ORDINANCE # 2017-31
INTRODUCED BY O'Keefe
DATE INTRODUCED 11/14/17
ITEM NUMBER 2017-11-02
PUBLIC HEARING 12/12/17
ADOPTED/TABLED 12/12/17 (as amended)
EFFECTIVE 12/28/17
BOOK # PAGE #
RECORDATION #
AMENDED BY ORDINANCE #
DATE AMENDED

ADOPTION INTRODUCTION

AMENDED

CITY OF COVINGTON
STATE OF LOUISIANA

ORDINANCE NUMBER 2017-31

AN ORDINANCE OF THE CITY OF COVINGTON AMENDING AND UPDATING THE CITY OF COVINGTON EMPLOYEE HANDBOOK DATED APRIL 2013

WHEREAS, the City Council of the City of Covington, State of Louisiana, supports the Mayor and Administration's desire to maintain a safe and competent work environment; and

WHEREAS, the City Council of the City of Covington supports the Mayor and Administration in recognizing the importance of maintaining an up-to-date handbook for City employees; and

WHEREAS, the Covington City Council deems that the Mayor and Administration desire that the Employee Handbook dated April 2013 should be updated and amended to serve as a guide for the employer/employee relationship; and

WHEREAS, the City Council of the City of Covington has held all public hearings required of it in accordance with law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Covington that it hereby approves and adopts the attached amendments to the City of Covington Employee Handbook dated April 2013.

BE IT FURTHER ORDAINED that the City Council of the City of Covington hereby recommends that periodic updates be provided as necessary in order to comply with state, parish and city requirements.

BE IT FURTHER ORDAINED that the City Council of the City of Covington hereby requests that the Chief Administrative Officer promulgate the

provisions of this ordinance to all employees of the City of Covington and to any further extent deemed necessary by the Chief Administrative Officer.

BE IT FURTHER ORDAINED that if any provision of this ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this ordinance are hereby declared to be severable.

This ordinance having been submitted in writing, having been read by title and adopted at a public meeting of the City Council of the City of Covington, State of Louisiana, was then submitted to an official vote as a whole, the vote thereon being as follows:

MOVED FOR ADOPTION, as amended, by Coner, seconded by Smith.

YEAS: 6 **ABSENT:** ~~0~~

NAYS: ~~0~~ **ABSTAIN:** ~~0~~

PASSED AND ADOPTED this 12th day of December, 2017.

R. S. Sam O'Keefe

R.S. "SAM" O'KEEFE
COUNCIL PRESIDENT

Bonnie D. Champagne

BONNIE D. CHAMPAGNE
COUNCIL CLERK

Presented to the Mayor on this 13th day of December, 2017, at 4:30 o'clock P.M.

Bonnie D. Champagne

BONNIE D. CHAMPAGNE
COUNCIL CLERK

Approved ✓ or Vetoed ___ by the Mayor on this 14th day of December, 2017.

MICHAEL B. COOPER
MAYOR

Received from the Mayor this 14TH day of December, 2017, at 10:10 o'clock A.M.

BONNIE D. CHAMPAGNE
COUNCIL CLERK

HUMAN RESOURCES

MIKE COOPER
Mayor

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November 3, 2017

Revisions made to City Handbook adopted April 2013

- Changed bicentennial logo to City logo.
- Updated revision date from April 2013 to November 2017.
- Replaced Director of Administration to Chief Administrative Officer (CAO).
- Section 3.4 updated to Political Campaign Restrictions reflected in policy change sent City wide August 1, 2017.
- Section 3.7 Personal Appearance, two bullet points were added to address appropriate skirt lengths and excessive cleavage.
- Section 5.1 Holiday Pay has been updated to reflect both Civil Service and municipal employees. Also, the * has been removed from the policy title.
- Section 5.3 Vacation Time, the beginning of a sentence was added to say, "Once twelve days of vacation are obtained…."
- Section 5.6 Jury Duty was updated to reflect policy change sent City wide April 25, 2015.

Amended on 12/12/2017 to include:

- Section 1.2 updated to read, "…Individuals and Conduct Covered, These policies apply to all applicants and employees, including elected officials…"