

*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. 23-33*

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE PERSONNEL POLICIES RULE 1.0, SECTION 1.02 (C) AND ADOPTING RULE 1.0, SECTION 1.05 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 Governmental Ethics policy; and

**NOW, THEREFORE BE IT ORDAINED** that the following sections be updated under Rule 1.0. Merit Principles to amend Section 1.02(C) and adopt Section 1.05 of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

**Section 1.02(C)**

Employees shall be trained as necessary to ensure high quality performance. ~~They shall participate in a comprehensive training program regarding the Louisiana Code of Ethics and the Municipal Employees' Civil Service Manual. This training shall include, but not be limited to, ongoing small and large group training sessions highlighting general rules of conduct required by the Louisiana Code of Ethics and the Municipal Employees' Civil Service manual. This training shall amplify what city personnel can or cannot do in complying with the Louisiana Code of Ethics and the City of Mandeville Personnel Policies. It shall also identify and help personnel recognize potential conflicts of interest and provide mechanisms for alerting the proper official of such conflicts. Persons in the classified service of the City of Mandeville shall be required to participate in at least one (1) hours of training per calendar year. These hours shall be certified to the Human Resources Director and be a part of the employee's personnel record.~~

## Section 1.05 GOVERNMENTAL ETHICS

The Louisiana Code of Governmental Ethics exists to ensure:

1. The public confidence in the integrity of government
2. The independence and impartiality of elected officials and public employees
3. That governmental decisions and policy are made in the proper channel of the government structure
4. That public office and employment are not used for private gain

To that end, Louisiana Revised Statute 42:1170 requires all public employees to complete one hour of training on the Code of Governmental Ethics each calendar year and submit documentation to the Human Resources Department. In addition, each City of Mandeville official and board/commission member must complete the required Ethics training each calendar year. Information on the prohibitions as defined by Louisiana Revised Statute 42:1111-1121, the Summary of the Ethics Code, contact information and other training information can be found on the City of Mandeville's website:

[www.cityofmandeville.com/hr/page/employee-resources](http://www.cityofmandeville.com/hr/page/employee-resources).

Supervisors shall monitor their employees for compliance with the Louisiana Code of Governmental Ethics. Employees found engaging or participating in any of the prohibited activities as defined in Louisiana Revised Statute 42:1111-1121 will be subject to disciplinary action up to and including termination and the pursuit of charges.

Possible ethics violations shall be reported to the Ethics Board by the Agency head (R.S. 42:1161A). Employees are encouraged to report possible ethics violations to the Human Resources Director, Agency head, Ethics designee or directly to the Louisiana Board of Ethics. Their contact information is linked on the City's website: [www.cityofmandeville.com/hr/page/employee-resources](http://www.cityofmandeville.com/hr/page/employee-resources)

Penalties that may be imposed upon a finding of a violation of the laws under the Ethics Board's jurisdiction include, but are not limited to:

1. Censure
2. Monetary fine(s), penalties, and late fees
3. Removal, suspension, reduction in pay, or demotion
4. Imposition of restrictions
5. Recession of contracts, permits, and licenses
6. Forfeiture of any gifts or payments
7. Objection of candidacy

The agency head shall maintain documentation of training and shall notify all employees and officials of any changes to this policy.

**BE IT FURTHER ORDAINED** that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance upon signature of the Mayor.

**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

\_\_\_\_\_  
Jason Zuckerman  
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**