

**TITLE 2**  
**CLASSIFICATION, ADMINISTRATION**  
**AND PERSONNEL**

Chapters:

- 2.04 City Classification
- 2.08 City and Ward Boundaries
- 2.12 Social Security Coverage
- 2.16 Unclaimed Property
- 2.20 City Council
- 2.24 Mayor
- 2.28 Clerk/Recorder/Treasurer
- 2.29 Deputy Clerk
- 2.30 Employee's Payroll
- 2.32 City Marshal
- 2.36 City Court
- 2.40 Personnel Policies

**CHAPTER 2.04**

**CITY CLASSIFICATION**

Sections:

- 2.04.01 Operation as a second class city

2.04.01 Operation as a second class city The city of Briarcliff, Arkansas, shall operate as a second class city under the laws of the state of Arkansas. (Ord. No. 2000-1, Sec. 1.)

**CHAPTER 2.08**

**CITY AND WARD BOUNDARIES**

Sections:

- 2.08.01 Wards

2.08.01 Wards As per A.C.A. 14-44-101, the city of Briarcliff being a city of the second class hereby establishes the following Wards this date as set, and subject to change when population warrants as per A.C.A. 14-44-102.

- Ward I shall be:
- Section 5, all
  - Section 6, Lots 65 – 74
  - Section 6, Lots 148 – 231
  - Section 6, Lots 286 – 349
  - Section 6, all acreage
- Ward 2 shall be:
- Section 6, Lots 116 – 147
  - Section 6, Lots 232 – 285
  - Section 6, Lots 350 – 360
  - Section 7, all
  - Section 8, Lots 224 – 283
  - Holiday Hills 1, all
  - Holiday Hills 2, all
  - Holiday Hills 3, Lots 91-117
  - Holiday Hills 3, Lots 159 – 170
  - Section 10 Lots 1-34
- Ward 3 shall be:
- Holiday Hills 3, Lots 118 – 158
  - Holiday Hills 3, Lots 171 – 185
  - Holiday Hills 4, all
  - Section 8, Lots 186 – 223
  - Section 8, Lots 284 – 355
  - Section 10, Lots 35 – 446
  - Sections 9, 11, 12, 14, 15, 16, all
  - All acreages in these sections.
  - (Ord. No. 6-26-2002, Sec. 1.)

## **CHAPTER 2.12**

### **SOCIAL SECURITY COVERAGE**

Sections:

- 2.12.01 Contract
- 2.12.02 Withholding taxes from wages
- 2.12.03 City to match withholding

2.12.01 Contract The Mayor and the Council are hereby authorized and directed to enter into an agreement with the state for the purpose of obtaining insurance coverage for the employees of the city of Briarcliff , Arkansas, under the terms and provisions of the Federal Social Security Act.

2.12.02 Withholding taxes from wages Each employee's insurance contribution shall be deducted from his salary check in accordance with the terms and provisions of the Social Security Act.

2.12.03 City to match withholding There is hereby appropriated from the general fund of the city the sums of money necessary to pay the city's share of the insurance tax in accordance with the terms and provisions of the Social Security Act.

## **CHAPTER 2.16**

### **UNCLAIMED PROPERTY**

#### Sections:

- 2.16.01 Disposal
- 2.16.02 Sale
- 2.16.03 Proceeds of sale to owner
- 2.16.04 Proceeds remaining after six months

2.16.01 Disposal The Mayor, under the direction hereinafter set out, is hereby authorized and directed to dispose of at public auction all unclaimed personal property rightfully coming into the hands of his office and to dispose of other confiscated property confiscated under the orders of the City Court with the exception of confiscated liquor.  
STATE LAW REFERENCE - For procedure relating to liquor, See A.C.A. 3-3-312

2.16.02 Sale All unclaimed personal property coming into the hands of the Mayor will be held by him for a period of six (6) weeks or longer. If property remains unclaimed, he shall periodically advertise such property in some newspaper of general circulation in the city of Briarcliff once each week for three (3) consecutive weeks setting forth in the notice the time for the sale which shall not be earlier than five (5) days after the last publishing of the notice and no later than ten (10) days thereafter, designating an easily accessible place for the sale thereof, and giving a complete list and description of unclaimed articles to be sold. The Mayor shall have the right to refuse any and all bids not satisfactory and will then proceed to advertise these items for sale at a later date. Terms of such sale shall be for cash only. Nothing in this chapter shall prohibit any person who properly identifies any of the property as being their own before the sale from claiming and having property restored to them.

2.16.03 Proceeds of sale to owner The Mayor shall deposit the receipt from the aforesaid sale of unclaimed property in the treasury and the Treasurer is to keep these funds in a special account for a period of six (6) months and any person identifying as his own any of such property within the six (6) month period shall upon the presentation of satisfactory proof be paid by the city out of the special account the amount for which the property was sold less expenses incurred in disposition of said property. The Recorder/Treasurer or some person designated by him shall keep in a well bound book an accurate record and description of each piece of unclaimed property passing through his office and the price for which it was sold and the date, the name and address of those who purchased same, as well as a complete record of those who identified and claimed any of the property before it was sold.

2.16.04 Proceeds remaining after six months All proceeds from the sale remaining in the special fund for a period of six (6) months shall by the Treasurer be transferred to the city's general fund and no further payment shall be made therefrom to anyone who thereafter claims ownership.

## **CHAPTER 2.20**

### **CITY COUNCIL**

#### Sections:

2.20.01	Council meetings - regular
2.20.02	Council meetings - special
2.20.03	Freedom of information procedure
2.20.04	Order of business
2.20.05	Terms
2.20.06	Salary
2.20.07	Residency

2.20.01 Council meetings - regular All regular meetings of the Council shall be held at the Briarcliff City Hall on the second Tuesday of each month at 3:00 p.m. (Ord. No. 2014-001, Sec. 1.) The following shall be observed during all Council meetings.

- A. No smoking will be allowed during the Council meetings
- B. The Council meeting will be set for a maximum of two (2) hours, unless extended by majority vote of the Council.
- C. Residents of Briarcliff shall be recognized to speak at all regular Council meetings. Said residents shall speak to the issue currently on the floor and shall be limited to (3) three minutes per issue.

