

1 Introduced June 8, 1999, by Councilman  
2 Singletary, seconded by Councilman Cerny  
3 and Councilman Smith  
4

5 Item No. 99-06-2099  
6

7  
8 **ORDINANCE NO. 2900**  
9

10  
11 An ordinance amending Section 7-08 Personnel Administration of the Home  
12 Rule Charter of the City of Slidell to provide for a single Civil Service System for all City  
13 employees.  
14

15 WHEREAS, the City of Slidell has two (2) Civil Service Systems, one for  
16 Municipal Employees and another for Municipal Police employees; and

17 WHEREAS, each Civil Service System has its own Civil Service Board; and

18 WHEREAS, there are different employee rules, regulations, and employee  
19 benefits under each system; and

20 WHEREAS, the City of Slidell desires to have a single Civil Service System.

21 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does  
22 hereby call an election at which shall be submitted to the electors of the City of Slidell, for  
23 their approval or rejection, certain proposals to amend Section 7-08 Personnel  
24 Administration of the Home Rule Charter for the City of Slidell in order to establish a single  
25 Civil Service System for all City employees by repealing Section 7-08 and replacing it with  
26 the following:

27 "Section 7-08 PERSONNEL ADMINISTRATION.

28 A. A Civil Service System for the City of Slidell is hereby established in accordance  
29 with the provisions herein.

30 It shall be the policy of the City of Slidell to employ those persons best qualified  
31 to perform the functions of the City. All appointments and promotions in the  
32 service of the City and of each of its departments, offices, and agencies shall be  
33 made on the basis of merit and fitness, which shall be determined, insofar as  
34 practicable, by competitive test.

35 The following shall not be members of the Civil Service System:

- 36 1. All elected officials.  
37 2. The Mayor's secretary and any assistant to the Mayor.  
38

4  
5  
6  
7 3. One Chief Administrative Officer, the Chief Administrative Officer's  
8 secretary and any assistant to the Chief Administrative Officer.

9 4. All department heads except the Civil Service Director.

10 5. Members of advisory boards and other bodies who are not City employees.

11 6. Organizations and their employees and other persons who are employed  
12 by the City on a contractual basis.

13 7. Temporary or seasonal employees.

14 8. City attorney and any assistant City attorneys.

15 9. City prosecutor and any assistant City prosecutors.

16 10. All employees appointed directly by the Slidell City Council.

17 B. The appointment and dismissal of Slidell City employees, other than employees  
18 of the Police Department and the City Council, subject to this charter, shall be  
19 made by the Mayor or the Mayor's authorized designee. Appointment and  
20 dismissal of employees of the Slidell Police Department shall be made by the  
21 Slidell Chief of Police. Appointment and dismissal of employees of the Slidell  
22 City Council shall be made by the Slidell City Council. The appointment and  
23 dismissal of the Civil Service Director shall be made by the Civil Service Board.

24 C. There shall be a Civil Service department, which shall receive adequate annual  
25 funding for salaries, administrative expenses, office space, furnishings and  
26 equipment in order to effectively carry out the department's function as provided  
27 for by this section. It shall consist of a classified Civil Service Director, who shall  
28 be the executive head of the department, and a Civil Service Board.

29 1. The Civil Service Director shall be appointed by the Civil Service Board.

30 The Civil Service Director shall be qualified and experienced in personnel  
31 administration and shall be responsible to the Board for the administration  
32 of the Classified Civil Service System for the City, including all City  
33 departments, offices, and agencies in accordance with Civil Service rules  
34 adopted pursuant to this section.

4  
5  
6  
7           2.   The Civil Service Board shall be appointed as provided below, and shall  
8                consist of five (5) electors of the City of Slidell, who hold no other public  
9                office nor any position with the City, and who have resided within the City  
10               for at least two (2) consecutive years immediately prior to their  
11               appointment.

12              a.   One member shall be appointed by the President of Tulane University  
13                of Louisiana.

14              b.   One member shall be appointed by the President of Loyola University  
15                of Louisiana.

16              c.   One member shall be appointed by the President of Xavier University  
17                of Louisiana.

