

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 3828

ORDINANCE COUNCIL SERIES NO. 08-

COUNCIL SPONSOR: BINDER/DAVIS

PROVIDED BY: PRESIDENT/ CAO

INTRODUCED BY _____

SECONDED BY _____

ON THE _____ DAY OF _____ 2008

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

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

THE PARISH OF ST. TAMMANY HEREBY ORDAINS: that the St. Tammany Parish 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 more than 300 hours of compensatory time, unless approved by the CAO for exigent circumstances.

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.

Section II: Replace Existing travel Policy with new policy below:

SUBJECT: TRAVEL

All Travel related issues shall be handled by the Personnel Office.

Annual Department Head Travel

Each Department Head will submit to the Personnel Office by January 15th of each year their request for Out Of State Travel for the current year.

Appropriation, availability of funds

No official travel can be authorized unless there are sufficient funds appropriated. Unless the funds are available, no cash advances or reimbursement of expenses will be made by the Department of Finance.

Actions required before travel

- a. **Before making any travel commitments or payments, obtain permission from the Department Head.**
- b. **The Department Head and the CAO shall approve in advance any request for out-of-state or overnight travel.**
- c. **Employee must submit to the Department Head a completed Travel Request Form with documentation supporting the dates of travel (ex. - conference brochure).**
- d. **Department Head will review the request and forward approved request to the Personnel Office for processing.**
- e. **Requests for travel advances must be submitted fourteen (14) days in advance of the travel date, and must be approved by signature of the Department Head (or CAO for Department Heads) prior to submission for payment and be in excess of \$100.00.**

Car allowance for private automobiles

- a. **Rate of reimbursement. Employees required to use personal automobiles in the conducting of assigned official duties for the Parish will be reimbursed at a rate per mile equal to the allowable IRS rate.**
- b. **Mileage expense reimbursement. Mileage should be accounted for monthly and reimbursement requests submitted at the end of the month, but in no case later than the 15th of the following month. Late submission of the form could result in the denial of the reimbursement. At the end of the month, if the amount of the reimbursement is less than \$25, then the reimbursement request should not be submitted until the end of the month in which \$25 in mileage costs has been exceeded.**
- c. **Employees who receive a car allowance may only submit for mileage reimbursement, as follows:**

1. **No mileage reimbursement will be paid for travel within St. Tammany Parish.**
2. **Employee can receive mileage reimbursement for in state travel which exceeds 80 miles round trip (40 miles each way).**

Transportation in Route and Return

Travelers are expected to use the mode of travel that is most advantageous to the Parish. When more than one traveler is going to the same destination, car pooling is encouraged, whether in a Parish or privately-owned vehicle.

- a. **Parish Vehicles. The use of Parish vehicles is encouraged over private vehicles.**

- b. Private Vehicles. The maximum mileage reimbursement to an employee who chooses to drive in lieu of air travel shall not exceed the lowest reasonable cost of an airline ticket to the same destination. Mileage will be reimbursed at a rate per mile equal to the allowable IRS rate.
- c. Public Transportation. Expenses of public transportation are reimbursable provided they do not exceed tourist, coach or super saver rates. First class accommodations require approval of the CAO.

Travelers are expected to plan and schedule trips in advance to take advantage of the best rates. Authorization will be given for the most economically available flight to and from the destination.

When possible all airline tickets should be ordered at least thirty (30) days in advance to secure the lowest fare available. When calling for airfares, employees should check with multiple travel agencies and airlines to secure the best rate.

Lodging

Travelers are expected to use the most economical alternative with respect to lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility. The Parish will pay the prevailing single room rate per traveler.

Travelers are encouraged to request government rates and other discounts when reserving rooms. This includes inquiring about tax exempt status.

In cases where individuals accompany the traveler not on Parish business, the single occupancy rate, if different from the double occupancy rate, shall be reimbursed. When lodging is included in the registration fee, the traveler will not be reimbursed for alternate accommodations.

