

# JEFFERSON PARISH

Department of  
Human Resource Management



## EXECUTIVE PAY PLAN

*For Unclassified Employees*

*Ordinance No. 13709, as amended*

*November 2023*

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## EXECUTIVE PAY PLAN LISTING

POSITION TITLE	CLASS CODE	FLSA	PAY GRADE	MINIMUM SALARY	MAXIMUM SALARY
Admin Aide to Council at Large-Division A	407	E	18	70,046	108,664
Admin Aide to Council at Large-Division B	408	E	18	70,046	108,664
Admin Aide to Council District #1	401	E	18	70,046	108,664
Admin Aide to Council District #2	402	E	18	70,046	108,664
Admin Aide to Council District #3	403	E	18	70,046	108,664
Admin Aide to Council District #4	404	E	18	70,046	108,664
Admin Aide to Council District #5	405	E	18	70,046	108,664
Administrative Hearing Officer	701	E	15	60,783	94,295
Administrative Law Clerk	613	NE	6	32,995	51,186
Alario Center General Manager	209	E	15	60,783	94,295
Assistant Parish Attorney I	329	E	12	51,520	79,925
Assistant Parish Attorney II	710	E	14	57,696	89,505
Blight Eradication and Community Liaison	411	E	10	45,345	70,345
Chief Administrative Assistant	102	E	23	85,484	132,614
Chief of Staff of Parish Council	301	E	19	73,134	113,454
Chief of Staff, Councilmember	227	E	19	73,134	113,454
Chief of Staff, Councilmember-At-Large	225	E	21	79,309	123,034
Chief Operating Officer	100	E	32	113,272	175,722
Director of Ethics and Compliance	705	E	20	76,221	118,244
Coordinator of Senior Citizen Services	116	E	12	51,520	79,925
Coordinator of American Job Center	118	E	10	45,345	70,345
Coordinator of Workforce Development	114	E	15	60,783	94,295
Cross-Cultural Community Outreach Coordinator	119	E	10	45,345	70,345
Deputy Chief Operating Officer	106	E	25	91,659	142,194
Deputy Parish Attorney	124	E	21	79,309	123,034
Director of Adult Supervision	702	E	17	66,958	103,874
Director of Accounting	211	E	17	66,958	103,874
Director of Budget	212	E	17	66,958	103,874
Director of Building Permits	214	E	20	76,221	118,244
Director of Capital Projects	126	E	21	79,309	123,034

Director of Central Garage	215	E	14	57,696	89,505
Director of Citizens' Affairs	115	E	15	60,783	94,295
Director of Code Compliance & Enforcement	412	E	20	76,221	118,244
Director of Community Development	306	E	16	63,871	99,085
Director of Community Justice Agency	704	E	20	76,221	118,244
Director of Drainage	206	E	21	79,309	123,034
Director of Ecosystem and Coastal Management	110	E	19	73,134	113,454
Director of Electronic Information Systems	127	E	19	73,134	113,454
Director of Emergency Management	220	E	16	63,871	99,085
Director of Engineering	122	E	21	79,309	123,034
Director of Environmental Affairs	309	E	21	79,309	123,034
Director of Ethics and Compliance	705	E	20	76,221	118,244
Director of Finance	120	E	28	100,921	156,562
Director of Fire	308	E	17	66,958	103,874
Director of Floodplain Management & Hazard Mitigation	707	E	15	60,783	94,295
Director of General Services	302	E	16	63,871	99,085
Director of Human Resource Management	210	E	22	82,396	127,824
Director of Internal Audit	218	E	20	76,221	118,244
Director of Jefferson Community Action Programs	317	E	17	66,958	103,874
Director of Jefferson Protection & Animal Welfare Services	314	E	16	63,871	99,085
Director of Juvenile Services	217	E	17	66,958	103,874
Director of Lafreniere Park	129	E	13	54,608	84,715
Director of Legal Analysis	223	E	19	73,134	113,454
Director of Library	307	E	20	76,221	118,244
Director of Parks & Recreation	213	E	16	63,871	99,085
Director of Parkways	310	E	15	60,783	94,295
Director of Planning	121	E	20	76,221	118,244
Director of Public Safety Grants and Administration	708	E	17	66,958	103,874
Director of Public Works	101	E	30	107,096	166,142
Director of Purchasing	657	E	17	66,958	103,874

Director of Research and Budget	125	E	19	73,134	113,454
Director of Risk Management	221	E	17	66,958	103,874
Director of Security	328	E	13	54,608	84,715
Director of Sewerage	205	E	20	76,221	118,244
Director of Streets	204	E	19	73,134	113,454
Director of Telecommunications	323	E	15	60,783	94,295
Director of Transit Administration	216	E	13	54,608	84,715
Director of Water	207	E	20	76,221	118,244
Executive Assistant to Parish Attorney	709	E	10	45,345	70,345
Executive Assistant to Parish President	105	E	17	66,958	103,874
Film Coordinator	117	E	10	45,345	70,345
Law Clerk	322	NE	8	39,170	60,765
Legal Secretary I	413	NE	5	29,908	46,397
Legal Secretary II	414	NE	6	32,995	51,186
Legal Secretary III	415	NE	7	36,082	55,975
Paralegal I	320	NE	6	32,995	51,186
Paralegal II	321	NE	7	36,082	55,975
Paralegal III	616	E	9	42,258	65,555
Parish Attorney	123	E	29	104,009	161,352
Parish Clerk	201	E	19	73,134	113,454
Public Information Officer	311	E	16	63,871	99,085
Senior Assistant Parish Attorney	324	E	16	63,871	99,085
Senior Assistant Parish Attorney II	112	E	18	70,046	108,664
Technical Advisor to the Department of Public Works	108	E	24	\$88,572	\$137,404

