

17-01754

ORDINANCE

ENACTING A POLICY THAT POSITIONS IN THE CITY OF BATON ROUGE, PARISH OF EAST BATON ROUGE APPROVED PAY PLAN THAT HAVE A PAY GRADE OF 26 OR HIGHER, THAT ARE NOT SPECIFICALLY DESIGNATED AS PART-TIME POSITIONS, BE CATEGORIZED AS FULL-TIME ONLY POSITIONS.

WHEREAS, the Department of Human Resources for the City of Baton Rouge, Parish of East Baton Rouge maintains an annual Alphabetical Listing of all classified and unclassified positions in the City-Parish system, known as the Pay Plan.

WHEREAS, the Pay Plan contains all job classifications, job codes, class title descriptions, pay grades, and the minimum and maximum salaries available for all full-time and part-time positions.

WHEREAS, the Pay Plan identifies a part-time position by including a parenthetical description in the Class Title section that designates the maximum number of hours the employee occupying that position may work in a regular workweek, while all positions listed that do not contain such description are considered full-time positions.

WHEREAS, the Metropolitan Council for the City of Baton Rouge, Parish of East Baton Rouge desires that all employees who are employed in a position that is designated as full-time by the Department of Human Resources Pay Plan with a pay grade of 26 and higher be required to maintain full-time employment.

NOW THEREFORE BE IT RESOLVED by the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge that:

Section 1. Beginning with the Pay Plan approved in the calendar year this Ordinance becomes effective, along with each successive annual Pay Plan passed by the Metropolitan Council, each position

with a pay grade of 26 or higher, and which does not contain any designation of a maximum number of hours less than forty (40) hours per workweek in the Pay Plan shall be considered a "full-time only" position and must be occupied by a full-time employee. The pay grade is determined by referencing the second and third numbers of the position's official pay grade number in the Pay Plan. For the purpose of this Ordinance, full-time shall be considered a minimum of forty (40) hours per work week.

Section 2. All employees occupying a position in the Pay Plan that is considered "full-time only" under Section 1 above shall work a regular schedule of no less than forty (40) hours per work week.

Section 3. This Ordinance will go into effect on April 1, 2019 (herein referred to as the effective date). Any individuals who are currently in a position designated as a "full-time only" as defined in Section 1, but that are currently working in a part-time capacity, must return to full-time employment as of the effective date.

Section 4. Resolution 44358, adopted September 14, 2005, allows for post-Deferred Retirement Option Program employment for retired, but later rehired, employees. This Resolution allows for both part-time and full-time employment. As of the effective date of this Ordinance, any employee occupying a position this Ordinance designates as "full-time only" must return to full-time employment and comply with full-time employment terms and conditions as provided in Resolution 44358.

Section 5. Any employee who has been appointed by a Resolution that allows the employee to work in part-time status in a "full-time only" position is hereby revoked by this Ordinance as

of the effective date. If the appointment power comes from the authority of the Metropolitan Council and does not state the appointment is part-time, that employee must return to full-time employment or be removed from service under section 2.13 of the Plan of Government. If the appointment power comes from the authority of the Metropolitan Council and specifically designates the appointment as part-time, the employee must then be reappointed to the position full-time by the effective date, or be removed from service under section 2.13 of the Plan of Government.

Section 6. If the appointment power comes from the authority of the Office of the Mayor-President and such employee is appointed on a part-time basis but occupies a position designated as "full-time only" in accordance with Section 1 above, that employee must return to full-time employment as of the effective date or be removed from service under section 4.03 of the Plan of Government.

Section 7. This policy shall not apply to Municipal Fire and Police Civil Service Employees.

Section 8. All ordinances and/or resolutions or parts of ordinances and/or resolutions in conflict with the provisions of this resolution are hereby repealed.