

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 2996 ORDINANCE COUNCIL SERIES NO. _____

COUNCIL SPONSOR BRISTER/PRESIDENT PROVIDED BY: FINANCE DEPARTMENT

INTRODUCED BY: _____ SECONDED BY: _____

ON THE _____ DAY OF _____, 2005

ORDINANCE TO AMEND ORDINANCE CS NO 00-0174, ADOPTED
7/6/00 WHICH ESTABLISHED THE "PERSONNEL POLICIES"; TO
PROVIDE FOR AMENDMENTS REFLECTED IN "ATTACHMENT A"

WHEREAS, Ordinance CS No. 00-0174, adopted 7/6/00 established the "Personnel Policies" as required by Section 4-10 of the St. Tammany Parish Home Rule Charter;

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that Ordinance CS No. 00-0174, adopted 7/6/00 which established the "Personnel Policies" be amended;

BE IT FURTHER ORDAINED that the "Personnel Policies" shall be available for public review at the Parish Council Office, the Parish Personnel Office, all Public Libraries and on the St. Tammany Parish Government Web Page - stpgov.org.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.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

ADMINISTRATIVE COMMENT

REFERENCE No.

ADMINISTRATIVE DEPARTMENT: FINANCE

Below is a summary of the proposed changes to the Personnel Policy Manual

The Finance Department recommends this ordinance for adoption.

PAGE/DESCRIPTION	CHANGED FROM	CHANGED TO
Page 3, Item # 8	"Whenever an employee serves a probation period and the CAO determines that not capable in the position, employee may return to prior position."	Deleted Sentence
Page 8-9/Telecommuting	"This formal agreement may be terminated either by the employee or employer at any time, with or without cause, with a two (2) week written notice."	Deleted 2 week notice
Page 10/ Hiring Practice	Sections on Recruitment, Testing, Interview Process, Reference Check, Candidate Notification	Deleted all these sections. (These sections pertain to applicants, not employees, therefore no need to have in there)
Pg. 15-16/Personnel Records	"Employee records shall be maintained during the tenure of the employee and for seven years thereafter".	Changed from seven (7) years to five (5) years
Pg. 16/Demotion	"An employee demoted to a position in a lower classification due to disciplinary action, disability, or incapacity..... "Except for exigent circumstances, an employee who is to be demoted shall be notified two weeks prior..."	Deleted the words "disability and incapacity" Deleted this sentence altogether
Page 17/Reduction of Class	Reduction of Class - 1 - 3	Deleted this section altogether
Pg. 18/Layoffs. Item # 4	"Classified employees will be given written notice of their layoff at least two weeks prior to the effective date of the layoff".	Deleted this sentence

PAGE/DESCRIPTION	CHANGED FROM	CHANGED TO
Pg. 19/Employee Separation (3rd paragraph)	Resignation Section - "Failure to provide advance notice may result in a forfeiture of accumulated leave time".	Deleted this sentence
	Layoff Section - "Layoff shall mean..."	Deleted section referring to "Layoff" (already covered under Layoff section)
Pg. 20/Employee Separation (Last 3 paragraphs)	"Probationary, Annual, Employee Anniversary Evaluations"	Deleted these 3 paragraphs altogether (covered under section Performance Evaluations)
Pg. 24/Compensatory Leave	Section had limit on years and hours for payouts.	"An employee shall receive payment of all unused accumulated comp time or opt to rollover into Post Employment Health Plan
Termination of Employment		
Pg. 25-26/Uniform Policy (Last Paragraph)	"It shall be the responsibility of any terminated employee to return all parish uniforms/equipment. Failure to do so will result in final paycheck being withheld	Deleted last sentence, "Failure to do so..."
Pg. 28-29/Annual Leave (Termination of Employment)	Section had limits on years and hours for payouts.	"An employee shall receive payment of all unused accumulated annual leave or opt to rollover into Post Employment Plan."
Pg. 33/Family Medical Leave		Updated wording on Family Medical Leave to align with current laws
		Added New Section titled "Personal Leave"
Pg. 36-39/Group Health Plan	Included pages outlining all the different coverages with regards to vesting, and years of service.	Reduced this section to include only information on active employees and added "Upon termination, check with the Personnel Office to see what options are available"
Pg. 40/Post Employment	"Remaining annual/comp leave over 300 hrs will be deposited into PEHP "	"Employee may elect to rollover annual/comp time into PEHP"

PAGE/DESCRIPTION	CHANGED FROM	CHANGED TO
Pg. 41/Unemployment Comp	Section outlining Unemployment Compensation	Deleted this section altogether. (As long as have required posters, no need to put in manual)
Pg. 42/Workers Comp	Section outlining Workers Compensation	Deleted this section altogether. (As long as have required posters, no need to put in manual)
Pg. 43-44/Employee Conduct (Item # 24)	"Without specific authorization, the use during the work day a television, radio, tape recorder..."	Deleted "Tape recorder". (Employees have the right to record a conversation that they are involved in.)
Pg. 45/Termination for Conviction of a Felony	Section outlining consequences if convicted of a felony	Deleted this section altogether
Pg. 45/Disciplinary Action (2nd paragraph)	Section outlines the definition of "Cause"	Deleted the language defining "Cause"
Pg. 47/Discharge (last paragraph)	"Although counseling or the issuance of a warning cannot be appealed by an employee, a suspension, as a result of disciplinary action may be appealed"	Added .. A suspension, as a result of disciplinary action, (or a termination), may be appealed."
Pg. 47/Grievance Procedure (Item # 1)		Deleted Verbal/Sexual harassment under Grievance procedure as we have a separate section relating to this.
Pg. 58/Severability		Deleted this section altogether.(Used in employment contracts)