



# St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043  
(504) 278-4228 Fax (504) 278-4209  
[www.sbpsg.net](http://www.sbpsg.net)

#18

**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, NOVEMBER 18, 2025 AT THREE O'CLOCK P.M.

On motion of Ms. Meyer, seconded by Mrs. Cusimano, it was moved to **adopt** the following ordinance:

## ORDINANCE SBPC #2700-11-25

### Summary No. 4318

Personnel Board recommended **APPROVAL** on 10/15/25  
Introduced by: Administration on 11/4/25  
Public Hearing held on 11/18/25

AN ORDINANCE TO **AMEND** CHAPTER 17, PERSONNEL; ARTICLE I, EMPLOYEE RIGHTS, OBLIGATIONS, AND PROHIBITIONS; DIVISION 4, NEPOTISM; TO CREATE AND ADD SECTION 17-23, UNLAWFUL DISCRIMINATION AND HARASSMENT OF THE ST. BERNARD PARISH CODE OF ORDINANCES.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

**SECTION 1.** The Parish Council does hereby amend Chapter 17, Personnel; Article I, Employee Rights, Obligations, and Prohibitions; Division 4, Nepotism; to create and add Section 17-23, Unlawful Discrimination and Harassment of the St. Bernard Code of Ordinances as 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 expressing and declaring that it would have adopted the remaining portion(s) of this Ordinance with the invalid portion(s) omitted.



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Extract #18, continued  
November 18, 2025

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

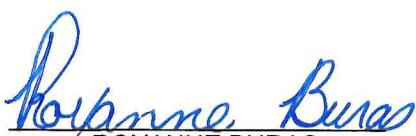
**YEAS:** Cusimano, Moran, Meyer, Randall, Mones, Everhardt

**NAYS:** None

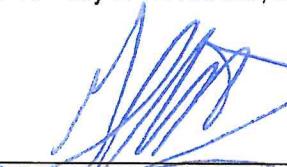
**ABSENT:** None

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

And the motion was declared **adopted** on the 18<sup>th</sup> day of November, 2025.

  
Roxanne Buras

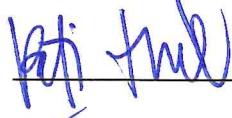
ROXANNE BURAS  
CLERK OF COUNCIL

  
GILLIS MCCLOSKEY  
COUNCIL CHAIR

Delivered to the Parish President

11/20/25 10:30 am  
Date and Time

Received by

  
[Signature]

Approved

Vetoed

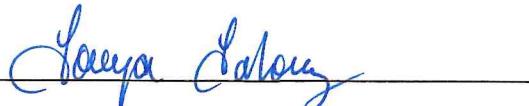
Parish President

  
Louis Pomes

Returned to Clerk of the Council

11/25/25 3:15 pm  
Date and Time

Received by

  
[Signature]

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**Exhibit "A"**  
**Ordinance SBPC #2700-11-25**

**Chapter 17 – Personnel**

**Article I – Employee Rights, Obligations, and Prohibitions**

**Division 4 – Nepotism**

**Section 17-23 – Unlawful Discrimination and Harassment**

**Sec. 17-23 Unlawful Discrimination and Harassment**

**2.3.1 POLICY**

St. Bernard Parish expressly prohibits its officials or employees from engaging in any form of unlawful harassment or discrimination, on grounds such as those listed in Paragraph 2.1 of this policy or any other ground protected by the state or federal constitutions or laws. Harassment or discrimination of any employee is a serious violation of Parish policy and will not be tolerated. Neither will workplace retaliation against someone for having complained of harassment.

**2.3.2 PROHIBITED CONDUCT DEFINED**

For the purposes of this policy, "harassment" refers to an annoying, persistent act or actions that single out an employee to that employee's objection or detriment, because of the employee's members in any legally protected class or for some other trait the employee was born with. Harassment may be considered a violation of local, state and federal law.

Employees should know that they should not participate in or tolerate the following types of protected class harassment regardless of whether the harasser is a co-worker, supervisor, citizen or any other person with whom the employee's job brings him/her into contact:

- Racial harassment
- Harassment due to religion or views concerning religion
- Harassment due to national origin
- Sexual harassment (gender neutral)
- Harassment due to age of employees who are at least 40 years old
- Harassment because of disability or perceived disability
- Harassment based on color
- Harassment based on other protected categories in paragraph 2.1 of this policy

**2.3.3 DISCRIMINATION AND HARASSMENT GENERALLY**

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons pranks or other verbal or physical conduct, including but not limited to the following actions:

- Verbal abuse or ridicule. This includes epithets, derogatory comments, slurs or unwanted sexual advances, unwanted sexual invitations, or negative comments because of the employee's protected class membership;

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- Interference with an employee's work. This includes physical contact such as assault, blocking normal movement, or interferences with the work directed at an individual because of the employee's protected status;
- Displaying or distributing offensive materials. This includes derogatory or sexual posters, cartoons, emails, calendars, magazines, drawings or gestures;
- Discriminating against any employee in work assignments or job-related training because of one of the above referenced bases;
- Unwanted, intentional physical contact, whether it be of a sexual or other nature;
- Requesting favors (sexual or otherwise) explicitly or implicitly as a condition of employment, promotion, transfer, or any other term or condition of employment;
- Gender-based harassment, including sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions; and /or
- Retaliation for having reported harassment.
- Discrimination or harassment based upon a person's protected status is prohibited by federal and state anti-discrimination laws and violates Parish policy where it:
- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Has the purpose or effect of unreasonable interfering with an individual's work performance; or
- Otherwise unreasonably and adversely affects an individual employment opportunity.

