

Ordinance #2023 - 4

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

AN ORDINANCE ESTABLISHING A HUMAN RESOURCES DEPARTMENT WITHIN THE COUNTY JUDGE'S OFFICE, DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

WHEREAS, Miller County is in a positive growth cycle has approximately 250 full and part-time employees and, in striving for growth, it is important to reassess financial, legal, and operational risks.

WHEREAS, because of the ever-increasing legal, regulatory, insurance, and compliance burdens on local government, a Human Resources Department exists in most businesses and governmental entities of Miller County's size and a Human Resources Department will provide the County the resources necessary to provide excellent services to its Elected Officials and their employees in administering the County's health insurance program, compliance, orientation, and payroll and to serve as liaison to our Elected Officials/Employees.

WHEREAS, Arkansas law, including Amendment 55 to the Arkansas Constitution, grants elected executive officials of the County total authority, consistent with law, to manage and administer their respective departments, including, but not limited to hiring, firing, and disciplining their employees at their discretion. Nothing in this ordinance is intended to infringe upon those powers, but to advance the interests of compliance, education, consistency, and efficiency in the County's personnel management.

NOW, THEREFORE, BE IT ENACTED THAT:

ARTICLE 1. A Human Resources department, initially consisting of two full time positions and one part time position (but subject to future expansion and/or diminution by the Quorum Court in the normal budgeting process) is hereby established. The Human Resources department will constitute a separate administrative department of the County Judge's Office and will report to the County Judge. The Human Resources department will also prepare and present a report to the Quorum Court outlining their activities for the year.

ARTICLE 2. Pursuant to Ark. Code Ann. 14-14-1102 and Amendment 55 to the Arkansas Constitution, the County Judge shall hire the necessary personnel and will have all authority to hire, fire, discipline and control the day-to-day activities of the Human Resources department to achieve the objectives outlined in this ordinance.

ARTICLE 3. The Human Resources department will be responsible for (1) county insurance, including the responsibility to obtain competitive insurance quotes to present annually to the insurance committee of the Quorum Court for approval, to conduct open enrollment and

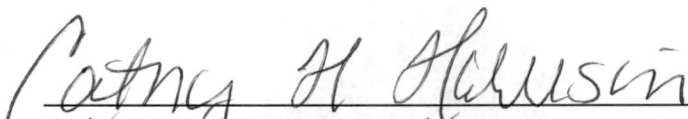
maintain all insurance related files on every employee, handle the County's portion of all Worker's Compensation claims, and to assist all employees and elected officials with claims, to include supplemental policies that are offered by Miller County; (2) compliance with all Federal, State, and County Laws (e.g., FMLA, EEOC, ERISA, ADA, Wage and Labor Laws), including offering training for Elected Officials and supervisors regarding the latest changes to the County Employee Manual and Federal, State, and County Laws; (3) orientation/onboarding for all newly hired and rehired employees, consisting of review of the employee manual, benefits, vacation and sick leave, retirement, and compliance; (4) liaison between and among the elected officials and/or county services providers, including but not limited to legal counsel, related to the hiring, termination, and/or discipline of county employees at the option of the elected official (pursuant to Arkansas law, elected officials have full authority to hire, fire, and otherwise administer their respective departments and nothing in this ordinance shall infringe on those powers); and (5) other responsibilities assigned by the County Judge for the benefit of the County in the management of county personnel.

ARTICLE 4. All elected officials of the County (1) shall coordinate with Human Resources Department with respect to insurance for all County employees, (2) shall permit the Human Resources Department to conduct onboarding and orientation for all new hires and (3) shall otherwise coordinate with and/or defer to the Human Resources Department, as required by any updates to the County Personnel and/or other rules and/or regulations adopted by the Quorum Court after the passage of this ordinance. None of these policies shall infringe upon the lawful powers of the various Elected Officials of the County, as referenced herein.


ARTICLE 5. All ordinances in conflict herewith are repealed to the extent of the conflict.

ARTICLE 6. EMERGENCY DECLARED – Effective date – The Court hereby declares an emergency; accordingly, this ordinance is effective immediately upon passage.

Dated this 13th day of February 2023.



Cathy H. Harrison, County Judge



Stephanie Harvin, County Clerk

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HUMAN RESOURCES

1000-0117-

Line Item	Description		
1001	Salaries, Full-Time	-	64,625.00
1002	Salaries, Part-Time	-	15,000.00
1005	Overtime & Other Premium Compensation	-	-
1006	Social Security Matching	-	6,092.00
1007	Retirement Matching	-	9,901.00
1009	Health Insurance Matching	-	19,027.00
1010	Workmen's Compensation	-	100.00
1011	Unemployment Compensation	-	200.00
2001	General Supplies	1,000.00	
2002	Small Equipment	5,000.00	
2024	Maintenance & Service Contracts	-	
3020	Telephone and Fax - Landline	-	
3021	Postage	-	
3022	Cell Phones & Pagers	-	
3023	Internet Connection	-	
3030	Travel	500.00	
3094	Meals & Lodging	500.00	
3102	Computer Software, Support, & Maint	10,000.00	
4003	Improvements Other than Buildings	-	
	Operation Total	17,000.00	
	Salary Total		114,945.00

DEPARTMENT TOTAL	131,945.00
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Position

HR Director	35,000.00
Clerk	29,625.00
	64,625.00

Part-Time Employee	15.00 per hour
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