

O-15-19 – Special Call

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE NON-UNIFORMED EMPLOYEES' POLICY AND PROCEDURE MANUAL; 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 and 8710; and

WHEREAS, there is a need to revise several of the policies and procedures 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 and 8710 is hereby amended as follows:

Policy No. 2-001: Equal Employment is hereby revised as shown in Exhibit "A" attached hereto and incorporated herein by reference.

Editor's Note: Edited text in exhibit is in "red" type noted as follows: Added text by underline.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.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 provisions of this Ordinance are hereby declared to be severable and if any section, phrase, or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

PASSED:

APPROVED:

SPONSORS:

ATTEST:

Alderman Debi Ross

Mayor Joe A. Smith

Alderman Linda Robinson

Diane Whitbey, City Clerk

Alderman Steve Baxter

APPROVED AS TO FORM:



C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

SECTION 2. EQUAL EMPLOYMENT AND SEXUAL HARASSMENT POLICIES AND PROCEDURES

2-001: EQUAL EMPLOYMENT

Effective: 2/28/05

EQUAL EMPLOYMENT

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color, religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.

The City assures and extends equal employment opportunity in every department of City government with regard to the establishment and application of personnel policies and procedures that include: recruitment, selection, promotion, transfer, reclassification, lay-off and recall, training, disciplinary action, procedures and any other benefits, terms and conditions of employment.

The City condemns and expressly prohibits any form of discrimination or harassment based on race, color, religion, gender, age, disability, national origin, or veteran status. The City requires a work environment for every employee that is free of any form of discrimination or harassment and complies with all applicable Civil Rights laws, regulations or Executive Orders.

The responsibility for coordination of equal opportunity policies, programs and employment practices within the City has been assigned to the EEO Officer and the Human Resources Director.

City employees are required to utilize the Complaint Resolution Procedure, Policy No. 5-008, located in Section 5, on page 71 in this manual to report claims of unlawful discrimination or harassment of any kind. All complaints will be promptly and thoroughly investigated and appropriate action, if any, will be taken.

The City expressly prohibits any form of retaliation against employees for exercising their Constitutional or statutory rights, for utilizing the City's Complaint Resolution Procedure or for participating in any lawful investigation. All charges of retaliation will be taken seriously, promptly and thoroughly investigated, and appropriate action taken. Violators are subject to disciplinary action, including discharge.

Improper interference with the ability of the City's employees to perform their job duties will not be tolerated. Violations subject the offender to disciplinary action, including discharge.

Any person or organization may have access to the City's Equal Employment Opportunity Officer during normal business hours Monday through Friday. Complaints, questions and requests should be directed to:

City of North Little Rock
Equal Employment Opportunity Officer
Human Resources Department
City Administration Building,
120 Main Street
North Little Rock, AR 72114
Mailing Address
P.O. Box 5757
North Little Rock, AR 72119-5757
(501-975-8863)
BAnderson@nlr.ar.gov
VHardy@northlittlerock.ar.gov