and/or Director. The City reserves the right to monitor and inspect, without notice, the use of its information and technological resources.

7.11.3 INTERNET ACCESS: Internet access is provided to employees to conduct city business. Occasional, limited use of these resources is permitted but should not interfere with the employee's work performance. The city reserves the right to monitor Internet use to assure that its use is for legitimate business purposes and that access to the Internet is not abused. Downloading files without the express consent of the Director is prohibited. Files downloaded from the Internet or any other outside service may contain a computer virus and must be scanned by a virus checking software prior to being used on a city computer. Uploading to the Internet is prohibited unless authorized by the director to avoid interception and unauthorized access to information.

7.11.4 ELECTRONIC MAIL AND CONFIDENTIALITY: The City provides electronic mail for business purposes. The city maintains the ability to access any messages left on or transmitted over the system. Employees should not assume that such messages are confidential or that access by the city or its designated representative will not occur. Therefore, any personal use of the city's electronic mail system should be kept to a minimum. The electronic mail system should not be used to promote commercial ventures, religious or political causes, outside organizations; to create any unwelcome, offensive, or otherwise disruptive messages (i.e. sexual innuendo, racial slurs, gender-specific comments, or any other comment that may offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability); or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material.

Employees are not authorized to retrieve or read email messages that were not sent to them.

7.11.5 REMOVAL OF CITY PROPERTY: No city owned, leased, or licensed equipment or documents may be removed from city premises without prior verbal or written approval from the Mayor.

7.11.6 USING PRIVATELY-OWNED ELECTRONIC COMMUNICATION EQUIPMENT FOR PUBLIC JOB-RELATED PURPOSES: Employees with personal privacy concerns should be aware that there may be consequences to using privately owned electronic communications equipment (including privately owned cell phones) for work related purposes. If an employee uses privately owned equipment for work related purposes, such as work-related text

messages or emails, the records of the privately-owned equipment might be subject to disclosure to the public by the Arkansas Freedom of Information Act. Employees are therefore encouraged to use city-owned communications equipment and city-owned software (such as city email) when communicating for job related purposes.

7.12 WAIVER OF PRIVACY

Employees waive their right to privacy for, in, or on anything created, stored, sent, or received on the city's computer or telecommunications system. The City reserves the right to inspect any data, emails, social media content, files, settings, or any other aspect of access made by a city-owned computer or related system and will do so on an as-needed basis as determined by the Mayor. Employees should understand that any information created, stored, sent, or received on the City's computer or telecommunications system may be subject to the provisions of the Freedom of Information Act, regardless of whether the information is business-related or personal to the employee. Therefore, any such information may be accessed and/or inspected at any time by any member of the public unless it is exempted by law from disclosure.

7.13 CITY VEHICLES

On occasion, the city may permit certain employees to use its vehicles to conduct city business. A valid and current driver's license must always be in possession of the operator when driving. When using a city vehicle, employees should always exhibit due care and comply with all federal, state, and local laws pertaining to operation of the vehicle.

The use of city vehicles is restricted to city business purposes only. Employees using city vehicles may not pick up or transport any private parties not directly involved with the work of the City. With prior permission of the Mayor, employees may transport spouses in city vehicles when attending conferences, meetings, or seminars for City business. Employees will be allowed to take home a city vehicle for on-call purposes only as designated by the Mayor. Employees using city vehicles are individually responsible for all fines or penalties assessed to the employee as a result of tickets or other traffic offenses for which the employee is cited while using a city vehicle. Thefts or accidents involving city vehicles must be reported immediately to the police and City Administration. The improper, careless, negligent, destructive, reckless, or unsafe use of city equipment or vehicles may result in disciplinary action.

