

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 5168

ORDINANCE COUNCIL SERIES NO: _____

COUNCIL SPONSOR: MR. CANULETTE

PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: MR. SMITH

SECONDED BY: MR. GROBY

ON THE 6 DAY OF MARCH , 2014

ORDINANCE TO AMEND ORDINANCE COUNCIL SERIES NUMBERS 00-0174, 05-1049 AND 05-1199 TO PROVIDE FOR AMENDMENTS TO THE PERSONNEL POLICIES PERTAINING TO COMPENSATION.

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

WHEREAS, Ordinance C.S. No. 05-1049 and 05-1199 thereafter amended various sections of the Personnel Policies. The Parish seeks to amend the section of the Personnel Policies relative to "Employee Compensation".

THE PARISH OF ST. TAMMANY HEREBY ORDAINS: that the St. Tammany Parish Code of Ordinances, Appendix E, Parish Personnel Policies Ordinance, Employee Compensation be amended as follows:

COMPENSATION

SUBJECT: EMPLOYEE COMPENSATION

CLASSIFICATION PLAN

Jobs with similar duties and responsibilities are assigned to the same salary grade. The CAO shall conduct a review of a position whenever there is an indication that an employee is working above or below the established responsibilities for the position. This review shall be initiated at the request of a Department Head and shall be conducted in accordance with the policy on POSITION RECLASSIFICATION.

SALARY GRADES AND STEPS

The schedules of salary grades and steps (Plan A and Plan B) adopted by the Parish shall apply to all employees not covered by a professional contract.

The Parish shall post annually, in January, on its website, the current Labor Grade - Step schedule in force for that year.

INCREMENTAL STEP INCREASE

In order to retain quality personnel by implementing a competitive salary schedule, a procedure for the granting of incremental pay increases is hereby established. Accordingly, it is the policy of the Parish that an employee's rate of pay shall increase in direct relation to his/her professional growth and achievement through evaluation of performance, all in conformance the schedule of salary grade and steps.

It is the responsibility of the Department Head to monitor the job performance of each employee under his/her supervision or control. Whenever an employee over a defined and extended period of time (generally one year) consistently demonstrates his/her competence and effectiveness, the employee's

Department Head shall report such in writing to the CAO by means of the Management Report Form. Attached thereto shall be a copy of the employee's most recent Personnel Performance Evaluation Form (the "Evaluation").

It is the responsibility of the CAO to review and consider said Management Report Form and Evaluation. (It should be noted that an Evaluation, regardless of how commendable it reports the employee's job performance to be, shall not by itself initiate or support a pay increase for the employee. Rather, an outstanding Evaluation may be used to sustain the findings and recommendation of the Department Head.) The CAO may determine that the employee warrants an increase in his/her rate of pay, and may order a one-step pay increase. This determination shall be conclusive and not subject the grievance procedure.

COST-OF-LIVING ADJUSTMENT

A cost-of-living adjustment may be granted by the Parish, but shall apply only to the employees of the St. Tammany Parish Government (other parochial agencies are excluded). If granted, such increases are generally effective beginning on the first full Payroll Period of the following year.

MAINTENANCE OF THE COMPENSATION PLAN

The Personnel Office shall be responsible for the continuous maintenance and administration of the compensation plan. The review shall include an analysis of prevailing rates of pay for similar positions in comparable labor markets and organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the CAO shall recommend changes to the Parish President in the salary plan which would result in a more uniform and equitable compensation plan.

It is the policy of the Parish to establish a compensation plan which allows the Parish to effectively compete for qualified personnel and which ensures that salaries are equitable and commensurate with the duties performed by each employee.

The Parish shall post annually, in January, on its website, the salaries of all employees for the prior year to include the employee's name, department, job classification, annual salary, over time pay and years of service.

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 5 DAY OF JUNE , 2014 ; 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: FEBRUARY 27 , 2014

Published Adoption: _____, 2014

Delivered to Parish President: _____, 2014 at _____

Returned to Council Clerk: _____, 2014 at _____