



CIVIL SERVICE POSITIONS

Employee Handbook

Revised 2024

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Acknowledgment of Receipt of Employee Handbook

I acknowledge that I have been provided with a copy of the City of Little Rock Employee Handbook, which contains important information on the City's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me. I agree to abide by the policies and procedures contained in the Handbook.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. Nothing in this handbook is intended to modify the City's policy of employment.

I understand that the City reserves the right to make changes to its policies, procedures, benefits and interpretations of the aforementioned at any time at its discretion.

Employee Signature: _____

Employee Name (PRINT): _____

Date: _____

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Helpful Human Resources Contact Numbers:

Human Resources (501)371-4590

Employment:

HREmployment@littlerock.gov 371-4590
 Job Opportunities
 Application Status
 Preemployment Requirements

Benefits Risk Management and Wellness:

HRBenefits@littlerock.gov
 Benefits 371-4518
 371-4578
 Residency Incentive Bonus 371-4518
 Workers Compensation 371-4756
 Employee Assistance Program 371-4756
 Safety 371-4756
 Drug and Alcohol Testing 371-4756
 Wellness Programs 371-4670

Labor and Employee Relations:

HRLaborRelations@littlerock.gov
 Catastrophic Leave 371-4704
 Crisis Leave 371-4749
 Family Medical Leave Act 371-4749
 371-4704
 Harassment and Discrimination Complaints
 371-4824

requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law. The employee must provide advance notice of the need for leave whenever possible and give their immediate supervisor as much notice as possible to allow the City to arrange adequate coverage for his or her position. Employees on federal military leave may be entitled to continue health insurance benefits, at the employee's expense, for up to 24 months from the date of military deployment.

8.9 Maternity/Paternity Leave: The City does not provide additional leave beyond other accrued leave or FMLA.

Enrollment will be conducted twice each calendar year in June and December. After enrollment, a minimum of an eight-hour contribution will be automatically deducted from accrued leave during each January enrollment cycle. An employee may elect to contribute up to 40 hours. All authorized contributions will be deducted from the employee's accrued balance. Participation will continue until the participating employee requests termination of participation in writing.

8.7 Crisis Leave: To provide an employee continued income during a time in which they need to be off work due to no fault of their own, other employees may donate their vacation or paid time off to an employee in need. The employee requesting the leave cannot have been disciplined or counseled regarding leave abuse in the preceding two (2) years of employment and have documented satisfactory performance.

Employees wanting to donate paid time off or vacation must submit a form authorizing the deduction of their leave. The minimum amount of time to transfer is eight (8) hours.

8.8 Military Leave: Military leave is available to eligible employees who enter the Uniformed Services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine an individual's fitness for duty in any of the federal armed forces. Such leave will be granted in accordance with the Arkansas statutes and federal laws, provided all legal

Accommodations 371-4575
City Policy and Procedure Guidance 371-4575
Classification and Compensation: 371-4575

HR-Classification@littlerock.gov

Job Descriptions
Classification Requests/Reviews
Equity Information

Employment Verification:

Verifications@littlerock.gov

371-4637

Learning and Performance:

HRLearning@littlerock.gov

371-4564

New Hire Orientation

371-4526

Onboarding Plan Development
Training Development

Payroll:

Payroll@littlerock.gov

371-6833

ADP Questions or issues
Tax Withholdings
Direct Deposit information or changes

Congratulations on your employment with City of Little Rock. We are excited to have you on board.

We believe your success is our success. That is why we have developed this Employee Handbook to help outline our policies and procedures and to help guide you throughout your relationship with the City.

This Employee Handbook is not a promise or contract of employment, but a tool to help you learn about the rules and expectations around your employment with us.

Complete policies, procedures, rules and regulations are contained in the following documents in addition to your departmental rules, they can be found under the Helpful Documents link on the Human Resources Home Page.

- The Administrative Personnel Policy and Procedures Manual
- The City of Little Rock Procedure Guideline Manual
- Little Rock Civil Service Commission Rules and Regulations
- International Association of Firefighters (IAFF) Memorandum of Understanding
- Fraternal Order of Police (FOP) Statement of Agreement

Please take the time to read and review this Employee Handbook and the documents listed above thoroughly. If you have any questions, please reach out to your supervisor.

Welcome.

will be entitled to a combined total of 26 weeks of leave for this purpose, as well as to care for a newborn, newly adopted child, or recently placed foster child, or to care for a parent with a serious health condition.

All time off qualified as family and medical leave will be counted against the employees federal and, if applicable, state family and medical leave entitlement to the fullest extent permitted by law.

8.5 Leave of Absence: Employees may be granted a continuous leave of absence without pay for up to six (6) months. Leaves of Absence are renewable for up to six (6) months. Leave of Absence without pay shall not be granted solely for the benefit of the employee. All such leaves shall be approved by the Department Director and Human Resources Director.

Employees shall not continue to accrue seniority while on leave of absence and they shall not accrue Vacation and Sick Leave. Employees will be responsible for paying the cost of all employee insurance coverage and the total cost of dependent insurance coverages.

8.6 Catastrophic Leave: Non-probationary City employees with a minimum of one year of full-time service and a minimum accrual of 100 hours (Sick Leave, Vacation Leave combined), after a minimum of eight (8) hours contribution may participate in the Catastrophic Leave Bank.