18              d.   One member shall be appointed by the Louisiana Civil Service  
19                League.

20              e.   One member shall be appointed by the Chancellor of the University  
21                of New Orleans.

22              f.   The first members shall be appointed for terms of one (1), two (2),  
23                three (3), four (4), and five (5) years respectively. Thereafter,  
24                appointment shall be for four (4) year terms.

25               Members of the Board may be compensated not to exceed Seventy Five  
26               Dollars (\$75.00) per meeting. Members may be compensated for not more  
27               than twelve (12) meetings per year.

28           3.   Within sixty (60) days after a vacancy occurs, the appointing authority shall  
29                make the required appointment. Within thirty (30) days thereafter, the  
30                Slidell City Council must ratify or reject the appointment. If the appointment  
31                is rejected, another appointment must be solicited from the same source.  
32                If the Council fails to act within thirty (30) days after receipt of the name of  
33                the appointee, the appointment shall be automatically ratified. If one of the  
34                appointing authorities fails to submit nominees in the time required, the

5  
6 Slidell City Council shall request a nomination from another accredited  
7 College or University within Louisiana. If one of the named appointing  
8 authorities ceases to exist, the Slidell City Council shall choose the  
9 President of another accredited College or University within Louisiana to  
10 replace it. The outgoing Board member shall serve on the Board until  
11 replaced by the newly appointed member.

12 a. Whenever the term of a board member expires or there is a vacancy  
13 in an unexpired term, the vacancy shall be filled by appointment in  
14 accordance with the procedures for the original appointment, and  
15 from the same source.

16 b. A member of the Civil Service Board may be removed by the Slidell  
17 City Council for cause, after being served with written specifications  
18 of the charges against him and being afforded an opportunity for a  
19 public hearing thereon by the Slidell City Council. A Board member  
20 may also be removed by the Slidell City Council for missing two  
21 consecutive regular Civil Service meetings.

22 D. The duties of the Civil Service Director shall include, but shall not be restricted  
23 to the following:

24 1. To develop with the advice and assistance of the Mayor, and upon  
25 adoption, to administer a position classification plan which shall provide for  
26 the classification of all positions on the basis of duties and responsibilities  
27 of each position. The classification plan, and any amendments thereto,  
28 shall become effective, after public hearing, upon approval by the Civil  
29 Service Board, and adoption by ordinance.

30 2. To develop with the advice and assistance of the Mayor, and upon  
31 adoption, to administer a pay plan for all positions in City service. The pay  
32 plan, and any amendments thereto, shall become effective, after public  
33

7 hearing, upon approval by the Civil Service Board, and adoption by  
8 ordinance.

9 3. To recommend Civil Service rules to carry out the provisions of this section.

10 These rules shall be submitted to the Civil Service Board which, after public  
11 hearing, shall make amendments as it deems necessary. These rules shall  
12 become effective upon approval by the Civil Service Board, and shall have  
13 the full force of law. Such rules shall apply to all Slidell City departments,  
14 offices, agencies and special districts covered by this section and shall  
15 provide for:

- 16 a. Policies and procedures for the administration of the classification  
17 plan.
- 18 b. Policies and procedures for furnishing forms and records to the Civil  
19 Service Department from the appointing authority.
- 20 c. Policies and procedures for the administration of the pay plan.
- 21 d. Policies and methods for holding Civil Service tests to determine the  
22 merit and fitness of candidates for regular position appointments.
- 23 e. The establishment and maintenance of lists of persons eligible for  
24 appointment by reason of successful participation in competitive tests  
25 and procedures for the certification of persons from eligible lists for  
26 filing vacancies.
- 27 f. The procedure for lay-offs, suspensions, demotions, dismissal of  
28 employees, which shall provide for public hearings before the Civil  
29 Service Board in cases of demotion or dismissal of permanent  
30 employees.
- 31 g. Prohibition against political activity of employees and assessment for  
32 political purposes.  
33  
34

4  
5  
6  
7             h. Other policies, practices, and procedures necessary for the  
8                     administration of the City Classified Civil Service System.

