

ORDINANCE NO. 211

**AN ORDINANCE PERTAINING TO THE STORAGE AND ACCESS OF
EMPLOYEE FILES OF THE EMPLOYEES OF THE CITY OF GOSHEN**

WHEREAS, the City Council of Goshen desires to implement rules and procedures for storage and accessing of City of Goshen employee files.

WHEREAS, the City Council of Goshen desires to have all employee files stored and maintained by the Human Resources Manager (“HR Manager”), as may be designated by the City Council, and to restrict access to said employee files based upon the discretion of the acting HR Manager, or as may otherwise be authorized by the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF GOSHEN, ARKANSAS:

SECTION 1. That all employee files of city employees of the City of Goshen shall be stored and maintained by the Human Resources Manager (“HR Manager”). The City Council shall designate which employee of the City of Goshen shall be assigned the duties of the HR Manager. The employee files shall only be accessed by the HR Manager. The employee files may be viewed by other individuals based upon the discretion of the HR Manager, or any individuals granted the explicit right to view specified employee files by the City Council. The employee files shall not be removed from City Hall, and no contents from said employee files may be copied unless authorized by the HR Manager or the City Council.

SECTION 2. EMERGENCY CLAUSE

It is hereby found and determined that rules governing the storage and access of

employee files in necessary to protect the City of Goshen and its employees; than an emergency exists and this Ordinance, being necessary for the immediate protection of the health, safety, and welfare of the citizens of Goshen, Arkansas, shall be in effect immediately upon its passage, approval and publication.

PASSED AND APPROVED this 10th day of January, 2023.

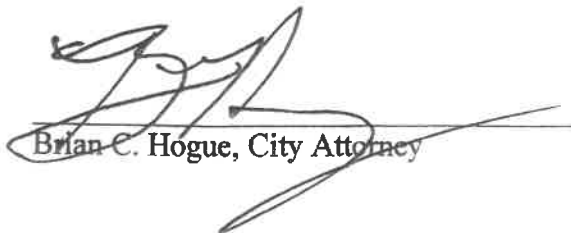


Russell Stroud, Mayor

Attest:


City Recorder

APPROVED AS TO FORM:


Brian C. Hogue, City Attorney

ROLL CALL

Names of those voting YEA

Paula Anderson
Colton Martin
John Vaillancourt
Birch Wright
Jamie Van Becelaere
Shawn Mayfield

Names of those voting NAY

Absent

EMERGENCY CLAUSE

ROLL CALL

Names of those voting YEA

Paula Anderson
Colton Martin
John Vaillancourt
Birch Wright
Jamie Van Becelaere
Shawn Mayfield

Names of those voting NAY