A participating employee who has exhausted all available leave time and who presents documentation of the ongoing illness from the treating physician may request additional leave time from the Catastrophic Leave Bank.

*A serious illness or injury as it relates to service members is an injury or illness incurred in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Family and medical leave may be taken for up to 12 workweeks during the designated 12-month period for the purposes described in (a) through (d), above. The 12-month period is the 12-month period immediately preceding the need for leave. Leave for the purpose described in (e), above (to care for a covered service member), may be taken for up to twenty-six (26) workweeks in a single 12-month period. During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for the reasons specified in paragraphs (a) through (d) and (e) above. In other words, any family and medical leave taken for reasons specified in paragraphs (a) through (d) above (up to 12 weeks), will be counted towards the total 26-week entitlement permitted for leave to care for a covered family member with a serious illness or injury during the single 12-month period.

During a family and medical leave, group benefits will be maintained for up to 12 workweeks (or up to 26 weeks when leave is for the purpose of caring for a covered service member), as if the employee was continuously employed.

If you and your spouse both work for our City, both employees will be entitled to an aggregate total of 12 weeks of leave to care for a newborn, newly adopted child, or recently placed foster child, and to care for a parent with a serious health condition. If you both qualify for the 26-week leave permitted to care for a covered service member, you

MISSION

The City of Little Rock is dedicated to improving our residents' quality of life by providing exceptional service in an efficient and equitable manner.

VISION

The City of Little Rock is a leading southern City – vibrant, safe, and innovative, - that provides an excellent and sustainable quality of life where all families, individuals, and businesses can thrive.

CORE VALUES

Equity

Promoting fairness and justice by providing equal access to resources and opportunities for all members of the community, regardless of socio-economic status, race, or background.

People-Centered

Ensuring that all decisions and actions prioritize the well-being and needs of the city's residents, fostering a sense of community and inclusivity.

Accountability

Taking responsibility for actions and decisions, ensuring transparency and trust within the organization, and maintaining high ethical standards in all operations.

Innovation

Encouraging creativity and forward-thinking to find effective solutions to complex challenges, embracing new

technologies and ideas to improve the quality of life for residents.

Exceptional Service

Providing outstanding and responsive services to residents, exceeding expectations, and continuously seeking ways to improve the overall experience of living in the City.

Professionalism

Embodies a commitment to maintaining high standards of conduct, competence, and ethical behavior in all interactions and activities within government.

SECTION 1: INTRODUCTION

1.1 Basic City Information: The organization you are beginning work for is the **City of Little Rock** (the "City"). The primary business address of the City is:

**City Hall
500 West Markham
Little Rock, AR 72201**

The primary contact number of the City is:

Office of Executive Administration – 371-4510.

1.2 This Employee Handbook: This Handbook describes, summarizes, and explains the City's policies, procedures, benefits and expectations regarding employees and their employment that are not contained in your specific Department policies and procedures or union agreement. Complying with all of the provisions of this Handbook is a necessary requirement and condition of employment.

a. **Employee Illness:** the serious health condition of the employee.

b. **Childcare:** the birth of an employee's child or the placement of a child with the employee for foster care or adoption.

c. **Immediate Family Illness:** the care of the employee's spouse or registered domestic partner, child, or parent with a serious health condition.

d. **Immediate Family Emergency:** due to any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in the Armed Forces in support of a contingency operation; or

e. **Immediate Family Injury:** to care for a covered service member (who is the employee's spouse, child, parent or next of kin) with a serious illness or injury.

*A serious health condition is defined as one that requires inpatient hospital care or care in another medical facility or continuing treatment or supervision by a healthcare provider.

*A covered service member is defined as a member of the Armed Forces (including the National Guard or Reserves) who is the employee's spouse, child, parent or next of kin, and is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty.

8.2 Jury Duty: Employees are entitled to leave with pay, at their hourly rate of pay for jury duty. The employee must bring in the jury duty notice as soon as it is received. Employees are required to notify the City or report for work on those days or parts of days when their presence in court is not required.

8.3 Court Administrative Leave: An employee required to be absent from work by a lawful subpoena issued by a court or legally constituted commission, which compels his presence as a witness in a case to which he is not a direct party shall be granted an administrative leave with pay for such absence. Employees will be required to provide verification of the actual time spent in court. Consult union agreement for job related subpoenas.

8.4 Family and Medical Leave: Under the federal Family Medical Leave Act (FMLA), eligible employees may request a family and medical leave of absence in the circumstances described below. An employee must have been employed by the City for at least 12 months (not necessarily consecutive), have worked at least 1,250 hours during the 12 months immediately prior to the family and medical leave of absence.

A planned family and medical leave must be requested at least 30 days prior to commencement of the leave. If the need for the leave is not foreseeable, employees must request the leave as soon as he or she becomes aware of the need for leave. A delay in the start of the leave may result from failure to comply with these requirements.

A family and medical leave may be taken for the following reasons:

While this Handbook strives to give as much information as possible regarding the City's practices, there may be situations that it does not cover. As such, please do not consider this Handbook a comprehensive, all-encompassing document.

If there are any specific questions about anything contained in this Handbook, the employee should consult the Human Resources Department.

This Handbook replaces any and all previous employee handbooks, rules, practices, or other policies, written or oral, express or implied.

