

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 3828

ORDINANCE COUNCIL SERIES NO. \_\_\_\_\_

COUNCIL SPONSOR: BINDER/DAVIS

PROVIDED BY: PRESIDENT/ CAO

INTRODUCED BY MR. GOULD

SECONDED BY MR. THOMPSON

ON THE 1<sup>ST</sup> DAY OF MAY 2008

ORDINANCE TO AMEND THE ST. TAMMANY PARISH PERSONNEL RULES AND PROCEDURES.

**WHEREAS**, amendments to the St. Tammany Parish Personnel Rules and Procedures are required.

**THE PARISH OF ST. TAMMANY HEREBY ORDAINS:** that the St. Tammany Parish Personnel Rules and Procedures be amended as follows:

**Section I:** Amend Compensatory Leave Section to read as follows with addition of new paragraph:

**SUBJECT: COMPENSATORY LEAVE**

Compensatory Time is that time which is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of normal work hours and/or employment above an employee's position description.

Compensatory time will be earned at a rate of one and one-half hours for each hour of work completed in excess of normal work.

Request for approval of compensatory time accrual will be handled by the CAO or designee; once approval for accrual is granted the time is to be logged with the Personnel office and the department's payroll clerk; request to use compensatory time requires approval by CAO or designee.

**No employee shall be allowed to accumulate compensatory time in excess of the limit imposed by the Fair Labor Standards Act (FLSA).**

CONDITIONS FOR USE: An employee shall be permitted to use compensatory time if such requested use does not unduly disrupt the customary work practices of the department in which said employee works. Such work practices include but are not limited to (a) the normal schedule of work, (b) anticipated peak workloads on past experience, (c) emergency requirements for staff and services, and (b) the availability of qualified substitute staff.

TERMINATION OF EMPLOYMENT: An employee shall receive payment of unused accumulated compensatory leave.

REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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MOVED OR 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 HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2008, AND BECOMES ORDINANCE COUNCIL SERIES NO. \_\_\_\_\_.

\_\_\_\_\_  
JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
THERESA L. FORD, COUNCIL CLERK

\_\_\_\_\_  
KEVIN C. DAVIS, PARISH PRESIDENT

**ADMINISTRATIVE COMMENT**

Propose to amend the St. Tammany Parish Personnel Rules and Procedures to accomplish the following:

1. Compensatory Time - this creates a max at the FLSA limit which is currently 240 hours.