

ORDINANCE NO. 1761

AN ORDINANCE AMENDING THE CITY OF EUREKA SPRINGS PERSONNEL  
POLICY HANDBOOK

WHEREAS, it has been determined by the Eureka Springs, Arkansas, City Council that amendments should be made to the Personnel Policy Handbook.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF  
THE CITY OF EUREKA SPRINGS, ARKANSAS:

Section 1: That the Eureka Springs Personnel Policy handbook is amended in the following manner:

a. That page 1 of handbook is amended by having the third sentence in the third paragraph in the section titled "Equal Opportunity Employer" read as follows: "In the event that the employee has a genuine fear of reprisal, he or she may bring the issue in writing to the City Attorney;"

b. That page 2 of the handbook is amended by making the third full paragraph read as follows: "These provisions supersede all existing policies and practices and may not be amended without approval by the City Council."

c. That page 8 of the handbook is amended by adding thereto as a paid holiday, "Presidents' Day".

d. That page 10 of the handbook is amended by deleting therefrom the third sentence in the section titled "Personal Leave".

e. That page 13 of the handbook is amended by having the first and second full sentences read as follows: "The request form must provide a daily accounting of travel purposes, locations, registrations, mileage, lodging expenses, and other appropriate expenses. Supporting documentation/receipts, except food, must accompany all per diem reimbursement requests."

f. That page 13 of the handbook is further amended by having the second and fourth sentences in the section titled "On-Duty Travel Leave" read as follows: "If on on-duty travel leave for a portion of a day, the employee will be reimbursed at the following rate: \$8 for breakfast; \$10 for lunch; and \$17 for dinner;" and "Receipts for all expenditures, except food, must be attached to the expense record form."

g. That page 14 of the handbook is amended by deleting therefrom the third sentence in the section titled "Annual Raises".

h. That page 22 of the handbook is amended by having the last sentence in the section titled "Accidents With or In City Vehicles" read as follows: "The Department Head will forward a copy of the accident report as well as a copy of the repair estimates as soon as possible to the Director of Finance."

i. That page 23 of the handbook is amended by deleting therefrom the entire last paragraph in the section titled "Uniforms and Personal Appearance."

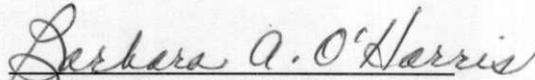
j. That page 24 of the handbook is amended by deleting therefrom the entire section titled "Grievance Procedure".

k. That page 18 of the handbook is amended by deleting therefrom reference 4 in the section titled "Solid Waste".

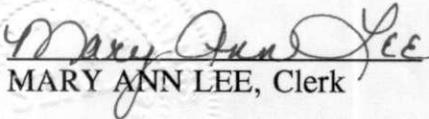
Section 2. That all ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of said conflict.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF EUREKA SPRINGS, ARKANSAS, THIS 26 DAY OF August, 1997.

APPROVED:

  
BARBARA A. O'HARRIS, Mayor

ATTEST:

  
MARY ANN LEE, Clerk