1.3 Policy Changes: The City may, at various points in time, and in our sole and exclusive discretion, change the terms of this Handbook. We have the express right to change, revise, revoke, modify, amend, add to, or otherwise vary the terms of this Handbook, policies or procedures. If policies are modified the City will send out a written notice. All employees will be responsible for being aware of any policy changes after notice is received. If there are any questions or issues arising from or relating to anything contained within this Handbook, employees should ask their supervisor or the Human Resources Department.

SECTION 2: EMPLOYMENT POLICIES

2.1 Employment Classification: All employees at the City are classified into two primary categories under the Federal Department of Labor Fair Labor Standards Act ("FLSA"). The two categories of classification are exempt employees and nonexempt employees.

Exempt Employees: Exempt employees are those that meet specific conditions under the FLSA. Normally, exempt employees are those in high-level roles, such as executives, professionals, administrators and others, who receive a salary. "Exempt" under the FLSA means exempted from overtime sections of the FLSA.

Nonexempt Employees: Nonexempt employees are those that are not exempt from the minimum wage and overtime sections of the FLSA. These employees must be paid at least the minimum wage per hour and qualify to receive payments for overtime.

Employees are further categorized by the City into additional classifications, your classification is coded a regular Civil Service Position.

Regular Civil Service Positions (RCSP): An employee in this category is regularly scheduled to work a minimum of forty (40) hours in a work week. Civil Service employees are subject to the Rules and Regulations of the Little Rock Civil Service Commission and Arkansas State Civil Service Law. These employees will be entitled to all benefits the City offers and will have access to procedures to appeal disciplinary actions following post-hire probation.

2.2 Confidentiality: In the course of employment with the City, employees may have access to non-public Confidential Information (as hereinafter defined). The Confidential Information may be in the form of documents, techniques, methods, practices, tools, specifications, equipment, software, drawings, sketches, plans, programs or other oral or written knowledge and/or secrets and may pertain to, but is not limited to, the fields of research and

employment with the City. You can submit change of address information to your supervisor, and they will forward to Human Resources.

SECTION 8: EMPLOYEE TIME OFF & LEAVES OF ABSENCE

8.1 General: The City provides paid leave time to allow employees to be absent for various purposes without loss of pay. Employees are STRONGLY encouraged to accrue adequate leave should the employee need to be off for illness and injury. When employees are required to submit a doctor's statement, the statement must indicate the length of the disability, date(s) of treatment, anticipated return, and any work limitations. Doctor statements should not contain genetic information.

Charging Leave: Each department shall be responsible for establishing protocol for requesting leave time (forms, logs, time limits for requests).

Employees will be charged leave for time the employee is regularly scheduled to work the day they are absent or in the case of a flex schedule, the hours needed to complete 40 hours in a workweek.

Sick Leave Abuse: Excessive Sick Leave/unscheduled leave usage, or repetitive leave usage which creates a pattern, misuse, etc., may indicate abuse. The Department can take disciplinary action according to union agreements and Departmental Rules.

Vacation and Personal Leave/Discretionary Days: Consult the union agreement. Command staff benefits are in the Administrative Policies and Procedures Manual.

security or promotional opportunities jeopardized because of a request for counseling or referral assistance.

There is no charge for initial consultations with the EAP counselors. Any ongoing service with any other community agency may be covered by the health insurance program.

7.10 Workers' Compensation: Workers' Compensation laws are designed to provide protection to workers suffering occupational injuries, illness, or disabilities through accidents arising out of, and during, employment. The City carries Workers' Compensation Insurance for all employees. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment for lost wages up to specific limits. Hospital, medical and surgical expenses are covered under Workers' Compensation, in addition to disability payments and payments made directly to the hospital or physician. Workers' Compensation benefits also include assistance to help qualified injured employees return to suitable employment.

The City utilizes an online/nurse triage system so all injuries must be reported first to a supervisor for reporting and instructions on how to proceed with care; unless it is a limb or life-threatening injury where 911 should be called immediately. As soon as practical, the supervisor should report the injury.

7.11 Employee Addresses: To ensure the City can provide relevant and timely notification to employees – current and past, ALL employees are required to provide current home addresses and telephone numbers. The City will need this information while you are employed and after you leave

development, forecasting, personnel, customers, suppliers, intellectual property and/or finance or any other information which is confidential. No employee should release confidential information without Department Director approval.

2.3 Conflicts of Interest: Employees working for the City must at all times avoid any clear or potential conflicts of interest. In other words, employees must not engage in any relationships, activities, businesses, or other situations which may conflict with the best interests of the City. Because of this policy, employees must take care to avoid any situation which may even appear to be a conflict of interest. Employees must disclose any conflicts, including those which may just be potential conflicts, to the appropriate authority at the City. Conflicts of interest include, but are not limited to, situations where the employee is involved in a business directly doing business with the City or situations where the employee uses confidential to benefit any personal interest.

2.5 Nepotism - Employment of Relatives & Personal Relationships: No candidate shall be hired for a position where they may report to or supervise a member of their immediate family. Immediate family under this policy include the following: mother, father, child (natural or adopted), parent, sister, brother, spouse or domestic partner, uncles, aunts, nieces, nephews, any in-laws, any step-relatives, any in-laws of step-relatives, grandparents, or grandchildren.

Close personal relations under this policy include any individuals whom you may be dating, whom you have had a non-work, personal relationship with, or any other

individual the City deems may be too close of a personal relation for neutral work together, such as members of the City of Little Rock's Board of Directors or Commissions/Boards of City of Little Rock.

