

PERSONNEL COMMITTEE MEETING

TO: Crawford County Quorum Court, Elected Officials, and News Media
FROM: Justice Roger Atwell Chairman, Personnel Committee

The Crawford County Personnel Committee will meet **October 18, 2021**, at **5:45 p.m.** at the **Circuit Courtroom Division II, 220 South 4th Street, Van Buren, Arkansas.**

AGENDA

- Request from Crawford County Prosecuting Attorney to change the current part-time position into a full-time position to be funded out of County General Fund #1000.
- Crawford County Sheriff discussion regarding retention of 3 positions



FILED

2021 OCT 11 AM 10:18

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

RINDA BAKER
PROSECUTING ATTORNEY
TWENTY-FIRST JUDICIAL DISTRICT
206 SOUTH 3RD STREET
VAN BUREN, ARKANSAS 72956
Phone: (479) 474-5000
Fax: (479) 471-3256
Email: prosecutor@co.crawford.ar.us
Web: <http://co.crawford.ar.us>

Chief Deputy Prosecuting Attorney
Robert Presley II

Deputy Prosecutors

Lena Pinkerton
Brock Price
Zach Throneberry
Jacob Howell

October 8, 2021

Justice Roger Atwell, Personnel Committee Chairperson
Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Court

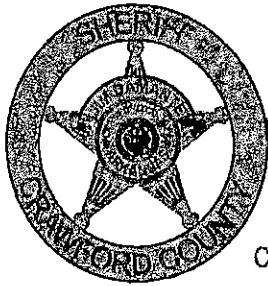
Re: Position and Appropriation

Dear Sirs:

Please accept this request for the October 2021 Quorum Court meeting (and any committee meetings) that the current part-time position in my office be made a full-time position and funds be transferred from Fund 1000 County General to accommodate said change in the position.

Sincerely,

Rinda Baker
Prosecuting Attorney



Jim Damante
Sheriff

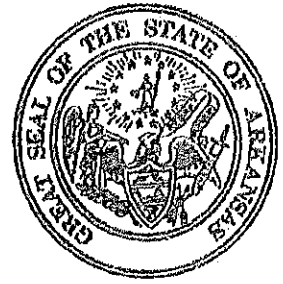
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21 OCT 12 PM 4: 00

Crawford County Sheriff's Department

4235 Alma Highway
Van Buren, Arkansas 72956

JO WESTER TEL. (479) 474-2261 • FAX (479) 471-3264
COUNTY CLERK
CRAWFORD COUNTY, AR JW



James Mirus
Chief Deputy

October 12, 2021

To: Crawford County Quorum Court
From: Jim Damante, Sheriff and James Mirus, Chief Deputy
RE: Retain 3 Positions

The Crawford County Sheriff will be losing 6 positions with the transfer of dispatch into the new Crawford County 911 Center. We are requesting to retain 3 positions from this transfer, 2 of these positions are already paid out of the Public Safety Sheriff budget. These positions will pay \$30,761.67 with no budgetary change. These employees will be utilized in the detention center and serve as detention deputies. This will help the short staffing issues inside the detention facility; in doing so allows for a lower ratio of inmates to deputies creating a safer work environment.

If you have any questions, please contact our office.

Sincerely,

Jim Damante,
Sheriff

James Mirus,
Chief Deputy

BUDGET COMMITTEE MEETING

TO: Crawford County Quorum Court, Elected Official & News Media

FROM: Mark Shaffer, Budget Chairperson

The Crawford County Budget Committee will meet **Monday, October 18, 2021, at 6:15 PM, in the Circuit Courtroom Division II, 220 South 4th Street, Van Buren, Arkansas.**

AGENDA

2021 Budget

- Discussion on APERS increase, July 1, 2022
- Crawford County Sheriff: Discussion re: Certificate Pay and Corporal Pay
- Crawford County Sheriff: Discussion re: Pay Raise for Crawford County Sheriff's Department Employees.
- Crawford County Sheriff: Discussion re: Move a Position
- Crawford County Sheriff: Discussion re: Overtime Pay
- Request from Crawford County Prosecuting Attorney to change the current part-time position into a full-time position to be funded out of County General Fund #1000.
- Request from the Crawford County Circuit Clerk to appropriate an additional \$5,000.00 from Cost Recorder's 25% Fund #3006 to Line Item #3006-0102-2002 Small Equipment.
- Request from the Crawford County Circuit Court Division III to appropriate an additional \$750.00 from County General Fund #1000 to Line Item #1000-0403-3090 Dues & Membership.
- Request from the Crawford County Judge to appropriate an additional \$1,700.00 from County General Fund #1000 to Line Item #1000-0117-2020 Materials & Supplies.

- Request from the Crawford County Judge to appropriate an additional \$964.08 from Public Safety Fund #3429 to the following Line Items: \$784.00 to Line Item #3429-0500-1001 Salaries, Full Time; \$59.98 to Line Item 3429-0500-1006 Social Security Matching; \$120.11 to Line Item #3429-0500-1008 Retirement.
- Request from the Crawford County Judge to appropriate an additional \$40,000.00 from Corona Virus Relief Fund #1005 to the Governor's Roof Repair Fund #3807: \$40,000.00 to Line Item #3807-0100-3103 Grants-In-Aid.
- Request from the Crawford County Sheriff to appropriate an additional \$1,423.96 to Line Item #3429-0400-2023 Parts & Repairs.



September 30, 2021

Crawford County
300 Main St Ste 7
Van Buren, AR 72956

Dear Crawford County:

In accordance with the laws regulating the Arkansas Public Employees Retirement System (APERS), the APERS Board of Trustees approved the contribution rate listed below to be effective JULY 1, 2022.

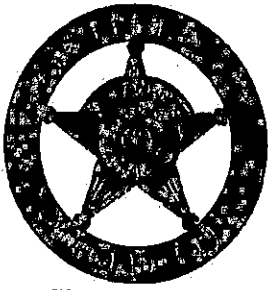
Employee Rates

Group	Rate
Contributory (Pre-78)	5.25 %
Contributory New Plan (Post 7/1/05)	5.25 %
Elected Officials Additional Contributions	2.50 %

Employer Rates

Group	Rate
State, County, Municipal, and Non-State Employers	15.32 %
School Employers	4.00 %
Game and Fish Commission Wildlife Officers	27.32 %
Military Department Civilian Firefighters	27.32 %
Elected Officials Additional Contributions	2.50 %
ADJRS District Judges	42.61 %

Please contact Employer Services at (501) 683-0492 with any questions.



Jim Damante
Sheriff

Crawford County Sheriff's Department

4235 Alma Highway

Van Buren, Arkansas 72956

TEL. (479) 474-2261 • FAX (479) 471-3264

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR



James Mirus
Chief Deputy

October 8, 2021

To: Crawford County Quorum Court
From: Jim Damante, Sheriff and James Mirus, Chief Deputy
RE: Certificate Pay and Corporal Pay

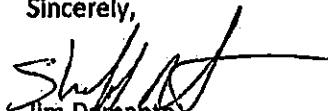
We are requesting to create the following Line Items that will go into our 2022 Budget from the Jail & Law Enforcement (County Sales Tax Fund) ¼ Cent Fund 3428-418-1005 Certificate Pay & Corporal Pay and monetary value will be absorbed by the Sheriff's budget and will not be asked to come out of County General.


Salaries – Certificate Pay – This will be based on the 8 Advanced Certifications – General, Advanced and Senior Law Enforcement Certificates, Field Training Officer, Firearms Instructor, Instructor Development, Crisis Intervention Officer and Drug Recognition Expert. The deputies will be awarded \$250.00 per certification into their salary. The maximum allowed for this will be \$2,000.00. The Sheriff will absorb this cost into his budget and should approximately \$10,000.00 yearly.

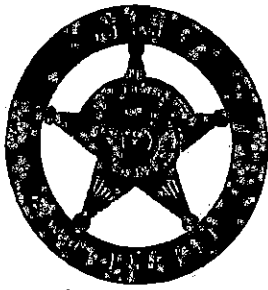
Salaries – Corporal – This will be based on a promotional status. As it sits now the first promotion a Deputy can receive is into this position and there is no compensation for this promotion. The sheriff will absorb this cost into his budget. Certified Corporals will receive \$800 for this promotion and Detention Corporals will receive \$500.00 for this promotion. For a total of \$7,000.00 yearly.

If you have any questions, please feel free to contact our office.

Sincerely,


Jim Damante,
Sheriff


James Mirus,
Chief Deputy



Jim Damante
Sheriff

Crawford County Sheriff's Department

4235 Alma Highway

Van Buren, Arkansas 72983

TEL. (479) 474-2261 • FAX (479) 471-3264

FILED

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR



James Mirus
Chief Deputy

To: Crawford County Quorum Court
From: Jim Damante, Sheriff and James Mirus, Chief Deputy
RE: Pay Raise for Crawford County Sheriff's Department Employees

The Crawford County Sheriff is requesting a pay raise for its employees out of County General. \$2,000 for all certified personnel and \$1500 for non-certified personnel. The Sheriff will pay \$29,987.25 for the extra benefits that will accrue with this pay increase for his employees. We are asking that the county would assume the additional \$130,549.61 for the salaries of the county employees.

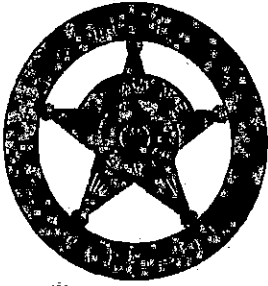
In all budgets combined the total salary increase will be \$130,549.61 and with benefits it would be \$160,536.86. The difference in those numbers is \$29,987.25 which is the difference that the Sheriff will pay out of his budget.

If you have any questions, please contact our office.

Sincerely,

Jim Damante,
Sheriff

James Mirus,
Chief Deputy



Jim Damante
Sheriff

October 8, 2021

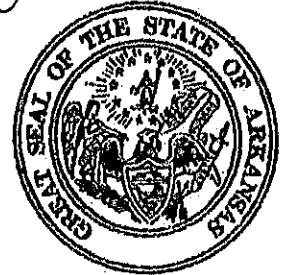
Crawford County Sheriff's Department

4235 Alma Highway
Van Buren, Arkansas 72956

TEL. (479) 474-2261 • FAX (479) 474-3264
COUNTY CLERK
CRAWFORD COUNTY, AR

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OCT 8 PM 4: 50



James Mirus
Chief Deputy

To: Crawford County Quorum Court
From: Jim Damante, Sheriff and James Mirus, Chief Deputy
RE: Move a Position

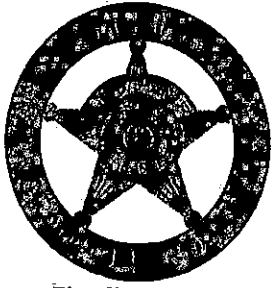
The Crawford County Sheriff is requesting to move a position into the Criminal Investigation Division (CID). This position will be moved from an already existing position and will be renamed as "Narcotics Investigator." We are requesting to make this position equal compensation to that of a Criminal Investigator and will be an increase of \$2,789.58 which includes salary and all benefits. The salary will go from \$33,747.00 to \$35,931.50. This position will be focused on the significant drug problem in Crawford County and will focus on all areas within the boundaries of Crawford County with a significant focus on the unincorporated communities of Crawford County. The Sheriff will absorb this cost into his budget using Jail & Law Enforcement (County Sales Tax) ¼ Cent Fund.

If you have any questions, please contact our office.

Sincerely,

Jim Damante,
Sheriff

James Mirus,
Chief Deputy



Jim Damante
Sheriff

October 8, 2021


To: Crawford County Quorum Court
From: Jim Damante, Sheriff and James Mirus, Chief Deputy
RE: Overtime Pay

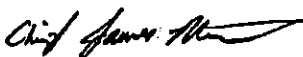
We are requesting to create the following Line Item that will go into our 2021 Budget from the Jail & Law Enforcement (County Sales Tax Fund) ¼ Cent Fund 3428-418-1005 Overtime Pay and monetary value will be absorbed by the Sheriff's budget and will not be asked to come out of County General.

Salaries – Overtime – This will be used for specialized overtime such as calling a deputy in on their day off to sit at the hospital, compensation for short staffing in the detention center and on patrol. The Sheriff will Absorb this cost into his budget.

If you have any questions, please feel free to contact our office.

Sincerely,


Jim Damante,
Sheriff


James Mirus,
Chief Deputy

Crawford County Sheriff's Department

4235 Alma Highway

Van Buren, Arkansas 72956

TEL. (479) 474-2261 • FAX (479) 471-3264

2021 OCT 8 PM 4:50
JAMES WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

FILED *SW*



James Mirus
Chief Deputy



FILED

2021 OCT 11 AM 10:18

CO. CLERK
CRAWFORD COUNTY, AR

RINDA BAKER
PROSECUTING ATTORNEY
TWENTY-FIRST JUDICIAL DISTRICT
206 SOUTH 3RD STREET
VAN BUREN, ARKANSAS 72956
Phone: (479) 474-5000
Fax: (479) 471-3256
Email: prosecutor@co.crawford.ar.us
Web: <http://co.crawford.ar.us>

Chief Deputy Prosecuting Attorney
Robert Presley II

Deputy Prosecutors

Lena Pinkerton
Brock Price
Zach Throneberry
Jacob Howell

October 8, 2021

Justice Roger Atwell, Personnel Committee Chairperson
Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Court

Re: Position and Appropriation

Dear Sirs:

Please accept this request for the October 2021 Quorum Court meeting (and any committee meetings) that the current part-time position in my office be made a full-time position and funds be transferred from Fund 1000 County General to accommodate said change in the position.

Sincerely,

A handwritten signature in black ink that reads "Rinda Baker".

Rinda Baker
Prosecuting Attorney

REGULAR MEETING OF THE CRAWFORD COUNTY QUORUM COURT
AGENDA
October 18, 2021

CALL TO ORDER: 7:00 PM

PLACE: CIRCUIT COURTROOM DIVISION II
220 SOUTH 4TH STREET
VAN BUREN, ARKANSAS 72956

ROLL CALL:

MINUTES: Regular Meeting 9/20/2021

MINUTES FROM COMMITTEE MEETING FOR REVIEW:
Personnel Committee Meeting 9/20/2021
Budget Committee Meeting 9/20/2021

REPORTS: Re-appraisal Monthly Report, Comp & Vacation Report, Delinquent Real and Personal Taxes, Treasurer's Report and Southwest EMS Report.

COMMITTEE REPORTS:

COMMENTS FROM THE PUBLIC:

- One representative per group
- Presentations must be no longer than five (5) minutes
- Followed by Questions from Justices

JUDGES NOTES:

CALL FOR OLD BUSINESS: Approve Amended Ordinance #2021-32 and "Attachment A"

CALL FOR NEW BUSINESS: Justice Paul Johnson: Discussion - Sales Tax Renewal Notice

1. Justice Roger Atwell to introduce Ordinance No. 2121-35 BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE TO AMEND THE COUNTY HANDBOOK.

2. Justice Mitch Carolan to introduce Ordinance No. 2021-36 BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE SETTING THE PAY FOR EMERGENCY MANAGER.
3. Justice Mark Shaffer to introduce Ordinance No. 2021-37 BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE TO CREATE A NEW POSITION IN CIRCUIT COURT DIVISION III FOR AN ADMINISTRATIVE ASSISTANT.
4. Justice Mark Shaffer to introduce Ordinance No. 2021-38 BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE TO CHANGE THE PART-TIME POSITION IN THE CRAWFORD COUNTY ASSESSOR'S AND CREATE A FULL-TIME POSITION.
5. Justice Shaffer to introduce Ordinance No. 2021-39 BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CRAWFORD, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN APPROPRIATION ORDINANCE AMENDING THE BUDGET ORDINANCE NUMBER 2020-25 TO APPROPRIATE ADDITIONAL FUNDS AND APPROVE ADDITIONAL EXPENDITURES TO THE CRAWFORD COUNTY 2021 BUDGET FOR VARIOUS DEPARTMENTS; TRANSFERS AND FOR OTHER PURPOSES.
6. Justice Roger Atwell to introduce Resolution No. 2021-8 A RESOLUTION EXPRESSING SUPPORT FOR PAY RAISES.

ANNOUNCEMENTS:

ADJOURN:

CRAWFORD COUNTY ARKANSAS

QUORUM COURT JOURNAL OF PROCEEDINGS

The Quorum Court of Crawford County, Arkansas met September 20, 2021, for the ninth regular meeting of the year. The meeting was called to order at 7:00 p.m. in the Circuit Courtroom #2, 220 South 4th Street, Van Buren, Arkansas. Judge Gilstrap presiding. Jacob Howell, Deputy Prosecuting Attorney, legal counselor was present. Roll was called. Members present were Justices Atwell, Carolan, Cox, DeCroo, Harvey, Johnson, Morrison, Myers, Peppas, Perry, Shaffer, Wahlmeier and Woodruff

The minutes of the last Regular August meeting and reports were presented. Justice Peppas moved to approve and second by Justice DeCroo and unanimous voice vote the minutes and reports were approved as written.

The minutes of the Personnel Committee were presented, Justice Harvey moved to approve, second by Justice Morrison. Unanimous voice vote minutes were approved as written.

The minutes of the Budget Committee were presented, Justice Peppas moved to approve, second by Justice Atwell. Unanimous voice vote minutes were approved as written.

The minutes of the CCARPC Committee were presented, Justice Harvey moved to approve, second by Justice Myers. Unanimous voice vote minutes were approved.

COMMITTEE REPORTS: Justice Shaffer stated that he has been working with Justice Harvey with WAPPD to come up with a form to hopefully put on a website for people to fill out their request. At that point we will get together and look at all of those that we are most interested in and have them start coming before us and giving us their full presentation. Justice Harvey stated that they will need to fill out the application themselves and justify their needs, and then clarify that thru WAPPD that way we are not spending our time chasing down rat holes that we don't need to chase. It will be a couple of months before that is up on the website.

COMMENTS FROM THE PUBLIC: Susan Wilson, Mayor of Mountainburg got up and spoke on the time line that the City of Mountainburg has to come up with the money to start the water project. This project is a \$9 to \$12 million dollar project. We have 340 homeowners signed up need 60 more homeowners. The most that the City of Mountainburg can finance and make the payments on is \$2 million dollars.

JUDGES NOTE: (1) Judge Gilstrap stated that they finally got to put down a little asphalt down this last couple of weeks. Old Rowe Road is a 1 mile road that we have worked on for two years to get the base down so I am bring a contractor in so we can continue with building bridges.

CALL FOR OLD BUSINESS:

CALL FOR NEW BUSINESS:

- (1) ORDINANCE NO. 2021-32: BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS ORDINANCE TO BE ENTITLED: AN APPROPRIATION ORDINANCE AMENDING BUDGET ORDINANCE NUMBER 2020-25 TO APPROPRIATE ADDITIONAL FUNDS AND APPROVE ADDITIONAL EXPENDITURES TO THE CRAWFORD COUNTY 2021 BUDGET FOR VARIOUS DEPARTMENTS; TRANSFERS AND FOR OTHER PURPOSES. On motion by Justice Shaffer, second by Justice Peppas. Ordinance No. 2021-32 was presented. After reading in its entirety, Justice Peppas moved to approve, second by Justice Atwell. There was no discussion by the court, roll call vote 13 yeas.
- (2) ORDINANCE NO. 2021-33: BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE CREATING AND FUNDING THE POSITIONS OF 911 CALL TAKERS. On motion by Justice Shaffer, second by Justice Perry. Ordinance No. 2021-33 was presented. After reading in its entirety, Justice Peppas moved to approve, second by Justice DeCroo. There was no discussion by the court, roll call vote 13 yeas.
- (3) ORDINANCE NO. 2021-34: BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED: AN ORDINANCE SETTING THE PAY FOR EMERGENCY MANAGER. On motion by Justice Shaffer, second by Justice Perry. Ordinance No. 2021-34 was presented. After reading in its entirety, Justice Peppas moved to approve, second by Justice Perry. There was no discussion by the court, roll call vote 8 yeas and 5 nays.
- (4) RESOLUTION NO. 2021-7: A RESOLUTION OF THE CRAWFORD COUNTY QUORUM COURT, APPROVING A ROUTE THROUGH THE CITY TO BE DESIGNATED AS A PORTION OF THE UNITED STATES BIKE ROUTE 51; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. On motion by Justice Shaffer, second by Justice Woodruff. Resolution No. 2021-7 was presented. After reading in its entirety, Justice Harvey moved to approve, second by Justice Atwell. There was no discussion by the court, roll call vote 13 yeas.

