ORDINANCE NO. 15-5436 C.S.

An Ordinance to Amend Ordinance No. 2000-2692, C.S.
Pertaining to the Pay Plan for City Employees

BE IT ORDAINED by the City Council of Hammond, Louisiana, that Ordinance No. 2000-2692 C.S., shall be and is hereby modified to read as follows:

I. PURPOSE: To establish a standard method of determining the rates of Compensation for the various job functions required for the City of Hammond for full-time employees, to clearly define the essential functions of each position through written job descriptions, to comply with federal, state, and local regulations, and to establish a system that is easily administered and maintained.

II. POLICY: It is the policy of the City of Hammond that all City employees, other than those specifically excluded herein, be compensated solely upon rank and seniority. Prior pay plans have based compensation on other factors, resulting in employees of equal rank and seniority being paid differently. It is the intent of the City of Hammond to implement a pay plan that would both eliminate prior pay differences among employees of equal rank and seniority within each department and to create a uniform method of future compensation for those employees.

III. PAY PLAN: Adjustments made to the pay plan shall be based upon a market survey. Within each pay grade, and subject to appropriation by the City Council, annual increases of 2% shall be given on the employee’s anniversary date for a maximum of 23 steps for each employee. Steps 24-30 shall reflect a 1% annual raise. For any employee for whom State law mandates an annual longevity pay increase, compliance with State law shall serve as compliance with this ordinance. A table depicting these pay grades and annual increases shall be called the “grid.”

IV. GENERAL TERMS AND CONDITIONS: The following definitions of words, terms, and phrases shall apply to this ordinance and shall be used in the interpretation of the various rules, procedures, formulas, and practices necessary to implement, monitor, and maintain the compensation structure of the City of Hammond.

1. Anniversary Increases: An increase of an employee’s annual salary occurring on that employee’s anniversary date and which shall equal one step in the pay grid.

2. Beginning Salary: The rate of pay depicted in the grid for each job classification based upon zero (0) years of experience as indicated by the Salary Survey.

3. Call Back Pay: Employees required to return to duty after normal work hours due to an emergency situation that involves clear and present danger to life and property shall be granted a minimum of two hours of pay at the overtime rate. Such emergencies do not include post activities or duties handled after the incident has occurred or when there is no threat to life and property. Call Back Pay on a holiday shall be at the standard holiday rate.

4. City: City of Hammond

5. Classified Employee: An employee working under the rules and regulations of the Municipal Fire and Police Civil Service Board and state Civil Service law. All City policies not
in conflict with local Civil Service rules or regulations or state Civil Service law shall apply to all classified employees.

6. Effective Hire Date (Non-Classified Employees): The original hire date advanced to include the length of any separation of service. Employees who leave employment with the City and who are rehired within one year of their separation, shall be eligible for re-instatement of their previous seniority status if, at the time of separation, the employees left the City voluntarily and in good standing with no pending or active disciplinary action at the time of separation. The length of time of separation shall be determined, and that separation shall be added to the original hire date in order to determine the effective hire date. Employees shall not be eligible for re-instatement of seniority benefits if their time of separation exceeds one year. Employees rehired after one year of separation shall forfeit all rights and previously earned benefits and shall begin employment as if they were a new employee. Returning employees shall be allowed to purchase their previously earned retirement years, in accordance with current rules and regulations of the Municipal Employees Retirement System (MERS). All other benefits shall remain unaffected.

7. Emergency Situation: An event, involving a clear and present danger to life and property, identified by a Department Head, and approved by the Mayor.

8. Employee (Full-Time): Someone who has been hired according to the procedures outlined in the City’s Policies and Procedure Manual and the Rules and Regulations of the Municipal Fire and Police Civil Service Board to serve in a position identified in the list of job functions of the City and to work the required hours as described in Section V and is not considered a temporary or seasonal employee.

9. Exempt Employee: An employee not eligible for overtime pay, grant pay, call back pay, or other pay under the Federal Labor Standards Act and City policies.

