

**ORDINANCE NO. O-21-8**

**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-16-70, O-17-1, O-17-17, O-18-26, O-19-06, O-19-30, O-20-01, AND O-20-28 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,

**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.

**SECTION 2.** That Section V, Subsection C, D, and G are hereby amended as follows:

**Subsection C.** Garland County shall pay all employees every two weeks effective April 1, 2021. Salaries are calculated on an annual basis from January 1 through December 31, but shall be paid in 26 equal payments every two weeks.

**Subsection D.** Effective April 1, 2021, Garland County shall implement a new policy whereby the pay date will be two weeks after the end of each pay period. Pay periods are designated by the Payroll Schedule issued each year by the County Finance Department. Garland County shall pay employees on an “actual hours worked” basis. On the Monday following the end of each pay period, all employees are required to submit to their supervisor a timesheet that reflects the actual hours worked during the preceding two week period which begins on Sunday at 12:01 am and ends on the following Saturday at midnight.

**Subsection G.** All Garland County employees shall be entitled to 12 designated paid holidays. In the event that holiday time is not taken on the specific holiday, it may be taken as paid days off. Paid days off are eight-hour days. Employees who work twelve-hour shifts are entitled to only eight hours of paid time. The maximum paid holiday time is ninety-six (96) hours, which shall accrue at the rate of 3.84 hours per pay period over 25 periods. There will be no accrual on the 26<sup>th</sup> pay period to give employees time to use their last accrual. Each employee shall accrue ninety-six (96) hours annually beginning March 28, 2021, and continuing in a like manner each year

thereafter. The employee's ninety-six (96) hours will reset to zero (0) on the first day of the pay period following completion of the 26<sup>th</sup> pay periods.


**SECTION 3. SEVERABILITY.** If any portion of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of the Ordinance which can be given without the invalid provisions or application, and to this end the provision of this Ordinance is declared to be severable.

**SECTION 4.** That this Ordinance shall be codified in the Garland County Code of Ordinances and the Sections may be re-numbered and re-lettered to accomplish such intention.


**SECTION 5.** As time is of the essence in getting this policy initiated an **emergency** is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

ATTEST:   
Sarah Smith  
Garland County Clerk

APPROVE:   
Darryl Mahoney  
Garland County Judge

SPONSOR:   
Thomas Anderson  
Justice of the Peace

DATE: 3/8/2021

SPONSOR:   
Matt McKee  
Justice of the Peace