NOTATION: Judge Gilstrap ask for a voice vote to give him the authority to sign the documents on the purchase of the Election Commission building. Unanimous voice vote taken and passed.

ANNOUNCEMENTS: Elaine Stanfield wanted to thank everyone that came out to help or that attended the Crawford County Fair.

ADJOURN: On motion by Justice Peppas , seconded by Justice Atwell , the meeting adjourned at 7:30 p.m.

DATE _____ APPROVED _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

PERSONNEL COMMITTEE MEETING

TO: Crawford County Quorum Court, Elected Officials, and News Media

FROM: Justice Roger Atwell Chairman, Personnel Committee

The Crawford County Personnel Committee will meet **September 20, 2021, at 6:00 p.m.**
at the **Circuit Courtroom Division II, 220 South 4th Street, Van Buren, Arkansas.**

AGENDA

- Creation of 911 Call taker/Dispatcher positions needed because of 911 PSAP Consolidation.
On motion to approve positions by Justice Perry, second by Justice Harvey, motion passed.

On motion to adjourn by Justice Harvey, second by Justice Morrison, motion passed.

BUDGET COMMITTEE MEETING

TO: Crawford County Quorum Court, Elected Official & News Media

FROM: Mark Shaffer, Budget Chairperson

The Crawford County Budget Committee will meet **Monday, September 20, 2021, at 6:15 p.m., in the Circuit Courtroom Division II, 220 South 4th Street, Van Buren, Arkansas.**

AGENDA

2021 Budget

- Request from Crawford County Circuit Court Division III to Fund the position approved in Personnel Committee Meeting on August 16, 2021. This position is not intended to be filled until January, 2022. The below amounts would be added into the 2022 budget.

DIVISION III ADMIN ASSISTANT #1000-0403

Line Item #1000-0403-1001 Salaries Full-Time	\$31,756.00
Line Item #1000-0403-1006 Social Security Matching	2,429.33
Line Item #1000-0403-1008 Retirement	4,865.02
Line Item #1000-0403-1009 Insurance	8,509.48
Line Item #1000-0403-1011 Unemployment Compensation	400.00
Total:	\$47,959.83

On motion to approve by Justice Perry, second by Justice DeCroo, motion passed.

- Request from Crawford County Assessor to Fund the full time position which was approved in Personnel Committee Meeting on January 19, 2021. Sandra would like to fill a full time position as soon as possible. Amounts cover the remainder of 2021 (7 pay periods).

COUNTY ASSESSOR FULL TIME POSITION

See attached letter to appropriate for explanation of funds needed

On motion to approve by Justice Wahlmeier, second by Justice Woodruff, motion passed.

- Creation of 911 Call taker/Dispatcher positions needed because of 911 PSAP Consolidation.

New 911 positions Fund #3020-0501 – 3 Supervisors & 10 Call takers – Oct, Nov and Dec – 7 pay periods (remainder of 2021):

Line Item #3020-0501-1001 Salaries Full Time	\$109,278.40
Line Item #3020-0501-1006 Social Security Matching	8,359.80
Line Item #3020-0501-1008 Retirement	16,741.45
Line Item #3020-0501-1009 Insurance (1 month)	9,110.27
Line Item #3020-0501-1011 Unemployment	<u>1,300.00</u>
Total:	\$144,789.92

Request from the Crawford County Judge to appropriate an additional \$144,789.92 from E-911 Fund #3020 to the following line items: \$109,278.40 to Line Item #3020-0501-1001 Salaries; \$8,359.80 to Line Item #3020-0501-1006; \$16,741.45 to Line Item #3020-0501-1008 Retirement; \$9,110.27 to Line Item #3020-0501-1009 Insurance; \$1,300.00 to Line Item #3020-0501-1011 Unemployment.

On motion to approve by Justice Perry, second by Justice Peppas, motion passed.

- **Increasing the Emergency Management Director's salary** to be equal with the 911 Communication Directors salary. The amounts below are for the remainder of 2021 (7 pay periods remaining)

Brad Thomas – Fund #3429-0500:

Line Item #3429-0500-1001 Salaries Full Time	\$1,097.60
Line Item #3429-0500-1006 Social Security Matching	83.97
Line Item #3429-0500-1008 Retirement	<u>168.15</u>
Total:	\$1,349.72

Request from the Crawford County Judge to appropriate an additional \$1,349.72 from Public Safety Fund #3429 to the following Line Items; \$1,097.60 to Line Item #3429-0500-1001; \$83.97 to Line Item #3429-0500-1006 FICA; \$168.15 to Line Item #3429-0500-1008 Retirement.

On motion to approve by Justice Peppas, second by Justice Perry, motion passed.

- Request from the Crawford County Judge to appropriate an additional \$11,302.22 to the following Line Items: \$4,802.22 to Line Item #1000-0111-2020 Building Materials & Supplies; \$3,000.00 to Line Item #1000-0111-2022 Plumbing & Electrical; \$3,500.00 to Line Item #1000-0111-2023 Parts & Repairs. On motion to approve by Justice Harvey, second by Justice Atwell, motion passed.
- Request from County Judge to appropriate an additional \$45,000.00 from Crawford County Road Fund #2000 to Line Item #2000-0200-3004 Engineering & Architectural. On motion to approve by Justice Perry, second by Justice Wahlmeier, motion passed.
- Request from the Crawford County Judge to appropriate an additional \$1,502.69 from County General Fund #1000 to the following Line Items; \$1,395.90 Line Item #1000-0115-1001 Salaries, Full Time; \$106.79 to Line Item #1000-0115-1006 Social Security Matching. On motion to approve by Justice Peppas, second by Justice Harvey, motion passed.
- Request from the Crawford County Judge to appropriate an additional \$153,500.00 from Corona Virus Relief Fund #1005 to Line Item #1005-0100-4002 Buildings. On motion to approve by Justice Harvey, second by Justice Carolan, motion passed.
- Request from the Crawford County Library System to appropriate an additional \$2,700.00 from County Library Fund #3008 to Line Item #3008-0600-3103 Grants-In-Aid. On motion to approve by Justice DeCree, second by Justice Myers, motion passed.
- Request from the Crawford County Sheriff to appropriate an additional \$1,785.00 from Public Safety Fund #3429 to Line Item #3429-0418-3093 Misc. Law Enforcement. On motion to approve by Justice Peppas, second by Justice Perry, motion passed.

On motion to adjourn by Justice Perry, second by Justice Harvey, motion passed.

MONTHLY PROGRESS REPORT
CRAWFORD COUNTY September 2021

GEOGRAPHICAL AREA (CITY, SUBDIVISION, S-T-R, ETC.) Note: Please provide as detailed a description as necessary	NUMBER OF PARCELS		OTHER TASKS COMPLETED
	DATA COLLECTION/ REVIEW AND DATA ENTRY	VALUATION	
RURAL, RURBAN, CITY (Residential)			Project planning and administration
000030 AARON YOUNG	19		personnel procurement and training.
000069 ALMA ORIGINAL	114		
000140 ARONOLD ESTATES	9		
000570 CHANTICLEER ESTATES I	33		taxpayer inquiry
000580 CHANTICLEER ESTATES II	15		assessor support
000590 CHARLEYS LANE	7		Informal hearings
000630 CRISTELLO ACRES	21		BOE hearings
000670 CLEAR CREEK PARK ESTATES	20		
000720 COUNTRY LANE WOODS	60		
001111 FARRIS ADDITION	4		
001160 GALLOWAY	63		
001187 GILSTRAP TRACTS 1-4	4		
001300 HARRELL	54		
001310 HARRIS I	36		
001320 HARRIS II	64		
001558 JAMES PLACE	24		
001700 LAKEVIEW ESTATES	11		
001820 MEADORS	41		
002490 RAY LANE	11		
002507 RED HILL RANCH	8		
002520 REEVES	20		
002636 RILEY ESTATES	100		
002650 RIVER RIDGE	8		
002770 ROSSMOOR ACRES	13		
003260 THOMPSON HEIGHTS	6		
003708 WATERFRONT ESTATES II	14		
003709 WATERFRONT ESTATES	30		
003730 WEEDEN ESTATES	3		
TOTALS FOR THIS PAGE	812	0	
OVERALL TOTALS (LAST PAGE USE ONLY)			

The reappraisal for this county is scheduled to be completed in 2023 9/15/2021
 Appraisal Firm (If Contracted): A.C.T. Appraisal Manager: Daniel K. Berry CAE
 COMMENTS:

PLEASE REMIT BY THE 20TH OF EACH MONTH

**Crawford County Clerks
 Monthly Report
 County Comp Time Over 40 Hours
 County Vacation Time Over 160 Hours
 Pay Period Ending 10/8/2021
 Comp Time
 Over 40 Hrs.**

Circuit Court

102-Chief Deputy	74
102-Off. Mgr.	65.375
102-Court Adm.	112.25
102-Deputy	59.375
102-Court Deputy	70
102-Deputy	44.625

Collector

104-Deputy Clerk	87.25
104-Deputy Clerk	45

Courthouse Maintenance

108-Maintenance	50.75
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Sheriff

400-Pat Sgt	70.50
400-Dispatch	58.75
400-Dispatch	81.50

Jail

418-Det. Lt.	126
418-Det. Sgt	79.25
418-Det. Dep	86.50
418-Det. Sgt	43.50
418-Det. Dep	85
418-Det. Dep	97.50
418-Det. Dep	105.50

Vacation Time over 160 Hrs.

<u>County Clerk</u>	
101-Chief Deputy	216.25
<u>Tax Collector</u>	
104-Deputy Clerk	161
<u>Assessor</u>	
105-Deputy Clerk	206
105-Deputy Clerk	183.50
105-Chief Deputy	215
<u>Maintenance:</u>	
108-Maint.	203
<u>Highway</u>	
200-EQ-3	168
200-EQ-1	222
200-EQ-3	244
200-Super	172
200-EQ-1	180.50
200-Serv. Foreman	215.75
200-Spec. Mech.	248.25
<u>Sheriff</u>	
400-Pat Deputy	305
400-Deputy	176.25
400-Investigator	170
400-CID Lt	198
400-Deputy	212.50
400-Pat. Sgt	195
400-Deputy	199.25
<u>Juvenile</u>	
414-Secretary	260
<u>Jail</u>	
418-Det. Lt.	166
<u>911</u>	
501-Sign Crew	262
501-Sign Crew	161.50

Quorum Court Report

Month: 9

	Beginning Balance	Cash Receipts	Void Checks	Transfers In	Tax X In	Commission Earned	Void Receipts	Warrants Paid	Transfers Out	Tax X Out	Commission Charged	Other Checks	Ending Balance
Totals For All Funds Listed	\$27,414,544.97	\$2,756,436.37	\$358.71	\$35,666.50	\$161,119.95	\$32,219.80	\$0.00	\$1,138,987.06	\$11,232.64	\$1,185,798.46	\$27,924.15	\$609.42	\$28,035,794.57

Collection Summary - Delinquent Personal Property

Crawford County, Arkansas

FILED

8108705-8108990 JW

District	Name	Year	Tax Paid	Late Pen	Late Fee	Postage	Delq Pen	Pub Cost	Delq Fees	Total	Percent
100	Mulberry Rural	2019	182.23	12.85	0.50	0.00	18.23	4.00	0.00	217.81	0.73%
101	Mulberry City	2016	74.81	0.00	0.00	20.60	87.41	2.00	0.00	84.29	0.28%
101	Mulberry City	2018	81.33	0.00	0.00	0.00	81.33	2.00	0.00	91.46	0.30%
101	Mulberry City	2019	266.39	0.00	0.00	0.00	266.39	6.00	0.00	299.03	1.00%
160	Mountainburg Rural	2011	7.72	1.00	0.50	0.00	9.22	2.00	0.00	11.99	0.04%
160	Mountainburg Rural	2018	84.45	0.00	0.00	0.00	84.45	2.00	0.00	94.89	0.31%
160	Mountainburg Rural	2019	1,955.97	18.42	1.50	0.00	154.60	30.00	0.00	2,160.49	7.24%
161	MOUNTAINBURG CITY	2015	52.96	0.00	0.00	0.00	5.30	2.00	0.00	60.26	0.20%
161	MOUNTAINBURG CITY	2016	45.54	0.00	0.00	0.00	4.55	2.00	0.00	52.09	0.17%
161	MOUNTAINBURG CITY	2019	110.38	0.00	0.00	0.00	11.04	2.00	0.00	123.42	0.41%
300	Alma Rural	2019	2,360.33	95.15	5.00	0.00	236.03	40.00	0.00	2,736.51	9.17%
301	Alma City	2010	27.66	0.00	0.00	0.00	2.77	2.00	0.00	32.43	0.10%
301	Alma City	2011	39.37	3.94	0.50	0.00	3.94	2.00	0.00	49.75	0.16%
301	Alma City	2015	8.67	0.00	0.00	0.00	0.87	2.00	0.00	11.54	0.03%
301	Alma City	2018	48.78	0.00	0.00	0.00	0.00	2.00	0.00	50.78	0.17%
301	Alma City	2019	2,377.48	141.84	3.00	0.00	227.45	32.00	0.00	2,781.77	9.32%
302	Dyer City	2018	178.24	0.00	0.00	0.00	17.82	4.00	0.00	200.06	0.67%
302	Dyer City	2019	559.78	30.24	2.00	0.00	56.34	14.00	0.00	662.36	2.22%
420	Van Buren Rural	2004	23.05	0.00	0.00	0.00	2.30	2.00	0.00	27.35	0.09%
420	Van Buren Rural	2005	29.04	2.90	0.50	0.00	0.00	0.00	0.00	32.44	0.10%
420	Van Buren Rural	2006	40.11	0.00	0.00	0.00	0.00	0.00	0.00	40.11	0.13%
420	Van Buren Rural	2014	31.42	0.00	0.00	0.00	3.14	2.00	0.00	36.56	0.12%
420	Van Buren Rural	2015	28.61	0.00	0.00	0.00	2.86	2.00	0.00	33.47	0.11%
420	Van Buren Rural	2016	33.43	0.00	0.00	0.00	3.34	2.00	0.00	38.77	0.13%
420	Van Buren Rural	2018	121.26	12.12	1.00	0.00	12.12	4.00	0.00	150.50	0.50%
420	Van Buren Rural	2019	4,214.53	142.50	7.50	0.00	355.45	72.00	0.00	4,791.98	16.07%
421	Van Buren City	2010	87.18	0.00	0.00	0.00	8.71	4.00	0.00	99.89	0.33%
421	Van Buren City	2015	26.90	2.69	0.50	0.00	2.69	2.00	0.00	34.78	0.11%
421	Van Buren City	2016	35.29	2.85	0.50	0.00	3.53	4.00	0.00	46.17	0.15%
421	Van Buren City	2017	46.71	0.00	0.00	0.00	4.67	2.00	0.00	53.38	0.17%
421	Van Buren City	2018	260.02	1.97	0.50	0.00	26.00	6.00	0.00	294.49	0.98%
421	Van Buren City	2019	8,722.67	275.45	15.50	0.00	804.27	160.00	0.00	9,977.89	33.46%
422	Kibler City	2006	142.21	14.22	0.50	0.00	0.00	2.00	0.00	158.93	0.53%
422	Kibler City	2007	140.41	14.07	0.50	0.00	0.00	2.00	0.00	156.98	0.52%
422	Kibler City	2008	140.89	14.10	0.50	0.00	0.00	2.00	0.00	157.49	0.52%
422	Kibler City	2018	41.72	0.00	0.00	0.00	4.17	2.00	0.00	47.89	0.16%
422	Kibler City	2019	534.72	17.67	1.00	0.00	23.93	8.00	0.00	585.32	1.96%

Collection Summary - Delinquent Personal Property
Crawford County, Arkansas

District	Name	Year	Tax Paid	Late Pen	Late Fee	Postage	DIq Pen	Pub Cost	DIq Fees	Total	Percent
440	Cedarville Rural	2000	163.35	0.00	0.00	0.00	16.34	2.00	0.00	181.69	0.60%
440	Cedarville Rural	2001	120.06	12.01	0.50	0.00	12.01	2.00	0.00	146.58	0.49%
440	Cedarville Rural	2002	36.19	0.00	0.00	0.00	3.62	2.00	0.00	41.81	0.14%
440	Cedarville Rural	2003	4.31	0.00	0.00	0.00	0.43	2.00	0.00	6.74	0.02%
440	Cedarville Rural	2007	441.19	0.00	0.00	0.00	44.12	2.00	0.00	487.31	1.63%
440	Cedarville Rural	2008	136.21	13.62	0.50	0.00	13.62	2.00	0.00	165.95	0.55%
440	Cedarville Rural	2014	345.10	0.00	0.00	0.00	34.51	2.00	0.00	381.61	1.27%
440	Cedarville Rural	2019	1,396.00	34.73	3.00	0.00	128.97	26.00	0.00	1,588.70	5.32%
441	Cedarville City	2019	286.22	9.18	0.50	0.00	28.63	8.00	0.00	332.53	1.11%
Ad Valorem Totals			<u>26,090.89</u>	<u>873.52</u>	<u>46.00</u>	<u>0.00</u>	<u>2,329.83</u>	<u>478.00</u>	<u>0.00</u>	<u>29,818.24</u>	
Grand Total			<u>26,090.89</u>	<u>873.52</u>	<u>46.00</u>	<u>0.00</u>	<u>2,329.83</u>	<u>478.00</u>	<u>0.00</u>	<u>29,818.24</u>	

Collection Summary - Delinquent Real Estate
Crawford County, Arkansas

District	Name	Year	Tax Paid	DIq Pen	Interest	Pub Cost	DIq Fees	Postage	Total	Percent
100	Mulberry Rural	2019	599.56	59.95	56.28	5.00	5.00	0.00	725.79	2.23%
101	Mulberry City	2019	72.07	0.00	0.00	2.50	2.50	0.00	77.07	0.23%
160	Mountainburg Rural	2019	3,091.56	296.39	271.13	27.50	27.50	0.00	3,714.08	11.44%
300	Alma Rural	2018	34.32	3.43	6.48	0.00	2.50	0.00	46.73	0.14%
300	Alma Rural	2019	3,330.35	259.92	239.54	20.00	22.50	0.00	3,872.31	11.93%
301	Alma City	2019	1,649.43	164.94	155.76	7.50	7.50	0.00	1,985.13	6.11%
302	Dyer City	2019	61.27	6.13	5.77	2.50	2.50	0.00	78.17	0.24%
303	RUDY CITY	2019	76.05	7.60	6.96	2.50	2.50	0.00	95.61	0.29%
420	Van Buren Rural	2019	3,727.73	308.21	284.15	45.00	45.00	0.00	4,410.09	13.58%
421	Van Buren City	2015	466.14	0.00	0.00	2.50	2.50	0.00	471.14	1.45%
421	Van Buren City	2019	11,216.68	1,038.08	960.13	47.50	47.50	0.00	13,309.89	41.00%
422	Kibler City	2019	166.96	16.70	15.12	7.50	7.50	0.00	213.78	0.65%
440	Cedarville Rural	2019	2,340.38	234.04	219.23	35.00	35.00	0.00	2,863.65	8.82%
441	Cedarville City	2019	493.62	49.36	45.44	2.50	2.50	0.00	593.42	1.82%
Ad Valorem Totals			<u>27,326.12</u>	<u>2,444.75</u>	<u>2,265.99</u>	<u>207.50</u>	<u>212.50</u>	<u>0.00</u>	<u>32,456.86</u>	
	Timber Tax	2019	63.20	0.00	0.00	0.00	0.00	0.00	63.20	100.00%
Other Tax Totals			<u>63.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>63.20</u>	
Grand Total			<u>27,389.32</u>	<u>2,444.75</u>	<u>2,265.99</u>	<u>207.50</u>	<u>212.50</u>	<u>0.00</u>	<u>32,520.06</u>	

