

EMPLOYEE ORDINANCE

196-A

Amended 3-22-16

POLICY AND PROCEDURE-TOWN OF PEARL RIVER

With the exception of the Town Clerk and Town Attorney employment with the Town of Pearl River is at the discretion of the Mayor, or with the Police Department, the Chief of Police. When an opening exists, said opening will be advertised in the official record and applications received at the Town Hall. Selection will be made by the Mayor and Chief of Police.

Probation:

All “New Hires” are automatically entered into a 3 month probation period. During this period, sick leave and vacation hours are accrued, but may not be taken. At the end of the probationary period the employee’s performance of duties will be evaluated. If during the probationary period, the employee’s work is found to be below standard or if conduct is judged to be improper and not in keeping with accepted standards of conduct, the employee may be terminated.

Work Hours:

- 1.) Scheduled working hours shall be set by the Mayor for the Street Crew and the Town Hall Administrative Staff.
- 2.) Shift assignments and duty hours for the Police Department will be set by the Chief of Police.
- 3.) The normal work week is 40 hours. Paid overtime must be approved prior to being worked, except in an emergency.

Approved Absences:

Holidays. Paid holidays are observed in accordance with Ordinance #78-11 (#196). In order to be eligible for paid holidays, the employee must work as scheduled the normal work days immediately prior to and following the paid holiday.

Leave With Pay:

In certain instances, such as bereavement caused by the loss of a member of the employee’s immediate family or spouses immediate family, An employee may be granted

up to 3 days leave with pay if authorized by the Mayor. Leave with pay may be used in lieu of vacation or sick leave for such approved absences.

Vacation:

- 1.) Employee is eligible after 12 months of continuous service.
- 2.) Accrued at the rate of :
 - 3.34 Hours per month for year 1 thru 3 (one week)
 - 6.67 Hours per month for year 4 thru 10 (two weeks)
 - 7.34 Hours per month for year 11 (two weeks + one day)
 - 8.00 Hours per month for year 12 (two weeks + two days)
 - 8.67 Hours per month for year 13 (two weeks + three days)
 - 9.34 Hours per month for year 14 (two weeks + four days)
 - 10.00 Hours per month for year 15 & up (three weeks)
- 3.) Vacation must be taken within calendar year, immediately following year accrued.
- 4.) Vacation of five days or more must be scheduled at least two weeks in advance and be approved by the proper authority (Mayor or Chief of Police).

Sick Leave for Full Time Employees:

- 1 thru 3 years service will receive 3 days paid sick leave per year.
- 4 years service and up will receive 5 days paid sick leave per year.

Absences of 3 or more days require a physician's statement release prior to resuming work.

Note: The maximum sick days that can be accumulated and carried over is 15 days.

Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Municipality.

Unapproved Absences:

If an employee is absent from duty when scheduled to work and is not on approved vacation or sick leave, the employee will be placed on L.O.W.P. status for the period of absences and pay adjusted as necessary. Excessive unapproved absences shall be cause for termination.

An ordinance proclaiming legal holidays for the Town of Pearl River, Louisiana.

Section 1: Be it ordained by the Mayor and Board of Aldermen of the Town of Pearl River in legal session convened that the specified days listed below will be observed as legal holidays by the Town of Pearl River.

New Year's Eve (added on 03-22-16)
New Year's Day
Martin Luther King Day
Mardi Gras Day
Good Friday (added on 05-08-07)
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (added on 03-22-16)
Christmas Day
Personal Day (Birthday)

Section 2: Be it further ordained that if any of these holidays should fall on a Saturday, the Friday before will be observed, and if any of these holidays should the fall on Sunday, the Monday after will be observed as the holiday.

Section 3: Be it further ordained that any employee required to work on any of the above holidays will receive overtime pay. The rate will be paid as double time the regular time.

Section 4: Be it further ordained that with the exception of regulations, any/and all overtime must be approved by the Mayor before overtime pay can be issued.

Section 5: Be it further ordained that this ordinance shall become effective immediately Upon its passage promulgation.

Section 6: According to Article VII, Section 14 of the 1074 Louisiana Constitution, Payment can not be made to employees in lieu of vacation or sick days.

Motion: Alderman Richard Karchner
Seconded: Alderman Theresa Zechenelly
Voting:

Yeas:	5
Nays:	0
Abstain:	0

This 23rd day of June, 1998.

May 8, 2007 the employee ordinance was amended after holding a Public Hearing before the regular scheduled council meeting to include Good Friday as an employee holiday. Alderman Gauley so moved to include Good Friday as a paid holiday for the employees. Alderman Phillips seconded the motion. Voting: 5 YEAS, 0 NAYS, 0 ABSENT – MOTION CARRIED

James Lavigne, Mayor

Elizabeth Allen, Town Clerk

March 22, 2016 the employee ordinance was amended after holding a Public Hearing during the regular scheduled council meeting to include New Year's Eve and Christmas Eve as employee holidays. Alderman Phillips so moved to include New Year's Eve and Christmas Eve as paid holidays for employees. Alderman Bennett seconded the motion. Voting: 5 YEAS, 0 NAYS, 0 ABSENT – MOTION CARRIED

Clarence McQueen, Mayor

Carla Benelli, Town Clerk