## EXECUTIVE PAY PLAN – PAY GRADES & SALARY RANGES

Pay Grade	Minimum Salary	Maximum Salary	Absolute Maximum
5	29,908	46,397	59,216
6	32,995	51,186	65,327
7	36,082	55,975	71,440
8	39,170	60,765	77,554
9	42,258	65,555	83,667
10	45,345	70,345	89,780
11	48,433	75,135	95,894
12	51,520	79,925	102,007
13	54,608	84,715	108,120
14	57,696	89,505	114,233
15	60,783	94,295	120,347
16	63,871	99,085	126,460
17	66,958	103,874	132,573
18	70,046	108,664	138,686
19	73,134	113,454	144,800
20	76,221	118,244	150,913
21	79,309	123,034	157,026
22	82,396	127,824	163,139
23	85,484	132,614	169,253
24	88,572	137,404	175,366
25	91,659	142,194	181,479
26	94,747	146,984	187,592
27	97,835	151,773	192,705
28	100,921	156,562	199,817
29	104,009	161,352	205,930
30	107,096	166,142	212,044
31	110,184	170,932	218,157
32	113,272	175,722	224,270

## PROVISIONS

***This document shall not be construed as an employment contract or to negate the “at-will” nature of employment for all employees assigned to the Executive Pay Plan. It is intended to serve as a set of guidelines and for informational purposes only.***

### **Appointment:**

Unclassified employees covered by this plan are those appointed by the Parish President, a Parish Council member, or the full Parish Council. These employees serve at the pleasure of the Appointing Authority and are “at-will” employees. Unclassified employees do not have permanent status or any property right in their jobs.

### **Voluntary Resignations:**

Any unclassified at-will employee covered by this plan may resign his or her position at any time, for any reason, with or without notice; however, the Parish would appreciate, whenever practical, that the employee give ten (10) working days notice of resignation to his/her Appointing Authority.

## DEFINITIONS

1. **“Accumulated Annual Leave”:** Annual Leave earned but unused.
2. **“Appointing Authority”:** means any agency, board, commission, officer, official or other individual duly empowered to make appointments to positions and to take disciplinary action, including but not limited to termination, in Jefferson Parish Government.
3. **“Appointment”:** The designation of a person by a duly empowered Appointing Authority to become an at-will employee in a position, and the person’s induction into the position.
4. **“Cumulative service”:** Total employment time with Jefferson Parish in the Pay Plan for the Classified Service, The Executive Pay Plan, The Judicial Compensation and Classification Pay Plan or The Pay Plan for East Bank Consolidated Fire Department including all continuous services and one prior service period under the conditions as outlined in Section XVIII, 18.6.
5. **“Donated Leave”:** leave (sick and/or annual) received by leave recipient through the guidelines established in Section XII.
6. **“Employee”:** A person legally occupying a position.
7. **“Immediate Family”:** the term immediate family shall include the parents, grandparents, brothers, sisters, spouse, children, step parent/children, and if living under the same roof with the employee, other blood relatives or relatives by marriage.

8. **“Introductory Period”**: The period during which an employee is considered to be in an on-the-job test situation immediately following appointment.
9. **“Leave Donor”**: a regular employee of the unclassified service approved by the Appointing Authority to donate leave (annual and/or sick) to eligible leave recipients.
10. **“Leave Recipient”**: a regular employee of the unclassified service with a medical emergency, either his own or of an immediate family member, approved by the Appointing Authority as eligible to receive donated leave from a leave donor.
11. **“Leave Year”**: A continuous period of twelve (12) calendar months beginning on January 1 of any year.
12. **“Longevity Pay”**: Pay above the normal maximum rate provided for the Pay Plan as a reward for cumulative service to Jefferson Parish Pay Plan for the Classified Service, The Executive Pay Plan, The Judicial Compensation and Classification Pay Plan or The Pay Plan for the East Bank Consolidated Fire Department as outlined in Section XVIII, 18.7.
13. **“Medical Emergency”**: a medical condition of a regular employee of the unclassified service or an immediate family member of such regular employee that is likely to require the prolonged absence of such employee from duty and to result in a substantial loss of income to such regular employee because of the unavailability of paid leave.
14. **“Pay”**: Salary, wages, and all other forms of valuable consideration, or the amount of any one or more of these, earned by or paid to an employee by reason of service rendered, excluding allowances for expenses authorized and incurred as incidents to employment.
15. **“Performance Evaluation”**: The evaluation of an employee’s job performance, made by the employee’s immediate supervisor and/or Appointing Authority. Such a performance evaluation shall not serve as a guarantee for continued employment for any definite term.
16. **“Regular Employee”**: an employee who has been appointed to a position in the unclassified service in accordance with Law, any requirements of the Code of Ordinances and the Executive Pay Plan rules.
17. **“Resignation in lieu of termination”**: When there is a pending investigation or completed investigation which recommends termination, or removal during working test period.
18. **“Sick Leave”**: An employee’s absence from duty because of any one of the following reasons: (1) the employee’s personal illness or injury; (2) quarantining of the employee by health authorities; (3) death in the employee’s “immediate family”; (4) to care for an immediate family member that has an illness or injury. For purposes of



these rules, “immediate family” includes parents, step parents, grandparents, brothers, sisters, children, step children, spouse, and if living under the same roof with the employee, other blood relatives or relatives by marriage.

## **I. INSURANCE BENEFITS**

Information on participation in Parish provided insurance benefits is available in the Jefferson Parish Employee Benefits Book prepared by the Department of Human Resource Management and may be found on the intranet at <http://jpnet/home> or you may contact the Benefits Administrator to request a copy.

## **II. ANNUAL LEAVE**

2.1 An unclassified employee hired on or after April 1, 2009, for their initial twelve (12) month period, shall be advanced 13 days of annual leave upon employment. After the initial twelve (12) month period, employees will earn annual leave in accordance with 2.3 below.

2.2 Except as provided elsewhere in this rule, each eligible employee shall earn and accumulate Annual Leave with pay as follows:

1. an employee designated to work 70 hours per pay period with fewer than five (5) years of cumulative service shall accumulate at the rate of 3.5 hours per bi-weekly pay period worked;

2. an employee designated to work 70 hours per pay period with more than five (5) but less than ten (10) years of cumulative service shall accumulate at the rate of 4.38 hours per bi-weekly pay period worked;

3. an employee designated to work 70 hours per pay period with ten (10) or more years of cumulative service shall accumulate at the rate of 5.25 hours per bi-weekly pay period worked;

4. earned but unused Annual Leave credits shall be accumulated for each employee and shall be carried forward from one calendar year to the next, but the maximum amount of accumulated leave which may thus be carried forward shall be:

(1) Ninety (90) days for those employees on the payroll prior to April 26, 1986, for so long as they remain continuously employed by the parish; or

(2) Forty (40) days for those employees hired on or after April 26, 1986.

