

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 5311

ORDINANCE COUNCIL SERIES NO: _____

COUNCIL SPONSOR: MR. TANNER

PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: _____

SECONDED BY: _____

ON THE 4 DAY OF DECEMBER , 2014

ORDINANCE TO AMEND ORDINANCE COUNCIL SERIES NUMBERS 00-0174, 05-1049, 05-1199, 14-3167 AND 14-3229 TO PROVIDE FOR AMENDMENTS TO THE PERSONNEL POLICIES PERTAINING TO BENEFITS, ANNUAL LEAVE AND SICK LEAVE.

WHEREAS, Ordinance C.S. No. 00-0174 adopted on July 6, 2000, established the "Personnel Policies" as required by Section 4-10 of the St. Tammany Parish Home Rule Charter; and

WHEREAS, Ordinance C.S. No. 05-1049, Ordinance C.S. No. 05-1199, Ordinance C.S. No. 14-3167, and Ordinance C.S. No. 14-3229 thereafter amended various sections of the Personnel Policies. The Parish seeks to amend the Personnel Policies relative to "Benefits, Annual Leave and Sick Leave" by deleting certain provisions contained therein.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS: that the St. Tammany Code of Ordinances, Appendix E, Parish Personnel Policies Ordinance, Benefits, Annual Leave and Sick Leave, be amended effective January 1, 2015 as described in attached Exhibit "A".

REPEAL: All ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

EFFECTIVE DATE: This Ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: _____ SECONDED BY: _____

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND RESULTED IN THE FOLLOWING:

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

THIS ORDINANCE WAS DECLARED DULY ADOPTED AT A REGULAR MEETING OF THE PARISH COUNCIL ON THE 8 DAY OF JANUARY , 2015 ; AND BECOMES ORDINANCE COUNCIL SERIES NO _____.

R. REID FALCONER, AIA, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

PATRICIA P. BRISTER, PARISH PRESIDENT

Published Introduction: NOVEMBER 27 , 2014

Published Adoption: _____ , 2014

Delivered to Parish President: _____ , 2014 at _____

Returned to Council Clerk: _____ , 2014 at _____

ORDINANCE TO AMEND ORDINANCE COUNCIL SERIES NUMBERS 00-0174, 05-1049, 05-1199, 14-3167 AND 14-3229 TO PROVIDE FOR AMENDMENTS TO THE PERSONNEL POLICIES PERTAINING TO BENEFITS, ANNUAL LEAVE AND SICK LEAVE.
The Parish is amending the Personnel Policies regarding benefits, annual leave and sick leave to delete certain prohibited provisions.

Administrative Comment

EXHIBIT "A"

BENEFITS

A. SUBJECT: LEAVE-GENERAL

The terms defined in this section shall have the following meanings and applications unless the context or use thereof clearly indicates otherwise or more explicit definitions are referenced.

1. "Leave" shall mean that period of time, used in no less than one-half hour increments, that an employee is absent from his/her work place or assignment, but shall not mean that period of time when an employee is off-duty (which shall include regular day off, holiday, etc.) or is on his/her lunch break. Unless otherwise provided for in this Section, it shall be the responsibility of the Department Director to approve any request for the use of any annual or sick leave by an employee.

2. "Employee" shall mean at all times and in all circumstances full-time regular employees, either classified or unclassified, (or a full-time regular employee serving a probationary period) or any other employee for which it is determined by the CAO that the provisions of this Section shall apply.

3. "Work Day" shall mean the period or amount of time (usually expressed in hours) in which the employee is required to work according to his/her salary plan (e.g. 7.5 hours per Work Day, 8 hours per Work Day) Hence, an employee's Payroll period is the cumulative number of hours the employee is required to work according to his/her Pay Plan (e.g. 75 hours, 80 hours).

4. "Duty" shall mean all of the responsibilities, obligations, and requirements of an employee's position.

5. "Years of Service" shall mean the number of years of service as a full-time regular employee, either classified or unclassified, with St. Tammany Parish. "Years of Service" for an employee, who transfers from another governmental agency and transfers their eligible service to the Parochial Retirement System shall be calculated based upon their most recent continuous starting service date in the Parochial Retirement System.

B. SUBJECT: ACCRUED ANNUAL LEAVE

"Annual leave" shall mean that paid leave which is earned by an employee and used typically as vacation leave. The use of annual leave for rest and recreation is encouraged. It shall be the responsibility of the employee to request the use of annual leave at least five days prior to the requested leave period. Annual leave must be approved prior to use by the Department Director. When authorized and applicable, annual leave shall be utilized in lieu of sick leave whenever the employee no longer has unused accumulated sick leave.

Annual leave (AL) (which is capped at 240 hours) shall be earned in accordance with the accrual rate schedule as follows:

Employee reaches 240 hour ceiling in March 2017 and still has 240 hours of unused accrued annual leave as of December 31, 2017. Award will occur on January 1, 2018.

EXAMPLE:

Once an employee has accrued 240 hours of annual leave, he cannot accrue any more annual leave. However, on January 1 of the year after the employee reaches the 240 hour ceiling ("the date of the award"), and provided the employee still has 240 hours of unused accrued annual leave, the employee shall be awarded the number of days that he would have been entitled to under this policy. If by December 31st he has not used all of the awarded time he will forfeit the remaining time.

C. SUBJECT: AWARDED ANNUAL LEAVE

TERMINATION OF EMPLOYMENT: An employee shall receive payment for any unused and properly accrued annual leave up to the maximum of 240 hours. Employees with ten (10) or more years of service may choose to transfer all or part of the balance of their unused accrued annual leave to the Post Employment Health Plan under the terms contained in these policies.

