

AN ORDINANCE AMENDING THE NON-UNIFORMED EMPLOYEES' POLICY AND PROCEDURE MANUAL; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, Ordinance No. 7690 adopted by the City Council on February 28, 2005, codified by reference as §2-151 of the North Little Rock Municipal Code, established policies and procedures for non-uniformed employees ("Personnel Manual"), which has subsequently been amended by Ordinance Nos. 8115, 8249, 8258, 8393, 8516, 8525 and 8584; and

WHEREAS, there is a need to revise several of the policies and procedures in the Policy and Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Policies and Procedure Manual for Non-Uniformed Employees of the City of North Little Rock adopted pursuant to Ordinance No. 7690 (codified by reference as § 2-151 of the North Little Rock Municipal Code), and amended pursuant to Ordinance Nos. 8115, 8249, 8258, 8393, 8516, 8525 and 8584 is hereby amended as follows:

Policy No. 3-007: Filling Non-Uniformed Position Vacancies is hereby revised as shown in Exhibit "A" attached hereto and incorporated herein by reference.

Policy No. 6-002: Group Health Insurance is hereby revised as shown in Exhibit "B" attached hereto and incorporated herein by reference.

Editor's Note: Edited text in exhibit is in "red" type noted as follows: Deleted text by ~~strikethrough~~; added text by underline.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 3: That the provisions of this Ordinance are hereby declared to be severable and if any section, phrase, or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 4: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of the above amendments to the Policies and Procedure Manual for Non-Uniformed Employees of the City of North

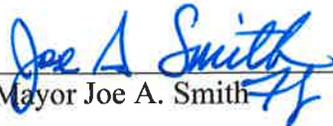
Little Rock; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Joe A. Smith

SPONSOR:



Mayor Joe A. Smith

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:



C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED _____ A.M. _____ P.M.
By _____
DATE _____
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas
RECEIVED BY _____



FILLING VACANCIES

It is the City's objective that employees be selected based on merit and qualifications, and that selection procedures be non-discriminatory. Discrimination based on race, color, religion, age, sex, national origin, disability, or political affiliation is prohibited. The City affirmatively encourages minorities, females, persons with disabilities, and veterans to apply for vacant positions with the City.

The procedures for filling positions are designed to comply with Arkansas statutes, Civil Service Rules and Regulations and the Consent Decree.

To initiate the process for filling a vacant position, the department head submits a written request to the Human Resources Director who reviews the request and forwards it to the Finance Director for funding approval. If there are sufficient funds budgeted to fill the position, the Finance Director forwards the request to the Mayor for final approval to fill the position. Upon receipt by the Human Resources Department of the Mayor's approval to fill the position, the formal recruiting and selection process begins.

Entry-Level and Temporary Position Vacancy Announcements

Vacancy announcements are sent to each department to post on their bulletin boards in a place designated at each work site for such announcements for a minimum of ten (10) working days for external/new positions and minimum of five (5) days for internal/promotional positions.

Vacancy announcements for entry-level jobs are also advertised to the public via ads in newspapers, announcements on the Human Resources Department's job line (1-501-396-0020), on the City's website, www.northlittlerock.ar.gov/job-opportunities, and are mailed to many community organizations and other recruiting contacts.

During the period an entry-level vacancy announcement is posted, any employee meeting the minimum qualifications for the position may apply.

There is no minimum term of employment required to be eligible to apply for posted positions, providing the applicant meets all other requirements.

Interdepartmental Vacancy Announcements

Some positions are reserved for promotional opportunities for full-time, regular Civil Service classified employees. These positions are advertised interdepartmentally only among the City's departments and are not advertised to the public unless the Human Resources Director determines it is in the best interests of the City or the department to do so. In such cases, the public advertisement will be made concurrently with the interdepartmental posting.

An employee must be a regular, full-time, Civil Service-classified employee and meet the minimum qualifications for the position as shown on the vacancy announcement to be eligible to apply for an "interdepartmental posting." The employee must also meet the minimum Civil Service Commission standards for promotion at the time of the posting to be eligible for consideration for promotion. These standards may be found in the Civil Service Rules and Regulations.

