

O-15-88

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE NON-UNIFORMED EMPLOYEES' POLICY AND PROCEDURE MANUAL; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, Ordinance No. 7690 adopted by the City Council on February 28, 2005, codified by reference as §2-151 of the North Little Rock Municipal Code, established policies and procedures for non-uniformed employees ("Personnel Manual"), which has subsequently been amended by Ordinance Nos. 8115, 8249, 8258, 8393, 8516, 8525, 8584, 8710, 8713, 8732, 8767 and 8770; and

WHEREAS, there is a need to revise the policies on salary increases and internet usage in the Policy and Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Policies and Procedure Manual for Non-Uniformed Employees of the City of North Little Rock adopted pursuant to Ordinance No. 7690 (codified by reference as § 2-151 of the North Little Rock Municipal Code), and amended pursuant to Ordinance Nos. 8115, 8249, 8258, 8393, 8516, 8525, 8584, 8710, 8713, 8732, 8767 and 8770 is hereby amended as follows:

Policy No. 4-007: Salary Increases is hereby revised as shown in Exhibit "A" attached hereto and incorporated herein by reference.

Policy No. 5-016: Internet, E-Mail & Computer Usage is hereby revised as shown in Exhibit "B" attached hereto and incorporated herein by reference.

Editor's Note: Edited text in exhibit is denoted as follows: Added text by underline; deleted text by ~~strikethrough~~.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 3: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of the above amendments to the Policies and Procedure Manual for Non-Uniformed Employees of the City of North Little Rock; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Joe A. Smith

SPONSOR:

ATTEST:

Joe A. Smith
Mayor Joe A. Smith *By SW*

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

C. Jason Carter
C. Jason Carter, City Attorney *By SW*

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED	<u>9:45</u>	A.M.	_____	P.M.
By	<u><i>Asst City Atty McFadden</i></u>			
DATE	<u><i>11/3/15</i></u>			
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas				
RECEIVED BY	<u><i>D. McFadden</i></u>			

EXHIBIT "A"

SECTION 4. COMPENSATION/CLASSIFICATION POLICIES & PROCEDURES
4-007: SALARY INCREASES
Effective: 01/01/2016 2/28/05

SALARY INCREASES

There are ordinarily three main types of salary increases for full-time, regular non-uniformed employees: percentage "step-in-grade" increases within a pay grade or where there have been steps included in certain non-graded position classifications, reclassification increases, and promotional increases. Other periodic increases may be authorized by the City Council. Differences in pay that occur among employees of the same job title and classification are usually because of differences in number of years of service and number of promotions or reclassifications of certain individual employees.

Step-In-Grade Increases

Incremental percentage increases within the minimum and maximum range of salaries within a pay grade are commonly called "step-in-grade" increases. Step-in-grade increases for positions in the graded classification system usually occur following the successful completion of one year ~~specific periods of employment as follows: six months, one year~~ and annually thereafter on the anniversary date of the employee. Increases for positions in the non-graded Electric Department positions with only two steps in the pay range ordinarily occur following the successful completion of one year in the position or successful completion of required training or apprenticeship.

Eligibility for Step- In- Grade Increases

"Step" increases are limited to those employees holding full-time, regular positions within the graded pay classification system and the non-graded Electric Department positions having two or more steps between the minimum and maximum pay. These increases are not automatic, but instead are conditioned on satisfactory performance, attendance, and conduct, and must be recommended and approved by the department head. Designated and medically-verified FMLA leave is not to be a factor when calculating attendance records.

Exceptions

Occasionally because of difficulty in recruitment or other business considerations, employees may be hired at a rate step exceeding the minimum of the pay grade schedule for the position. ~~Such employees are not eligible for a step-in-grade percentage increase until they have successfully completed one year of employment.~~

Limitations on Amount of Increases

No ~~pay increase may cause an~~ employee's salary may be set outside a step ~~to exceed the maximum~~ established for the position in the pay grade or pay schedule.

Reclassification Increase

Full-time, regular employees may be recommended for a reclassification to a higher pay grade and/or higher classified job title only if they have assumed significant additional responsibilities, or are not properly classified in comparison to other employees with like duties and responsibilities. In such cases, the department head may request a job analysis or audit by the Human Resources Department or the Human Resources Department may require one. Reclassification of any employee is limited to one time, one grade and one title higher than the current grade and title. The job analysis or audit must show that the reclassification is warranted by objective criteria. Reclassifications must be recommended in writing by the Human Resources Director and Finance Director and approved by the Mayor. Employees in positions approved for reclassification receive the minimum salary of the new pay grade or a 5% increase are placed in the lowest step that provides at least a 5% pay increase, whichever is greater. Such increase shall not raise the employee's pay beyond the maximum of the pay or pay grade for the new position.