- D. A resident wishing to bring an issue to the Briarcliff Council shall contact his Council member and/or notify the Mayor at least forty-eight (48) hours prior to the meeting so as to be scheduled on the agenda.

2.20.02 Council meetings - special Special meetings of the City Council of the city of Briarcliff, Arkansas, may be held upon the call of the Mayor, whenever in his opinion it shall be necessary, or by three (3) members of the Council by giving at least three (3) days' notice of such special meeting, by giving notice in writing which notice shall be served personally or through the mails to all members of the Council, which notice shall state the time of the meeting and purpose thereof.

2.20.03 Freedom of information procedure All meetings of the City Council of the city of Briarcliff, Arkansas, shall be public meetings. Notice of the time, place and date of all special meetings shall be given to representatives of the newspapers and radio stations located in Baxter County, Arkansas, which have requested to be notified at least two (2) hours before the special meeting takes place.

2.20.04 Order of business At all meetings of the Council the following shall be the order of business unless the Council by a majority vote shall order otherwise.

- A. Call to order
- B. Roll call
- C. Reading of minutes of the previous meeting
- D. Reading of the financial statement quarterly
- E. Reports of boards and standing committees
- F. Reports of special committees
- G. Unfinished business
- H. New business
- I. Announcements
- J. Adjournment

2.20.05 Terms The Council members are elected to staggered four (4) year terms by Ward within the city of Briarcliff. (Ord. No. 7-13-2003, Sec. 1.)

2.20.06 Salary The City Council will be paid Forty Dollars (\$40.00) per regular meeting, with an additional pay of Twenty Dollars (\$20.00) for special meetings as long as the Councilmember is in attendance at the meeting(s). (Ord. No. 2014-004, Sec. 1.)

2.20.07 Residency All members of the Briarcliff City Council must reside and live within the Briarcliff city limits. Residency is defined as the place where the person sleeps at night and lives. When residency within the ward they represent cannot be maintained, the seat they represent will be declared vacant. It will then be filled by appointment until an election can be held to fill the vacated seat. (Ord. No. 7-9-2005, Sec. 1.)

**CHAPTER 2.24****MAYOR****Sections:**

2.24.01	Office created
2.24.02	Election
2.24.03	Duties
2.24.04	Appointment of officers
2.24.05	Salary
2.24.06	Enforcement person

2.24.01 Office created The office of Mayor is hereby created for the city of Briarcliff, Arkansas.

2.24.02 Election On the Tuesday following the first Monday in November, 1978 and every four (4) years thereafter, the qualified voters of the city of Briarcliff, Arkansas, shall elect a Mayor for four (4) years.

2.24.03 Duties As chief executive of the city, the Mayor shall preside over all meetings of the City Council of the city of Briarcliff, Arkansas, and shall perform such duties as may be required of him by state statutes or city ordinances.

2.24.04 Appointment of officers The Mayor shall appoint, with the approval of the City Council of the city of Briarcliff, Arkansas, (where such approval or confirmation is required) all officers of the city whose election or appointment is not provided for by state statute or city ordinance.

2.24.05 Salary The rate of pay of the Mayor of the city of Briarcliff shall be determined by ordinance of the City Council of the city of Briarcliff, Arkansas, from time to time in a manner that will comply with the Arkansas Constitution, and shall commence only after state turn back funds are received.

- A. Effective September 1, 2010, the Mayor's pay will be paid \$13,312.00 per year, and paid at the rate of \$1,109.34 per month. Beginning in 2013 and each year thereafter, he will receive a three percent (3%) raise on the anniversary date of employment. Should another Mayor come into office, the Mayor's pay will revert back to the rate of \$4,600.00 per year. (Ord. No. 1-12-2013, Sec. 1.)
- B. The Mayor will receive meeting pay at a rate of Forty Dollars (\$40.00) Ord. No. 10-11-2008, Sec. 1.)

2.24.06 Enforcement person Due to the lack of/or unavailability of law enforcement personnel other than the part-time City Marshal, the Mayor shall act as the law enforcement personnel when called upon. (Ord. No. 8-14-2004, Sec. 1.)

## **CHAPTER 2.28**

### **CLERK/RECORDER/TREASURER**

#### **Sections:**

2.28.01	Offices combined
2.28.02	Compensation
2.28.03	Duties
2.28.04	Collector
2.28.05	Record retention

2.28.01 Offices combined The offices of City Clerk, Treasurer and Recorder are hereby combined into one office to be known as the Clerk/Treasurer/Recorder. For election purposes Recorder/Treasurer.

#### **2.28.02 Compensation**

- A. Starting pay to be \$10.00 per hour to be paid at 16 hours per week. Additional hours over 16 per week, if approved, shall be paid at the current hourly rate at that time. (Ord. No. 2017-02, Sec. 1.)
- B. After three (3) months, pay will be \$10.50 per hour.
- C. Beginning on the employment anniversary date, and each year thereafter, he/she will receive a three percent (3%) raise of his/her hourly pay.
- D. The Recorder/Treasurer will receive meeting pay of Forty Dollars (\$40.00) per meeting attended.
- E. The Recorder/Treasurer's position is entitled to one (1) week (16 hours) paid vacation after one (1) year of service, two (2) weeks (32 hours) paid vacation after five (5) years of service, and three (3) weeks (48 hours) paid vacation after ten (10) years of service. (Ord. No. 2017-02, Sec. 1.)
- F. The Recorder/Treasurer will receive holiday pay if the holiday falls on a regularly scheduled work day. (Ord. No. 1-12-2013).
- G. After one (1) year of employment, the Recorder/Treasurer will be entitled to five (5) sick/personal days a year, which can be taken in increments of half days also. (Ord. No. 10-11-2008).
- H. In the event a Deputy Clerk who has worked for the City for several years obtains this office, by election or appointment, he/she will retain his/her pay rate if higher than the rate otherwise outlined in 2.28.02. (Ord. NO. 2016-07, Sec. 1.)

