

**WEST FELICIANA  
POLICE JURY**

**PERSONNEL POLICY  
AND  
PROCEDURES**

**MANUAL**

Adopted June 8, 2010

Effective July 1, 2010

## PURPOSE OF HANDBOOK

This handbook has been prepared to acquaint you with overall information about your employment with West Feliciana Parish Police Jury. It was designed to be broad in its scope.

This handbook does not modify the at-will relationship between you and the West Feliciana Parish Police Jury. You are free to leave your employment at any time, with or without notice, and for any reason. Likewise, your employment may be terminated at any time and for any reason, with or without notice.

Job descriptions are in the Classification Plan and salary ranges for each classification are in the Compensation Plan. Copies of these Plans are located in the office of the Parish Treasurer (Human Resources Department)

Some of the Departments have additional policies and procedures for job performance duties. These Departments include:

- Finance and Accounting
- Information Systems
- Parks and Recreation
- Roads
- Water District

Copies of these Policies and Procedures Manuals are located in the office of the Parish Treasurer (Human Resources Department) and in the Department offices.

Copies of the Drug Policy Manual are located in the office of the Parish Treasurer (Human Resources Department)

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# **1 GENERAL PROVISIONS**

## **1.1 Amendment**

These policies may be revised, altered, supplemented or superseded as adopted by the Police Jury of West Feliciana Parish without prior notice.

### **1.2.1 Management Rights**

The Police Jury maintains the ultimate right to establish policies governing its work force, including the determination of methods and procedures, size of work force, assignment of duties, hours of employment, compensation of personnel, employment, discipline, promotion, transfer, and the right to relieve employees from duty because of lack of work or other legitimate reasons only limited by the restrictions of state or Federal law.

### **1.2.2 Employment At-Will**

The employment with the Police Jury is one of at-will. An employee may leave his/her employment at any time and for any reason, with or without notice. Likewise, an employee may be dismissed at any time and for any or no reason, with or without notice.

## **1.3 Applicability**

1.3.1 These policies shall apply to all Parish Employees.

1.3.2 The policies shall also apply to consultants, advisors, and counsels rendering temporary professional services to the West Feliciana Parish Police Jury.

1.3.3 The following is a list of all departments covered by the West Feliciana Parish Personnel System:

- |                         |                       |
|-------------------------|-----------------------|
| 1. Administration       | 4. Parks & Recreation |
| 2. Development Services | 5. Road Department    |
| 3. Information Systems  | 6. Water District     |

## **1.4 Administration of the Personnel System**

1.4.1 The Personnel System shall be administered by the Parish Manager, who shall also:

1.4.1.1 Exercise leadership in developing a system of effective personnel administration within the parish government.

1.4.1.2 Administer policies and procedures as they apply to all parish departments and employees.

- 1.4.1.3 Advise the Police Jury regarding changes required in existing or new policies and about personnel matters as required.
- 1.4.2 The Parish Treasurer, acting as the Human Resources Director, shall:
  - 1.4.2.1 Maintain records of all employees subject to the provisions set forth herein.
  - 1.4.2.2 Advise the Parish Manager in all areas of personnel administration, including employee-management relations, training and career development, employee safety and morale.
- 1.4.3 Each Department Supervisor is responsible for enforcing the provisions of these rules on all matters pertinent to that Department.

## **1.5 Objectives**

- 1.5.1 The Police Jury recognizes that a personnel system which recruits and retains competent, dependable Parish personnel is essential to effective, efficient parish government.
- 1.5.2 The rules and procedures set forth herein are designed to:
  - 1.5.2.1 Promote high morale among Parish employees by fostering good working relationships, and by providing uniform personnel policies, and consideration of employee needs and desires.
  - 1.5.2.2 Provide employees an ~~fair~~ and equal opportunity for advancement in the Parish service in a manner based on merit, fitness, qualifications and certifications through ~~fair~~ and practical personnel management methods.
  - 1.5.2.3 Maintain recruitment and promotion practices which will enhance the attractiveness of a Parish career, and encourage each employee to give his/her best effort to the Parish and the public.
  - 1.5.2.4 Provide courteous, competent and knowledgeable service to the public.
  - 1.5.2.5 Provide ~~fair~~ and equal opportunity for qualified persons to enter into Parish service. West Feliciana Parish Police Jury is an Equal Opportunity Provider.
  - 1.5.2.6 Maintain consistent, up-to-date Position Classification and Compensation Plans based on the duties and responsibilities of job descriptions.
  - 1.5.2.7 Conduct all operations in an ethical and legal manner.

## 1.6 Definitions

Unless otherwise indicated in this document, the following definitions shall apply.

- 1.6.1 **Appointing Authority** - the employer, Parish Manager, Department Supervisor or any other persons authorized by the Policy Jury to make appointments to positions.
- 1.6.2 **Department Supervisor** – the individual authorized by the Parish to oversee and direct the work of subordinate employees on a daily basis.
- 1.6.3 **Emergency** – an unforeseen situation that calls for immediate action (e.g. water line breaking, tree across road, hurricane)
- 1.6.4 **Immediate Family** – an individual who is related to the employee in the following fashion: spouse, child, brother, sister, parent, children, grandparent, grandchild, aunt, uncle, niece, or nephew. The term “relative” shall also apply to those established by blood, marriage (“in-law” relationships), adoptions, or other legal relationships.
- 1.6.5 **Job Classification** - a group of similar duties and responsibilities that require similar qualifications and which are properly designated by a descriptive common title indicating the general nature of the work. A job classification may include only one position in some circumstances (e.g. manager).
- 1.6.6 **Lateral Transfer** - the placement of an employee into a new classification that offers no increase in salary or level of responsibility.
- 1.6.7 **Nepotism** – the hiring of an individual who is an immediate family member of an employee who is within his/her line of supervision.
- 1.6.8 **Parish Manager** – the individual designated by the Police Jury to oversee and direct daily operations of the Parish Government.
- 1.6.9 **Police Jury** – the governing authority of the parish.
- 1.6.10 **Promotion** - the re-classification or placement of an employee that results in an increased rate of compensation or the re-classification or placement of an employee into a classification that offers a rate of compensation in the future that is greater than the present classification can offer.
- 1.6.11 The words “**shall**” and “**will**” are to be construed as mandatory and the word “**may**” as permissive.

## 1.7 Dissemination

- 1.7.1 All Parish employees shall be provided with a copy of this Personnel Policy and Procedures Manual for reference only. The official document shall be posted on the Parish intranet website.
- 1.7.2 Each employee shall sign a form acknowledging receipt of the Personnel Policy Manual and said form shall be filed in their his/her Personnel File.
- 1.7.3 Each department may keep a copy of the Manual available for review by employees.

## 1.8 Failure to Comply

Failure to comply with the **policies of this manual** shall constitute a breach of the expectations of the Police Jury and expose the employee to **disciplinary action according to 10.5, 10.6, and/or 10.7 of this manual.**

## 2. CLASSIFICATION AND COMPENSATION

### 2.1 Classification Plan

- 2.1.1 The Parish Manager shall prepare and administer a Classification Plan for the Parish based on the analysis of the duties and responsibilities of positions. Position specifications shall include official job classification description title, nature of work, examples of work and minimum qualifications.
- 2.1.2 Each Department Supervisor shall be provided a copy of the Classification Plan and any amendments thereto.
- 2.1.3 Official job classification titles shall be used in all personnel and payroll matters.
- 2.1.4 The Parish Manager shall be responsible for:
  - 2.1.4.1 Providing Departments with copies of the Classification Plan and provide any changes or updates when finalized for reference only. The official copy shall be posted on the parish intranet site.
  - 2.1.4.2 Periodically reviewing the positions to determine their proper classification.
  - 2.1.4.2 Educating and advising Department Supervisors in the proper use of the plan.

- 2.1.5 The Department Supervisors shall be responsible for:
  - 2.1.5.1 Advising the Parish Manager of significant changes in job duties, the creation or deletion of positions, and other changes affecting the classification plan.
  - 2.1.5.2 Assisting the Parish Manager in conducting job classification surveys and in following sound classification procedures.
  - 2.1.5.3 Assisting the Parish Manager in making changes to the Classification Plan.
- 2.1.6 The Classification Plan shall be available in the Payroll Department and in each Parish Department for reference only. The official copy shall be posted on the parish intranet site.

## **2.2 Compensation Plan**

- 2.2.1 The Police Jury in a sincere effort to pay its employees appropriately , has established a Compensation Plan with salary and wage ranges which provide for adequate differentials among positions of varying responsibilities.
- 2.2.2 The Parish Manager shall administer the Compensation Plan for Parish employees subject to the annual budget approved by the Police Jury.
- 2.2.3 The Parish Manager shall periodically review the Compensation Plan salary schedules, to be competitive with the prevailing rates of pay among public and private employers, the duties, responsibilities and qualifications required of employees in the respective classes, and any other relevant factors.
- 2.2.4 A new employee shall normally be compensated commensurate with experience but not to exceed the mid-point of the salary range. In exceptional circumstances, the Parish Manager, may authorize hiring above the mid-point of the salary range.
- 2.2.5 A newly-promoted employee shall be compensated between the minimum and the mid-point of the salary range of the new classification which would provide an increase in pay over that received in the previous class. An employee being laterally transferred shall ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.
- 2.2.6 No employee shall be paid more than the salary range of a job classification established in the approved Compensation Plan. An employee whose position was down-graded due to reclassification or a change in the labor market and through no fault of the employee, shall continue to receive the former rate of pay until the new salary range equals or surpasses the old salary range.

- 2.2.7 An employee demoted for any reason shall be compensated at the same rate at the discretion of the Department Supervisor and/or the Parish Manager. If the decision is made to retain the same pay rate and the employee's salary exceeds the range, the employee's salary shall be frozen until the salary range exceeds the current pay rate.

### **3 HIRING PRACTICES**

#### **3.1 Equal Employment Opportunity**

- 3.1.1 Discrimination against any persons in recruitment, examination, hiring, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of religious opinions or affiliations, race, color, national origin, veteran status, or other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical or mental disability is prohibited.
- 3.1.2 The above statement (3.1.1) shall apply to all companies and/or individuals under contract to the parish for professional services who work in the Police Jury facilities.

#### **3.2 Vacancies**

- 3.2.1 Identification of Vacancy
- 3.2.1.1 Department Supervisors shall notify the Parish Manager in writing when vacancies occur or will be forthcoming
- 3.2.1.2 The Parish Manager shall inform the Parish Secretary and Parish Treasurer (Human Resources Director) of the vacancies.
- 3.2.2 Announcement of Vacancy
- 3.2.3.1 Qualified employees within the Police Jury Personnel System and agencies will be given the opportunity to fill the vacancy whenever possible. If no one is properly qualified for advancement the job will be filled by hiring an outside applicant.
- 3.2.3.2 The Department Supervisor shall post all Parish vacancy announcements eligible for administrative transfer on all departmental bulletin boards for at least seven (7) days prior to filling the position.
- 3.2.3.3 All vacancies to be filled in the Parish service by other than administrative transfer or reinstatement shall be advertised through the official journal and, if necessary, other local media by the Parish Secretary and the Parish website.

- 3.2.3.4 Each announcement or advertisement, insofar as practicable, shall specify the job title; qualifications required; the nature of the position; a statement of the Parish EEO policy; a statement that the Parish is an EEO provider; the type of selection procedures to be used; the deadline and method of application; and any other statements as required by law.
- 3.2.3.5 The Parish Treasurer (HRD) shall maintain a list of announced vacancies for public inspection.
- 3.2.3 Applications
  - 3.2.3.1 An official application shall be properly completed and submitted to the appropriate Supervisor or Parish Manager before the applicant shall be considered for employment.
  - 3.2.3.2 Applications for administrative transfer shall be submitted to the Department Supervisor, who shall submit them to the Parish Manager.
  - 3.2.3.3 Applications that are a result of announcements or advertisements shall be submitted to the Parish Manager and appropriate Department Supervisor.

