

Resolution 10-2022

A RESOLUTION AMENDING RESOLUTION 05-2018 (ADOPTION OF EMPLOYEE HANDBOOK) TO AMEND CERTAIN PORTIONS OF HANDBOOK AND TO AMEND RESOLUTION 06-2022 TO ADD COMPENSATION TIME TO THE HANDBOOK.

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

Section II: Employee benefits

1. To delete the wording under years of service to delete six months.
2. To add that each employee shall benefit from the following leave accruals:
 - Vacation time of 5 days after one year. A cap of 25 days that can be carried over.
 - Sick Leave of 12 hours per month with a cap of 90 days that can be carried over.
 - Comp time with a cap of 40 hours that can be accrued at a time. Anything over the 40 hours will be paid out to employee.

Section III: Matters affecting the status of employees

1. To add the section of Comp (Compensation) Time to read:
 - Employees working overtime shall be paid at a rate of one and a half times their normal pay rate, or shall be offered compensation time.
 - The max number of comp time hours that can be saved will be forty (40). Any time accrued past the 40 hours will be used as overtime and will be paid at time of service.
 - All employees will be notified of changes to the Employee Handbook before changes are approved.

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 July, 2022

Attest:

Approved:

Jennifer Hill

Clerk/Recorder/Treasurer

Roy Carman

Mayor