Distribution of Delinquent Personal Property
Crawford County, Arkansas

Entity	Name	TaxAmt	Col Penalty	Interest	Pub Cost	Distribution	Percent
801	County General	1,481.93				1,481.93	5.68%
802	County Road (Full)	746.04				746.04	2.86%
803	County Library	732.96				732.96	2.81%
807	County Road (Split)	412.28				412.28	1.58%
051	Van Buren Schools	12,172.13				12,172.13	46.65%
052	Mountainburg Schools	1,891.06				1,891.06	7.25%
053	Alma Schools	4,599.95				4,599.95	17.63%
054	Cedarville Schools	2,443.40				2,443.40	9.36%
055	Mulberry Schools	469.74				469.74	1.80%
151	Van Buren City General	354.05				354.05	1.36%
152	Mountainburg City Gen	11.39				11.39	0.04%
153	Alma City General	143.17				143.17	0.55%
154	Cedarville City General	.00					0.00%
155	Mulberry City General	40.80				40.80	0.16%
157	Dyer City General	66.25				66.25	0.25%
159	Kibler City General	93.29				93.29	0.36%
251	Van Buren City Streets	265.55				265.55	1.02%
252	Mountainburg City Street	6.32				6.32	0.02%
253	Alma City Streets	69.28				69.28	0.27%
254	Cedarville City Streets	9.92				9.92	0.04%
255	Mulberry City Streets	13.11				13.11	0.05%
257	Dyer City Streets	19.87				19.87	0.08%
259	Kibler City Streets	28.23				28.23	0.11%
352	Mountainburg Fireman	1.69				1.69	0.01%
353	Alma Fireman Pension	18.48				18.48	0.07%
	Ad Valorem	<u>26,090.89</u>				<u>26,090.89</u>	

**Distribution of Delinquent Personal Property
Crawford County, Arkansas**

Entity	Name	TaxAmt	Col Penalty	Interest	Pub Cost	Distribution	Percent
	Late Assess Penalty	873.52				873.52	23.44%
	Late Assess Fee	46.00				46.00	1.23%
	Collector Penalty		2,329.83			2,329.83	62.51%
	Publication Cost				478.00	478.00	12.82%
	Other Taxes	<u>919.52</u>	<u>2,329.83</u>		<u>478.00</u>	<u>3,727.35</u>	
	Grand Totals	<u>27,010.41</u>	<u>2,329.83</u>		<u>478.00</u>	<u>29,818.24</u>	

This is to certify the above information is a correct, original copy of Delinquent Personal Property From 09/01/2021 to 09/30/2021



Kevin Pixley, Crawford County Tax Collector

**Distribution of Delinquent Real Estate
Crawford County, Arkansas**

Delq 09/01/2021 to 09/30/2021

Entity	Name	TaxAmt	Col Penalty	Interest	Pub Cost	Distribution	Percent
801	County General	1,595.20	142.92	132.46	12.34	1,882.92	5.84%
802	County Road (Full)	826.40	73.61	68.21	8.43	976.65	3.03%
803	County Library	770.12	69.00	63.95	5.94	909.01	2.82%
807	County Road (Split)	411.91	37.12	34.41	2.17	485.61	1.51%
051	Van Buren Schools	12,896.18	1,128.15	1,042.40	85.26	15,151.99	46.99%
052	Mountainburg Schools	2,605.17	249.77	228.47	23.17	3,106.58	9.63%
053	Alma Schools	4,313.82	368.80	345.77	27.23	5,055.62	15.68%
054	Cedarville Schools	2,356.21	235.61	220.06	31.18	2,843.06	8.82%
055	Mulberry Schools	553.27	49.93	46.89	6.03	656.12	2.03%
151	Van Buren City General	451.31	40.00	37.00	1.93	530.24	1.64%
153	Alma City General	94.34	9.43	8.91	.43	113.11	0.35%
154	Cedarville City General	.00					0.00%
155	Mulberry City General	7.40			.26	7.66	0.02%
157	Dyer City General	5.50	.55	.52	.22	6.79	0.02%
158	Rudy City General	.00					0.00%
159	Kibler City General	15.21	1.52	1.38	.68	18.79	0.06%
251	Van Buren City Streets	338.48	30.00	27.75	1.45	397.68	1.23%
253	Alma City Streets	45.65	4.56	4.31	.21	54.73	0.17%
254	Cedarville City Streets	17.10	1.71	1.57	.09	20.47	0.06%
255	Mulberry City Streets	2.22			.08	2.30	0.01%
257	Dyer City Streets	1.65	.17	.16	.07	2.05	0.01%
258	Rudy City Streets	2.25	.22	.21	.07	2.75	0.01%
259	Kibler City Streets	4.56	.46	.41	.20	5.63	0.02%
353	Alma Fireman Pension	12.17	1.22	1.15	.06	14.60	0.05%
	Ad Valorem	<u>27,326.12</u>	<u>2,444.75</u>	<u>2,265.99</u>	<u>207.50</u>	<u>32,244.36</u>	
	Redemption Certificate	212.50				212.50	77.08%
	Timber Tax	63.20				63.20	22.92%
	Other Taxes	<u>275.70</u>				<u>275.70</u>	

**Distribution of Delinquent Real Estate
Crawford County, Arkansas**

Entity	Name	TaxAmt	Col Penalty	Interest	Pub Cost	Distribution	Percent
	Grand Totals	<u>27,601.82</u>	<u>2,444.75</u>	<u>2,265.99</u>	<u>207.50</u>	<u>32,520.06</u>	

This is to certify the above information is a correct, original copy of Delinquent Real Estate From 09/01/2021 to 09/30/2021



Kevin Pixley, Crawford County Tax Collector



2401 ALMA HIGHWAY
VAN BUREN, AR 72956
August 2021
Summary of Response

FILED
2021 SEP 17 PM 2:47
JO WALTER
COUNTY CLERK
CRAWFORD COUNTY, AR

Emergencies: 351

Non-emergencies: 0

Patients Transported: 258

Non-transport: 93

Average response time within Crawford County: 12 minutes

EMERGENCY: 479-471-7400

ALMA: 479-632-9911

Non-Emergency: 479-471-7401

Fax: 479-471-1160

Membership: 1-877-760-5400

AMENDED

CRAWFORD COUNTY, ARKANSAS

ORDINANCE 2021-32

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE AMENDING THE BUDGET ORDINANCE NUMBER 2020-25 TO APPROPRIATE ADDITIONAL FUNDS AND APPROVE ADDITIONAL EXPENDITURES TO THE CRAWFORD COUNTY 2021 BUDGET FOR VARIOUS DEPARTMENTS; TRANSFERS AND FOR OTHER PURPOSES.

SECTION 1. The attached fund appropriations and expenditures are herein approved and adopted as an amendment to the 2021 Budget for Crawford County, Arkansas, as adopted in Ordinance Number 2020-25. The budget for Crawford County, Arkansas, for the year 2021 filed with the County Clerk, shall be amended to increase the attached fund appropriations and increase the amounts in the expenditure categories attached.

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the ordinance, which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

SECTION 3. An emergency is hereby declared to exist, and this Ordinance being necessary for the preservation of public peace, health and safety shall be in full force and effective from and after its passage and approval.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer
Ordinance 2021-32
Date of Passage: _____
Votes for: ____ Votes against: ____
Abstention: ____ Absent: ____

AMENDED

CRAWFORD COUNTY ARKANSAS

ORDINANCE 2021-32

ATTACHMENT "A"

SECTION 1. There is hereby appropriated an additional \$144,789.92 from E-911 Fund #3020 to the following line items: \$109,278.40 to Line Item #3020-0501-1001 Salaries; \$8,359.80 to Line Item #3020-0501-1006 Social Security Matching; \$16,741.45 to Line Item #3020-0501-1008 Retirement; \$9,110.27 to Line Item #3020-0501-1009 Insurance; \$1,300.00 to Line Item #3020-0501-1011 Unemployment.

SECTION 2. There is hereby appropriated an additional \$1,349.72 from Public Safety Fund #3429 to the following line items: \$1,097.60 to Line Item #3429-0500-1001 Salaries Full Time; \$83.97 to Line Item #3429-0500-1006 Social Security Matching; \$168.15 to Line Item #3429-0500-1008 Retirement. ORDANANCE 2021-34 FAILED IN QUORUM, NO APPROPRIATION NEEDED.

SECTION 3. There is hereby appropriated an additional \$11,302.22 from County General Fund #1000 to the following line items: \$4,802.22 to Line Item #1000-0111-2020 Building Materials & Supplies; \$3,000.00 to Line Item #1000-0111-2022 Plumbing & Electrical; \$3,500.00 to Line Item #1000-0111-2023 Parts & Repairs.

SECTION 4. There is hereby appropriated an additional \$45,000.00 from County Road Fund #2000 to Line Item #2000-000-3004 Engineering & Architectural.

SECTION 5. There is hereby appropriated an additional \$1,502.69 from County General Fund #1000 to the following line items: \$1,395.90 Line Item #1000-0115-1001 Salaries, Full Time; \$106.79 to Line Item #1000-0115-1006 Social Security Matching.

SECTION 6. There is hereby appropriated an additional \$153,500.00 from Corona Virus Relief Fund #1005 to Line Item #1005-0100-4002 Buildings.

SECTION 7. There is hereby a transfer in Crawford County Judge; \$7,412.64 from Line Item #2000-0200-4005 Vehicles to Line Item #2000-0200-4004 Machinery & Equipment other than vehicles.

SECTION 8. There is hereby a transfer in Crawford County Road; \$25,000.00 from Line Item #2000-0200-2025 Asphalt to Line Item #2000-0200-2030 Concrete.

SECTION 9. There is hereby a transfer in Crawford County Road; \$200.00 from Line Item #2000-0200-2003 Janitorial Supplies to Line Item #2000-0200-2001 Office Supplies.

SECTION 10. There is hereby a transfer in Crawford County Judge; \$8,650.00 from Line Item #1000-0100-1010 Workman's Comp to Line Item #1000-0100-4004 Machinery & Equipment other than vehicles.

SECTION 11. There is hereby a transfer in Crawford County Judge E-911; \$6,000.00 from Line Item #3020-0501-3020 Telephone to Line Item #3020-0501-3094 Meals & Lodging.

SECTION 12. There is hereby a transfer in Crawford County Road; \$5,000.00 from Line Item #2000-0200-2023 Parts & Repairs to the following line items; \$2,500.00 to Line Item #2000-0200-2001 Office Supplies; \$2,500.00 to Line Item #2000-0200-2004 Medicine & Drugs.

SECTION 13. There is hereby a transfer in Crawford County Judge Courthouse Repair Fund; \$107.28 from Line Item #3807-0100-3103 Grants-In-Aid to Line Item #3807-0100-3040 Advertising & Publication.

SECTION 14. There is hereby appropriated an additional \$2,700.00 from Crawford County Library to Line Item #3008-0600-3103 Grants-In-Aid.

SECTION 15. There is hereby a transfer in Crawford County Library; \$279.00 from Line Item #3008-0600-3030 Travel to Line Item #3008-0600-3040 Advertising & Publication.

SECTION 16: There is hereby a transfer in Crawford County Coroner; \$30.00 from Line Item #3429-0419-2003 Janitorial Services to Line Item #3429-0419-1011 Unemployment Comp.

SECTION 17. There is hereby a transfer in Crawford County Circuit Clerk; \$1,000.00 from Line Item #3430-0102-3011 Book Binding to Line Item #3430-0102-3030 Travel.

SECTION 18. There is hereby a transfer in Crawford County Circuit Clerk; \$2,000.00 from Line Item #3430-0102-2001 Supplies to Line Item #3430-0102-2002 Small Equipment.

SECTION 19. There is hereby appropriated an additional \$1,785.00 from Public Safety Fund #3429 to Line Item #3429-0418-3093 Miscellaneous Law Enforcement.

SECTION 20. There is hereby a transfer in Crawford County Sheriff; \$10,000.00 from Line Item #3428-0418-3060 Electricity; \$10,000 from Line Item #3428-0418-3061 Gas; total of \$20,000 to Line Item #3428-0418 3062 Water.

SECTION 21. There is hereby a transfer in Crawford County Sheriff; \$5,000.00 from Line Item #3429-0400-3029 Small Tools to Line Item #3429-0400-3023 Parts & Repairs.

SECTION 22. . There is hereby a transfer in Crawford County Public Defender; \$3,500.00 from Line Item #1000-0417-1003 Extra Help to Line Item #1000-0417-3009 Other Professional Services.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer
Attachment "A" for Ordinance 2021-32
Date of Passage: _____
Votes for: ___ Votes against: ___
Abstention: ___ Absent: ___

**CRAWFORD COUNTY, ARKANSAS
ORDINANCE 2021-35**

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY,
ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE AMENDING THE COUNTY HANDBOOK

WHEREAS, amendments to the County Handbook have been requested and considered;

SECTION 1. The amendments represented in Exhibit "A," attached hereto, are hereby adopted and incorporated into the County Handbook.

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the Ordinance that can be given effect without the invalid provision, and to this end, the provisions of the Ordinance are declared to be severable.

DATE: _____ APPROVED _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Roger Atwell

Ordinance 2021-35

Date of Passage: _____

Votes for: _____ Votes against: _____

Abstention: _____ Absent: _____

EXHIBIT A

CHAPTER 1 GENERAL POLICIES

1.1 PURPOSE

This Personnel Handbook contains policies, practices and procedures which are necessary to implement and administer the County's personnel system. By adopting this Handbook, the County endeavors to achieve consistent treatment for all employees through the establishment of uniform guidelines and systematic procedures.

This Handbook does not represent an employment contract or any aspect of an employment contract and should not be construed as such. Crawford County is an "at will" employer and nothing in this Handbook changes the status of that employer-employee relationship.

1.2 SCOPE

All employees of Crawford County are subject to the application of the personnel policies and procedures described in this Handbook.

1.3 DEFINITIONS

ELECTED OFFICIAL(S) - one or more than one of the autonomous, Constitutionally mandated County-wide officials of the County, i.e., County Judge, Sheriff, Circuit Clerk, County Clerk, Assessor, Treasurer, Coroner and Tax Collector.

EMPLOYEE - An individual who is compensated by and provides a service to the County regardless of the number of hours of work performed during any given time period or the length of the term of employment. The term "employee" shall not include any elected official, any voluntary, appointed member of any board, commission or authority, or any person performing services for the County on the basis of a service contract, retainer, or prescribed fee.

ESSENTIAL EMPLOYEE - Essential workers are those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations.

EXEMPT EMPLOYEE - Employee who is not eligible for overtime as defined by the Fair Labor Standards Act.

FULL-TIME EMPLOYEE - Employee who is regularly scheduled to work in a position which has daily, weekly or monthly hours as established by the Quorum Court for full-time work.

NON-EXEMPT EMPLOYEE - Employee who is eligible for overtime compensation as defined by the Fair Labor Standards Act.

OVERTIME - Hours worked in excess of 40 hours during a regular work week.

[NOTE: Notwithstanding this provision, sworn law enforcement officers and firefighters may be subject to special exception which establish work periods of up to 28 days. If such work periods are adopted, overtime is not measured in terms of 40-hour work weeks. Such officers shall be compensated for work performed in excess of 171 hours in a 28-day work period for police officers or for work performed in excess of 212 hours in a 28-day work period for firefighters.] 29 USCA 207(K)

PART-TIME EMPLOYEE - Employee who is regularly scheduled to work in a position whose weekly hours are 29 hours or less.

SUPERVISOR - Person who has been designated to oversee other employees in a department.

TEMPORARY EMPLOYEE - An employee hired for an intermittent or specified period of time, for a season, for a job of limited duration, or for a non-recurring work project. (Reference PG 13, 4.8 Temporary and Seasonal Employees)

WORK WEEK - Seven (7) day period beginning at 5:00 p.m. on Friday, except for law enforcement and firefighters and any other employees specifically excluded from this provision by the terms of this Handbook.

1.4 AMENDMENTS AND REVISIONS

This manual may be amended and revised periodically as necessary at the direction of the Quorum Court.

Since personnel practices and procedures are in a constant state of change, the County will continuously review this Handbook for amendments or revisions which might better serve the needs of the County and its employees. As such, this Handbook has been designed to be routinely updated and amended as the need arises.

Crawford County shall have the exclusive right to change, alter, delete, add or modify any provision of these personnel policies at any time, with or without notice. Final approval of all change to the personnel policies shall be approved by resolution of the Quorum Court. Changes made to these policies shall be communicated through standard communication channels and/or through revisions to this manual; however advance notice may not always be possible.

This policy manual supersedes all previous manuals, letters, memoranda, resolutions,

and understandings unless otherwise noted.

1.5 DISTRIBUTION LIST

A copy of this manual and all subsequent revisions or amendments shall be distributed to all employees and elected or appointed County officials.

CHAPTER 2 EQUAL EMPLOYMENT OPPORTUNITY

2.1 EQUAL OPPORTUNITY EMPLOYER

Crawford County, Arkansas is committed to providing equal opportunity without regard to race, color, religion, national origin, sex, sexual orientation, marital status, age, handicap, disability, political affiliation or veteran status as required by all federal and state laws. The County's commitment in this regard extends to all employment-related decisions and terms and conditions of employment, including job opportunities, promotions, pay and benefits.

2.2 AMERICANS WITH DISABILITIES ACT

Crawford County, Arkansas abides by the requirements of the Americans with Disabilities Act, the ADA Amendments Act, and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the elected official overseeing their position of employment. It shall be the responsibility of a qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

2.3 UNLAWFUL DISCRIMINATION AND HARASSMENT

2.3.1 POLICY

Crawford County, Arkansas expressly prohibits its officials or employees from engaging in any form of unlawful harassment or discrimination, whether due to race, religion, creed, color, national origin, sex, sexual orientation, political affiliation, marital status, age, genetics, status as a veteran or special disabled veteran or the presence of any physical, mental or sensory handicap. Harassment or discrimination of any employee is a serious violation of the County policy and will not be tolerated.

2.3.2 PROHIBITED CONDUCT DEFINED

Discrimination is any annoying, persistent act or actions that single out an employee, over that employee's objection, to his or her detriment, because of a person's protected status, *i.e.*, race, religion, creed, color, national origin, sex, sexual orientation, political affiliation, marital status, age, genetics, status as a veteran or special disabled veteran, or the presence of any physical, mental or sensory handicap.

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct, including but not limited to the following actions:

- Verbal abuse, ridicule, or derogatory comments, *i.e.*, jokes, threats, whistling;
- Interference with an employee's work;
- Displaying or distributing sexually offensive, racist or other derogatory materials, *i.e.*, posters, e-mails, calendars, magazines;
- Discriminating against any employee in work assignments or job-related training because of one of the above-referenced bases;
- Intentional physical contact with either gender specific portions of a person's body or that person's private parts, *i.e.*, pinching, gestures, unwelcome touching;
- Making offensive sexual, racial or other derogatory hints or impressions;
- Requesting favors (sexual or otherwise), explicitly, as a condition of employment, promotion, transfer or any other term or condition of employment;
- Overtly using one's title or position to sexually or otherwise harass employees.

Discrimination or harassment based upon a person's protected status is prohibited by federal and state anti-discrimination laws and violates County policy where it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise unreasonably affects an individual employment opportunity.

Sexual harassment occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of their gender. Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment violates federal and state law and is prohibited under the County's harassment policy when:

- Submission to the conduct is either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual;

- The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

Sexual harassment includes but is not limited to:

- Unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex;
- Physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement;
- Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's own work station;
- Unwanted sexual advances, requests or pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

2.4 COMPLAINT REPORTING AND INVESTIGATION

The County is committed to diligently enforcing its harassment policy by promptly and impartially investigating all complaints. When harassment is discovered, the County shall take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to deal with complaints in a fair, discreet and timely manner to:

- Determine if the conduct alleged in the complaint took place and constitutes harassment which violates federal and/or state law and the County policy or constitutes harassment in the form of inappropriate or offensive behavior which violates County policy;
- Stop the offending behavior;
- Restore the complainant's working environment;
- Take steps to prevent retaliation and repetition of the harassment;
- Educate, sanction, or discipline the harasser consistent with the seriousness of the offense.

It is every employee's and official's responsibility to ensure that his/her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place:

1. An employee must immediately report the harassment or suspected harassment, in writing, to the elected official overseeing their position of employment immediately. If the elected official overseeing their position of employment is the source of the alleged harassment, or is so closely associated with the source of the harassment that the employee does not feel comfortable reporting to that person, the employee may report the complaint to the Prosecuting Attorney's Office. Employees should not wait to report the harassment or discrimination until

the acts become so pervasive or offensive that they create a hostile working environment.

2. Any supervisor or department head who learns of or receives a complaint of harassment is obligated to report it to the Prosecuting Attorney's Office.

If it is determined that harassment has occurred, the County shall take appropriate corrective disciplinary action, which may include, but is not limited to, verbal and/or written warnings, probation, suspension, demotion and/or termination.

No employee shall be subject to any form of retaliation or discipline for pursuing a harassment complaint, and no witnesses shall suffer retaliation as a result of their involvement in the investigation. Crawford County will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment. Disciplinary action will be taken against those who are found to have violated the County's policy against such retaliation.

