

OCT 24 2023

ORDINANCE NO. 2023-

31

COUNTY & PROBATE COURT CLERK

AN ORDINANCE TO AMEND ORDINANCE 2021-21 AND ORDINANCE 2022-9; UPDATING THE CRAIGHEAD COUNTY SALARY ADMINISTRATION POLICY FOR MERIT INCREASE PROCEDURES AND APPROVING AUTHORITY, DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS; the Quorum Court implemented the Salary Administration Policy with Ordinance 2021-21, and Ordinance 2022-9 amended the Salary Administration Policy in regards to Promotional Increase Eligibility, and

WHEREAS; the Quorum Court desires to reward Craighead County employees with good benefits and retain employees, and

WHEREAS; the Quorum Court concurs in the importance of changing the current Salary Administration Policy for established county employees to allow for merit increases for established employees up to the allowed midpoint, or budgeted amount, with limitations of 5% merit increase within a 12 month period, and

WHEREAS, the Quorum Court desires to allow other department head and elected officials budgetary latitude for providing merit increases.

NOW THEREFORE be it Ordained by the Quorum Court of Craighead County, State of Arkansas as follows:

SECTION 1. Ordinance 2021-21 adopting the Craighead County Salary Administration Policy shall remove the current language in Section J, Merit Increase Procedures and Approving Authority: part (3), and insert the following:

J. Merit Increase Procedures and Approving Authority:

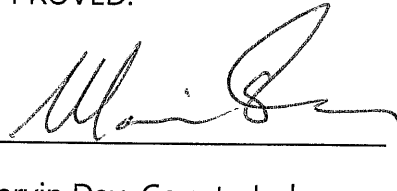
3. Merit increases are allowed to be reviewed by the Elected Official and/or Department Head. Evaluations/Supporting documentation will be submitted with a proposed Personnel Action form for the individual to the Human Resources Manager for review. The merit increase review will allow an established county employee to be paid up to the budgeted amount or midpoint for any position if the individual has performed their job duties in a manner that the Elected Official/Department Head desires to reward. The amount of merit increase in a given twelve-month period shall not be more than five percent (5%) of the employee's base salary. All rates of pay exceeding the budgeted amount or midpoint for the position's salary range must be approved by the JESAP Committee, then forwarded to the Public Service Committee, then Finance Committee and Quorum Court for approval.

SECTION 2. Severability. If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions of the ordinance which remains effective absent the invalid provision, and to this end, the provisions of this ordinance are declared to be severable.

SECTION 3. Emergency Clause. It is hereby determined by the Quorum Court that the above-described amendment is needed for the immediate needs of Craighead County, to correct the deficiencies in the previous Ordinance 2021-21 and Ordinance 2022-9 and these changes will be effective immediately.

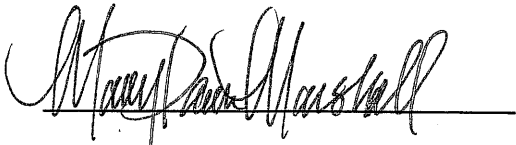
PASSED AND APPROVED on this 23rd day of October, 2023.

APPROVED:



Marvin Day, County Judge

ATTEST:



Mary Dawn Marshall, County Clerk

"This publication was paid for by the Craighead County Clerk, cost of publication _____"