2.28.03 Duties The duties of the Clerk/Recorder/Treasurer shall be:

- A. To keep an accurate and complete record of the finances of the different departments of the city and of the receipts and disbursements of funds belonging to the different departments of the city, as designated by the City Council.
- B. To retain the various city records and documents for the time periods outlined in 2.28.05.
- C. To perform such other duties as may be required by the ordinances of the city or laws of the state.

2.28.04 Collector The Clerk/Treasurer/Recorder shall be the collector of all occupational and privilege taxes and other taxes for the city. The Clerk/Treasurer/Recorder shall keep records on all occupational and other taxes and monies collected.

2.28.05 Record retention

### Record Retention

	<u>IRS</u>	<u>AR State Law</u>
Accounting ledgers and schedules	7	3
Audit reports	Permanently	*
Bank statements	3	3
Checks (see exception below)	7	3
Checks (important payments – file with the papers of the transaction)	Permanently	3
Contracts, mortgages, notes and leases expired	7	*
still in effect	Permanently	*
Correspondence – routine	2	*
Correspondence – legal, important matters	Permanently	*
Deeds, mortgages and bills of sale	Permanently	*
Employment applications	3	*



Expense analysis	7	3
Financial statements (year-end, others optional)	Permanently	*
Insurance policies (expired)	3	*
Inventories of materials and supplies	7	*
Invoices (to customers, from vendors)	7	3
Journals	Permanently	10
Payroll records and summaries	Permanently	10
Personnel files (terminated)	7	*
Petty cash vouchers	3	3
Property records	Permanently	10
Retirement and pension records	Permanently	*
Tax returns and related documents	Permanently	*
Time books/cards	7	*
Vouchers for payments to vendors/employees	7	3

## **CHAPTER 2.29**

### **DEPUTY CLERK**

#### Sections:

- 2.29.01 Duties
- 2.29.02 Compensation

2.29.01 Duties Maintain the Water/Sanitation billing and financial records, animal registration records and other city clerical work as the Clerk/Recorder/Treasurer deems necessary. (Ord. No. 2017-02, Sec. 2.)

#### 2.29.02 Compensation

- A. Starting pay to be \$8.50. (Ord. No. 2016-05, Sec. 1.)
- B. After three (3) months, pay will be \$9.00 per hour. (Ord. No. 2016-05, Sec. 1.)
- C. Beginning on the employment anniversary date, and each year thereafter, he/she will receive a three percent (3%) raise of his/her hourly pay. (Ord. No. 1-12-2013.)
- D. After one (1) year of employment for part-time employees, he/she will be entitled to five (5) sick/personal days a year, which can be taken in increments of half days also.
- E. Holiday pay if holiday falls on a regular work day, see Personnel Policy Handbook. (Ord. No. 3-19-2011, Sec. 1.)
- F. The Deputy Clerk's position is entitled to one (1) week (16 hours) paid vacation after one (1) year of service, two (2) weeks (32 hours) paid vacation after five (5) years of service, and three (3) weeks (48 hours) paid vacation after ten (10) years of service. (Ord. No. 2017-02, Sec. 3.)

**CHAPTER 2.30**

**EMPLOYEE'S PAYROLL**

Sections:

2.30.01 Compensation for Clint Rhine, Maintenance Supervisor

2.30.01 Compensation for Clint Rhine, Maintenance Supervisor

- A. Beginning on his 2013 employment anniversary date, and each year thereafter, he will receive a three percent (3%) raise of his hourly pay. (Ord. No. 1-12-2013.)
- B. He will receive a monthly payment of \$80.25 to be used towards a medical plan of his own choosing.
- C. He will receive a monthly payment of \$75.00 to use towards a retirement plan of his own choosing.
- D. Vacation time will be accrued under 2.40.02.
- E. Sick/personal days will be set as in 2.40.02.
- F. Holidays and holiday pay will be set according to 2.40.02(B). (Ord. No. 2016-09, Sec. 1.)

**CHAPTER 2.31****ASSISTANT TO THE MAINTENANCE SUPERVISOR**Sections:

- 2.31.01 Duties  
2.31.02 Compensation

2.31.01 Duties To assist the maintenance supervisor in all aspects of the city maintenance work including, but not limited to: facility and equipment maintenance, truck driver, heavy equipment operator and water distribution operations. It is expected that the employee will train under the direction of the maintenance supervisor in order to become proficient in these areas. It is required that the employee obtain a Commercial Driver's License before his/her first anniversary of employment. (Ord. No. 2016-10, Sec. 1.)

2.31.02 Compensation

- A. Starting pay to be \$11.00 per hour.
- B. After three (3) months, pay will be \$11.50 per hour.
- C. Beginning on the employment anniversary date, and each year thereafter, he/she will receive a three percent (3%) raise of his/her hourly pay.
- D. He/she will receive a monthly payment of \$80.25 to be used towards a medical plan of his/her choice.
- E. After one (1) year of service, employee will receive a monthly payment of fifty dollars (\$50.00) to be used towards a savings plan of his/her choice. Each year after the initial two (2) years the savings contribution will be increased by three percent (3%) until the maximum of seventy five dollars (\$75.00) is reached.
- F. Vacation time will be accrued under 2.40.02(A).
- G. Holidays and holiday pay will be set according to 2.40.02(B).
- H. Sick/personal days will be set as in 2.40.02(C).
- I. The employee will be expected to train for and obtain a D-1 Water Distribution Operators License by his/her second anniversary of employment. Upon obtaining the D-1 license, pay will be increased by one dollar (\$1.00) per hour.

(Ord. No. 2017-02, Sec. 6.)