If the investigation does not find that harassment has occurred or that the alleged incident(s) did not constitute harassment, the matter shall be referred back to the elected official overseeing the allegedly aggrieved employee to take further appropriate action. For example, if workplace misconduct may have occurred but not harassment, the elected official overseeing the allegedly aggrieved employee shall determine the manner in which to act upon the findings set forth in the investigation report.

An employee found to have reported harassment in bad faith or intentionally or willfully falsely reporting harassment shall be subject to disciplinary action.

CHAPTER 3 GENERAL EMPLOYMENT POLICIES

3.1 AT-WILL EMPLOYER

Crawford County, Arkansas is an at-will employer. This means that the County or any of its employees may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent to discontinue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

This Handbook is not intended to create any contractual or other legal rights. It does not alter the County's at-will employment policy nor does it create an employment contract for any period of time.

3.2 AUTHORITY TO HIRE AND FIRE

[NOTE: State law dictates that County elected officials serve autonomously. See Ark. Code Ann. §14-14-805(2), §14-14-1102(b) (5) (B) (ii) (b) and Article IV, §§1 and 2.

3.3 JOB POSTING AND ADVERTISING

An application for employment will be accepted from anyone who wishes to apply for employment on forms provided by the County. Application forms are available in the office of elected officials and the County Clerk's office. All information provided on the application must be true and correct with the provision of false information being grounds for elimination of consideration for hiring and/or dismissal from County employment.

Applications for full-time County employment will not be accepted from anyone under eighteen (18) years of age. Except as otherwise provided by Arkansas law, the elected official for the office with the employment vacancy is authorized to make the final decision with respect to hiring new employees and promoting existing employees.

3.4 EMPLOYMENT APPLICATIONS AND RESUMES

Crawford County relies upon the accuracy of information contained in the employment applications and resumes submitted by prospective employees, as well as other information provided throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

3.5 POST-OFFER PRE-EMPLOYMENT PHYSICALS

Post-offer pre-employment physicals may be required for applicants (Per departmental policy) to be hired for the County in a permanent employment position. Such examinations shall be paid for by the County. The examination shall be performed by licensed physicians selected by the elected official overseeing their position of employment. A summary report of the examining physician shall be provided to the elected official overseeing their position of employment as to whether the applicant can perform the job sought and what, if any, restrictions are necessary to determine any necessary work restructuring or accommodations. Although the physicians may make the medical determinations relative to physical/mental requirements of the job and any direct safety threat determinations, their determinations are only recommendations; final authority to hire rests with the County. Only in cases of emergency may an applicant begin work prior to the post-employment job offer medical examination, but employment is subject to the applicant's passing such examination.

Reports and records of all physical, psychological and mental exams shall be kept in the offices of the physicians or mental health practitioners with only a summary report provided to the elected official overseeing their position of employment to be kept in a confidential file apart from the individual's personnel file. The County may share such information only in limited circumstances with supervisors, managers, first aid and safety personnel, government officials investigating compliance with the ADA, state workers' compensation offices, state second injury funds, workers' compensation insurance carriers, health care professionals when seeking advice in making reasonable accommodation determinations, and for insurance purposes. Should there be a dispute concerning the exam, or should a supervisor be informed as to the need of a reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and supervisory or administrative personnel within the County Government.

3.6 FITNESS FOR DUTY EXAM

Employees who, due to mental or physical disabilities, are rendered unable to perform their essential job functions with or without reasonable accommodation or who pose a direct safety threat to themselves or others shall be subject to a fitness for duty examination. Based on the findings of the exam and other job restructuring factors, the elected official overseeing their position of employment shall take such action necessary to ensure that the requirements of the individual's position are satisfied.

3.7 THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

It is Crawford County's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991. County employees required to have a Commercial Driver's License (CDL) must comply with all regulations in the 1991 Omnibus Transportation Act. The Act requires alcohol and drug testing for all County employees whose jobs require a CDL. These tests include pre-employment, post-accident, random, reasonable suspicion, and return-to-duty and follow-up testing. Crawford County will not permit an employee who refuses to submit to requisite testing to perform or continue to perform any activity that requires a CDL. All CDL drivers must obtain from the County the County's written substance abuse policy. CDL drivers are required to read this material and sign a statement acknowledging that they have received a copy of the County's Substance Abuse Policy.

3.8 DRUG AND ALCOHOL TESTING

Crawford County has a responsibility to ensure safe-working conditions for its employees and a productive workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, Crawford County is committed to maintaining a work place that is free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. Crawford County prohibits the possession, unlawful manufacturing,

distribution of illegal drugs or the abuse of alcohol or prescription drugs while on County premises during work hours. Any employee violating this policy will be subject to appropriate discipline, including termination.

Any County employee who violates this substance abuse policy, or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to, and including dismissal.

3.8.1 FITNESS FOR DUTY

Current abuse of drugs or alcohol is not a protected disability under the Americans with Disabilities Act (ADA). The County will not hire anyone who is known to currently abuse drugs or alcohol. Furthermore, all employees are expected to report to work in a fit condition to perform their duties. Employees on official business or representing Crawford County on or off of the work place are prohibited from purchasing, transferring, using or possessing illegal drugs or from abusing alcohol or prescription drugs in any way that is illegal.

An employee reporting or returning to work whose behavior reflects the abuse of alcoholic beverages or drugs may be referred for a medical evaluation to determine fitness for work. Failure to report for an evaluation or follow the recommendations of the County will result in appropriate disciplinary action, including termination.

3.8.2 NOTIFICATION

As a condition of employment with Crawford County, employees must abide by the terms of this drug and alcohol policy and report any conviction under a criminal drug or alcohol statute, including DWI convictions for violations occurring on or off County premises. A report of a conviction shall be made within five (5) days after the conviction. Failure to report a conviction within the five (5) day period may result in disciplinary action, including immediate termination.

CHAPTER 4

COMPENSATION AND MATTERS AFFECTING EMPLOYMENT STATUS

All county employee actions, whether positive or negative, should be thoroughly documented, in writing and placed in chronological order within the employee's personnel file located in the HR Department of the County Clerk's Office. All employees' files should be maintained consistently, i.e., in the same manner, by the same person, under the same conditions.

(NOTE: Interdepartmental actions are not required to be retained by HR in County Clerk's Office)

4.1 ATTENDANCE

Employees shall be in attendance at their work stations in accordance with the rules and regulations established by the elected official overseeing their position of employment

4.2 WORK HOURS

Except for law enforcement, the standard workweek shall consist of forty (40) hours per week within a seven day period, unless otherwise arranged by the elected official overseeing their position of employment, to meet specific departmental needs. Work hours for law enforcement shall be in accordance with state statutes and departmental regulations.

The standard workday shall begin at 8:00 a.m. and end at 5:00 p.m. , unless otherwise arranged by the elected official overseeing their position of employment, to meet specific job needs. Departments may vary from this schedule based upon departmental necessity. The standard workweek is Monday through Friday.

Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the elected official. Flexible work arrangements allow the elected official to schedule the workweek of forty (40) hours to meet specific departmental situations.

The County reserves the right to adjust and change hours of work, days of work and schedules to fulfill its responsibility to the citizens of the Crawford County. In an emergency, previously-scheduled hours of work, days of work and work arrangements may be altered at the discretion of the elected officials. Changes in work schedules will be announced as far in advance as practicable.

4.3 UNAUTHORIZED WORK TIME

Because of FLSA regulations, non-exempt employees are not to commence work prior to the scheduled starting time, work during their meal break, or work past the scheduled end of their shift without prior approval of their immediate supervisor.

FLSA non-exempt employees who work unauthorized overtime hours will be subject to disciplinary action including but not limited to suspension without pay.

4.4 COMPENSATION

4.4.1 REPORTING AND VERIFYING HOURS WORKED

Compensation for employment with Crawford County may be subject to the Fair Labor Standards Act. It is each employee's responsibility to monitor and record an accurate

status of the hours he/she works per payroll period to ensure that he/she is properly paid for time worked.

All employees shall report their hours worked on the forms (timesheet) provided by the County Clerk's Office. This form (timesheet) shall not be altered by anyone except the office of County Clerk. It is the responsibility of each employee to properly complete a time sheet recording the time that he/she worked during every payroll period and to sign each time sheet. By signing the time sheet, each employee is verifying its accuracy. Signed and completed time sheets must be turned in on a weekly basis to their supervisors for signatures. The supervisors shall forward the same to the County Clerk's Office no later than Friday at 4:00 p.m., with the exception of Sheriff's office due to weekend schedules. This will ensure that proper records are kept as to vacations, sick leave, and hours worked, also overtime accrued and taken.

4.4.2 PAYROLL RECORDS

The County Clerk shall keep and maintain a record of work attendance, vacation and sick leave earned, used and accrued; and any other leave, whether with or without pay. These records shall be available to the department head, and individual employees shall be able to inspect their own records during normal business hours.

4.4.3 PAYROLL PROCEDURES AND PAYDAY

Employees are paid bi-weekly by direct deposit. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday.

Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes that his/her paycheck does not properly compensate him/her for all hours worked in a given payroll period should immediately report their concerns to the elected official overseeing their position of employment.

4.5 SALARY BASIS POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a) (1) and Section 13(a) (17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In

order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

4.5.1 SALARY BASIS REQUIREMENT

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

4.5.2 CIRCUMSTANCES IN WHICH THE COUNTY MAY MAKE DEDUCTIONS FROM PAY

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see policies on penalties for workplace conduct rule infractions). Also, the County is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

4.5.3 COUNTY POLICY

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA.

4.5.4 WHAT TO DO IF AN IMPROPER DEDUCTION OCCURS

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the elected official overseeing their position of employment, the County Clerk or the Prosecuting Attorney's Office.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

4.6 EMPLOYEE CLASSIFICATION, ATTENDANCE, OVERTIME AND COMP TIME

4.6.1 Employee Classification

The County's office hours for normal business are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. A full-time County employee is an employee who occupies a full-time position with the County and who works a full-year schedule for the County. Full-time County employees are expected to work during County office hours, with a lunch break of (30 minutes) each day and two breaks each day of up to 15 minutes per break. Breaks may not be taken at the beginning or end of the work day, nor at the beginning or end of the lunch break.

A part-time County employee is an employee who works less than a full year schedule for the County. A regular part-time employee is hired to work less than a full workweek on a non-seasonal basis, and will be permitted to work no more than 29 hours per workweek. A seasonal part-time employee is hired to work less than a full workweek during seasonal and/or peak periods—the temporary employment period must be less than 90 days. Regular part-time and seasonal part-time employees are not eligible for benefits (other than those required under state and federal law) that are afforded to regular full-time employees.

4.6.2 Employee Attendance

County employees are expected to be on the job during their regular work hours. Unexcused and excessive tardiness and/or absenteeism may result in disciplinary action, up to and including termination. County employees will be permitted absence without prior authorization under only the following conditions: (1) emergency, (2) family sickness or funeral, (3) County business, (4) inclement weather conditions where the employee is unable to travel safely; (5) other, if subsequently approved by the employee's supervisor. Excused absences with prior or contemporaneous authorization are governed by the leave policies set forth separately below.

4.6.3 Overtime Work and Compensatory Time

The County complies with the Fair Labor Standards Act (FLSA).

Any County employee who makes less than the minimum pay amount set by the FLSA is, regardless of job duties, eligible for overtime compensation.

Otherwise, only County employees defined by the FLSA as “non-exempt”—which means not employed in a bona fide “executive, administrative, or professional capacity”—are eligible for overtime compensation.

The fact that an employee is paid a “salary” has nothing to do with whether an employee is (or is not) eligible for overtime compensation.

As authorized by the FLSA, the County’s employees who are eligible for overtime compensation shall receive, in lieu of overtime pay, compensatory time off at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

The normal work period shall be 40 hours per week for all County employees except employees engaged in the provision of law enforcement (including jailers) and ambulance services. The normal work period for law enforcement (including jailers) and ambulance personnel shall be 171 hours per consecutive 28-day work period.

Overtime shall only be worked in emergencies or when public health, welfare, and the safety of the community is in danger. Overtime shall not be worked without the approval of the elected County official or supervisor designated by the elected County official to approve overtime. This includes checking emails and/or phone messages outside business hours—non-exempt employees shall not check emails and/or phone messages, or otherwise work outside of business hours without approval. Overtime worked shall be compensated as set forth in this policy whether approved in advance or not, but employees who work overtime without approval as set forth in this policy are subject to discipline up to and including termination.

No employee shall accrue more than 120 hours of compensatory time. After an employee accrues the maximum 120 hours of compensatory time, the employee shall be paid any additional overtime at a rate of one and one-half times the employee’s normal hourly rate, for each hour of overtime worked (subject to normal withholdings for taxes, etc.). Payments for accrued compensatory time, (over 120 hours) may be made at any time and shall be paid at the regular rate of pay earned by the employee at the time the employee receives such payment. At the end of each year, all accrued after 120 hours, but unused compensatory time will be paid in full. This payment shall be paid out of fiscal year budget of the year the time was accrued.

Upon termination of employment, an employee who has accrued compensatory time shall be paid for the unused compensatory time at the employee’s average hourly rate during the last three years of employment, or the employee’s final hourly rate,

whichever is higher.

An employee who has accrued compensatory time off and who has requested the use of compensatory time off shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operation of the County or employing department. The County requests that any compensatory time incurred in a 28-day work period (for law enforcement, including jailers, and ambulance personnel) be used by the employee during the next 28-day work period. If any employee fails to schedule time off according to this policy, the elected official may place them on paid leave to exhaust comp time in compliance with the above.

All County elected officials and department heads will maintain time sheets to be filled out by each non-exempt employee on a weekly basis. All time sheets shall be signed under oath by the non-exempt employee and signed by the elected official or department head. Time sheets shall be provided to the County Clerk's Office at the end of each month to be kept as permanent records. **If an elected County official or department head fails to provide the required and approved time sheets to the County Clerk, the County Clerk shall not issue subsequent paychecks.**

Paid leave days shall not count toward time worked in a work period for calculating overtime. Only time worked by an employee shall count toward calculating overtime (including time worked on a holiday).

A person who accepts employment with the County or continues in employment with the County shall be deemed to have agreed to receive compensatory time off in lieu of overtime compensation as set forth in this policy.

4.6.4 Overtime and Leave Time Liability Control Procedure

Employees Required to Personally Sign and Certify Timesheets. Each non-exempt County employee shall *personally* sign his or her time sheet, certifying: "My signature certifies that the above recorded hours worked and leave taken are correct."

County Clerk to Keep Employee Time Sheets as a Permanent Record. Signed and completed time sheets must be turned in on a weekly basis to their supervisors for signatures. The supervisors shall forward the same to the County Clerk's Office no later than Friday at 4:00 p.m., with the exception of Sheriff's office due to weekend schedules. This will ensure that proper records are kept as to vacations, sick leave, and hours worked, also overtime accrued and taken.

County Clerk to Calculate Payroll from Non-Exempt Employee Time Sheets. The County Clerk will calculate payroll for non-exempt employees, including overtime pay, vacation leave pay, sick leave pay, and holiday pay, based on the signed/certified time sheets and in reliance upon the employees' signed certification that the hours worked

and the leave time taken are correct.

The County Clerk shall not issue a paycheck to a non-exempt employee if the required employee(s) time sheet(s) is/are not signed and certified by the employee personally or an employee designated departmental supervisor or are not timely provided to the County Clerk.

The County Clerk shall keep a record in a separate log book of accumulated compensatory time, sick leave time, and vacation leave time, showing all such time earned and all such leave time taken by the employees who have earned such leave time.

The County Clerk shall provide a monthly report to the County Treasurer, the County Judge, and the Quorum Court, reporting the amount of the County's accrued compensatory time debt.

The County Clerk shall pay out an employee any time the employee's total hours of accrued compensatory time exceed the compensatory time limit set by the Quorum Court in the County's Personnel Policy (120 hours). **The Elected Official or Designee shall monitor all compensatory time. The Elected Official is allowed to require that accrued comp time shall be exhausted prior to use of vacation.**

Quorum Court Shall Manage the County's Compensatory Time Debt from Month to Month. The Quorum Court shall use its appropriation power (including re-appropriation power) to modify the County's budget throughout the year so that the County has the funds to pay the compensatory time debt that has accumulated throughout the year at the end of the year.

[NOTE: Sworn law enforcement officers may be subject to special exceptions which permit the establishment of work periods up to 28 days. If such work periods are adopted, overtime is not measured in terms of 40-hour work weeks but should be paid for work performed in excess of 171 hours in a 28-day work period for police officers.]

4.7 EMERGENCY SITUATIONS

It is the policy of the County to maintain hours of operation, which make the best use of employees and resources in serving the needs of the public. Emergency situations may from time to time necessitate the closure of County offices. Such situations shall be determined by the Quorum Court after consideration of all facts. Essential personnel required to be at work under emergency situations shall receive their normal rate of pay.

At times it may become necessary to close individual offices due to limited staffing

levels, special departmental meetings, etc. Arrangements shall be made with other departments to handle any emergency situations during the department's closure. A skeleton crew shall remain in each department to cover phones and assist the public when at all possible.

4.8 TEMPORARY AND SEASONAL EMPLOYEES

On occasion, the County may hire temporary or seasonal employees who are hired for a set duration or for a specific project. These employees are not intended to be employed on a regular basis and are employed at-will. Temporary employees may be hired full- or part-time and are paid for actual hours worked at a rate determined by the Quorum Court. Temporary, non-exempt employees are eligible for overtime for hours exceeding 40 hours per workweek, subject to all other overtime policies set forth in this Handbook. A temporary employee may be employed for up to six (6) months at which time the temporary status shall be reviewed before employment is continued. Unless otherwise authorized by the Quorum Court, temporary and seasonal employees do not qualify for annual leave, sick leave or other County benefits.

4.9 TRAINING

Crawford County is committed to continuing training for all employees. If an employee feels that additional training is needed, he/she is responsible for notify his/her department head. Expenses incurred in on-the-job training should be assumed by the County.

4.10 JOB SAFETY

Crawford County strives to provide a healthy and safe working environment. Safety is largely the use of good judgment and careful work habits. If an employee is unsure of how to perform a task safely, he should ask his supervisor or department head for the correct method.

Unsafe conduct constitutes misconduct. The following safety rules should always be observed:

- Follow all departmental safety rules.
- Use all mechanical safeguards on or for employee equipment.
- Immediately cease using and report any faulty or potentially fault equipment to the supervisor or department head.
- Immediately report any and every accident to the supervisor or department head.

Violence or threats of violence are strictly prohibited and, if confirmed, may be grounds for immediate termination. Examples of such conduct include harassing or threatening phone calls, email or written communication directed towards an employee or his or her friends/family members; stalking; and the destruction of personal and/or county property.

Dangerous items of any nature such as weapons, explosives or firearms will not be permitted on County Property, or in an employee's possession while conducting County business on site. Theft of any kind will not be tolerated.

REFERENCE:
CRAWFORD COUNTY, ARKANSAS
ORDINANCE 2018-14

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:
AN EMERGENCY ORDINANCE: AN ORDINANCE PROHIBITING DEADLY WEAPONS IN COUNTY BUILDINGS

NOW, THEREFORE BE IT RESOLVED BY THE CRAWFORD COUNTY QUORUM COURT:

Section 1: It shall be unlawful for any person while in a County building to carry any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor, shuriken, stun gun, sword, hand cannon, or any other deadly weapon as defined in A.C.A. § 5-1-102.

Additionally, it shall be unlawful for any person while in a County building to carry a concealed handgun, whether or not the carrying of said concealed handgun is pursuant to a lawfully issued concealed handgun permit.

Section 2: This prohibition shall not apply to the following persons:

- a. Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms and weapons;
- b. Civil Officers of the United States while in the discharge of their official duties;
- c. Officers and soldiers of the national guard when called into actual service;
- d. Officers of the State, or of any county, city, or town, charged with the execution of the laws of the State, when acting in discharge of their official duties;

- e. Sheriff deputies and Court officials while in the discharge of their official duties, and persons when producing or displaying arms or other deadly weapons as evidence in an official court proceeding; or
- f. Crawford County Elected Officials and Crawford County employees who have obtained a valid Arkansas Enhanced Conceal Handgun Carry License.

Section 3: The term "County Building" shall mean;

- a. All property owned by Crawford County, including without limitation, all County buildings, the parking lots, and grounds surrounding all said buildings; and
- b. All buildings leased to Crawford County.

