



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
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www.sbpge.net

#22

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, DECEMBER 17, 2024 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Randall, it was moved to **adopt** the following ordinance:

ORDINANCE SBPC #2628-12-24

Summary No. 4233

Personnel Board recommended **APPROVAL** on 11/20/24

Introduced by: Administration on 12/3/24

EFC recommended **Approval with proposed amendments** on 12/5/24

Public Hearing held on 12/17/24

AN ORDINANCE TO **AMEND** CHAPTER 17, PERSONNEL; ARTICLE III, CLASSIFICATION AND PAYMENT; DIVISION 2, PAY PLAN; SECTION 17-75, APPLICABILITY; SECTION 17-76, PAY INCREASES; SECTION 17-78, MERIT INCREASE; AND SECTION 17-80, OVERTIME PAY OF THE ST. BERNARD PARISH CODE OF ORDINANCES.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

SECTION 1. The St. Bernard Parish Council, as the Governing Authority of the Parish, does **AMEND** Chapter 17, Personnel; Article III, Classification and Payment; Division 2, Pay Plan; Section 17-75, Applicability; Section 17-76, Pay Increases; Section 17-78, Merit Increase; and Section 17-80, Overtime Pay of the St. Bernard Parish Code of Ordinances is hereby amended as per attached Exhibit "A".

SECTION 2. Effective Date. This Ordinance shall become effective immediately upon approval of the State of Louisiana. 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 and then approved by the State of Louisiana 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 expressing and declaring that it would have adopted the remaining portion of this ordinance with the invalid portions omitted.



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Extract #22, continued
December 17, 2024

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


YEAS: Cusimano, Moran, Meyer, Randall, Mones, McCloskey

NAYS: None

ABSENT: None

The Council Chair, Mr. Everhardt, cast his vote as **YEA**.

And the motion was declared **adopted** on the 17th day of December, 2024.



ROXANNE ADAMS
CLERK OF COUNCIL




FRED EVERHARDT JR.
COUNCIL CHAIR

Delivered to the Parish President 12/18/24 2:00pm
Date and Time

Received by Margen Kelley

Approved ✓ Vetoed _____

Parish President 
Louis Pomes

Returned to Clerk of the Council 12/30/2024 9:00am
Date and Time

Received by Jennifer L. Ambrogio

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Exhibit "A"
Ordinance SBPC #2628-12-24

Chapter 17 - Personnel
Article III – Classification and Payment
Division 2 – Pay Plan

Sec. 17-75. Applicability.

- (a) The pay of all positions in the classified service shall be determined in accordance with the pay plan in effect and in accordance with these rules, regardless of any provisions or appropriations for any different salary rate or mode of payment for any position. No person employed in a classified position shall be paid at less than the minimum rate or more than the maximum rate provided for his class of positions, except as specifically permitted elsewhere in this article, or as specifically provided in the pay plan. Subject to approval from the chief administrative officer and the director of human resources and certification of the availability of funds the finance director, the appointing authority may set the salary of a new hire within the minimum and maximum salary range of the same class based upon the candidate's relevant job experience and/or education.
- (b) All new hires, promotions, pay increases, or reclassifications in the classified service shall be specifically authorized by the appointing authority within the specified salary range, based upon relevant job experience, education, and/or job performance.
 - (1) When an employee is changed from one (1) class of work to another having the same pay range, he shall retain his present pay rate, subject to upward or downward adjustment by separate and specific appropriate action;
 - (2) When an employee is changed from one (1) class of work to another having a lower pay range, he shall be paid at the same rate for the lower classification or up to the maximum rate for the lower class, whichever is lesser, subject to downward adjustment by separate and specific appropriate action;
 - (3) When a former employee is reinstated or reemployed, he shall be paid at his former pay rate if it is within the same classification and within the appropriate current pay range.
- (c) Whenever part-time service is rendered, the appropriate pay rate shall be determined in accordance with the basic weekly hours set for the classes of work involved and by reference to the table of hourly equivalents which is a part of the pay plan.
- (d) Whenever the pay plan is amended to set a higher pay range for any class or classes of work, with the express approval of the personnel board, additional cost of living pay increases may be granted to employees occupying positions in the class or classes affected to such extent as the personnel board may think desirable in order to maintain an equitable balance between employees.

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Sec. 17-76. Pay increases.

- (a) All employees shall receive a pay increase equal to 2% each year subject to budgetary restrictions, which for the purpose of this Section shall mean the sufficiency of funds within the existing budget to support the increase. Any employee that receives a promotion after July 1 and receives a pay increase greater than five (5) percent will not be eligible for a 2% increase the following year.
- (b) The pay raise eligibility date shall not be changed by virtue of promotion, leave of absence, reinstatement or reemployment with regular status, adoption of new pay ranges, the granting of "additional" pay raises, and/or other similar considerations.
- (c) Since the implementation of the orderly pay raise policy set forth in subsection (a) above, is subject to budgetary restrictions, it is obvious that the granting of the pay increases permitted under that section is not mandatory.
- (d) An employee who fails to appeal timely under this division shall have no further recourse.
- (e) Longevity pay. Employees reaching the 15th, 20th and 25th year anniversary dates shall be given a longevity payment equal to their annual 2% increase plus one-thousand dollars (\$1,000.00) for fifteen (15) years of service, one-thousand five-hundred (\$1,500.00) for twenty (20) years of service, and two-thousand dollars (\$2,000.00) for twenty-five (25) years of service to be given January 1 of the following calendar year subject to budgetary restrictions. For example, for an employee's 15th, 16th, 17th, 18th, and 19th year of employment, each year they shall receive their 2% increase plus a \$1,000.00 longevity payment. Longevity payments do not compound annually.
- (f) Working out of classification. Job descriptions shall be used to outline general job duties, except when working in a higher classification during bona fide emergency situations affecting the safety and health of the citizens, the operations of parish government or when there is an immediate need to temporarily fill an unoccupied position. Employees who are assigned to perform work in a higher classification for twenty (20) or more consecutive work days shall be paid the higher rate of pay for the number of days worked in the higher classification. Working out of classification must have the prior approval of the department director and/or personnel director and the chief administrative officer. Once the employee is no longer working out of their job classification, he will revert back to his regular rate of pay at the rate paid prior to working out of classification. The required form may be obtained from the Director of Human Resources.

