

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 5922 ORDINANCE COUNCIL SERIES NO: \_\_\_\_\_

COUNCIL SPONSOR: BLANCHARD/BRISTER PROVIDED BY: HUMAN RESOURCES

INTRODUCED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

ON THE 4 DAY OF JANUARY , 2018

ORDINANCE TO AMEND ORDINANCE COUNCIL SERIES NUMBERS 00-0174, 05-1049, 05-1199, 08-1853, 09-2012, 14-3167, 14-3229, 15-3262, 15-3425 AND 16-3454 TO PROVIDE FOR AMENDMENTS TO THE PERSONNEL POLICIES PERTAINING TO CERTAIN BENEFITS AND 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, Ordinance C.S. No. 05-1199, Ordinance C.S. No. 08-1853, Ordinance C.S. No. 09-2012, Ordinance C.S. No.14-3167, Ordinance C.S. No. 14-3229, Ordinance C.S. 15-3262, Ordinance C.S. 15-3425 and Ordinance C.S. 16-3454 thereafter amended various sections of the Personnel Policies. The Parish seeks to amend and restate the Personnel Policies relative to calculation of overtime and compensation to Parish employees for work performed on Parish Holidays by adjusting certain provisions contained therein.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS:that Sections 3.2 and 4.10 of the St. Tammany Parish Code of Ordinances, Appendix E, Parish Personnel Policies Ordinance be amended and restated as described in the 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REPEAL: All ordinances or parts of Ordinances in conflict herewith are hereby repealed.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 1 DAY OF FEBRUARY , 2018 ; AND BECOMES ORDINANCE COUNCIL SERIES NO \_\_\_\_\_.

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S. MICHELE BLANCHARD, COUNCIL CHAIRMAN

ATTEST:

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THERESA L. FORD, COUNCIL CLERK

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PATRICIA P. BRISTER, PARISH PRESIDENT

Published Introduction: DECEMBER 27 , 2017

Published Adoption: \_\_\_\_\_, 2018

Delivered to Parish President: \_\_\_\_\_, 2018 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2018 at \_\_\_\_\_

## EXHIBIT "A"

### COMPENSATION

#### 3.2. Overtime

This policy pertains to the minimum rate of compensation for work performed by a non-exempt employee beyond the hours in a standard work week (Sunday through Saturday). Exempt employees are not eligible for overtime.

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. Overtime: All work which is authorized by the director and which is performed beyond a non-exempt employee's regularly scheduled work week hours according to the employee's regular work schedule. With the exception of holidays, only hours actually worked in a work week count towards overtime.
2. Overtime rate: The rate of pay an employee receives for working overtime, such to be calculated at one and one-half times the regular hourly rate of the employee.
3. Compensatory Leave: The unpaid compensation provided employees for working overtime (see the section regarding compensatory time).

It shall be the responsibility of the director to administer the provisions of this policy. Only the director or CAO, or designee, is authorized to approve overtime. When overtime is properly authorized the employee shall ensure that the overtime is recorded promptly on the employee's time sheet.

The director shall exercise extreme discretion in the utilization of overtime. Temporary adjustments in working hours or realignment of duties within the department shall be considered as alternatives to overtime. Overtime shall be considered necessary only when additional effort is needed to complete a critical task in a timely manner.

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### BENEFITS

#### 4.10. Holidays

The Holidays observed by the Parish are:

- New Year's Day\*
- Martin Luther King's Birthday\*
- President's Day\*

Lundi Gras\*  
Mardi Gras\*  
Good Friday  
Memorial Day\*  
Independence Day\*  
Labor Day\*  
Columbus Day\*  
Veteran's Day\*  
Thanksgiving Day\* and the Friday thereafter  
Christmas Eve  
Christmas Day\*  
New Year's Eve

Any other Holiday which may be declared from time to time by the Parish President.

(\* denotes locally observed Federal, Bank, and Postal Holiday)

Whenever a holiday occurs on a Sunday, the first work day thereafter shall be the day on which the Holiday is observed. Whenever a holiday occurs on a Saturday, the work day immediately preceding such shall be the day the holiday is observed.

Only regular full-time, affected regular part-time employees, and affected probationary employees in such positions shall be entitled to receive payment for a holiday, all subject to the terms and conditions set forth in these Policies. ~~A holiday shall not be counted for purposes of determining the use of paid leave or for determining as hours worked when calculating entitlement to overtime.~~

### **Ordinance Administrative Comment**

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The Parish seeks to amend various sections of the St. Tammany Parish Personnel Policies pertaining to calculation of overtime and compensation to employees for work performed on Parish Holidays.