Allowance for meals

- a. For each full twenty-four-hour day on official travel away from the Parish, an allowance for three (3) meals, which will include tips for meals, will be paid to conform with the current meal allowance as indicated below:

	<u>In State</u>	<u>Out of State Regular</u>	<u>Out of State High End*</u>
<u>Breakfast</u>	\$ <u>6.00</u>	\$ <u>8.00</u>	\$ <u>9.00</u>
<u>Lunch</u>	\$ <u>8.00</u>	\$ <u>10.00</u>	\$ <u>11.00</u>
<u>Dinner</u>	\$ <u>16.00</u>	\$ <u>22.00</u>	\$ <u>25.00</u>
<u>Miscellaneous</u>	\$ <u>10.00</u>	\$ <u>10.00</u>	\$ <u>10.00</u>
<u>TOTAL</u>	\$ <u>40.00</u>	\$ <u>50.00</u>	\$ <u>55.00</u>

* High End Cities: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Detroit, Houston, Los Angeles, Miami, Nashville, New York City, Oakland (CA), Orlando, Philadelphia, Phoenix, Pittsburgh, Portland (OR), San Diego, San Francisco, St. Louis, Seattle, Tampa (FL), Washington D.C., Wilmington (DE), all of Alaska.

Note: An additional 25% can be added to the daily per diem for high end cities if approved by the CAO.

b. Detailed original receipts, not proof of payment, is required along with a justification if the meal allowance is exceeded. Detailed receipts are also required for any room service charge to the room.

Miscellaneous expenses

- a. The cost of taxis and other miscellaneous expenses will be supported by a full description of the expenditure. In the case of taxi travel, the date, point of departure and point of arrival will be part of the supporting information. Registration costs at conventions must be supported by an official receipt which must indicate the name or names of authorized parish delegates to the convention.
- b. The employee is allowed a flat \$10.00 per day based on a 24-hour period for non verified, miscellaneous expenses (c.g. parking meter charges, pay telephone calls, bellman tips, soft drink machine use, etc.).
- c. Parking fees shall be reimbursed for actual cost and receipts shall be presented whenever possible.
- d. The traveler will be allowed up one personal phone call per day for a reasonable length of time to be determined by the Department Head. Any necessary telephone calls related to Parish business shall be reimbursed. Business phone calls must be supported by the number called.

Non-Reimbursable Expenses

- a. Loss of funds or personal belongings.
- b. Personal expenses, such as haircuts, shoe shines, newspapers, clothes, etc.
- c. Entertainment expenses, such as pay TV, movies, nightclubs, health clubs, theaters, travel tours, golf fees, etc.
- d. Insurance premiums paid by the traveler for the benefit of self or beneficiary.
- e. Cost of alcoholic beverages.
- f. Cost of traveler's checks or money orders.
- g. Additional charges for accommodations, meals, travel, etc., for individuals not on Parish business who accompany the traveler on an authorized Parish business trip.
- h. Fines, court costs and related expenses.
- i. Expenses deemed by the Department Head as unreasonable, excessive, unsupported or unexplained.
- j. Laundry, cleaning, or valet services (except whenever the period of travel exceeds seven days).
- k. Tobacco.
- l. Personal postage

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Actions required after travel

- a. **Expense reimbursements must be approved by signature of the Department Head (or CAO for Department Heads) prior to submission for payment.**
- b. **All expense account reports detailing travel expenses must be submitted within thirty (30) days of the return to duty by the subject employee. Failure of the employee to submit proper documentation for the amount advanced within said 30-day period shall result in a garnishment of the employee's paycheck.**

Expense Reimbursements (Not for Travel)

- a. **All expense reimbursements must be approved by the Department Head (or CAO in the case of Department Heads) prior to submission for payment.**
- b. **Paid receipts must accompany the expense reimbursement for all items.**
- c. **For meals to be reimbursed the following must be attached to the receipt:**

Establishment (if not on receipt)

Purpose

Attendees

In addition, the detailed receipt must be included, not just the total. No reimbursement will be made for alcoholic beverages.

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 any other provision 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 immediately after adoption.

MOVED OR ADOPTION BY _____, SECONDED BY _____

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

YEAS:

NAYS:

ABSTAIN:

ABSENT:

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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:

DIANE HUESCHEN, COUNCIL CLERK

KEVIN C. DAVIS, PARISH PRESIDENT.

Published Introduction April 24, 2008
Published Adopted _____, 2008

Delivered to Parish President _____, 2008 @ _____
Returned to Council Clerk _____, 2008 @ _____

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ADMINISTRATIVE COMMENT

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

1. Compensatory Time - this creates a max of 300 hours that an employee can accumulate in comp time.
2. Travel Policy - The new policy was prepared in conjunction with the parish auditors to ensure that all laws and guidelines were addressed. All items of the old policy are included in this new policy. The new policy adds and clarifies items recommended by the auditors.