The date of reclassification becomes the new anniversary date only for purposes of eligibility for future step pay increases and for time-in rank purposes.

Promotional Increase

Upon promotion to a regular, full-time position classified higher than the employee's current position, the employee will receive the minimum salary of the new position or the salary of the lowest step that provides at least a 10% increase from the employees current salary ~~that is classified higher than the employee's current position, the employee will receive the minimum salary of the new position or a 10% increase~~ classified higher than the employee's current position,

the employee will receive the minimum salary of the new position or the salary of the lowest step that provides at least a 10% increase from the employee's current salary, whichever is greater. Such increase shall not raise the employee's pay beyond the maximum of the pay or pay grade of the new position.

The date of promotion becomes the employee's new anniversary date only for purposes of eligibility for future step pay increases and for time-in-rank purposes.

Other Increases

Periodic pay increases may be granted from time to time by the City Council at its discretion. Such increases may be added by the City Council to the minimum and/or maximum of the pay grades within the pay classification system.

EXHIBIT "B"

SECTION 5. ADMINISTRATIVE POLICIES & PROCEDURES

5-016: INTERNET, E-MAIL & COMPUTER USAGE

Effective: 2/28/05 (Updated 11/28/11/09/15)

INTERNET ACCESS, ELECTRONIC MAIL, PC/LAN/WAN USAGE POLICY

As Revised 05/15/09

INTERNET POLICY

Purpose

The purpose of this policy is to define allowable and appropriate uses of the City's Internet.

Definition of Terms

Backbone: The City of North Little Rock internal network. The wires or fibers that carry major communications traffic within a network.

LAN: Local Area Network

WAN: Wide Area Network.

PC: any personal computer or mobile device, to include any type of device with the ability to connect to the City's backbone, wide area, and/or local network.

Internet Access

Internet access can be made available to any North Little Rock user on the city's network. Department heads shall be the authorizing agent in determining whether an employee shall have Internet access. Department heads will then request access through the firewall for this user's PC and install the software at the direction of their Department's LAN Manager or from the Wide Area Network (WAN) Manager.

Access to the Internet from any PC connected to the North Little Rock City WAN is only allowed via the City's centralized Internet connection. Alternate methods of Internet access would compromise the City's network security exposing it to potential harm from computer hackers. Requests for exceptions to this rule must be reviewed and approved in advance by the Computer Steering Committee.

Internet Use

All City of North Little Rock employees are responsible for using computer resources in an ethical, responsible and legal manner. Use of the Internet, including e-mail to and from the Internet, through City of North Little Rock equipment will only be for City employees, and primarily for purposes related to City business.

Department Heads are responsible for managing use of the Internet by their staff, restricting use or limiting time as they see appropriate.

Users should consider their Internet activity as public information and manage their activity accordingly. All Internet traffic travels beyond the City of North Little Rock's protected network into the World Wide Web. Such information is not secure.

The City of North Little Rock Information Systems keeps logs of the Internet activity on the City's network. Logs are available to the Department Heads as deemed necessary by the Director of Human Resources.

Viewing and downloading offensive material from the Internet is prohibited and may result in disciplinary action, including termination. The City's E-mail/Internet systems should not be used to create or disseminate any discriminatory, defamatory, offensive, disruptive, or otherwise inappropriate or unprofessional communications. Among those considered inappropriate or unprofessional are any communications concerning sex, that contain sexual implications, racial slurs, gender-specific comments, or any other comment that inappropriately or unprofessionally address someone's age, race, religious beliefs, national origin, or disability, genetic information, or any other protected class.

The City's E-Mail/Internet systems should not be used to access any discriminatory, defamatory, offensive, disruptive or otherwise inappropriate or unprofessional web sites (e.g. pornographic sites, hate speech, criminal skills, illegal

drugs, etc.)

All copyrighted information and software found on the Internet must be respected to avoid violations of the law.

Virus checks must be completed on all files and e-mail attachments. Anti-virus software updates must be done on a regular basis.

When using the Internet through City resources, employees are representing the City. Thus all communications across the Internet shall be professional. Employees also must be sensitive to the different backgrounds, cultures and countries of the people that you may communicate with while on the Internet.

All E-mail/Internet records are considered records of the City and are subject to inspection and disclosure under the Freedom of Information Act (FOIA) or court subpoena.

Employees are prohibited from performing any act that is illegal or otherwise in violation of any applicable federal, state, or local laws.