### **3.3 Evaluation and Interview of Applicants**

- 3.3.1 The Department Supervisor shall determine the most appropriate means of evaluating applicants to identify the best qualified persons for the interview process.
- 3.3.2 Reference checks, interviews, background checks, performance tests and/or other selection procedures may be used as appropriate.
- 3.3.3 If the vacancy is for a Department Supervisor, the Parish Manager shall screen all applications. The Parish Manager shall appoint a committee consisting of himself/herself and two other Department Supervisors. This committee will review applications, select the three best qualified for the position and interview the candidates. The Parish Manager shall hire the Department Supervisor.
- 3.3.4 If the vacancy is for an employee in a Department, the Department Supervisor shall select the three most qualified persons from the applications submitted. The Parish Manager may be included in the interviews.
- 3.3.5 Prior to an applicant actually being hired, the Parish Manager shall give final approval by signing the Personnel Hiring Request Form presented by the Department Supervisor.

- 3.3.6 Individuals shall be eliminated from the selection process for the following reasons:
  - 3.3.6.1 Failure to meet minimum requirements.
  - 3.3.6.2 Making false statements or concealing information.
  - 3.3.6.3 Attempts to secure the position by fraudulent acts.
- 3.3.7 Any references provided on the application may be checked by the Police Jury staff.

### **3.4 Required Testing and Inquiries**

- 3.4.1 To insure that any applicant is physically able to perform the duties of the job for which application was made, a physical examination may be required of all applicants offered employment. This physical examination will be performed by a duly qualified physician licensed by the State of Louisiana as a medical doctor.
- 3.4.2 Applicants who are offered employment shall be required to provide any information and undergo any medical examination, including drug testing, necessary to demonstrate the ability to perform the essential functions and duties of the positions involved. The medical and/or drug testing shall be performed by clinics selected by the Police Jury.
- 3.4.3 The selection of the physician shall be made by the Police Jury. The cost of all such physical examinations shall be borne by the Police Jury.

### **3.5 Probation**

- 3.5.1 Every person entering Parish service under these policy provisions shall be required to successfully complete a probationary period of up to ninety (90) days. Upon completion of the probationary period the new employee will become either a full-time or part-time employee unless hired for a specific temporary job.
- 3.5.2 The Department Supervisor shall use the probationary period to closely observe and evaluate the work and fitness of employees, and to encourage adjustments to their jobs and the Parish service. Department Supervisors shall retain only those employees who meet acceptable standards during the probationary period.
- 3.5.3 A probationary employee may be separated from Parish employment at any time during the probationary period when, in the judgment of the Department

Supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the job.

- 3.5.4 An employee failing probation shall have no right to appeal except on the grounds of discrimination as prescribed by law or these rules, in which case the employee may appeal in writing to the Treasurer (Human Resources Director) in accordance with established EEO procedures.
- 3.5.5 The Department Supervisor shall give a probationary employee a written evaluation at least two weeks prior to the completion of the probation period. A copy of the evaluation shall be provided to the employee and the Parish Manager and placed in the employee's personnel file.
- 3.5.6 The Department Supervisor and/or any immediate supervisor shall ensure the written documentation is provided to the Parish Manager and placed in the employee's personnel file of all cases of failure of probation.
- 3.5.7 When a full time parish employee who has completed the formal probationary period is deemed by the Department Supervisor to not be performing the job duties satisfactorily the Department Supervisor shall counsel and advise the employee of the unsatisfactory performance. The Department Supervisor may establish a probation period of up to, but not to exceed ninety (90) days to bring the performance up to a satisfactory level. The Department Supervisor will document the counseling session in writing and send one copy to the Parish Manager for review and place one copy in the employee's personnel file.
- 3.5.8 If the Department Supervisor determines on or before the ninety (90) day probationary period that the employee has failed to improve performance to the stipulated satisfactory level, he shall inform the Parish Manager of the decision to extend the probationary period, demote or terminate the employee.
- 3.5.9 A newly promoted parish employee may not be subject to a formal probationary period. However, the employee may be returned to his or her former position within ninety (90) days after promotion when, in the judgment of the Department Supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the higher level position. Such action must be approved by the Parish Manager and shall not be considered disciplinary nor eliminate the employee from consideration for later advancement.
- 3.5.10 At the request of the Department Supervisor and with the approval of the Parish Manager, an employee that is hired as a temporary employee and then offered the position as regular employee may apply the continuous temporary employment time to the probationary period.

### **3.6 Nepotism**

- 3.6.1 The Parish shall not employ an immediately family member (See 1.6.4) of a current employee s to work in the same office or work crew, or within his/her line of supervision.
- 3.6.2 If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisor/employee role.
- 3.6.3 The Police Jury shall not employ members of the immediate family of a Police Juror.
- 3.6.4 There shall be an exemption to the nepotism prohibition in that no change in existing status or position of a full-time or part-time employee will be required if such position and/or relationship existed at the time of the adoption of this policy manual.
- 3.6.5 The Parish Manager may apply the nepotism prohibition in the case of other organizational and/or personal relationships when failure to do so would be detrimental to the Parish.

### **3.7 Classification Status**

- 3.7.1 All employees of the Parish shall be classified as:
  - 3.7.1.1 Full time Employee - an employee who works and forty (40) hours per week on a regularly scheduled basis.
  - 3.7.1.2 Part-time Employee - an employee who works less than twenty-eight 28 hours per week, but on a regularly scheduled basis.
  - 3.7.1.3 Temporary Employee - an employee who works in a position full-time or part-time. A temporary appointment is of limited duration, ordinarily specified in advance.
  - 3.7.1.4 Seasonal Employee - an employee who works in a position which is full-time or part-time and is during months when additional employees are needed for particular duties. A seasonal appointment is of limited duration, ordinarily specified in advance.
- 3.7.2 Full-time employees shall be entitled to all benefits as provided by the Police Jury.
- 3.7.3 Part-time, temporary or seasonal employees shall not be entitled to any benefits unless specified by the Parish Manager with the approval of the Police Jury.

- 3.7.4 Temporary employees who become full-time or part-time shall accrue benefits from the date of the change provided they have successfully completed the required probation period.

### **3.8 TRAINING**

- 3.8.1 The Department Supervisor shall periodically examine current training programs and evaluate proposed training programs to insure the relevance to both the present and projected staffing needs of the parish and the identified training needs of the employees.
- 3.8.2 The Parish Manager may also review and evaluate the training programs that are proposed for a Department.
- 3.8.3 The Department Supervisor shall maintain an inventory of the current skills and abilities of employees in order to identify persons to be trained and promoted.
- 3.8.4 On-the-Job Training prepares an employee for the performance of tasks consistent with the job description. The purpose of on-the-job training is:
- 3.8.4.1 To inform the employee the duties to be performed,
  - 3.8.4.2 To inform the employee of correct procedures for accomplishing those duties, (i.e. usage of computer, software and other electronics, and heavy equipment as applicable to career track).
  - 3.8.4.3 The level of achievement expected.
  - 3.8.4.4 Conducting such training shall be the responsibility of the Department Supervisor and may be delegated to a qualified instructor.
- 3.8.5 The Department Supervisor shall mentor lower level employees in planning career development toward promotion. Specific training programs, prerequisite to certain promotions, may be prescribed and monitored by the Department Head with the approval of the Parish Manager.
- 3.8.6 Completion of training and certifications shall be recorded by the Department Supervisor and placed in the employee's personnel file. Copies of any certificates earned shall also be placed in the employee's personnel file.
- 3.8.7 The Department Supervisor shall submit a budget for external and internal training course expenses to the Parish Manager, for inclusion in the annual budget to be approved by the Police Jury. The Department Supervisor shall approve all expenses of employees attending job-related training and education courses, and shall encourage such attendance.

- 3.8.8 Reimbursement for education courses completed by Parish employees:
  - 3.8.8.1 Course(s) must pertain to employee's PRESENT POSITION and/or career track as determined and recommended by the Department Supervisor or the Parish Manager, when applicable.
  - 3.8.8.2 Course may be attended and completed during and/or after work hours, with the approval of the Department Supervisor and shall not interfere with the job requirements or performance.
  - 3.8.8.3 Receipts for registration, books, materials and a record indicating a passing score, must be submitted at the completion of the course.
  - 3.8.8.4 Reimbursement will be made at the successful completion of the course.

#### **4. JOB CLASSIFICATION CHANGES**

##### **4.1 Lateral Transfers**

- 4.1.1 A lateral transfer shall be the placement of an employee into a new classification that offers no increase in salary or level of responsibility.
- 4.1.2 It is the policy of the Police Jury to place an employee in a position according to the ability of the employee and the needs of the Parish. In order to achieve this, an employee may be transferred from one job to another, either at the employee's request or as a result of a decision by the Department Supervisor. Transfers between classes or departments shall be subject to approval by the Parish Manager.
- 4.1.3 Transfers between job classifications or departments shall be subject to approval by the Department Supervisor and /or the Parish Manager.
- 4.1.4 An employee's eligibility for lateral transfer is determined by the requirements of the new job. In addition, the employee must have been performing in a satisfactory manner in his/her present position.
- 4.1.5 A written request by an employee to be laterally transferred due to physical or mental illness or disability may be granted at the discretion of the Department Supervisor(s) and/or the Parish Manager.
- 4.1.6 In all cases, the needs of the Department Supervisor(s) (personnel needs, availability of work, skill requirements, etc.) will determine if such a request may be granted. The needs of the Department and the parish take priority over the wishes of the employee in such matters.

## **4.2 Promotion**

- 4.2.1 A promotion shall be the re-classification or placement of an employee that results in an increased rate of compensation or the re-classification or placement of an employee into a classification that offers a rate of compensation in the future that is greater than the present classification can offer.
- 4.2.2 It shall be the Parish policy to provide promotion opportunities to qualified employees whenever possible.
- 4.2.3 With the exception of Department Supervisors, all employee promotions shall be recommended by the employee's immediate supervisor and approved by the Department Supervisor, if necessary, and the Parish Manager.
- 4.2.4 When a promotional opportunity occurs, the Department Supervisor may request the Parish Manager to limit the selection process to qualified Parish employees or to allow such employees preference in application and/or consideration.
- 4.2.5 Some job classifications may have a pre-requisite for a "certification".
- 4.2.6 A newly-promoted employee shall be compensated between the minimum and mid-point of the salary range which would result in an increase of pay above that received in the previous position.

## **5 PAY PRACTICES**

### **5.1 Salary Administration**

- 5.1.1 Employees shall be paid by direct deposit on a bi-weekly or monthly basis on designated paydays. If a payday falls on a bank holiday, the direct deposit shall be made on the preceding day. If payday falls on a non-working day the direct deposit shall be on the last working day prior. A list of paydays for the calendar year shall be posted in the Treasurer's office.
- 5.1.2 The Department Supervisor shall approve by signature and/or initial all employee time cards and leave slips prior submission to the Parish Treasurer for payroll processing.
  - 5.1.2.1 Time cards shall, at a minimum, reflect hours worked, sick and/or annual leave taken, and compensatory time accrued and/or taken.
  - 5.1.2.2 If the Department Supervisor refuses to sign the time card because of a real or possible discrepancy, he shall submit the time card to the Parish Manager with a written reason for denial.

- 5.1.3 The Parish Manager shall be responsible for verification of the time and attendance of the Department Supervisors, and provide a copy to the payroll department.
- 5.1.4 Employees may change his/her W-4 form at the beginning of a calendar year, a change in the family structure, or following a catastrophic event as defined by state and Federal law and/or the Internal Revenue Service.

## 5.2 Overtime and Compensation

- 5.2.1 It is the general policy of the Police Jury to avoid overtime; yet, the amount of work to be performed, or during a regular or emergency situation often necessitates extended hours of work, including Saturdays and holidays.
- 5.2.2 All personnel are expected to be reasonably available for the after-hours needs of the parish. To that end, all employees are expected to respond to requests for assistance as part of their employment obligations.
  - 5.2.2.1 Employees may be contacted by telephone or cell phone.
  - 5.2.2.2 If the employee is designated by the Department Supervisor to be "on call", he/she is expected to wear or be near the "call out" pager/cell phone at all times.
  - 5.2.2.3 Trips out of the parish while on designated duty must be limited and if the employee has to leave, the Department Supervisor **shall be notified before** leaving the parish.
  - 5.2.2.4 If an employee is on scheduled leave, and must be called in, then he/she shall be compensated at a rate of one and one-half (1-½) times the number of hours worked.
- 5.2.3 Whenever service is rendered during the work week (Monday through Sunday) in excess of the normal forty (40) hours work week employees may receive compensatory time.
  - 5.2.3.1 All compensatory time work must be approved **in advance** by the Department Supervisor, unless in an emergency.
  - 5.2.3.2 Compensatory time work may be supervised and such periods of work must be clearly designated on the time card submitted by Department Supervisor to the Parish Treasurer.
- 5.2.4 Compensatory time shall be regulated in accordance with the Fair Labor Standard Act which requires that all employees who work over forty (40)

hours in a work week receive compensation, in the form of overtime pay or compensatory time.

- 5.2.5 Used compensatory time shall not be counted towards the forty (40) hour workweek to calculate overtime.
- 5.2.6 An employee who has worked his/her regular forty (40) week and is required to work on the sixth consecutive day shall be paid one and one-half (1 ½) the normal pay rate.
- 5.2.7 An employee who is required to work for on the seventh consecutive day shall be paid at two (2) times the normal pay rate.
- 5.2.8 An employee may carry a maximum of forty (40) hours of compensatory time over to a new fiscal year. Any compensatory time in excess of the forty (40) hours must be taken prior to the beginning of the fiscal year.
- 5.2.9 Salaried employees shall not be eligible for overtime pay.

### **5.3 Emergency Callout**

- 5.3.1 Each instance of an after-hours emergency callout of an employee initiated and documented by a supervisor and/or a callout system shall be paid hourly from portal to portal. (Analysis of past callouts shows that the callouts are usually for two hours.)
- 5.3.2 The pay rate for callouts shall be 1½ times the normal rate for time over 40 hours including holidays.
- 5.3.3 The pay rate shall be double time for Sundays (midnight Saturday until midnight Sunday).

### **5.4 Special Compensation and Merit Pay**

- 5.4.1 Employees shall receive special compensation for each certification or level successfully completed that pertains to the Department in which he/she works, as defined in each job classification and description.
- 5.4.2 Annually each employee shall be subject to receive merit pay compensation, provided the employee's performance warrants said compensation. Annual pay compensation will be based on the evaluation of the Employee Results Development and Rewards Form as defined in each job classification and description.
- 5.4.3 Annually each Department Supervisor during the budget process shall establish a special compensation and/or merit pay plan, which shall be

approved by the Parish Manager and the Police Jury as defined in each job classification and description.

## **5.5 Garnishments**

- 5.5.1 It is the policy of the Police Jury that all employees are expected to discharge their financial obligations promptly so that creditors will not have to ask for the Jury's assistance in collecting amounts owed them.
- 5.5.2 The Police Jury accepts garnishments against its employees through appropriate court proceedings.
- 5.5.3 In the event that garnishment or similar proceedings are instituted against an employee, the Police Jury shall deduct the required amount from the employee's paycheck.
- 5.5.4 The amount deducted from an employee's disposable earnings will not exceed that permitted by law.
- 5.5.5 A fee for processing the garnishment may be assessed.

## **6. EMPLOYEE BENEFITS**

### **6.1 Annual Leave**

- 6.1.1 Each full-time employee shall be entitled to annual leave with pay and accumulated according to the following schedule:

Length of Service	Accrued Annual Leave	Hours	Hours Per month
One month to 3 years	13 days	104 hours	8.67
4 – 6 years	16 days	128 hours	10.67
7 - 9 years	19 days	152 hours	12.67
10 – 12 years	22 days	176 hours	14.67
13 – 15 years	25 days	200 hours	16.67
16 years and over	31 days	248 hours	20.67

\*The employee shall accumulate annual leave from the first day of employment including the probation period, but the leave shall not be used until the probation period has been successfully completed.

- 6.1.2 Available annual leave shall be shown on the last payroll stub of the month.
- 6.1.3 The Parish Treasurer shall keep all records of accrued annual leave, annual leave taken, and balance of the annual leave for each employee.

- 6.1.4 All requests for annual leave must be approved by the Department Supervisor prior to the employee taking leave.
- 6.1.5 All requests for annual leave must be approved by the Parish Manager prior to the Department Supervisor taking leave.
- 6.1.6 Absence chargeable to annual leave for part of a day shall be charged proportionally, but not less than one (1) hour.
- 6.1.7 Earned annual leave not taken by an employee may be accumulated.
- 6.1.8 Accumulated annual leave, for which an employee shall be paid, shall not exceed two hundred-forty (240) hours at the time of resignation or retirement. The remainder of the annual leave may be counted toward qualification for retirement.
- 6.1.9 Employee vacations shall be scheduled by the Department Supervisor, who shall give due consideration to the needs of the Parish and the interest of the employees.
  - 6.1.9.1 If two or more employees request the same vacation time, the employee with the higher performance rating shall be granted the request first.
  - 6.1.9.2 An employee may choose to split his/her vacation.
  - 6.1.9.3 Holidays occurring during an employee's scheduled vacation shall not be charged to his/her vacation time.
- 6.1.10 Employees being transferred, promoted or demoted shall retain his/her accumulated annual leave.
- 6.1.11 An employee using unscheduled annual leave following a weekend, payday, holiday or vacation time, except for an emergency, more than three (3) times in a calendar year shall be subject to disciplinary action.
- 6.1.12 In order to be competitive in hiring practices, the Parish Manager, at his discretion may match the annual leave accrual rate the prospective employee was earning at the current or prior employment.
- 6.1.13 Upon separation from service, the rate of pay for the accumulated annual leave up to the date of separation shall be computed on the basis of the rate the employee is receiving at the time of separation.
- 6.1.14 Upon death, annual leave accrued to employees' credit shall be computed and the value thereof shall be paid to his/her heirs, except that such payment for accrued leave shall not exceed two hundred and forty (240) hours and

shall be computed on the basis of the rate the employee was receiving at the time of death.

## 6.2 Holidays

6.2.1 The following holidays are to be observed in the Parish by Police Jury employees:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
Mardi Gras	Veteran's Day
Good Friday	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)

*[See Annual Leave 6.1.1 where the eight hours for the Floating Holiday is added to the total number of days earned per year.]*

6.2.2 The Parish Manager may substitute one holiday for another at his discretion.

6.2.3 The Police Jury may proclaim other holidays by a Resolution as it deems necessary.

6.2.4 As many employees as possible shall be given each holiday off consistent with the maintenance of essential parish functions.

6.2.5 Part-time employees who would normally have worked on a day of the week observed as a holiday shall be entitled to holidays with pay for the number of hours they would have worked on that day if the holiday had not occurred.

6.2.6 Full-time employees who are directed to work on an official holiday shall be paid time and a half (1 ½) in addition to the regular holiday pay or shall be given equivalent compensatory time off as determined by the Department Supervisor and the Parish Manager.

6.2.7 If the holiday falls on a Saturday or a Sunday, the Friday before a Saturday or the Monday following a Sunday shall be observed as a holiday.

6.2.8 An employee on leave-of-absence-without-pay status on the holiday or on the scheduled work day immediately preceding or following shall not receive pay for the holiday.

6.2.9 Department Supervisors shall ensure that full-time regular employees working unusual schedules or on shifts, receive the benefits of the full number of official paid holidays.

## **6.3 Insurance**

- 6.3.1 At the discretion of the Police Jury, the Jury shall determine the Jury's contribution to group insurance.
- 6.3.2 All full-time employees shall be eligible to apply for coverage under group insurance programs as determined by the insurance policy.
- 6.3.3 To obtain full coverage, each employee must meet the requirements set forth by state and Federal law including a requirement for number of hours worked.
- 6.3.4 Employees are not required to participate in the group insurance programs, and may select the group program of his/her choice.
- 6.3.5 An employee who is eligible for retirement he may remain insured for benefits under the group program for himself/herself and dependents if approved by the insurance company. The Police Jury may pay a pro rata portion of the premium for the employee only.
- 6.3.6 Types of insurance available may include: Health Insurance; Life Insurance; Short-term Disability; Long-term Disability; Dental Insurance; and Vision Insurance.

## **7. HUMAN RESOURCES POLICIES**

### **7.1 Sick Leave**

- 7.1.1 Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:
  - 7.1.1.1 Personal illness, injury or any other type of physical disability except injuries incurred on the job (Job-related injuries are covered under Workmen's Compensation, see 7.9 Disability).
  - 7.1.1.2 Doctor or dental appointments.
  - 7.1.1.3 Illness in the employee's immediate family.

7.1.2 Each full-time employee shall be entitled to sick leave with pay and accumulated according to the following schedule:

Length of Service	Accrued Sick Leave	Hours
One month to 3 years	12 days	96 hours
4 – 6 years	15 days	120 hours
7 -- 9 years	18 days	144 hours
10 – 12 years	21 days	168 hours
13 – 15 years	24 days	192 hours
16 years and over	30 days	240 hours

\*The employee shall accumulate sick leave from the first day of employment including the probation period, but the leave shall not be used until the probation period has been successfully completed.

7.1.3 Available sick leave shall be shown on the last payroll stub of the month.

7.1.4 An employee requiring sick leave shall inform his/her Department Supervisor of the fact and reason as soon as possible. Failure to report by noon on the first day of the illness may result in denial of sick leave with pay for the period of the absence.

7.1.5 Absence chargeable to sick leave for part of a day shall be charged in an amount, not less than one (1) hour.

7.1.6 Annual leave may be used for sick leave purposes after sick leave is exhausted.

7.1.7 If a Police Jury holiday occurs during such absence, the day will be considered a holiday rather than a day of sick leave.

7.1.8 A maximum of 1200 hours of accumulated sick leave may be counted toward qualification for retirement.

7.1.9 Upon separation of employment, excluding retirement, no sick leave shall be paid to the employee. The balance of the sick leave earned shall be kept on the books for a period of five years and reinstated to the employee if the employee is rehired.

7.1.10 Absence from work:

7.1.10.1 An employee may be absent from work for one day or two (2) consecutive days due to illness sustained by himself or a member of his immediate family without submitting an attending physician's statement.

- 7.1.10.2 An employee absent from work due to illness sustained by himself or a member of his immediate family between three (3) and five (5) consecutive days may be required by the Department Supervisor to obtain a statement from the attending physician before payment of sick leave will be made. If a physician's statement is required, it shall be placed in the employee's confidential medical file.
- 7.1.10.3 An employee absent from work for over five (5) or more consecutive days or hospitalized may be required to obtain a statement from the attending physician before payment of sick leave will be made. The physician's statement shall be placed in the employee's personnel file.
- 7.1.10.4 If an employee abuses the "one or two day absence from work policy", the Department Supervisor may require a statement from the attending physician before payment of sick leave will be made even if the absences are for one day on a continual basis. If the employee continues to abuse the policy, the employee shall be subject to disciplinary action.
- 7.1.10 The Parish Treasurer (Human Resources Director) shall keep records of accrued sick leave, sick leave taken, and balance of sick leave for each employee.
- 7.1.11 An employee using unscheduled sick leave following a weekend, a payday, a holiday or vacation time more than three (3) times in a calendar year may be subject to disciplinary action.
- 7.1.12 An employee that continually maintains a sick leave balance of eight (8) hours or less may be subject to disciplinary.
- 7.1.13 An employee fraudulently obtaining sick leave may be subject to disciplinary action.

## **7.2 Emergency Leave**

- 7.2.1 The Parish Manager, with the recommendation of the Department Supervisor and after ascertaining the exact circumstances, may grant a paid emergency leave until the next Police Jury meeting if all annual and sick leave has been exhausted to a full-time employee in the event of a death or disaster, serious illness or serious injury within the employee's immediate family. Additional days requested shall require Police Jury approval.
- 7.2.2 The Parish Manager shall grant emergency leave to Department Supervisors under the same conditions of 7.2.1.

### **7.3 Military Leave**

- 7.3.1 An employee who is called to ACTIVE DUTY in the armed forces of the United States, the Coast Guard, Public Health Service, Emergency Preparedness, the Merchant Marine Services, (in accordance with existing laws) shall be entitled to re-employment after release from service with an honorable discharge or discharge under honorable conditions, provided he/she is physically and mentally able to do the work required, and reports to work within one hundred and eighty (180) days or such discharge or within one hundred and eighty (180) days after he/she is released from hospitalization continuing after discharge for a period of not more than one (1) year.
- 7.3.2 An employee who is called to active duty may receive up to 15 working days of paid military leave each calendar year.
- 7.3.2 An employee who is called to active duty shall continue to maintain his/her seniority level.
- 7.3.3 An employee who has exhausted the 15 days of paid military leave in a calendar year, who are placed on leave without pay for the remainder of their service, AND whose military pay is less than the employee's current salary may be entitled to receive the difference between their military base pay and their current pay.
- 7.3.3 Upon re-employment, the employee shall be employed in the job and at the same salary he/she had when drafted or called to active duty. If the job has been upgraded, the employee shall be re-employed at the current salary.
- 7.3.4 In the event that the employee's former job no longer exists, he/she shall be placed in a job for which he/she is qualified at a comparable salary with that formerly received.
- 7.3.5 A full-time employee who is a member of a Reserve Military Organization of the United States or a member of the National Guard of the state and who attends military reserve training shall be granted paid leave for such training not to exceed the time required by the military. Time off for the purpose of attending military training shall not be considered vacation time nor require the use of annual leave.

### **7.4 Maternity and Paternity Leave**

- 7.4.1 Maternity and paternity leave shall be compliant with the Family and Medical Leave Act (FMLA) and the National Defense Authorization Act.
- 7.4.2 Complications associated with pregnancy are considered illnesses and, as such, shall be subject to the provisions of the sick leave policy.

- 7.4.3 Each employee who desires to request leave shall submit a letter of request for leave and a physician's statement regarding the anticipated delivery date to the Department Supervisor stating the expected dates of absence from the Department. The judgment of the employee's physician or employer's physician will determine the length of time that an employee can work before delivery.
- 7.4.4 For the purpose of this section, the employee (mother or father) may use any accumulated sick leave and/or annual leave.
- 7.4.5 A full-time employee who has completed one or more years of continuous service may request a maternity leave of absence without pay by submitting such request in writing to the Department Supervisor and the Parish Manager. (See 7.5 Leave of Absence without Pay) Employees requesting such leave will be treated no differently from other employees with temporary disabilities.
- 7.4.6 The leave of absence shall end within a period not to exceed three (3) months after the date of childbirth. Additional leave time may be allowed if approved for medical reasons by the Department Supervisor with the approval of the Parish Manager. (See Section 7.5 Leave of Absence without Pay).
- 7.4.7 No later than thirty (30) days after the date of childbirth, the Department Supervisor shall send a letter to the employee requesting the date of the employee's return to work.
- 7.4.8 The employee who desires to return from maternity leave will be considered for the original position. The mother's ability to resume work shall be determined by a written statement from the employee's physician or a physician of the Police Jury's choice.
- 7.4.9 Employees, if enrolled in the insurance program, will receive hospitalization benefits during the period of leave provided they continue to pay the required premiums.
- 7.4.10 If a pregnancy prevents an employee from properly performing the job or if it creates hazard to persons or property as determined by the employee's physician or the a physician chosen by the Police Jury, the employee and the Department Supervisor shall decide the appropriate action to be taken.
- 7.4.11 Pregnancy and childbirth shall not differ from any other long-term illness, in considering an employee's rights and responsibilities. The employee shall continue to accumulate annual leave, sick leave, and maintain his/her seniority level.

## **7.5 Leave of Absence without Pay (Family Leave)**

- 7.5.1 An employee may be granted a leave of absence without pay, upon written request to the Department Supervisor, with the approval of the Parish Manager and in accordance with the parish's adopted Family Leave Policy.
- 7.5.4 The Parish Manager, with the approval of the Police Jury, shall grant "leave of absence" requests without pay to Department Supervisors in accordance with the parish's adopted Family Leave Policy.

## **7.6 Civil Leave (Jury Duty)**

- 7.6.1 Employees of the Parish shall be entitled to their regular compensation, when absent from duty because of compulsory service on grand juries, petit juries and as witnesses summoned in judicial proceedings. Parish employees are exempt from being paid fees for jury and/or witness duties.
- 7.6.2 It shall be Parish policy that if any employee of the Parish is called for court duty, he/she shall be expected to report for work if a reasonable amount of time remains during his/her regular work day.

## **7.7 Leave to Vote**

- 7.7.1 West Feliciana Parish encourages employees to vote in all elections.
- 7.7.2 If the polls are only open during normal workday hours, the employee shall be granted leave with pay up to one hour in order for the employee to vote.
- 7.7.3 If the polls are open before and/or after the normal workday, the employee is expected to vote during the non-working hours.

## **7.8 Funeral Leave**

- 7.8.1 An employee shall notify the Department Supervisor or the Parish Manager of the need for funeral leave.
- 7.8.2 The Department Supervisor or the Parish Manager may grant up to three (3) days, if the funeral is within state, or five (5) days, if the funeral is out of state, leave with pay for a death within the employee's immediate family or someone living in the employee's home.
- 7.8.3 If additional leave is required, the employee shall submit a request for annual leave to the Department Supervisor.

## **7.9 Injuries Received on the Job**

- 7.9.1 It is the policy of the Police Jury that employees unable to work due to an injury received on the job shall be compensated according to the current Workmen's Compensation law and any requirements of the insurance companies.
- 7.9.2 At no time shall an employee be permitted to receive more than 100 percent of his/her normal wage.
- 7.9.3 In the event accrued sick leave is depleted, the employee may use accrued annual leave in place of sick leave.
- 7.9.8 Eligibility for Long-term Disability and Short-term Disability insurance shall be in accordance with the employee's insurance policy(s).

## **7.10 Uniforms Provided**

- 7.10.1 Provided the job position requires a uniform, a full-time or part-time employee shall receive eleven (11) uniform sets.
- 7.10.2 Upon receipt of the sets of uniforms, the employee shall sign a written authorization permitting such a deduction should the uniforms or parts of uniforms not be returned. This authorization shall be placed in the employee's personnel file.
- 7.10.3 The employee shall bring dirty uniforms to the Police Jury office for weekly pickup for laundering.
- 7.10.4 Upon separation from employment, the employee shall return all sets of uniforms to the Parish Treasurer (Human Resources Director) or the equivalent cost shall be deducted from the employee's final pay check.

## **7.11 Cellular Telephones Provided**

- 7.11.1 The Parish Manager may provide cellular telephones to parish employees as needed.
- 7.11.2 The Information Systems Policy Manual contains additional regulations.

## **7.12 Information Systems Equipment Provided**

- 7.12.1 Computers are provided as a necessity for business use and office data functions.

7.12.2 Some Department Supervisors and specific employees may be assigned additional equipment which may be used in the field or at a personal residence as required by their job duties.

7.12.3 The Information Systems Policy Manual contains additional regulations.

### **7.13 Vehicle Provided**

7.13.1 Various parish employees at the discretion of the Parish Manager are provided parish-owned vehicles for full-time use.

7.13.2 Parish owned vehicles are available to the employees for parish use during working hours, including attending seminars, classes, conferences, etc.

7.13.3 ON-CALL employees are provided parish owned vehicles for job related parish use during non-working hours.

7.13.4 Gasoline and maintenance, when possible, for most parish vehicles are provided through the Road Department.

7.13.5 The full-time use of parish vehicles is considered a benefit and a monetary sum is reported in the paycheck.

### **7.14 Key or Keycard Provided**

7.14.1 It shall be the policy of the Police Jury that only West Feliciana Parish Police Jury full time and approved part-time employees shall have keys or keycards to any parish buildings (with the exception of the Courthouse and Courthouse Annex), facilities, Water District facilities, equipment yards, and/or equipment or material holding areas.

7.14.2 The Police Jury President may have a key or keycard to the Parish Government Buildings in case of an emergency.

7.14.3 Individuals receiving key(s) or keycard(s) shall sign a register stating for which building a key or keycard was received.

### **7.15 Telecommuting during Emergencies**

7.15.1 In case of an extended emergency or in anticipation of an emergency (such as a hurricane), employees may be directed to bring the parish-owned laptops and/or other required equipment to their residences in order to continue the flow of work required by their job duties.

7.15.2 The employee shall be responsible for the laptop and any other equipment in their possession and shall use it only for business purposes.

## **8. PERSONAL CONDUCT**

Every employee of the West Feliciana Parish Police Jury is responsible for serving the public and shall conduct himself/herself in a courteous and responsible manner. Personal conduct of an employee is the manner in which the public judges the employee. Failure to conform to the policies shall be cause for disciplinary action according to 10.5 and 10.6 and any other specific references to disciplinary action.

### **8.1 Attendance and Punctuality**

- 8.1.1 It is the policy of the Police Jury to encourage good attendance habits on the part of its employees. Occasional tardiness may be unavoidable. Infrequently, there may be days when bad weather or other conditions result in lateness or absence from work all or part of a day. Continual tardiness, on the other hand, is inexcusable and shall not be tolerated.
- 8.1.2 Excessive absenteeism and chronic tardiness are patterns of behavior that are easily identified. Department Supervisors should be aware of these behavior patterns as they develop and should make every effort to find the reasons for this behavior and assist the employee in correcting the problem.
- 8.1.3 Whenever an employee is late for work, he/she shall notify the Department Supervisor and offer an explanation for his tardiness. Arrival after ten (10) minutes shall be considered tardy.
- 8.1.4 Excessive tardiness shall not be tolerated.
- 8.1.5 If the tardiness is excused, the employee shall have the Department Supervisor write the time on the time card and sign it in order that the employee can receive compensation for the excused tardy.
- 8.1.6 An employee shall notify their respective supervisor(s) within a reasonable timeframe if he/she is to be absent or late for work.
- 8.1.7 Unexcused absences of three (3) or more days per year shall be subject to disciplinary action.
- 8.1.8 Excessive absences shall also be subject to disciplinary action.
- 8.1.9 If illness is given as a cause of absence, the Department Supervisor reserves the right to require a written statement from the employee's physician and/or a physician chosen by the Parish when deemed necessary.
- 8.1.10 A Department Supervisor shall notify the Parish Manager and the receptionist when they will be absent from work.

## **8.2 Personal Appearance of Employees**

- 8.2.1 The Policy Jury reserves the right to require appropriate business dress and grooming and to set standards in the best interest of the public.
- 8.2.2 Generally office workers should dress in a manner normally accepted in business establishments. Extreme fashions should be avoided.
- 8.2.3 Employees who work around machinery and equipment shall observe sound safety regulations, including the wearing of appropriate articles of clothing (appropriate boots or shoes, goggles, hard hats, etc.) as required by acceptable safety standards.

## **8.3 Hours of Work**

- 8.3.1 It is the policy of the Police Jury to establish working hours required by the workload and production flow, parish needs, and efficient management of personnel resources.
- 8.3.2 The normal work week for parish employees is forty (40) hours, composed of eight (8) hours per day. Department Supervisors with approval of the Parish Manager shall establish daily work schedules.
- 8.3.3 Extended "summer hours" with one day off every other week or some similar extended hour arrangement may be approved by the Parish Manager.
- 8.3.4 If authorized by their immediate supervisors, employees may take two (2) 15-minute rest periods each full work day. A rest period shall never interfere with the proper performance of the work responsibilities of the department.
- 8.3.5 The Police Jury makes no provision for make-up time. Whenever an employee is absent from work through no fault of the employer, the employee shall not be permitted to work additional time solely for the purpose of "restoring" the time lost.
- 8.3.6 No hourly employee may return to any parish building after the close of business without permission of his/her Department Supervisor.
- 8.3.7 Salaried employees are not required to fill out time cards.

## **8.4 Lunch**

- 8.4.1 The length of the lunch period is thirty (30) minutes or sixty (60) minutes including travel time. **Bona fide** lunch periods during the scheduled work day are not considered as work time. The employee shall be completely relieved of duty for the purpose of eating regular meals.

8.4.2 If the bona fide lunch period is interrupted by calls to duty, the employee may leave work one hour early with the permission of the Department Supervisor.

## **8.5 Seniority**

8.5.1 Because compensation, earned leave, and requests for annual leave takes into account length of time employed, seniority provisions are important.

8.5.2 Seniority is determined by the time an employee spends continuously on the payroll of the Police Jury. It may be broken by discharge, resignation or leave of absence for more than six months.

8.5.3 Any employee on Military Leave and Maternity/Paternity Leave shall maintain his/her seniority status.

8.5.4 An employee who is laid off because of budget cuts and is subject to rehire shall maintain his/her level of seniority.

## **8.6 Outside Employment**

8.6.1 It is the policy of the Parish Police Jury to allow its employees to hold second jobs, subject to certain restrictions. The Parish job shall be considered the employee's **primary** occupation and shall take precedence over any other occupation(s).

8.6.2 The outside employment of an employee shall not provide conflict of interest with his/her primary occupation. Any violation shall be subject to disciplinary action.

8.6.3 Outside employment shall not be considered an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime.

8.6.4 If outside employment is adversely affecting an employee's job performance, he/she may be asked to refrain from such activities by his/her Department Supervisor.

8.6.5 If the outside employment continues to adversely affect the job performance, the Department Supervisor shall counsel the employee and inform the Parish Manager of the situation.

8.6.6 Refusal to respond to a request or counseling shall be cause for disciplinary action or termination.

## **8.7 Harassment**

- 8.7.1 It is the policy of the Police Jury to prohibit harassing statements, innuendos, or other forms of harassment of its employees in the workplace by any person in any form.
- 8.7.2 Harassment includes any statements regarding political or religious opinions or affiliations, race, color, national origin, marital status, age, sex, physical or mental disability, or other non-merit factors.
- 8.7.3 Harassment between employees, employees toward Department Supervisors or Department Supervisors toward employees shall be subject to disciplinary action.
- 8.7.4 Any employee who believes that he/she has been the subject of shall provide a written statement of the alleged act immediately to the Department Supervisor or the Parish Manager, if applicable.
- 8.7.5 The Department Supervisor or the Parish Manager, if applicable, shall make every effort to insure that complaints of harassment are resolved promptly and effectively.
- 8.7.6 If the employee is not satisfied with the action taken by the Department Supervisor, he/she shall bring the complaint to the attention of the Parish Manager. The complaint shall be investigated by the Parish Manager and the employee shall be advised of the findings and conclusion.
- 8.7.7 If the employee is not satisfied with the action taken by the Parish Manager or the complaint is against the Parish Manager, then the employee shall provide written detail of the allegation to the Police Jury President, who shall follow the above established procedures.
- 8.7.8 All actions taken to resolve complaints of harassment through internal investigations shall be conducted as confidentially as possible.
- 8.7.9 Any employee or Department Supervisor who is found after appropriate investigation to have engaged in harassment of another employee shall be subject to disciplinary action.
- 8.7.10 Any employee or Department Supervisor who files a false claim of harassment shall be subject to disciplinary action.

## **8.8 Sexual Harassment**

- 8.8.1 It is the policy of the Police Jury to prohibit sexual harassment of its employees in the workplace by any person in any form.

- 8.8.2 Each Department Supervisor has an affirmative duty to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitive sexual treatment.
- 8.8.3 Specifically, no Department Supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment or career development.
- 8.8.4 Other sexually harassing conduct in the workplace, whether committed by supervisory personnel or non-supervisory personnel, is also prohibited. Such conduct includes:
1. Unwelcome sexual flirtations, advances, or propositions;
  2. Verbal abuse of a sexual nature;
  3. Graphic verbal comments about an individual's body;
  4. Sexually degrading words used to describe an individual; and/or
  5. The display in the workplace of sexually suggestive objects or pictures.
- 8.8.5 Any employee who believes that he/she has been the subject of sexual harassment shall provide a written statement of the alleged act immediately to the Department Supervisor or Parish Manager. The Department Supervisor or Parish Manager shall make every effort to insure that complaints of sexual harassment are resolved promptly and effectively.
- 8.8.6 If the employee is not satisfied with the action taken by the Department Supervisor, he or she shall bring the complaint to the attention of the Parish Manager. The complaint will be investigated by the Parish Manager and the employee will be advised of the findings and conclusion.
- 8.8.7 If the employee is not satisfied with the action taken by the Parish Manager or the complaint is against the Parish Manager, then the employee shall provide written detail of the allegation to the Police Jury President, who shall follow the above established procedures.
- 8.8.8 All actions taken to resolve complaints of sexual harassment through internal investigations shall be conducted confidentially.
- 8.8.9 Any employee or Department Supervisor who is found after appropriate investigation to have engaged in sexual harassment of another employee will be subject to disciplinary action.

8.8.10 Any employee or Department Supervisor who brings a false claim of sexual harassment shall be subject to disciplinary action.

## **8.9 Alcoholism**

8.9.1 The Police Jury recognizes the fact that alcoholism is a disease that is treatable. For the purpose of this policy, alcoholism exists when an employee's consumption of alcohol begins to interfere with job performance. (Also see **8.10 Drug Usage and Testing**).

8.9.2 The social stigma often associated with alcoholism is inappropriate and is an impediment to effective treatment. It is hopeful that this policy will encourage self-referral of employees who suspect that they might have alcoholism or a drinking problem. This policy is intended to assure that no employee with such problem will have his/her job security or promotional opportunities jeopardized by a request for help. The individual's rights to confidentiality and privacy are honored.

8.9.3 All pertinent information and records of employees with alcoholism will be preserved in the same manner as all other medical records.

8.9.4 The Department Supervisor should not attempt to diagnose alcoholism. Department Supervisor initiated referral for diagnosis and treatment should be based strictly on unsatisfactory or deteriorating job performance resulting from apparent behavioral problems, whatever their nature.

8.9.5 It will be the responsibility of the employee to comply with the referral for diagnosis and to co-operate with the prescribed treatment.

8.9.6 An employee's refusal to follow up on the referral or accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as for all other illnesses when job performance continues to be adversely affected.

8.9.7 Implementation of this policy shall not require or result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance requirements.

## **8.10 Drug Usage and Drug Testing**

8.10.1 It is the policy of the Police Jury to provide a safe and drug free workplace, therefore the parish maintains this drug testing policy.

8.10.2 Employees and applicants may be required by a physician to use prescription drugs, abuse of prescribed medications shall be treated the same as the abuse of illegal substances.

- 8.10.3 Drug use prohibition applies to any substance determined by law to be an unauthorized controlled substance, including alcohol
- 8.10.4 An employee whose blood alcohol level is above the Louisiana legal limit during working hours is in violation of this policy.
- 8.10.5 Any employee with a CDL detained for suspected use or for DUI shall notify the Department Supervisor or Parish Manager as soon as possible.
- 8.10.6 Prescription Drugs (Controlled Substances), Over-the-Counter and Off-the-Shelf Medicines are permitted provided work performance is not impaired and:
  - 8.10.6.1 Notice is given to the Department Supervisor or the Parish Manager, if applicable, with a copy of the label showing the employee's name, physician on the medicine bottle.
  - 8.10.6.2 The medicine is consumed at the prescribed rate.
- 8.10.7 The Police Jury conducts reasonable suspicion, post accident and follow-up drug tests on all its employees. Any employee whose job duties involve the driving of public vehicles shall be subject of random drug testing as well.
- 8.10.8 The testing shall be performed by a qualified company/lab of the Police Jury's choosing.
- 8.10.9 When informed of being selected for drug testing, the employee shall immediately proceed to the designated location to provide a sample of body fluids that shall be used for testing for substances. The employee shall be accompanied by the Department Supervisor or other delegated employee to the test site.
  - 8.10.9.1 Failure to report immediately shall be grounds for disciplinary action.
  - 8.10.9.2 Failure or refusal to take the test shall be justification for termination.
- 8.10.10 Test results shall be confidential. A positive test result shall mandate that the employee be counseled by the Department Supervisor to determine if there are any mitigating circumstances.
- 8.10.11 After reviewing the test results and the counseling session, the Department Supervisor shall refer the employee for professional counseling. If the employee tests positive after the 30 days suspension period, the employee will be subject to disciplinary action.

- 8.10.12 An employee with a positive test result will have the option to complete a drug rehabilitation program (approved by the Parish) at his/her own expense or thirty (30) days suspension without pay. The employee shall be allowed to return to work with a negative test result at the end of the thirty day period, with continued counseling.
- 8.10.13 Participation in any voluntary program shall be confidential. Failure to accept either option in 8.10.11 shall be justification for disciplinary action.
- 8.10.14 Subsequent violations shall be taken under advisement by the Department Supervisor and the Parish Manager and may be justification for termination.

### **8.11 Gambling**

- 8.11.1 The Police Jury shall not permit organized gambling of any sort by its employees during working hours, in parish facilities or on parish lands.
- 8.11.2 For the purpose of this section, "the work day" includes regular working hours, lunch periods, clean-up time, overtime and any other breaks.

### **8.12 Violation of Public Trust**

- 8.12.1 It is the policy of the Police Jury to immediately place any employee on leave of absence without pay if he/she is indicted or charged with a criminal offense that is a violation of the public trust.
- 8.12.2 If found guilty, the employee shall be dismissed from the date of the beginning of such leave of absence.
- 8.12.3 If the employee is found innocent he/she will be reinstated and reimbursed in pay from the beginning date of such leave.
- 8.12.4 An employee who has knowledge of any misappropriation of public funds or assets shall report it to the proper authority. There shall be no discrimination or recrimination in accordance with the Louisiana "Whistle blower's Act".
- 8.12.5 The parish and the parish employees shall concur with the Louisiana Ethics Law.

### **8.13 Political Activity**

- 8.13.1 The Police Jury concurs with the Louisiana Ethics Law as well as the following policies:

- 8.13.2 No employee shall, directly or indirectly, pay or promise to pay an assessment, subscription, or contribution for any political party, faction or candidate, or solicit or take any part in soliciting any employee.
- 8.13.3 No appointing authority, agent or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any employee for purpose of influencing his vote, support, or other political activity in any election; and no appointing authority, agent or other person shall use his authority or influence, by threats, promises, or other means, directly or indirectly, to punish or coerce the political action of any employee.
- 8.13.4 No employee shall:
  - 8.13.4.1 Be a candidate for nomination or election to parish public office while employed.
  - 8.13.4.2 Take active part in an effort to recall from office an elected public official, or seek, solicit or attempt to coerce any person including any other employee into participating in any such effort of signing a recall petition except that nothing contained herein shall prevent an employee from signing a recall petition.
- 8.13.3 No person elected to public office shall, while serving in such elective office, be appointed or employed by the Police Jury.
- 8.13.4 Contacting local, state or national officials in support of issues involving bonded indebtedness, tax referenda, or Constitutional amendments shall not constitute prohibited activity within the meaning of this rule.
- 8.13.6 All complaints and reports shall be investigated promptly by the appropriate authority.

**8.14 Uniform Usage**

- 8.14.1 Employees shall wear the approved uniform for their Department, as applicable.
- 8.14.2 Employees in uniform shall not enter places such as bars, lounges, saloons or casinos except in the performance of their official duties.
- 8.14.3 Employee identification cards and badges, if applicable, shall only be used in the performance of official duties.

**8.15 Telephone and Cellular Telephone Usage**

- 8.15.1 Personal telephone calls, incoming and outgoing, shall be limited in number and length during working hours. This shall be applicable to parish landline

telephones, cellular telephones and pagers and to personal cellular telephones and pagers.

- 8.15.2 No personal long distance telephone calls shall be made without permission of the Department Supervisor.
- 8.15.3 Each employee shall respond to a received telephone or FAX message as soon as practical.
- 8.15.4 Whenever an employee is in a meeting, he/she shall place their cellular telephone on silent or vibrate. If there is an urgent reason that the ring tone needs to be heard, the employee should tell the meeting leader and ask permission for the ring tone.
- 8.15.5 Texting shall be kept at a minimum and shall not be allowed during meetings without the permission of the meeting leader.
- 8.15.6 If an employee has an emergency situation involving a member of the family which will require extra telephone time during work hours, the employee shall discuss this with the Department Supervisor and/or the Parish Manager and receive permission for the extra telephone time provided the actions of the employee is not disruptive to the work being performed.

## **8.16 Computer Usage**

- 8.16.1 The use of West Feliciana Parish Police Jury information systems including but not limited to the Internet during working hours is intended for "official West Feliciana Parish Police Jury business."
- 8.16.2 Authorization for computer usage or Internet access must be obtained through the Department Supervisor.
- 8.16.3 Once authorization is approved the employee shall be responsible for:
  - 8.16.3.1 The security of his/her account password.
  - 8.16.3.2 All use or misuse of his/her account by said employee and/or any other person.
  - 8.16.3.3 Maintaining secure passwords.
  - 8.16.3.4 Never using an account assigned to another user.
- 8.16.4 Excessive personal use of or time spent for personal gain is strictly prohibited.

- 8.16.5 Under no circumstances or for any reason shall an employee, the guest of an employee or any contractor install **any type of software** on any West Feliciana Parish Police Jury computer or data system of any type without prior approval from the IS department.
- 8.16.6 No employee shall send threatening, slanderous, racially and/or sexually harassing messages or graphics from his/her computer, or any other harassing content whether based on national origin, disability, religion or other impermissible basis.
- 8.16.7 No employee shall represent himself/herself as someone else, real or fictional, nor send a message anonymously.
- 8.16.8 No employee shall copy or transfer electronic files for non-departmental or Police Jury business use without permission.
- 8.16.9 All computer usage, including internet usage shall be recorded and tracked separately for each user account.
- 8.16.10 All employees are obligated to cooperate with any investigation regarding the use of his/her computer and computer equipment which has been authorized by the Information Systems Department Supervisor, the employee's Department Supervisor and/or the Parish Manager.
- 8.16.11 The IS Department Supervisor shall notify the Department Supervisor and/or Parish Manager about any employee who does not follow the Information Systems Department Systems Usage Policy as approved by the Police Jury. There shall be a Signature Form for receipt of the Policy which shall be signed by the employee and placed in the employee's personal file.
- 8.16.12 All employees shall be provided a copy of the Information Systems Department Systems Usage Policy which contains additional policies for specific usage.

## **8.17 Vehicle Usage**

- 8.17.1 An employee operating a parish-owned vehicle shall have a valid Louisiana Driver's License. A copy of the current driver's license shall be placed in the employee's personnel file.
- 8.17.2 If the employee's driver's license has been suspended, revoked or taken by an officer of the law, the employee shall immediately, but no later than the next business day, inform the Department Supervisor of that fact.
- 8.17.3 It is the policy of the Police Jury to require employees to use privately-owned vehicles for transportation to and from work, unless specifically authorized otherwise by the Department Supervisor or the Parish Manager.

- 8.17.4 Privately-owned vehicles are not to be used on the job unless authorized by the Department Supervisor or the Parish Manager.
- 8.17.5 An employee driving a parish-owned vehicle shall exercise extreme caution and responsibility and adhere to all motor vehicle laws.
- 8.17.6 Employees who operate parish-owned vehicles as part of their job duties are insured by the parish.
- 8.17.8 Reckless and destructive operations of parish-owned vehicles and/or heavy equipment by employees shall not be tolerated.
- 8.17.9 Unauthorized use of parish-owned vehicles and/or heavy equipment shall result in disciplinary action.
- 8.17.10 The severity of the any vehicle offense shall result in commensurate disciplinary action.
- 8.17.11 An employee involved in any accident with a parish owned vehicle or heavy machinery (such as a road grader) shall immediately:
  - 8.17.11.1 Report the accident to the Department Supervisor and/or the Parish Manager and the police or sheriff, if applicable.
  - 8.17.11.2 Report for a drug and alcohol screen test.

### **8.18 Key or Keycard Usage**

- 8.18.1 Any employee who loses a key or key card shall immediately notify his/her Supervisor with a written statement regarding the circumstances in which the key was lost and shall be subject to disciplinary action according to 10.6.9.
- 8.18.2 Any employee who makes an unauthorized copy of a key or keycard shall face disciplinary action according to 10.6.9.
- 8.18.3 Any employee who allows an unauthorized person to use, borrow or copy a key or keycard shall face disciplinary action according to 10.6.9.
- 8.18.4 The assignment of a key or keycard to any individual or individuals associated with an organization that has a long-term occupancy of a parish building or facility shall be at the discretion of the Parish Manager. Unauthorized use of a key or key card is subject to disciplinary action according to 10.6.9.

## **9. ENVIRONMENTAL HEALTH AND SAFETY**

The Police Jury shall comply with all appropriate and regulated safety and health standards and expects that each employee shall also comply. Any employee who abuses the any of the Environmental Health and Safety Policies shall be subject to disciplinary action according to 10.5 and 10.6.

### **9.1 Employee Safety and Health**

- 9.1.1 It is the responsibility of the Police Jury through the Parish Manager, the Department Supervisor and the employees to provide a safe and healthful environment for all employees.
- 9.1.2 The safe performance of all work assignments, without injury, is the primary concern of the Police Jury.
- 9.1.3 Actions by employees that are not conducive to the safety and health of the job or project shall be reported to the Department Supervisor.
- 9.1.4 In addition to the normal appropriate and regulated safety and health requirements, the Department Supervisor may have additional regulations pertinent to and/or required by law for that department and its activities. The Department Supervisor shall maintain those regulations and provide a copy to each employee.
- 9.1.5 Additional health and safety regulations, either temporary or permanent, may be established at the discretion of the Parish Manager and/or the Police Jury.

### **9.2 Tools, Supplies, Computers, and Equipment**

- 9.2.1 All tools, supplies, computers and accessories, and other equipment needed to perform the job duties shall be provided by the employer.
- 9.2.2 It shall be the responsibility of each employee to see that the tools and equipment are properly used and maintained.
- 9.2.3 Misuse, neglect, theft and abuse of tools, supplies, computers and accessory equipment, and other equipment are prohibited.
- 9.2.4 No employee shall use tools, supplies or equipment, including office equipment, for personal gain or profit.
- 9.2.5 No employee shall loan tools, supplies or equipment to anyone other than a parish employee and shall report the loan to the Department Supervisor.

9.2.6 The Department Supervisor may have additional regulations for tools, supplies and equipment and a copy shall be provided to each employee.

### **9.3 Vehicle and Heavy Equipment Maintenance**

9.3.1 It shall be the responsibility of the employee using the vehicle or heavy equipment to maintain it and report any needed maintenance or repairs as soon as possible.

9.3.2 Misuse, neglect, theft, and abuse of tools and supplies required for vehicle and heavy equipment maintenance are prohibited.

9.3.3 The Road Department, when possible, shall be responsible for the majority of the maintenance and repairs of parish owned vehicles and heavy equipment.

9.3.4 If a vehicle or heavy equipment requires an outside source to perform the repair or maintenance, the Department Supervisor shall determine the appropriate action to be taken after receiving estimates of the cost of repairs.

9.3.5 An employee using a parish-owned vehicle or heavy equipment shall be responsible for cleaning the interior and exterior of the vehicle or equipment as it accumulates dirt, dust, debris, trash, etc.

## **10. DISCIPLINE**

### **10.1 Treatment**

10.1.1 It is the policy of the Police Jury to maintain and administer equitable and consistent discipline in the workplace.

10.1.2 Any investigation of any complaint and ensuing discipline, if required, shall be fair, prompt and uniform.

10.1.3 There shall be no retaliation against any employee or Department Supervisor as the result of presenting a complaint and/or the ensuing solution.

10.1.4 Discrimination or retaliation against any employee who invokes the Louisiana "Whistle blowers Act" is prohibited.

### **10.2 Grievance Procedure**

10.2.1 It is the policy of the Policy Jury to provide employees with a procedure for bringing work-related problems to the attention of the Department Supervisor or the Parish Manager, as applicable and to resolve such problems fairly and promptly at the lowest possible level.

- 10.2.2 Employees shall air any grievances that they may have with regard to their treatment and/or conditions on the job.
- 10.2.3 The employee shall submit the grievance in written form to his/her Department Supervisor or Parish Manager, as applicable, within five (5) calendar days after the cause of grievance.
- 10.2.4 The Department Supervisor or Parish Manager shall study the grievance and begin the steps to resolve it.
- 10.2.5 If after five (5) days the employee feels the Department Supervisor's action is unsatisfactory or inadequate, his grievance will be forwarded to the next higher level of supervision.
- 10.2.6 No attempt by the employee to bypass a level of supervision in the grievance process shall be tolerated.
- 10.2.7 The Department Supervisor or Parish Manager is responsible for ensuring that the grievance is fully followed until his/her right to appeal is exhausted.
- 10.2.8 Copies of the Notice of Final Decision and any adverse action shall be provided to the Parish Manager and placed in the employees personnel file. If the grievance is against another employee, including a Department Supervisor, a copy shall also be placed in that employee's personnel file.
- 10.2.9 All forms related to the grievance and the final decision shall be placed in the employee(s)'s personnel records.
- 10.2.10 Retaliation shall not be taken against an employee submitting a grievance in good faith.

### **10.3 Appeal Procedure**

- 10.3.1 Formal disciplinary action and other types of formal adverse action may be appealed to the Parish Manager within five (5) working days following the Notice of Final Decision, by a written notice of intent to appeal.
- 10.3.2 Positions appointed by the Police Jury may appeal to the Police Jury within five (5) working days following the Notice of Final Decision, by a written notice of intent to appeal.
- 10.3.3 The adverse action may be stayed pending the decision of the appeal, or may take effect at any time after issuance of notice as determined by the Parish Manager or Police Jury, as applicable.
- 10.3.4 The Parish Manager or the President of the Police Jury, following careful examination of all available information, shall approve, disapprove, modify or

rescind any disciplinary action taken or proposed and provide a written Notice of Appeal Decision following a vote of the Police Jury.