Section 4: It is hereby declared to be the intention of the Quorum Court that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, as the same would have been enacted by the County without incorporation in this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph, or section.

Section 5: Failure to immediately implement this policy could result in hardship to the county employees and therefore, an emergency is hereby declared to exist and this policy shall take full force and is effective immediately upon its passage.

AFFIDAVIT

Comes now, (Name) (Position) for Crawford County, Arkansas and further affiant sayeth:

"I am (Name) (Position). I am over 18 years of age and competent to make this Affidavit.

I have been provided with a copy of Crawford County, Ordinance 2018-14 and have read this Ordinance in its entirety. I specifically understand Section 2 f with regard to County employees being permitted to carry a firearm into a County building if the employee has a valid Arkansas Enhanced Conceal Handgun Carry License. I hereby affirm that I ___ do or ___ do not have a valid Arkansas Enhanced Conceal Handgun Carry License. (If employee has checked that they have a valid Arkansas Enhanced Conceal Handgun Carry License, complete the following): I hereby affirm that I ___ do or ___ do not intend to carry a firearm onto County property pursuant to Ordinance 2018-14. It has been explained to me and I understand that no matter my intent of licensure with regard to carrying a firearm, that under no circumstances are firearms permitted in any Courtroom. The carrying of a firearm into a Courtroom may result in termination of my employment. A copy of this Affidavit and a copy of my Arkansas Enhanced Conceal Handgun Carry License will be provided to the Crawford County Sheriff's Office for identification purposes.

"FURTHER AFFIANT SAYETH NOT."

(Name)

STATE OF ARKANSAS

County of Crawford

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 20__.

(Notary Public)

My Commission Expires:

SEAL

A copy of the above Affidavit and a copy of my Arkansas Enhanced Conceal Handgun Carry License shall be filed in HR, County Clerk's Office, in employee's personnel file.

4.11 REFUSAL TO WORK

An employee's commitment must be to public service. Any work stoppage, slowdown, strike or other intentional interruption of the operations of the County shall cause the employee to forfeit his or her employment and result in the termination of the employee from Crawford County.

4.12 RESIGNATION/TERMINATION

Employees who wish to terminate their employment with Crawford County are urged to notify the elected official overseeing their position of employment, at least two (2) weeks in advance of their intended termination. Such notice should preferably be given in writing to the employee's department head or supervisor. Although not required, proper notice generally allows the County sufficient time to calculate all final accrued monies due the employee for his or her final paycheck. Without adequate notice however, the employee may have to wait until after the end of the next normal pay period to receive such payments. Employees shall not use sick leave on termination date (last day).

Employees who plan to retire shall provide the HR Department in the County Clerk's Office with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that retirement benefits to which an employee may be entitled commence in a timely manner.

All employment relationships with Crawford County are on an at-will basis. Thus, although Crawford County hopes that the relationship with employees is rewarding, the County reserves the right to terminate the employment relationship of any employee at any time.

4.13 EXIT INTERVIEWS

Employees whose employment has terminated may be requested to participate in an exit interview and sign an exit interview form at the time of termination. During the interview, matters of final pay and benefits will be discussed, and the employee will be required to return any County property in his/her possession or which was entrusted to him/her.

4.14 JOB DESCRIPTIONS

It shall be the responsibility of the Elected Official or his/her designee to maintain a job description on file for each position in the County. The job description should include scope of responsibility, typical duties, qualifications, knowledge, skills and abilities, physical demands and environment, and an employee acknowledgment.

CHAPTER 5 BENEFITS

CHAPTER 5 BENEFITS

5.1 VACATIONS

After one year of full-time employment, employees accrue five (5) working days of paid vacation annually. After two (2) years of full-time employment, employees accrue ten (10) working days of paid vacation annually. After five (5) years of full-time employment, employees accrue fifteen (15) working days of paid vacation annually. After fifteen (15) years of full-time employment, employees accrue fifteen (20) working days of paid vacation annually.

5.1.4. VACATION ACCRUAL RATE

Accrued vacation time will be paid if the employee leaves the employment of the County. No more than five (5) vacation days may be carried over six (6) months past the anniversary date without prior written approval of the elected official overseeing their position of employment. Accrued vacation days not taken within this time period will be deemed used.

Policies concerning vacation time for non-uniformed employees in no way alter the County's at-will employment policy as described in this Personnel Handbook.

5.1.5 SCHEDULING VACATIONS

Each full-time employee may take accrued vacation with full pay at such time as is mutually agreed upon between the employee and their supervisor. All vacation leave must have the advance approval of the employee's supervisor, so that the leave fits in to the overall scheduling of the department. Employees should notify their department heads at least _____ days in advance of being absent for vacation time. The permissible number of employees taking vacation any one time will be governed determined by the elected official overseeing their positions of employment, based upon departmental workloads. The County reserves the right to alter vacation schedules.

Maximum vacation leave to be taken at any one time is (15) days, unless advance

approval is granted.

If a County-observed holiday occurs within an employee's vacation period, equivalent time off with pay will be provided, or at the employee's request the employee's vacation may be extended for one (1) additional working day.

5.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made by the Quorum Court for salaries shall include additional pay for holidays for all employees of the County.

Holiday	Day/Date
New Year's Day	January 1 st
Martin Luther King, Jr. Day	Third Monday in January
George Washington's Birthday or President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Third Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

5.3 INCLEMENT WEATHER

In the event County offices are open but an employee is unable to report to work due to inclement weather conditions, the employee may elect to use either annual leave, comp time or leave without pay.

5.4 SICK LEAVE

Crawford County recognizes that inability to work because of illness or injury may cause economic hardships. For this reason, Crawford County provides paid sick leave to full-time employees. Eligible employees accrue sick leave at the rate of one (1) working day per month.

Any sick leave days which are not used in any calendar year may be carried over as accumulated sick leave days for the succeeding calendar year up to a maximum of thirty-six (36) days.

An employee may be eligible for sick leave days for the following reasons:

- Personal illness or physical incapacity.
- Quarantine of an employee by a physician or health officer.
- Illness, injury or death in the employee's immediately family which requires the employee's presence. Immediate family includes only the following persons related by blood, marriage or legal adoption: grandparents, parents, wife, husband, brother, sister, child, grandchild, mother-in-law, father-in-law or any relative living in the employee's household.
- Necessary of medical or dental care, including medical, dental and optical visits.

An employee who is unable to report for work due to one of the previously listed sick leave reasons shall report the reason for his absence to the employer's supervisor or someone acting for the employee's supervisor as soon as reasonably possible from the time the employee is expected to report for work. Sick leave with pay may not be allowed unless such report has been made as aforementioned.

Employees who are absent more than three (3) consecutive days due to illness or injury may be required by the supervisor or department head to submit a physician's statement. Employees absent from employment due to illness and under a physician's care may be requested to present a certificate of release to the department head before returning to work.

Absence for part of a day that is chargeable to sick leave in accordance with these provisions shall be deducted from accrued leave in amounts of not less than one-quarter hour increments. An employee who uses all of his or her accrued sick leave days shall thereafter be placed on an inactive, without-pay status.

An employee may use earned sick leave while receiving workers' compensation benefits only to the extent that the leave augments the employee's workers' compensation benefit to the amount equal to that employee's regular rate of pay. An employee may use sick leave in this fashion for a maximum of six months.

Employees will not be paid for accrued sick days upon termination of employment with the County.

5.5 FUNERAL OR BEREAVEMENT LEAVE

Funeral leave with pay up to a maximum of three (3) calendar days will be granted to all employees in cases of death or in the circumstances of death in the immediate family only.

As used in this subsection, "immediate family" means mother, father, brother, sister, son, daughter, grandparents, son-in-law, daughter-in-law, spouse, spouse's immediate family, or those relatives who live in the employee's household including "step" relatives.

5.6 MATERNITY LEAVE

Employees affected by pregnancy, childbirth or related medical conditions will be treated the same for all employment-related purposes as persons with non-pregnancy-related health impairments, illnesses or injuries. **An employee's accrued sick leave and vacation leave will be granted for maternity use, after which leave without pay must be used, in accordance with the County's Family Medical Leave Policy, if applicable.**

In the event the Family Medical Leave Act is inapplicable, the employee may use accrued sick leave and/or accrued annual leave as required to the extent of exhaustion of sick leave and annual leave benefits.

5.7 UNIFORMED SERVICES

Certain rights to re-employment after service in the uniformed services, as well as provisions relating to pension and health benefits are established in the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 USC 4301 et seq., and in Ark. Code Ann. § 21-4-102. It is the County's policy to honor and comply with the provisions of those statutes.

The Uniformed Services Employment and Reemployment Rights Act (USERRA), prohibits discrimination against persons because of their service in the military. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

A summary of rights afforded by the Uniformed Services Employment and

Reemployment Rights Act (USERRA) is contained in a poster developed by the U.S. Department of Labor and re-printed in Appendix A of this Handbook. As an employer, the County shall provide to persons entitled to rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

In addition, under Ark. Code Ann. § 21-4-102, employees who are members of a military service organization or National Guard unit shall be entitled to a military leave of fifteen (15) days with pay plus necessary travel time. As mentioned below, the FLSA provides further rights to family members of military personnel.

5.8 FAMILY MEDICAL LEAVE

The Family Medical Leave Act (FMLA) of 1993 requires Counties with fifty (50) or more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The FMLA also allows an employee who is the spouse, son, daughter, or parent, or nearest blood relative of an injured Armed Services member to take the 12 weeks of unpaid leave plus an additional 14 weeks, for a total of 26 weeks. Eligible County employees may take unpaid leave for the following reasons:

- The birth and care of the employee's child;
- The place of a child into an employee's family by adoption or foster-care arrangement and to care for the newly placed child;
- For spouse, son, daughter, or next of kin of an eligible service member to care for an injured service member that is seriously injured or ill in the line of active duty, up to 26 weeks during a "single 12-month period;"
- The care of an immediate family member (spouse, child or parent, but not a parent "in-law") who has a serious health condition;
- The inability of a County employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his or her job; and
- For any qualifying exigency when the employee's spouse, son, daughter, or parent is a covered military member (on active duty or is notified of an impending call to active duty) in support of a contingency operation.

You must conclude leave for the birth of a child or for adoption or foster care within twelve (12) months after the event. However, leave may begin prior to birth or placement, as circumstances dictate.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility; or

- Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

Generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days.

The Family Medical Leave Act (FMLA) requires that the County maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA leave.

5.8.1 FMLA ELIGIBILITY

To be eligible for the FMLA benefits employees must: 1) be employed by the County for at least one year; and 2) have worked 1250 hours over the previous twelve (12) months preceding the date of the leave is requested to begin. An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed *but for* the period of military service in determining whether the employee worked the 1,250 hours of service.

Employees are required to use all sick leave which they have accrued, prior to going on leave without pay. The County shall not require the use of annual leave as part of family medical leave. The employee, at the employee's option, may use annual leave as part of family medical leave. Such paid leave status shall be included in the total of the 12 work weeks.

5.8.2 CALCULATION OF LEAVE

Employees eligible for FMLA may use up to 12 weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

5.8.3 USE OF PAID TIME OFF BENEFITS

When leave is taken under the Family Medical Leave Act, you will be required to first use your available annual and accrued sick and vacation leave during the twelve (12) week family leave before becoming eligible for unpaid leave. That portion of family leave of absence which is taken using annual and accrued leave days will be with pay, according to the County's annual leave policy. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted.

For example, Employee A has two (2) weeks of accrued vacation leave and two (2)

weeks of accrued sick leave. Employee A requests and is granted 4 weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available FMLA leave.

An employee using leave for the birth of a child is required to use annual and accrued leave for leave taken for physical recovery after childbirth.

5.8.4 INTERMITTENT OR REDUCED LEAVE

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of the elected official overseeing their position of employment. If you request intermittent or reduced leave status, the County may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate that the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the County's operations.

5.8.5 NOTIFICATION

You must provide the elected official overseeing their position of employment with thirty (30) days' written notice of your need to be absent for FMLA purposes when the need is foreseeable or predictable. The County will provide appropriate forms on which to make known your need to be absent. However, if emergency circumstances prevent 30 days' written notification, you must notify the elected official overseeing their position of employment as soon as possible.

5.8.6 LEAVE PROVISIONS FOR SPOUSES BOTH WORKING FOR THE COUNTY

In the event a husband and wife both work for the County, the maximum combined leave for both spouses is 12 weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent.

If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

5.8.7 JOB RESTORATION

Employees granted FMLA leave will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and other terms and conditions of employment. However, certain highly-compensated, salaried employees, although

eligible for FMLA leave, are not guaranteed restoration to their positions if they choose to take leave. Such employees will be informed of this status when they request leave. If the County deems it necessary to deny job restoration for such employees while they are on FMLA leave, the County will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

5.8.8 EMPLOYEE BENEFITS

During an employee's FMLA leave of absence, his/her health care benefits will continue. Both the County and the employee will be required to pay the customary portions of the monthly health premium. The employee's failure to pay his or her share of the premium may result in loss of coverage. The County Clerk will advise the employee of the payment due dates. If the employee's payment is more than 30 days overdue, the health care coverage will be dropped by the County. Prior to dropping an employee from coverage for non-payment, County Clerk will provide the employee with at least 15 days' written notice before the date coverage is to cease.

If the employee unequivocally informs the County that he/she does not intend to work at the end of the leave period, the County's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee is required to reimburse the County the amount which it contributed toward the employee's health coverage during the leave period.

For purposes of this section, an employee who returns to work, from FMLA leave, for at least 30 calendar days is deemed to have returned to work. In addition, an employee who transfers directly from FMLA leave to retirement or who retires within the first 30 days after returning from FMLA leave is deemed to have returned to work.

An employee on FMLA leave will not be allowed to accrue employment benefits, such as vacation pay, sick leave, pension, etc. However, employment benefits which accrued up to the day on which the FMLA leave began will not be lost. The use of FMLA leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

Employees who fail to return to work on the first working day following the end of their FMLA leave will be deemed to have terminated their employment with the County, unless the employee otherwise notifies the elected official overseeing their position of employment prior to the end of the FMLA leave.

5.8.9 CERTIFICATION

Medical certification, by a qualified health care provider, of the need for FMLA leave for medical reasons is required. A certification form may be obtained from County Clerk.

This form should be filled out and returned to the elected official overseeing their position of employment. When the leave is foreseeable and at least 30-day's notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within 15 calendar days of the employee's departure, unless it is not practicable under the circumstances to do so, despite the employee's diligent good faith efforts. Employees who do not provide certification within these 15 calendar days must provide a reasonable explanation for the delay along with the certification.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice under State law and performing within the practice under State law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

5.8.10 RELEASE TO RETURN TO WORK

A medical doctor's release is required for all County employees who return to work from a medical leave of five (5) working days or longer, which is taken for the employee's own serious health condition. Such release shall be provided to the elected official overseeing their position of employment prior to returning to work.

5.8.11 DISPUTE RESOLUTION

If a disagreement occurs over the medical opinion provided by your physician, the County may require a second medical opinion, from a qualified health care provider chosen by the County. The County will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the County and the employee will jointly select the third qualified health care provider. The third opinion will be considered final.

5.9 LEAVE FOR WITNESS OR JURY DUTY

Employees will be granted paid leave for witness or jury duty. Employees are also permitted to retain the allowance for services from the court for such service. To qualify for jury or witness duty leave, employees must submit to the elected official overseeing their position of employment a copy of the summons or other relevant court related paperwork as early as possible upon receipt thereof. In addition, proof of service must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

5.10 MISCELLANEOUS LEAVE

The attendance of employees at seminars and training programs is considered part of continual professional development. Attendance of such seminars and programs must be preapproved by the elected official overseeing their position of employment. If employees are required to attend these meetings at a location requiring an overnight stay or travel time in excess of the employee's normal work day, overtime will not be paid.

The County will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals, etc., pursuant to its regular expense policy. However, no such expenses will be reimbursed without receipts documenting payments of such expenses.

The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaints, as well as disciplinary action.

5.11 EMPLOYEE HEALTH BENEFITS

Crawford County provides a group health plan for all its full-time employees. Detailed information on the policy and coverage will be given to employees at the time of hire. Additional information may be obtained from the County Clerk.

5.12 OCCUPATIONAL INJURIES

All County employees are covered under the Arkansas State Workers' Compensation laws. Any employee incurring an "on-the-job" injury should immediately notify his/her supervisor who will arrange for appropriate medical treatment and prepare the necessary reports required for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted on bulletin boards located in the County Clerk's Office.

5.13 ACCIDENTAL INJURY

If any full-time employee is involved in an accident which is not job-related and the injury sustained in such accident necessitates that the employee be absent from work, the employee shall be entitled to receive pay at a regular salary for the number of days of accumulated sick leave credited to that employee at the time the accident occurred

5.5 FUNERAL OR BEREAVEMENT LEAVE

Funeral leave with pay up to a maximum of three (3) work days will be granted to all employees in cases of death or in the circumstances of death in the immediate family only. An additional 2 (two) work days with pay can be granted for travel upon **prior approval of the Elected Official.**

As used in this subsection, "immediate family" means mother, father, brother, sister,

children, grandchildren, grandparents, son-in-law, daughter-in-law, spouse, spouse's immediate family, or those relatives who live in the employee's household including "step" relatives.

5.6 MATERNITY LEAVE

Employees affected by pregnancy, childbirth or related medical conditions will be treated the same for all employment-related purposes as persons with non-pregnancy-related health impairments, illnesses or injuries. **An employee's accrued sick leave and vacation leave will be granted for maternity use, after which leave without pay must be used, in accordance with the County's Family Medical Leave Policy, if applicable.**

In the event the Family Medical Leave Act is inapplicable, the employee may use accrued sick leave and/or accrued annual leave as required to the extent of exhaustion of sick leave and annual leave benefits. Reference latest FMLA Act

5.7 UNIFORMED SERVICES

Certain rights to re-employment after service in the uniformed services, as well as provisions relating to pension and health benefits are established in the Uniformed Services Employment and Re-employment Rights Act of 1994, 38 USC 4301 et seq., and in Ark. Code Ann. § 21-4-102. It is the County's policy to honor and comply with the provisions of those statutes.

The Uniformed Services Employment and Reemployment Rights Act (USERRA), prohibits discrimination against persons because of their service in the military. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

A summary of rights afforded by the Uniformed Services Employment and Reemployment Rights Act (USERRA) is contained in a poster developed by the U.S. Department of Labor and re-printed in Appendix A of this Handbook. As an employer, the County shall provide to persons entitled to rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

In addition, under Ark. Code Ann. § 21-4-102, employees who are members of a

military service organization or National Guard unit shall be entitled to a military leave of fifteen (15) days with pay plus necessary travel time. As mentioned below, the FLSA provides further rights to family members of military personnel.

5.8 FAMILY MEDICAL LEAVE

The Family Medical Leave Act (FMLA) requires Counties with fifty (50) or more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

You must conclude leave for the birth of a child or for adoption or foster care within twelve (12) months after the event. However, leave may begin prior to birth or placement, as circumstances dictate.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health

condition is an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

Generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days.

The Family Medical Leave Act (FMLA) requires that the County maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA leave.

5.8.1 FMLA ELIGIBILITY

To be eligible for the FMLA benefits employees must: 1) be employed by the County for at least one year; and 2) have worked 1250 hours over the previous twelve (12) months preceding the date of the leave is requested to begin. An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed *but for* the period of military service in determining whether the employee worked the 1,250 hours of service.

Employees are required to use all sick leave which they have accrued, prior to going on leave without pay. The County shall not require the use of annual leave as part of family medical leave. The employee, at the employee's option, may use annual leave as part of family medical leave. Such paid leave status shall be included in the total of the 12 work weeks.

5.8.2 CALCULATION OF LEAVE

Employees eligible for FMLA may use up to 12 weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

5.8.3 USE OF PAID TIME OFF BENEFITS

When leave is taken under the Family Medical Leave Act, you will be required to first use your available annual and accrued sick and vacation leave during the twelve (12) week family leave before becoming eligible for unpaid leave. That portion of family

leave of absence which is taken using annual and accrued leave days will be with pay, according to the County's annual leave policy. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted.

For example, Employee A has two (2) weeks of accrued vacation leave and two (2) weeks of accrued sick leave. Employee A requests and is granted 4 weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available FMLA leave.

An employee using leave for the birth of a child is required to use annual and accrued leave for leave taken for physical recovery after childbirth.

5.8.4 INTERMITTENT OR REDUCED LEAVE

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of the elected official overseeing their position of employment. If you request intermittent or reduced leave status, the County may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate that the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the County's operations.

