

**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. 23-08**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES RULE 8.0, SECTIONS 8.02, 8.03, AND 8.04 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 8.0. Performance Appraisal to update Sections 8.02, 8.03, and 8.04 of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

**Section 8.0 Performance Appraisal**

**Section 8.02** Each employee serving in a probationary period shall be rated at least once during the probationary period. The rating may be made at any time deemed most appropriate by the department head, but preferably in conjunction with consideration of granting employee regular status. An employee rated less than 60% during probation shall not be granted regular civil service status and will cease employment with the City.

**Section 8.03** Each employee serving in a regular status Civil Service position shall be rated at least once in each calendar year, in conjunction with consideration of the employee's annual merit increase eligibility. An employee rated less than 62% shall not be eligible for promotion until a re-rating of 62% is attained. Re-ratings are at the discretion of the

Department Director. An employee rated less than 62% shall not be eligible for a pay raise until a re-rating of 62% or higher is made.

**Section 8.04** The basic service rating of each employee shall be made by the employee's immediate supervisor and shall become final with the approval of the department head. The department head or such agent shall assign the overall rating. Both the rater and the reviewer shall sign the rating form. The rating form must be specific in nature in its comments section, as it is used to determine merit increases. Failure by the supervisor to honestly complete an evaluation can result in a decreased overall performance evaluation score for the rater.

**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**