O-23- 15

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE NON-UNIFORMED EMPLOYEES' POLICY AND PROCEDURE MANUAL TO UPDATE POLICIES REGARDING LONGEVITY PAY AND PROBATIONARY PERIODS; 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, 8770, 8777, 8783, 8789, 8819, 8880, 8883, 8975, 8976, 9072, 9322, and 9345; and

WHEREAS, there is a need to update Policy No. 3-011 of the Personnel Manual to include a provision regarding new hire employees public safety dispatchers; and

WHEREAS, there is a need to clarify language from Policy No. 4-008 of the Personnel Manual regarding longevity pay.

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, 8770, 8777, 8783, 8789, 8819, 8880, 8883, 8975, 8976, 9072, 9322, and 9345 is hereby amended as follows:

Policy No. 3-011: Probationary Periods is hereby revised as shown in Exhibit "A" attached hereto and incorporated herein by reference.

Policy No. 4-008: Longevity Pay 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: Deleted text by ~~strikethrough;~~ 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SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.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 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 Terry C. Hartwick

SPONSOR:

Mayor Terry C. Hartwick

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED 11:00 A.M. _____ P.M.
By A. Fields, City Atty
DATE 2/21/23

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED BY BTaylor

EXHIBIT
A

PROBATIONARY PERIODS

New Employees

All newly-hired employees, whether or not Civil Service classified, full-time or part-time, must satisfactorily complete a one-year period of probation before their appointment is complete. The probationary period provides a trial period for the department head and/or immediate supervisor to closely observe and evaluate the employee's performance, interpersonal skills, attitude, conduct, attendance and any other relevant factor, to determine whether or not to complete the appointment. During the probationary period, the employee will be counseled on the proper performance of the job duties and other performance criteria, along with policies, procedures, rules and regulations, safety rules, appropriate conduct, and any other related requirements, including regular and predictable attendance and punctuality.

Promoted or Transferred Employees

All newly-promoted or transferred employees are required to successfully complete a six-month period of probation before promotion or transfer is complete.

Promotions or Transfers Prior to Expiration of Initial One-Year Probationary Period

Employees promoted or transferred prior to the expiration of their initial one-year probationary period must complete a six month period of probation in the new position, as well as finish completing the one-year initial period of probation per the following procedure:

- If a new employee has more than six months remaining in the initial period of probation and is promoted or transferred, the six-month promotional or transferred period of probation will run concurrently with the remainder of the initial period of probation and will expire at the end of the one-year period.
- If a new employee has less than six months remaining in the initial period of probation and is promoted or transferred, the period of probation will expire upon the completion of the six-month promotional or transfer period of probation.

Discharge or Demotion of Probationary Employees

At any time during a probationary period an employee does not or cannot demonstrate the ability or willingness to perform the duties of the position satisfactorily or if the employee's habits and dependability do not merit continuance in the position, the employee may be discharged, or demoted if applicable. Discharge or demotion of probationary civil service-classified employees will be based upon the department head's providing written reasons for the discharge. There are no appeal rights for discharge during the initial one-year period of probation or for demotion during the six-month promotional probationary period.

The decision to retain, discharge, or demote a probationary employee from a position should be made as far in advance of the end of the probationary period as possible.

New Hire Employees Public Safety Dispatchers

Due to the extensive training requirements, all newly-hired public safety dispatchers, whether or not Civil Service classified, full-time or part-time, must satisfactorily complete an eighteen-month period of probation before their appointment is complete. All of the rules outlined in the paragraphs above shall apply to Public Safety dispatchers based on an eighteen-month period.

EXHIBIT B

LONGEVITY PAY

Eligibility

At the present time, all full-time, regular employees, ~~with the exception of~~ and department heads, receive a longevity bonus of five dollars $5.25 per month for each year of actual service. Longevity increases are granted on the anniversary of the employee's date of hire.