

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 and 8732; and

WHEREAS, there is a need to revise the policy on Annual Leave 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 and 8732 is hereby amended as follows:

Policy No. 7-001: Annual Leave is hereby revised as shown in Exhibit "A" 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SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.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 amendment 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:

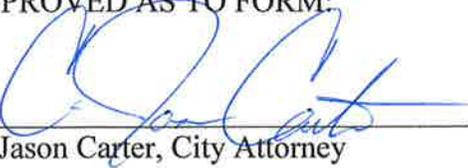


Mayor Joe A. Smith

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:



C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED	11.35	A.M.	P.M.
By	City Atty Jason Carter		
DATE	9/20/15		
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas			
RECEIVED BY	AA		

EXHIBIT "A"

SECTION 7. LEAVES & TIME OFF BENEFITS POLICIES & PROCEDURES

7-001: ANNUAL LEAVE

Effective: 2/28/05 01-01-2016

ANNUAL LEAVE

Scheduling and Approval

Routine requests for annual leave must be scheduled as far in advance as possible, and at times and in increments that cause the least interference with departmental operations and the employee's work. If necessary, department heads may establish limits on the consecutive number of days an employee may use annual leave in any period of time, except when annual leave is being used because paid sick leave is not available. Requests for leave may be denied if the employee has not complied with the required advance request and notice requirements of the department, or when the dates requested could adversely affect the efficient operation of the department. Any employee who take leave and does not have sufficient leave balance available, will be charged leave without pay (LWOP).

Revocations

Previously-approved leave requests may be cancelled if necessary to carry out essential work of the department due to emergencies or other unforeseen conditions. In such cases, every effort will be made by the department head not to cancel previously-approved leave requests of employees who will experience a significant financial or other hardship provided the employee can provide acceptable verification of such loss or hardship or an acceptable explanation of a compelling situation indicating why they will be harmed by the cancellation of pre-approved leave.

Conflicts in Requests for Leave

The scheduling of annual and discretionary leave shall be by employee preference to the extent permitted by the reasonable service needs of the City and the department. If it is necessary to limit the number of employees on leave at any one period of time, the employee whose request was received first will be given preference. If two or more requests are received from employees of same or similar rank at the same time for the same period of time, the employee with the greatest seniority shall be given preference. In departments where employees are all required to schedule annual leave and/or discretionary leave for the forthcoming year at the same time, seniority, time in rank or position, or any other fair and non-discriminatory method of assignment may determine preference.

Earning Schedule

Eligible employees begin to earn paid annual leave benefits starting on the date of hire and are eligible to use accumulated annual leave after six (6) months of service with the City. Annual leave shall be earned according to the following table.

Years of Service on Anniversary Date (From Date of Hire)	Annual Earning Rate	Monthly—Earning—Rate Rate/Per Pay Period
Up to 3 years (36 mos.)	10 days (80 hrs.)	5/6 day (6 hrs. 40 min.) 3.08
3 - 10 years (120 mos.)	15 days (120 hrs.)	1 1/4 days (10 hrs.) 4.62
10 - 20 years (240 mos.)	18 days (144 hrs.)	1 1/2 days (12 hrs.) 5.54
20 years (240 mos.) and over	22 days (176 hrs.)	1 5/6 days (14 hrs. 40 min.) 6.77

Accrual and Accumulation

Annual leave may be accrued to a maximum accumulation of thirty (30) working days. Accumulated annual leave benefits exceeding thirty (30) days shall not be carried over beyond the end of each calendar year. Payments in lieu of taking annual leave are not permitted.

Payment for Unused Annual Leave

Employees shall be paid for unused accumulated Annual Leave up to a maximum of thirty (30) days at the time of separation from City employment.