

VAN BUREN COUNTY QUORUM COURT  
ORDINANCE NO. 2012-3

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

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE VAN  
BUREN COUNTY PERSONNEL POLICY AND PROCEDURES  
MANUAL; (ORDINANCE 2003-31 AND ORDINANCE 2007-25), FOR  
THE EMPLOYEES OF VAN BUREN COUNTY, ARKANSAS; AND TO  
DELETE THE EMPLOYEE DRUG AND ALCOHOL TESTING  
SECTION.

**WHEREAS:** There is a need to update certain sections of the Van Buren County Personnel Policy, Ordinance No. 2003-31, as previously amended, and Ordinance No. 2007-25

**THEREFORE BE IT ORDAINED:**

That the Quorum Court hereby approves the Van Buren Personnel Policy to be amended as follows:

**Section 1. Under Section 7 – “Pay & Working Hours – Ordinance 2003-31 states:**

There will be 26/27 pay periods per year (based on a 261-day year). Payday, for County employees and officials will be at two (2) week intervals.

**To Substitute:** There will be 26/27 pay periods per year (based on a 260/261 day year). Payday for County employees and officials will be at two (2) week intervals (bi-weekly). The pay period ends on Thursday of the two-week period. Pay checks are cut on Friday (next day) following end of pay period. For expediency, filled-out time sheets must be in the payroll office by 1:00 p.m. on Thursday (end of pay period). If time sheets are not turned in by this time, there will be a risk of not getting a paycheck on that payday.

**Section 3. Under LEAVE OF ABSENCE – VACATION: Ordinance 2003-31 states:**

The County will grant annual leave to all permanent employees. All leave should be scheduled in advance by the authorization of the employer. All permanent full-time employees will earn annual leaves as follows:

- a. Those employees with one (1) year of active employment from hire date, will receive one (1) week, five (5) working days, (40 hours).

- b. Those with more than two (2) years of active employment will receive 2 weeks, ten (10) working days, (80 hours)
- c. If the employee leaves the job before his/her year is up, the County will pay to the employee the part of vacation time he/she has earned. Annual leave is not applicable to temporary or part-time employees.

An employee off on worker's comp will not earn vacation time.

Employees will receive compensation at their normal rate of pay for all vacation leave. This compensation will be paid at the regular scheduled pay period following the use of vacation leave.

Vacation leave shall be scheduled by the elected officials, who shall take into consideration the wishes of the employees and the need of the County. Vacation leave shall ordinarily be taken in at least one-work week increments, but variations may be granted for good cause. Employees are to be encouraged to utilize their full vacation leave each year. Vacation leave cannot be accumulated from year to year. And you must take the time to receive pay.

**Substitute to:**

- a. Those employees with one (1) year of active employment from hire date, will receive one (1) week - five (5) working days, (40 hours)
- b. Those employees with two (2) years up to ten (10) years of active employment from hire date, will receive two (2) weeks - ten (10) working days, (80 hours).
- c. Those employees with eleven (11) years up to twenty (20) years of active employment from hire date, will receive three (3) weeks - fifteen (15) working days, (120 hours).
- d. Those employees with over twenty (20) years of active employment from hire date will receive four (4) weeks - twenty (20) working days, (160 hours).
- e. As state above in paragraph c.

**Section 4. UNDER HOLIDAYS:**

All full-time County employees and employees in their probation period shall be entitled to the same Holidays as the State employees. They are as follows:

New Years Day	January 1 <sup>st</sup>
Martin Luther King's/ Robert E. Lee Birthday	January/3 <sup>rd</sup> Monday
President's Day	February/3 <sup>rd</sup> Monday
Memorial Day	May/last Monday
Independence Day	July 4 <sup>th</sup>
Labor Day	September/1 <sup>st</sup> Monday
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	November/4 <sup>th</sup> Thursday
Day after Thanksgiving	November/4 <sup>th</sup> Friday
Christmas Eve	December 24 <sup>th</sup>
Christmas	December 25 <sup>th</sup>

Employees will be paid their regular rate of pay. When a holiday falls on a Saturday, it shall be observed the preceding Friday. When a holiday falls on a Sunday it shall be observed on the following Monday. Employees off on Worker's Comp will not receive holiday pay.

**Amend to Add:**      Good Friday                                      Friday before Easter

**PASS AND ADOPTED THIS 16<sup>th</sup> DAY OF FEBRUARY, 2012.**

APPROVED:   
Roger Hooper, County Judge

ATTEST:   
Ester Bass, County Clerk