9     E. The Slidell Civil Service Board in exercising any authority conferred upon it by  
10             this section which involves or might involve the expenditure of any municipal  
11             funds shall, prior to exercising such authority, first obtain approval through the  
12             normal budget process of the City.

13     F. The Slidell Civil Service Board shall review and adopt the classification plan, the  
14             pay plan, and the personnel rules and in addition thereto shall:

- 15             1. Conduct investigations and take action on complaints by or against any  
16                     employee in the classified service as shall be provided in the rules.  
17                     Although it is incumbent upon the appointing authority to initiate corrective  
18                     or disciplinary action, if warranted, in the absence of such action by the  
19                     appointing authority, the Civil Service Board may order the appointing  
20                     authority to act and such action shall be taken by the appointing authority.
- 21             2. Hold hearings on dismissals, demotions, and other disciplinary matters as  
22                     shall be provided in the rules. The right to appeal from any disciplinary  
23                     action taken by the Board under these provisions shall lie directly to the  
24                     22nd Judicial District Court of St. Tammany Parish as shall be provided in  
25                     the rules.
- 26             3. Exercise witness and record subpoena powers.
- 27             4. Make studies concerning Civil Service management in the city service and  
28                     report its recommendations to the City Council, the Mayor, and the Chief  
29                     of Police.
- 30             5. Appoint a Civil Service Director when a vacancy occurs.
- 31             6. Make, alter, amend, and promulgate rules necessary to carry out effectively  
32                     the Slidell Classified Civil Service System.

7 G. Party Membership: Elections. No member of the Civil Service Board, or  
8 employee covered under this section shall participate or engage in political  
9 activity; be a candidate for nomination or election to public office, or be a  
10 member of any national, state, or local committee of a political party, faction or  
11 candidate; make or solicit contributions for any political party, faction, or  
12 candidate, or take active part in the management of the affairs of a political  
13 party, faction, candidate, or any political campaign, except to exercise his right  
14 as a citizen to express his opinion privately, to serve as a commissioner or  
15 official watcher at the polls, and to cast his vote as he desires. The support of  
16 issues involving bonded indebtedness, tax referenda, or Constitutional or City  
17 Charter amendments shall not be prohibited.

18 1. Contributions. No person shall solicit contributions for political purposes  
19 from any classified employee or use or attempt to use his position in the  
20 City service to punish or coerce the political action of a classified  
21 employee.

22 2. Political Activity Defined. As used in this paragraph, political activity means  
23 an effort to support or oppose the election of a candidate for political office  
24 or to support a particular political party in an election.

25 H. Rules and Regulations, classification plans, and pay plans presently in effect for  
26 the employees of the City of Slidell, shall remain in effect until rules and  
27 regulations under this section have been passed by the Civil Service Board  
28 provided for in this section.

29 I. Any person holding a full-time position subject to this section on its effective  
30 date, who has served as an employee of the City for at least one year prior  
31 thereto shall continue in his position without competitive test, but shall be subject  
32 in all other respects to this section. All other employees hired prior to the  
33 effective date of this section shall continue their original probationary status until  
34 its expiration.

7 J. The provisions of this section shall prevail if conflicts are found between this  
8 section and other laws of the City of Slidell."

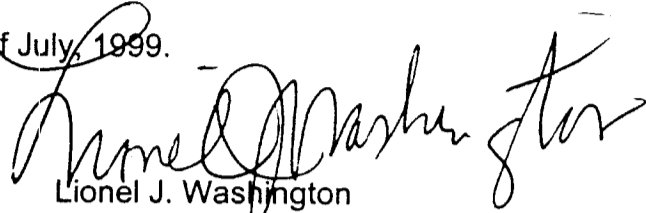
9  
10 **ADOPTED** this 13th day of July, 1999.

11  
12  
13 **DELIVERED**

14 *to the Mayor*

15  
16 **RECEIVED**

17 *from the Mayor*  
18  
19



Lionel J. Washington  
President of the Council  
Councilman, District A

20 Salvatore A. Caruso  
21 Mayor  
22



23  
24  
25 Davis Dautreuil  
26 Council Administrator/Clerk of the Council  
27