

PROPOSED HANDBOOK REVISIONS
February 27, 2012

1. Page IV Distribution & Severability section removed
2. Page IV Dept Policies and Procedures section expanded to include Department policies must be approved by the mayor before considered effective and forwarded to HR with the except of Police Dept. Otherwise, the handbook will supersede
3. Page 1-1 EEO section expanded to clarify discrimination in hiring, employment decisions, promotions, other personnel actions and declared that all complaints come to the HR Director
4. Page 1-1 Employment at Will section expanded the explanation and added non-civil service employees to the section
5. Page 1-2 Vacancies, Promotions, Job Postings and Advertisement section added **any felony and/or any misdemeanor, which, at the discretion of the Mayor, compromises the employee's position or reflects negatively upon the integrity of the City**
6. Page 1-2 Immigration and Naturalization Service (INS) Requirements section removed
7. Page 1-2 Personnel Files section - removed statement that supervisors should keep a working file and removed paragraph regarding what documents are included in the personnel file
8. Page 1-3 Nepotism section removed last paragraph on handling of current employees who have family members employed upon adoption of handbook
9. Page 1-3 HIPAA section removed
10. Page 1-4 Drug Free Work Place section completely reworked the section on to match the laws to include:
 - a. Pre-employment and random drug screening completed only for Safety and Security Sensitive positions
 - b. Removed DOT section from handbook and wrote separate policy that was adopted by Council
 - c. Added section on Disciplinary actions and pending test results
11. Page 1-9 Use of Tobacco section rewrote to match the Arkansas Clean Indoor Act of 2006
12. Page 1-9 Family & Medical Leave Policy section rewrote section on to match FMLA law and includes copy of federal poster
13. Page 1-13 Computer Policy section - added section that non-exempt employees must record time as work when checking emails at home or not check emails before or after work. Also, police non-exempt employees must have permission to check emails when not claiming work time.
14. Page 1-16 Password Guidelines section added policy that was adopted by council
15. Page 1-18 Smart Phones section added
16. Page 1-20 & 21 Travel Policy section TIPS changed to policy that was adopted by council
17. Page 1-22 Time Records section added Non-Exempt Employees must record work start and stop times
18. Page 1-22 Overtime section - changed to overtime must be prior approved by supervisor and timesheet initialed by supervisor. Also changed to meet requirement of the FLSA law
19. Page 1-23 Resignation, Termination and Retirement – added definition of retirement to state that the employee must be receiving a retirement benefit from an approved retirement system to be considered retired. If rehired, would be considered as a new hire for benefits
20. Page 2-3 Sick section - added **pension-receiving retirement status instead of retirement**
21. Page 2-7 Catastrophic Sick Bank Leave section - changed to include family members as adopted by council and fixed language to take out the startup guidelines
22. Page 2-9 Military Leave section - changed to clarify and meet USERRA guidelines and definitions
23. Page 2-10 Workers Comp section - changed to comply with laws

24. Page 2-11 Retirement Plans section -changed to include language to cover the current retirement plans
25. Page 3-1 Employment Classifications section - added paragraph defining all employees as exempt or non-exempt
26. Page 3-1 Probation section changed to Introductory Period and defined both PD and other department s introductory period to include promotions
27. Page 4-1 Harassment Prevention Policy section - expanded to be in compliance with state and fed laws
28. Page 4-2 Open Door Policy section - added
29. Page 4-3 Uniforms and Personal Appearances section expanded to include acceptable and unacceptable attire, casual Fridays, and actions that may be taken if employee is dressed inappropriately
30. Page 4-4 Workplace Violence section - rewrote to further define work place violence and conduct that interferes with operations, disciplinary actions that may be taken, and procedure for reporting and follow up of complaints
31. Page 4-6 Conduct Guidelines section – added 6 more example of inappropriate conduct
32. Page 4-8 Use of City Vehicles section – added 2 more rules to section
33. Page 4-9 Time Off to Vote section removed from Political Activity section and added here
34. Page 4-9 Inclement Weather section – added [some](#) employees may be placed on Administrative leave and [If non-uniform, non-exempt employees are required to work on an inclement weather day, they will received an equivalent number of ours off to be used at a later date to be scheduled with their supervisor.](#)
35. Page 4-10 Outside Compensation section – remove last sentence
36. Page 4-11 Disciplinary Action section – added a step to procedure for Division Chief and removed the “stigmatizing charge” request to Personnel Committee chair.