



St. Bernard Parish Council

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*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

#23

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. Moran, seconded by Mr. McCloskey, it was moved to **adopt** the following ordinance:

ORDINANCE SBPC #2629-12-24

Summary No. 4234

Personnel Board recommended **APPROVAL** on 11/20/24
Introduced by: Administration on 12/3/24
EFC made No Recommendation on 12/5/24
Public Hearing held on 12/17/24

AN ORDINANCE TO **AMEND** CHAPTER 17, PERSONNEL; ARTICLE VIII, HOURS OF WORK, LEAVES OF ABSENCE, AND ABSENCE WITHOUT LEAVE; SECTION 17-140, ANNUAL LEAVE; AND SECTION 17-156, HOLIDAYS 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 VIII, Hours of Work, Leaves of Absence, and Absence Without Leave; Section 17-140, Annual Leave; and Section 17-156, Holidays 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.

Received by Jennifer L. Imbraguglio

Summary No. 4234
Exhibit "A"
Ordinance SBPC #2629-12-24

Chapter 17 - Personnel

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

Sec. 17-140. Annual Leave.

- (a) Except as provided elsewhere in this division, each eligible employee shall earn annual leave with pay, depending on whether the employee is a thirty-five (35) hour or forty (40) hour employee, as follows:
 - (1) First through third year: Hours per year seventy (70) (if thirty-five (35) hour) or eighty (80) (if forty (40) hour);
 - (2) Fourth through tenth year: Hours per year one hundred five (105) (if thirty-five (35) hour) or one hundred twenty (120) (if forty (40) hour);
 - (3) Eleventh through nineteenth year: Hours per year one hundred forty (140) (if thirty-five (35) hour) or one hundred sixty (160) (if forty (40) hour);
 - (4) Twentieth or more years: Hours per year one hundred seventy-five (175) (if thirty-five (35) hour) or two hundred (200) (if forty (40) hour).
- (b) Upon adoption of this plan, employees will be allowed to accrue a maximum of one hundred seventy-five (175) (if thirty-five (35) hour) or two hundred (200) (if forty (40) hour) hours per year.
- (c) Leave accruals shall be in hours or decimal points thereof commensurate with the regular base hours of work assigned to each class of work.
- (d) Accumulated annual leave shall be used in the next calendar year. Such accumulated leave, up to a maximum of thirty-five (35) or forty (40) hours annual leave, may roll over to the subsequent year. Any such rollover time should be in addition to the maximum referenced in section (b).
- (e) Persons employed on a subject-to-call basis, or under emergency or transient type appointments, shall not be entitled to accumulate annual leave; except in the case of those persons who are currently employees accumulating leave and who have been temporarily promoted on a transient basis to fill a vacant position pending filling of the vacancy by regular appointment.
- (f) Any biweekly pay period during which the employee is on leave without pay, or suspension, or is absent without leave for ten (10) working days shall not accumulate annual leave.
- (g) Upon voluntary resignation, retirement, termination from employment, death or entry into the armed services, an employee shall be compensated for annual leave accumulated to the date of separation, not to exceed thirty (30) days.
- (h) In computing and recording charges against an employee's accumulated annual leave, deduction shall be made only for such time that the employee is absent when scheduled to work. The minimum charge against annual leave shall be a unit of one-quarter ($\frac{1}{4}$) of an hour.
- (i) When the employee accept a provisional, or probationary appointment without a break in service, or with a break in service not in excess of one (1) full biweekly pay period, all unused annual leave accrued to such employee's credit shall remain to his/her credit when he/she begins service in the new position.
- (j) Sec 17-140 subsection (a) through (i) shall also apply to unclassified employees.

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Sec. 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).
June 19 (Juneteenth).
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, June 19, 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.

(e) All employees who do not work on an observed holiday will receive their normal pay.

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(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).