10. Grant Pay: For that time actually worked as part of a formal grant that has been received and allocated for a specific purpose(s), and which time has been documented in accordance with the regulations of the granting agency, the rate of pay shall be at one and one half times (time and a half) the normal rate of pay. It shall be the responsibility of the grant administrator to provide to the Accounting/Payroll Department, sufficient documentation to justify payment of grant pay. Grant pay shall not be paid until, in the opinion of the Accounting Supervisor, that documentation is sufficient and in keeping with generally accepted accounting procedures. Exempt employees are not eligible for grant pay.

11. Grid or The Grid: A table depicting annual rates of pay for all job classifications, including pay grades and steps.

12. Hire Date (Anniversary Date): The date (month and day) that an employee actually becomes a City employee. In the event there is a separation in service, the latest rehire date shall become the anniversary date.

13. Holiday Pay: For that time actually worked on a holiday, the holiday rate of pay shall be at two times (double time) the normal rate of pay, or compensation at the employee’s normal rate of pay for hours worked and time off for hours equal to holiday hours worked.

14. Holiday: Holidays are days designated by the City Council (Non-Classified Employees) or by the local Civil Service rules (Classified Employees) as official days off where full-time active employees will be compensated, even though they do not actually work. Anyone required to work on a holiday shall earn holiday pay. Anyone not scheduled to work and who is required to report to work due to unforeseen circumstances, shall be paid a minimum of two hours pay at two times the normal rate of pay.

15. Non-exempt Employee: An employee eligible for overtime pay under the FLSA and City policies.

16. Non-Government Grant Funded Employee: An employee that works as an employee of the City and whose position is wholly funded from a grant from any non-government not-for-
profit organization. The employee's salary and all related expenses including but not limited to income and other taxes, workman's compensation expense, health insurance, retirement contributions, sick pay, holiday pay, vacation pay, and any other employment related expenses shall be borne by the grant. The employee shall remain employed contingent upon the availability of the grant funds. Loss of any or all of the funds shall result in a reduction in pay and benefits in the same proportion of the reduction. In the case of elimination of the funds, the position occupied by that employee may be eliminated.

17. Offer of Employment: A written proposal prepared by the Personnel Department detailing the specifics of the job offer, i.e. the title of the job being offered, the beginning salary, and the proposed effective date that employment will begin.

18. Overtime Pay: Paid at one and one half the normal rate for those hours actually worked in excess of a minimum of forty (40) hours for eligible non-classified employees, in excess of a minimum of eighty (80) hours for eligible classified Police, Fire Prevention, and Fire Dispatch employees, and in excess of a minimum of one hundred and six (106) hours for eligible classified Fire employees, during a standard work period. Overtime will be paid in accordance with the Fair Labor Standards Act and with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

19. Pay Period: There are twenty-six (26) pay periods per year.

20. Promotion: Conceptually, the assumption of job duties and responsibilities that are higher in character and scope than in the previous job. For the purpose of salary administration, a promotion occurs when the new job is a higher pay grade than the prior job.

21. Retirement: When employees terminate their employment with the City, and meet the age requirement and/or service requirements outlined in the personnel policies and procedures manual, and/or of the applicable retirement beard, and guidelines administered by the Social Security Administration, they may be eligible for retirement benefits immediately.

22. Salary Survey: A survey conducted at least every two (2) years, under the direction of the Director of Administration and accomplished by the Personnel Department, of rates of pay for the various identified and authorized positions within the City. The objective of the survey shall be to determine the comparative job values of all jobs within the City in relation to the surveyed markets in order to determine whether the City should consider adjusting the salary pay ranges. The survey shall be accomplished during the second quarter of a fiscal year and the results tabulated and made available to the members of the Hammond City Council during the third quarter of the same fiscal year. The survey shall include, but is not limited to:
   a. Numerical salary information
   b. An explanation of the targeted survey base
   c. Any pertinent information that may be deemed appropriate to assist in a full understanding of the survey results
   d. Details of the findings that include any changes in the minimum and maximum salary ranges for the positions surveyed
   e. A list of those positions where the survey indicated the pay grade has either moved up or down.
   