7.14 POLITICAL CAMPAIGNS

No city employee may campaign on city time for any candidate or ballot measure at a federal, state, or local level. Employees are prohibited by law and this policy from using city equipment, property, funds or other resources to campaign for a candidate or ballot measure. After working hours, employees are free to campaign and support candidates and ballot measures in federal, state, county, and local campaigns so long as they do not use city property, funds, equipment, or resources. No campaign banners, campaign signs, or other campaign literature can be placed on any cars, trucks, tractors, or other vehicles belonging to the city. In keeping with these rules, no employee will be made to feel inferior, while at work, due to his/her local or national voting preference.

7.15 DISCIPLINARY ACTION

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory including, but not limited to, violations listed in this handbook or any other city policy, rule, regulation, or directive, the employee may be subject to disciplinary actions up to and including termination.

Disciplinary actions may include, but are not limited to:

- *Warning or Reprimand* - A warning or reprimand is an action used to notify the employee that his/her performance is not satisfactory or to call attention to the employee's violation of employment rules and/or regulations. City employees may be officially reprimanded orally or in writing. All written reprimands should be documented and archived for an indefinite period of time as determined by the Director.
- *Suspension* - Suspension involves the removal of an employee from his/her job. An employee may be suspended with or without pay.

- *Demotion* - A demotion is an action that places the employee in a position of less responsibility and less pay.
- *Termination* - A termination is the removal of an employee from city employment.

The City subscribes to a progressive approach to disciplinary action whereby the goal is to remediate the employee's behavior by implementing the least amount of action required. Disciplinary actions should be proportional to the violations committed and escalate given each successive, similar offense. *As a rule*, all employees should be given a verbal warning for the first offense; a written reprimand for a second offense; suspension of duties for their third offense; and a demotion and/or termination for all following offenses. Directors will document all verbal and non-verbal forms of disciplinary action.

CHAPTER 8

MISCELLANEOUS INFORMATION

8.1 POLICY STATEMENT

The City possesses the sole right to operate and manage the affairs of the city.

8.2 CONFLICTS

The policies in this handbook will be followed unless they are found to conflict with federal, state, or local laws which will take precedence.

8.3 SEVERABILITY

Should any of the provisions contained in this handbook be found contrary to federal, state, or local law, the remaining provisions of this handbook will remain in full force and effect.

To the extent that any law provides additional or different benefits or rights to employees, the provisions of this handbook will be deemed to include those statements of law.

8.4 POLICY CHANGES

The City reserves the right to suspend, revoke, or revise any of the policies contained this handbook at any time.

8.5 CHANGE OF EMPLOYEE INFORMATION

Employees changing their home address, telephone number, or marital status must notify the Human Resources Director and complete an updated Employee Data Form and/or W-4. This is important as the city may be need to mail information or documents such as tax statements or health insurance information.

APPENDIX A

RECEIPT OF CITY OF LONOKE PERSONNEL HANDBOOK

I, _____, acknowledge receipt of the City of Lonoke Personnel Handbook. I understand that this handbook is not a contract.

I understand that reading this handbook is a consideration of my employment and that I am required to perform my job duties in accordance with the policies contained in this handbook and any additional rules, regulations, policies or procedures which may be imposed by the city or the department in which I work whether or not I read this handbook.

I understand that my failure to read this handbook, as required, does not excuse me from being covered by or complying with its provisions.

I understand that if I have any questions about the provisions contained in this handbook, I should direct them to my immediate supervisor or the Human Resources Director.

Sign _____ Date _____

.....
STATEMENT OF TRANSACTION

I, _____ provided a copy of the City Personnel Handbook

to _____ on this _____ day of _____, 20_____.

Sign _____ Date _____

APPENDIX B

EMPLOYMENT RECORDS RELEASE

TO:

You are hereby authorized and requested to give to _____ or to any of its duly authorized representatives any and all employment information including, but not limited to copies of my personnel file including disciplinary reports, memos, statements, results or physicals, drug testing results, and all other information which they may request concerning my employment.

You are authorized to release any information relating to my employment including, but not limited to any information relating to my employment or otherwise maintained during the entire term of my employment relationship with you. This authorization is continuing in nature and does not expire unless you receive written, signed, and acknowledged notice from me or my authorized agent. A photocopy of this release will be as valid as an original.

