



St. Charles Parish

Meeting Agenda

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5000
www.stcharlesparish.gov

Legislative Committee

Chairman: Dick Gibbs

Committee Members: Council as a Whole

Tuesday, September 6, 2022

5:00 PM

Council Chambers, Courthouse

Final

SILENT PRAYER / PLEDGE

MATTERS BEFORE COMMITTEE

DISCUSSION REGARDING CIVIL SERVICE PAY PLAN

2022-0229 A resolution to approve the Civil Service Pay Plan as recommended by the Personnel Officer in accordance with the Compensation and Pay Classification Study conducted by SSA Consultants.

Sponsors: Jewell and Personnel Office

2022-0252 An ordinance to amend the St. Charles Parish Code of Ordinances, Chapter 2, Administration, Article I. In General, by adding Section 2-16.6. Civil Service Employee Pay Classification and Pay Plan Study.

Sponsors: Fisher-Cormier and Dufrene

Accommodations for Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.

2022-0229

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(PERSONNEL OFFICE)**

RESOLUTION NO. _____

A resolution to approve the Civil Service Pay Plan as recommended by the Personnel Officer in accordance with the Compensation and Pay Classification Study conducted by SSA Consultants.

WHEREAS, a Compensation and Pay Classification Study for St. Charles Parish Civil Service Employees has been conducted by SSA Consultants; and,

WHEREAS, in accordance with the St. Charles Parish Home Rule Charter, the Civil Service Pay Plan shall become effective only after the approval by the Civil Service Board, the Parish President, and the Parish Council; and,

WHEREAS, it is the desire of the Parish Council to grant its approval of said Pay Plan.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve the Civil Service Pay Plan as recommended by the Personnel Officer in accordance with the Compensation and Pay Classification Study for St. Charles Parish Civil Service Employees conducted by SSA Consultants as approved by the Civil Service Board and the Parish President.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

And the resolution was declared adopted this _____ day of _____, 2022, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

2022-0252

INTRODUCED BY: JULIA FISHER-CORMIER, COUNCILWOMAN, DISTRICT VII
NICKY DUFRENE, COUNCILMAN, DISTRICT IV

ORDINANCE NO. _____

An ordinance to amend the St. Charles Parish Code of Ordinances, Chapter 2, Administration, Article I. In General, by adding Section 2-16.6. Civil Service Employee Pay Classification and Pay Plan Study.

WHEREAS, salary structures are an important element of effective pay plans and help ensure pay level are competitive externally and equitable internally; and,

WHEREAS, Civil Service Employees play a crucial role in ensuring continuity as Administrations shift; and,

WHEREAS, as the Parish grows and roles adjust, it is imperative to maintain current job descriptions and guarantee employees are compensated based on the tasks they perform.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 2, Administration, Article I. In General, is hereby amended by adding Section 2-16.6 Civil Service Employee Pay Classification and Pay Plan Study with new text underlined and deleted text in ~~strikethrough~~; as follows:

Sec. 2-16.6 Civil Service Employee Pay Classification and Pay Plan Study

The Parish President shall have a Civil Service Employee Pay Classification and Pay Plan Study conducted every three (3) years from the effective date January 1, 2023.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this _____ day of _____, 2022.

The provisions of this Ordinance shall become effective January 1, 2023.

2022-0252 Amend Code Chapter 2 add Sec. 2-16.6 Compensation & Pay Classification Study

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____