All employees of the City must disclose any relatives or close personal relations that may be joining the City as employees, contractors, or consultants or that may be suppliers, clients, or customers of the City. If your status as a relative or close personal relationship to one of these groups changes during the course of your employment (for example, through marriage or adoption), you agree to notify the City as soon as is practicable.

The City reserves all rights to deal with and manage these situations, including through reassignment or request for resignation.

2.6 Probationary Period: All hires for police officer serve a 24-month probationary period. Firefighters serve a 12-month probationary period. During the probationary period, employees are at-will employees and employment may be terminated at any time. Supervisors will monitor the new employee's progress and performance during this period to determine if the employee can satisfactorily perform the job duties of the position. Employees are expected to ascertain their fit with the City during this time, including learning specific job duties. Before the end of probation, the Department will determine if employment after probation will be granted or if employment will be terminated.

Employees who are promoted shall be considered in probationary status for a six (6) month period. The

7.7 Social Security Benefits (FICA): Civil Service positions are not covered by Social Security.

7.8 Deferred Compensation: A deferred compensation program is available to all employees immediately upon hire. Contributions may be arranged with a plan representative through payroll deduction.

The Arkansas Diamond Plan provides an alternate vehicle for deferring a portion of compensation based on Section 457 of the IRS Tax Code. Information regarding the Arkansas Diamond Plan is available in the Human Resources Department Benefits Division or the Arkansas Diamond Plan at 501- 301-9900, or Toll Free 866-271-3327.

7.9 Employee Assistance Program (EAP): It is the City's intent to aid any employee who experiences personal problems which may affect health, morale, family, work performance, as well as other areas. EAP provides a confidential counseling and referral service to assist in resolving employees' problems.

The benefit is available to all regular full- and part-time employees and their dependents. Some of the areas covered by this program are personal, family, marriage, legal, financial, drug, and alcohol related problems.

The City's EAP provider, SWEAP Connections (formerly Southwest EAP) is a local agency with counseling available during business hours and on an emergency basis 24 hours a day, 7 days a week. An appointment may be made by calling Southwest EAP directly at (501) 663-1797 or (800)777-1797. No employee shall have his or her job

7.4 Unemployment Insurance: The City pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances as defined by law. This insurance is administered by applicable state agencies, which determine the amount, eligibility, and duration of benefits.

7.5 Flexible Spending Account (FSA): Under Section 125 of the IRS Code, the City has established a flexible spending account for employees who wish to take advantage of this provision. Flexible spending accounts allow eligible employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, out-of-pocket medical expenses and dependent care expenses (child and/or eldercare) such as daycare expenses and in-home dependent care. To cover these expenses, the employee sets the amount to be deducted on a pre-tax basis. After the conclusion of the benefits plan year, any unused amounts in the medical and dependent care account will be forfeited. Due to COVID special rules have applied. See the City's benefits booklet for complete details

7.6 Pension Plan: Local Police and Fire Retirement (LOPFI)

The City participates in this statewide pension plan in order to provide a retirement system so that each member will receive a retirement benefit. The staff who administer this plan is located at 620 W. 3rd, suite 200, Little Rock. Their phone numbers are 501.682.1745 or 1.866.859.1745. Their website contains multiple resources for members <https://lopfi-prb.com/>.

probationary status shall not affect their leave accrual or usage.

Getting through the Probationary Period does not guarantee employment with the City for any fixed period of time. All City employees will be held accountable for the performance of their job duties and behavior. Failure to perform their job satisfactorily may lead to disciplinary action, up to and including termination of employment (see Department Rules and Civil Service Rules and Regulations).

2.7 License and Certifications:

It is the employee's responsibility to immediately notify his supervisor upon loss of a required license or certification.

2.8 Employee Participation in Political Campaigns:

City employees may participate in the election process so long as assistance to candidates is rendered on the employee's own time and City property is not involved. Employees are not to endorse candidates in their official capacity as City employees. A person's status as an employee of the City is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements in an official capacity. To ensure adherence to this policy, employees are required to comply with the following provisions:

- a. Employees are prohibited from engaging in both partisan and non-partisan political activity during the hours they are performing work for, and being paid by, the City. Political activity prohibited by this subsection includes

wearing candidate buttons, shirts or other clothing that purports to support a particular candidate.

b. Political banners, posters or literature should never be allowed to be displayed on or in any City office.

c. Political bumper stickers or decals should never be displayed on or in a City car. City vehicles must not be used during or after working hours to promote or assist the candidacy of any person in any way. City employees may not display political advertising on personal vehicles when using these vehicles in the performance of official duties for which they shall be reimbursed by the City; and

d. No City equipment should ever be used for political campaign purposes. This includes, but is not limited to, telephones (landlines or cellular), computers or City vehicles of any kind.

Issue oriented campaigns, such as elections for a sales tax, are exempt from the prohibitions contained in this policy.

2.9 No Expectation of Privacy: Employees should have no expectation of privacy with respect to City property (such as computers, desks, file cabinets, lockers, etc. belonging to the City or City facilities) and/or items stored on or within City property. Employees should be aware that City inspections and searches may be conducted at any time, with or without notice. Refusing to submit to a search or inspection may be grounds for termination.

SECTION 3: PAYROLL PRACTICES

3.1 References & Records: As required by law, the City keeps a personnel file and all payroll records for each employee. All employee files and payroll data are the sole property of the City. Such records may not be removed

online to the City's website or the Human Resources Department Benefits Division for further information regarding employee benefits and services as this Handbook does not contain the complete terms and/or conditions of any of the City's current benefit plans.

