

HUMAN RESOURCES COMMITTEE

AGENDA

MONDAY, JUNE 24, 2019 5:30 PM-ROOM 200

1. Call to Order
2. Discussion regarding making a revision to the Garland County Personnel Policy. The following language is the proposed amendment to the policy:

All Garland County employees shall be entitled to twelve (12) designated paid days off. Days off are eight-hour days. Employees who work 12-hour shifts are only entitled to (8) 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 pay periods. Each employee shall accrue ninety-six (96) hours annually beginning March 31, 2019. Accrued hours must be used by the beginning date of the following year, defined as the last day of the 26th pay period from March 31, 2019, 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 the completion of 26 pay periods.

3. Employee of the Month Nomination for April, May and June 2019.
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-17-17 RELATING TO THE GARLAND COUNTY PERSONNEL POLICY, TO MAKE A REVISION TO THE GARLAND COUNTY PERSONNEL HANDBOOK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.:

WHEREAS, The Human Resources Committee has reviewed the county’s personnel policy for the purpose of making a revision; and,

WHEREAS, the Human Resources Committee previously met and recommended that the revision 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 recommended revision to 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.

b. Garland County Personnel Handbook, Section V-Employee Compensation and Benefits; Subsection G.) Holidays;

G3. All Garland County employees shall be entitled to twelve (12) designated paid days off. Days off are eight-hour days. Employees who work 12-hour shifts are only entitled to (8) 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 pay periods. Each employee shall accrue ninety-six (96) hours annually beginning March 31, 2019. Accrued hours must be used by the beginning date of the following year, defined as the last day of the 26th pay period from March 31, 2019, 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 the completion of 26 pay periods.

SECTION 2. 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 to be severable.

SECTION 3. 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 4. 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
County Clerk

APPROVED _____
Darryl Mahoney
County Judge

SPONSOR: _____
Thomas Anderson
Justice of the Peace

DATE: _____

NOMINATION FORM

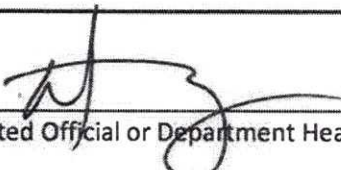
GARLAND COUNTY

"EMPLOYEE OF THE MONTH"

EMPLOYEE Billy Sawyer DEPARTMENT Environmental
POSITION Asst Director MONTH April DATE OF HIRE 4/3/08

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.

Billy has been and continues to be an example of a motivational, innovative, hard working County employee. He never hesitates to fill a gap created by a vacancy in work force. April is just one month Billy has stood out above the crowd. He implemented an incentive program with his staff to compete on ideas to save Garland County money, and they had great ideas. He has regular safety meetings with staff that allows them to interact with management, which creates a very high morale @ his dept. He has been filling the position of Director and Asst. Director in the absence of Paul Thompson. And also drove a truck on routes and operated the equipment @ the landfill when needed. He is one of a kind; we should all be proud to follow his lead. These are just a few of the reasons I believe he should be the employee of the month.


Elected Official or Department Head Signature

6-12-19
DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Jennifer Ryals DEPARTMENT: Assessor

POSITION: Supervisor of Abstract, Mapping and GIS MONTH: May 2019 DATE OF HIRE: June 17, 1991

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.

To: Human Resource Committee:

I am nominating Jennifer Ryals to be Employee of the Month. She is an excellent employee, a huge asset to the Assessor's office and is deserving of this award and recognition.

Jennifer is the supervisor for my mapping department. The mapping department is split into three areas, Jennifer maintains one of those areas processing deeds, setting up parcels, combining parcels when possible and checks the two other areas to ensure the work is getting done. Jennifer is also the supervisor for my GIS department and when a parcel or subdivision lot mapping is not correct Jennifer verifies what it should be and she gives to the GIS Coordinator to fix the map.

Jennifer has trained two new employees in the mapping department this year, and also maintained her area ensuring the work was done. The newest employee started in May of this year and the other employee started in February of this year. Jennifer doesn't complain about the extra work load, in fact the weekend before the new hire started Jennifer worked that Saturday to get caught as much as possible in order to be ready to train the new hire.

Jennifer is a team player and a great asset to the Assessors office and to the taxpayers of Garland County. Jennifer has done so much over the last 28 years for this county her hard work and dedication to the taxpayer is exceptional. I've had customers tell me many times how great Jennifer is, how helpful and nice she is and they don't get that very often. When there is a problem and a title company will call they want Jennifer because they know she is good at what she does.

I've worked with Jennifer for many years and she is a very dedicated person and really cares about her work and always does her best for everyone.

I thank you for your time and consideration and I hope you vote for Jennifer as employee of the month of May.


Elected Official or Department Head Signature

June 18, 2019
DATE

NOMINATION FORM
Garland County
"Employee of the Month"

EMPLOYEE DiAnna Cowan DEPARTMENT Adult Detention Center
POSITION Reception MONTH JUNE, 2019 DATE OF HIRE 4-21-2016

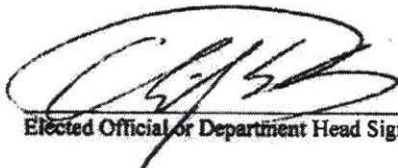
Why do you feel this employee deserves to be "Employee of the Month?" (Give specifics of the employee's achievements during the month. Your nomination must be clearly justified or it will not be considered. Additional information may be attached.)