The survey shall include cities of comparable size and possessing demographics similar to the demographics of the City. The survey shall include information from no fewer than six cities from within the State of Louisiana. Upon completion of the survey, the results and recommendations of the Administration shall be forwarded to the Hammond City Council for consideration.

23. Sick Leave for Classified Employees: Sick leave for classified employees shall be in accordance with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

24. Sick Leave for Non-Classified Employees: Sick leave shall be calculated at the rate of 3.6923 hours per pay period. Sick leave time may be carried over and accumulated from year to
year for up to a maximum of 1440 hours.

25. Supplemental Pay: Pay received by eligible Police and Fire department employees that is provided by the State of Louisiana and is in addition to compensation provided by the City.

26. Vacation Earned and Maximum Accrual: Vacation shall be calculated and accumulated at the rates indicated in the personnel policies and procedures manual and in accordance with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

27. Witness Pay: An employee who is required to attend court, or a classified employee ordered or subpoenaed to a Civil Service Hearing other than the appellant, when outside their normal work hours, is entitled to a minimum of two hours of pay at the overtime rate. Witness pay on a holiday shall be at the standard holiday rate.

V. REQUIRED WORK HOURS: All work schedules for City departments are to be approved by the Mayor or Director of Administration. A time keeping system for all City employees has been established to ensure accurate recording of time worked.

A. EXEMPT EMPLOYEES (Non-Classified and Classified): Exempt employees are not eligible for overtime pay or call-back pay and shall work the necessary hours required to accomplish their job.

B. NON-EXEMPT EMPLOYEES (Non-Classified)
   1. 8 hour shifts - 40 hours per each seven day work week
   2. 10 hour shifts - 40 hours per each seven day work week

C. NON-EXEMPT EMPLOYEES (Classified/Police)
   1. 8 hour shifts - 40 hours per each seven day work period
   2. 12 hour shifts - 80 hours per each fourteen day work period

D. NON-EXEMPT EMPLOYEES (Classified/Fire)
   1. 8 hour shifts - 40 hours per each seven day work period
   2. 12 hour shifts - 80 hours per each fourteen day work period
   3. 24 hour shifts - 106 hours per each fourteen day work period

VI. PROMOTIONS AND ADJUSTMENTS

A. PROMOTIONS
   Promotions are subject to a six-month to one-year probationary period. During this period, the employee’s performance in the new position will be reviewed and evaluated. The employee’s Department Head or supervisor will complete a written performance appraisal at the end of the probationary period. The results of the appraisal, as approved by the Mayor, will determine whether the promotion shall be considered confirmed.

   All promotions must be coordinated between the Department Head and the Director of Personnel and approved by the Mayor and Director of Administration.

   A lateral transfer occurs when an employee is transferred from one job class to another in the same, or substantially equivalent, pay grade. When there is no change in pay grade, there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or promotion.

1. Fire Personnel in the Civil Service Pay Plan—Classified employees in the Fire department shall follow State law governing promotions within classes, and shall, subject to the following, be paid the salary indicated in the Grid for a particular rank. Step placement shall be to the closest step position that includes the new salary in the new pay grade.
   a. The starting rank for classified Fire Personnel shall be “Firefighter.” Upon promotion to the position “Firefighter First Class,” employees shall be paid 5% above their current pay grade and step of “Firefighter.”

   b. Upon promotion to the position “Operator,” employees shall be paid 5% above their current pay grade and step of “Firefighter First Class.”
c. Upon promotion to the position “Captain,” “Fire Alarm Operator,” or “Fire Inspector,” or any other person doing this type of work for the fire department, employees shall be paid 15% above their current pay grade and step of “Operator.”

d. Upon promotion to the position “District Chief,” employees shall be paid 15% above their current pay grade and step of “Captain,” “Fire Alarm Operator,” or “Fire Inspector,” or any other person doing this type of work for the fire department.

e. Upon promotion to the position “Assistant Chief,” employees shall be paid 10% above their current pay grade and step of “District Chief.”