2.3 Each employee shall be entitled each year to use at least the amount of leave accumulated during that year and may, with the approval of his immediate supervisor,

use any amount not in excess of the total accumulated and unused. Such leave may be used only at the time or times approved by the immediate supervisor, based upon the work load and the demand for the employee's services.

### **Leave Reimbursement**

- 2.4 Any employee who has a current balance of ninety (90) or more days of Annual Leave may be reimbursed for any number not in excess of thirty (30) days. Any employee who has a current balance of forty (40) or more days of Annual Leave may be reimbursed for any number up to, but not in excess of, thirteen (13) days. Payment of the reimbursement shall be made, if funds are available, on the same basis as payment for accumulated Annual Leave upon termination of employment. When reimbursement is made, the number of days recompensed shall be deducted from the employee's leave balance. Under no condition shall the reimbursement be considered as salary or wages for work performed, for purposes of retirement benefit computation, or for any other purpose; the reimbursement being merely an advance payment of a potential terminal leave benefit.

For budgetary purposes, request for reimbursement must be submitted to the Finance Department in writing not later than October 1 of the year preceding the year in which reimbursement is to be made. Reimbursement may be denied in any case in which such advance request is not submitted.

- 2.5 Upon an employee's death, termination of employment, or entry into active duty with the Armed Forces of the United States, such employee shall be paid for all unused Annual Leave accrued to his/her credit, except that:
- (a) an employee hired on or after April 1, 2009, will not be reimbursed for advanced annual leave during the initial twelve (12) months of employment;
  - (b) an employee hired on or after April 1, 2009, who uses the entire amount of annual leave advanced upon employment and separates from Parish service before completing the initial twelve (12) months of employment, will reimburse Jefferson Parish the amount of annual leave used versus the amount of annual leave normally accrued during that time;
  - (c) in the event of the death of an employee during this initial twelve-month period, 2.6(b) will not apply;
  - (d) an employee hired on or after April 26, 1986, may be reimbursed for up to but not more than twenty (20) days of accrued Annual Leave;
  - (e) when an employee resigns without giving at least ten (10) working days notice, the employee shall be paid only that portion of Annual Leave accumulation in excess of ten (10) days; except that the required ten (10) days notice requirement may be waived for cause stated in writing by the Appointing Authority.
  - (f) if an employee moves to a classified position without a break in service, or with a break in service not in excess of one full bi-weekly pay period, all unused Annual

Leave accrued to such employee's credit shall remain to his/her credit when s/he begins service in the new position; or

(g) when an employee is removed from the Parish service, s/he shall be paid for all accumulated leave in accordance with (a) above; provided, however, that the Appointing Authority may withhold payment in any amount necessary to offset the cost to the Parish for damages which may have been caused by the employee or for the failure of the employee to return in good condition any Parish equipment or materials which may have been issued to him/her.

- 2.7 Payment for each day of unused accumulated Annual Leave shall be determined by reference to the Pay Plan.
- 2.8 When an employee has used all accumulated Sick Leave, but has Annual Leave accumulations available for use, upon request by the employee, s/he shall be permitted to use Annual Leave in lieu of Sick Leave (for sick leave purposes).
- 2.9 No annual leave shall accrue to an employee for any bi-weekly pay period during which the employee is on Leave Without Pay, Absent Without Leave, or Voluntary Leave for more than one (1) working day.

### **III. SICK LEAVE**

- 3.1 An unclassified employee hired on or after April 1, 2009, for their initial twelve (12) month period, shall be advanced 13 days of sick leave upon employment. twelve (12) month period, shall be advanced 13 days of annual leave upon employment. After the initial twelve (12) month period, employees will earn sick leave in accordance with 3.2 below.
- 3.2 Each employee designated to work 70 hours per pay period shall earn and accumulate Sick Leave with pay at the rate of 3.5 per bi-weekly pay period worked. Leave accumulations shall be in hours or decimal parts thereof commensurate with the regular base hours of work.
- 3.3 No Sick Leave shall accrue to an employee for any bi-weekly pay period during which the employee is on Leave without Pay, Absent without Leave, or Voluntary Leave for more than one (1) working day.
- 3.4 The Appointing Authority may, at his/her discretion, advance an employee Sick Leave with pay, providing that such advanced leave must be charged against the first available Sick and/or Annual Leave accumulations credited to the employee. In such a case, the Appointing Authority will furnish the employee notice of the action, and a copy of this notice will be sent to the Finance Department.

- 3.5 There shall be no limitation on the amount of Sick Leave which may be accumulated and carried forward from one year to the next.
- 3.6 In support of usage of Sick Leave with pay, an employee shall furnish his supervisor notice of the need for and cause of his absence from work, and where appropriate, a prognosis.
- 3.7 In computing and recording charges against an employee's accumulated Sick Leave, deduction shall be made only for such time that the employee is absent when scheduled to work.
- 3.8 All unused Sick Leave remains to an employee's credit:
- (a) If an employee moves to a classified position without a break in service or with a break in service not in excess of one full bi-weekly pay period;
  - (b) during any period when s/he is carried on authorized Military Leave Without Pay; or
  - (c) when s/he is transferred from one Parish department or agency to another.
- Records of the central payroll office shall be used in determining the amount of leave involved.
- 3.9 Upon separation from the Parish service after having attained seven (7) years of creditable service to qualify for a current or deferred retirement benefit under the Parochial Employee's Retirement system and/or the Employees' Retirement System of Jefferson Parish, an employee shall be paid for unused Sick Leave credits, as follows:
- (1) one-half (1/2) of all unused leave remaining at the time of separation, for those employees on the payroll prior to April 26, 1986, and who remain continuously employed by the Parish until the time of separation, or
  - (2) all unused Sick Leave up to but not more than forty (40) days, for those employees hired on or after April 26, 1986.
- All unused or unreimbursed Sick Leave credits shall be certified to the retirement system for credit as provided by applicable law. To this end, an employee may waive the entitled payments for Sick Leave credits.
- The Sick Leave credits to be reimbursed or certified as herein above provided shall be limited only to that Sick Leave which is earned under provisions of this rule. No such payment or certification shall be made for any other Sick Leave advanced or bestowed under any other authority.
- 3.10 When an employee suffers a job-related injury which results in the employee's inability to perform the normal duties of his position, with or without accommodation, and which

entitles him to compensation under the state Workers' Compensation laws, the normal leave provisions provided elsewhere in these Rules shall apply.

