

AN ORDINANCE AMENDMENT TO COMPLETE STAFF EVALUATIONS TWICE YEARLY IN THE TOWN OF GLENMORA BEGINNING JANUARY 01, 2020.

BE IT THEREFORE ORDAINED BY THE COUNCIL MEMBERS OF THE TOWN OF GLENMORA, IN GLENMORA, LOUISIANA, in regular session convened that:

SECTION 1. The staff evaluation for the Town of Glenmora be changed from the current standard annually;

SECTION 2. Evaluations will be completed twice yearly at set times for all staff. This change will be effective January 1, 2020 upon final passage of the ordinance.

SECTION 3. **Sec. 32-12. - Employee evaluation.**

- (a) The performance of each employee shall be evaluated between January 1 and January 31, and then again between July 1 and July 31 bi-annually each year. Department heads, with the exception of the Chief of Police, shall be evaluated by the Mayor. Every other employee shall be evaluated by his department head. The Chief of Police will complete evaluations on Police Department staff during the same time frames bi-annually.
- (b) The evaluation of all employees shall be on forms approved by the mayor and the board.
- (c) Each employee shall receive a copy of his evaluation.
- (d) Evaluations shall be kept and maintained in the employee's personnel file.
- (e) The evaluation of an employee may be inspected by the mayor and members of the board whenever the employee is the subject of a proposed personnel action such as a salary increase, promotion, transfer, reprimand, suspension, or termination.
- (f) The board may refer any personnel action requiring board approval to the personnel committee for hearing and recommendation.

All prior ordinances in conflict herewith be and are hereby repealed.

Passed and adopted at GLENMORA, Louisiana, on this 09<sup>th</sup> day of September, 2019.

Alderman Joseph "Coach" Rivers: ☒ Yes/☐ No Joe Rivers

Alderman Glynn Dixon: ☒ Yes/☐ No Glynn Dixon

Alderman Willie Moore: Yes/☒ No Absent

Alderman Clyde "Red" Myers: ☒ Yes/☐ No Clyde Red Myers

Alderman Brian Goree: Yes/☒ No Absent

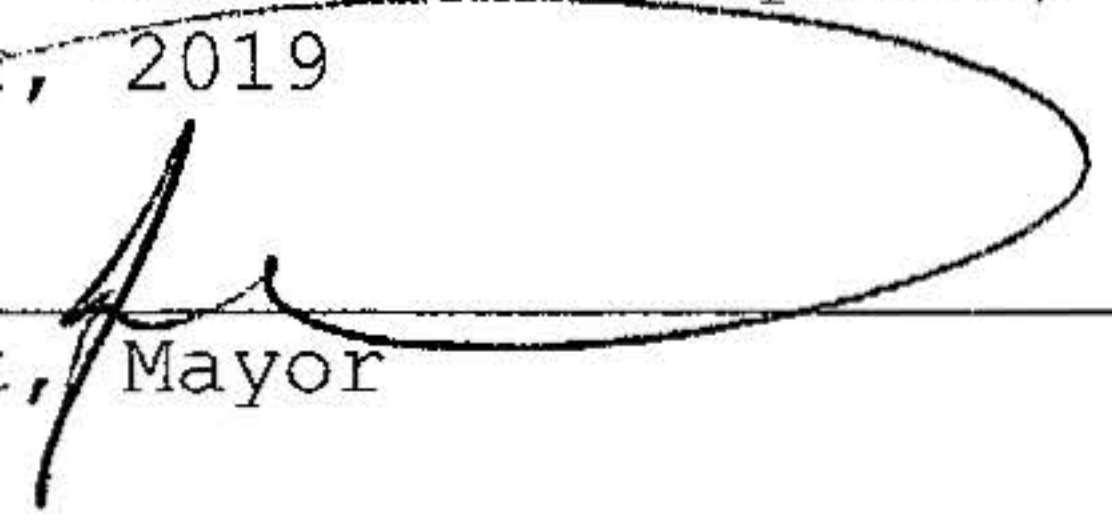
Passed, approved and adopted this 09<sup>th</sup> day of September, 2019.



C E R T I F I C A T E

Yeas: 3  
Nays: 0  
Absent: 2

I, Mayor Joey Mott, do hereby certify that the above is a true and correct copy of the Ordinance duly passed and adopted by the Town of GLENMORA, Parish of Rapides, State of Louisiana, on the 09<sup>th</sup> day of September, 2019

  
\_\_\_\_\_  
Joey Mott, Mayor

ATTEST:

I, Ronda Laird, Clerk of the Town of Glenmora, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Town of Glenmora on September 09, 2019.

  
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Ronda Laird, Town Clerk