**CHAPTER 2.32****CITY MARSHAL****Sections:**

2.32.01	Created
2.32.02	Appointed
2.32.03	Duties
2.32.04	Provisions
2.32.05	Training and certification
2.32.06	Accounting of activities
2.32.07	Interlocal Cooperation Agreement
2.32.08	Compensation

2.32.01 Created Under authority of A.C.A. 14-44-111, the elected office of City Marshal is hereby abolished and the appointed office of City Marshal is hereby created. (Ord. No. 2-16-2010)

2.32.02 Appointed The City Marshal shall be appointed and removed by the Mayor, subject to a two-thirds override vote of the City Council. (Ord. No. 2-16-2010)

2.32.03 Duties The City Marshal shall exercise those powers and duties of his office as prescribed in A.C.A. 14-44-113, as well as any additional duties as may be assigned by the Mayor or by majority vote of the City Council. (Ord. No. 2-16-2010)

2.32.04 Provisions Deputy Marshal, if authorized by the City Council, shall be appointed and removed by the Mayor. (Ord. No. 2-16-2010)

2.32.05 Training and certification The Marshal and any Deputy Marshals of the city of Briarcliff will be required to meet all of the training and certification requirements for full time, part time or auxiliary law enforcement officers, as the case may be, as established by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). (Ord. No. 2-16-2010)

2.32.06 Accounting of activities The Marshal shall provide a written report monthly to the City Council that provides a detailed accounting of the activities of his office for the preceding month. (Ord. No. 2-16-2010)

### 2.32.07 Interlocal Cooperation Agreement

- A. The Mayor, Recorder/Treasurer and the Marshal, acting on behalf of the city of Briarcliff, are hereby authorized and empowered to enter into an Interlocal Cooperation Agreement between the city of Briarcliff and the Baxter County Sheriff's office for the purpose of enhancing law enforcement services to the citizens residing in and around the corporate limits of the city of Briarcliff.
- B. A copy of said Interlocal Cooperation Agreement is attached hereto and incorporated herein by reference in its entirety.
- C. From and after the effective date of this agreement, the Marshal and Deputy Marshals of the city of Briarcliff are authorized and empowered by said agreement to have and exercise law enforcement authority, including powers of detention and arrest, outside the corporate limits when specifically and directly asked or requested by the Sheriff of Baxter County or any of his deputies.
- D. Upon the completion, resolution, or termination of the disturbance, incident or complaint when a request for assistance was made by the Sheriff or his deputies, the extra-territorial authority of the Marshal or Deputy Marshals of the city of Briarcliff shall cease to exist until such time as a subsequent specific and direct request for assistance is made by the Sheriff or his deputies.
- E. Neither the City Council by enactment of this ordinance, nor any part, section, clause, or phrase of the attached Interlocal Cooperation Agreement shall serve to give either express or implied extra-territorial general law enforcement authority or jurisdiction to the Marshal or Deputy Marshal of the city of Briarcliff through their own initiative, until and unless there is a specific and direct request for assistance from the Sheriff or his deputies.
- F. The Marshal shall be responsible for administering the terms and conditions of said agreement on behalf of the city of Briarcliff, based upon the intent of the City Council as outlined hereinabove.
- G. The Interlocal Cooperation Agreement adopted hereby is for no specific period or length of time and shall be subject to cancellation, annulment or revocation in whole or in part by order of the City Council or by order or action of the Sheriff of Baxter County. (Ord. No. 6-14-2010)

2.32.08 Compensation

- A. The Mayor shall have the authority to determine the starting pay for the City Marshal based on experience and current rates. (Ord. No. 2014-005, Sec. 1.)
- B. Beginning on his 2013 employment anniversary date, and each year thereafter, he/she will receive a three percent (3%) raise of his/her hourly pay.
- C. After one (1) year of employment for part-time employees, he/she will be entitled to five (5) sick/personnel days a year, which can be taken in increments of half days also.
- D. Holiday pay if holiday falls on a regular work day, see Personnel Policy Handbook.
- E. The hours will be a maximum of twenty (20) in a two-week pay period. (Ord. No. 3-19-2011)

**CHAPTER 2.36****CITY COURT****Sections:**

2.36.01	Created
2.36.02	Judge and compensation
2.36.03	Jurisdiction
2.36.04	Payment of fines and costs
2.36.05	Court fines
2.36.06	Collection of fines

2.36.01 Created A City Court is hereby created with the power and duties set forth in the statutes of Arkansas and the Mayor is authorized as provided by law to designate a licensed attorney to serve as judge of said court at the will of the Mayor. All fines and penalties assessed by said City Court shall be paid into the city treasury. (Ord. No. 8-12-99)

2.36.02 Judge and compensation The Mayor hereby designates Van A. Gearhart, who serves as District Judge of Mountain Home, Arkansas, to serve as City Judge of Briarcliff, Arkansas, beginning November 1, 1999. The City Judge shall be paid reasonable compensation as contracted services under terms of Act 663 of 2007 which states that the state of Arkansas shall pay the salary and benefits of Pilot State District Court Judges. Act 663 further provides that each county and city or town that has a Pilot State District Court Judgeship shall pay to the state an amount equal to its proportionate share of one-half (½) of the base salary established by law for that county and city or town's Pilot State District Court Judge. The city of Briarcliff's proportionate share of such compensation shall be as determined from time to time by the Baxter County Judge's office, and is currently \$350.00/fiscal year which shall be paid by the city of Briarcliff from the General Fund. (Ord. No. 3-19-2011, Sec. 1.)

2.36.03 Jurisdiction The jurisdiction of the Briarcliff City Court shall be the same as the jurisdiction of the Justices of the Peace for criminal cases, and costs may be adjusted in said court in the same amount as now or may hereafter be provided for in Justices of the Peace Court with the right of the judge of said court to issue all writs, processes, decrees, and judgments as may now or hereafter be authorized by law. (Ord. No. 8-12-99)

2.36.04 Payment of fines and costs City Court fines and court costs may be paid by:

- A. Certified bank check – no charge.

