

ORDINANCE NO. 74-19

**ORDINANCE AMENDING ORDINANCE 85-11 AND APPROVING THE HUMAN RESOURCES POLICIES FOR NON-UNIFORMED EMPLOYEES RELATING TO CERTAIN POLICIES**

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:**

**SECTION 1:** Section II, Subsection H, of the Human Resources Polices for Non-Uniformed Employees is amended to read as follows:

H. Relatives of employees may be hired under certain circumstances directly associated with hiring the most qualified applicant for any available job vacancy. However, no employees will hold a direct or indirect supervisory, administrative, or operational authority position over his or her relative, regardless of degree of relationship, and regardless of whether by consanguinity or operation of law, unless specifically approved by the city administrator. Familial relationships within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandparents, cousin, or any of those relationships as a result of marriage (in-law), or relative of a member of the City of Fort Smith’s Board of Directors. See Fire and Police Department Policies for additional requirements.

An employee of the City cannot use his/her authority or position with the City to benefit or to disadvantage another employee in a familial relationship.

Employees are required to notify the Human Resources and Internal Audit Departments of (a) existing familial relationships; (b) any familial relationships that are created among employees (for example by the marriage of two employees).

Employees violating this policy will be held accountable through the selection and corrective action processes, with consequences ranging from non-selection to discipline up to and including termination.

**SECTION 2:** Section II, Subsection I, of the Human Resources Polices for Non-Uniformed Employees is amended to read as follows:

- I. Employment of any employee will terminate for any of the following reasons:
  - 1. Resignation (Note: Two (2) consecutive work days of unreported absence will be considered a resignation of employment unless such absences are excused on account of a cause deemed satisfactory by the Director, Human Resources), or
  - 2. Discharge, or
  - 3. Death.

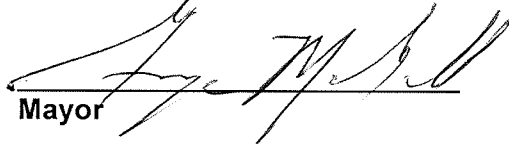
**SECTION 3:** Section III, Subsection H (9), of the Human Resources Polices for Non-Uniformed Employees is amended to read as follows:

H. The following are some, but not all, of the serious infractions of personal conduct standards that will call for disciplinary action ranging from a verbal warning or reprimand to discharge/termination of employment:


(9) Unauthorized or unreported absence from the work site during working hours.

This Ordinance adopted this 20<sup>th</sup> day of August, 2019.

APPROVED:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

*Approved as to Form*

  
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*No Publication Required*