PAY OUT: Any employee who has accumulated more than 240 hours of annual leave as of the date of the adoption of this policy shall be paid for the annual leave that has been accrued (above the 240 hours limit) at the next regular pay period or on dates selected at the discretion of the CAO, after adoption of this policy. ~~If eligible to do so, employees can apply these funds to PEHP.~~

Each Department Director is authorized to develop and implement additional procedures and policies which relate to the scheduling of annual leave which are not inconsistent with the guidelines set forth herein. It is the policy of the Parish that each employee with three or more years of service schedule annual leave from his/her work place or assignment for five consecutive Work Days.

The accrual of annual leave shall begin on the first day the employee is eligible to receive benefits. Unused annual leave may be accumulated from year to year up to a ceiling of 240 hours. Once an employee has accrued 240 hours of annual leave, the employee ceases to accrue annual leave unless and until he or she uses some of the accrued leave at which point they can accrue based on the schedule above back up to the ceiling of 240 hours.

Years of Service	Annual Leave Earned	Annual Leave Hours Earned Each Pay Period 75 Hours Worked	Annual Leave Hours Earned Each Pay Period 80 Hours Worked
Less than 2	.0384615 per hour	2.8846154	3.0769231
2 through 6	.0500000 per hour	3.7500000	4.0000000
6 through 12	.0653846 per hour	4.9038462	5.2307692
12 through 18	.0807692 per hour	6.0576923	6.4615385
18 or more	.0884615 per hour	6.6346154	7.0769231

accrual rate:

Sick leave (SL) shall be accrued, from January 1, 2015 and thereafter, in accordance with the following

SECOND TIER (applicable to sick leave accrued from January 1, 2015 forward)

Employees with three or more years of continuous employment with the Parish may have one third (1/3) of their compensable sick leave over the 240 hour threshold paid to them. Employees with ten (10) or more years of continuous employment with the Parish may have the remaining two thirds (2/3) of their compensable sick leave over the 240 hour threshold deposited into PEHP.

terms:

PAY OUT: Any employee who has accumulated more than 240 hours of compensable sick leave as of the date of the adoption of this policy will receive a one-time option to be compensated for the sick leave that has been accrued (above the 240 hour limit). Any future pay outs will be in accordance with the current policies. The one-time compensation shall be made on the next regular pay period or on dates selected at the discretion of the CAO, after adoption of this policy, and shall be pursuant to the following

compensable basis.

Sick leave which has been accrued prior to January 1, 2015 shall be considered compensable and capped as of December 31, 2014 (hereinafter called "compensable sick leave."). Any employee who has accrued compensable sick leave as of December 31, 2014 shall be required to use said compensable sick leave when, and if, sick leave is requested. Any compensable sick leave which is unused when an employee is separated from employment, regardless of the reason for the separation, shall be paid to the employee or into PEHP if eligible. All accrued compensable sick leave shall be counted towards the sick leave ceiling set forth in the Second Tier. As of January 1, 2015, no further sick leave will be accrued on a

FIRST TIER (applicable to sick leave accrued prior to January 1, 2015)

It shall be the responsibility of the employee to request the use of sick leave as soon as the employee determines that he/she will be absent from his/her work place or assignment, and in no event shall such request be made after the first hour of a subject absence.

Medical Leave policy.

- 2. Serious illness in the employee's immediate family, such as defined under the Family and injuries up to the date workers compensation commences.
- 1. Personal illness, injury, or any other type of physical or mental disability including on the job

"Sick leave" shall mean that paid leave which is earned by an employee and used typically when an employee is unable to perform his or her duties due to any of the following:

D. SUBJECT: SICK LEAVE (TWO TIERS)

The employee must schedule all awarded annual leave no later than March 31 of the year it is awarded. If the employee does not do so, the Department Director will schedule the awarded vacation for the employee. Awarded annual leave is not considered an earned wage and unused awarded annual leave will not be paid out upon separation from employment.

To be eligible for this award, the employee must not be on disciplinary suspension or probation as of the date of the award and must still have 240 hours of unused accrued annual leave as of the date of the award.

TERMINATION OF EMPLOYMENT: All sick leave accrued under the Second Tier after December 31, 2014 shall not be considered an earned wage and such unused sick leave shall not be paid, and shall be forfeited, upon separation from employment, regardless of the reason for the separation.

Unless specifically waived by the Director of Human Resources, an employee who has requested sick leave for a period in excess of three (3) Work Days or who calls in sick on the day before or after a designated holiday, prior to being compensated therefore, shall provide, no later than his/her return to duty, his/her Department Director with a report from a qualified doctor which shall contain said doctor's authorization for the employee to return to duty. Failure to do so on the part of the employee shall result in loss of pay for the holiday and the day(s) for which sick leave was requested and/or in disciplinary action. "Qualified doctor" shall mean a licensed doctor of medicine.

The amount of sick leave to be used by an employee may be rounded up to the next whole hour increment. Sick leave accrued from January 1, 2015 and thereafter shall not be considered an earned wage.

The accrual of sick leave shall begin on the first day the employee is eligible to receive benefits. Unused sick leave may be accumulated from year to year up to a ceiling of 240 total hours. This ceiling shall apply to the combined amount of compensable sick leave (First Tier) and sick leave accrued under the Second Tier. In no case can an employee accrue sick leave above the ceiling of 240 total hours. Sick leave which is accrued under the Second Tier shall not be considered an earned wage and shall be forfeited upon employment separation.

Sick Leave Earned	Each Pay Period 75 Hours Worked	2.5961538	0.346154 per hour
Total Annual Days Earned Per Year	Sick Leave Earned Each Pay Period 80 Hours Worked	2.7692308	9