7.2 Group Health Insurance: Group health insurance for eligible employees is offered by The City. Optional dependent coverage is available for employees' dependents including spouse, children under the age of 26, and unmarried disabled children past age 26. Refer to the City's benefits booklet for complete details **COBRA NOTICE:** Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if you are covered under the City's group health insurance plan(s) you are automatically entitled to continue your coverage if your employment with the City ends. Under COBRA, the City must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan because of a qualifying event an opportunity to continue their insurance coverage. A qualifying event is defined as a reduction in the number of hours of employment, termination of employment, death of a covered employee, divorce or legal separation, a dependent child ceases to be dependent, eligibility of the covered employee for Medicare, or an employer's bankruptcy.

7.3 Group Life Insurance: A group life insurance plan for eligible employees is offered by the City, including coverage for accidental death and dismemberment. Refer to the City's benefits handbook for more complete details.

compliance with all City policies (including workplace conduct, discrimination, and harassment policies as previously mentioned) is required when conducting City business via any mobile device. Cell phone use in public places should be regulated for the consideration of confidential information regarding the City.

Please place cell phones on vibrate mode, silent mode or completely powered off during work meetings as a courtesy to others.

SECTION 7: EMPLOYEE BENEFITS & SERVICES

7.1 General: The City of Little Rock provides a variety of benefits to employees, their eligible dependents, and eligible retirees as part of a total compensation package. General policies regarding these benefit programs follow. More specific information and plan summaries may be obtained from the Human Resources Department and can be found online on the City's webpage <https://www.littlerock.gov/employment/human-resources/employee-benefits/>.

The City of Little Rock reserves the right at its sole discretion to administer and manage all benefit plans unless required otherwise by statute or agreement. This includes but is not limited to reviewing coverage level and type, changing providers, changing methods of providing coverage, discontinuing plans or portions thereof as deemed in the best interest of the City and changing cost sharing arrangements.

This Handbook provides a general overview and explanation of City policies. Employees should contact go

without written consent. Only specific individuals may have access to these records.

The City will cooperate with requests regarding these records from law enforcement, governmental agencies, or as otherwise legally required. Other than that, access to personnel files and payroll records will be limited and granted on a case-by-case basis.

By appointment only and with reasonable advance notice, employees may review their personnel file and/or payroll records with a Human Resources representative. An employee may submit comments to address any disputed information contained in his or her personnel file.

3.2 Payment Information: City employees are paid on a bi-weekly basis, and employees have access to an online website to view itemized statements of earnings and deductions and leave balances.

Should payday fall on a holiday, paychecks will be issued the preceding day. Employees strongly encouraged to use Direct Deposit by authorizing the Payroll Division to deposit their earning directly into an account at a financial institution of their choosing.

3.3 Deductions: To comply with Federal and State tax and insurance laws, several deductions are made from an employee's pay, specifically including, but not limited to, the following: Federal and State Income Tax Withholding, Medicare, and any other items which may be elected by the employee or required by law (i.e. court-ordered deductions such as wage garnishments). An employee may modify their federal and state income tax withholding by updating and

submitting the applicable forms. All employees will receive a Wage and Tax Statement (W-2) at the beginning of each calendar year. The W-2 serves as a statement of earned income and applicable deductions for the prior year.

Your position is not covered by Social Security.

3.4 Timesheets: The City must keep detailed and accurate attendance records as well as keep track of the number of hours worked. Under no circumstances is it permissible for an employee of the City to falsify timekeeping forms. Employees will be required to comply with their Department's timekeeping requirements.

3.5 Breaks and Meals: These items are covered by your Department rules.

3.6 Longevity Pay: The City provides longevity pay to recognize the service of regular, full-time employees. The date used to compute longevity pay will not change unless there is a break in service for the employee regardless of the number of transfers between City departments including movement from uniform to non-uniform positions and vice versa. If there is a break in service, the date used to compute longevity pay will be the date of rehire; service prior to the break regardless of the reason will not be considered nor reinstated. Service in a part-time or temporary position will not be considered for purposes of computation of longevity pay. Longevity payments shall be distributed to employees biweekly. See the Union Agreement for more details on this pay along with other special pays.

The City and its employees will respect the perspectives and opinions of others and conduct themselves professionally in accordance with the best social networking methods at all times. Employees will listen and respond to customer feedback courteously, committing themselves to being responsible residents and upstanding members of the community. Social media is for business use only on City time. Damaging behavior and content considered harassing, dishonest or offensive will not be tolerated and social media for personal use on City time is strictly prohibited.

Employees will respect the confidentiality of the residents, suppliers, other employees and the City by not disclosing private information on social networks. City-related employee social networking activity can and will be monitored. Violation of policy guidelines is subject to employee discipline, up to and including termination.

6.3 Handheld Electronics (all mobile devices): Personal cell phone use can be disruptive to others and limit employee productivity. As such, using outside of designated breaks and meal times while at work is discouraged. Conversations should not be held where employees are working or in common areas. Mobile devices brought to work must be kept on silent or vibrate mode in the office. Personal cell phone privileges at work may be taken away if device use is found to be disruptive or productivity decreases below a satisfactory level. If the City deems it appropriate, the employee may be subject to further disciplinary action, up to and including termination.

