

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER _____; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 23-07

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES RULE 4.0, SECTION 4.05(C) FOR THE MUNICIPAL EMPLOYEES' CIVIL SERVICE SYSTEM, AND ITS EMPLOYEE RULES AND REGULATIONS AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-05 of the Mandeville City Charter, entitled Personnel Systems, mandates the City Council shall adopt personnel rules, policies, procedures and practices for all non-police employees by ordinance; and

WHEREAS, It is necessary that personnel policies be reviewed from time to time to adequately reflect policies as revised to meet current conditions; and

WHEREAS, as a part of that review process, the Council deemed that the Personnel Policies of the Municipal Employees Civil Service System be amended to reflect current standards and practices;

WHEREAS the City of Mandeville's Municipal Employees' Civil Service Board recommends approval of the policy change; and

NOW, THEREFORE BE IT ORDAINED that the following section be amended under Rule 4.0. Compensation Plan to update Section 4.05(C) of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

Section 4.05(C) Retention Pay / Pay Above Maximum

No employee shall receive a higher rate of pay than the maximum allowed for the employee's class range, except for an employee whose position has been downgraded by reclassification or changes in labor market, through no fault of the employee. In this case, the employee shall continue at his/her current rate of pay until future compensation plan adjustments or position reallocation places the pay rate within acceptable pay range. An exception to this policy may be made as follows in order to retain quality employees by making available merit-based off-scale pay increases:

Upon the recommendation of the department head, a regular Civil Service employee is eligible for the merit-based off-scale retention pay rate. The off-scale retention pay rate is a merit-based rate increase for regular Civil Service employees who have reached the maximum pay rate on the pay

scale. Off-scale retention pay rates are calculated as follows, based upon years of service following an eligible employee reaching the maximum pay rate on the pay scale:

Off-Scale Pay by Year(s) Beyond Scale Maximum	Additional Pay Annualized
One year	\$500
Two years	\$1,000
Three years	\$1,500
Four years	\$2,000
≤ Five years	\$2,500 (maximum)

Rates are calculated by dividing the total off-scale pay rate by the number of regular hours worked per year. Examples:

$\$500 / 2080 = \0.24 (40-hour employee)

$\$500 / 1820 = \0.27 (35-hour employee)

$\$500 / 2184 = \0.23 (42-hour employee)

This rate will be in addition to the employee's base rate following the annual performance evaluation. An employee will only be eligible for the off-scale retention pay rate if he/she receives a score of 62% or higher on the annual performance evaluation, the funds are available and the Mayor concurs.

BE IT FURTHER ORDAINED that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance to be effective on January XX, 2023.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2023.

 Kristine Scherer
 Clerk of Council

 Rick Danielson
 Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this ___ day of _____, 2023 at ___ o'clock __.m.

CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this ___ day of _____, 2023 at ___ o'clock __.m.

CLAY MADDEN, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this ___ day of _____, 2023, at ___ o'clock __.m.

CLAY MADDEN, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was **RECEIVED** by me from the Mayor of the City of Mandeville this ___ day of _____, 2023 at ___ o'clock __.m.

CLERK OF COUNCIL

CERTIFICATE

I, THE UNDERSIGNED Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the ____ day of _____, 2023 at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this ____ day of _____, 20____.

CLERK OF COUNCIL