- 10.3.5 Copies of the Notice of Appeal Decision and any adverse action shall be provided and placed in the employees personnel file. If the grievance is against another employee, including a Department Supervisor, a copy shall also be placed in that employee's personnel file.
- 10.3.6 There shall be no right of appeal for probationary or temporary employees except on the grounds of discrimination prohibited by law or these rules.

#### **10.4 Grounds for Disciplinary Action**

- 10.4.1 Employees may be subject to disciplinary action for violating any of the rules and procedures of the Police Jury.
- 10.4.2 The below listed are grounds for disciplinary action; however, this list is not exhaustive and conduct by an employee may constitute grounds for disciplinary action up to and including termination as the facts warrant.
  - 10.4.2.1 Continual tardiness or absenteeism without authorization
  - 10.4.2.2 Excessive absenteeism
  - 10.4.2.3 Excessive use of unscheduled of annual leave and/or sick leave
  - 10.4.2.4 Engaging in horseplay, scuffling, etc
  - 10.4.2.5 Performing overtime work without authorization of the supervisor
  - 10.4.2.6 Causing loss of material due to carelessness
  - 10.4.2.7 Wasting time
  - 10.4.2.8 Hourly employees leaving place of work without notifying his/her supervisor
  - 10.4.2.9 Poor job performance due to outside employment
  - 10.4.2.10 Conflict of interest between parish job duties and outside employment
  - 10.4.2.11 Excessive personal telephone or cellular telephone usage or texting
  - 10.4.2.12 Gambling during working hours
  - 10.4.2.13 Violating health and/or safety regulations
  - 10.4.2.14 Carelessness affecting personal safety or safety of others
  - 10.4.2.15 Threatening, intimidating, coercing, or interfering with fellow employees
  - 10.4.2.16 Soliciting contributions without approval of Police Jury while on Parish time or premises
  - 10.4.2.17 Making false, vicious, or malicious statements
  - 10.4.2.18 Failure to follow job instructions (deliberately)
  - 10.4.2.19 Misusing, destroying, or damaging property
  - 10.4.2.20 Misuse or abuse of public-owned vehicle
  - 10.4.2.21 Abuse of uniform policy
  - 10.4.2.22 Fighting, provoking, or instigating a fight
  - 10.4.2.23 Reporting for work or working under the influence of alcohol or illegal drugs, or unauthorized use of prescription drugs
  - 10.4.2.24 Use of alcohol or drugs while at work or on the job

- 10.4.2.25 Sleeping on the job
- 10.4.2.26 Outside employment that interferes or is a conflict of interest with the current job description and classification
- 10.4.2.27 Insubordination
- 10.4.2.28 Falsifying records
- 10.4.2.29 Theft
- 10.4.2.30 Planning or engaging in sabotage
- 10.4.2.31 Immoral conduct or indecency including the use of profanity or vulgar language
- 10.4.2.32 Accessing or displaying any form of pornography or anatomically explicit matter on parish-owned equipment
- 10.4.2.33 Participation in prohibited political activity
- 10.4.2.34 Arrest and/or conviction of a felony offense in relation to employment
- 10.4.2.35 Issuance of racially derogatory or sexually suggestive remarks, actions, graphics and/or written media
- 10.4.2.36 Sexual harassment
- 10.4.2.37 Harassment based on other basis
- 10.4.2.38 Non-work related activities during business hours
- 10.4.2.39 Being absent without notifying Department Supervisor
- 10.4.2.40 Release of confidential personnel information without legal authorization
- 10.4.2.41 Misuse of issued key(s) and/or keycard(s) for Police Jury buildings
- 10.4.2.42 Any other just cause as defined by the Police Jury

## 10.5 Types of Disciplinary Action

- 10.5.1 Formal disciplinary action shall be consistent with the nature of the deficiency or infraction involved, and the record of the employee. Formal disciplinary action shall include written **reprimand, probation, suspension, reduction in pay, demotion, and dismissal.**
- 10.5.2 An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct.
- 10.5.3 In formal disciplinary actions, a written notice which shall include a written description of the deficiency or infraction involved and, except in dismissal cases, a statement of the likely consequences of further unsatisfactory performance and/or conduct. The written notice shall be given to the employee. Copies shall be given to the Parish Manager and placed in the employee's personnel file within 24 hours.

## 10.6 Types of Formal Disciplinary Actions.

- 10.6.1 In formal disciplinary actions, a copy of the written notice shall be filed in the Parish Manager's office within five (5) days of issuance to the employee. In review of an employee's personnel record, only such formal actions as are

evidenced by the written record on file shall be considered, oral warnings or reprimands are not to be considered.

- 10.6.2 **Written Reprimand.** A copy of the written reprimand shall be kept in the employee's personnel file, but shall not be considered after one (1) year from the time of the reprimand has elapsed.
- 10.6.3 **Probation.** A Department Supervisor may place an employee on probation not to exceed ninety (90) days. A written statement from the Department Supervisor shall be submitted at the completion of the probation period advising what disposition has been taken in the matter. The probation shall be permanently noted in the employee's personnel file. Should the employee fail the probation period, other disciplinary action may be taken.
- 10.6.4 **Suspension.** A Department Supervisor may suspend an employee without pay for up to thirty (30) working days within a 12 month period. Each suspension shall be permanently noted in the employee's personnel file.
- 10.6.5 **Demotion.** An employee may be demoted based on the severity of his/her action(s). An employee's pay may also be reduced within his/her job classification salary range as part of the demotion. The demotion and reduction of pay, if any, shall be permanently noted in the employee's file, but the employee shall not be disqualified from consideration for later advancement and/or pay increases.
- 10.6.6 **Dismissal.** An employee may be dismissed from parish service at the discretion of the Department Supervisor with the approval of the Parish Manager.
- 10.6.7 Abuse of Unscheduled Annual and/or Sick Leave: The first offense shall be suspension for one (1) week without pay. Discipline for any additional offense shall be at the discretion of the Department Supervisor with the approval of the Parish Manager according to the above regulations.
- 10.6.8 Disciplinary action for keys or keycards abuse due to negligence:
- 10.6.8.1 Applicable to 7.14.1: The employee who lost the key shall be responsible for the cost of the replacement key or keycard.
- 10.6.8.2 Applicable to 7.14.2: On the first offense, the employee shall receive a written reprimand which shall remain in his/her official personnel file. On the second offense, the employee shall be subject to discipline as determined by the Parish Manager.
- 10.6.8.3 Applicable to 7.14.3: On the first offense, the employee shall receive a written reprimand which shall remain in his/her official personnel file. On the second offense, the employee shall be dismissed from parish employment.

10.6.8.4 Applicable to 7.14.4: Any organization with an individual that has been authorized by the Parish Manager to have a key or keycard and that individual makes an unauthorized copy of the key or keycard and/or allows an unauthorized person to use the key or key card shall not be allowed to occupy and/or use said facility

## **10.7 Disciplinary Forms**

10.7.1 A Grievance Action form shall be used for the result of any grievance filed and the subsequent investigation.

10.7.2 A separate Disciplinary Action form shall be used for each disciplinary action.

10.7.3 One copy of any written grievance, complaint or reference to discipline shall be placed in the employee's personnel file for a length of time as established above.

10.7.4 A copy of the Grievance Action Form and the Disciplinary Action Forms are included as part of this Manual.

## **11. TERMINATION OF EMPLOYMENT**

An employee shall not be issued a final payroll until all uniforms, computers, equipment or accessories have been returned to the Parish.

### **11.1 Layoff**

11.1.1 An employee may be laid off because of changes in duties, organization, or lack of funds.

11.1.2 Whenever possible, an employee laid off from one Department shall be transferred to a suitable position elsewhere if available.

11.1.3 Whenever possible, at least two (2) weeks notice may be given an employee prior to layoff.

11.1.4 Layoffs shall be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employees being retained.

11.1.5 Temporary and seasonal employees, followed by employees still in their probation period shall be laid off before full-time or part-time employees performing similar duties.

11.1.6 Layoffs because of reduction in workforce shall not be considered disciplinary actions.

## **11.2 Resignation**

11.2.1 Any employee who resigns shall provide a Letter of Resignation.

11.2.2 Any employee who resigns shall have an exit interview with the Department Supervisor and/or the Parish Manager.

11.2.3 A salaried employee is expected to give four (4) weeks written notice of the intent to resign.

11.2.4 All hourly employees are expected to give two (2) weeks written notice of the intent to resign.

11.2.5 Failure to give the required notice within the timeframe may result in ineligibility for re-employment.

## **11.3 Retirement**

11.3.1 West Feliciana Parish is a member of the Parochial Employees Retirement System of Louisiana, Plan B.

11.3.2 The following Eligibility Provisions are regulated by the retirement system:

- Contributions
- Retirement eligibility
- Ineligibility
- Vesting
- Refunds
- Repayment of refunds

11.3.3 Each employee shall be provided a Parochial Employees Retirement System of Louisiana pamphlet describing the program by the Human Resources Director.

11.3.4 An employee who chooses to use his/her accumulated annual or sick leave prior to retirement rather than apply it toward retirement may be granted permission by the Department Supervisor and/or the Parish Manager provided it does not interfere with the effective operation of the job duties or the operational activities of the parish.

## **Reinstatement**

11.4.1 **Following Resignation:** A person who resigned in good standing may be reinstated in his/her former job classification or its equivalent within ten (10)

years following resignation, provided a position is vacant and the person remains qualified to perform the duties of the position and such reinstatement would be in the best interest of the Parish and meets with the approval of the Department Supervisor.

- 11.4.2 **Following Layoff:** An employee (either temporary, serving a probation period, or full-time/part-time) who was laid off may be routinely recalled to work at any time provided the position is vacant and the person remains qualified to perform the duties of the position and is approved by the Department Supervisor.
- 11.4.3 **Following Separation for Incapacity:** A person who was separated for incapacity may be reinstated in his/her former position within ten (10) years following separation, provided the reason for incapacity has been removed to the satisfaction of the Parish, the position is vacant, and the person remains otherwise qualified to perform the duties of the position, and reinstatement would be in the best interest of the Parish, and meets with the approval of the Department Supervisor. In some instances, the employee may be reinstated in a job classification that the employee is deemed capable of performing.
- 11.4.4 **Veterans:** An employee who is called to active duty with the armed forces of the United States, shall be eligible for reinstatement in accordance with 7.3.
- 11.4.5 **Restoration of Credits:** Unless otherwise provided by law, rules or administrative directives, an employee previously earning seniority service and annual and sick leave for which he/she did not receive payment at the time of separation, shall have the unpaid credits restored up to any maximum permitted accumulations following reinstatement under the provisions of 11.4.2, 11.4.3 and 11.4.4.

## 11.5 Termination of Employment

- 11.5.1 It is the policy of the Police Jury to terminate employment due to an employee's resignation, discharge, or retirement.
- 11.5.2 Discharge involuntarily can result from employee disciplinary action due to misconduct or unsatisfactory job performance.
- 11.5.3 Termination because of a reduction in work force will be effected only after the Department Supervisor and the Parish Manager have made a reasonable effort to transfer the employee to another job.
- 11.5.4 In the event that termination is unavoidable, the Parish Manager may assist the employee in locating other employment.

- 11.5.5 Any parish vehicle and its key(s), equipment, computer, cellular telephone, key or keycard, or other item(s) used by the employee shall be returned to the Human Resources Director prior to receiving a final check.

