

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. 23-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES RULE 4.0, SECTION 4.07 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 4.07 of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

Section 4.07 MERIT PAY INCREASE PROGRAM

Step increases in pay are based solely on an employee's individual performance, as measured in the formal performance evaluation process. Accordingly, an employee may receive as a merit pay increase, based upon his/her annual performance rating as follows:

Merit Pay Increase	Performance Evaluation Score
Three step increase	99% - 100%
Two step increase	80% - 98%
One step increase	62% - 79%
No increase	60% - 61%
No increase	31% - 59%
No increase	0% - 30%

A. An employee who scores between 62% and 79% and is approved by his/her Department Director, may receive a one-step increase, providing sufficient funds are available in the recommending department.

B. An employee who scores between 80% and 98% and is approved by his/her Department Director, may receive a two-step increase, providing sufficient funds are available in the recommending department.

C. An employee who scores between 99% and 100% and is approved by his/her Department Director, may receive a three-step increase, providing sufficient funds are available in the recommending department.

D. An employee who receives a rating of less than 62% on his or her performance evaluation is not eligible for a step increase. However, if the employee's rating is at least 31%, that person's supervisor may re-evaluate the employee after six months. If the follow-up evaluation shows significant performance improvement, reaching a score of 62% or more, the employee may be awarded a one step increase, effective six months after the regular evaluation date, providing the Department Director concurs with the recommendation. Re-ratings are performed at the Department Director's discretion and should be completed six months from the regular evaluation date.

E. An employee who scores 30% or less on a performance evaluation requires immediate supervisory action to upgrade the employee's performance. Inadequate response by the employee will result in disciplinary action up to and including termination.

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