- B. Personal check – no charge.
  - 1. The defendant shall be charged an additional Twenty-Five Dollar (\$25.00) fee if personal check is returned from the bank marked “Insufficient funds,” “Account closed,” etc.
  - 2. These charges will be added to, and become a part of any underlying obligation.
- C. U.S. paper currency – any denomination – no charge.
- D. U.S. minor specie (coins) – loose or rolled - \$1.00 maximum will be accepted.
- E. Credit cards will not be accepted.
- F. Lien on property.
  - 1. When a defendant sentenced to pay a fine defaults in the payment thereof or of any installment, the fine may be collected by any means authorized for the enforcement of money judgments in civil actions.
  - 2. A judgment that the defendant pay a fine shall constitute a lien on the real and personal property of the defendant in the same manner and to the same extent as a money judgment in a civil action.
  - 3. A judgment entered by a District Court shall not become a lien against real property unless a certified copy of the judgment, showing the name of the judgment debtor and the date and amount thereof, shall be filed in the office of the Circuit Clerk of the county in which the land is situated. (Ord. No. 1-3-2002)

2.36.05 Court fines

- A. An installment fee of Ten Dollars (\$10.00) per month shall be assessed on each person who is authorized to pay a fine and/or court fee on an installment basis. (Ord. No. 2013-001, Sec. 1.)
- B. Under authority of Act 209 of 2009, there is hereby levied and shall be collected an additional fine in the amount of Twenty Dollars (\$20.00) from each defendant upon conviction, each plea of guilty or *nolo contendere*, or each bond forfeiture in the District Court of Baxter County, Arkansas – Briarcliff Department in all cases of record applicable to the city of Briarcliff as described in A.C.A. 16-77-707.



All additional fines levied and collected under the provisions of this ordinance shall be deposited into a special fund within the City Treasury, to be used exclusively for defraying the expense of incarcerating city of Briarcliff prisoners in the Baxter County jail. (Ord. No. 2-16-2010, Secs. 1-2.)

2.36.06 Collection of fines The Recorder/Treasurer and the Deputy Clerk/Court Clerk are hereby designated as the officials primarily responsible for the collection of fines assessed in Baxter County District Court – Briarcliff Department. (Ord. No. 2014-003, Sec. 1.)

## **CHAPTER 2.40**

### **PERSONNEL POLICIES**

#### Sections:

- 2.40.01 General information
- 2.40.02 General employee benefits, vacation time, holidays, etc.
- 2.40.03 Matters affecting the status of employees
- 2.40.04 Standards of conduct
- 2.40.05 Miscellaneous information

2.40.01 General information The following personnel policies shall apply to all full time employees of the city of Briarcliff. (Ord. No. 2016-08, Sec. 1.)

- A. Equal opportunity employer The city of Briarcliff, Arkansas, is committed to providing equal employment opportunities without regard to race, color, religion, national origin, sex, age, handicap or veteran status as required by all federal and state laws. Furthermore, the city does not discriminate on the basis of disability. The city's commitment extends to all employment-related decisions, terms and conditions of employment, including job opportunities, promotions, pay and benefits.

B. At-will employer The city of Briarcliff, Arkansas, is an at-will employer. This means that the city of Briarcliff or any city employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

C. Job posting and advertising

1. Application for employment will be accepted from anyone who wishes to apply for employment upon forms provided by the city. Application forms are available in the office of the city.
2. In the event of a job opening, the particular position or positions available will be announced and posted in a newspaper of general circulation at least ten (10) days prior to the deadline for receiving applications. Copies of the job announcement form will be distributed to city departments and as appropriate, to public and private employment agencies, local newspapers and other sources which might provide recruitment resources. Recruitment resources will be notified at least ten (10) days prior to the predetermined cut-off date for receiving applications.
3. Applications for full-time city employment will not be accepted from anyone under eighteen (18) years of age. Except as otherwise provided by Arkansas law, the Mayor shall make the final decision with respect to hiring new employees and promoting existing employees.

D. Post offer pre-employment physicals

1. Post offer pre-employment physicals will be required for specific positions as required by department heads for every applicant to be hired for the city in a permanent employment position. Such examinations shall be paid for by the city and shall be used to determine whether the applicant can perform the essential functions of the job with or without reasonable accommodation. The examinations shall be performed by licensed physicians selected by the Mayor. These medical files shall be maintained in the physician's office with a summary report provided to the Mayor whether the employee can or cannot do the job and what, if any, restrictions are necessary to determine any work restructuring or accommodations. Although the physicians make the medical determinations relative to physical/mental requirements of the job and any direct safety threat determinations, their determinations are only

recommendations subject to the decision to make reasonable accommodation or not by the Mayor. Only in cases of emergency may an employee begin work prior to the post-employment job offer medical examination, but employment is subject to passing such examination.

2. Reports and records of all physical, psychological and mental exams shall be kept in the offices of the physicians or mental health practitioners with only a summary report provided to the Mayor to be kept in a confidential file apart from the personnel file. Should there be a dispute concerning the exam, or should a supervisor be informed as to the need for reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and supervisory or administrative personnel within the city government.

2.40.02 General employee benefits

A. Vacation accrual rate

- |    |                              |                 |
|----|------------------------------|-----------------|
| 1. | <u>Years of employment</u>   | <u>Vacation</u> |
|    | 0 – 1 year                   | None            |
|    | 1 – 10 years                 | 10 working days |
|    | 11 – 20 years                | 15 working days |
|    | 21 years and more            | 20 working days |
|    | (Ord. No. 2013-002, Sec. 1.) |                 |
2. The amount of personnel off at any one time will be governed by the Supervisor based upon departmental workloads.
  3. Employees should notify their department heads at least one (1) week in advance of being absent for vacation time.
  4. If a holiday occurs during the calendar week in which a vacation period is scheduled for an employee, the employee's vacation should be extended for one (1) additional working day.
  5. Accrued time will be paid if the employee leaves the employment of the city. Vacations are not cumulative and no more than five (5) days may be carried over six (6) months past the anniversary date without written approval of the Mayor.
  6. To the extent it differs from the procedure set forth herein, the uniformed employees of the Police and Fire Departments shall accrue vacation days

in accordance with the provisions set forth in the relevant Arkansas statutes, if any.