5.8.5 NOTIFICATION

You must provide the elected official overseeing their position of employment with thirty (30) days' written notice of your need to be absent for FMLA purposes when the need is foreseeable or predictable. The County will provide appropriate forms on which to make known your need to be absent. However, if emergency circumstances prevent 30 days' written notification, you must notify the elected official overseeing their position of employment as soon as possible.

5.8.6 LEAVE PROVISIONS FOR SPOUSES BOTH WORKING FOR THE COUNTY

In the event a husband and wife both work for the County, the maximum combined leave for both spouses is 12 weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent.

If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

5.8.7 JOB RESTORATION

Employees granted FMLA leave will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and other terms and conditions of employment. However, certain highly-compensated, salaried employees, although eligible for FMLA leave, are not guaranteed restoration to their positions if they choose to take leave. Such employees will be informed of this status when they request leave. If the County deems it necessary to deny job restoration for such employees while they are on FMLA leave, the County will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

5.8.8 EMPLOYEE BENEFITS

During an employee's FMLA leave of absence, his/her health care benefits will continue. Both the County and the employee will be required to pay the customary portions of the monthly health premium. The employee's failure to pay his or her share of the premium may result in loss of coverage. The County Clerk will advise the employee of the payment due dates. If the employee's payment is more than 30 days overdue, the health care coverage will be dropped by the County. Prior to dropping an employee from coverage for non-payment, County Clerk will provide the employee with at least 15 days' written notice before the date coverage is to cease.

If the employee unequivocally informs the County that he/she does not intend to work at the end of the leave period, the County's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee is required to reimburse the County the amount which it contributed toward the employee's health coverage during the leave period.

For purposes of this section, an employee who returns to work, from FMLA leave, for at least 30 calendar days is deemed to have returned to work. In addition, an employee who transfers directly from FMLA leave to retirement or who retires within the first 30 days after returning from FMLA leave is deemed to have returned to work.

An employee on FMLA leave will not be allowed to accrue employment benefits, such as vacation pay, sick leave, pension, etc. However, employment benefits which accrued up to the day on which the FMLA leave began will not be lost. The use of FMLA leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

Employees who fail to return to work on the first working day following the end of their FMLA leave will be deemed to have terminated their employment with the County, unless the employee otherwise notifies the elected official overseeing their position of

employment prior to the end of the FMLA leave.

5.8.9 CERTIFICATION

Medical certification, by a qualified health care provider, of the need for FMLA leave for medical reasons is required. A certification form may be obtained from County Clerk. This form should be filled out and returned to the elected official overseeing their position of employment. The Elected Official or his/her designee shall be responsible for filing the Medical Certification with the HR Department of the County Clerk's Office to be placed in the medical file, filed directly behind the employee's personnel file. When the leave is foreseeable and at least 30-day's notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within 15 calendar days of the employee's departure, unless it is not practicable under the circumstances to do so, despite the employee's diligent good faith efforts. Employees who do not provide certification within these 15 calendar days must provide a reasonable explanation for the delay along with the certification.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice under State law and performing within the practice under State law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

5.8.10 RELEASE TO RETURN TO WORK

A physician's release is required for all County employees who return to work from medical leave. Such release shall be provided to the elected official overseeing their position of employment prior to returning to work. The Elected Official shall be responsible for filing the Physician's release with the HR Department of the County Clerk's Office to be placed in the medical file, filed directly behind the employee's personnel file.

5.8.11 DISPUTE RESOLUTION

If a disagreement occurs over the medical opinion provided by your physician, the County may require a second medical opinion, from a qualified health care provider chosen by the County. The County will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the County and the employee will jointly select the third qualified health care provider. The third opinion will be considered final.

5.9 LEAVE FOR WITNESS OR JURY DUTY

Employees will be granted paid leave for witness or jury duty. Employees are also permitted to retain the allowance for services from the court for such service. To qualify for jury or witness duty leave, employees must submit to the elected official overseeing their position of employment a copy of the summons or other relevant court related paperwork as early as possible upon receipt thereof. In addition, proof of service must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

5.10 MISCELLANEOUS LEAVE

The attendance of employees at seminars and training programs is considered part of continual professional development. Attendance of such seminars and programs must be preapproved by the elected official overseeing their position of employment. If employees are required to attend these meetings at a location requiring an overnight stay or travel time in excess of the employee's normal work day, overtime will not be paid.

The County will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals, etc., pursuant to its regular expense policy. However, no such expenses will be reimbursed without receipts documenting payments of such expenses.

The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaints, as well as disciplinary action.

5.11 EMPLOYEE HEALTH BENEFITS

Crawford County provides a group health plan for all its full-time employees. Detailed information on the policy and coverage will be given to employees at the time of hire. Additional information may be obtained from the County Clerk.

5.12 OCCUPATIONAL INJURIES

All County employees are covered under the Arkansas State Workers' Compensation laws. Any employee incurring an "on-the-job" injury should immediately notify his/her supervisor who will arrange for appropriate medical treatment and prepare the necessary reports required for the employee to be compensated. Rules and regulations concerning Workers' Compensation have been posted on bulletin boards located in the County Clerk's Office.

5.13 ACCIDENTAL INJURY

If any full-time employee is involved in an accident which is not job-related and the injury sustained in such accident necessitates that the employee be absent from work, the employee shall be entitled to receive pay at a regular salary for the number of days of accumulated sick leave credited to that employee at the time the accident occurred.

CHAPTER 6 STANDARDS OF CONDUCT

6.1 COMMUNICATING WITH THE PUBLIC

Employees of Crawford County shall at all times be civil, orderly and courteous in their conduct and demeanor towards the public. Each employee should treat members of the public with respect and efficiently provide responses to their inquiries or requests. **This attitude or approach to public service cannot be overemphasized.**

When an employee is uncertain of the correct response to an inquiry or request from the public, he/she should refer the inquiry to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

6.2 UNIFORMS AND PERSONAL APPEARANCE

Uniforms or uniform allowance will be provided to personnel of certain departments. Personnel who are provided uniforms or uniform allowances shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit.

Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, then the employee should check with his/her supervisor or department head.

6.3 GUIDELINES FOR APPROPRIATE CONDUCT

Crawford County expects its employees to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, the citizens and/or the County.

Whether an employee is on-duty or off-duty, his/her conduct reflects on the County. An

employee should observe the highest standards of professionalism at all times.

Types of behavior and conduct that the County considers inappropriate include, but are not limited to the following:

- Falsifying employment or other County records;
- Violating any County nondiscrimination and/or harassment policy;
- Soliciting or accepting gratuities from citizens;
- Excessive absenteeism or tardiness;
- Excessive, unnecessary or unauthorized use of County property; appropriate conduct while in or on County property.
- Reporting to work intoxicated or under the influence of no prescribed drugs or participation in the illegal manufacture, possession, use, sale, distribution or transportation of drugs;
- Buying or using alcoholic beverages while on County property or using alcoholic beverages while engaged in County business, except where authorized;
- Fighting or using obscene, abusive or threatening language or gestures;
- Theft of property from co-workers, citizens or the County;
- Unauthorized possession of firearms on County premises or while on County business;
- Disregarding safety or security regulations;
- Insubordination;
- Neglect or carelessness resulting in damage to County property or equipment.

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of either of the above-referenced items or any other County policies, rules or regulations, an employee will be subject to disciplinary action up to and including dismissal.

6.4 ABSENTEEISM AND TARDINESS

Regular attendance is essential to the effective business operations, and Crawford County expects all of its employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive and place an unnecessary burden on fellow employees, supervisors, County government as a whole and the taxpayers who receive County services. Should an employee be unable to report to work on time because of illness or personal emergency, he/she should give proper notice to his or her supervisor.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns (i.e., regularly reporting late on Monday mornings or calling in absent on Fridays), or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action.

"Proper notice" is defined by the County as notice in advance of the time an employee should report for work or no later than one (1) hour thereafter if advance notice is impossible.

An absence of an employee from duty, including any absence of one (1) day or part thereof, (other than an absence authorized by this personnel handbook or by law) that is not authorized in advance by the Department Head or the employee's supervisor will be deemed absence without leave. Such absence shall be without pay.

6.5 INCLEMENT WEATHER

In exceptional circumstances beyond the employee's control, such as weather causing hazardous conditions, the employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. If an employee's department is open for business, the employee is expected to report for work. However, if in the employee's opinion, the conditions are too hazardous to get to work safely, he or she will have the option of taking the time off as a vacation day. If the employee has accrued comp time the employee shall use comp time in lieu of vacation time. Regardless of the situation, an employee is required to give his or her supervisor proper notice if he or she is unable to report for work.

6.6 OUTSIDE EMPLOYMENT OR MOONLIGHTING

If an employee is considering additional employment, he or she should discuss the additional employment with his or her department head or supervisor for approval.

If, as an employee of the County, an employee participates in additional employment, it must not interfere with the proper and effective performance of his or her job with the County. An employee's outside employment must not be of a nature that adversely affects the image of the County, or of a type that may be construed by the public to be an official act of the County or which in any way violates these policies. County uniforms shall not be worn during outside employment unless approved in advance by the elected official supervising the employee.

6.7 VOTING

County employees are encouraged to exercise their legal right to vote and, if necessary and requested in advance, reasonable time will be granted for the purpose.

6.8 OUTSIDE COMPENSATION

No reward, gift or other form of remuneration in addition to regular compensation shall be received from any source by employees of the County for the performance of their duties as employees of the County.

6.9 USE OF NARCOTICS, ALCOHOL AND TOBACCO

Employees of the Crawford County shall not use habit-forming drugs, narcotics or controlled substances unless such drugs are properly prescribed by a physician.

The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to such a degree that it interferes with or impairs the performance of their duties. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase or presence of drugs, alcohol or drug paraphernalia on County property or reporting to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination.

6.10 DRUG-FREE WORKPLACE

The County is committed to protecting the safety, health, and wellbeing of all employees and the public in our workplace. The County has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol-free and drug-free environment. The purpose of this policy is to assure worker fitness for duty and to protect the County's employees, passengers, and the public from the risk posed by misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal regulations governing workplace anti-drug and anti-alcohol programs.

6.11 USE OF COUNTY ASSETS AND RESOURCES

6.11.1 TELEPHONES

Telephones are to be used to conduct County business. International calls of a personal nature are prohibited unless prior approval is received in writing from the elected official overseeing their position of employment. Although occasional, limited personal telephone calls are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee or his/her colleagues.

County-issued cellular or mobile telephones should be used for County business-

related purposes. Personal calls are to be minimized. The County reserves the right to monitor the billing and use of all County-issued cellular/mobile telephones and has the authority to withhold any unauthorized amounts from the employee's wages.

Any employee who violates the conditions of these policies relating to cellular/mobile phone usage are subject to having the use of his/her County-issued cellular/mobile phone terminated.

6.11.2 COMPUTERS AND OTHER TECHNOLOGICAL RESOURCES

To help maximize its employees' efficiency in carrying out their respective job duties, Crawford County provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the internet, the intranet, facsimile machines, cell phones and other wireless communication devices and voice mail systems. Please remember that these tools are County property and must be used in a manner that reflects positively on the County and all who work here. Occasional, limited personal use of these resources is permitted, but should not interfere with your work performance, or the work performance of your colleagues. Employees will be held accountable for all usage of their systems and shall keep their log on credentials confidential to protect their assigned equipment and their files from misuse. Employees shall not access or copy software or data belonging to others or to the County. Reading another employee's files is prohibited unless authorized by the department head. Employees shall not transport software or data provided by the County to another computer site without prior authorization from the department responsible for the data.

The County will not tolerate inappropriate or illegal use of these assets and reserves the right to take appropriate disciplinary actions, as needed, up to and including termination of employment. Such inappropriate use of these resources can include, but is not limited to, the following:

- Hacking;
- Pirating software or audio/video files;
- Soliciting;
- Distributing literature for outside entities;
- Sending inappropriate e-mails;
- Accessing, viewing, or downloading inappropriate Web sites, i.e., sites advocating hate, violence, sexually explicit material, or promoting illegal activities;
- Distributing confidential information to persons/entities who are not entitled to such information;
- Storing or placing unlawful information on a computer or the network;
- Copying system files without proper authorization;
- Copying copyrighted materials without proper authorization;
- Use of abusive or otherwise objectionable language in either public or private messages;
- Sending messages that are likely to result in the loss of the recipient's work or

- systems use;
- Sending "chain-letters," jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others;
- Decryption of system or user passwords.

Only software which has been purchased or approved by Crawford County may be loaded or used on any of its computers. All software, programs, applications, templates, data and data files stored in, residing on, or developed with County computers, networks, or storage media are property of the County and shall not be removed from the workplace without proper authorization. The County's software and software manuals should not be duplicated or reproduced in any manner which would violate the license agreements which pertain to usage of the software.

Computer equipment, including software, should not be removed from County premises without prior written approval from the elected official overseeing their position of employment.

The County reserves the right to monitor and inspect, without notice, the use of its information and technology resources.

6.11.3 INTERNET ACCESS

Internet access is provided to employees to conduct County business. Employees accessing the Internet are to do so for business-related purposes only. The County reserves the right to monitor Internet use to assure that Internet use is for legitimate business purposes and that access to the Internet is not abused by any one employee.

Downloading files without the express consent of the department head is prohibited. Files downloaded from the Internet, or any other outside service, may contain a computer virus and must be scanned by a virus checking software prior to being used on a County computer. Uploading to the Internet is prohibited unless authorized by the department head to avoid interception and unauthorized access to information.

6.11.4 ELECTRONIC MAIL AND CONFIDENTIALITY

Crawford County provides electronic mail for business purposes. The County maintains the ability to access any messages left on or transmitted over the network. Employees should not assume that such messages are confidential or that access by the County or its designated representative will not occur. Therefore, any personal use of the County's electronic mail system shall be kept to a minimum.

The electronic mail system shall not be used: to solicit or proselytize for commercial venture, religious or political causes, outside organizations, or other non-job-related solicitation; to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, racial slurs, gender-specific comments, or any other

comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability; or to send or receive copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material.

Employees are not authorized to retrieve or read e-mail messages that are not sent to them.

6.11.5 REMOVAL OF County PROPERTY

No County owned, leased, or licensed equipment or documents may be removed from County premises without prior written approval from the elected official overseeing their position of employment.

6.12 COUNTY VEHICLES

On occasion, the County may permit certain employees to use its vehicles to conduct County business. A valid and current driver's license must be in possession of the operator and maintained at all times. When using a County vehicles, employees shall exhibit due care at all times and shall comply with all federal, state, and local laws pertaining to operation of the vehicle.

The use of County vehicles is restricted to County business purposes only. Employees using County vehicles shall not pick up or transport any private parties not directly involved with the work of the County. With prior permission of the elected official overseeing their position of employment, employees may transport spouses in County vehicles when attending conferences or meetings.

Employees using County vehicles are individually responsible for all fines or penalties assessed to the employee as a result of speeding tickets or other traffic offenses for which the employee is cited while using a County vehicle.

Thefts or accidents involving County vehicles must be reported immediately to the police and the elected official overseeing their position of employment. The improper, careless, negligent, destructive, reckless, or unsafe use of County equipment or vehicles may result in disciplinary action.

6.13 DISCIPLINARY ACTION

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory including, but not limited to, violations listed in this Handbook, or any other County policy, rule or regulation, directive or ideal, the employee may be subject to disciplinary action up to and including dismissal.

Disciplinary action may include, but is not limited to:

WARNING OR REPRIMAND. A warning or reprimand is action used to alert the employee that his or her performance is not satisfactory or to call attention to the employee's violation of employment rules and/or regulations. County employees may be officially reprimanded orally or in writing.

SUSPENSION. Suspension involves the removal of an employee from his or her job. An employee may be suspended with or without pay.

DEMOTION. A demotion is an action that places the employee in a position of less responsibility and less pay.

TERMINATION. This type of disciplinary action is a removal of an employee from County employment.

CHAPTER 7 MISCELLANEOUS INFORMATION

7.1 POLICY STATEMENT

Crawford County possesses the sole right to operate and manage the affairs of the County government.

7.2 CONFLICTS

The policies in this Handbook will be followed unless they are found to conflict with federal, state, or local laws, which shall take precedence.

7.3 SEVERABILITY

Should any of the provisions contained in this Handbook be found contrary to federal, state, or local law, the remaining provisions of this Handbook shall remain in full force and effect.

To the extent that any law provides additional or different benefits or rights to employees, the provisions of this Handbook shall be deemed to include those

statements of law.

7.4 POLICY CHANGES

Crawford County reserves the right to suspend, revoke, or revise any of the policies contained this Handbook at any time.

7.5 CHANGE OF ADDRESS

HR, in County Clerk's office, shall be notified of any employee status changes within 72 hours of the change. Contact information changes, employee must notify County HR, County Clerk's Office, of the change within 30 days so that personnel files can be kept current. This is also important for mailing of information/documents, such as tax statements, etc.

**CHAPTER 8
FORMS**

APPENDIX A

RECEIPT OF CRAWFORD COUNTY PERSONNEL HANDBOOK
(To be placed in employee's personnel file)

I, _____, acknowledge receipt of the Crawford County Personnel Handbook.

I understand that this Handbook is not a contract.

I understand that reading this Handbook constitutes one of my job duties and that I am required to perform my job duties in accordance with the policies contained in this Handbook and any additional rules, regulations, policies or procedures which may be imposed by the County of the department in which I work whether or not I read this Handbook. I understand that my failure to read this Handbook, as required, does not excuse me from being covered by or complying with its provisions.

I understand that if I have any questions about the provisions contained in this Handbook, I should direct them to the elected official overseeing my position of employment.

Signed _____

Date _____

I, _____ **[insert name and title of individual]**,
provided a copy of the Crawford County Personnel Handbook to
_____ on this _____ day of _____,
20____.

Signed _____

Date _____

APPENDIX B

EMPLOYMENT RECORDS RELEASE

TO: _____

You are hereby authorized and requested to give to _____, or to any of its duly authorized representatives, any and all employment information whatsoever including, but not limited to, copies of my personnel file, including disciplinary reports, memos, statements, results of or physicals, drug testing results, and any and all other information which they may request concerning my employment.

You are authorized to release any information relating to my employment, including but not limited to, any information relating to my employment or otherwise maintained by you during the entire term of my employment relationship with you. This authorization is continuing in nature and does not expire unless you receive written, signed and acknowledged notice from me or my authorized agent. A photocopy of this release shall be as valid as an original.

EMPLOYEE (Signature)

EMPLOYEE (Printed name)

STATE OF ARKANSAS)
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires:

Notary Public

[NOTE: This Release should be used to obtain information from previous employers in order to make informed hiring decisions. A similar release should be used for current or past employee to sign when he or she wishes for you to release information to another prospective employer.]

**CRAWFORD COUNTY, ARKANSAS
ORDINANCE 2021-36**

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY,
ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE SETTING THE PAY FOR EMERGENCY MANAGER.

SECTION 1. The salary for the position of Crawford County Emergency Manager is hereby set at \$40,019.20 annually:

Line Item #3429-0500-1001	\$40,019.20	Salaries Full Time
Line Item #3429-0500-1006	\$3,061.47	Social Security Matching
Line Item #3429-0500-1008	\$6,130.94	Retirement
Line Item #3429-0500-1009	\$8,509.48	Insurance
Line Item #3429-0500-1011	\$400.00	Unemployment
Total	\$58,121.09	

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the ordinance that can be given effect without the invalid provision, and to this end, the provisions of the Ordinance are declared to be severable.

SECTION 3. This Ordinance shall be in effect beginning the first day of the next pay period.

