



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbpq.net

#10

Fred Everhardt, Jr.
*Councilmember
at Large*

Gillis McCloskey
*Councilmember
at Large*

Patrice Cusimano
*Councilmember
District A*

Joshua "Josh" Moran
*Councilmember
District B*

Cindi Meyer
*Councilmember
District C*

Ryan Randall
*Councilmember
District D*

Amanda Mones
*Councilmember
District E*

Roxanne Adams
Clerk of Council

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, OCTOBER 15, 2024 AT THREE O'CLOCK P.M.

On motion of Mrs. Mones, seconded by Mr. Moran, it was moved to **adopt** the following ordinance:

ORDINANCE SBPC #2611-10-24

Summary No. 4217

Personnel Board recommended **APPROVAL** on 9/26/24
Introduced by: Administration on 10/1/24
Public Hearing held on 10/15/24

AN ORDINANCE TO **AMEND** CHAPTER 17, PERSONNEL; ARTICLE VIII, HOURS OF WORK, LEAVES OF ABSENCE, AND ABSENCE WITHOUT LEAVE; SECTION 17-156, HOLIDAYS AND ARTICLE X, ESSENTIAL PERSONNEL POLICY FOR DECLARED EMERGENCIES; SECTION 17-175, DECLARED EMERGENCY PAY OF THE ST. BERNARD PARISH CODE OF ORDINANCES.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

SECTION 1. The St. Bernard Parish Council, the Governing Authority, does hereby **amend** Chapter 17, Personnel; Article VIII, Hours of Work, leaves of absence, and absence without leave; Section 17-156, Holidays and Article X, Essential Personnel Policy for Declared Emergencies; Section 17-175, Declared Emergency Pay of the St. Bernard Parish Code of Ordinances as per attached in Exhibit "A".

SECTION 2. Effective Date. This Ordinance shall become effective immediately upon the authorizing signature by the Parish President. In the event of a presidential veto, this Ordinance shall become effective upon a two-thirds favorable vote of the total membership of the Council pursuant to Sections 2-11 and 2-13 of the St. Bernard Parish Home Rule Charter.

SECTION 3. Severability. If any section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this ordinance, the St. Bernard Parish Council hereby expresses and declares that it would have adopted the remaining portion of this Ordinance with the invalid portions omitted.



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Page -2-
Extract #10, continued
October 15, 2024

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The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: Cusimano, Moran, Meyer, Randall, Mones


NAYS: None

ABSENT: Everhardt

The Council Vice-Chair, Mr. McCloskey, cast his vote as **YEA**.

And the motion was declared **adopted** on the 15th day of October, 2024.


ROXANNE ADAMS
CLERK OF COUNCIL


GILLIS MCCLOSKEY
COUNCIL VICE-CHAIR

Delivered to the Parish President 10/16/24 11:30am
Date and Time

Received by Maegen Kelley

Approved ✓ Vetoed _____

Parish President 
Louis Pomes

Returned to Clerk of the Council 10/17/24 1:10pm
Date and Time

Received by 

Summary No. 4217
Ordinance SBPC #2411-10-24
Exhibit "A"

Chapter 17 – Personnel

Article VIII – Hours of Work, Leaves of Absence, and Absence without Leave

Section 17-156 – Holidays

Section 17-156 - Holidays

(a) The following days shall be observed as holidays, except as otherwise provided, specifically, elsewhere in these rules.

January 1 (New Year's Day).
Third Monday in January (Martin Luther King's Birthday).
Third Monday in February (Presidents' Day).
Lundi Gras (the Monday before Mardi Gras).
Mardi Gras.
Good Friday.
Last Monday in May (Memorial Day).
Friday before third Saturday in June (Juneteenth Day).
July 4 (Independence Day).
First Monday in September (Labor Day).
November 11 (Veteran's Day).
Fourth Thursday in November (Thanksgiving Day).
Fourth Friday in November (Day after Thanksgiving).
December 24 (Christmas Eve).
December 25 (Christmas Day).
December 31 (New Year's Eve).

(b) If the following holidays, January 1, July 4, November 11, December 24, December 25 and December 31 fall on Saturday, employees will observe the holiday on the preceding Friday. If the holiday should fall on a Sunday, they will observe the holiday on the following Monday.

(1) If holidays fall consecutively on Friday and a Saturday, or Sunday and a Monday, the following shall apply:

a. Friday and Saturday: The holiday that falls on the Friday will remain on the Friday; the holiday that falls on the Saturday will roll to Monday.

b. Sunday and Monday: The holiday that falls on the Sunday will roll back to the Friday; and the holiday that falls on the Monday on the Monday.

(c) All employees shall be granted one (1) personal day per year. Personal time off of work must be approved by the employee's supervisor.

(d) All hours worked on the above mentioned holidays in subsection (a) above shall be paid at two (2) times the employee's regular hourly rate in addition to normal pay.

Summary No. 4217
Ordinance SBPC #2411-10-24
Exhibit "A"

- (e) All employees who do not work on an observed holiday will receive their normal pay.
 - (f) In addition to the provisions of subsection (a) above, any other holiday which may be declared by the parish president shall be observed by such employees and under such conditions as might be specified in the declaration of such holiday.
 - (g) Employees of courts and other agencies which are bound by law or practical necessity to observe holidays inconsistent with those listed in subsection (a) of this section may observe such holidays in lieu of those provided in said subsection (a).
 - (h) The appointing authority shall negotiate holidays to be declared for St. Bernard Parish Government employees.
 - (i) Annual time taken the day before and/or the day after a holiday must be pre-approved. Anyone requesting sick time for the day before and/or the day after a holiday must provide a doctor's note upon his return to work in order to receive holiday pay. Unexcused absences will make the employee ineligible for holiday pay.
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Chapter 17 – Personnel

Article X – Essential Personnel Policy for Declared Emergencies

Section 17-175 – Declared Emergency Pay

Section 17-175 – Declared Emergency Pay

- (a) Hourly, salary non-exempt and salary-exempt employees who work during a declared emergency shall be granted two (2) times pay for each hour worked during a declared emergency in addition to being paid for normal work time. For each hour worked in essential capacity, the employee shall be paid two (2) times their normal hourly rate in addition to being paid for normal work time. Salaried employees hourly rate is determined by dividing the annual salary by the annual hours worked based on either a thirty-five- or forty-hour work week.
- (b) In lieu of (a) above, the parish president may, at his/her discretion, or for budgetary reasons, grant leave time in proportion to the time worked.
- (c) Non-essential personnel will be paid for normal work time during a declared emergency, and will be required to report back to work as soon as possible after the emergency has diminished. The Parish President will determine the exact time employees will be excused from work.

Summary No. 4217
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- (d) Essential personnel called to duty for an emergency declared under this article may be required to work out of their normal job classification, description, and/or assignment as may be required for parish government to properly respond to the declared emergency.
- (e) An employee that is assigned to perform work outside of their normal duties and job classification in response to an emergency declared under this article is not entitled to any pay adjustment(s), enhancement(s), or increase(s) of any nature as a result of said out of classification work assignment.
- (f) Necessary and reasonable stand-by time incurred in preparation of and directly related to the protection of public health, life and safety will be paid for declared emergencies.
- (g) Any employee that is not considered essential personnel and is called out to work during a declared emergency shall be paid essential personnel rates.
- (h) If any essential pay period lasts longer than two (2) weeks the Parish President can determine to revert back to regular pay due to budgetary issues only.