Employees in certain positions may be provided with cell phones to improve productivity and efficiency. Full

6. transmitting material, information, software, or installing software, in violation of any local, state or federal law, including but not limited to copyright laws.
7. conducting any non-city related fund raising or public relations activities or participating in political activities.
8. sending or forwarding chain letters, virus hoaxes, etc.
9. excessive visiting or participating in chat rooms
10. any other purpose which is illegal, against City policy or contrary to the City's interest, including but not limited to phishing or hacking.
12. connecting non-approved computers, PDAs, cell phones, or devices and installing unapproved software to any of the city's systems, including but not limited to the city's network. Once the device is approved by Information Technology strict protocol must be followed in the connection of the device since failure to do so could expose the system to viruses.
13. loading of City owned software on personal computer equipment.
14. sending mass emails to multiple users or Departments are not related to City business or pertinent to City operations.

6.2 Social Media Policy: The City is dedicated to enhancing its reputation and public profile through social media and, by supporting a positive environment for citizen feedback. While adhering to the City's policies, employees are encouraged to use their social networking platforms to support our activities.

SECTION 4: EMPLOYEE PERFORMANCE

4.1 Performance Reviews: City will conduct formal performance reviews every year. During these performance reviews, employees will have the opportunity to discuss any questions or concerns with their immediate supervisor and will be critiqued based on their job performance. However, employees and supervisors should not wait or hold issues until the yearly evaluation, problems or concerns should be addressed when they occur.

4.2 Pay Increases: Pay increases are negotiated by the Union for union eligible employees. See union agreement.

4.3 Attendance: All employees are to be punctual and in regular attendance. In the circumstance an employee is unable to report to work (or will report to work after their scheduled start time) for any reason, the employee must notify his or her supervisor prior to his or her set starting time. If an employee needs to leave work for any reason prior to the end of their scheduled workday, they must notify their supervisor in advance. If an employee fails to notify his or her immediate supervisor or report for work, he or she will be subject to discipline.

Employees who engage in a pattern of frequent or excessive absenteeism or tardiness may be disciplined or terminated.

4.4 Driver's License Monitoring Policy: All employees required to operate City vehicles or motorized equipment must possess and maintain a valid Arkansas driver's license and/or endorsement(s) in compliance with their respective job description/specification and must immediately report

the change in status of their driver's license that may result in the driver's license being suspended, revoked, restricted, interlock device or expired (any non-valid status).

Employees convicted of a DUI and required by court order to have an interlock device installed on any motor vehicle will not be permitted to operate City vehicles/equipment. Under no circumstance is the City of Little Rock obligated to provide a position for an employee who fails to maintain the driver's license required to perform his/her assigned job classification.

The Department of Human Resources conducts regular Motor Vehicle Record Checks for employees by electronically accessing the Arkansas State website through Information Network of Arkansas.

The City of Little Rock maintains the right to terminate an employee if he/she is unable to perform the essential functions of his/her job because of the loss of a driver's license in compliance with the respective job description/specification.

4.5 Safety: All employees are responsible for maintaining safe workplaces and generally promoting workplace safety. If an employee discovers, observes, or is involved in any workplace accident, injury, hazard, the condition must be immediately reported.

4.6 Workplace Violence Policy: The City of Little Rock is committed to providing a safe and healthy workplace for the benefit of its employees and the public. The City of Little Rock is also committed to preventing violence against persons receiving City services and participating in City

conducted via the Internet. Employees are not allowed to attend personal classes while on work time, even if the employee received Tuition Reimbursement from the City.

h. E-correspondence or City resources may not be used for:

1. knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, including, but not limited to, sexually explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status, political opinion or affiliation;
2. distribution of communications of a defamatory or threatening nature or containing profanity.
3. conducting business involving outside employment or any activity for personal gain, such as buying or selling of commodities or services with a profit motive.
4. electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system e.g., viewing/playing games, radio, music, sound files, clips, movies, or videos over the internet.
5. any form of gambling.

City devices are considered City property and may be overridden at any time, if necessary. The City may keep all passwords, codes, etc. on record. The City maintains the rights to all information created by an employee on the property or transmitted to the premises.

c. The City may ensure violations of City policy and applicable law do not occur by monitoring the employee and their activity. The City may view all e-correspondence and digital information, including blogs and other social media, at any time. Any and all information created or obtained by the employee may be disclosed to the City, if necessary.

d. Employees may not encrypt programs or install encryption software on City resources without prior approval.

e. Employees are required to use "hands free" equipment if using a personal or City-owned cell phone while operating City equipment. Departments will be responsible for issuing their own policies regarding employee personal cell phone usage while working.

f. Limited, occasional, or incidental use of social media or online activities for appropriate personal, non-business purposes is acceptable. Employees need to demonstrate a sense of responsibility and may not abuse social media usage.

g. Employees must receive approval from their department director before enrolling in classes

programs. The City of Little Rock has zero tolerance of Workplace Violence.

Employees shall report instances or threats of violence to their supervisors. Supervisors shall record, investigate and report instances or threats of violence to law enforcement, as appropriate, and to the Human Resources Risk Manager.

4.7 Solicitation: Solicitation is not allowed on City of Little Rock property without prior approval by the City Manager or his representative.

4.8 Substance Abuse: The consumption or possession of alcohol, or consumption, possession, sale, or purchase of illegal drugs is strictly prohibited during the undertaking of any work for the City, whether physically present at the City's premises or not.