#### **2.3.4 SEXUAL HARASSMENT**

Sexual harassment is illegal and is a serious form of misconduct. Sexual harassment of employees, non-employees, and/or citizens with whom the Parish has a business, service or professional relationship, including vendors and clients, is prohibited and will not be tolerated. The Parish is committed to maintaining a working environment, free from all forms of sexual harassment.

Sexual Harassment occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at the person because of their gender. Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment violates federal and state law and is prohibited under the Parish's harassment policy when:

- Submission to the conduct is either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual; and/or
- The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

Sexual harassment includes, but is not limited to:

- Inappropriate physical contact, including blocking of movement, brushing against the body, coercive sexual involvement, cornering, grabbing, hugging, kissing, patting, pinching, poking, stalking, any form of sexual assault, and touching;
- Inappropriate visual contact including leering, obscene gestures and staring;

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- Posting of sexually suggestive or derogatory pictures, cartoons, or drawing, even at one's individual work station;
- Unwelcome verbal behavior, such as comments, suggestions, jokes, demeaning remarks, insults, requests, sexual innuendo, suggestive statements, slurs or other derogatory remarks based on sex;
- Unwelcome or invasive flirting;
- Continued request for dates and propositioning an individual; and/or
- Unwanted sexual advances, requests or pressure for sexual favors and /or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

#### **2.4.0 COMPLAINT REPORTING AND INVESTIGATION**

The Parish is committed to diligently enforcing its harassment policy by promptly and impartially investigating all complaints. When harassment is discovered, the Parish shall take appropriate disciplinary action, up to and including termination. The complaint procedure is designed to deal with complaints in a fair, discreet, and timely manner to:

\*Determine if the conduct alleged in the complaint took place and constitutes harassment that violates state and federal law and constitutes harassment in the form of inappropriate or offensive behavior which violates Parish policy;

\*Stop the offending behavior;

\* Restore the complainant's working environment;

\*Take steps to prevent retaliation and repetition of the harassment'

\* Educate, sanction, or discipline the harasser consistent with the seriousness of the offense.

#### **2.4.1 COMPLAINT PROCEDURES**

It is every employee's and official's responsibility to ensure that his or her conduct does not constitute harassment in any form. If, however, harassment or suspected harassment has or is taking place:

1. An employee must immediately report the harassment or suspected harassment, in writing, to his/her supervisor and/or the director of Human Resources.
2. Employees have a responsibility to report harassment. Employees should not wait to report the harassment or discrimination until the acts become so pervasive or offensive that they create a hostile working environment.
3. If the complaint involves sexual harassment and the complaining employee prefers to speak with a person of the employee's same gender, the parish will make every effort to accommodate that request.
4. Any supervisor or department head who learns of or receives a complaint of harassment through any means (including witnessing, overhearing, learning of a rumor or otherwise becoming aware of alleged harassment in the workplace) is obligated to report it to the HR director immediately.
5. Each complaint shall be treated confidentially and be fully investigated internally, with both the alleged victim and the alleged sexual harasser participating in the investigation. Any actions

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taken on the complaint shall be documented. A determination of the facts and the appropriate response will be made on a case-by-case basis.

If it is determined that harassment has occurred, the parish shall take appropriate corrective disciplinary action, which may include, but is not limited to, verbal and /or written warnings, probation, suspension, demotion, and/or termination.

If the investigation does not find that harassment occurred or that the alleged incidents(s) did not constitute harassment, the matter shall be referred back to the department head or Human Resources director for further appropriate action.

Employees shall be apprised of all applicable federal and state laws on sexual harassment, including their rights under such laws. This includes the right of any complainant to pursue a claim under state or federal law, regardless of the outcome of any internal investigation.

#### **2.4.2 RETALIATION**

No employee shall be subject to any form of retaliation or discipline for pursuing a harassment complaint, and no witnesses shall suffer retaliation as a result of their involvement in the investigation. The Parish will take disciplinary action against those found to have violated this policy.

#### **2.4.3 FALSE ACCUSATIONS**

Employees who are found to have intentionally made false accusations may be subject to appropriate disciplinary action including termination.

#### **2.4.4 TRAINING REQUIREMENT**

In accordance with state law, all Parish employees and elected officials, as public servants, are required to complete a minimum of one (1) hour of training each calendar year on the prevention of sexual harassment in the workplace, with an additional hour required for supervisors, pursuant to RS 42:343. The Parish shall ensure compliance with this requirement, provide access to approved training material, and maintain documentation verifying each employee's completion of the training. Failure to comply with this mandatory training requirement may result in disciplinary action.

#### **2.4.5 ANNUAL REPORTING REQUIREMENT**

Under RS 42:344, the Parish will compile an annual report by February 1 of each year, covering the previous calendar year, regarding compliance with sexual harassment prevention requirements. The report shall include, at a minimum:

- The number and percentage of public servants who have completed the required training;
- The number of sexual harassment complaints received;
- The number of complaints in which a finding was made that sexual harassment occurred;
- The number of complaints in which a finding of sexual harassment resulted in disciplinary or corrective action; and

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- The amount of time required to resolve each complaint.

These annual reports shall constitute public records and shall be made available to the public in accordance with the Louisiana Public Records Law.