

ORDINANCE NO. 0-00-55

**AN ORDINANCE ADOPTING AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY FOR THE CITY OF CONWAY; AND FOR OTHER PURPOSES.**

WHEREAS, the Mayor of the City of Conway, Arkansas, has submitted to the City Council a handbook to be used for personnel matters for the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:**

**SECTION 1:** A handbook entitled, "Employee Handbook, City of Conway, Personnel Policy," has been examined by the City Council and found to be needed for the fair and impartial implementation of personnel policies.

**SECTION 2:** This policy shall be adopted as set forth in the document entitled "Employee Handbook, City of Conway, Personnel Policy." Three (3) copies of the Employee Handbook, City of Conway, Personnel Policy shall be and are hereafter kept on file in the Office of the Clerk/Treasurer.

**SECTION 3:** That all ordinances in conflict herewith are repealed to the extent of the conflict, specifically, Ordinance No. 0-91-61, passed on the 31st day of December, 1991.

**SECTION 4:** That this ordinance shall have an effective date beginning with the City payroll cycle which begins June 18, 2000 and shall otherwise be in full force and effect from and after its passage and publication.

PASSED this 9<sup>th</sup> day of May, 2000.

APPROVED:

*Tab Townsell*  
MAYOR TAB TOWNSELL

ATTEST:

*Michael O. Garrett*  
MICHAEL O. GARRETT, CITY CLERK