2. Police Personnel in the Civil Service Pay Plan—Classified employees in the Police department shall follow the concept of state law governing promotions within classes, and shall, subject to the following, be paid the salary indicated in the Grid for a particular rank. Step placement shall be to the closest step position that includes the new salary in the new pay grade.

   a. The starting rank for classified Police Personnel shall be “Police Officer.” Upon promotion to the position “Sergeant,” employees shall be paid 10% above their current pay grade and step of “Police Officer.”

   b. Upon promotion to the position “Lieutenant,” employees shall be paid 5% above their current pay grade and step of “Sergeant.”

   c. Upon promotion to the position “Captain,” employees shall be paid 10% above their current pay grade and step of “Lieutenant.”

   d. Upon promotion to the position “Assistant Chief,” employees shall be paid 15% above their current pay grade and step of “Captain.”

3. All Other Employees—When an employee is promoted, as a result of a job change or job progression, to a higher pay grade position, within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows: apply 5% on the salary of the current grade and step for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 10%. Step placement shall be to the closest step position that includes the new salary in the new pay grade. The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade.

   In circumstances where the uniqueness of an individual job and level or necessary skills are required by the City, but not only those skills possessed by the incumbent, a higher pay grade placement may be justified. Under such circumstances, the Mayor may recommend a higher salary placement within the assigned pay grade.

B. ADJUSTMENTS

   Employees may be adjusted downward due to failure to perform the duties of their present jobs, lack of a suitable job at their pay levels, reorganization, lack of work, or because of the City’s need to manage the work force.

   A demotion is an assignment to a lower paying job classification and a work assignment within the lower classification with lesser responsibilities.

   An employee, who is demoted to a classification with a lower pay grade or lower maximum salary, shall be compensated at a rate that mirrors the guidelines for promotions, and/or reflects a decrease in pay within the limits of the lower pay range.

   A written notice of demotion must be given to the employee that describes the deficiency or the infraction involved and which also must state the likely consequences of further unsatisfactory performance or conduct.

   The demotion shall be permanently entered into the employee’s personnel file, but the employee shall not be disqualified for future promotions.

C. REASSIGNMENTS

   An employee who is reassigned to another position, as determined by the best interest of
the City, will not suffer any reduction in his current salary, but may be “redlined” for future anniversary increases.

In the instance of an involuntary reassignment due to an employee’s inability to perform the functions required of the position assigned to, such reassignment will result in a reduction of duties and in pay, if the reassignment is to a lower job classification than that of the employee’s current position.

All reassignments must be coordinated between the Department Head and the Director of Personnel, and approved by the Mayor through the Director of Administration.

Be it further ordained by the City of Hammond that the effective date of this Ordinance shall be July 1, 2015.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting on July 7th, 2015 of the Hammond City Council and discussed at a public meeting held on July 21st, 2015; after motion and second was submitted to the official vote of the Hammond City Council.

On motion by Jason Hood and a Second by Janice Carter Beard the foregoing ordinance was hereby declared adopted on July 21st, 2015, by the following roll call vote:

Votes: Johnny Blount (Y) Jason Hood (Y) Janice Carter Beard (Y) Lemar Marshall ( ) Mike Williams (Y) Motion carried approved.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 21st day of July, in the year 2015, at Hammond, Tangipahoa Parish, Louisiana.

Mike Williams
President, Hammond City Council

Honorable Pete Panepinto
Mayor, City of Hammond

Tonia Banks, Clerk
Hammond City Council

CERTIFICATE OF DELIVERY
In accordance with Home Rule Charter Article III, Section 2-12 (A), the above Ordinance was delivered to the Mayor of the City of Hammond on the 22nd day of July, in the year 2015, at 9:00 a.m., in accordance with Home Rule Charter Article II, Section 2-12 (B).

Tonia Banks
Clerk of Hammond City Council