

**ORDINANCE NO. 04-047**

**AN ORDINANCE ESTABLISHING THE PROCEEDURE FOR  
CALCULATING AND SETTING SALARIES OF VARIOUS DEPARTMENT  
HEADS OF THE CITY OF HIGHLAND, ARKANSAS AND SETTING POLICY  
FOR ALL SALARY RAISES**

Whereas, the public welfare can best be realized by the establishment of a process setting and calculating the pay process of various department heads.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Arkansas

Section 1. All salaries of all department heads of the City of Highland, Arkansas shall be set as an annual salary.

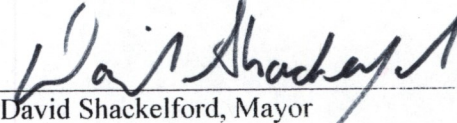
Section 2. No department head salary shall be calculated or discussed as an hourly rate.

Section 3. Working hours for the department heads shall be as set by the council or by ordinance.

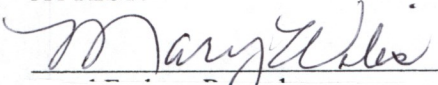
Section 4. All raises for all city employees, department heads or hourly, shall be discussed with the Mayor and determined by the City Council only.

Section 5. All salaries set, salary changes, and or salary raises shall be approved by the City Council and shall be entered into the minutes of the City of Highland.

APPROVED AND ADOPTED this 23 day of November, 2004.

  
David Shackelford, Mayor

ATTEST:

  
Mary Ruth Wiles, Recorder