Payment shall be made to the employee for all leave charges against the employee's accumulated Sick Leave in addition to any Workers' Compensation payments received by the employee.

#### **IV. CIVIL LEAVE**

- 4.1 An employee shall be given time off without loss of pay when performing jury duty; when subpoenaed to appear before a court, public body, commission, or board in capacity other than as a party to a cause or action; when performing emergency civilian duty in connection with national defense; when ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States; for the purpose of voting or serving as an election official in either a primary, general, or special election in Jefferson Parish. An employee taking an examination for a license or certificate from a city or state agency may be granted Civil Leave if the Appointing Authority certifies that the service will benefit by the employee's acquisition of the certificate or license.
- 4.2 When an employee is authorized or assigned to attend a convention, a conference, or a training program directly related to his/her own position or to the functions and operations of his/her department, s/he shall be considered to be on duty and no leave shall be reported for or charged against the employee.
- 4.3 When an employee is subpoenaed to appear before the Personnel Board or its duly appointed hearing officer in a capacity other than as a party to a cause or action, time spent at the hearing site or other designated work site, while testifying or waiting to testify, shall be considered as hours worked for purposes of computing pay due the employee.

#### **V. LEAVE OF ABSENCE WITHOUT PAY**

- 5.1 The Appointing Authority may grant an employee Leave Without Pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve (12) consecutive months, whenever such leave is considered to be in the best interest of the service provided that Leave Without Pay for a longer period will be considered on a case-by-case basis.

#### **VI. MILITARY LEAVE WITH PAY**

- 6.1 Any employee who is a member of a reserve component of the Armed Forces of the United States or the State of Louisiana shall be granted Military Leave of absence from

his/her position for a period not to exceed fifteen (15) working days in any calendar year, without loss of pay, Annual or Sick Leave, or other benefits, when ordered to active duty for field training or other related or similar purposes.

The Appointing Authority may grant an employee Annual Leave, Leave Without Pay, or both, in accordance with other provisions of these Rules for periods of training in excess of fifteen (15) working days.

- 6.2 Any employee who is inducted or ordered to active duty to fulfill his/her reserve obligation, or who is ordered to active duty for an indefinite period on connection with reserve activities, and who has not been granted full leave with pay benefits, shall be granted Military Leave With Pay up to an amount which, when added to any leave previously granted within the current calendar year, equals not more than fifteen (15) working days.

The provisions of this sub-section apply only to leave eligibility during the initial calendar year of a length or indefinite tour of duty that spans a period which extends into two or more calendar years.

In no case shall the combined total of leave granted exceed fifteen (15) working days in a calendar year.

Additional leave, if necessary, shall be granted under this Rule.

- 6.3 In support of a request for Military Leave With Pay, an employee shall submit, as soon as possible, a copy of the written orders issued to the employee.

## **VII. MILITARY LEAVE WITHOUT PAY**

- 7.1 Any employee who enters upon active military or naval duty with the Armed Forces of the United States or the State of Louisiana shall be placed on Military Leave Without Pay. Such leave shall extend through a date ninety (90) days after s/he is relieved from military service or from hospitalization continuing after discharge for a period of not more than one (1) year.

The employee shall be restored to the position which he vacated, provided: (1) s/he makes written application to the Appointing Authority within ninety (90) days from the date of his honorable discharge or discharge under honorable conditions, or from hospitalization continuing after discharge for a period of not more than one (1) year; and (2) s/he is physically and mentally capable of performing the work of his/her position to the satisfaction of the Appointing Authority.

An employee who was placed on Military Leave while serving an introductory period, upon returning to his position, shall be required to serve the remaining portion of the introductory period.

- 7.2 If a position vacated by an employee entering the armed service no longer exists when s/he qualifies to return to work, s/he shall be entitled to re-employment, provided such reemployment does not necessitate laying off an employee appointed at an earlier date than the employee returning from Military Leave.
- 7.3 If a position vacated by an employee entering the armed services no longer exists when s/he qualifies to return to work, and if no other position to which s/he might be entitled through re-employment privileges exists, his/her name shall be placed upon an appropriate re-employment list by the Appointing Authority, who shall take all steps to effect reemployment at the earliest possible date. Names of persons placed on re-employment lists shall be given preference.

## **VIII. PARENTAL LEAVE**

- 8.1 Regular employees who have been employed with Jefferson Parish for a period of at least one (1) year shall be eligible for Parental Leave. The regular employee is required to present a statement from a physician, adoption agency, or another verification requested by the Appointing Authority that is reasonable and necessary to confirm eligibility. Parental leave shall be recorded as paid leave in addition to the employee's accumulated sick, annual, and compensatory leave for the following duration:
- (a) Childbirth leave may be for up to four (4) consecutive weeks of Parental Leave taken for childbirth beginning the day following the birth of a child/children for the purposes of recovering from pregnancy and childbirth. An employee may return to work any time following the childbirth provided that she has the permission of her attending physician. A statement from the physician certifying that the employee is able to resume her duties is required. In addition to the Parental Leave provided herein, an employee who has given birth to a child/children shall be eligible for additional Parental Leave as provided in section (B) of this rule.
- (b) Child bonding leave for all but the birth mother may be for up to two (2) consecutive weeks of Parental Leave beginning the day following the birth of a child/children, the child/children's first release from a medical facility, or immediately following the placement of the child/children by the employee for adoption. Child bonding leave for the birth mother begins at the conclusion of Childbirth leave. In order to qualify, an employee must meet one of the following criteria:
1. Have given birth to the child/children;
  2. Be the spouse of a person who has given birth to a child/children;
  3. Be the biological father of the newborn child/children, or;
  4. Be the adoptive parent of a child under five (5) years of age.
- 8.2 Employees shall be required to use appropriate accumulated paid leave for any other leave utilized for the birth or adoption of a child. An Appointing Authority may grant Leave without Pay in the event that all paid leave has been exhausted. Employees who

are eligible for leave under this section are eligible for participation in the Voluntary Leave Transfer Program subject to the provisions as provided in Rule XII.

