



FINANCIAL MANAGEMENT DEPARTMENT

501 Ouachita Avenue, Suite B4
Hot Springs, Arkansas 71901

MEMO

DATE: May 17, 2018
TO: Elected Officials & Department Heads
FROM: Valerie Dodge, HR Director
RE: Garland County Personnel Policy revision
Ordinance O-18-26- Overtime Policy

On Monday, May 14, 2018 the Garland County Quorum Court adopted Ordinance O-18-26 which is Garland County's Overtime Policy (attached). This Ordinance will apply as the first of many revisions we will be making to the Garland County Personnel Policy over the next few months.

Please provide each of your employees with a copy of this Ordinance and have them sign the attached Acknowledgement of Receipt. Once all of your employees have received and signed the acknowledgement I ask that you return them to me to be placed in their personnel files.

Please call me at 651-7766 if you have any questions. Thanks for your help with the distribution of this policy change.

ORDINANCE NO. O-18-26

BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS;
AN ORDINANCE TO BE ENTITLED:

"AN ORDINANCE TO AMEND GARLAND COUNTY ORDINANCE O-00-18 AS AMENDED BY ORDINANCE O-10-25; O-12-38, O-12-52, O-12-53, O-14-22, O-16-42, O-16-53, O-16-54, O-16-70 and O-17-17 RELATING TO THE GARLAND COUNTY PERSONNEL POLICY, TO MAKE REVISIONS TO THE GARLAND COUNTY PERSONNEL HANDBOOK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES."

WHEREAS, The Human Resources Committee has reviewed a portion of the county's personnel policy for the purpose of making updates and revisions; and,

WHEREAS, The Human Resources and Finance Committees previously met and recommended that the updates and revisions to the policy listed below be ratified by the full Quorum Court.

NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS:

SECTION 1. That the Garland County Personnel Policy is to be amended as follows and made a part of this Section, as though set out herein word for word and is accepted as the procedure and standard for employees of Garland County, Arkansas.

OVERTIME POLICY

It is the policy of Garland County that utilization of overtime shall be kept to an absolute minimum and shall be utilized only for operational necessities that cannot be addressed by employees during regularly scheduled work hours or by other employees who are working a regularly scheduled shift.

Each Elected Official shall establish and maintain written policies detailing the reasonable anticipated needs of the department to have employees work overtime or be on call after regularly scheduled work hours. The Quorum Court may modify such policies from time to time if it appears to the Quorum Court that the overall policies established by an Elected Official are inconsistent with the policies established or are inconsistent with the best financial interest of the County.

Overtime compensation shall be paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Non-exempt non-law enforcement employees shall be paid time and one-half after physically working 40 hours in a work period with the exception of holidays and call outs. Non-exempt law enforcement employees shall be paid time and one-half after physically working 86 hours in a work period with the exception of holidays and call outs.

The Quorum Court of Garland County hereby defines a "call out" as the time an employee is called from home or while off duty to perform work that occurs after scheduled work hours. Call out time shall be paid at time and one-half regardless of whether the employee has completed