DATE: _____ APPROVED _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mitch Carolan
Ordinance 2021-36

Date of Passage: _____

Votes for: _____ Votes against: _____

Abstention: _____ Absent: _____

EMERGENCY MANAGEMENT INFORMATION FOR STATE OF ARKANSAS

COUNTY	CLASS	POPULATION	DEM SALRY		DEPUTY OEM	SALARY	PART TIME	SALARIES
Arkansas	2	19,019	29,983.00					
Ashley	3	21,853	18,364.00					
Baxter	4	41,513	39,146.00		Deputy OEM	32,423.00		
Benton	7	266,300	61,529.00		Deputy OEM	41,600.00		
Boone	4	36,903	37,117.00		part time	5,000.00		
Bradley	2	11,508	25,595.00		labor	500.00		
Calhoun	1	5,368	32,002.00	part time				
Carroll	3	27,446	21,646.00					
Chicot	2	11,800	16,495.00	part time				
Clark	3	22,995	16,155.00	part time				
Clay	2	16,083	15,000.00	part time				
Cleburne	3	25,970	36,350.00					
Cleveland	1	8,689	15,085.00	part time				
Columbia	3	24,552	14,202.00	part time				
Conway	3	21,273	46,463.00		part time	15,000.00		
Craighead	6	96,443	52,525.00		Deputy PT	22,097.00		
Crawford	5	61,948	35,959.00					
Crittenden	5	50,902	53,602.00					
Cross	2	17,870	35,256.00					
Dallas	1	8,116	30,160.00					
Desha	2	13,008	20,261.00	OEM/Fire Chief				
Drew	2	18,509	8,497.00					
Faulkner	6	113,237	51,678.00					
Franklin	2	18,125	30,000.00		Dep./flood/	43,676.00		
Fulton	2	12,245	22,968.00					
Garland	6	96,024	64,545.00		Dep.	35,167.00	2 PT	44,979.00 & 39,352.00
Grant	2	17,853	39,694.00		part time	1,248.00		
Green	4	42,090	35,516.00					
Hempstead	3	22,609	27,000.00					
Hot Springs	4	32,923	33,696.00					

Howard	2	13,789	29,638.00					
Independence	4	36,647	39,700.00		part time	1,000.00		
Jackson	2	17,997	37,523.00					
Jefferson	6	77,435	35,000.00		Admin Asst.	31,292.00	2	12,000.00 & 6,240.00
Johnson	3	25,540	53,154.00		Secretary	11,720.00	2	3,143 & 2,500.00
Lafayette	1	7,645	27,609.00					
Lawrence	2	17,415	12,837.00					
Lee	2	10,424	11,432.00					
Lincoln	2	14,134	32,302.00					
Little River	2	13,171	31,580.00					
Logan	3	22,353	33,700.00		Coordinator	23,650.00		
Lonoke	5	68,356.00	41,281.00					
Madison	2	15,717	35,024.00					
Marion	2	16,653	31,200.00					
Miller	4	43,462	10,960.00	part time	Deputy PT	\$12 hour		
Mississippi	4	46,480	16,052.00	part time				
Monroe	1	8,149	17,160.00	part time				
Montgomery	1	9,487	20,451.00	part time				
Nevada	1	8,997	28,000.00					
Newton	1	8,330	29,872.00					
Ouachita	3	26,120	31,720.00					
Perry	2	10,445	11,750.00	part time				
Phillips	3	21,757	26,324.00	DEM/911				
Pike	2	11,291	16,057.00	part time				
Poinsett	3	24,583	36,950.00					
Polk	3	20,662	33,940.00		OEM Clerk	29,094.00		
Pope	5	61,754	43,928.00		Asst. Dir.	43,295.00	part time	12,000.00
Prairie	1	8,715	20,904.00	part time				
Pulaski	7	393,956	63,900.00		Deputy Dir.	46,817.00	safety/PT	39,751.00 & 71,000.00
Randolph	2	17,969	13,521.00	part time				
Saline	6	107,118	61,154.00		Deputy Dir.	49,049.00	Admin/PT	43,322.00 & 500.00
Scott	2	11,233	8,580.00	part time				
Searcy	1	8,195	\$12.70 hr	part time				
Sebastian	6	127,127	\$ 61,999.00		Deputy Dir.	49,999.00		

Sevier	2	17,058	\$ 40,371.00					
Sharp	2	17,264	\$ 29,500.00		Deputy Dir.	14,000.00		
St. Francis	3	28,258	\$ 20,800.00					
Stone	2	12,394	\$ 11,835.00	part time				
Union	4	41,639	\$ 50,071.00					
Van Buren	2	17,295	\$ 39,520.00					
Washington	7	231,996	\$ 78,464.00		Deputy Dir.	48,464.00	Deputy	42,495.00
White	6	77,076	\$ 49,785.00		OEM	37,190.00		
Woodruff	1	7,260	\$ 13,627.00	part time				
Yell	3	22,185	\$ 50,425.00		part time	6,000.00		

Same Size Counties-5
Neighboring Counties

CRAWFORD COUNTY, ARKANSAS

ORDINANCE 2021-37

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO CREATE A NEW POSITION IN CIRCUIT COURT DIVISION III FOR AN ADMINISTRATIVE ASSISTANT.

SECTION 1. There is hereby created the following position for the Division III Circuit Court:

DIVISION III ADMIN ASSISTANT #1000-0403

Line Item #1000-0403-1001 Salaries Full-Time	\$31,756.00
Line Item #1000-0403-1006 Social Security Matching	2,429.33
Line Item #1000-0403-1008 Retirement	4,865.02
Line Item #1000-0403-1009 Insurance	8,509.48
Line Item #1000-0403-1011 Unemployment Compensation	<u>400.00</u>
Total:	\$47,959.83

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the ordinance, which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

SECTION 3. This position will be added into the 2022 budget to be filled starting January 1, 2022.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer
Ordinance 2021-37
Date of Passage: _____
Votes for: _____ Votes against: _____
Abstention: _____ Absent: _____

CRAWFORD COUNTY, ARKANSAS

ORDINANCE 2021-38

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO CHANGE THE PART-TIME POSITION IN CRAWFORD COUNTY ASSESSOR'S OFFICE AND CREATE A FULL TIME POSITION.

SECTION 1.

Difference in F/T salary & P/T salary - 5 pay periods starting with Pay Period #23 on 10/23/2021.

	hourly	LINE ITEM	Line Item #1006	Line Item #1008	
	rate	SALARY	Social Security match 7.65%	Retire15.32%	TOTAL
F/T - 80 hrs - #1001	\$ 14.03	\$ 7,856.80	\$ 601.05	\$ 1,203.66	\$ 9,661.51
P/T - 58 hrs - #1002	\$ 11.00	\$ 4,466.00	\$ 341.65	\$ 684.19	\$ 5,491.84
	\$ 3.03	\$ 3,390.80	\$ 259.40	\$ 519.47	\$ 4,169.67
					Difference

SALARY 2022

LINE ITEM #1001	LINE ITEM #1006	LINE ITEM #1008	LINE ITEM #1008	LINE ITEM #1009	LINE ITEM #1011	
SALARY	Social Security Match 7.65%	RETIRE 15.32%	RETIRE 15.32%	INSURANCE	UNEMPLOYMENT	TOTAL
\$ 29,197.33	\$ 2,233.60	\$ 2,236.52	\$ 2,236.52	\$ 8,509.48	\$ 400.00	\$ 44,813.44

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the ordinance, which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

SECTION 3. This position would be CHANGED FROM PART-TIME TO FULL TIME EFFECTIVE NEXT PAYROLL PERIOD AFTER APPROVAL. Assessor has funds to transfer for the remainder of 2021. No appropriation of funds needed for 2021.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer
Ordinance 2021-38
Date of Passage: _____
Votes for: _____ Votes against: _____
Abstention: _____ Absent: _____

CRAWFORD COUNTY, ARKANSAS

ORDINANCE 2021-39

BE IT ENACTED BY THE QUORUM COURT OF CRAWFORD COUNTY, ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE AMENDING THE BUDGET ORDINANCE NUMBER 2020-25 TO APPROPRIATE ADDITIONAL FUNDS AND APPROVE ADDITIONAL EXPENDITURES TO THE CRAWFORD COUNTY 2021 BUDGET FOR VARIOUS DEPARTMENTS; TRANSFERS AND FOR OTHER PURPOSES.

SECTION 1. The attached fund appropriations and expenditures are herein approved and adopted as an amendment to the 2021 Budget for Crawford County, Arkansas, as adopted in Ordinance Number 2020-25. The budget for Crawford County, Arkansas, for the year 2021 filed with the County Clerk, shall be amended to increase the attached fund appropriations and increase the amounts in the expenditure categories attached.

SECTION 2. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions of the ordinance, which can be given effect without the invalid provision, and to this end the provisions of the Ordinance are declared to be severable.

SECTION 3. An emergency is hereby declared to exist, and this Ordinance being necessary for the preservation of public peace, health and safety shall be in full force and effective from and after its passage and approval.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer

Ordinance 2021-39

Date of Passage: _____

Votes for: ____ Votes against: ____

Abstention: ____ Absent: ____

CRAWFORD COUNTY ARKANSAS

ORDINANCE 2021-39

ATTACHMENT "A"

SECTION 1. There is hereby appropriated an additional \$5,000.00 from Cost Recorder's 25% Fund #3006 to Line Item #3006-0102-2002 Small Equipment.

SECTION 2. There is hereby appropriated an additional \$750.00 from County General Fund #1000 to Line Item #1000-0403-3090 Dues & Memberships.

SECTION 3. There is hereby a transfer in the Crawford County Circuit Court Division III; \$1,175.00 from Line Item #1000-0403-3030 Travel to Line Item #1000-0403-4006 Construction in Progress; \$1,175.00 from Line Item #1000-0403-3094 Meals & Lodging to Line Item #000-0403-4006 Construction in Progress.

SECTION 4. There is hereby a transfer in the Crawford County Library; \$4,000.00 from Line Item #3008-0600-2001 General Printing to Line Item #3008-0600-2024 Service Contracts.

SECTION 5. There is hereby a transfer in the Crawford County Library; \$22,000.00 from Line Item #3008-0600-1001 Salaries, Full Time to Line Item #3008-0600-1002 Salaries, Part-Time.

SECTION 6. There is hereby a transfer in the Crawford County Public Defender; \$500.00 from Line Item #1000-0417-3101 Travel & Lodging to Line Item #1000-0417-3023 Internet-Verizon. \$2,000.00 From Line Item #1000-0417-2024 Service Contracts to Line Item #1000-0417-2001 Office Supplies.

SECTION 7. There is hereby a transfer in the Crawford County Judge; \$250.00 from Line Item #3020-0501-2024 Service Contracts to Line Item #3020-0501-3040 Advertising.

SECTION 8. There is hereby appropriated an additional \$964.08 from Public Safety Fund #3429 to the following line items: \$784.00 Line Item #3429-0500-1001 Salaries, Full Time; \$59.98 to Line Item #3429-0500-1006 Social Security Matching; \$120.11 to Line Item #3429-0500-1008 Retirement.

SECTION 9. There is hereby appropriated an additional \$1,700.00 from County General Fund #1000 to Line Item #1000-0117-2020 Materials & Supplies.

SECTION 10. There is hereby a transfer in the Crawford County Circuit Court Division II; \$1,200.00 from Fund #1000-0402-3092 Jurors/Witnesses to Line Item #1000-0402-3020 Telephone.

SECTION 11. There is hereby a transfer in the Crawford County Juvenile Office; \$750.00 from Line Item #1000-0414-1004 Contract Labor to Line Item #1000-0414-3009 Other Professional Services.

SECTION 12. There is hereby a transfer in the Crawford County Circuit Court Division I: \$1,000.00 from Line Item #1000-0401-3010 Law Library to Line Item #1000-0401-2002 Small Equipment; \$1,000.00 from Line Item #1000-0401-3021 Postage to Line Item #1000-0401-2002 Small Equipment.

SECTION 13. There is hereby a transfer in the Crawford County Assessor; \$4,466.00 from Line Item # 1000-0105-1002 Salaries, Part-Time to Line Item #1000-0105-1001 Salaries, Full Time; \$4,169.67 from Line Item #1000-0105-1004 Contract Labor to the following Line Items: \$3,390.80 to Line Item #1000-0105-1001 Salaries, Full Time; \$259.40 to Line Item #1000-0105-1006 Social Security Matching; \$519.47 to Line Item #1000-0105-1008 Retirement.

SECTION 14. There is hereby a transfer in the Crawford County Coroner; \$600.00 from Line Item #3429-0419-3090 Dues & Registration to Line Item #3429-0419-3020 Telephone/Fax Landline.

SECTION 15. There is hereby a transfer in the Crawford County Sheriff; \$5,000.00 from Line Item #3429-0400-3023 Internet Connection/Data to Line Item #3429-0400-2023 Parts & Repairs.

SECTION 16. There is hereby appropriated an additional \$1,423.96 from Public Safety Fund #3429 to Line Item #3429-0400-2023 Parts & Repairs.

SECTION 17. There is hereby appropriated an additional \$40,000.00 from Corona Virus Relief Fund #1005 to the Governor's Roof Repair Fund #3807; \$40,000.00 to Line Item #3807-0100-3103 Grants-In-Aid.

DATE: _____ APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Mark Shaffer
Attachment "A" for Ordinance 2021-39
Date of Passage: _____
Votes for: ___ Votes against: ___
Abstention: ___ Absent: ___

Sharon L. Blount-Baker

CRAWFORD COUNTY CIRCUIT CLERK

PO BOX 608
317 MAIN STREET
VAN BUREN, ARKANSAS 72957-5799
(479) 474-1821 Office • (479) 471-0622 Fax

FILED *dt*

2021 OCT 31 AM 11:26

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

JW

October 1, 2021

Mark Shaffer Damante-Chairman
Crawford County Quorum Court

Re: Circuit Clerk-Appropriation

Dear Justice Mark Shaffer and All Members of the Quorum Court,

Please accept this request for the October 2021 Quorum Court meeting for an appropriation for our 2021 budget:

From **Fund 3006 (Cost Recorder's 25% Fund)**

\$5,000.00 to line item 3006-0102-2002 (Small Equipment). This will be used to purchase receipt printers for recording.

Thank you for your consideration with this request.

Respectfully Submitted,

Sharon Blount Baker

Sharon L. Blount-Baker
Crawford County Circuit Clerk





Candice A. Settle
CIRCUIT JUDGE

Twenty-First Judicial District

CRAWFORD COUNTY COURTHOUSE ANNEX
220 SOUTH 4th STREET, SUITE C
VAN BUREN, AR 72956
OFFICE: (479) 922-5408
FAX: (479) 922-2075
EMAIL: mbaker@crawfordcircuitcourt.org

FILED

2021 OCT -7 PM 12:04

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR
COHEN R. COPELAND
COURT REPORTER

MARIESA BAKER
TRIAL COURT ADMINISTRATOR

October 7, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

RE: Appropriation

Please accept this request for the October 2021 Quorum Court meeting for an appropriation for the Division III 2021 budget:

From Fund 1000 County General:

\$750.00 to line item 1000-0403-3090 Dues and Memberships

The trial court assistant for Division III paid for a seminar in 2020 that she was unable to attend due to a conflict. The \$750.00 paid for the seminar was refunded to County General in 2021. This appropriation properly refunds the unused funds back to the original line item in Division III.

Sincerely,

Candice A. Settle
Circuit Judge



FILED

21 OCT 27 PM 2:16

Handwritten initials

Candice A. Settle JO WESTER
CIRCUIT JUDGE COUNTY CLERK
Twenty-First Judicial District CRAWFORD COUNTY, AR

CRAWFORD COUNTY COURTHOUSE ANNEX
220 SOUTH 4th STREET, SUITE C
VAN BUREN, AR 72956
OFFICE: (479) 922-5408
FAX: (479) 922-2075
EMAIL: mbaker@crawfordcircuitcourt.org

COHEN R. COPELAND
COURT REPORTER
MARIESA BAKER
TRIAL COURT ADMINISTRATOR

October 7, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

RE: Transfer

Please accept this request for the October 2021 Quorum Court meeting for a transfer between line items in the Division III 2021 budget:

From Fund 1000-0403-3030 Travel:

\$1,175.00 to line item 1000-0403-4006 Construction in Progress

AND

From Fund 1000-0403-3094 Meals/Lodging:

\$1,175.00 to line item 1000-0403-4006 Construction in Progress

This transfer allocates Division III budget funds from travel and meals and lodging to pay the cost of architectural fees associated with the design for the reconstruction of the Division III courtroom and offices for presentation to the Quorum Court for consideration.

Sincerely,

Handwritten signature of Candice A. Settle

Candice A. Settle
Circuit Judge



FILED
2021 OCT -7 AM 8:24
Crawford County

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR
Library System

1409 Main Street, Van Buren, AR 72956

Phone 479.471.3226 Fax 479.471.3227 - <http://www.crawfordcountylib.org/>

October 6, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

RE: Transfer Request

Please accept this as a formal request for the October Quorum Court meeting, that the following amount be transferred for our 2021 budget:

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$4,000	3008-0600-2001 General Printing	3008-0600-2024 Service Contracts

This is to cover existing contracts for information resources and printer maintenance.

Sincerely,

Dr. George J Fowler,
Director

CC: Dennis Gilstrap
Jo Wester



FILED
2021 OCT -7 AM 9:18
Crawford County

Library System
JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

1409 Main Street, Van Buren, AR 72956

Phone 479.471.3226 Fax 479.471.3227 - <http://www.crawfordcountylib.org/>

October 6, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

RE: Transfer Request

Please accept this as a formal request for the October Quorum Court meeting, that the following amount be transferred for our 2021 budget:

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$22,000.00	3008-0600-1001 Salaries Full-Time	3008-0600-1002 Salaries Part-Time

This is to cover anticipated staffing expenses through the remainder of 2021.

Sincerely,

Dr. George J Fowler,
Director

CC: Dennis Gilstrap
Jo Wester

PUBLIC DEFENDER'S OFFICE
300 Main St. Rm 2021
VAN BUREN, AR 72956
RYAN NORRIS, PUBLIC DEFENDER

FILED *gh*
2021 OCT 31 AM 11:56
JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR *SJS*

September 30, 2021

Honorable Mark Shaffer
Quorum Court Budget Chairperson

RE: TRANSFER BUDGET REQUEST

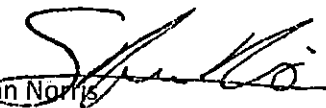
Please accept this as a formal request from the Public Defender's Office for the October Quorum Court Meeting.

- 1) Transfer \$500 out of line item 1000-0417-3101, Travel and lodging, to be placed in line item 1000-0417-3023, Internet-Verizon.

- 2) Transfer \$2000 out of line item 1000-0417-2024 Service contracts, to be placed in line item 1000-0417-2001, Office Supplies.

The Public Defender's Office would like to thank you for your considerations in these matters. These transfers will facilitate our office being able to have sufficient funds in these line items through the end of the year.

Regards,


S. Ryan Norris
Public Defender

Cc: County Clerk
file

FILED

Dennis Gilstrap 2021 SEP 27 PM 3: 28
County Judge
Crawford County Courthouse JO WESTER
300 Main Street, Room 401 COUNTY CLERK
Van Buren, AR 72956-5798 CRAWFORD COUNTY, AR
SLG

September 27, 2021

TO: Crawford County Quorum Court

Re: Budget Request for the October meeting.

Re: 2021 Budget

I respectfully request to transfer money in E-911 Fund #3020. We need to do some advertising for E-911.

Amount: \$250.00

From: ~~#~~3020-0501-2024 Service Contracts

To: #3020-0501-3040 Advertising

Thank you for your attention to this matter.



Dennis Gilstrap
County Judge



CC: County Clerk's office

FILED

Dennis Gilstrap

2021 SEP 27 PM 3: 57

County Judge

Crawford County Courthouse

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

300 Main Street, Room 4

Van Buren, AR 72956-5798

SKW

September 27, 2021

TO: Crawford County Quorum Court

Re: Budget Request for the October 2021 meeting.

2021 Budget

I respectfully request that the following funds be appropriated in the public safety Fund #3429-0500 for ADEM. This is to set the Emergency Management Director salary equal to that of the E-911 Communications Director. Their responsibilities are equal and are both on call 24/7 – 365 days and nights per year.

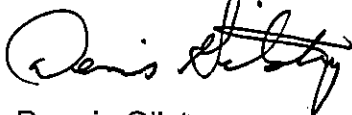
Just to name a few, Brad has:

- * Bachelor's of Science Degree in Emergency Administration Management
- * Arkansas Certified Floodplain Manager
- * Is required to complete ICS 100, 200, 300, 400, 700 & 800.
- * One of two Local Emergency Managers in Arkansas that have completed the FEMA National Emergency Management Basic Academy.

Amount: \$964.08 additional money for 5 pay periods finishing out 2021

\$784.00	3429-0500-1001	Salaries, Full Time
\$ 59.98	3429-0500-1006	FICA - Social Security Matching
\$120.11	3429-0500-1008	Retirement

Thank you for your attention to this matter.