- 8.3 Parental Leave may not be used by an employee more than once in any twelve (12) month period. The twelve (12) month period shall be computed using a rolling twelve (12) month period measured backwards from the first date leave is used. If multiple children are born/adopted, the event shall be considered a single qualifying event.
- 8.4 Childbirth leave and Child bonding leave shall be for a continuous period of four (4) week and two (2) week period, respectively. The leave shall not be used on an intermittent basis. No other forms of leave (including but not limited to: Annual Leave, Sick Leave, Civil Leave, Non-Declared Emergency Leave, Declared Emergency Leave, Leave without Pay, Special Leave of Absence with Pay, Military Leave with Pay, Military Leave without Pay, Holidays, Funeral Leave, and Donated Leave) shall extend and/or interrupt the continuousness of the applicable Parental Leave.
- 8.5 The provisions of the Family and Medical Leave Act (FMLA) apply to Parental Leave. An employee on approved Parental Leave shall be reinstated to his or her former position, or a comparable position in supervisory and duty responsibilities at the same pay, upon return to work within the twelve (12) weeks provided by FMLA. Any and all Parental Leave shall run concurrently with leave under the FMLA.

## **IX. HOLIDAYS**

- 9.1 The following days shall be observed as holidays, except as otherwise provided, specifically, elsewhere in these Rules.

January 1 (New Year's Day)  
Third Monday in January – Martin Luther King Day  
Mardi Gras  
Good Friday  
Last Monday in May- Memorial Day  
July 4 (Independence Day)  
First Monday in September (Labor Day)  
November 11 (Veteran's Day)  
Fourth Thursday in November (Thanksgiving Day)  
Fourth Friday in November (Day after Thanksgiving Day)  
December 25 (Christmas)

Should any of the above listed holidays fall on a day that is not a scheduled working day, the next following or immediately preceding working day, whichever is closer, shall be observed as a holiday.



- 9.2 In addition, any other holiday which may be declared by the Parish Council or the Parish President shall be observed by such employees and under such conditions as might be specified in the declaration of such holiday.

## **X. FUNERAL LEAVE**

- 10.1 When there is a death in the immediate family (as defined in these Rules) of an employee, the immediate supervisor shall grant two (2) days of Funeral Leave which shall not be charged to the employee's Annual or Sick Leave. The employee may be granted Sick Leave as necessary for out-of-local-area travel.
- 10.2 When there is a death in the immediate family (as defined in these Rules) of the spouse of the employee, the immediate supervisor shall grant one (1) day of Funeral Leave which shall not be charged to the employee's Sick or Annual Leave. Additional leave of absence, chargeable to Sick Leave, may be granted to permit out-of-local-area travel.
- 10.3 In support of requests for Funeral Leave and Sick Leave, the employee shall furnish notice of the need for absence, including the relationship of the deceased and such other information as may reasonably be required to justify the leave requested.

## **XI. FAMILY AND MEDICAL LEAVE AND MILITARY FAMILY LEAVE**

- 11.1 The Family and Medical Leave Act ( FMLA) entitles employees to take up to twelve (12) weeks of unpaid leave within a 12-month period for family and medical reasons. To be eligible for FMLA leave, an employee must have worked for Jefferson Parish for at least 12 months and must have worked for Jefferson Parish for at least 1,250 hours during the immediately preceding 12-month period.
- 11.2 Employees shall be entitled to and shall be granted Sick Leave, Annual Leave, and/or Leave Without Pay for Family and Medical Leave purposes in order to comply with the Family and Medical Leave Act of 1993, as amended.
- 11.3 Military Family Leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees to take up to twelve (12) work weeks of unpaid FMLA leave during any 12 month period for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, parent with the Armed Forces, or to care for a service- member with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent, or next of kin.
- 11.4 Military Caregiver Leave shall be granted to eligible employees up to a total of 26 unpaid workweeks during a single 12- month period to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

## **XII. VOLUNTARY LEAVE TRANSFER PROGRAM**

- 12.1 The Voluntary Leave Transfer Program is to be administered by the Department of Human Resource Management for all unclassified employees. Under the Voluntary Leave Transfer Program, a regular employee may donate leave directly to another regular employee, classified or unclassified who has a personal medical emergency (as defined in the Definitions section) or medical emergency of an immediate family member and who has exhausted his or her paid leave, subject to the following conditions as outlined in this Section.
- 12.2 The donation of leave shall be strictly voluntary, without coercion, implied or otherwise. An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to contributing, receiving, or using leave under this section. Such actions may be grounds for disciplinary action.
- 12.3. A regular employee may be approved as a leave recipient and receive/use donated leave under the following conditions:
- (a) The potential leave recipient has been employed with the Parish for a period of at least one (1) year at the time of application.
  - (b) The potential leave recipient is not currently on Worker's Compensation.
  - (c) The potential leave recipient must be entitled to accrue leave.
  - (d) The potential leave recipient (or representative acting on behalf of the potential leave recipient, if appropriate) must complete and submit all application forms prescribed by the Department of Human Resource Management for the purpose of consideration as a potential leave recipient. Such forms include, but are not limited to, a medical certification from a licensed physician. The Appointing Authority may, at Parish expense, require the potential leave recipient to obtain a second medical certification from a licensed physician. If there is a conflict between the first and second medical certification, the Appointing Authority may, at Parish expense, require the potential leave recipient to obtain a third medical certification from a licensed physician jointly approved by the Parish and the potential leave recipient. The third opinion shall be binding on both the Parish and the employee. All forms must be submitted to the potential leave recipient's Appointing Authority.
  - (e) The Appointing Authority shall approve or disapprove an application of a potential leave recipient and notify the potential leave recipient (or representative acting on behalf of the potential leave recipient, if appropriate) of the decision, in writing, within ten (10) working days of receipt of the required completed forms.
  - (f) Leave recipient must have exhausted all appropriate paid leave (Sick, Annual, and/or Compensatory leave) prior to the receipt of donated leave.
  - (g) Leave recipient is not eligible to accrue leave time while using donated leave except for any bi-weekly pay period in which the leave recipient uses hours equal to or less than one (1) working day.
  - (h) Leave recipient shall be paid at his designated hourly rate of pay.
  - (i) Leave recipient shall be limited to receiving donated leave in an amount not to exceed a total of twelve (12) workweeks within a period of twelve

(12) months. Upon receipt of the maximum allowed donation, the leave recipient shall be removed from the list of eligible leave recipients, but will be allowed to continue to utilize the donated leave for the remainder of his medical emergency and is able to reapply after the twelve (12) month period elapses.

