

FILED

DEC 14 2021

LESLI PENNY

COUNTY & PROBATE COURT CLERK

ORDINANCE NO. 2021 - 41

AN ORDINANCE TO AMEND ORDINANCE 2014-3 UPDATING THE CRAIGHEAD COUNTY EMPLOYMENT POLICY FOR COMPENSATORY TIME, VACATION, HOLIDAY, AND PERSONAL TIME, DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS; the Quorum Court has implemented the Kronos Timekeeping System (Kronos) to streamline the payroll process and pay employees accurately, according to time worked, and

WHEREAS; the implementation of Kronos necessitates changes in the Craighead County Employment Policy, and

WHEREAS; the Quorum Court concurs in the importance of updating the Craighead County Employment Policy to accurately reflect the policies of Craighead County.

NOW THEREFORE be it Ordained by the Quorum Court of Craighead County, State of Arkansas as follows:

SECTION 1. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 7, Compensatory Time: C, and insert the following:

An employee who has accrued compensatory time off and who has requested the use of such compensatory time off shall be permitted to use such time within a reasonable period after making a request if the use of compensatory time does not unduly disrupt the operation of the employing agency. The Elected Official, Department Head, or Immediate Supervisor may schedule when compensatory time shall be taken to maintain County operations without disruption. (See Section 8.B)

SECTION 2. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 7, Compensatory Time: E, and insert the following:

All Elected Officials and Department Heads will be responsible for ensuring their employees maintain time in the Kronos Timekeeping System and are submitting timesheets biweekly and that those timesheets are reviewed for accuracy and approved for payroll processing. Non-exempt employees must clock in upon arrival time,

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departure for lunch, return from lunch, and departure at the end of the workday. Exempt employees must clock in upon arrival time and departure at the end of the workday. Any changes/corrections to employee's time, for the current pay period, will be made through Kronos and approved by a supervisor before effective. Any errors concerning the recording of employee's time should be reported to the employee's immediate supervisor or department head. Time sheets will be submitted through Kronos to the County Clerk's office at the end of each Pay Period to be kept as a permanent record.

SECTION 3. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 7, Compensatory Time: J, and insert the following:

Compensatory time balances may be monitored by the Quorum Court, if excessive.

SECTION 4. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 8, Vacations: A, part (2), and insert the following:

Vacation time is determined and calculated by anniversary date of employment and accrued as follows:

- a. Vacation time can start being used after the first year.
- b. During the first two years of continuous service, the employee will accrue vacation time at the rate of 0.025 hours per hour worked, but vacations will not be permitted during the 1st year of service.
- c. After the 2nd year of service and on the anniversary date of hire, the employee will accrue vacation time at a rate of 0.05 hours per hour worked.
- d. At the beginning of the 6th year and on the anniversary date of hire, the employee will accrue vacation time at the rate of 0.06 hours per hour worked.
- e. At the beginning of the 16th year and on the anniversary date of hire, the employee will accrue vacation time at the rate of 0.08 hours per hour worked. Continuous service is defined as uninterrupted employment while working as a regular, full-time employee.
- f. Vacation must be accrued before being eligible to use. (Leave of absence without pay shall not interrupt continuous service except for time off).

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SECTION 5. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 9, Holiday: A, and insert the following:

County employees working on recognized holidays, in a 24-hour, 7 day per week facility, shall receive holiday pay, plus regular holiday wages for time worked. Wages will be paid in the next regular pay period from approved holiday pay budget or by holiday leave with approval of the Quorum Court. If a holiday falls on an employee's day off, the employee will be paid for the holiday hours for that day in the next regular pay period.

SECTION 6. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 10, Personal Time: C, part (1), and insert the following:

Full-time employees personal time shall be accrued at the rate of 0.025 hours per hours worked.

SECTION 7. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall remove the current language in Section 10, Personal Time: E, and insert the following:

A County employee may elect to donate a maximum of forty (40) hours per year to another full-time employee or employees for purposes of personal FMLA leave, unpaid leave, or other leave necessitated by a catastrophic illness. Donated time off can consist of vacation, personal, or comp time and shall be in minimum blocks of eight (8) hours of one type by donor. Written records of the donation and any subsequent actions will be placed in the employee's permanent employment file which is monitored by the County Clerk. Catastrophic shall be defined as an employee personal illness or accident that prevents the employee from returning to their normal work schedule for a minimum of thirty (30) calendar days. Illness or accident must be verified by a written doctor's statement before employee is eligible to receive any donated personal time. Such transactions shall be approved by Elected Official or Department Head of affected employee.

A County employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, another County employee for the purpose of

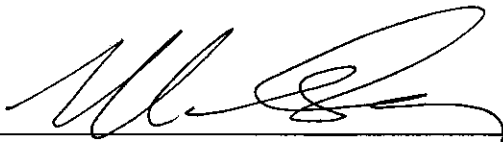
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interfering with that employee with respect to donating, receiving, or using donated time. Any report of such described instances shall be reported in writing to the County Judge. All written reports shall be investigated thoroughly, and appropriate disciplinary action may be taken for any substantiated violation.

SECTION 8. Severability. If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of the ordinance which remains effective absent the invalid provision, and to this end, the provisions of this ordinance are declared to be severable.


SECTION 9. It is hereby determined by the Quorum Court that the above-described amendment is needed for the immediate needs of Craighead County, due to the implementation of the Kronos Timekeeping System "go-live" date of December 14, 2021.

PASSED AND APPROVED on this 13th day of December, 2021.



Marvin Day, County Judge

ATTEST:



Lesli Penny, County Clerk