Departmental Requirements

All departments are required to have a bulletin board or other designated location for posting vacancy announcements at all job sites within the department.

Employee Responsibilities

Employees are responsible for monitoring departmental bulletin boards on a regular basis to review job vacancy announcements and other job-related information.

The City's courier shall not be used for obtaining applications from, or returning applications to, the Human Resources Department. The employee must go to the Human Resources Department to obtain an application. The interested employee is responsible for:

- picking up the application in the Human Resources Department;
- completing the application; and
- returning the application to the Human Resources Department by the posted deadline.

Employees attempting to circumvent this requirement assume the consequences of disqualification if the Human Resources Department does not receive their application on time.

Form of Application Required

Applications shall be on a form provided by the Human Resources Department. Applications must be completed and signed in the applicant's own handwriting. The completed application form and any required accompanying documents are the only documents that will be reviewed when preparing the preliminary evaluations of applicant qualifications. Resumes are not acceptable in lieu of completing the information requested in the application. Applicants may be disqualified if this requirement is not met.

Misrepresentations, false claims or statements made on an application for employment, are cause for denial of employment and, if discovered following the date of hire, may be grounds for immediate discharge.

Deadline for Accepting Applications

Applications must be submitted in person to the Human Resources Department no later than 4:00 p.m. on the expiration date shown on the vacancy announcement.

Requests for Extensions of Time

The posted deadline will not be extended unless it is determined by the Human Resources Director that it is in the City's best interests to do so.

Notification of Application to Department Head

As a courtesy, employees should notify their supervisor or department head when applying for a vacant job in the same or another department, but they are not required to do so. However, the Human Resources Department may contact the employee's supervisor or department head prior to completion of the selection process as necessary to assess the applicant's qualifications.

Retaliation Prohibited

There shall be no retaliation against any employee who applies for a vacant position in any department.

Notification of Application Status

The selection process for any position consists of various steps. Applicants and employees applying for a job vacancy will be notified in writing by the Human Resources Department or Civil Service Commission regarding their status at the appropriate time during, and upon completion of, the selection process. Any inquiry from an applicant

seeking their status before the final selection is made will not be responded to unless it is in made in writing. Such inquiries will not receive a response until the conclusion of the selection process.

Evaluation Methods

Factors used to evaluate applicants include, but are not limited to: previous work history, (including attendance record (except for FMLA leave); background checks, including criminal history records, minimum required education, licenses, certifications, job-related experience; and the ability to effectively perform the essential functions of the position. Preliminary job-related written tests are required for certain positions.

If there are more than five applicants who meet the minimum qualifications, the five (5) best qualified are referred for interview. Job-related structured panel interviews are conducted by one or more qualified representatives from the department in which the vacancy exists, and a member of the Human Resources Department. Structured interviews may consist of oral questions, writing samples, or other skill or work samples. Persons interviewed for positions requiring certain written and/or clerical skills are required to take a skills test during or following the interview.

Prohibitions Against Second City Positions

No employee may be hired into a second City position if the two positions combined will require the employee to work in excess of 40 hours per work week without the written recommendation and approval of the Mayor.

Other Requirements

Before receiving a conditional offer of hire, applicants being considered for hire must satisfactorily meet all the remaining requirements for employment, which may include, but are not limited to:

- job-related skill or other work demonstration for jobs involving heavy manual labor, equipment operation, commercial truck driving, or physical agility;
- background investigation;
- criminal conviction history;
- verification of education;
- previous employer references; and/or
- traffic violation record (for positions that require driving a city vehicle).

Post Offer Medical Examinations

Upon successful completion of the above requirements and after the decision has been made to hire, an offer of employment will be extended to the applicant conditioned upon the candidate successfully passing a pre-employment drug screen and physical examination. The Human Resources Department is responsible for arranging all such exams.

The applicant will be provided with a time and date of the exams along with directions to the collection site and the physical examination site. He/she must report to the collection site with a valid photo proof of identification within the time designated. Candidates failing to specifically follow the collection procedures or found to have altered a specimen in any way, will no longer be eligible for employment.