The City will conduct pre-employment and random drug testing for City positions, including Police, Fire, Commercial Driver License (CDL) Drivers, Federal Grantees and other safety sensitive positions as covered in the Administration Personnel Policy and Procedures Manual.

4.9 Medical Marijuana: Medical Marijuana usage under the Arkansas Medical Marijuana Amendment (AMMA) is subject to Act 593 of 2017, which restricts employees in safety or security sensitive positions from performing those duties if a positive test occurs. For positions designated as safety or security sensitive defined by Act 593 or the City, a positive test constitutes a violation of City policy, and appropriate action will be taken in accordance with this policy.

Employees shall not possess, smoke, or otherwise use medical marijuana while on City premises or while on duty.

Any employee who is about to become or who is a current user of medical marijuana and whose job is classified as safety or security sensitive for purposes of this policy must disclose his or her upcoming or current use immediately to the Human Resources - Labor and Employee Relations Division.

4.10 Smoking Policy: In compliance with the Arkansas Clean Indoor Air Act, smoking, which includes the use of e-cigarettes and smokeless tobacco, is prohibited in all City operated/occupied facilities and City owned equipment. Smoking will be allowed only in designated areas outside City facilities or City vehicles.

SECTION 5: STANDARDS OF CONDUCT

5.1 Equal Employment Opportunity: The policy of the City is to provide equal employment opportunities (EEO) in each of our City practices and to all employees and applicants. Such equal employment opportunities exist for all, without regard to race, gender, gender identity, national origin, religion, creed, color, sexual orientation, age, genetic information, marital status, pregnancy, military status, ancestry, physical or mental disability, or any other category or classification protected by local, state, or federal law. This policy applies to those associated with or perceived to be within a protected class, regardless of whether the individual is within the protected class.

This policy applies to every aspect of employment and the employment process, specifically including, but not limited

electronic devices such as telephones, computers, Internet and mobile devices (cell phones, tablets, etc.). These, as well as their contents, such as physical and digital files, data, and operating programs, will be further referred to as "e-correspondence." All forms of e-correspondence are provided for professional use as they are the exclusive property of the City.

The following list and standards regarding e-correspondence is not comprehensive as the City has the right to adjust the rules if necessary. All forms of e-correspondence that: (1) can identify the City; (2) can be accessed on the City's property; and (3) can be accessed by using City funds or on equipment provided by the City will adhere to the following rules:

a. Employees may not, under any circumstances, install personal software on any City-owned computer system. Employees may not use e-correspondence for any activity such as patent, copyright, or trademark infringement, libel, slander, or unauthorized sharing of trade secrets. E-correspondence shall not be used against the City's best interest or be activity that can be considered illegal. E-correspondence shall adhere to City policy and shall not constitute harassment, use of obscene or discriminatory language. Any activity thereof will be subject to discipline up to and including termination.

b. Employees must make all e-correspondence as accessible as possible within the City. Employees do not own any e-correspondence, be it confidential or password protected. Personal passwords used on

5.8 Grievance -

A grievance is defined as a complaint concerning the perceived improper application of a written policy, regulation or procedure which personally affects any employee. Employees are encouraged to discuss the problem with their supervisors prior to filing a grievance. Grievance procedures vary by employee group. Please refer to your union agreement or if not union eligible Administrative Policies and Procedures Manual.

5.9 Protection against Retaliation: The City will not tolerate retaliation of any kind because an employee in good faith raises a concern or reports a violation or suspected violation of those rules or participates or cooperates with an investigation of such concerns. Nor does the City tolerate retaliation because an employee provides information or assists a government or law enforcement agency regarding a violation of law, or files, testifies or participates in a legal proceeding relating to a violation of law.

The City prohibits retaliation against an employee who files complaints of discrimination, as well as an employee who reports discrimination of another employee, or an individual encountered in the workplace, such as a vendor, client or customer, or who cooperated or participated in an investigation of discrimination.

SECTION 6: HARDWARE & INTERNET POLICIES

6.1 Computer, Internet, and Email Use: A wide selection of communication methods may be used in the City. At minimum, they include SMS/text messaging, email, media, voicemail and instant messaging, and are on and through

to, applications, recruiting, hiring, training, compensation, benefits, promotion, assignments, placement, working conditions, discipline, terminations, layoffs, or leaves of absence.

As an employee of the City, you are expected to act in accordance with and to support this policy and to ensure, to the highest extent possible, a discrimination-free and harassment-free workplace. You are also expected to make, and support the City in making, all reasonable accommodations for others as required by law.

5.2 Americans with Disabilities Act: The City also provides all reasonable accommodations to those with disabilities in compliance with the Americans with Disabilities Act (ADA). The City is committed to making a reasonable accommodation for the known physical or mental limitation(s) of a qualified candidate or employee with a disability unless the accommodation would cause an undue hardship on the operation of the City. The City does not discriminate against individuals with disabilities in any portion of the employment process, including but not limited to applications, recruiting, hiring, compensation, benefits, or promotions.

We may require medical documentation of the disability and the request of accommodations needed. If you have a disability, it is your responsibility to bring it to our attention so that we may help. The supervisor or employee must notify the Labor and Employee Relations Division in the Human Resources Department to initiate the **ADA Interactive Process** at 501-371-4502 or email HRLaborRelations@littlerock.gov.

