

ORDINANCE NO. 2001-8

AN ORDINANCE AMENDING AND MODIFYING THE PERSONNEL POLICY FOR THE EMPLOYEES OF THE CITY OF OZARK, ARKANSAS; AND DECLARING AN EMERGENCY THEREFORE AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OZARK, ARKANSAS, THAT:

SECTION 1: The City of Ozark Employee Policy Manual as adopted January 10, 2000 shall be and hereby is amended as follows:

A.

SECTION 1.
EMPLOYMENT POLICIES

AUTHORITY TO HIRE AND FIRE (Page 4)

The Mayor of the City of Ozark has the final authority to hire and fire any and all employees of the City. The Mayor shall have all authority to hire and fire department heads or supervisors. Department heads may hire and fire employees within their respective departments with approval of the Mayor. The decision to hire an employee other than a department head may be overridden by a 2/3 majority vote of the total membership of the city council.

B.

SECTION 1.
EMPLOYMENT POLICIES

JOB POSTING AND ADVERTISING (Page 4)

An application 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 city clerk.

Openings will be filled at the discretion of the Mayor, subject to the 2/3 majority vote override that the City Council may implement. Applications for full time employment will not be accepted from anyone under 18 years of age.

C.

SECTION II.
GENERAL EMPLOYEE BENEFITS

SICK LEAVE

Non-uniformed Employees (Page 10)
(The first paragraph of Page 10 shall be amended to read as follows):

An employee who is unable to report for work due to one of the previously listed sick leave reasons shall report his absence to the employee's supervisor or someone acting for the employee's supervisor within one (1) hour from the time the employee is expected to report for work. Sick leave with pay may not be allowed unless such report has been made as aforementioned.

D.

SECTION III.
MATTERS AFFECTING
THE STATUS OF EMPLOYEES

WORK HOURS (Page 13)

Except for police officers, work hours for all employees shall be forty (40) hours per week Monday through Friday. Work hours for police shall be in accordance with state statutes and departmental regulations.

E.

SECTION III.
MATTERS AFFECTING
THE STATUS OF EMPLOYEES

VACANCIES AND PROMOTIONS (Page 14) (paragraphs 3 and 4)

The final decision regarding promotions shall be made by the Mayor upon the recommendation of the Department Head. However, the promotion decision may be overridden by a 2/3 majority vote of the City Council.

Yearly pay step increases or promotions shall be made by the Mayor upon recommendation by the Department Head. Each employee shall become eligible to receive a step increase after 12 months continuous service and satisfactory performance evaluation (see below). However, once again, the increases and promotions may be overridden by a 2/3 majority vote of the City Council.

F.

SECTION IV.

STANDARDS OF CONDUCT

GUIDELINES FOR APPROPRIATE CONDUCT (Pg.19) (4th paragraph Itm. 7)

7. Buying or using alcoholic beverages while on city property or using alcoholic beverages while engaged in city business;

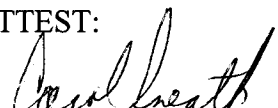
SECTION 2: The above listed modifications to the Personnel Policy Manual to the City of Ozark shall be and hereby are adopted as a part of the official Personnel Manual for the non-police employees for the City of Ozark.

SECTION 3: It being necessary for the preservation of the public health, safety, peace, and welfare, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect immediately upon its passage.

Passed and approved this 9th day of July,
2001.



Mayor, Todd Timmerman

ATTEST:


City Clerk, Carol Sneath