Prohibited Activity

All devices that connect to the network, including wireless access points, laptops, or any other portable device having a network capable connection port must conform to company security policies. Only authorized IT staff can connect business networking equipment and/or mobile devices by use of a network cable connection (Ethernet cable); No user should connect personal devices or personal computer equipment by use of a network cable, which has one plug going into a network port, at any time. Failure to comply with this prohibited activity may result in disciplinary action including termination.

ELECTRONIC MAIL (E-Mail) POLICY

Purpose

The purpose of this policy is to assure proper use of electronic mail by the employees of the City of North Little Rock.

Electronic Mail (email)

The City's electronic mail system is to be used for City business and, as such, department heads may authorize inspection of messages at any time. Every email user will have a user name unique in the e-mail system. All employees must check their mailbox on a regular basis. All old email must be deleted in a timely manner.

Procedure

Junk Mail. The email system will not be used as a method of communicating non-essential information to City staff. Do not forward junk mail (such as chain letters) through the email system wasting City resources and staff time.

Global Messages. The determination as to whether a message is appropriate as a global message is to be made only by the department head or their designee. The LAN administrator may send citywide messages distributing information regarding the email system without obtaining department head approval.

Email is not private. No employee shall have any expectation of privacy in email. LAN Administrators have the capability to read any messages if requested by a department head.

PC/LAN/WAN POLICY

Purpose

The purpose of this policy is to assure proper use of the City's PC's, LAN and WAN.

The City of North Little Rock maintains various communication networks. One of which is our Wide Area Network or 'backbone' communication network. It consists of various methods and equipment. In place across all departments are Local Area Networks allowing various office communications and communications back to the 'backbone'. In order to protect our communication networks from virus infiltration and to ensure reliability and integrity of our systems, it has become necessary that we establish and enforce a set of policies.

All PCs, software, related hardware and electronic data are the property of the City of North Little Rock. To protect your privacy, personal information should be removed. Incidental and occasional personal use of the City's computers is permitted; however, personal use is prohibited if it:

i) interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;

ii) adversely affects the efficient operations of the computer system.

Games are for home usage and should not be installed on any city owned PC.

A protected network server may be available to you, (see your LAN manager) which offers advanced security and superior protection against failure. It is backed up daily and backups are stored in a secured area. It is important that you save all critical data to your private directory on the network. You can choose to save data on your local machine (i.e.; C: drive) but you will be responsible for this data. The network administrators will not be responsible for the recovery of this data if lost. If you are unsure of how to save data or need help in setting up backup procedures, please contact your network administrator.

If you load any data from any outside source (floppy disk, usb drive, cd, DVD, Internet), you should check it using virus protection software. A Virus could not only infect the city owned PC, it can and will infect the entire network.

A unique login and password will allow you access to the Local Area Network. File access is controlled by this login and everything you do will be audited and logged under your login ID. For your protection, you should never share your password. If you need to change it, please see your LAN administrator.

Security measures are now in place to help protect your data. Limited password retries (5 tries), limited password life (120 days maximum), and system auditing have been implemented. Audit logs will be reviewed on a regular basis to prevent unauthorized access to our network. Outside attacks to our LAN are always a possibility. If you forget your password or have difficulty accessing the network, please contact your LAN administrator.

** PLEASE NOTE as of 4/1/2009 In an effort to comply with the Federal Trade Commission's Red Flags Rule, North Little Rock Utilities, City Services, Finance and Administration adopted administrative procedures to work toward preventing fraud and personal identity theft. It is the City's intention to protect personal consumer data in an effort to uphold and adhere to these rules and practices related to the added security in protecting consumer information and preventing unauthorized access. All North Little Rock employees will read, acknowledge and sign the implemented Identity Theft Prevention Policy (see section 5-017) in addition to the signed acknowledgement of this Internet Email and Computer Usage Policy as related to their job duties upon hire date or transfer date.

Every software package must have a software license. Any software running on your machine that does not have a license is illegal and will be removed; this is not an option. Routine PC audits will be conducted without notice.

If you have a need for a new software package that meets the NLR Computer Steering Committee's approved software list or has been sent through the Committee for approval and you have approval from your department head, submit the request to your LAN administrator. Once the software has been purchased, contact the LAN administrator so that it can be installed properly.

If you have any PC, software, or hardware related issues, please contact the LAN administrator. He/She will be able to assist you or will be able to direct you to the right person.

As a City employee you are required to adhere to these policies. If you do not follow these policies, disciplinary action may be taken, including termination.