Any violations of this policy are taken very seriously. As an employee of the City, you are expected to bring any violations of this policy to the City's immediate attention.

5.3 Religious Accommodation: To ensure compliance with Title VII of the Civil Rights Act of 1964 (Title VII) and the Equal Employment Opportunity Commission Guidelines on Discrimination Because of Religion, the City is committed to making reasonable accommodations to respect the religious beliefs, observances, and practices of all qualified candidates and employees, unless the accommodation would cause an undue hardship on the operation of the City. The City complies with Title VII in making all employment decisions. The supervisor or employee must notify the Labor and Employee Relations Division in the Human Resources Department to request a Religious Accommodation at 501-371-4502 or email HRLaborRelations@littlerock.gov.

5.4 Discipline for Infractions: The City may impose discipline for workplace infractions in its sole and exclusive discretion. See Departmental Rules and Regulations for more details.

5.5 Off-Boarding/Termination Process – Voluntary or Involuntary: The employee should be given a Termination Clearance form and encouraged to complete the Termination Clearance process prior to receiving their final paycheck which contains any leave payoff, even if he plans to appeal the action. This process ensures that the employee has received information regarding benefits available and has returned any City-owned items. If an employee is unable to complete the process or is unwilling, the department should inform the Benefits Office, 371-

e. Protection against Retaliation

The City prohibits retaliation against an employee who files complaints of harassment, as well as an employee who reports harassment of another employee, or an individual encountered in the workplace, such as a vendor, client or customer, or who cooperated or participated in an investigation of harassment. Therefore:

- i. Employees are required to immediately report any retaliation as defined in this policy to the Labor and Employee Relations Division;
- ii. Any complaint of retaliation will be handled in accordance to the complaint process set forth in this policy;
- iii. Any individual who retaliates against any person making a complaint under this procedure, reporting a violation of this policy or assisting in a harassment investigation could result in disciplinary action, up to, and including termination of employment.

f. Procedure:

The employee has up to 180 days from the date of the alleged harm to file a complaint with the Labor and Employee Relations Division. Labor and Employee Relations Division: 500 W. Markham, Suite B18, Little Rock, Arkansas 72201-1428, Phone Number: (501) 371-4502, FAX (501) 244-5475, HRLaborRelations@littlerock.gov.

As a condition of employment, every employee has an obligation to fully participate and cooperate in harassment investigations conducted by the Labor and Employment Relations Division. Failure to do so can lead to disciplinary action.

conducted by one or more persons against another person(s), at the place of work and/or during the course of employment.

1. Verbal bullying: slandering, ridiculing or maligning a person or his or her family; persistent name calling that is harmful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
2. Physical bullying: pushing, shoving, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
3. Gesture bullying: nonverbal threatening gestures; glances that may convey threatening messages.
4. Exclusion: socially or physically excluding or disregarding a person in work-related activities.

d. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an applicant's or employee's submission to or rejection of sexual advances will in any way influence any decision regarding that individual's employment benefits (advancement, evaluation, wages, or any other term or condition of employment), nor shall any employee engage in behaviors which would constitute an intimidating, hostile, or offensive work environment.

Any employee who has grounds to believe that he is experiencing harassment is encouraged to file a complaint. Complaints will be handled confidentially, to the extent legally possible. Employees will not be retaliated against for filing a complaint or participating in the investigation. Likewise, all employees are encouraged to act responsibly and to recognize that false accusations can have serious effects on innocent individuals.

4518, and the Department will be responsible for completing the form.

5.6 Disciplinary Appeals: *Regular Civil Service position* employees (RCSP) who have completed their probation may appeal certain disciplinary actions. See the appeal process in the Civil Service Commission Rules and Regulations.

5.7 Harassment and Discrimination: The City is committed to providing a work environment that demonstrates mutual respect for the dignity and worth of its employees. City officials, employees and agents are personally accountable for maintaining an environment free from all forms of harassment. Harassment of employees and non-employees is strictly prohibited. The City is dedicated to ensuring a work environment free from workplace harassment, sexual harassment, and bullying.

Complaints and investigations will be kept confidential to the extent legally possible.

This policy prohibits retaliation against an employee who files a harassment complaint, and employee who reports harassment, or who cooperates, or participates in an investigation of a complaint of harassment.

This policy applies to all City employees, volunteers, applicants for City employment elected and appointed City officials, bidders and contractors who seek to do business with the City or its agencies, City Boards and Commissions and recipients of City Services.

This policy applies to all phases of the employment relationship, including, recruitment, testing, hiring, job assignments and promotions. All employees, non-employees or officials found to have acted in violation of this policy shall be subject to appropriate disciplinary action.

The City will not tolerate any type of harassment of its employees, applicants, employed contractors, such as third-party contractors, vendors, clients and customers, as well as elected or appointed City officials. The City should be immediately notified of any such conduct so that it can take immediate and appropriate corrective action to prevent further harassment.

Harassing conduct may be expressed as:

- i. Workplace harassment, which is defined as: actions, words, jokes where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; comments based on an individual's race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status, political opinion or affiliation, where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- ii. Sexual harassment, which is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This includes but is not limited to: Verbal sexual harassment including innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse that rises to the level of creating a hostile work environment. Nonverbal sexual harassment includes the distribution, or display of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and internet postings; or other forms of communication that are sexual in nature and offensive.
Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.
- iii. Bullying is defined as: Inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise,