

# TOWN OF SIMMESPORT

MAYOR TED TURNER

DISTRICT I  
GLENN GAUTREAUX

DISTRICT III  
CHARLES DUPAR



ALDERMAN AT LARGE  
PATRICK WRIGHT

DISTRICT II  
ALVIN DAUZAT

DISTRICT IV  
SHERMAN BELL

## ORDINANCE 10-2025-03

### AN ORDINANCE TO ESTABLISH PROCEDURES FOR EMPLOYEE TIME KEEPING

**Whereas**, the Town of Simmesport operates under the Lawrason Act (La. R.S. 33:321 et seq.), which provides for a mayor and board of aldermen form of government;

**WHEREAS**, pursuant to R.S. 33:362(A)(3), subject to law, including [R.S. 33:423.2](#) and 423.3, and applicable civil service rules and regulations, the board of aldermen shall, by ordinance, provide policies and procedures regulating the employment of municipal employees including the hiring and firing of such employees;

**Whereas**, R.S. 33:404(A)(3) authorizes the Mayor and Board of Aldermen to fix compensation and provide for the performance of duties of municipal employees, including appointed officials;

**Whereas**, La. R.S. 33:406(B)(1) provides that a proposed ordinance may be introduced by any alderman at any board meeting and each proposed ordinance shall be in writing;

**Now, therefore, be it ordained**, by the Town Council of the Town of Simmesport that the Code of Ordinances of the Town of Simmesport be amended as follows:

#### **Procedures For Employee Clock-In and Time Keeping**

**Purpose:** To establish a uniform procedure for documenting hours worked to ensure accurate payroll and accountability.

**Scope:** This policy applied to all employees of the Town of Simmesport, regardless of position or employment status. This is to include both hourly and salaried employees.

**Policy Statement:** All employees must accurately record their work hours using the electronic time clock. Employees who fail to clock in or out as required will not be eligible for compensation until the discrepancy is reviewed and corrected using the appropriate time correction form. The Town Clerk is exempt from this ordinance (AGO 14-0027). The Town Clerk is responsible for employee time-keeping and records (La. R.S. 33:421).

**Requirements:** *All employees are subject to the following except for the Town Clerk as per Attorney General's Opinion 14-0027.*

1. All employees must use the electronic time clock as the official method of time keeping. All employees must clock in at the beginning of a shift and clock out at the end of their shift.
2. Employees must also record all unpaid breaks as applicable.
3. In the event of a missed punch, the employee shall fill out a time correction form which is to be signed by the employee's supervisor and the Town Clerk before any corrections are made.
4. Repeated failure to comply with these timekeeping requirements may result in disciplinary action, up to and including suspension or termination.

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5. If an employee fails to clock out after a night shift before payday, the missed time, if approved, shall be paid in the next pay period.
6. Payroll will be processed only on the basis of approved time records.

This Ordinance having been introduced on the \_\_\_\_th day of October, 2025, by Town of Simmesport, with a motion by Councilman \_\_\_\_\_ and seconded by Councilman \_\_\_\_\_ and a vote of the Town Council of the Town of Simmesport as follows:

	YES	NO	ABSENT	ABSTAIN
Alderman Bell	_____	_____	_____	_____
Alderman Gautreaux	_____	_____	_____	_____
Alderman Dauzat	_____	_____	_____	_____
Alderman Dupar	_____	_____	_____	_____
Alderman Wright	_____	_____	_____	_____

Thereafter, notice of public hearing having been published, said public hearing having been held on \_\_\_\_\_th, 2025 at 5:30 PM, the title having been read and the Ordinance considered, on motion of Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, to adopt the Ordinance, a record vote was taken and the following was had:

	YES	NO	ABSENT	ABSTAIN
Alderman Bell	_____	_____	_____	_____
Alderman Gautreaux	_____	_____	_____	_____
Alderman Dauzat	_____	_____	_____	_____
Alderman Dupar	_____	_____	_____	_____
Alderman Wright	_____	_____	_____	_____

Whereupon, the presiding officer declared the above Ordinance duly adopted on the \_\_\_\_\_th day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Honorable Ted Turner  
Mayor

\_\_\_\_\_  
Honorable Gwen Barr  
Town Clerk