B. Holidays and holiday pay

1. The appropriation made by the City Council for salaries shall include additional pay for holidays for all agents, servants and employees of the city, including but not limited to uniformed employees, as provided by the laws of the state of Arkansas and federal laws.
2. Holidays

New Year's Day	January 1 <sup>st</sup>
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	At Mayor's discretion
Christmas Day	December 25 <sup>th</sup>
Personal leave day	At Mayor's discretion

C. Sick leave/personal days

1. The city of Briarcliff recognizes that inability to work because of illness, injury or personal matters may cause hardships. For this reason, the city of Briarcliff provides paid sick leave to full-time employees. After one (1) year of employment, the employee will be entitled to five (5) sick/personal days a year, which can be taken in increments of half days also. (Ord. No. 2013-002, Sec. 1.)
2. Any sick leave days accumulated which are not used in any calendar year will be lost.
3. An employee may be eligible for sick leave days for the following reasons:
  - a. Personal illness or physical incapacity;
  - b. Quarantine of an employee by a physician or health officer;
  - c. Illness in the immediate family which would require the employee to take care of the family member(s); or
  - d. Medical, dental and optical visits.

4. An employee who is unable to report for work due to one of the previously listed sick leave reasons shall report the reason for his absence to the employee's supervisor or some other person acting for the employee's supervisor no later than one hour prior to the time the employee is expected to report for work. Sick leave with pay may not be allowed unless such report has been made as aforementioned.
5. Employees who are absent more than three (3) consecutive days due to unconfirmed illness may be required by the supervisor or department head to submit a physician's statement.
6. Absence for part of a day that is chargeable to sick leave in accordance with these provisions shall be deducted from accrued leave in amounts of not less than one-half (1/2) day increments. An employee who uses all of his or her accrued sick leave days shall thereafter be placed on an inactive, without pay status.

D. Funeral or bereavement leave

1. Funeral leave with pay up to a maximum of three (3) calendar days be granted to all city employees in cases of death or in the circumstances of death in the immediate family only.
2. Immediate family shall include mother, father, brother, sister, son, daughter, grandparents, son-in-law, daughter-in-law, spouse, spouse's immediate family or those relatives who live in the employee's household including "step" relatives.
3. Travel time may be granted upon prior approval of the Mayor in addition to the three (3) days where travel time of more than eight (8) hours is necessary.
4. The Mayor may grant funeral leave of not more than one (1) day for an employee to be a pallbearer or attend a funeral of someone not within the immediate family.

E. Maternity leave Employees affected by pregnancy, childbirth or related medical conditions shall be treated the same for all employment-related purposes as persons disabled for non-pregnancy-related reasons. Therefore, accrued sick leave and vacation leave, if representative of the employee, will be granted for maternity use after which leave without pay must be used.

F. Military leave

1. In times of war or national emergency, full-time employees are entitled to receive a leave of absence without pay upon joining or being called into military service of the United States of America.
2. Employees who are members of a military service organization or National Guard unit shall be entitled to a military leave of fifteen (15) days with pay plus necessary travel time. (A.C.A. 21-4-102 as amended by Act 673 of 1991; A.C.A. 6-17-306; 21-4-212.)

G. Court duty leave Employees will be granted leave with pay for witness or jury duty. Employees are also permitted to retain the allowance for services from the Court for such service. To qualify for jury or witness duty leave, employees must submit to the Mayor a copy of the summons or other relevant court related paperwork as early as possible upon receipt thereof. In addition, proof of service must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

H. Miscellaneous leave The attendance of employees at seminars and training programs is considered part of their continuing professional development. Attendance at these meetings is to be pre-approved by Mayor. In the event employees are required to attend these meetings at a location requiring an overnight stay or travel time in excess of the employee's normal work day, overtime will not be paid. However, the city will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals etc. pursuant to its regular expense policy.

I. Employee health benefits The city of Briarcliff provides a group health plan for all its full-time employees. Detailed information on the policy and coverage should be given to the employee when the employee is hired. Additional information may be obtained from the Mayor's office.

1. Occupational injuries All employees of the city are covered under the Arkansas State Workers' Compensation Law. Any employee incurring an "on-the-job" injury should immediately notify his supervisor, who will arrange for appropriate medical treatment and prepare the necessary reports required in order for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted on the department bulletin boards.
2. Accidental injury If any full-time employee is involved in an accident (not job connected) and the injury sustained in such accident necessitates that

the employee be absent from work, the employee shall be entitled to receive pay at a regular salary for the number of days accumulated sick leave credited to that employee at the time the accident occurred.

2.40.03 Matters affecting the status of employees

A. Attendance Employees shall be in attendance at their work stations in accordance with the rules and regulations established by the Mayor and Council. All departments shall keep daily attendance records of all employees which shall be reported to the Mayor on the form and on the date specified by the Mayor and Council.

B. Work hours

1. Except for police officers and firefighters, work hours for all employees shall be forty (40) hours per week which begin each Friday at 5:00 p.m. Work hours for police and fire employees shall be in accordance with state statutes and departmental regulations.
2. The city reserves the right to adjust and change hours of work, days of work and schedules in order to fulfill its responsibility to the citizens of the city of Briarcliff. In the event of an emergency, previously scheduled hours of work, days of work and work arrangements may be altered at the discretion of the department head. Changes in work schedules will be announced as far in advance as practicable.
3. Whenever possible, employee work schedules shall provide a rest period (break) during each four-hour work shift. Reasonable time off for a meal will be provided.

C. Overtime pay

1. Overtime will be paid for hours worked in excess of forty hours per week. The rate of pay for overtime shall be one and one-half (1½) the employee's normal hourly rate, except on Sunday when the rate of pay for overtime shall be twice the employee's normal hourly rate. When the work necessitates that an employee be called from home during off-hours, the employee shall be compensated a minimum of four (4) hours overtime plus mileage. (Ord. No. 5-14-2011, Sec. 1.)

2. Upon the direction or approval of the Mayor, compensation for overtime may be made in the form of compensatory leave to the employee. The overtime record of the Mayor shall be final with respect to the number of compensatory leave days earned of an employee. Compensatory leave must be taken within the calendar year earned and should be scheduled in the same manner required for vacation days.



3. All overtime must be pre-approved by the Mayor.

D. Vacancies and promotions

1. It is the intent of the city of Briarcliff to hire and promote the most qualified applicant for all vacant positions. To give the employees of the city of Briarcliff an opportunity to apply for job vacancies, announcements of job openings will be posted on employee bulletin boards.
2. In accordance with E.E.O.C. (Equal Employment Opportunity Commission) guidelines and policies, notice of job vacancies will be sent to the appropriate news media and employment agencies throughout the relevant labor market. A job description of each vacant position will be provided upon request.
3. The final decision regarding promotions shall be made by the Mayor upon recommendation of the Supervisor.