- (j) Leave recipient may use donated leave only for purposes related to the medical emergency for which the leave recipient is approved. If the leave recipient is found to have used donated leave for purposes unrelated to the medical emergency, such leave shall be changed to absent without leave and the employee will be subjected to disciplinary action.
- (k) The eligibility for receipt and use of donated leave shall be considered terminated on the date of which:
  - 1. the leave recipient notifies his Appointing Authority, in writing, that the medical emergency no longer exist; 3
  - 2. the Appointing Authority of the leave recipient determines, after written notification and opportunity for the leave recipient (or his representative acting on his behalf, if appropriate) to respond orally or in writing, that the medical emergency no longer exists; or
  - 3. termination of the leave recipient's employment with the Parish.
- (l) Any unused donated leave remaining to a leave recipient's credit on termination of the medical emergency must be restored to the leave accounts of the leave donors and shall be prorated between the leave donors except under the following conditions:
  - 1. donated leave shall not be restored or paid to leave donors no longer employed by the Parish;
  - 2. donated leave shall not be restored if such restored leave would be less than one (1) hour; or
  - 3. restoration of donated leave is not administratively feasible, as determined by the Department of Human Resource Management Director.

12.4 A regular employee may be approved as a leave donor and donate leave under the following conditions:

- (a) Potential leave donor must complete and submit all forms prescribed by the Department of Human Resource Management for the purpose of donating leave. A designated employee of the Department of Human Resource Management shall review and confirm the eligibility of the potential leave donor.
- (b) Leave donor cannot have a leave balance of less than thirty (30) days of sick leave after donation of leave if donating sick leave and less than ten (10) days of annual leave after donation if donating annual leave. All donors must maintain a collective leave balance of at least forty (40) days of leave after donation.
- (c) Leave donor may donate up to ten (10) days of sick leave and ten (10) days of annual leave in a leave year. Leave donors may donate additional leave under the following conditions;

1. Leave donors who have a current balance of forty (40) or more days of annual leave may donate up to the amount of annual leave they accrue in the leave year.

2. Leave donors that are retiring or resigning from Parish employment may donate up to the balance of his/her leave.

3. Leave donors who have an immediate family member (as defined in the Definitions section) who is an eligible leave recipient may donate up to a total of thirty (30) days of leave as long as the conditions in Section 12.4 (b) are met.

(d) The minimum amount of leave that can be donated is one (1) day.

(e) Donation is irrevocable once made. The leave donor shall relinquish all future claims to donated leave, regardless of the medical condition of either the leave donor or leave recipient.

(f) Leave donor cannot donate leave to his direct or indirect supervisor.

12.5 Leave donated by the leave donor shall be distributed to the leave recipient based on the monetary value of the leave. The conversion method (rounded to the nearest two (2) decimal places) takes the value of leave determined at the current hourly wage of the leave donor multiplied by hours donated then divided by the current hourly wage of the leave recipient.

Ex.: Donor leave value: 1 hour = \$10; donates 10 hours of leave  
Recipient leave value: 1 hour = \$15

$$\frac{10 \times 10}{15} = \frac{100}{15} = 6.67 \text{ hours}$$

12.6 Nothing in Section 23-112 of the Jefferson Parish Code of Ordinance shall apply with solicitation, donation, or acceptance of leave under this Section.

### **XIII. THE DOMENIC A. ALBANO TENURE AWARD PROGRAM**

In addition to the pay rates heretofore provided in this Plan, each employee who received a "Satisfactory" rating on his or her annual performance evaluation and having two (2) or more years of continuous service shall be paid \$25.00 for each full calendar year of such service. For purposes of this compensation, years of continuous service shall be computed as of December 31 of the year in which payment is to be made. This payment shall be termed a Tenure Award, shall be intended to encourage and recognize service, and shall be payable to employees in a lump sum, annually, on December 1. No payment shall be made for any service of less than one full year; except that, if an employee dies or retires within the last calendar quarter of his final year of service, s/he (or his/her heirs) shall be eligible for the Tenure Award that he otherwise would have received.

13.1 The Tenure Award information supplied by the Payroll Office must be checked by each department and/or district. The Appointing Authority must certify the accuracy of the dates of employment and the amounts to be paid. Certifications must be returned to the Payroll Office not later than November 15.

- 13.2 A Satisfactory annual performance evaluation rating for the previous year shall be the basis for qualification for the current year's Tenure Award.
- 13.3 Any employee who is separated from Parish service before December 1 is not eligible for Tenure Award. In an employee retires within the last quarter of a year (either under the Parish Retirement Systems and/or Social Security provisions), s/he shall be entitled to receive Tenure Award just as if he had completed the full year. If an employee dies within the last quarter of a year, Tenure Award shall be made to his/her heirs in the amount that would have been paid to the employee had s/he completed the year. If an employee is laid off and re-employed in accord with these rules within thirty (30) calendar days, s/he shall be construed to have uninterrupted service. If reemployment occurs more than thirty (30) days following layoff, the employee shall be given credit for service rendered prior and subsequent to layoff, but not for the interval of absence of duty.
- 13.4 Tenure Awards are payable on December 1; checks will be available for distribution to employees on that date, or the nearest working day prior thereto.
- 13.5 Persons employed on or after January 6 are not eligible for a Tenure Award for the first year of their employment.
- 13.6 Any employee who is on Leave Without Pay for an aggregate period of thirty (30) or more working days in any calendar year shall have deducted from his/her Tenure Award check for that year the amount of one full year's award (\$25.00); except that, this period shall be extended up to ninety (90) working days in cases resulting from on-the-job injuries. Any employee who is carried on Leave without Pay for an aggregate of sixty (60) working days or more in any one calendar year shall permanently forfeit Tenure Award (\$25.00) eligibility for that year only.
- 13.7 In the case of an employee who has continuous service interrupted by Military Leave of Absence Without Pay in excess of thirty (30) calendar days, the employee shall receive a Tenure Award for continuous years of service prior and subsequent to, but not for, the calendar year or years in which the military service fell.
- 13.8 For purposes of computing Tenure Award credits, Absence Without Leave shall be considered to be the same as Leave Without Pay, and shall be combined with Leave Without Pay.

