

CITY OF COVINGTON  
STATE OF LOUISIANA

RESOLUTION NUMBER 2024-17

A RESOLUTION OF THE COVINGTON CITY COUNCIL  
APPROVING UPDATES TO THE CITY EMPLOYEE  
HANDBOOK

WHEREAS, Section 7-05 of the City of Covington Code of Ordinances states: "Prior to being effective, any proposed system of personnel administration shall be submitted by the mayor to the council for approval and adoption in an administrative code;" and,

WHEREAS, City Administration has identified updates and improvements to the employee handbook (last updated in 2017) that will address compliance with state training requirements, clarify and update personnel management practices, and simplify benefit time accruals and usage.

WHEREAS, City Administration submits a revised employee handbook for Council consideration;

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Covington, at a meeting duly convened, hereby approves the updates and improvements that the City Administration has made to the Employee Handbook (last updated in 2017) that will address compliance with state training requirements, clarify and update personnel management practices, and simplify benefit time accruals and usage.

MOVED FOR ADOPTION by Botsford, seconded by Roberts, was then submitted to a vote, the vote thereon being as follows:

|       |   |          |   |
|-------|---|----------|---|
| YAYS: | 7 | ABSENT:  | 0 |
| NAYS: | 0 | ABSTAIN: | 0 |

And the resolution was adopted on the 9<sup>th</sup> day of April, 2024.

/s/

MARK W. VERRET  
COUNCIL PRESIDENT

/s/

JOANN D. RUCKER  
COUNCIL CLERK

C E R T I F I C A T E

I, JoAnn D. Rucker, Council Clerk of the City of Covington, certify that the  
above and foregoing constitutes a true and correct copy of a Resolution passed and  
adopted by the City of Covington on the 9<sup>th</sup> day of April, 2024, at which meeting a  
quorum was present and voting.

Covington, Louisiana, this 9<sup>th</sup> day of April, 2024.

/s/

JOANN D. RUCKER  
COUNCIL CLERK