Dennis Gilstrap
Crawford County Judge

CC: County Clerk's office



Starting with pay period # 23 - 10/23 - 11/05 - 5 PAY PERIODS

hourly	LINE ITEM #1001	Line Item #1006	Line Item #1008	
rate	SALARY	Fica 7.65%	Retire15.32%	TOTAL
\$ 19.24	\$ 7,696.00	\$ 588.74	\$ 1,179.03	\$ 9,463.77
\$ 17.28	\$ 6,912.00	\$ 528.77	\$ 1,058.92	\$ 8,499.69
				\$ 964.08

hourly	LINE ITEM #1001	Line Item #1006	Line Item #1008	
rate	SALARY	Fica 7.65%	Retire15.32%	TOTAL
\$ 1.96	\$ 784.00	\$ 59.98	\$ 120.11	\$ 964.08

for 5 pay periods

CRAWFORD COUNTY

DIRECTOR OF EMERGENCY MANAGEMENT

JOB TITLE: Director of Emergency Management

DEPARTMENT: County Judge

REPORTS TO: County Judge

GENERAL STATEMENT OF DUTIES: Performs a wide variety of emergency management functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION: The Emergency Management Director shall organize, maintain and manage an emergency preparedness program designed to protect the citizens and public and private property within his/her jurisdiction from the effects of disaster. The program includes activities for mitigation, planning, response and recovery from all disasters, natural, man-caused or enemy attack. Coordinate local government and non-government resources that may be require in any phase of disaster/emergency. The work is performed under the direction of the County Judge and the Northwest Area Arkansas Department of Emergency Management (ADEM) Coordinator.

EXAMPLES OF WORK: (Illustrative Only)

- Develops local government emergency response plans for natural, man-caused incidents including enemy attack;
- Develops and manages an Emergency Operations Center (EOC), including staffing and internal emergency operations procedures, for emergency use;
- Develop, coordinate, participate in and/or document preparedness exercises as required by ADEM;
- Develops and manages systems and programs as required by ADEM.
- Establishes inter and intra-jurisdictional mutual aid agreement for personnel, services, equipment, and other resources needed in an emergency;
- Performs other related duties as currently prescribed in local, state and federal emergency management regulations and guidelines;
- Act as principal emergency management director to the County Judge for emergency operations within his/her jurisdiction;
- Provide ADEM with timely, concise and accurate reports of information as requested by ADEM and/or request for aid and assistance.
- Monitor and maintain the Emergency Outdoor Warning System to the level of his/her ability.

REQUIRED KNOWLEDGE , SKILLS AND ABILITIES:

- Good knowledge of basic principles and practices pertaining to emergency management;
- Good knowledge of Federal, State and local laws and regulations pertaining to emergency management;
- Demonstrate the ability to obtain the cooperation of other public officials and the public in disaster or emergency situations;
- Ability to conduct research and write reports;
- Good professional judgment;
- Good physical condition;

ACCEPTABLE EXPERIENCE AND TRAINING:

Possess considerable emergency management or administrative experience, emergency management degree, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities, Trained to a minimum of Hazardous Material Level II (Operations) and successfully complete the following National Incident Management System (NIMS) courses IS 700, IS 800, IS 100, IS 200, IS 300, IS 400 along with any future courses required by ADEM/HLS.

ADDITIONAL REQUIREMENTS:

Willing to obtain all ADEM certificates required and/or may be required in the future. He/She must answer or cause to be answered any reports or emergencies within the scope of his/her responsibilities 24 hours a day 7 days a week in any and all types of weather conditions.

AMERICANS WITH DISABILITIES ACT:

Physical abilities: ability to ambulate over rugged terrain and climb ladders; ability to withstand working outside in all extremes of weather conditions; ability to operate a vehicle; ability to operate standard office equipment including a copier, computer, fax machine etc.; ability to reach in to standard 4 drawer filing cabinets; ability to work from platforms to 70 feet above the ground.

Visual Ability: able to observe emergency conditions and/or conditions that may lead to emergencies; ability to read and write reports, correspondence, instructions, etc.

Hearing Ability: able to converse with other individuals both in person, over a telephone and/or radio.

Speaking Ability: able to communicate effectively with other individuals in person, by telephone, and/or radio including stressful emergency situations.

Freedom from mental disorders that would interfere with performance of duty as described.

Approval: _____
Employee

Date: _____

Approval: _____
Supervisor

Date: _____

FILED

gwt

Dennis Gilstrap
County Judge
Crawford County Courthouse
300 Main Street, Room 4
Van Buren, AR 72956-5798

2021 OCT 27 PM 1:17

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

October 7, 2021

TO: Crawford County Quorum Court

Re: Budget Request for the October 2021 meeting.

2021 Budget

I respectfully request to appropriate from County General Fund #1000 to Crawford County Courthouse Annex #1000-0117-2020, Materials & Supplies.

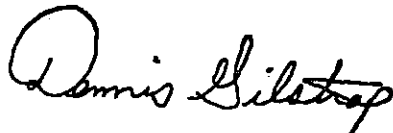
This is a Bond Forfeiture, from Circuit Court Division II to be used for maintenance updates, renovations and construction needed for Security, Division I, II and III.

Amount: \$ 1,700.00

Into Line: 1000-0117-2020 Materials & Supplies

This money is not included in anticipated revenues.

Thank you for your attention to this matter.



Dennis Gilstrap, County Judge

CC: County Clerk's office





MIKE MEDLOCK
CIRCUIT JUDGE

Twenty-First Judicial District
Courthouse Annex, 220 South 4th Street, Suite B
Van Buren, AR 72956
Office 479-471-3290
Fax 479-471-3292

Linda Walker
Certified Court Manager

Andrea Johnson
Certified Court Reporter

October 6, 2021

Dennis Gilstrap
Crawford County Judge
Crawford County Courthouse
Van Buren, AR 72956

Re: Bond Forfeiture

Dear Judge Gilstrap:

On September 23, 2021, a cash bond forfeiture was paid to the Crawford County Circuit Clerk from Bail Bond Financing. This being on behalf of Defendant, Charles Rogers, in the amount of \$1700.00 as ordered by Crawford County Circuit Court Division II. A copy of the receipt is attached. The Court is making the request that this bond forfeiture in the amount of \$1700.00 be transferred from County General Funds to the Courthouse Annex Fund line item #1000-0117-2020. This money is not to be included in anticipated revenues. The money will be used for improvements to the Crawford County Judicial facilities.

Thank you for your consideration with the request.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Medlock".

MICHAEL J. MEDLOCK
CIRCUIT JUDGE – DIVISION II

MJM:lcw

***** Official Receipt *****
SHARON BLOUNT BAKER
CIRCUIT CLERK
Crawford County, AR
by CARRIE, DEPUTY CIRCUIT CLERK
Payment Receipt 223581

09/23/2021

M000049981 . 02:28:45 PM
BOND FORFEITURES \$1700.00

Total \$1700.00

Check 57730 \$1700.00

Received From:
BAIL BOND FINANCING
Comment: 17CR-20-333 (II), CHARLES RO
GERS



TO: Circuit Court of Crawford County
FROM: Nancy Oudin, Office Manager
DATE: 9/21/2021
RE: Charles Rogers; 17CR-20-333

Enclosed is a check for the amount of \$ 1,700.00. This check will cover the forfeiture payment on the defendant mentioned above.

PLEASE FORWARD A RECEIPT FOR OUR ACCOUNTING RECORDS BY MAIL OR FAX.

Thank you

BAIL BOND FINANCING, INC.
09/21/2021

Circuit Court of Crawford County

Defendant: Charles Rogers Agent: Lisa Calhoun

57730

1,700.00

Checking

Forfeiture Payment C Rogers 17CR20-333

1,700.00



FILED

2021 SEP 27 PM 4: 29

MIKE MEDLOCK
CIRCUIT JUDGE

Twenty-First Judicial District
Courthouse Annex, 220 South 4th Street, Suite B
Van Buren, AR 72956
Office 479-471-3290
Fax 479-471-3292

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

Andrea Johnson
Certified Court Reporter

Linda Walker
Certified Court Manager

September 28, 2021

Mr. Mark Shaffer
Crawford County Justice of the Peace
Budget Committee Chair

Re: Transfer of Funds

Dear Mr. Shaffer:

Please accept this request for the October 2021 Quorum Court meeting for a transfer of funds for our 2021 budget:

\$1,200.00 from Fund 1000-402-3092 Jurors/Witnesses to line item 1000-402-3020 Telephone.

This is to reimburse the amount paid for the toll free number used by prospective jurors.

Sincerely,

MIKE MEDLOCK
CIRCUIT JUDGE

MJM:lcw

CRAWFORD COUNTY JUVENILE OFFICE
21st Judicial District
220 South 4th Street, Suite A
Van Buren, Arkansas 72956-5713

Probation Officers:
Eric R. Flute
Adam Jennings
Marlena Mainzer
Lacy McCain

FILED
SEP 23 2021
JO WESTER
County Clerk
Crawford County
Intake Officer
Erin A. Mata AR
Department Supervisor
Office: (479) 474-5049
Fax: (479) 471-3241

SW
EM
October 2, 2021
~~June 10, 2021~~

Mr. Mark Shaffer
Quorum Court Budget Committee Chairperson
Van Buren, AR 72956

RE: Juvenile Probation Funds - Transfer Request

Dear Mr. Shaffer:

Please accept this as a formal request to the Quorum Court, that the following amounts be transferred for our 2021 budget.

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$750.00	1000-0414-1004 Contract Labor	1000-0414-3009 Other Professional Services

This transfer will finish the year of paying for our accounting service.

If you should have any questions, feel free to contact me at 479-474-5049. Thank you for your attention in this matter, as well as all others.

Sincerely,

Erin A. Mata

Erin A. Mata
Juvenile Intake Officer
Department Supervisor

cc: Hon. Mike Medlock
Circuit Judge



Marc McCune
CIRCUIT JUDGE
Twenty-First Judicial District
Crawford County Courthouse
300 Main Street, Room 25
Van Buren, AR 72956
Office: (479) 474-6332
Fax: (479) 471-3212

FILED

2021 OCT 25 AM 8:58

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

A handwritten signature in black ink, appearing to be "Jo Wester".

JANICE GILBRETH
TRIAL COURT ADMINISTRATOR
jgilbreth@crawfordcircuitcourt.org

SHAWNA SHEPHERD
COURT REPORTER
sshpherd@crawfordcircuitcourt.org

October 5, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

Re: Transfer

Please accept this as a formal request for the October Quorum Court Meeting, that the following amount be transferred for our 2021 budget:

From fund 1000-401-3010 Law Library:
\$1000 to line item 1000-401-2002 Small Equipment

From fund 1000-401-3021 Postage:
\$1000 to line item 1000-401-2002 Small Equipment

This will be used to install a wireless access point for Circuit Court Division 1. Attached is a quote from Apprentice.

Sincerely,

A handwritten signature in black ink, appearing to be "Marc McCune".

Marc McCune
Circuit Judge

Sandra Heiner
Crawford County Assessor

300 Main Street, Ste. 8
Van Buren, AR 72956

Phone: 479-471-3245 Fax: 479-471-3225
COUNTY CLERK
CRAWFORD COUNTY, AR

FILED
2021 OCT 8 PM 1:04

October 7, 2021

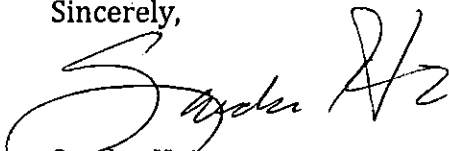
TO: Mark Shaffer, Budget Committee Chairperson,
Crawford County Quorum Court

RE: 2021 - Transfer Crawford County Assessor Budget

FROM:	1000-0105-1002 Salaries Part Time	\$4,466.00
TO:	1000-0105-1001 Salaries Full Time	\$4,466.00
FROM:	1000-0105-1004 Contract Labor	\$4,169.67
TO:	1000-0105- 1001 Salaries Full Time	\$3,390.80
TO:	1000-0105-1006 Social Sec Matching	\$259.40
TO:	1000-0105-1008 Retirement	\$519.47

For Difference in F/T salary & P/T salary - 5 pay periods

Sincerely,



Sandra Heiner
Crawford County Assessor



FILED

CRAWFORD COUNTY CORONER

PAM WELLS 2021 OCT -8 AM 10:58

4305 ALMA HWY

VAN BUREN, AR 72956

479-471-3231

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

SW
SL

October 8, 2021

Justice Mark Shaffer, Budget Committee Chairman
Crawford County Quorum Court

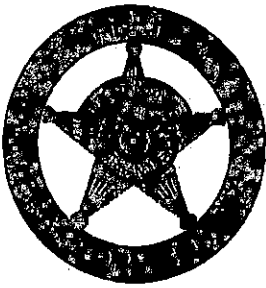
RE: Transfer

I would like to transfer the following to cover the office phone charges. I mistakenly didn't request enough to cover this for the year.

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$600.00	3429-0419-3090 Dues & Registration	3429-0419-3020 Telephone/Fax Landline

Respectfully Submitted,

Coroner Pam Wells



Jim Damante
Sheriff

Crawford County Sheriff's Department

4235 Alma Highway

Van Buren, Arkansas 72956

TEL. (479) 474-2261 • FAX (479) 471-3264

FILED

2021 OCT 08 PM 4:50
JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR



James Mirus
Chief Deputy

JW

October 6, 2021

To: Justice Mark Shaffer, Budget Committee Chairperson

From: James Mirus, Chief Deputy

Re: Transfer Request Fund 3429 Sheriff Public Safety

Please accept this as a formal request for the October Quorum Court meeting that the following amount be transferred for our 2021 budget:

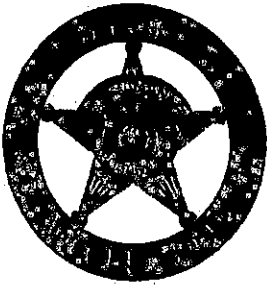
AMOUNT	FROM	TO
\$5,000.00	3429-400-3023 Internet Connection/Data	3429-400-2023 Parts & Repairs

This money is to be used for bills for the remainder of the year.

Sincerely,

James Mirus,
Chief Deputy

Jim Damante,
Sheriff



Jim Damante
Sheriff

Crawford County Sheriff's Department

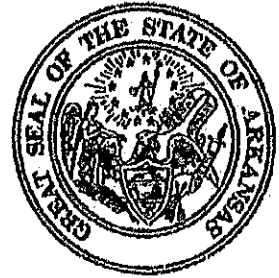
4235 Alma Highway

Van Buren, Arkansas 72956 PM 4:50

TEL. (479) 474-2261 • FAX (479) 471-3264

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

JW



James Mirus
Chief Deputy

October 8, 2021

Justice Mark Shaffer, Budget Committee Chairperson
Crawford County Quorum Court

Re: Appropriation

The Crawford County Treasurer has received 2 restitution checks from Crawford County Prosecuting Attorney's Office. One in the amount of \$205.00 and one in the amount of \$1,218.96 for a total of \$1,423.96. These funds have been placed in Public Safety.

Please accept this request for the October Quorum Court meeting for an appropriation for our 2021 budget.

From Fund 3429 Jail Public Safety:

\$1,423.96 to line item 3429-400-2023 Jail Public Safety Parts & Repairs

If you have any questions, please feel free to contact our office.

Sincerely,

Jimmy Damante,
Sheriff

James Mirus,
Chief Deputy

CRAWFORD COUNTY PROSECUTING ATTORNEY

47562

CHECK NUMBER = 47562

CASE NUMBER

DEFENDANT NAME

REF NO.

TYPE FEE

FEE AMT

08-06568

SALCIDO, ANTHONY STEVEN

FILED

REST

95.00

08-07037

ROBERTSON, RYAN DUANE

REST

110.00

2021 OCT 28 PM 4:51

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

*PLEASE
PAY IA
Public Safety
Fund*

09/15/21 PAYEE# = V011675

CRAWFORD COUNTY JUST TOTAL AMOUNT CHECK = \$

205.00

SECURE PAPER CONTAINS TOBACCO ADDICTION PREVENTION AND ANTI-BLUE-TOBACCO PROGRAM

CRAWFORD COUNTY PROSECUTING ATTORNEY
RESTITUTION / FINE ACCOUNT
206 S. 3RD STREET
VAN BUREN, ARKANSAS 72956

UNCOMPROMISED
CHECK SOLUTIONS
SECURITY IN DELIVERY & VALUE

Citizens
BANK & TRUST COMPANY
P.O. Box 469 • Van Buren, AR 72957
81-101-829

47562

047562

SEPTEMBER 15, 2021
DATE

\$****205.00
AMOUNT

TWO HUNDRED FIVE DOLLARS AND 00 CENTS

PAY
TO THE
ORDER
OF

CRAWFORD COUNTY JUSTICE CENTER
P.O. BOX 276
VAN BUREN, AR 72956

Rinda Baker
AUTHORIZED SIGNATURE



⑈047562⑈ ⑈082901017⑈ 507149769⑈

CRAWFORD COUNTY PROSECUTING ATTORNEY

47666

CHECK NUMBER = 47666

CASE NUMBER

DEFENDANT NAME

REF NO.

TYPE FEE

FEE AMT

08-07125

IZUAGBE, TARIQ OSHONA

FILED
RECEIVED

1218.96

2021 OCT 18 PM 4:51

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

09/30/21 PAYEE# = V011675 CRAWFORD COUNTY JUST TOTAL AMOUNT CHECK = \$ 1,218.96

DOCUMENT CONTAINS UNREMOVABLE FLUORESCENT PINK INKS AND CHEMICAL INACTIVE PROPERTIES SECURITY BANKING OFFICIALS FOR INFORMATION FROM CREDIT AND A DELAYED HOLDING

CRAWFORD COUNTY PROSECUTING ATTORNEY
RESTITUTION / FINE ACCOUNT
208 S. 3RD STREET
VAN BUREN, ARKANSAS 72956

UNCOMPROMISED
CHECK SOLUTION
SECURITY & DELIVERY & USE

 **Citizens**
BANK & TRUST COMPANY
P.O. Box 409 Van Buren, AR 72957

81-101-829

47666

047666

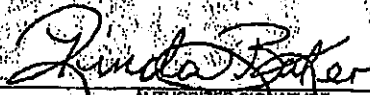
SEPTEMBER 30, 2021
DATE

\$**1,218.96
AMOUNT

ONE THOUSAND TWO HUNDRED EIGHTEEN DOLLARS AND 96 CENTS

PAY
TO THE
ORDER
OF

CRAWFORD COUNTY JUSTICE CENTER
P.O. BOX 276
VAN BUREN, AR 72956


AUTHORIZED SIGNATURE



⑈047666⑈ ⑆082901017⑆ 507149769⑈

FILED

Dennis Gilstrap

County Judge

Crawford County Courthouse

300 Main Street, Room 4

Van Buren, AR 72956-5798

2021 OCT 13 AM 10:45

JW

JO WESTER
COUNTY CLERK
CRAWFORD COUNTY, AR

October 13, 2021

TO: Crawford County Quorum Court.

Re: Budget Request for the October meeting.

Re: 2021 Budget

I respectfully request to appropriate \$40,000.00 from Fund #1005 Corona Virus Relief Fund to Fund #3807 Governors Roof Repair Fund. With the Governors money, this is the amount needed to be able to have a new roof over the entire courthouse.

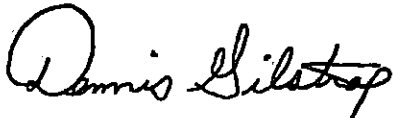
Amount:
\$40,000.00

From:
Fund #1005 Corona Virus Relief Fund

To:
Fund #3807 Governors Roof Repair Fund

To:
#3807-0100-3103 Grants-In-Aid

Thank you for your attention to this matter.



Dennis Gilstrap, County Judge



CC: County Clerk's office

CRAWFORD COUNTY, ARKANSAS

RESOLUTION 2021-8

A RESOLUTION EXPRESSING SUPPORT FOR PAY RAISES.

Whereas, there is a need to raise the pay of County employees;

Whereas, it is the desire of the Quorum Court to consider pay raises under the following guidelines, but not limited to these guidelines:

Now Therefore Be It Resolved, that the Crawford County Quorum Court that pay raises will be considered as follows:

When revenue exceeds expenses by \$150,000 - \$299,999, a raise of .25 cents per hour should be considered.

When revenue exceeds expenses by \$300,000 or more, a raise of .50 center per hour should be considered.

APPROVED: _____
DENNIS GILSTRAP, COUNTY JUDGE

ATTEST: _____
JO WESTER, COUNTY CLERK

SPONSOR: Justice Roger Atwell

Resolution 2021-8

Date of Passage: _____

Votes for: ____ Votes against: ____

Abstention: ____ Absent: ____