

ORDINANCE NO. 2023-14

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEBER SPRINGS, ARKANSAS, AN ORDINANCE TO BE ENTITLED: APPROVAL OF THE EMPLOYEE HANDBOOK FOR THE CITY OF HEBER SPRINGS, ARKANSAS AND FOR OTHER PURPOSES, DECLARING AN EMERGENCY AND FOR OTHER PUROSES.

WHEREAS, The City Council of Heber Springs desires to approve the Employee Handbook for the City of Heber Springs by Ordinance, and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Heber Springs, Arkansas, that:

Section 1: The City of Heber Springs does hereby adopt, by reference, the attached Personnel Handbook hereto as Exhibit 1.

Section 2: All Ordinances, Resolutions, Employee Personnel policies, and parts thereof, in conflict with the attached Personnel Handbook are hereby repealed to the extent of such conflict.

Section 3: The attached Personnel Handbook is adopted for a period of Eight (8) years unless sooner amended, modified, extended, or repealed.

Section 4: A copy of the Personnel Handbook shall be maintained and on file in the Mayor's office for use and examination by city employees or elected officials.

Section 5: All employees of the City of Heber Springs shall be provided with a copy of the Personnel Handbook and a copy of a signed receipt shall be maintained in each employee's file.

Section 6: If any provision of the Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are herby declared to be severable. Likewise, the

provisions of any prior Ordinance inconsistent herewith are hereby abandoned to the extent of such inconsistency.

Section 7. *Emergency.* Due to the need to establish procedures for employee policies and practices as soon as possible, this Ordinance should be implemented immediately for the protection of the health, safety and welfare of the City and its residents; therefore, an emergency is declared to exist and this Ordinance shall become effective immediately upon and after passage.

PASSED AND APPROVED THIS 22nd DAY OF August, 2023.



Kasey Griffin, Mayor

ATTEST:


Vicki McPherson
City Clerk