#### **XIV. RETIREMENT SYSTEMS MEMBERSHIP ELIGIBILITY**

Eligibility requirements for retirement are as established by applicable state laws governing the **Louisiana Parochial Employees' Retirement System**. Additional information on Retirement Eligibility may be found in the Jefferson Parish Employee Benefits Book or in the Parochial Employees' Retirement System Summary of Benefits.

## **XV. DEFERRED COMPENSATION PROGRAM**

- 15.1 The Deferred Compensation supplemental retirement plan benefit can be purchased with pre-tax dollars. Participation in the program is voluntary, and Jefferson Parish does not pay for any portion of this plan.

## **XVI. INTRODUCTORY PERIOD**

- 16.1 Even though serving at-will, every person appointed to an unclassified position shall serve an Introductory Period while occupying the position.
- 16.2 Unless otherwise stated, the Introductory Period shall be six (6) months.
- 16.3 Although the Parish hopes that the employment experience is enjoyable, an unclassified employee is employed at-will, which means an unclassified employee is free to resign at any time for any reason, just as the Parish is free to end an unclassified employee's employment at any time, and for any reason, with or without prior notice.

## **XVII. PERFORMANCE EVALUATIONS**

- 17.1 Each employee serving in an Introductory Period shall be evaluated at least once during the Introductory Period.
- 17.2 Each employee shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility.
- 17.3 The performance evaluation of each employee shall be made by the appropriate supervisor and/or the Appointing Authority, and shall be reviewed by the Appointing Authority or his/her designated agent. Both the evaluator and reviewer shall sign the rating form.
- 17.4 Discussion of an evaluation with the employee is mandatory.

## **XVIII. PAY**

### **Applicability**

For the purposes of administering the Executive Pay Plan and its incorporated Pay Plan Benefit and Pay Rules, each pay grade shall consist of an open range including a minimum entrance annual rate, a normal maximum annual rate, and an absolute maximum annual rate. The grade range between the normal maximum rate and the absolute maximum rate shall be used for longevity pay purposes. Under no circumstance shall an employee's pay exceed the absolute maximum rate of the pay grade to which his position is assigned, with the exception of a cost of living adjustments (COLA). Where the term maximum rate is used in this Rule, it shall mean

the normal maximum rate stated in the Pay Plan, or, in the case of an employee having sufficient service to qualify for longevity pay, that employee's individual longevity maximum rate.

When necessary to the operation of the Parish automated payroll system, salary equivalents of the annual pay rates stated in the Pay Plan may be computed on an hourly, day, and bi-weekly basis as follows:

- (a) hourly rate = annual rate/annual base hours for the class or position (2080 hours for 40 hour/week base, or 1820 hours for 35 hour/week base), rounded to the nearest four (4) decimal places.
- (b) day rate = hourly rate \* regular hours per day, rounded to the nearest two (2) decimal places.
- (c) bi-weekly rate = day rate\*10.

18.1 The pay of all positions shall be determined in accordance with the Pay Plan. No person shall be paid at less than the minimum rate nor more than the maximum rate provided for his/her position, except as specifically permitted elsewhere in this Rule or as specifically provided in the Pay Plan.

- (a) For the year 2023, employees with eligibility dates between and including July 16 through December 16 are excepted from the above limitation of being paid more than the normal maximum rate provided for his class of positions; and, for the employees with eligibility dates between and including the dates referenced herein, employees are eligible to receive any annual increase for which they would have been eligible, but for the cost of living adjustment authorized by Resolution No. 142283, adopted on July 12, 2023.

18.2 All appointments shall be made at the minimum rate or such other starting rate as specifically authorized by the Appointing Authority.

18.3 Whenever the Pay Plan is amended to set a higher pay grade for any position, additional "across-the-board" pay increases may be granted to employees occupying positions affected.

### **Pay Increases**

18.4 Subject to the availability of funds, an employee may be granted a pay increase (subject to the maximum rate limitation) on the first day of the pay period immediately following satisfactory completion of the Introductory Period. Thereafter, annually, if the initial pay raise was effective between the first and fifteenth day of the month (inclusive), the employee's pay raise eligibility date shall be the first day of that month; and, if the initial pay raise was effective between the sixteenth and last day of the month (inclusive), the employee's eligibility date shall be the sixteenth of that month.

Each employee shall be considered for an annual pay raise of five (5) percent of current annual salary on his/her eligibility date. If approved, this shall be effective on the first day of the pay period immediately following the eligibility date.

- 18.5 In addition to the employee's annual pay raise, the Appointing Authority shall have discretion to grant to an executive employee a merit raise for outstanding job performance of up to five percent of the employee's salary, subject to the following limitations:
- (a) Not more than one such discretionary raise shall be granted per calendar year to any executive employee; and
  - (b) No such discretionary raise granted in addition to an employee's annual raise shall be effective unless and until such raise is ratified and approved by resolution of the Jefferson Parish Council.
- 18.6 The Parish President and Council member, as Appointing Authority, shall have the discretion to adjust an executive employee's salary; (1) at the time of the appointment; and (2) the salary may be reset once per term by the Appointing Authority, without a break in service, for unclassified employees.
- 18.7 Longevity Pay increases above the normal maximum rate provided in the Pay Plan (except for across-the-board cost-of-living raises elsewhere permitted in these Rules) shall be used only as a reward for cumulative service to Jefferson Parish. To be eligible for such raises(s), an employee must have at least seven (7) years of cumulative service, and the employee's pay rate after raise shall not exceed the normal maximum rate by more than five (5) percent compounded for each three (3) years of service.
- (1) When an employee with years of service in either the Classified Pay Plan, the Pay Plan for East Bank Consolidated Fire Department, or the Judicial Compensation and Classification Plan transfers into the Executive Pay Plan, his years of service in the other Pay Plan, are credited to him only for the purpose of determining his entitlement to longevity pay raises above the normal maximum in the Executive Pay Plan for Unclassified Employees.