Employees receiving a recommendation for promotion or transfer to a position with heavier physical requirements, or safety sensitive job duties, or driving requirements, will receive an offer of transfer or promotion conditioned on the City medical provider's determination that the employee can perform all the essential functions of the position with or without reasonable accommodation.

Passing the pre-employment or pre-transfer/promotion drug screen and physical examination is a part of the employment process. If the candidate does not successfully pass either of these examinations, the offer of employment, transfer or promotion is revoked.

Department heads shall not permit a candidate for hire or promotion/transfer to begin work in the position before receiving a copy of the letter of hire from the Human Resources Department.

Employee drug screen and physical examination results are kept confidential. This information will be maintained in the employee's separate confidential medical file in the Human Resources Department. The results of post-offer transfer/promotion drug screen or physical examination may be discussed with the department head on a "need to know" basis.



GROUP HEALTH INSURANCE

The following is a brief summary of the current group health insurance plan, which also includes dental and vision benefits.

A complete description of the group health insurance provisions may be found the employee's [United Health Care Municipal Health Fund](#) plan booklet that is provided to every covered employee. In the event of any contradiction between the information given here and the [United Health Care Municipal Health Fund](#) booklet, the [United Health Care Municipal Health Fund](#) booklet shall govern in all instances. For details of benefits, restrictions, exclusions, procedures, etc., employees should study and become familiar with the provisions described in the insurance booklet provided to them. If a booklet has been lost, the Finance Department or Plan Administrator should be contacted for a replacement.

Eligible Dependents

Optional coverage is available for covered employees' eligible dependents as follows: spouse, unmarried children under age 19, unmarried handicapped children past the age of 19 (if not gainfully employed and living with the employee), and unmarried children under the age of ~~23-26~~ [who are enrolled as full-time students](#).

The term "child" includes an employee's adopted child and stepchild under legal guardianship if such child depends primarily on the employee for support and maintenance and lives with the employee in a regular parent-child relationship.

"Full-time student" means one who is carrying a normal load to be classified as a full-time student at an accredited school or college with a minimum load of twelve (12) semester hours. Documentation must be submitted from the Registrar's Office of the college to the [United Health Care Municipal Health Benefit Fund](#) by January 31 of each year for dependents currently covered. If documentation is not received by January 31, the dependent will be terminated effective February 1 of the same year. Documentation must be received at time of enrollment in the plan for new dependents.

Eligibility as a dependent will cease: (a) for any person on the date he or she becomes covered for personal coverage under [United Health Care](#) ~~the Municipal Health Benefit Fund~~ or is eligible for coverage as a dependent of another person, enters active service with the armed forces of any country, or otherwise ceases to be in a covered classification of persons according to the definition of an eligible dependent, (b) for an employee's spouse, on the date of divorce or legal separation, and (c) for an employee's child, on the date of the child's marriage or attainment of the applicable maximum age limit, whichever is the earliest date.

Any dependent residing outside the United States or Canada is excluded from coverage.

Eligibility for Medicare

When a current covered employee becomes age 65 or eligible for Medicare coverage, the City's benefits remain the primary coverage and Medicare is the secondary coverage.

Effective Date

Coverage for employees and dependents is effective the first day of the month following 30 consecutive days of employment. Dependent coverage will have the same effective date except as stated below.

Enrollment Date

The annual enrollment date is January 1. If the employee does not enroll eligible dependents before the date the employee becomes eligible, they may not be enrolled until the following January 1. If an employee has no eligible dependents, but wishes to provide coverage for an eligible newborn, then the employee must enroll for dependent

coverage by the sixth month of the pregnancy. New dependents, i.e., marriage or adoption, must be enrolled the first of the month following the date the employee acquired the new dependents. If not enrolled when eligible, the new dependents may not be enrolled until January 1 of the next year. Employees must complete an enrollment card and submit it to their departmental payroll clerk for forwarding to the Finance Department when dependent coverage is elected.

Payment of Premiums

At the present time the City pays 100% of the cost of providing medical insurance premiums through the United Health Care Arkansas Municipal Health Benefit Fund, for each eligible employee and elected City official and 75% of the cost for eligible dependents.