List Revised 05/15/09

Department	Dept. Head or Designee	LAN Location	LAN Administrator
Administration	Admin Designee	City Hall	NLRED Sr. Info Sys. Specialist
Advertising and Promotion	Advertising Designee	Advertising and Promotion	Director
Airport	Airport Designee	NO LAN	Director
Animal Shelter	Animal Shelter Designee	Animal Shelter, Peer to Peer	Lead Animal Control Officer
Chamber of Commerce		NO LAN	
City Clerk & Collector	City Clerk Designee	City Hall	NLRED Sr. Info Sys. Specialist
City Services Building	Information Systems		
Code Enforcement	Code Enforcement Designee	Code Enforcement	City Services IS
Commerce & Government Relations	Commerce Designee	City Services	City Services IS
Community Center	Community Center Designee	Community Center, Peer to Peer	Program Supervisor
Community Development	Community Development Designee	Community Development, Peer to Peer	Director
Community Planning	Community Planning Designee	City Services	City Services IS
Courts (Criminal/Civil)	Court Designee	Police	NLRPD Info Sys. Manager
Courts (Traffic)	Court Designee	Police	NLRPD Info Sys. Manager
Information Systems	Information Sys. Designee	City Services	City Services IS
EEOC	EEOC Designee	City Services	City Services IS
Electric Department	Electric Designee	Electric	NLRED Sr. Info Sys. Spec.
Emergency Services	Emergency Services Designee	OES	City Services IS
Engineer	Engineer Designee	Public Works	City Services IS
Finance	Finance Designee	City Services	City Services IS
Fire	Fire Designee	Fire Central	Captain
Hays Senior Center	Hays Center Designee	Hays Senior Center	Assistant Director
Health Department	Health Designee	NO LAN	
Housing Authority	Housing Authority Designee	Housing Authority, NetWare	Director
Human Resources	Human Resources Designee	City Services	City Services IS
Laman Library	Library Designee	Library	Director
Legal	Legal Designee	City Hall	NLRED Sr. Info Sys. Spec,
Neighborhood Services	Neighborhood Services Designee	Neighborhood Services, Wireless WAN	NLRED Sr. Info Sys. Spec.
Parks and Recreation	Parks Designee	Community Center	City Services IS
Police	Police Designee	Police	NLRPD Info Sys. Manager
Public Defender	Public Defender Designee	NO LAN	
Public Works	Public Works Designee	Public Works	City Services IS
Revenue/Internal Auditor	Revenue Designee	City Services	City Services IS
Safety	Safety Designee	Public Works	City Services IS
Sanitation	Sanitation Designee	Public Works	City Services IS
Street	Street Designee	Public Works	City Services IS
Traffic Control	Traffic Designee	Traffic	City Services IS
Utilities	Utilities Designee	City Services	City Services IS

Vehicle Maintenance	Vehicle Maintenance Designee	Vehicle Maintenance	City Services IS
Volunteers	Volunteer Designee	Hays Senior Center, Wireless WAN	City Services IS
Waste Water	Waste Water Designee	Waste Water	Director

No Expectation of Privacy

The City reserves the right to monitor or disclose any electronic communication sent, received, or stored using its electronic communications facilities. Any and all software, data, or other information stored on or accessed by the City's computer system may be monitored, read, examined, seized, or confiscated as necessary. Monitoring, investigation, and examination of electronic content can be conducted at any time. The City reserves the right to monitor any use of its electronic communications systems, including use of these systems while the employee is on his/her own time, to access any information on these systems, and to take any action it determines to be appropriate with respect to that information. Employees should understand that e-mail messages and Internet transactions, including those they delete or erase from their own files, may be backed up or recorded and stored centrally for system security and investigative purposes and may be available to the public under the Freedom of Information Act. E-mails and records of Internet activities may be retrieved and viewed by anyone with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing. Use of the City's electronic communication facilities shall be deemed to constitute consent to allow monitoring of all communications and agreement to abide by all applicable policies.

Acknowledgement Of Policy

Each employee with computer privileges in any City department is required to sign an acknowledgement in the form below and such acknowledgement will be placed in their personnel file by the Human Resources Director and a list of such acknowledgements will be kept on file in the Human Resources Department. Failure to sign such acknowledgement does not excuse violations of the foregoing policies.

ACKNOWLEDGEMENT OF
Internet Access, Electronic Mail and PC/LAN/WAN Usage Policy

I, (Print) _____ have received a copy of the City of North Little Rock Internet Access, Electronic Mail and PC/LAN/WAN Policy and have read and understand the policy.

Signed _____

Date

Footnote: Upon receipt of a mobile device, employee assumes all risks associated with downloads of applications, security compromises, theft of information and understands the employee's responsibility to comply. All employees approved for use of any mobile device will need to call their designated IS team and setup a time to configure the mobile device. The employee's department head will need to contact the appropriate IS department manager to approve any requirements for employee email access or secure network access. (City Services IS; Electric Department IS; Police IS; CTSC