DiAnna Cowan is a dedicated, service driven employee. She displays exceptional initiative when accepting responsibility, direction; and receives constructive criticism in a positive manner. She's confident and takes pride in her work, contributes to good morale, and consistently maintains a positive attitude even when dealing with difficult members of the public.

Ms. Cowan works well very with others and always willing to assume additional responsibilities. She supports administration, productive and punctual. A very dependable employee.

One of the most admirable contributions she makes, is always supporting and recognizing the efforts of others. Example of this would include (in June) she notified the chain of command that Deputy a exhibited great efforts and professionalism when taking care of an elderly inmate that was struggling with dementia. This lead to a formal commendation for the Deputy. These "small" recognitions, are what keep our staff driven and motivated. Always focusing on the positive and good in others, DiAnna has proven to be a great asset contributing to our success at adult detention.

We are very fortunate to have her employed; and is worthy of this nomination.


Elected Official or Department Head Signature

8/21/18
DATE

Chief Elrod requested to re-submit this nomination for 2nd quarter 2019.

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Annette Sepe

DEPARTMENT: Juvenile Court

POSITION: Probation Officer/Asst. FINS Intake

MONTH: April, 2019

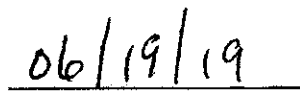
DATE OF HIRE: 1/11/16

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.

It is with great honor and pride that we nominate Annette Sepe for Garland County Employee of the Month for April 2019. Annette joined the Juvenile Court as our Restitution/Community Service Coordinator. Annette did an outstanding job in this position. She totally computerized all aspects of this position and was very proactive with regard assisting with anything else that needed to be done around the office.

In January of 2019, she was promoted to a Probation Officer position and with her experience as the Restitution/Community Service Coordinator she was able to hit the ground running. She did so well that she was very quickly promoted again to Assistant FINS Intake/Probation Officer in March of 2019. Once again, she hit the ground running and embraced her additional duties as Assistant FINS (Family in Need of Services) Intake. She has been very instrumental in working with her direct supervisor to update and revise the Court's FINS Program. She has great ideas, is creative and always takes initiative. Annette is an exemplary Garland County employee. She is professional and hardworking. Annette is dedicated and loyal to Garland County and always willing to go the extra mile!


Elected Official or Department Head Signature


DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Kevin Hoffman

DEPARTMENT: Juvenile Court

POSITION: Delinquent Intake Officer/Supervisor

MONTH: May, 2019

DATE OF HIRE: 9/1/1999

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.

It is with great honor and pride that we nominate Kevin Hoffman for Garland County Employee of the Month for May 2019. Kevin has been working with the Juvenile Court since September of 1999 when he started as a Probation Officer. Kevin has been with the Garland County Juvenile Court longer than anyone in the office. He is currently the Supervisor and Delinquent Intake Officer. After twenty years, Kevin has probably worked at every job in this office. Accordingly, he is extremely knowledgeable about all aspects of Juvenile Court procedure. Kevin is a wonderful mentor and is great about sharing his knowledge with all of his co-workers. Not only does he share his knowledge with us, but he spends time lecturing in the community. His file is full of commendation letters thanking him for sharing his knowledge. He recently lectured at the Juvenile Justice and Delinquency class at National Park College. Judge Naramore received a letter from the instructor commending Kevin for the superb job he did lecturing the class and indicated that Kevin "is truly a professional representative of the court" and thanked him for his constant effort to improve juvenile justice services.

Kevin is a consummate professional and has provided Garland County and the Juvenile Court with exemplary service throughout his tenure. His dedication and commitment to his profession and the Garland County Juvenile Court is beyond compare. He is very deserving of the May 2019 Garland County Employee of the Month award.


Elected Official or Department Head Signature


DATE

NOMINATION FORM
GARLAND COUNTY
"EMPLOYEE OF THE MONTH"

EMPLOYEE: Freddy Bell
Court/Clerk's Office

DEPARTMENT: Juvenile
Court/Circuit Clerk's Office

POSITION: Deputy Clerk

MONTH: June, 2019

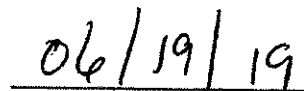
DATE OF HIRE: 2/8/16

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.

It is with great honor and pride that we nominate Freddy Bell for Garland County Employee of the Month for June, 2019. Freddy is one of the Deputy Clerks here in the Juvenile Court. He does an outstanding job in this position. He is our go to person for any document questions and is the answer man when it comes to issues with our copier or postage machine. He knows it all!

Recently Freddy and his fellow Deputy Clerk took on the task of reviewing all of the juvenile files that have been stored in the basement. What an undertaking! They are going through each and every file checking to see which ones can be destroyed according to record retention policy guidelines. This is time consuming because it involves more than just looking at the date of the file. Freddy is very witty, has a great sense of humor and is a very dedicated and loyal Garland County employee.


Elected Official or Department Head Signature


DATE