- E. Training The city of Briarcliff is committed to continuing and on-going training for all employees. However, in addition to formal training provided by the city for various positions, each employee has the responsibility of ascertaining for himself that he is possessed with sufficient training to enable him to perform his job. In the event that the employee feels that additional training is needed, he should notify his department head. Expenses incurred in on-the-job training should be assumed by the city.

F. Performance evaluations

1. To ensure that employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary.
2. Consistent with this goal, an employee's performance will be evaluated by the supervisors on an on-going basis. Final evaluations are normally done annually.
3. All written performance reviews will be based on the employee's overall performance in relation to the employee's job responsibilities and will also take into account the employee's conduct, demeanor and record of attendance along with any tardiness. In addition to regular performance evaluations described above, special written performance evaluations may be conducted by the employee's supervisor at any time to advise the

employee of his current level of performance and where appropriate, the existence of performance or disciplinary problems and solutions.

4. It should be noted that a performance evaluation does not necessarily mean a salary adjustment.

G. Job safety

1. Safety is largely the use of good judgment and the practice of good work habits. It requires good judgment to know the safe way and it requires good work habits to continue the safe way. If an employee is not positive of which way is the safest, he should ask his supervisor or department head for the correct method.
2. Unsafe conduct is misconduct. The following safety rules should always be observed:
  - a. Follow all departmental safety rules;
  - b. Use all mechanical safeguards on or for employee equipment;
  - c. Immediately cease using and report any faulty or potentially faulty equipment to the supervisor or department head;
  - d. Immediately report any unsafe or potentially unsafe working condition or equipment;
  - e. Immediately report any and every accident to the supervisor or department head.

H. Refusal to work. A city employee's commitment is to public service. Any work stoppage, slowdown, strike or other intentional interruption of the operations of the city shall cause the employee to forfeit his or her employment and result in the termination of the employee from the city of Briarcliff.

I. Resignation/termination

1. Employees desiring to terminate their employment relationship with the city of Briarcliff are urged to notify the city at least two (2) weeks in advance of their intended termination. Such notice should preferably be given in writing to the employee's department head or supervisor. Proper notice generally allows the city sufficient time to calculate all final accrued monies due the employee for his or her final paycheck. Without adequate notice however, the employee may have to wait until after the end of the next normal pay period in order to receive such payments.

2. Employees who plan to retire are urged to provide the city with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled to commence in a timely manner.
3. As mentioned elsewhere in this Handbook, all employment relationships with the city of Briarcliff are on an at-will basis. Thus, although the city of Briarcliff hopes that relationships with employees are long term and mutually rewarding, the city reserves the right to terminate the employment relationship of any employee at any time.

#### 2.40.04 Standards of conduct

##### A. Conduct towards the public

1. Employees of the city of Briarcliff shall at all times be civil, orderly and courteous in their conduct and demeanor. In each contact with the public, an employee must be aware that his appearance, actions and statements are in essence those of the city.
2. In dealing with the public, each employee must attempt to make his conduct one which inspires respect for both himself and the city and further, one which generates the cooperation and approval of the public.
3. Not everyone an employee may meet in the course of his or her duties will be courteous. However, an employee should treat the public as he would like to be treated . . . with courtesy, patience, respect and understanding. This attitude or approach to public service cannot be overemphasized.
4. When an employee is uncertain of the correct response to an inquiry from the public, he or she should refer the inquiry to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

##### B. Uniforms and personal appearance

1. Uniforms or uniform allowance will be provided to personnel of certain departments as authorized by the Council. Personnel who are provided uniforms or uniform allowance shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit.

2. Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is not sure what is appropriate attire, then the employee should check with his supervisor or department head.

C. Unlawful harassment

1. The city of Briarcliff expressly prohibits any form of unlawful employee harassment based on race, religion, color, sex, national origin, age, handicap or status as a veteran or special disabled veteran.
2. Harassment is any annoying, persistent act or actions that single out an employee, to that employee's objection or detriment, because of race, sex, religion, national origin, age (over 40) or disability. Harassment may include any of the following:
  - a. Verbal abuse or ridicule;
  - b. Interference with an employee's work;
  - c. Displaying or distributing sexually offensive, racist or other derogatory materials;
  - d. Discriminating against any employee in work assignments or job related training because of one of the above-referenced bases;
  - e. Intimate physical contact;
  - f. Making offensive sexual, racial or other derogatory innuendoes;
  - g. Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer or any other term or condition of employment.
3. It is every employee's responsibility to insure that his or her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place, the following will apply:
  - a. An employee should report harassment or suspected harassment to the department head. This complaint should be made in writing;
  - b. Any time an employee has knowledge of harassment he/she shall inform the department head in writing, who will determine whether further investigation is warranted;
  - c. Each complaint shall be fully investigated and a determination of the facts and an appropriate response will be made on a case-by-case basis.

4. The city of Briarcliff will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against offenders.

D. Guidelines for appropriate conduct

1. An employee of the city of Briarcliff is expected to accept certain responsibilities, adhere to acceptable principals in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal life, an employee refrain from behavior that might be harmful to the employee, his co-workers, the citizens and/or the city.
2. Whether an employee is on duty or off duty, his or her conduct reflects on the city. An employee is encouraged to observe the highest standards of professionalism at all times.
3. Types of behavior and conduct that the city considers inappropriate include, but are not limited to the following:
  - a. Falsifying employment or other city records;
  - b. Violating any city non-discrimination and/or harassment policy;
  - c. Soliciting or accepting gratuities from citizens;
  - d. Excessive absenteeism or tardiness;
  - e. Excessive, unnecessary or unauthorized use of city property;
  - f. Reporting to work intoxicated or under the influence of non-prescribed drugs and illegal manufacture, possession, use, sale, distribution or transportation of drugs;
  - g. Buying or using alcoholic beverages while on city property or using alcoholic beverages while engaged in city business on city premises, except where authorized;
  - h. Fighting or using obscene, abusive or threatening language or gestures;
  - i. Theft of property from co-workers, citizens or the city;
  - j. Unauthorized possession of firearms on city premises or while on city business;
  - k. Disregarding safety or security regulations;
  - l. Insubordination;
  - m. Neglect or carelessness resulting in damage to city property or equipment.

4. Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of either of the above referenced items or any other city policies, rules or regulations, an employee will be subject to disciplinary action up to and including dismissal.
- E. Absenteeism and tardiness The city of Briarcliff expects all of its employees to be at work on time and on a regular basis. When employees are unnecessarily absent or late, it is expensive, disruptive and places an unnecessary burden on fellow employees, supervisors, city government as a whole and the taxpayers who receive city services. Should an employee be unable to report to work on time because of illness or personal emergency, that employee should give "proper notice" to his or her supervisor. Unexcused absences and tardiness could result in disciplinary action.
- F. Inclement weather
1. In exceptional circumstances beyond the employee's control, such as weather causing hazardous conditions, the employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. If an employee's department is open for business, the employee is expected to report for work. However, if, in the employee's opinion, the conditions are too hazardous for him or her to get to work safely, he or she will have the option of taking the time off as a vacation day. Regardless of the situation, an employee is expected to give his or her supervisor "proper notice" if he or she is unable to report for work.
  2. "Proper notice" is defined by the city to be notice in advance of the time an employee should report for work and no later than one (1) hour thereafter if absence notice is impossible.
  3. An absence of an employee from duty, including any absence of one (1) day or part thereof that is not authorized in advance by the department head or the employee's supervisor should be deemed absence without leave. Such absence shall be without pay.
- G. Outside employment or moonlighting If as an employee of the city, an employee participates in additional employment, it must not interfere with the proper and effective performance of his or her job with the city. An employee's outside employment must not be of a nature that adversely affects the image of the city, resulting in embarrassment, legitimate and reasonable criticism or of a type that may be construed by the public to be an official act of the city or in any way

violate these policies. City uniforms shall not be worn during outside employment unless approved in advance by the Mayor.

H. Political activity City employees are encouraged to exercise their legal right to vote and, if necessary, reasonable time will be granted for that purpose.

I. Outside compensation

1. No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by employees of the city for the performance of their duties as employees of the city. If a reward, gift or other form of remuneration is made available to any employee, it shall be credited to a designated employee fund with approval of the Mayor.

J. Use of narcotics, alcohol and tobacco

1. Employees of the city of Briarcliff shall not use habit-forming drugs, narcotics or controlled substances unless such drugs are properly prescribed by a physician.

2. The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to such a degree that it interferes with or impairs the performance of his or her duties. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs, alcohol or drug paraphernalia on city property or being reported to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination.

3. Each department head or supervisor may establish smoking policies for his or her departmental employees.

K. Drug-free workplace

1. It is the policy of the city of Briarcliff to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to city facilities to unacceptable safety risks and undermines the city's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in city business

for the city of Briarcliff or on the city's premises is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the city, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the city.

L. Disciplinary action

1. Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations listed in Guidelines For Appropriate Conduct or any other city policies, rules or regulations, the employee will be subject to disciplinary action up to and including dismissal.
2. Disciplinary action may be any of the several forms listed below:
  - a. Warning or reprimand. A reprimand is action used to alert the employee that his or her performance is not satisfactory or to call attention to the employee's violation of employment rules and/or regulations. City employees may be officially reprimanded orally or in writing and such reprimand will be entered in the employee's personnel file.
  - b. Suspension Suspension involves the removal of an employee from his or her job. An employee may be suspended with or without pay. A suspension must be in writing. The reason for such action, the period of time for the suspension and the date the suspension is to begin and end must be noted also.
  - c. Demotion An employee who has committed an offense or whose work record establishes grounds for demotion will be given written notice of such action. A demotion is an action that places the employee in a position of less responsibility and less pay.
  - d. Termination This type of disciplinary action is a removal of an employee from city employment. An employee who has committed a serious offense or whose work establishes grounds for termination will be given written reasons that can be supported at a pre-termination hearing.
3. An employee shall have the right to redress all types of disciplinary action outlined in the Procedure for Review of Disciplinary Decisions, Section 2.40.04 (M).



M. Procedure for review of disciplinary decisions. Review of all disciplinary matters shall be conducted as follows:

1. A written grievance shall be served upon the employee's immediate supervisor within five (5) working days after the disputed disciplinary action. To the extent possible, the grievance shall be resolved at this level.
2. Should the employee not be satisfied with Step (1), the employee shall submit the grievance in writing to his department head. The department head will investigate the problem and respond in writing within five (5) working days.
3. In the event Step (2) does not satisfy the employee, a written appeal may be made to the Mayor/City Manager/Personnel Director. The Mayor shall make the final management decision within ten (10) working days and respond to all concerned parties in writing.
4. Should the grievance still exist, an employee may submit a written request to appear before the City Council. The employee's grievance would then be placed on the agenda to be considered at a regularly scheduled City Council meeting or a special called meeting agreed to by the employee and the city.

#### 2.40.05 Miscellaneous information

- A. Policy statement These employee policies and procedures outline the rights and benefits afforded all employees by the city. The city of Briarcliff possesses the sole right to operate and manage the affairs of the city.
- B. Severability
  1. Should any of the provisions of these employee policies and procedures be determined to be contrary to federal, state, or local law, the remaining provisions of these employee policies and procedures shall remain in full force and effect.
  2. To the extent that any state law provides additional or different benefits or rights to employees, the provisions of these employee policies and procedures shall be deemed to include those statements of law.
- C. Departmental policies and procedures Each department head is authorized to adopt lawful oral or written policies governing the day-to-day operations of that

department. Departmental policies, if in conflict with these employee policies and procedures, shall be governed by these employee policies and procedures.

- D. Change of address It is important that if an employee changes his or her home address or telephone number to notify his or her department head of this change so that personnel files may be kept up to date. This is important in case the city must mail the employee any information that it feels the employee will need, such as "withholding" statements for the employee's income taxes. Also, if there is any change in the employee's marital status, the employee should report it to his or her department head.