

ORDINANCE No. O-2021-05

AN ORDINANCE AUTHORIZING A CHANGE TO THE CITY OF WARD PERSONNEL HANDBOOK, AUTHORIZING THE ESTABLISHMENT OF A LONGEVITY PAY PROGRAM FOR CITY EMPLOYEES, AND FOR OTHER PURPOSES.

WHEREAS, CITY OF WARD ORDINANCE 2019-03 established the City of Ward Personnel Handbook which is applicable to all full-time, part-time and seasonal employees, and,

WHEREAS, from time to time, it becomes necessary to update the manual.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WARD, ARKANSAS hereby declares the following be added to the City of Ward Personnel Handbook:

SECTION 1: A Longevity Pay Program is hereby established.

SECTION 2: Add the following to page 3 of the Personnel Handbook

a. 4.17 Longevity Pay Program: Page 20

SECTION 3: Add the following to page 20 of the Employee Handbook

4.17 LONGEVITY PAY PROGRAM:

4.17.1 OBJECTIVE: The Longevity Pay Program is designed to show appreciation to employees who remain with the city over a period of time and to aid in keeping turnover low.

4.17.2 POLICY/PROCEDURE:

4.17.2.1 It shall be the policy of the city to pay each FULL-TIME¹ employee a percentage of their annual salary² every five (5) year on the last Friday of their anniversary month.

4.17.2.2 Longevity pay is based on the following

¹ Full-time of continuing employment. Any break in employment restarts the longevity date.

² See paragraph 4-17

- a. Hourly Employees: The base hourly rate (not including any additional licenses, bonuses, etc.) in force the month prior to the employee's anniversary month multiplied by the appropriate annual hourly rate (2,080 hours for regular employees (including CID Officers/PD Management), 2,184 hours for patrol officers (excluding CID Officers/PD Management)). That amount is then multiplied by the appropriate percentage as noted in paragraph c below. (i.e. $\$14.00 \times 2080 = \$29,120 \times 3\% = \$873.60$)
- b. Salary Employees: The base annual salary (not including any additional licenses, bonuses, etc.) in force the month prior to the employee's anniversary month multiplied by the appropriate percentage as noted in paragraph c below. (i.e. $\$36,000 \times 3\% = \$1,080.00$)

4.17.3 The percentage of pay is determined by employee's position with the city during their anniversary month as noted below.

4.17.4 Certified Police Officers (except the Police Chief): 5%

4.17.5 Code Enforcement, Probation Officer, Police Chief, and Fire Chief (if carrying a firearm as Fire Marshall/Investigator): 4%

4.17.6 Department Heads (except Police Chief and Fire Chief as noted above) and all other employees: 3%

SECTION 4: ONE-TIME CATCH-UP PROVISION: The Governing Body of the City of Ward recognizes this new program could create a disparage among the current employees and therefore authorizes a one-time "catch-up" provision. Current employee shall be paid \$50.00 per year in 5-year increments for each year they have been a full-time employee from the date of their full-time employment to December 31, 2020. (i.e., An employee who began full-time employment on March 1, 2013 would be paid \$250.00 to March 1, 2018 (5-years). This one-time catch-up will be paid within 60 days of this Ordinance taking effect, or the employee's anniversary month, whichever is later.

SECTION 4 SEVERABILITY: If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions.

PASSED AND ADOPTED THIS 19th DAY OF April, 2021

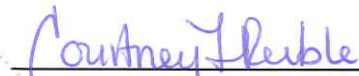
YEAS: 5 NAYS: 0

APPROVED:



Charles Gastineau, Mayor

ATTEST:



Courtney Ruble, City Clerk

