

Resolution 07-2022

A RESOLUTION AMENDING RESOLUTION 05-2018 (ADOPTION OF EMPLOYEE HANDBOOK) TO AMEND CERTAIN PORTIONS OF HANDBOOK

WHEREAS, the City of Haskell Employee Handbook needs the following amendments for clarification:

1. Section II: Vacation Accrual

- The last sentence be amended to read "Accrued vacation time will be paid if the employee of the city, no more than twenty-five (25) days may be carried over per calendar year.

2. Section III: Use of City Equipment and Property

- To be amended to read "The use of city equipment is not permitted for personal and/or non-municipal purposes.

3. Section IV: Disciplinary Actions to add:

- A verbal warning/counseling of incident to be given first.

- A written warning/counseling of incident to remain active in file for six months and to remain in file indefinitely.

WHEREAS, The City Council of the City of Haskell deem it necessary to amend the above amendments to the Employee Handbook for the good of the citizens of Haskell, Arkansas.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Haskell, Arkansas that Resolution 05-2018 be amended for the purpose of clarification.

Resolved this day _____ of May , 2022.

Attest:

Approved:

Jennifer Hill

Roy Carman

Clerk/Recorder/Treasurer

Mayor