



STATE OF ARKANSAS
City of Brookland

RESOLUTION NO. 2011-13

AN AMENDMENT TO THE CITY OF BROOKLAND, ARKANSAS PERSONNEL HANDBOOK.

WHEREAS, from time to time it is necessary to amend the Personnel Handbook for the City of Brookland; and,

WHEREAS, the following changes have been recommended for the City of Brookland Personnel Handbook based upon a need to institute policy and procedure; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Brookland, Arkansas that the City of Brookland Personnel Handbook is hereby amended as follows:

Employees will be allowed, on a volunteer basis, to donate a maximum of five (5) days vacation, sick or comp time per year to a specific employee based on catastrophic need.

Both the donor and the recipient's Supervisor or Department Head and the Mayor shall sign off on the catastrophic request form.

The recipient must have exhausted all vacation, sick and comp leave time before activating the catastrophic need program.

The recipient will not receive retirement compensation to his/her SEP IRA account on wages received from donated time. The recipient will be eligible for city paid health insurance premiums while receiving wages from donated time.

In the event it is necessary, the Mayor and Department Head will have the final approval on the request.

PASSED this 13th day of September, 2011.

ATTEST:



Kenneth D. Jones, Mayor



Sheila Lachat, Recorder

