



# St. Bernard Parish Council

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

**#15**

**Guy McInnis**  
*Councilman  
at Large*

**George Cavignac**  
*Councilman  
at Large*

**Ray Lauga, Jr.**  
*Councilman  
District A*

**Nathan Gorbaty**  
*Councilman  
District B*

**Richard "Richie" Lewis**  
*Councilman  
District C*

**Casey W. Hunnicutt**  
*Councilman  
District D*

**Manuel "Monty"  
Montelongo III**  
*Councilman  
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 REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, JANUARY 20, 2015 AT THREE O'CLOCK P.M.

On motion of Mr. Lewis, seconded by Mr. Montelongo, it was moved to adopt the following resolution:

## **RESOLUTION SBPC #1284-01-15**

A RESOLUTION SETTING ST. BERNARD PARISH GOVERNMENT POLICY ON BUDGETARY PERSONNEL AND PAYROLL.

**WHEREAS**, it is desirous that St. Bernard Parish Government have consistent policy with regard to personnel and payroll matters, and;

**WHEREAS**, said policy is imperative to maintain employee morale to better serve the public interest, and;

**WHEREAS**, said policy is beneficial to exercising fiscal responsibility with public funding.

**THEREFORE, BE IT RESOLVED**, the St. Bernard Parish Council, the Governing Authority of St. Bernard Parish, does hereby establish the following policy for St. Bernard Parish Government on budgetary personnel and payroll matters:

### **SECTION 1: PERSONNEL**

1. No positions of employment shall be authorized for St. Bernard Parish Government except those identified in the organizational chart and duly authorized and passed by the Parish Council as part of the Annual Budget Ordinance. The Organizational Chart of the Annual Budget Ordinance shall be considered the Governing Authority's identification of the positions necessary to efficiently and fully run Parish Government for the public benefit.
2. Should Parish Administration identify a need for any additional personnel to better serve the public interest, a proper budget amendment shall be presented to the Parish Council for discussion and, if accepted, incorporated into the Annual Budget Ordinance through normal procedure.



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Extract #15 continued  
January 20, 2015

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3. The Parish Council shall be notified prior to any movement of a Classified Employee into another Classified grid position if the new grid position the employee will hold has a salary range that is more than 10% less than the current grid position the employee holds. Notification shall be made to the Council Clerk in writing and identify the employee movement as well as the reasons for such movement.
4. All personnel hiring, promotion, discipline and dismissals shall be handled in strict accordance with the ordained Personnel Policy of St. Bernard Parish Government.
5. As per the stated intentions of the St. Bernard Parish Home Rule Charter and the ordained Personnel Policy for St. Bernard Parish Government, all employees shall be considered classified unless specifically identified as a non-classified employee in the Home Rule Charter. The Parish Council shall be notified of any needed interim, part-time or temporary employees; notification shall be made to the Council Clerk in writing and identify the reasons for such need.

## **SECTION 2: PAYROLL**

1. Salaries of Parish employees shall be in accordance with the identified amounts authorized for each Organizational Chart position and duly authorized and passed by the Parish Council as part of the Annual Budget Ordinance. The Organizational Chart salary amount of the Annual Budget Ordinance shall be considered the Governing Authority's identification of the proper salary necessary to efficiently and fully run Parish Government for the public benefit.
2. Should Parish Administration identify a need for any adjustment to any employee's identified salary in the Annual Budget Ordinance, a proper budget amendment shall be presented to the Parish Council for discussion and, if accepted, incorporated into the Annual Budget Ordinance through normal procedure.
3. At no time shall an employee's salary exceed the upper limit of the authorized grid amounts once the salary grid is finalized and incorporated into St. Bernard Parish's Personnel Policy. Any adjustments to grid amounts, once ordained, shall only be adjusted through normal ordinance amendment procedure to the Personnel Policy.



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**BE IT FURTHER RESOLVED**, this policy is established in accordance with provisions of the St. Bernard Parish Home Rule Charter, most specifically Sections 3-05(1), 3-05(8), and 3-05(11).

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

**YEAS:** Lauga, Gorbaty, Lewis, Hunnicutt, Montelongo, McInnis

**NAYS:** None

**ABSENT:** None

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

And the motion was declared **adopted** on the 20<sup>th</sup> day of January, 2015.

## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, January 20, 2015.

Witness my hand and the seal of the Parish of St. Bernard on this 20<sup>th</sup> day of January, 2015.

ROXANNE ADAMS  
CLERK OF COUNCIL