EMPLOYEE (Signature)

EMPLOYEE (Printed Name)

STATE OF ARKANSAS

COUNTY OF LONOKE

Subscribed and sworn to before me this day of _____, 20 _____.

Notary Public

My Commission Expires: _____

(Notary Stamp)

APPENDIX C

CITY TRAVEL EXPENSE/MILEAGE REIMBURSEMENT FORM

Name of Requestor: _____

Date of Request: _____ Date Needed: _____

Type of Vehicle Used: _____

Total Mileage _____ at \$0. _____ Per mile = \$ _____

Parking Fees (Attach receipts): _____

Date Traveled	Beginning Odometer Reading	Ending Odometer Reading	Total Miles	From	To	Purpose of Trip

I certify that these charges are accurate, and this reimbursement is for (Dept) _____ travel reimbursement.

Signature _____ Date _____

Approved By: _____ Date: _____

Total Disbursement: \$ _____ Date Disbursed: _____

Check # _____ Budget Account: _____

SAFETY/SECURITY/ESSENTIAL EMPLOYEE LISTS

<p>(* Safety/Security Sensitive positions in which a person performing the position while under the influence of alcohol or drugs may constitute a threat to health or safety, including positions in which a lapse of attention could result in injury, illness, or death</p>	<p>(∞) Essential Personnel employees whose job is designated critical to the continuation of key operations and services as required to keep the City safe and functional during times of Emergency, Inclement Weather, or an abnormal suspension of operations</p>
<p>Human Resources Director, Administration Accounts Administrator, Administration Community Development Director Animal Control Officer, Community Development Commercial Building Inspector, Community Development Residential Building Inspector, Community Development Public Works Director Street Supervisor, Public Works Street Utility Operator, Public Works Street Laborer, Public Works Water/Wastewater Supervisor, Public Works Utility Operator, Public Works Water/Wastewater Laborer, Public Works Parks and Recreation Director Supervisor, Parks and Recreation Equipment Operator, Parks and Recreation Laborer, Parks and Recreation Spray-Truck Driver, Parks and Recreation Aquatics Facility Supervisor, LCC Lifeguard, LCC All Police Department Employees Chief, Fire All Volunteer Fire Department Employees District Court Clerk, District Court Deputy Court Clerk, District Court</p>	<p>Public Works Director Street Supervisor, Public Works Street Utility Operator, Public Works Street Laborer, Public Works Water/Wastewater Supervisor, Public Works Water/Wastewater Utility Operator, Public Works Water/Wastewater Laborer, Public Works Chief of Police Captain, Police Lieutenant, Police Sergeant, Police Officer, Police Dispatcher/Jailer, Police Chief, Fire All Volunteer Fire Department Employees</p>

Travel Reimbursement Form

All travel reimbursement forms must be submitted after travel. Forms must be filled out and have approval from the supervisor or director. Once this is complete, the form must be forwarded first to Human Resources and then the Mayor for final approval. All incomplete forms will be returned to employees.

I have reviewed the travel reimbursement forms and entered the exact cost of the travel. If there is any variance from my travel request form, I have attached a letter explaining why. I understand the instructions above and have followed them as requested. _____ (requestor initials)

Employee Information		
Employee Name		
Department		
Job Title		
Travel Information		
Destination		
Departure Date	Return Date	
Did the purpose of this travel meet your expectations? (Explain)		
How did this travel benefit the City and would you recommend this event to other employees?		
Actual Cost (Check items paid by the City before or during travel)		
Commercial Flight		
City Vehicle		Estimated Fuel Costs =
Personal Vehicle		Rate x drive miles =
Rental Vehicle		Estimated Fuel Costs =
		Total Rental Cost Excluding Fuel =
Total Lodging		Rate x # of days =
Per Diem		
Registration Fee		
Other Expenses		
Total Trip Cost		Total Reimbursement (Total cost less all checked items)

____ Approve

____ Approve

____ Deny

____ Deny

Director

Mayor