

Human Resources Committee

Agenda

Monday, January 27, 2020 **5:00 pm**

1. Call to Order.
2. Discussion regarding adoption of a Cell Phone and Electronic Devices policy for county employees. The proposed Ordinance is attached for review.
3. Selection of Employee of the Month for the 4th quarter of 2019. Nominations are attached for review.
4. Other Business.
5. Adjourn.

ORDINANCE NO. _____

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, O-17-1, O-18-26, O-19-30 AND O-20-01 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 additions and updates; and,

WHEREAS, the Human Resources Committee previously met and recommended an addition to the policy as 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 IX, Subsection (f) is hereby added as follows:

Subsection (f): CELL PHONES AND ELECTRONIC DEVICES: Garland County’s general policy is that cell phones or electronic devices should not be used by employees for personal use during work time except during emergencies or during an employee’s break period.

Garland County’s specific policy regarding use of cell phones and electronic devices for certain positions is as set forth herein. Garland County is committed to preventing distracted driving and keeping employees, officials, and the public safe. This policy applies to all employees operating a county vehicle, including heavy equipment, or any machinery or other equipment that could be potentially hazardous to the operator, other employees or the public. It also applies to any employees working in the immediate vicinity of vehicular traffic, equipment or machinery. Affected employees may not use a cell phone or other portable electronic device while operating a county vehicle or operating equipment or machinery, or while working in the immediate vicinity of vehicular traffic, machinery or equipment. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, text messages, or the internet.

If an employee needs to use his or her phone or electronic device, he or she must first park the vehicle in a safe location and shut it down or shut down any machinery or equipment he or she is operating. Employees who are not directly operating vehicles, machinery or equipment but are working in the immediate vicinity shall step away to a safe distance. Such use should be limited to emergencies or during an employee’s break periods. Except for emergencies or an employee’s break periods, cell phones and electronic devices shall be set on driving mode or otherwise be set to indicate unavailability to answer calls or return messages.

HR will inform new county employees of the policy regarding use of cell phones and electronic devices during orientation. New employees are required to sign an acknowledgment of receipt during orientation, confirming they have received the above information. Any employee found to be in violation of this policy may be given restricted access to county vehicles, equipment or machinery. Further, the employee may be subject to disciplinary action, up to and including termination.

Nothing in this policy shall be interpreted in such a manner as to reduce, restrict, or conflict with the Garland County Sheriff's Office policies on law enforcement use of cell phones or electronic devices.

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 effect without the invalid provisions or application, and to this end the provision of this Ordinance is declared 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: _____

APPROVE: _____

SPONSOR: _____

DATE: _____

NOMINATION FORM

GARLAND COUNTY

"EMPLOYEE OF THE MONTH"

EMPLOYEE Stanley Bee DEPARTMENT Veterans
POSITION Director MONTH Nov DATE OF HIRE 11/02/2015

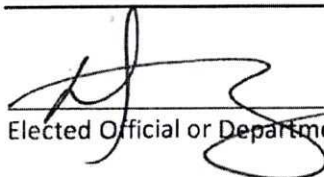
Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

Stanley is one of a kind. He pursues each veterans case as if his life depended on it. Countless days spent working after hours to help Veterans. He provides claim filing, home visits and much more for Veterans.

Stanley also has helped form groups outside the County to assist with housing. He was recently recognized as an outstanding Veterans servant in Hot Springs Village.

His work is too involved to explain all that it does. Stanley takes a personal interest in each and remains extremely humble.

Because of his personal level of involvement and dedication to his job and clients, I ask you consider him for Garland County employee of the month for November.


Elected Official or Department Head Signature

01/16/2020
DATE

NOMINATION FORM

GARLAND COUNTY

"EMPLOYEE OF THE MONTH"

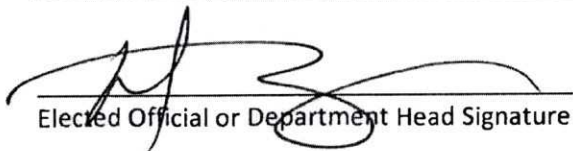
EMPLOYEE Shelly Tucker DEPARTMENT Stormwater/Inspections.
POSITION Department Head MONTH Oct DATE OF HIRE 5/21/01

Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

Shelly goes above and beyond the call of duty. She has worked hard to make a difference with the nuisance properties in Garland County. Always asking for more workload from DEM and others. She is very professional, organized and educated in her work. She treats every site or permit as if it were her own.

She has worked countless hours to make sure her work force has the proper training and education to do their job professionally. Including making Garland County the only one in the state with 100% trained inspectors at a state level.

Her dedication to her job show in her performance. Please consider Shelly for the employee of the month for October


Elected Official or Department Head Signature

01/16/2020
DATE

NOMINATION FORM

GARLAND COUNTY

"EMPLOYEE OF THE MONTH"

EMPLOYEE Doris Cischke DEPARTMENT County Attorney Office
POSITION Administrative Assistant MONTH 4th Quarter 2019 DATE OF HIRE when 05/02/2018

Why do you feel this employee deserves to be "Employee of the Month"? Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.

Doris is a dedicated, service driven employee. Always exceptionally polite, professional, and takes pride in her work. She contributes to good morale and always supports our needs. Takes time to recognize the efforts of others. Recently recognized the efforts of our Detention Investigator, which may seem small, but is what keeps staff driven and motivated.

An overall great asset to the county, and worth of such a nomination.

Chief Elrod 
Elected Official or Department Head Signature

1/16/2020
DATE