

## ORDINANCE NO. 1681- 2018

An Ordinance Amending *Appendix III and Personnel Rules and Regulations; Chapter 7. Employee Benefits*, by Renumbering the Existing Section 7-5. *Other Types of Leave Available* to Section 7-6. *Other Types of Leave Available* and Inserting Section 7-5. *Emergency or Administrative Leave Compensation*.

*WHEREAS*, the Administration and the City Council for the City of Laurel find that it is necessary to amend its current policy with regard to paid leave in the event of an emergency or unusual event in order to comply with an opinion issued by the Mississippi Attorney General on February 16, 2016

**NOW THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Laurel, Mississippi**, that Section 7-5. *Other Types of Leave Available* to employees be renumbered to Section 7-6. *Other Types of Leave Available* to employees and that Sec. 7-5. *Emergency or Administrative Leave Compensation* be added to **Appendix III Personnel Rules and Regulation** so that it reads as follows:

### **Sec. 7-5. Emergency or Administrative Leave Compensation**

In the event of a man-made, technological or natural disaster (extreme weather), the City of Laurel will adhere to the following policy:

- A. Weather-related emergencies
  1. The Mayor or appropriate appointing authority monitors inclement weather through the Emergency Management System
  2. The Mayor or appropriate appointing authority may grant Administrative or Emergency Leave with pay to City of Laurel employees in advance of potentially threatening weather conditions
- B. General rules regarding Emergency or Administrative Leave
  1. In the event the Mayor or appropriate appointing authority sends employees home or orders nonessential personnel not to report to work during unusual circumstances such as developing or unfolding man-made disasters, or impending inclement weather, employees will receive compensation for regularly scheduled work.
  2. Emergency Leave does not affect an employee's Personal, Sick, or Vacation Leave.
  3. Time-off scheduled before a disaster or unusual circumstance is not eligible for Emergency Leave Compensation.
  4. **Overtime will be utilized under the Emergency Leave Policy.**
  5. Essential Personnel who are ordered or expected to report to work will receive compensation in one of two ways: either commensurate time off or additional pay.
  6. The form of compensation and the amount of time/pay is to be monitored/tracked by the department head.
  7. Compensatory leave time will be taken at the discretion of the supervisor preferably within the same pay period or within a month's time of the incident for which non-essential workers were excused from work.
  8. This leave time may be taken prior to termination or retirement

This Ordinance was first introduced at a meeting of the Laurel City Council on May 8, 2018 and having received the affirmative vote of the majority of members present was approved.

With no request for a public reading of the foregoing Ordinance, the council again considered it as a whole

Thereafter Councilperson Thaxton, moved for approval of the second reading and adoption of said Ordinance, which motion was seconded by Councilperson Wheat.

Upon roll call vote, the result was as follows:

YEAS: Capers, Wheat, Thaxton, Carmichael, T. Comegys, Page

NAYS: None

ABSTAINING: None

ABSENT: S. Comegys

The President thereupon declared the motion carried and the second reading approved and this Ordinance adopted, this the 22<sup>nd</sup> day of MAY, A.D. 2018.

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PRESIDENT OF THE COUNCIL

ATTESTED AND SUBMITTED TO THE MAYOR BY THE CLERK OF THE COUNCIL ON

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CLERK OF THE COUNCIL

APPROVED ( ☐ ) DATE \_\_\_\_\_

VETOED ( ☐ ) DATE \_\_\_\_\_

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MAYOR

ATTEST:

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CITY CLERK

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Min. of: 05/22/18; Book No: 101; Page No: \_\_\_\_\_; Agenda Item No: 4H