## **12. PERSONNEL RECORDS**

### **12.1 Personnel Files**

- 12.1.1 The Parish Treasurer, acting as the Human Resources Director, shall be responsible for the record keeping for all employee personnel records in a personnel file.
- 12.1.2 The personnel files for each employee shall be confidential and shall comply with Federal and state regulations, including HIPPA.
- 12.1.3 Access to a personnel file is restricted to the employee, the Human Resources Director, the employee's Department Supervisor, the Parish Manager.
- 12.1.4 Accurate and up-to-date information shall be kept on every employee.
- 12.1.5 Employee reference inquiries (including, but not limited to, confirmation of employment) shall be made in writing and the Human Resources Director, after informing the employee of the request, shall respond in writing.
- 12.1.6 The employee shall be informed of the inquiry and will be asked to provide authorizations for the release of data. Employment data released in response to these inquiries shall be restricted to dates of employment, wage rate and position held.
- 12.1.7 Information or copies of documents from an employee's personnel file may be provided in response to a request or a lawful subpoena and/or appropriate governmental agencies or financial auditors in accordance with applicable law and/or otherwise in accordance with the employee's authorization. The employee shall be informed of the request and the name of the party requesting the information.
- 12.1.8 The employee's attendance record shall also be kept in his/her personnel file. The attendance record shall be one of the factors that will be taken into consideration in completing the employee's annual Employee Results Development and Rewards Form.

## **12.2 Data Contained in the Personnel Files**

- 12.2.1 The Employee Personnel File shall include the following records:
- 12.2.1.1 Application for employment
  - 12.2.1.2 References, if applicable
  - 12.2.1.3 Personnel Hiring Request Form
  - 12.2.1.4 Required Federal and state forms, including withholding tax information
  - 12.2.1.5 Personal information
  - 12.2.1.6 Wage and salary changes
  - 12.2.1.7 Promotions and transfers
  - 12.2.1.8 Disciplinary actions
  - 12.2.1.9 Annual Employee Results Development and Rewards Form
  - 12.2.1.10 Benefits
  - 12.2.1.11 Receipt of Personnel Policy Manual Signature Form
  - 12.2.1.12 Receipt of IS Department Systems Usage Policy Form
  - 12.2.1.13 Any forms required by the Department Supervisor
  - 12.2.1.14 Current driver's license
- 12.2.2 An employee shall be responsible for keeping his/her personnel records current and to notify the Human Resources Director of changes in any personal information, including any change in marital status, number of dependents, change of address or telephone number and a copy of his/her current drivers license.
- 12.2.3 An employee shall be responsible for providing all information necessary for benefits, insurance, tax-withholding purposes, and beneficiary designations.
- 12.2.4 An employee who has changed the number of dependents or marital status shall update all required Federal and state forms, including tax forms within thirty (30) days of the change.
- 12.2.5 The Department Supervisor shall be responsible for promptly updating any changes in an employee's status related to job classification, salary range, merit or special compensation pay and providing said changes to the Human Resources Director.
- 12.2.6 The Department Supervisor and/or the Parish Manager shall be responsible for promptly providing any and all grievance and result forms and/or all disciplinary action forms to the Human Resources Director.
- 12.2.7 The Human Resources Director shall be responsible for promptly forwarding all tax-withholding and retirement information and funds to the appropriate Federal or state agencies by the required dates.

- 12.2.8 The Human Resources Director shall provide year-end tax information on the appropriate forms to the employee and the appropriate Federal and state agencies.

### **12.3 Data Contained in the Confidential Medical Files**

- 12.3.1 The Employee Confidential Medical File shall include the following records:
  - 12.3.1.1 Insurance information
  - 12.3.1.2 Medical information
  - 12.3.1.3 Medical statements from doctors regarding reasons for absences from work
  - 12.3.1.4 Results from drug tests and follow-up tests

## **13. HUMAN RESOURCES FORMS**

- 13.1 All forms related to employee evaluations, grievances, appeals, or disciplinary actions shall be available in the Human Resources Department and each Department Supervisor shall have a copy.
- 13.2 The forms included with this manual are:
  - 13.2.1 Employee Results Development and Rewards Form  
(Provided to Department Supervisors prior to annual reviews.)
  - 13.2.2 Personnel Hiring Request Form
  - 13.2.3 Grievance Action Form
  - 13.2.4 Disciplinary Action Form
  - 13.2.5 Appeal Form
  - 13.2.6 Receipt of "Personnel Policy and Procedures Manual" Signature Form
  - 13.2.7 Receipt of "IS Department Systems Usage Policy" Signature Form  
(Provided with the Policy.)

**WEST FELICIANA PARISH POLICE JURY**

**RESULTS, DEVELOPMENT AND REWARDS PROGRAM**

Employee Name	Reviewer	Performance Period	Current Level

**Goals and Results**

At the beginning of the year, each department will establish goals for that year. Certain goals will cascade down from the department head to each individual in the department. Your reviewer will determine in conjunction with each employee the goals and each employee should have a mid-year review discussion. The mid-year review process will evaluate where you are in achieving your goals and will allow time to improve or enhance your opportunity of attaining the goals established during the beginning of the year. At the end of the performance period, the reviewer will document achievement of your goals and send to you for comments. The overall rating is based on the significance of each goal and the extent to which you achieved or exceeded expectations for your goals.

Rating Key	
5	Significantly exceeding goal performance expectations
4	Consistently exceeding goal performance expectations
3	Consistently meeting goal performance expectations
2	Occasionally meeting goal performance expectations
1	Performing below agreed-upon goal performance expectations

Capability Goal and Demonstration	Significance of Goal Critical ( C ) or Important ( I )	Evaluation Period	Rating
<p>C1 Assist in developing the leadership, communication, and interpersonal skills of staff members which are essential tools required for future parish government growth opportunities <b>(Supervisors only)</b>.</p> <p>Develop leadership, communication and interpersonal skills in order to deliver quality and timely service levels to residents of West Feliciana Parish <b>(Employees only)</b>.</p>			
<p>C2 Develop consistency in processes and service levels where appropriate from a service delivery perspective to all customers in the Parish <b>(can be expanded to cover specifics by departments)</b>.</p>			
<p>C3 (Optional)</p>			
Role Goal and Demonstration	Significance of Goal ( C or I )	Evaluation Period	Rating
<p>R1 FINANCIAL</p> <p>Meet or exceed budget forecast for the year.</p> <ul style="list-style-type: none"> <li>- Achieve or exceed revenue projections for the year.</li> <li>- Achieve or exceed expenditure projections for the year.</li> </ul> <p>Develop push down budgetary oversight to the lowest practical level to maintain costs within targeted levels.</p> <ul style="list-style-type: none"> <li>- Continually evaluate pricing to ensure the most cost effective measures are realized.</li> <li>- Continually evaluate operations to minimize costs to provide customers with quality service at the lowest rates possible.</li> </ul> <p>Maintain a rate structure that will facilitate a break even at year end <b>(Water)</b> or to achieve a future profit center <b>(IT/GIS, Recreation and Developmental Services)</b>.</p> <ul style="list-style-type: none"> <li>- Evaluate current rate structure and, where applicable, develop a rate increase that will be sufficient for the next 2 - 4 years.</li> <li>- Continually review and evaluate service levels to ensure rate structure is consistent with services.</li> </ul>			
<p>R2 OPERATIONAL</p> <p>Develop a set of service levels as it relates to maintenance, enhancements and <b>emergency (All Departments)</b>.</p> <p>Develop a matrix and establish standards by which each department can document service level requests, measurement of response time and amount of time required to complete each request <b>(All Departments)</b>.</p> <ul style="list-style-type: none"> <li>- Set acceptable standards for response time and a measurement of achieving a minimum of <u>75%</u> of set standards for the year.</li> <li>- Where above measurements are not achieved, document "lessons learned" and implement process improvements to avoid a recurrence.</li> </ul>			

**WEST FELICIANA PARISH POLICE JURY**

**RESULTS, DEVELOPMENT AND REWARDS PROGRAM**

Rating Key	
5	Significantly exceeding goal performance expectations
4	Consistently exceeding goal performance expectations
3	Consistently meeting goal performance expectations
2	Occasionally meeting goal performance expectations
1	Performing below agreed-upon goal performance expectations

<b>R3 CUSTOMER FOCUS</b> Develop avenues for internal <b>(IT/GIS and Administration)</b> and external <b>(Water, Recreation, Road and Maintenance, Developmental Services)</b> customer feedback to facilitate process improvements. - Internally use a "Request for Services" form to determine performance feedback. - Externally established a timing of updating web-site to be used to elicit feedback.			
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Capability Goal and Demonstration	Significance of Goal (C or I)	Evaluation Period	Rating
<b>R4 INTERNAL PROCESS</b> Document operational processes in order to update the Parish's Policy and Procedural manual by year end <b>(All Departments)</b> . - Develop an outline of all processes. - Work with outside consultants to assist with writing Policy and Procedures.			
<b>R5 PEOPLE</b> Objectively administer a Results, Development and Rewards Program which is the basis of a process improvement and annual salary administration process. Organizationally implement for long term purposes a "Succession Planning" process.			
R6 (Optional)			
R7 (Optional)			

**Overall Goals Rating**

If different from calculated average, provide rationale, including significance and evaluation period.

**Employee Documentation of Goals Achievement** (identify each goal you are documenting by letter and number (C1, R1, etc.)

**Reviewer Comments and Rationale for Rating** (Reviewer sign after the completion of comments)

**Right Way Results**

This rating reflects your ability to deliver results the "right way" on your stated goals and roles. Expectations regarding the "right way" are based on ethical behavior, values and Parish government policies. Upon completion of the review period, the reviewer assigns and overall "right way" rating and provide documentation supporting such rating.

Rating Key	
++	Consistently exceeding right way expectations
+	Consistently meeting right way expectations
0	Not consistently meeting right way expectations

**Right Way Rating**

Reviewer Section

**Reviewer Comments and Rationale for Rating** (Reviewer sign at the end of rating)



### 13.2.3 GREIVANCE ACTION FORM

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

REASON FOR GREIVANCE: \_\_\_\_\_

PERSON NAMED IN GREIVANCE: \_\_\_\_\_

INVESTIGATION RESULTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCIPLINARY ACTION TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**(Complete for each grievance action taken. Be specific on dates.)**

If the decision is **APPEALED**, include the Appeal Date: \_\_\_\_\_

Attach a copy of this form to the APPEAL FORM.

### 13.2.4 DISCIPLINARY ACTION FORM

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

JOB CLASSIFICATION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

REASON FOR DISCIPLINARY ACTION: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

DISCIPLINARY ACTION TAKEN:

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(Complete for each disciplinary action taken. Be specific on dates.)

If the decision is **APPEALED**, include the Appeal Date: \_\_\_\_\_

Attach a copy of this form to the APPEAL FORM.

### 13.2.5 APPEAL FORM

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE OF DECISION BEING APPEALED: \_\_\_\_\_

REASON FOR APPEAL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INVESTIGATION RESULTS: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**13.2.6 RECEIPT SIGNATURE FORM for the  
“PERSONNEL POLICY AND PROCEDURES MANUAL”**

**DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**EMPLOYEE'S NAME:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**I have received the PERSONNEL POLICY AND PROCEDURES MANUAL and shall read it in order to know the requirements for parish employment.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**13.2.6 RECEIPT SIGNATURE FORM for the  
“I.S. DEPARTMENT SYSTEMS USAGE POLICY”**

**DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**EMPLOYEE’S NAME:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**I have received the IS DEPARTMENT SYSTEMS USAGE POLICY and shall read it in order to know the requirements for parish employment.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_