When a covered employee is temporarily in an inactive, non-pay status other than unpaid FMLA leave, it is the responsibility of the covered employee to pay 100% of his own and his eligible dependents' health insurance premiums.

While the covered employee is on unpaid FMLA leave, the City will continue to pay 100% of the employee's health insurance premium, however, the employee is required to continue to pay the premiums for his/her usual share of the dependent health coverage and any optional insurance payments.

If an employee on FMLA leave fails to return to work following the leave, the employee may be required to reimburse the City for all premiums paid during the leave.

Arrangements for paying health insurance premiums during periods of unpaid leave should be made with the Finance Department as far in advance of the leave as possible.

Status Changes

Dependent coverage may be discontinued by completing the change portion of a new enrollment card. If coverage is discontinued after payment of a portion of the premium, that premium payment will not be refunded. Any change in dependent coverage status requires completion of a new enrollment form. These forms are available in each department. Status changes cannot be completed until the employee has signed the change form.

Continuation Of Coverage

Retirees Age 55 or Older "Unless Medicare-Eligible"

When any city employee, fifty-five years of age or over Unless Medicare-Eligible who is vested in the retirement system retires from the City, the retiree may continue to participate in the City's health care plan, receiving the same medical benefits and paying the same premium as active employees as long as the retiree pays the total premium due to the health care plan.

Under the Consolidated Omnibus Benefits Budget Reconciliation Act (C.O.B.R.A.)

Employees

Pursuant to Public Law 99-272, Title X known as (C.O.B.R.A.), an employee who is subject to losing group health coverage because of a reduction in hours of employment (including unpaid military leave in excess of thirty (30) days), or termination of employment (for reasons other than gross misconduct on the employee's part), may choose continuation of the City's health insurance coverage by paying the premiums as described below. C.O.B.R.A. coverage does not include Life or AD&D.

Spouses of Employees

Covered spouses of employees may choose continuation coverage if group health coverage is lost for any of the following four reasons:

- the death of the employee;

- a termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment;
- divorce or legal separation from the employee; or
- the employee becomes entitled to Medicare.

Children of Employees

Covered dependent children of an employee may choose continuation coverage if group health coverage is lost for any of the following five reasons:

- death of a parent who is the employee;
- termination of a covered parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the City;
- parents' divorce or legal separation;
- parent becomes entitled to Medicare; or
- the dependent ceases to be a "dependent child" under the City's group health insurance plan.

Payment of Premiums for Continuation Coverage

The covered employee, spouse or dependent is responsible for paying 100% of the group-rate premiums plus 2% (as provided by COBRA) for continuation coverage. COBRA premium due dates are the first of each month.

Group Insurance Fund Administrator

C.O.B.R.A. benefits are administered by the Plan Administrator for [United Healthcare the Arkansas Municipal Health Benefit Fund](#). For answers to specific terms and conditions and other questions about C.O.B.R.A., the employee should review the Very Important Notice regarding C.O.B.R.A. rights currently on pages 31, 32, 33 of the employee's [United Health Care Municipal Health Benefit Fund](#) booklet or contact the Plan Administrator shown below.

Status Changes

The City and the Plan Administrator must be notified immediately upon any of the above qualifying events and the desire to continue coverage by the employee, spouse, or dependent.

If a covered employee, spouse or dependent changes marital status, or the employee or spouse has changed address, they should immediately notify the City and the Plan Administrator or his agent shown below.

Fund Administrator

Where the foregoing text instructs a covered employee, spouse or dependent to contact the Plan Administrator, please refer to information below or as stated in the [United Healthcare Municipal Health Benefit Fund](#) policy handbook provided to employees annually. Employees are reminded to refer to the [United Healthcare Municipal Health Benefit Fund](#) booklet for additional information, requirements, notification requirements, and recent updates or changes.

[UNITED HEALTHCARE PLAN ADMINISTRATOR](#)

[P.O. Box 740800](#)

[Atlanta, GA 30374-0800](#)

[MUNICIPAL HEALTH BENEFIT FUND PLAN ADMINISTRATOR](#)

[P. O. Box 55152, Little Rock, AR 72215](#)

[Phone 374-3484](#)