

ORDINANCE NO. 2020 - 10

FILED

MAR 24 2020

KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK

**AN ORDINANCE TO AMEND ORDINANCE 2014-3 UPDATING THE
CRAIGHEAD COUNTY EMPLOYMENT POLICY FOR VACATION AND PAID
TIME OFF, AND FOR OTHER PURPOSES**

WHEREAS, the Quorum Court has reviewed and consulted many employees and elected officials regarding various efficient and administrative approaches to vacation and paid time off eligibility requirements, and

WHEREAS, the Quorum Court has reviewed the Craighead County Employment Policy and wants to ensure a fair distribution of employee's time, and

WHEREAS, the Quorum Court concurs in the importance of the employees of Craighead County and seeks to foster an environment whereby employees receive benefits that foster a healthy working relationship, and

WHEREAS, a Committee consisting of various employee of Craighead County met and discussed the needs for revisions to the Paid Time Off Policy, and

WHEREAS, the elected officials were able to provide input and feedback for the fairest and most efficient approach, and

WHEREAS, further review of accruals for Vacation time was discussed, and

NOW THEREFORE be it Ordained by the Quorum Court of Craighead County, State of Arkansas as follows:

SECTION 1. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 10, Personal Time: C., and insert the following:

The County shall allow personal time accrued as follows:

Effective May 1, 2020, all full-time employees hired will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. At the time of departure from the County for any reason, all personal time will be forfeited.

All full-time employees hired on or before April 30, 2020 will follow the following personal time policy:

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Full-time employees will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. Employees departing from Craighead County would receive accrued personal time paid based on the year of departure and years of service listed in the chart below:

	January 1, 2020	January 1, 2021	January 1, 2022	January 1, 2023
0-3 Years of service	100 hours	80 hours	60 hours	40 hours
4-7 Years of Service	240 hours	200 hours	160 hours	120 hours
8-11 Years of Service	540 hours	480 hours	420 hours	360 hours
12+ Years of Service	720 hours	640 hours	560 hours	480 hours

Existing employees personal time payouts will be based on the accrued personal time upon passage of this ordinance. Employees will be able to continue to accrue time up to a maximum of 720 hours but cannot be paid out more than what was recorded at the time of the ordinance.

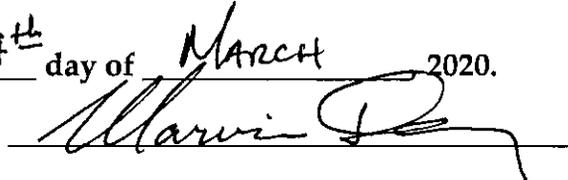
Full-time employees will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. Employees departing from Craighead County will receive accrued personal time paid based on the year of departure and years of service listed in the chart below. Such chart shall be utilized for all employees as January 1, 2023:

	January 1, 2023
0-3 Years of service	40 hours
4-7 Years of Service	120 hours
8-11 Years of Service	360 hours
12+ Years of Service	480 hours

SECTION 2. Ordinance 2014-3 shall be amended. Section 10, Personal Time, E and F shall be removed and stricken from the Craighead County Employment Policy.

SECTION 3. Severability. If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of the ordinance which remains effective absent the invalid provision, and to this end, the provisions of this ordinance are declared to be severable.

PASSED AND APPROVED on this 24th day of March 2020.

A handwritten signature in black ink, appearing to read "Marvin Day", is written over a horizontal line.

Marvin Day, County Judge

ATTEST:

A handwritten signature in black ink is written over a horizontal line.
County Clerk