Cumulative service shall only include previous service to Jefferson Parish under the following conditions:

- (a) The employee was separated from the Parish for less than two (2) years;
- (b) The reason for separation was not at result of dismissal for cause, resignation in lieu of termination, or removal during a working test period;
- (c) Previous service shall only be credited for completed whole years, partial years will not be credited;
- (d) The previous services was not in transient capacity;
- (e) Only the most recent previous service shall be counted (multiple separations from Jefferson Parish shall not be included); and
- (f) Prior services must have been for at least one (1) year



### **Pay Reductions**

- 18.8 If an employee is changed to a position having a maximum salary rate which is lower than the employee's current pay rate, the employee's pay may be frozen, and no additional raises shall be granted while the employee occupies that position except in cases of an across-the-board cost-of-living adjustment and/or a revision of the Pay Plan.

### **Maintenance and Allowance**

- 18.9 Reimbursement of actual and necessary expenses authorized or incurred as incidents to employment shall not be considered as deductible allowances; contributions or payments made by the Parish for the purpose of providing group insurance and/or retirement benefits shall not be considered as deductible allowances.

### **Automobile Allowance**

- 18.10 Employees may be provided with the use of a Parish vehicle for the conduct of Parish business, or, in lieu of such, may receive a monthly car allowance as reimbursement for expenses incurred as a result of using their personal vehicle in the conduct of Parish business.
- 18.11 For those employees receiving the monthly car allowance reimbursement, payment of such allowance shall be suspended whenever the employee recipient is on extended leave of absence from duty for a period in excess of thirty (30) days.

## **XIX. HOURS OF WORK**

- 19.1 Employees are expected to work whenever and whatever hours are required to satisfy the needs of the service.

## **XX. OUTSIDE EMPLOYMENT AND OUTSIDE INTERESTS**

- 20.1 The Parish job shall be considered the employee's primary occupation, taking precedence over all other occupations.
- 20.2 An employee shall not have any secondary or "outside" employment without the express written approval of the Appointing Authority.
- 20.3 Each employee shall be required to periodically execute, in writing, a signed statement with regard to secondary or "outside" employment.
- 20.4 If, in the opinion of the Appointing Authority, outside employment is adversely affecting an employee's job performance, s/he may be asked to refrain from such activities by his/her immediate supervisor as a condition of employment.

## AMENDMENTS TO THE EXECUTIVE PAY PLAN

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Ordinance No. 23030, Approved March 28, 2007	Ordinance No. 25080, Approved October 10, 2018
Ordinance No. 23051, Approved May 9, 2007	Ordinance No. 25736, Approved February 6, 2019
Ordinance No. 23183, Approved November 14, 2007	Ordinance No. 25817, Approved July 24, 2019
Ordinance No. 23247, Approved February 13, 2008	Ordinance No. 25861, Approved September 18, 2019
Ordinance No. 23248, Approved February 13, 2008	Ordinance No. 25863, Approved September 18, 2019
Ordinance No. 23271, Approved March 12, 2008	Ordinance No. 25871, Approved October 2, 2019
Ordinance No. 23288, Approved April 23, 2008	Ordinance No. 25901, Approved November 6, 2019
Ordinance No. 23460, Approved January 14, 2009	Ordinance No. 25902, Approved November 6, 2019
Ordinance No. 23538, Approved May 6, 2009	Ordinance No. 25924, Approved December 18, 2019
Ordinance No. 23754, Approved February 10, 2010	Ordinance No. 25925, Approved December 18, 2019
Ordinance No. 23787, Approved March 24, 2010	Ordinance No. 25928, Approved December 18, 2019
Ordinance No. 23805, Approved May 12, 2010	Ordinance No. 25964, Approved March 11, 2020
Ordinance No. 23848, Approved June 30, 2010	Ordinance No. 25982, Approved April 8, 2020
Ordinance No. 23957, Approved February 2, 2011	Ordinance No. 26126, Approved January 13, 2021
Ordinance No. 24073, Approved August 10, 2011	Ordinance No. 26192, Approved April 28, 2021
Ordinance No. 24178, Approved December 7, 2011	Ordinance No. 26193, Approved April 28, 2021
Ordinance No. 24292, Approved June 13, 2012	Ordinance No. 26379, Approved March 9, 2022
Ordinance No. 24293, Approved June 13, 2012	Ordinance No. 26419, Approved May 11, 2022
Ordinance No. 24396, Approved December 12, 2012	Ordinance No. 26418, Approved June 29, 2022
Ordinance No. 24599, Approved October 16, 2013	Ordinance No. 26476, Approved August 24, 2022
Ordinance No. 24613, Approved November 6, 2013	Ordinance No. 26477, Approved August 24, 2022
Ordinance No. 24691, Approved March 19, 2014	Ordinance No. 26551, Approved January 4, 2023
Ordinance No. 24700, Approved March 19, 2014	Ordinance No. 26560, Approved January 18, 2023
Ordinance No. 24768, Approved June 25, 2014	Ordinance No. 26606, Approved April 26, 2023
Ordinance No. 24780, Approved July 23, 2014	Ordinance No. 26607, Approved April 26, 2023
Ordinance No. 24780, Approved December 10, 2014	Ordinance No. 26659, Approved July 26, 2023
Ordinance No. 24902, Approved February 11, 2015	Ordinance No. 26703, Approved November 8, 2023
Ordinance No. 25017, Approved September 23, 2015	
Ordinance No. 25031, Approved October 21, 2015	
Ordinance No. 25072, Approved January 27, 2016	
Ordinance No. 25090, Approved February 17, 2016	
Ordinance No. 25185, Approved July 27, 2016	
Ordinance No. 25221, Approved September 21, 2016	
Ordinance No. 25263, Approved November 2, 2016	
Ordinance No. 25264, Approved November 2, 2016	
Ordinance No. 25312, Approved February 22, 2017	
Ordinance No. 25328, Approved March 22, 2017	
Ordinance No. 25398, Approved July 12, 2017	
Ordinance No. 25467, Approved December 6, 2017	