

RESOLUTION NO. 20-617

CITY OF GENTRY, ARKANSAS

A RESOLUTION AMENDING SECTIONS 1.3, 3.2, 3.3, 3.5, AND 6.2
OF THE CITY OF GENTRY PERSONNEL HANDBOOK

WHEREAS, the City of Gentry has previously adopted by Resolution its Personnel Handbook; and

WHEREAS, the Council now desires to revise certain provisions of said Handbook, as listed below;

NOW THEREFORE, be it resolved by the City Council of the City of Gentry that, effective immediately, the City of Gentry Personnel Handbook is hereby amended and supplemented as indicated (deletions are stricken through; additions are underlined):

Section 1.3 Definitions

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RETIREMENT ELIGIBILITY- ~~20 or more years of full-time service to the City leaving the work force at the minimum retirement age recognized by social security. Age 55 or older with 20 or more years of full-time service to the City; or otherwise eligible under the criteria set by the Arkansas Local Police and Fire Retirement System or the Arkansas Public Employees Retirement System.~~

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Section 3.2 Authority to Hire and Fire

In accordance with Arkansas law, department heads of the City serve at the will of the Mayor. *See* Ark. Code Ann. § 14-42-110. Other City employees shall be fired by the Mayor and the Department Head for a particular employee. Hiring will be by the Mayor and the Department Head for a particular employee; ~~with the concurrence of the Personnel Committee.~~

Section 3.3 Job Posting and Advertising

An application or resumé for employment will be accepted from anyone who wishes to apply for employment ~~on forms provided by the City~~. Application forms are available in City Hall. All information provided on the application must be true and correct, ~~with the provision of~~ Providing false information ~~being~~ is grounds for being eliminated ~~ion of from~~ consideration for hiring and/or dismissed ~~at~~ from City employment.

In the event of a job opening, the position or positions open will be announced and posted at City Hall at least ~~ten (10)~~ five (5) days prior to the deadline for receiving applications. Copies of the job announcement will be distributed to City Departments and as deemed appropriate, to public and private employment agencies, local newspapers and other sources that might recruit applicants.

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Section 3.5 Post-Offer Pre-Employment Physicals

Post-offer pre-employment physicals will be required for every applicant to be hired for the City in a permanent, non-office employment position. Such examinations shall be paid for by the City. ~~The examinations, and~~ shall be performed by a licensed physicians medical professional selected by the City. A summary report of the examining physician medical professional shall be provided to the HR Representative/Department Supervisor Department Head and/or the Mayor, as to indicating whether the applicant can perform the job sought; ~~whether and what, if any,~~ restrictions are necessary; ~~and to determine stating any necessary required~~ work restructuring or accommodations. Although the physicians medical professional may make the medical determinations relative to physical/mental requirements of the job and any direct safety threat determinations, the physician medical professional's determinations are only recommendations; final authority to hire rests with the City. Only in cases of emergency may an applicant begin work prior to the post-employment job offer medical examination, but any employment is subject to the applicant's passing such examination.

~~All r~~Reports and records of all physical, psychological and mental exams shall be kept in ~~the offices of the physicians medical professional or mental health practitioners with only a summary report provided to the Department Head and/or Mayor, to be kept in~~ a confidential file apart from the individual's personnel file. The City may share such information only in limited circumstances with supervisors, managers, first aid and safety personnel, government officials investigating compliance with the ADA, state workers' compensation offices, state second-injury funds, workers' compensation insurance carriers, health care professionals when seeking advice in making reasonable accommodation determinations, and for insurance purposes. Should there be a dispute concerning the exam, or should a supervisor be informed as to the need of reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and supervisory or administrative personnel within the City ~~Government~~.

Section 6.2 Uniforms and Personal Appearance

Uniforms or uniform allowance will be provided to personnel of certain departments as authorized ~~by the Department Head~~. 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.

Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, then the employee should check with his/her supervisor or department head. All employees who interact with the public outside a City-owned facility should be easily identifiable as City employees by their attire, i.e., clothing with logos or badges.

PASSED, APPROVED AND ADOPTED THIS 2nd day of March 2020.


Kevin Johnston, Mayor

ATTEST:


Tonya Carney, Director of Finance