Sec. 17-77. Reserved.

Sec. 17-78. Merit increase.

- (a) All employees of St. Bernard Parish Government may be eligible for a merit increase. To be eligible for such a merit increase, an employee must have at least one (1) full year of service. The appointing authority may approve a merit increase up to \$5,000.00. Any proposed merit increases above \$5,000.00 must be approved by both the appointing authority and the personnel board and shall be limited to one merit increase per 24 month period. A merit increase may be awarded at any time during the year. This increase shall be determined by competitive annual evaluations administrated by the chief administrative officer or his designee, immediate supervisor and/or the director of human

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resources. All evaluations shall be in writing, dated, and signed by the evaluators. All evaluations shall then be forwarded to the personnel board for approval. Any increases determined by the evaluations shall not be mandatory, but shall be subject to the availability of funds.

- (b) For the purpose of this Section, the term "merit increase" shall mean any increase based on the result of annual evaluations administered by the Chief Administrative Officer or his designee, immediate supervisor and/or the Director of Human Resources.

Sec. 17-79. Promotions.

- (a) Any promotion that yields more than a \$10,000.00 increase must be reviewed and approved by the Personnel Board.
- (b) Promotions based on certification, license or education will only be done-upon completion of said certification, license, or education and at the discretion of the department director and/or personnel director and the chief administrative officer. All certifications, license or education must be applied for and submitted for pre-approval by the department director or immediate supervisor and/or Director of Human Resources and the chief administrative officer. The required form may be obtained from the Director of Human Resources.

Sec. 17-80. Pay reductions.

- (a) The appointing authority may reduce an employee's pay rate for cause, provided, however, in no case may the pay rate be reduced to less than the established minimum rate.
- (b) When an employee is demoted to a position in a class of work having a maximum salary rate which is lower than the employee's current pay rate, the employee's pay must be reduced to the maximum rate provided in the new pay grade.

Sec. 17-81. Overtime pay.

- (a) Overtime pay for parish employees must be approved by the chief administrative officer.
- (b) Based on the needs of the service, an employee may be required or authorized by appropriate supervisory authority to work at any time when he would not normally be scheduled for duty. Whenever such work is required or authorized, the employee shall be compensated for all such work by monetary payment as hereinafter set forth or, in lieu thereof, by compensatory time off under the conditions set forth in the Federal Fair Labor Standards Act. This includes all salaried non-exempt and hourly employees.
- (c) No overtime work shall be performed without proper supervisory authority and/or approval.
- (d) Overtime pay provisions shall not routinely apply to classes of work designated as salaried exempt in the pay plan. It is expected that employees in the "exempt" classes will work whatever hours are required to satisfy the needs of the service. However, whenever it is deemed justified, an appointing authority may authorize overtime pay for salaried exempt employees.
- (e) Compensation shall be paid at a straight time rate of pay for any and all work required and/or authorized in excess of thirty-five (35) and up to forty (40) hours in any one (1) work week.

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- (f) Overtime compensation shall be paid at a rate of one and one-half (1½) times the regular hourly compensation for any and all work required and/or authorized in excess of forty (40) hours in any one (1) work week.
- (g) Absence from work by reason of any form of authorized leave with pay and holidays with pay shall not be considered as time worked for purposes of overtime pay eligibility determinations.
- (h) Absence from work while on leave of absence without pay is not considered as time worked for purposes of overtime pay eligibility determinations.
- (i) Overtime work on one (1) day shall not relieve an employee of the responsibility to report to work at the regularly scheduled time on the next ensuing day.
- (j) Whenever an employee works on one (1) of the holidays granted by section 17-156, or any part of such holidays, the employee shall be paid two (2) times the employee's regular hourly rate.
- (k) Weekly overtime pay shall be computed to the nearest one-quarter (¼) hour.
- (l) Whenever an employee is required to report for call-back duty outside of his regularly assigned shift, he or she shall be compensated in increments of at least four (4) hours. For example, if an employee works less than four (4) hours, he or she will be compensated four (4) hours. If he works more than four (4) hours but less than eight (8) hours, he will be compensated for eight (8) hours. If he works exactly four (4) hours or exactly eight (8) hours, he will be compensated four (4) hours or eight (8) hours respectively, with the exception of employees of Animal Control. Due to the nature of their calls, Animal Control employees will be compensated two (2) hours for each callout.
- (m) Special terms of work may be specified in the pay plan for certain classes of work but in every such case, the terms of work and the base pay rates therefor shall be equated with base hours of work designated in the pay plan.
- (n) On-call monitoring. All employees who are required to perform on-call monitoring duty shall receive ten (10) hours per week guaranteed pay. If an employee on monitoring duty does not report for required call-out during that assigned period, the ten (10) hours of guaranteed pay will not be granted. The employee will be paid for actual time worked. Once an employees' monitoring duty hours are more than ten (10) hours per week, payment for additional call out hours will be added to the ten (10) hours at the appropriate overtime rate.

**** renumber sections accordingly****